

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 20 June 2012 at **9.00am** in Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

K Sloan
Registrar

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 17 May 2012, available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

(a) Feedback and Assessment (minute 8/11-12 refers)

TO REPORT:

That at its meeting on 1 November 2011, the Committee considered a request from the Steering Committee that AQSC consider revision of the policy on return of assessed work and feedback, with a view to moving to an expectation of a three week maximum period of turnaround and resolved that further consideration would be given to the guidance on standard turnaround times for feedback on assessment following Institutional Review, noting that common themes and innovative approaches to addressing problems would be identified through this process.

TO CONSIDER:

Guidance for departments on timing of feedback on assessment (Paper AQSC.98/11-12, copy attached)

(b) Personal Tutoring (minute 92(d) refers)

TO REPORT:

That at its meeting of 17 May 2012, the Committee considered a report on the outcomes of the discussions on the Working Group on Personal Tutoring (AQSC.84/11-12), focusing in particular on the minimum requirements for Personal Tutors and resolved (*inter alia*):

- (i) That the minimum requirements be approved subject to the following amendments:

- (A) That point (3) on communication skills be amended to remove reference to “diagnosing” and to reflect the fact that these characteristics are attributes rather than minimum requirements.
- (B) That point (4) on feedback be amended to reflect the fact that Personal Tutors would only be able to fulfil this requirement were arrangements in place to ensure that the feedback on assignments received by students was available to them.
- (C) That point (6) be amended to clarify that Personal Tutors would not be expected to provide expert careers advice, other than in relation to academic careers or postgraduate study, and that they should instead be aware of the need to refer students to the Centre for Student Careers and Skills.

TO RECEIVE:

Amended minimum requirements for Personal Tutors as set out in Paper AQSC.84/11-12 (revised) ([available online](#)).

- (c) Strategic Departmental Review and Periodic Review Processes (minute 99/11-12 refers)

TO REPORT:

That at its meeting of 17 May 2012, the Committee resolved that the proposal that an institution-wide approach to Periodic Review be taken in future, as in 2011/12, be endorsed.

TO RECEIVE:

A summary of responses from the Boards of the Faculties and the Boards of Undergraduate and Graduate Studies on proposals relating to the future form of Periodic Review (Paper AQSC.99/11-12, [available online](#))

3. Progress of Committee Recommendations

TO REPORT:

That, the Steering Committee, at its meeting on 11 June 2012, resolved that recommendations from the Committee relating to the thematic element of the QAA Institutional Review be approved (unconfirmed minute SC 548(b)/11-12 refers).

4. Chair's Business

TO RECEIVE:

An oral update from the Chair on current issues.

5. Learning and Teaching Strategy

TO REPORT:

That, at its meeting on 17 May 2012, the Committee had considered the draft Learning and Teaching Strategy 2012-2017 (Paper AQSC.70/11-12) and resolved:

- (a) That the Chair of the Board of the Graduate Studies would discuss further with the Secretary to the Committee how to reflect better postgraduate taught provision in the Strategy.
- (b) That Sub-Groups of the Faculty Boards would be convened to consider the Strategy in detail.

TO CONSIDER:

- (a) A summary of comments on the Learning and Teaching Strategy (Paper AQSC.100/11-12, to follow).
- (b) A revised version of the Learning and Teaching Strategy (Paper AQSC.70/11-12 (revised), to follow).

6. Warwick Community Agreement

TO REPORT:

- (a) That, at its meeting on 2 February 2012, the Committee had resolved that a small Group be formed to develop a statement setting out the mutual roles and responsibilities of students and the University but that this not be called a 'Student Charter'.
- (b) That a draft document, titled the Warwick Community Agreement, had been developed by the Group and circulated for comment to the Boards of Graduate and Undergraduate Studies, representatives of the Faculty Boards, and Steering Committee.

TO CONSIDER:

The draft Warwick Community Agreement (Paper AQSC.101/11-12, to follow).

