

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 23 October 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 18 September 2003 (previously circulated).

2. Membership and Terms of Reference of the Committee

TO RECEIVE:

A statement of the terms of reference, constitution and membership of the Committee for 2003-04, paper AQSC 1/03-04 (copy attached).

3. Matters Arising

(a) Assessment Practices and Examination Load and Late Submission of Assessed Work (Minute 93/02-03 refers)

TO REPORT:

- (i) That at its meeting held on 7th July, the Committee considered 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 and recommended to the Senate that 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 be approved, subject to the amendment of the convention on the submission of assessed work to deduct five marks for each working day a piece of assessed work counting for 10% or more of the credit for a module was late.
- (ii) That at its meeting held on 1 October 2003 the Senate considered the recommended revisions to the 50% rule and the imposition of penalties for the late submission of work and resolved:

TO CONSIDER:

A memorandum from the Chair of the School of Law, paper AQSC */03-04 (copy attached) requesting that the regulations governing the late submission of assessed work make explicit whether this refers to a 5 mark deduction from the mark awarded to the individual piece of work submitted late or from the overall mark for the module to which the late piece of work contributes.

- (b) Additional Course Costs (Minutes 94 and 106(c)/02-03 refer)

TO REPORT:

That at its last meeting held on 18 September, the Committee considered responses from the Chairs of the Department of English and the School of Law to the Committee's queries concerning additional costs to students levied in their respective departments and resolved:

- (i) That clarification be sought from the Department of English as to what information was provided to students relating to the Writers at Warwick sessions and any potential academic repercussions for students who choose not to attend the sessions, such as students being unable to contribute to related seminars.
- (ii) That clarification be sought from the School of Law as to the precise nature and level of costs incurred by students in each year of the School's courses and that the School consider including the additional course costs for compulsory elements of the course in their departmental budget.
- (iii) That clarification be sought from the Chair of the Estimates and Grants Committee as to whether the Committee could offer the School of Law some financial assistance in order to drive down the level of additional costs.

TO CONSIDER:

- (iv) A response from the Chair of the Department of English clarifying the information provided to students relating to the Writers at Warwick sessions and potential academic repercussions for students who choose not to attend the sessions, paper AQSC */03-04 (copy attached).
- (v) A response from the Chair of the School of Law indicating the precise nature and level of costs incurred by students in each year of the School's courses, paper AQSC */03-04 (copy attached).
- (vi) A response from the Chair of the Estimates and Grants Committee as to whether the Committee could offer the School

of Law some financial assistance in order to drive down the level of additional costs, paper AQSC */03-04 (copy attached).

(d) Review of the Foundation Degree in Community Enterprise and Development

TO REPORT:

That at its last meeting held on 18 September 2003, the Committee recommended to the Senate that in light of the comments made in the QAA Review Report on the Foundation Degree in Community Enterprise and Development (paper AQSC 214/02-03), a review be undertaken of the University's policy on the Accreditation of Prior Learning; it being noted that the Committee supported the retention of its rigorous policy on accreditation of prior learning for core modules which applied to all University courses.

TO CONSIDER:

Membership of a Group to undertake a review of the University's policy on the Accreditation of Prior Learning.

4. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 1 October 2003 considered a report from the meetings of the Academic Quality & Standards Committee held on 7th July and 18th September and recorded its approval of recommendations made by the Committee under the following headings:

- (a) QAA Review of the Foundation Degree in Community Enterprise and Development
- (b) PhD Supervision Guidelines
- (c) PhD Viva examinations by Video-Conferencing
- (d) Regulation 10.3, Regulations Governing the Constitution and Appointment of Boards of Examiners for the full-time 2+2 and part-time Degree of BA
- (e) Regulation 15, Regulations Governing Research Degrees
- (f) Regulation 14.1, Regulations Governing Attendance at Classes
- (g) Course Approval Documentation
- (h) Information Pack on Procedures for the Review of Courses of Study
- (i) New HEFP Course
- (j) Postgraduate Award in Sexual Health, School of Medicine

And made the following resolutions under Minute

5. Chair's Business

6. Action taken by the Chair

TO REPORT:

- (a) That the Chair, acting on behalf of the Committee, had taken action since the last meeting to approve a course specification for Psychology and Philosophy, paper SCSG 88/02-03.
- (b) That the Chair, acting on behalf of the Committee, had taken action since the last meeting to approve the cycle of Periodic Review of courses of study and Departmental Review 2002-03 to 2007-08, paper AQSC */03-04.

#7. QAA Institutional Audit

TO CONSIDER:

- (a) The fourth draft of the University's Self Evaluation Document for Institutional Audit, due to be submitted to the QAA on 27 October 2003, drafted by the Senior Assistant Registrar (Teaching Quality), paper AQSC */03-04 (copy attached).
- (b) A second draft of the Student Submission for Institutional Audit, due to be submitted to the same deadline, drafted by the Students' Union Education Officer, paper AQSC */03-04 (copy attached).

8. Academic Satisfaction Review

TO CONSIDER:

Departmental Responses to the Academic Satisfaction Review undertaken by the Students' Union Research & Information Support Services in the Spring Term 2003, paper AQSC */03-04 (copy attached).

9. Report from the External Examining Working Group of the Quality Task Group

TO RECEIVE:

An oral report and demonstration from Dr Piers Nicholls, Centre for Academic Practice, on the website for External Examiners comprising internal and external sources of information and advice, departmental case studies and a Good Practice Guide.

#10. Course Specifications

TO CONSIDER:

- (a) Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (i) BA Historical Studies (part-time), AQSC */03-04 (copy attached).
- (ii) BA Theatre, Media and Text (2+2), AQSC */03-04 (copy attached).
- (iii) BA English and Cultural Studies (part-time), AQSC */03-04 (copy attached).

Faculty of Science

- (iv) MSc in Instrumental and Analytical Methods in Biological and Environmental Chemistry, AQSC */03-04 (copy attached).

Faculty of Social Studies

11. Any Other Business

12. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.15am on Wednesday 19 November 2003 in the Council Chamber.

Other items (week 8?):

- CETL
- Bologna
- QEWG (RISS)
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