

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 11 June 2003 at 9.30am 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 15th May 2003 (previously circulated).

#2. Matters Arising

(a) Fitness to Practice (Minute 38/02-03 (a) refers)

TO REPORT:

That at its meeting held on 26 February, the Committee considered a report from Mr K Sloan, Director, Student Recruitment & Admissions Office, clarifying current procedures for assessing fitness to practice for professional qualifications awarded by the University and resolved that proposals for revisions to University Regulations governing Fitness to Practice and admission to the University be brought forward for consideration at the next meeting of the Committee.

TO CONSIDER:

Proposed revisions to University Regulations governing Fitness to Practice and Admission to the University, paper AQSC 91/02-03 (to follow).

(b) Annual Course Review Reports 2001-02 (Minute 47/02-03 (c) refers)

TO REPORT:

That at its meeting held on 26 February the Committee considered undergraduate and postgraduate Annual Course Review reports from all faculties and resolved, *inter alia*,

- (i) That it be noted that it was the expectation of the Committee that areas of concern be addressed at Faculty level, unless an issue of principle was revised and that, to this end, the Committee expected to receive a report from the BFSS in the summer term on the high number of students resitting examinations for the MSc Management Science & Operational Research and the non-completion rates for the course in general.

TO CONSIDER:

A formal response from Ms M Meadows, MSOR Course Director, paper GFSS 73/02-03 (copy attached), together with relevant Minutes of the Graduate Studies Committee of the Board of the Faculty of Social Studies and of the Board itself, paper AQSC 92/02-03 (copy attached).

- (c) Chemistry Developmental Engagement (Minute 56/02-03 refers)

TO CONSIDER:

The benefit to be derived from better co-ordination of reporting lines for consideration of External Examiners' reports, Annual SSLC reports and Annual Course Review reports and the timing of the submission of each, in conjunction with paper AQSC 93/02-03 (copy attached) setting out the routes and schedules for consideration of each item.

- (d) Consultation by Law Society and the Bar Council on QA arrangements for Qualifying Law Degrees (Minutes 5/02-03 & 57/02-03 refer)

TO REPORT:

That at its meeting held on 24th October 2002, the Committee considered a report from the Law Society and the Bar Council setting out the proposed new framework for quality assurance and related matters in respect of Qualifying Law degrees and resolved:

- (i) That paper be brought to the next meeting of the Committee providing an institutional perspective on the proposed new framework for quality assurance and related matters in respect of Qualifying Law degrees
- (ii) That the Chair of the Law School be requested to provide a similar paper on behalf of the School for the next meeting of the Committee.

TO CONSIDER:

- (iii) A response to the report from Professor L Bridges, Chair, School of Law, paper AQSC 94/02-03 (copy attached).
- (iv) A response from the Senior Assistant Registrar, (Teaching Quality), setting out an institutional perspective, paper AQSC 95/02-03 (copy attached).

- (e) Academic Survey (Minute 59/02-03 refers)

TO CONSIDER:

A summary of the initial findings of the Student's Union Academic Survey 2003, drafted by the Education Officer, Students' Union, paper AQSC 96/02-03 (copy attached).

- (f) English Language proficiency of overseas students (Minute 61/02-03 refers)

TO REPORT:

That at its last meeting held on 15th May the Committee considered a response from the Director of the International Office to an enquiry concerning the English Language proficiency of overseas students raised at the last meeting of the Committee and resolved that further information be requested from Dr J Khan, Director, Centre for English Language Teacher Education, concerning the relative merits of the English language entry qualifications approved by the University, particularly with regard to oral competence.

TO CONSIDER:

A response from Dr J Khan, Director, Centre for English Language Teacher Education, paper AQSC 97/02-03 (copy attached).

3. Chair's Business

4. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Committee, has taken action since the last meeting to approve minor revisions to the Annual Course Review Report form approved in principle by the Committee, paper AQSC 35/023-03 (revised) (copy attached).

#5. New Course in PPE

TO REPORT:

- (a) That at its meeting held on 26 February the Committee considered a proposal from the Departments of Philosophy, PAIS and Economics to establish a new BA/BSc in Philosophy, Politics and Economics with effect from October 2004 (paper UFSS 34/02-03), and resolved that the proposal be approved subject to a review of the first year workload as reflected in the proposed CATS allocation.

- (b) That at its meeting held on 28 May the Board of the Faculty of Social Studies considered a report from its Graduate Studies Committee which had approved a proposal from the Department of Economics to revise the CATS weightings for its first year modules from 30 to 24 and resolved that the proposal be not approved, pending consideration of the issue by the Working Group on CATS established by the Academic Quality & Standards Committee at its last meeting.