7. Institutional Review of Teaching and Learning: Faculty Engagements

TO REPORT:

That at its meeting of 17 May 2012, the Committee had resolved that consideration of the recommendations arising from the Faculty Engagements be deferred until the reports had been considered and commented on by the Faculty Boards.

TO CONSIDER:

- (a) A report on the outcomes of the Faculty Engagements, including recommendations for consideration by AQSC, amended following consideration of reports by the Boards of the Faculties (Paper AQSC.69/11-12 (revised), to follow).

- (b) The report of the Faculty Engagement of the Faculty of Arts (Paper TLR.96/11-12, circulated for the meeting of AQSC held on 17 May 2012).
- (c) The report of the Faculty Engagement of the Faculty of Social Sciences (Paper TLR.98/11-12, circulated for the meeting of AQSC held on 17 May 2012).
- (d) The report of the Faculty Engagement of the Faculties of Science and Medicine (Paper TLR.97/11-12, circulated for the meeting of AQSC held on 17 May 2012).
- (e) Responses from the Boards of the Faculties to the reports of the Faculty Engagements (Paper AQSC.102/11-12, to follow)

8. Good Practice Guide on Joint and Cross Departmental Degrees

TO CONSIDER:

Amendments to the Good Practice Guide on Joint and Cross Departmental Degrees (Paper AQSC.103/11-12, copy attached)

9. Placement Learning Good Practice Guide

TO CONSIDER:

Amendments to the Placement Learning Good Practice Guide 2012-2016 (Paper AQSC.104/11-12, to follow).

10. Undergraduate Degree Classification Conventions

TO CONSIDER:

An proposal 'in principle' to amend the Undergraduate Degree Classification Conventions (Paper AQSC.105/11-12, to follow).

11. Risk Assessment and Collaborative Course Approval

TO REPORT:

- (a) That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee resolved (*inter alia*) that the Teaching Quality section of the Academic Office investigate the use of "risk scoring" in the assessment of collaborative proposals with a view to more clearly guiding academic departments on those items which would require scrutiny by the Sub-Committee (minute CFDLSC 22/10-11 refers);
- (b) That, at its meeting on 15 February 2012, the Sub-Committee considered a proposal for a "risk scoring" framework for categorising risk as part of the collaborative course approval process (paper CFDLSC 36/11-12), and resolved (*inter alia*) that the "risk scoring" framework be broadly approved, and that a final version, amended in line with the resolutions of the Sub-

Committee, be considered at the next meeting of the Sub-Committee (minute CFDLSC 28/11-12 refers).

- (c) That, at its meeting on 25 May 2012, the Sub-Committee considered a revised proposal from the Assistant Registrar (Teaching Quality) for a “risk scoring” framework for categorising risk as part of the collaborative course approval process, amended in line with the resolutions of the Committee at its last meeting (paper CFDLSC 103/11-12) and resolved that the risk assessment process be reviewed within a maximum of two years of its introduction to ensure that it remains fit for purpose and that it is operating in the manner intended (unconfirmed minute CFDLSC 40/11-12 refers).
- (d) The Sub-Committee recommended to the Academic Quality and Standards Committee that the proposal from the Assistant Registrar (Teaching Quality) for a “risk scoring” framework for categorising risk as part of the collaborative course approval process be approved, subject to:
 - (i) Rewording of the categories in relation to the assessment of the proposed partner’s quality assurance processes to ensure that their meaning is understood by those completing the form;
 - (ii) Clarification that, in situations where multiple answers to a single question may apply to a proposed collaboration, only the highest scoring category should be included;
 - (iii) The amendment of categories relating to a proposed collaborative partner’s prior collaborative experience to ensure a consistent reference to the UK HE sector, and that prior experience would be considered “low risk” if at the same level or higher;
 - (iv) Consideration of any further guidance or clarification that might be necessary to define the economic context of the country of the proposed collaborative partner.

TO CONSIDER:

A revised proposal for a “risk scoring” framework for categorising risk as part of the collaborative course approval process (Paper CFDLSC 103/11-12 (revised), copy attached).

