

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 7 July 2003 at 2.00pm in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 11 June 2003 (previously circulated).

#2. Matters Arising

- (a) Regulation 15, Regulations Governing Research Degrees
(Minute 73/02-03 refers)

TO REPORT:

- (i) That the Committee, at its meeting on 11 June 2003, considered proposed amendments to University Regulation 15, Regulations Governing Higher Degrees (paper BGS 19/02-03) and resolved:

“That clarification be sought from the Chair of the Graduate School as to whether the revision to 15 (A) (13) was intended to preclude entirely the option of extension of PhD registration for a period in excess of 12 months; it being noted that this would place overseas students in a particularly difficult position and that if this were the intention behind the proposed amendments, they be not approved.”

- (ii) That the Board of Graduate Studies, at its meeting held on 16 June considered a revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’ (paper BGS 19/02-03 {revised 1}) and resolved:

“That an explanatory note be forwarded to the Academic Quality and Standards Committee for consideration, noting that:

- (A) Extensions beyond the 12 month continuation period would continue to be at the discretion of the Chair of the Graduate School.

- (B) Under the new HEFCE framework for research degrees, submission rates for all research students would be monitored and the University would be expected to achieve a minimum of 70% submission within four years from initial registration.”

The Board further recommended that the revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’ be approved as set out in paper BGS 19/02-03 {revised 1}.

(Minute 54/02-03, unconfirmed)

TO CONSIDER:

The revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’ , paper BGS 19/02-03 {revised 1} (copy attached) in the light of the resolution of the Board of Graduate Studies.

- (b) Student Complaints (Minute 72/02-03 (c) refers)

TO CONSIDER:

A response from Nicola Owen, Senior Assistant Registrar (Operations & Planning) concerning financial recompense for students having a formal complaint against the University upheld, paper AQSC 162/02-03 (copy attached).

3. Chair’s Action

TO REPORT:

- (a) That the Chair, acting on behalf of the Committee, has taken Chair’s Action to recommend to the Senate for approval:
- (i) A proposal from the Centre for Renaissance Studies for a revised MA in The Culture of the European Renaissance, paper AGSC 25/02-03 (revised) (copy attached).
 - (ii) A proposal from the departments of Biological Sciences, Chemistry and Mathematics for a new MSc in Molecular Organisation and Assembly in Cells, paper BGS 28/02-03 (copy attached).
- (b) That the Chair, acting on behalf of the Committee, has taken Chair’s Action to approve Course Specifications for those courses listed at paper AQSC 163/02-03 (copy attached), circulated in the second batch of papers for the meeting of the Committee on 11 June on which the Committee resolved that the Chair should take action following receipt of comments by members of the Committee after the meeting.

4. Chair’s Business

#5. QAA Developmental Engagement: Department of Chemistry

TO CONSIDER:

The draft report from the QAA on the Developmental Engagement conducted in the Department of Chemistry in May 2003, paper AQSC 164/02-03 (copy attached).

#6. Guidelines on Postgraduate Research Degree Programmes

TO REPORT:

That at its meetings held on 27 May and 16 June, the Board of Graduate Studies considered proposed revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students, and recommended to the Committee that the amended guidelines on the Supervision and Monitoring of Research Degree Students be approved as set out in paper BGS 21/02-03 {revised 1}.

TO CONSIDER:

Proposed revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students, paper BGS 21/02-03, {revised1} (copy attached).

#7. PhD Viva examinations by Video-Conferencing

TO REPORT:

That at its meeting held on 16 June, the Board of Graduate Studies considered proposed procedures for the conduct of PhD examinations using video conferencing, paper BGS 24/02-03 and recommended that the proposed procedures be approved, subject to the inclusion of:

- (a) A statement indicating that the agreement of the candidate should be obtained.
- (b) A limit on the total cost of call charges.

TO CONSIDER:

Proposed procedures for the conduct of PhD examinations using video conferencing, paper BGS 24/02-03 (revised), (copy attached).

#8. HEFCE Consultation on Improving Standards in Research Degree Programmes

TO CONSIDER:

The formal consultation on the HEFCE's proposals on Improving Standards in Postgraduate Research Degree Programmes, paper BGS 23/02-03 (copy attached), noting that the Board of Graduate Studies, at its meeting held on 16 June resolved that a draft response be prepared and circulated for comment.

#9. Assessment Practices & Examination Load and Late Submission of Assessed Work

TO REPORT:

- (a) That at its meeting held on 19 June the Board of Undergraduate Studies reported:
- (i) That the Board had sought the views of departments on the possible exclusion from the 50% rule (see paper AQSC 165/02-03 (copy attached)), calculations of those modules examined 100% by assessed essay, dissertation or project work.
 - (ii) That the Secretary to the Board had written to departments to seek their response to a proposed amendment to the existing convention on the submission of assessed work (see paper AQSC 166/02-03 (copy attached)), whereby five marks would be deducted for each day a piece of assessed work is late (where that piece of work is marked out of 100).
- (b) That the Board considered responses from academic departments to the above consultation as set out in paper BUGS29/02-03 (copy attached) and recommended:
- (iii) That the current 50% rule be amended to allow Departments to request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work beyond 50% is accounted for by (a) substantial piece(s) of work (eg. a dissertation or project) undertaken on an individual basis.
 - (iii) That the current regulation regarding late submission of assessed work be amended such that five marks would be deducted for each day a piece of assessed work counting for 10% or more of the credit for a module is late, noting that it would be for departments to determine whether this penalty should apply to those pieces of work which count for less than 10% of module.