TO RECEIVE:

Oral reports from Professor A Reeve, Chair, Department of PAIS; Professor M Luntley, Chair, Department of Philosophy, and Professor M Harrison, Director of Undergraduate Studies, Department of Economics, on the position with respect to PPE with a view to informing the work of the Working Group on CATS.

#6. External Examiners' Report Form and Notes of Guidance.

TO CONSIDER:

Revised drafts of the University's Undergraduate and Postgraduate External Examiners' report forms, amended to take account of the requirements of the Cooke report (HEFCE 02/15), papers BUGS 42/02-03 & BGS 22/02-03 respectively, (copies attached), together with amended Notes of Guidance for External Examiners, paper AQSC 98/02-03 (copy attached), it being noted:

- (a) That the Board of Graduate Studies, at its meeting held on 27 May considered the revised Postgraduate External Examiners report form and Notes of Guidance and recommended to the AQSC:

That the revised forms be approved subject to the amendment of point 3(c) of the Notes of Guidance to 'the External Examiner may ~~arbitrate or adjudicate~~ advise on problem cases' (deletions struck through, amendments underlined), noting that:

- (i) Departments should include course specifications in the pack of information sent to the External Examiner.
- (ii) That the new report forms would be implemented with effect from the 2003/2004 academic year and that external examiners for postgraduate exam boards meeting in Autumn 2003 to consider work completed in the 2002/03 academic year would not therefore be required to use the new form.

(Minute 47/02-03, unconfirmed)

- (b) That an oral report on the consideration given by the Board of Undergraduate Studies to the Undergraduate External Examiner report form and Notes of Guidance at its meeting on 5 June will be forthcoming at the meeting of the AQSC.

#7. Student Complaints

TO CONSIDER:

An Annual Report on use of the Students Complaints procedure by undergraduate students, for the academic year 2002-03, paper AQSC 99/02-03 (copy attached).

#8. Regulations Governing Research Degrees

TO CONSIDER:

Proposed amendments to University Regulation 15, 'Regulations Governing Higher Degrees', paper BGS 19/02-03 (revised), (copy attached), noting that the Board of Graduate Studies, at its meeting on 27 May recommended that the proposed amendments to University Regulation 15, 'Regulations Governing Higher Degrees' be approved as set out in paper BGS 19/02-03, subject to the revision of 15 (A) (13), which has been carried out.

#9. Regulations Governing Termination of Registration

TO CONSIDER:

A minor revision proposed to University Regulation 19, 'Regulations Governing the Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates', as set out in paper AQSC 100/02-03, (copy attached).

#10. New Undergraduate Courses

TO CONSIDER:

(a) A proposal from (dept) to establish an undergraduate diploma entitled 'Diploma in Service Leadership' as set out in paper UFSS74/02-03, (copy attached).

(b) A proposal from (dept) to establish a Foundation degree entitled either 'Early Years Foundation degree' (for those working in early years) or 'Foundation Degree in Learning Support' (for those not working in early years) as set out in paper UFSS87/02-03, (copy attached).

#11. New and Revised Postgraduate Courses

TO REPORT:

That the Board of Graduate Studies, at its meeting held on 27 May, considered proposals to establish the following new Postgraduate Awards and recorded the following resolutions:

(a) Centre for Academic Practice

- (i) A proposal from the Centre for Academic Practice to introduce a Postgraduate Award entitled 'E-Learning', paper GFSS 62/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 14 May 2003 recommended that the proposal be approved and that the Board of Graduate Studies recommended that the new Postgraduate Award in 'E-Learning' be approved subject to clarification of the resourcing of the course.
- (ii) A proposal from the Centre for Academic Practice to introduce a new Postgraduate Award entitled 'Introduction to Learning and Teaching in Higher Education', paper GFSS 63/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies recommended that the proposal be approved and that the Board of Graduate Studies recommended that the new Postgraduate Award entitled 'Introduction to Learning and Teaching in Higher Education' be approved subject to clarification of the resourcing of the course.

(b) Warwick Business School: Corporate Citizenship Unit

A proposal from the Corporate Citizenship Unit, WBS, to introduce a new Postgraduate Award entitled 'Social Accounting, Auditing, Reporting and Assurance', paper GFSS 64/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies recommended that the proposal be approved and that the Board of Graduate Studies recommended that the proposal to introduce a new Postgraduate Award entitled 'Social Accounting, Auditing, Reporting and Assurance' be approved subject to the clarification of the fee structure for the course.