12. Collaborative Course Approval Documentation and Guidance

TO REPORT:

That, at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee held on 25 May 2012, the Sub-Committee considered:

- (a) Proposed amendments to the “Procedures for the approval and monitoring of collaborative courses”, amended in line with the proposals outlined in 39/11-12 – 41/11-12 above, together with the accompanying online guidance attached as an annex (paper CFDLSC 104/11-12);

- (b) Proposed amendments to the CA1 - part 4 course approval form, updated in line with proposals outlined in 39/11-12 – 41/11-12 above (paper CFDLSC 105/11-12).

And recommended (to the Academic Quality and Standards Committee):

- (c) That proposed amendments to the “Procedures for the approval and monitoring of collaborative courses” and the accompanying online guidance be approved, subject to the minor amendments noted at the meeting;
- (d) That the proposed amendments to the CA1 - part 4 course approval form be approved.
(unconfirmed minute CFDLSC 42/11-12 refers)

TO CONSIDER:

- (a) Proposed amendments to the “Procedures for the approval and monitoring of collaborative courses”, together with the accompanying online guidance attached as an annex (paper CFDLSC 104/11-12 (revised), copy attached);
- (b) Proposed amendments to the CA1 - part 4 course approval form (paper CFDLSC 105/11-12, copy attached).

13. Collaborative Review Process

TO REPORT:

- (a) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for a formalised process of refreshing expired collaborative contracts [and partnerships] (paper CFDLSC 7/11-12), in line with QAA recommendations, and resolved that the Chair and Secretary explore further options for reviewing collaborative courses in line with discussion at the meeting, including:
 - (i) The desire of the Sub-Committee for a departmental level engagement, that may take the form of a one day review every five years, acknowledging the need for a risk-based system that adds value, and is not seen as overly bureaucratic;
 - (ii) The potential to devolve some aspects of monitoring to departments in the form of a self-reflective, ‘tick box’ review;
 - (iii) That the Committee should receive updates on departmental reviews, and when specific course contracts are approaching renewal.

(minute CFDLSC 10/11-12 refers)

- (b) That, at its meeting on 15 February 2012, the Sub-Committee considered a discussion paper on a proposal for a collaborative review process, and a proposal to run a pilot exercise with a view to informing the development of the methodology prior to wider implementation (paper CFDLSC 35/11-12), and made suggestions for their further development as outlined in the minutes (minute CFDLSC 27/11-12 refers)

- (c) That at its meeting on 25 May 2012, the Sub-Committee considered a proposal from the Senior Assistant Registrar (Teaching Quality) for a collaborative review process, amended in line with suggestions made at the last meeting of the Sub-Committee, to commence operation from the 2012/13 academic year (paper CFDLSC 102/11-12) and resolved that the Sub-Committee undertake to carry out a departmental collaborative review as soon as possible in the Autumn term 2012/13 with a view to testing the process;
- (d) The Sub-Committee recommended (to the Academic Quality and Standards Committee) that the proposal from the Senior Assistant Registrar (Teaching Quality) for a collaborative review process, as set out in paper CFDLSC 102/11-12, be approved, subject to:
 - (i) Amendment of the proposal to more clearly specify from where the student representative to sit on the review panel would be drawn, noting the view of the Sub-Committee that it might be difficult to identify suitably informed individuals from within the cohorts of an existing collaborative course due to the variety of models of provision on offer;
 - (ii) Redrafting of the text to ensure that it is clear that, in some departments, the review will incorporate multiple courses, rather than just a single collaborative arrangement;
 - (iii) Clarification of the extent to which the review panel may wish to meet – via teleconference if necessary – with multiple partners where a department’s provision covers multiple collaborations, and the inclusion of further guidance regarding the risk-based process by which partners who will be required to meet with the review panel might be identified;
 - (iv) Acknowledgement that the proposed schedule of reviews may need to be adjusted in situations where the collaborative review for a given department falls in close proximity to its full periodic review of teaching and learning.