TO CONSIDER:

The recommendations of the Board of Undergraduate Studies concerning revisions to the 50% rule and the imposition of penalties for the late submission of work.

#10. Additional Course Costs

TO REPORT:

That at its meeting held on 15 May, the Committee considered a paper from the Education Officer, Students' Union, providing an overview of the additional costs incurred by students taking degrees at the University, by department (paper AQSC 42/02-03) and resolved:

- (a) That SSLCs not having responded to the request for information on additional course costs from the Students' Union be requested to do so as soon as possible, this to include the Medical School SSLC.
- (b) That the paper be circulated to Departments with a request for feedback for consideration by the Committee later in the term; noting that the Committee viewed costs incurred in the purchase of set texts differently from other additional costs and that the key points were the extent to which students received information on additional costs prior to their arrival at the University, and the transparency of that information.
- (c) That clarification be sought from the Department of English concerning the charges levied on English Studies students attending compulsory Creative Writing talks on Wednesday afternoons.
- (d) That clarification be sought from the Chair of the School of Law concerning the £55 charge levied upon the students' arrival.
- (e) That the information about year abroad costs be considered by the Placement Learning Working Group.

TO CONSIDER:

Information received from departments in response to the Committee's enquiries, paper AQSC 167/02-03 (copy attached).

#11. Annual Course Review Reports

TO CONSIDER:

The following Annual Course Review reports submitted by the School of Postgraduate Medical Education, Medical School:

- (a) MSc Health Information Sciences, paper GCFM10/02-03, (previously circulated)
- (b) MSc Child Health, paper GCFM11/02-03 (revised), (previously circulated).
- (c) MSc Community Gynaecology, paper GCFM12/02-03, (previously circulated).
- (d) MClSci Clinical Sciences, paper GCFM13/02-03, (previously circulated).

#12. Curriculum Committee

TO CONSIDER:

The Code of Practice for the Management of the MBChB Curricula, as set out in paper BFM 26/02-03, (copy attached).

#13. Periodic Reviews of Departments

TO CONSIDER:

- (a) Periodic Review reports and responses from the relevant Chair for the following Departments:
- (i) Department of English & Comparative Literary Studies, papers BFA 27 (revised) and 28/02-03 respectively, (previously circulated).
 - (ii) Department of Italian Studies, papers BFA 29 and 30/02-03, (previously circulated); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report of the Periodic Review of courses offered by the Department of Italian Studies and the Department's response be approved as set out in papers BFA 29/02-03 and BFA 30/02-03, subject to clarification of the response to recommendation 4(c)(i) on SSLC provision.
 - (iii) Department of German Studies, papers BFA 31 & 32/02-03 (previously circulated); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report of the Periodic Review of courses offered by the Department of German Studies and the Department's response be approved as set out in papers BFA.31/02-03 and BFA 32/02-03, subject to receipt of a full response to recommendation (b) (i).
 - (iv) Department of History of Art, papers BFA 33 & 34/02-03, (previously circulated).
 - (v) School of Health & Social Studies, papers BFSS 32-34/02-03, (copies attached); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report of the Periodic Review of courses offered by the School of Health and Social Studies (paper BFSS 32/02-03) and the responses from the School of Health and Social Studies (paper BFSS 33/02-03) and the Centre for Primary Health Care Studies (Paper BFSS 34/02-03), be approved, subject to approval by the Board of the Faculty of Medicine at its meeting on 30 June 2003.
- (b) A further recommendation made by the Board of Graduate Studies at its meeting held on 16 June concerning Periodic review, *viz*, that separate undergraduate and postgraduate reviews be held in departments with a significant amount of postgraduate provision (for example in departments where at least 15% of the student population were postgraduate), or postgraduate provision that was particularly complex.

#14. New Postgraduate Courses

TO REPORT:

That the Board of Graduate Studies, at its meeting on 16 June, considered proposals to establish the following new Postgraduate Awards and recorded the following resolutions:

(a) The Organisation and Delivery of Diabetes Care

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled 'The Organisation and Delivery of Diabetes Care' be approved for introduction with effect from May 2003 as set out in paper GCFM 8/02-03 (revised), subject to clarification of the differential CATS points and to the approval of the course fees by the Finance and General Purposes Committee.

(b) Sexual Health in Primary Care

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled Sexual Health in Primary Care be approved for introduction with effect from September 2003 as set out in paper GCFM 4/02-03, subject to clarification of the title, of the exam component and of the fee, and to the approval of the course fees by the Finance and General Purposes Committee.