TO CONSIDER:

(c) Warwick Manufacturing Group, Engineering: Post-Experience Certificate and Diploma in Engineering Business Management

A proposal from the Warwick Manufacturing Group to introduce a franchised variant of the Post-Experience Certificate and Diploma in Engineering Business Management, paper SGS 33/02-03, (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Science and the Partnerships and Distance Learning Sub-Committee recommended that the proposal be approved, subject to the resolution of the current difficulties with regard to the South African government's recognition of courses with regard to the South African government's recognition of courses operated by overseas institutions and that the Board of Graduate Studies recommended that the proposal be approved subject to the approval of the course fees by the Finance and General Purposes Committee.

(d) Department of History of Art

A proposal from the Department of History of Art to introduce a part-time variant of the current postgraduate diploma, paper AGSC 24/02-03, (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposal be approved and that the Board of Graduate Studies recommended that the proposal be approved subject to the approval of the course fees by the Finance and General Purposes Committee.

(e) Centre for Primary Health Care Studies

A proposal from the School of Health & Social Studies to introduce a new MA/MSc in Medical Education with effect from May 2003, paper GFSS 85/01-02, (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies recommended that the proposal be approved, subject to the provision of designated members of staff as Personal Tutors for students enrolling on the course and that the Board of Graduate Studies recommended that the proposal from the School of Health & Social Studies to introduce a new MA/MSc in Medical Education with effect from May 2003 be approved subject to the approval of the course by the Faculty of Medicine and to the completion of part 2 of the course approval form.

#12. Changes to Course Regulations

TO CONSIDER:

- (a) A request from the Warwick Manufacturing Group to make changes to the MSc Regulations, paper SGS 32/02-03, (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Science and the Board of Graduate Studies recommended that the request be approved, the latter recording that if a student were to complete more than 9 modules, the 9 highest marks would be taken into account.
- (b) A request from the Institute of Education to make a change to the PGCE 'English and Drama' subject specialism so that students can specialise in either English or Drama, paper GFSS 68/02-03, (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies and the Board of Graduate Studies recommended that the request be approved.

#13. Course Specifications

TO CONSIDER:

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

Faculty of Arts

- (a) French Culture & Thought (AGSC 35/02-03, (attached)).
- (b) British Cultural Studies (AGSC 26/02-03, (attached)).
- (c) Colonial and Post-Colonial Literature in English (AGSC 28/02-03, (attached)).
- (d) Translation Studies (AGSC 29/02-03, (attached)).
- (e) Memorandum relating to postgraduate diplomas from the Centre for Translation & Comparative Cultural Studies (AGSC 51/02-03, (attached)).
- (f) Creative and Media Enterprises (AGSC 49/02-30 (revised), (attached)).
- (g) European Cultural Policy and Management (AGSC 50/02-03 (revised), (attached)).
- (h) History (AGSC 36/02-03 (revised), (attached)).
- (i) Culture, Class and Power: Modern Europe 1850 (AGSC 37/02-03 (revised), (attached)).
- (j) Society and Culture in the Cold War (AGSC 38/02-03 (revised), (attached)).
- (k) The Social History of Medicine (AGSC 39/02-03 (revised), (attached)).
- (l) Religious and Social History (AGSC 40/02-03 (revised), (attached)).
- (m) Local and Regional History (AGSC 41/02-03 (revised), (attached)).
- (n) Eighteenth Century Studies (AGSC 42/02-03 (revised), (attached)).
- (o) History of Race in the Americas (AGSC 43/02-03 (revised), (attached)).
- (p) Modern British History (AGSC 52/02-03 (revised), (attached)).
- (q) Comparative American Studies (AUCSWG 20/02-03 (revised), (attached)).
- (r) Classical Civilisation (AUCSWG 31/02-03, (attached)).
- (s) Theatre and Performance Studies (AUCSWG 46/02-02, (attached)).
- (t) Philosophy & Literature, (AUCSWG 27/02-03, (revised) (attached)).

Faculty of Science

- (u) G100, BSc, Mathematics (SCSG34/02-03 (revised) (attached)).
- (v) G103, MMath, Mathematics (SCSG35/02-03 (revised) (attached)).
- (w) G1P0, MSc, Mathematics (SCSG36/02-03 (revised) (attached)).
- (x) G1P1, MSc, Interdisciplinary Mathematics (SCSG37/02-03 (revised) (attached)).
- (y) GV17, BSc/BA, Mathematics and Philosophy (SCSG38/02-03 (revised) (attached)).
- (z) G1NC, BSc, Mathematics and Business Studies (SCSG39/02-03 (revised) (attached)).
- (aa) G1GN, BSc, Mathematics with Computing (SCSG40/02-03 (revised) (attached)).
- (bb) GL11, BSc, Mathematics and Economics (SCSG41/02-03 (revised) (attached)).
- (cc) G1P5, MSc, Financial Mathematics (SCSG42/02-02 (revised) (attached)).
- (dd) F100, BSc, Chemistry, (SCSG1/02-03 (revised 3) (attached)).
- (ee) F105, MChem, Chemistry (SCSG2/02-03 (revised 3) (attached)).
- (ff) F106, MChem with Professional Experience, Chemistry (SCSG3/02-03 (revised2) (attached)).

- (gg) F108, MChem with Industrial Training, Chemistry ([SCSG4/02-03 \(revised2\) \(attached\)](#)).
- (hh) F121, BSc, Chemistry with Medicinal Chemistry ([SCSG5/02-03 \(revised2\) \(attached\)](#)).
- (ii) F125, MChem, Chemistry with Medicinal Chemistry ([SCSG6/02-03 \(revised2\) \(attached\)](#)).
- (jj) F126, MChem with Professional Experience, Chemistry with Medicinal Chemistry ([SCSG7/02-03 \(revised2\) \(attached\)](#)).
- (kk) F128, MChem with Industrial Training, Chemistry with Medicinal Chemistry ([SCSG8/02-03 \(revised2\) \(attached\)](#)).
- (ll) F1N2 (Internal Code: F1N1), BSc, Chemistry with Management ([SCSG9/02-03 \(revised2\) \(attached\)](#)).
- (mm) BF91, BSc, Biomedical Chemistry ([SCSG10/02-03 \(revised2\) \(attached\)](#)).
- (nn) FC11, MChem, Chemical Biology ([SCSG11/02-03 \(revised2\) \(attached\)](#)).
- (oo) C800, BSc, Psychology ([SCSG43/02-03 \(revised\) \(attached\)](#)).
- (pp) C8P3, MSc, Psychology (MSc by research) ([SCSG44/02-03 \(revised\) \(attached\)](#)).

Faculty of Social Studies

- (qq) BA English Language, Translation and Cultural Studies, AQSC 101/02-03 ([attached](#)).
- (rr) MA in English Language Teaching, AQSC 102/02-03 ([attached](#)).
- (ss) MA in English Language Teaching for Specific Purposes, AQSC 103/02-03 ([attached](#)).
- (tt) MA in English Language Teaching to Young Learners, AQSC 104/02-03 ([attached](#)).
- (uu) Diploma in English Language Teaching and Administration, AQSC 105/02-03 ([attached](#)).
- (vv) MA in English Language Teaching and Multimedia, AQSC 106/02-03 ([attached](#)).
- (ww) Fdn Degree in Community Enterprise and Development, AQSC 107/02-03 ([attached](#)).
- (xx) BA (Hons) Social Studies, AQSC 108/02-03 ([attached](#)).
- (yy) Diploma in Person-Centred Counselling and Psychotherapy, AQSC 109/02-03 ([attached](#)).
- (zz) Diploma in Integrative Counselling, AQSC 110/02-03 ([attached](#)).
- (aaa) Law and Business Studies, AQSC 111/02-03 ([attached](#)).
- (bbb) L100 – Economics, AQSC 112/02-03 ([attached](#)).
- (ccc) L112 - Industrial Economics, AQSC 113/02-03 ([attached](#)).
- (ddd) LV13 - Economics and Economic History, AQSC 114/02-03 ([attached](#)).
- (eee) GL11 - Mathematics and Economics, AQSC 115/02-03 ([attached](#)).
- (fff) LM1D - Economics Politics and International Studies, AQSC 116/02-03 ([attached](#)).
- (ggg) L1P0 - MSc and Diploma in Economics, AQSC 117/02-03 ([attached](#)).
- (hhh) L1P4 - MSc Economic Analysis and Policy, AQSC 118/02-03 ([attached](#)).

14. Any Other Business

15. Date of Next Meeting

TO REPORT:

That an extraordinary meeting of the Committee will be held at 9.30am on 7th July 2003 in the Council Chamber, Senate House. It is anticipated that this meeting, in the main, will be devoted to considering outstanding course specifications.