(c) Assessment of Examination Performance through Experiential Learning

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled 'Assessment of Examination Performance through Experiential Learning' be approved for introduction with effect from September 2003 as set out in paper GCFM 5/02-03, subject to the revision of the title and to the approval of the course fees by the Finance and General Purposes Committee.

#15. Course Specifications

TO CONSIDER:

Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (a) Film and Literature (AUCSWG 23/02-03 (revised), attached).
- (b) Film and Television Studies (AUCSWG 24/02-03 (revised), attached).
- (c) French Studies (AUCSWG 37/02-03 (revised), attached).

- (d) English and French (AUCSWG 38/02-03 (revised), attached).
- (e) French and History (AUCSWG 39/02-03 (revised), attached).
- (f) French with Film Studies (AUCSWG 40/02-03 (revised), attached).
- (g) French Studies with German (AUCSWG 41/02-03 (revised), attached).
- (h) French Studies with Italian (AUCSWG 42/02-03 (revised), attached).
- (i) French with International Studies (AUCSWG 43/02-03 (revised), attached).
- (j) French with Sociology (AUCSWG 44/02-03 (revised), attached).
- (k) MA English Literature (AGSC 31/02-30, attached).
- (l) MA Writing (AGSC 32/02-03, attached).
- (m) MA Humanities (Caribbean Studies) (AGSC 46/02-03, attached).
- (n) MA Gender, Literature & Modernity (AGSC 51/02-03, attached).
- (o) European Studies (Part-time degree) (paper AUCSWG 45/02-03 (revised), attached)

Faculty of Science

- (p) MSc in Molecular Organisation and Assembly in Cells (MOAC) (SCSG71/02-03, copy attached).
- (q) H100, BEng, Engineering (SCSG45/02-03, copy attached).
- (r) H102, MEng, Engineering (SCSG46/02-03, copy attached).
- (s) H1N1, BSc, Engineering and Business Studies (SCSG47/02-03, copy attached).
- (t) H200, BEng, Civil Engineering (SCSG48/02-03, copy attached).
- (u) H202, MEng, Civil Engineering (SCSG49/02-03, copy attached).
- (v) H300, BEng, Mechanical Engineering (SCSG50/02-03, copy attached).
- (w) H302, MEng, Mechanical Engineering (SCSG51/02-03, copy attached).
- (x) G610 (Internal Code: H600), BEng, Electronic Engineering (SCSG52/02-03, copy attached).
- (y) H612 (Internal Code: H602), MEng, Electronic Engineering (SCSG53/02-03, copy attached).
- (z) HH13, BEng, Combined Technology (SCSG54/02-03, copy attached).
- (aa) HH36, BEng, Systems Engineering (SCSG55/02-03, copy attached).
- (bb) HH63, MEng, Systems Engineering (SCSG56/02-03, copy attached).
- (cc) HH73, BEng, Manufacturing and Mechanical Engineering (SCSG57/02-03, copy attached).
- (dd) HH37, MEng, Manufacturing and Mechanical Engineering (SCSG58/02-03, copy attached).
- (ee) HN12, BEng, Management of Engineering Business (SCSG59/02-03, copy attached).
- (ff) GLN0 (Internal Code: Y602), BSc/MORSE, Mathematics, Operational Research, Statistics and Economics (SCSG60/02-03, copy attached).
- (gg) G0L0 (Internal Code: Y604), MMORSE, Mathematics, Operational Research, Statistics and Economics (SCSG61/02-03, copy attached).
- (hh) GG13 (Internal Code: GG14), BSc/MathS, Mathematics and Statistics (SCSG62/02-03, copy attached).
- (ii) GGC3 (Internal Code: GGCK), MMathStat, Mathematics and Statistics (SCSG63/02-03, copy attached).
- (jj) G4P1, MSc & PGDip, Statistics (SCSG64/02-03, copy attached).

- (kk) A memorandum from Dr G Dunbar, Department of Psychology, seeking clarification as to whether course specifications should be written as 'threshold' or 'modal' statements of learning outcomes, paper AQSC 162/02-03, (previously circulated).

Faculty of Social Studies

- (ll) MSc Economics and Finance (AQSC 168/02-03, copy attached).
- (mm) MA Educational Research Methods (AQSC 169/02-03, copy attached).
- (nn) MA in Race and Ethnic Studies (AQSC 170/02-03, copy attached).
- (oo) MA & PG Diploma in Sociology (AQSC 171/02-03, copy attached).
- (pp) MA & PG Diploma in Social Research (AQSC 172/02-03, copy attached).
- (qq) MSc Management Science and Operational Research (AQSC 173/02-03, copy attached).
- (rr) MA Organisation Studies (AQSC 174/02-03, copy attached).
- (ss) LLM Law in Development (AQSC 175/02-03, copy attached).
- (tt) Postgraduate Diploma (Law in Development) (AQSC 176/02-03, copy attached).

18. Any Other Business