(unconfirmed minute CFDLSC 39/11-12 refers)

TO CONSIDER:

A proposal for a collaborative review process as set out in paper CFDLSC 102/11-12 (revised),(to follow).

14. Collaborative Policy and Strategy

TO REPORT:

- (a) That, at its meeting on 27 May 2011, the Collaborative, Flexible and Distributed Sub-Committee considered the University’s existing collaborative policy (paper AQSC 49/10-11) and the strategic approval of new partners, and resolved that the Chair and Secretariat bring a proposal to revise the University’s collaborative policy to the next meeting of the Sub-Committee, noting the view of the Sub-Committee that the policy needed to be more aligned with the University’s strategic aim, as evidenced in Vision 2015, to embed internationalism into every area of the University’s mission (minute CFDLSC 39/10-11 refers);

- (b) That, at its meeting on 10 November 2011, the Sub-Committee considered a draft University collaborative policy (paper CFDLSC 8/11-12), and recommended (to the Academic Quality and Standards Committee) that the proposed University collaborative policy be approved, as set out in paper CFDLSC 8/11-12 (minute CFDLSC 11/11-12 refers).
- (c) That the approval of the proposed Collaborative Policy and Strategy had been temporarily postponed whilst the further guidance of the International Office was sought by the Chair of the Sub-Committee, and that this consultation had now taken place;

TO CONSIDER:

The proposed University Collaborative Policy and Strategy, as set out in paper CFDLSC 8/11-12 (copy attached).

15. Information for Students

TO REPORT:

That, at its meeting on 2 February 2012, the Committee had considered (*inter alia*) the QAA UK Quality Code Part C: Information about Higher Education, draft for consultation (Paper AQSC.31/11-12) and resolved (*inter alia*) that the University's Good Practice Guide on Information for Students would need to be updated in time to allow academic departments to implement changes for 2012/13.

TO CONSIDER:

- (a) A mapping of current practice within the University against the Expectation set out in Part C (Paper AQSC.106/11-12, copy attached).
- (b) An updated Good Practice Guide on Information for Students (Paper AQSC.107/11-12, to follow).

16. Learning and Teaching Statement

TO CONSIDER:

A draft Learning and Teaching Statement by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.108/11-12, to follow).

17. Evolution of the SSLC System

TO CONSIDER:

Proposals for the revision of the SSLC system (Paper AQSC.63/11-12, copy attached).

18. HEFCE Consultation on 'Improving Quality Assurance in Higher Education'

TO CONSIDER:

- (a) The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (Paper AQSC.85/11-12, circulated for the meeting of AQSC held on 17 May 2012).
- (b) A draft University response to the consultation document by the Senior Assistant Registrar (Teaching Quality) and an oral report on issues arising from a consultation event held on 18 June 2012 (Paper AQSC.109/11-12, copy attached).

19. QAA UK Quality Code Chapter B3: Learning and Teaching Consultation

TO CONSIDER:

The UK Quality Code Chapter B3: Learning and Teaching, draft for consultation (Paper AQSC.110/11-12, copy attached).

20. Changes to Withdrawal Policies for Undergraduate Students from 2012/13

TO REPORT:

That, at its meeting of 8 May 2012, the Steering Committee considered proposed changes to withdrawal policies for undergraduate students from 2012/13 in line with BIS requirements, as set out in Paper SC.338/11-12, and resolved that the proposed changes to the University's policy on tuition fee liabilities for undergraduate student withdrawals from 2012/13 be approved in principle, as set out in paper SC.338/11-12.

TO CONSIDER:

Proposed changes to withdrawal policies for undergraduate students from 2012/13 (paper SC.338/11-12, copy attached)

21. Update from the Students' Union

TO CONSIDER:

An oral report from the President and Education Officer of the Students' Union.

22. Reports from External Examiners

TO REPORT:

That, at its meeting on 7 June 2012, the Board of Graduate Studies considered a report compiled by the Assistant Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2010-11 (paper BGS 90/11-12) and recommended to the Academic Quality and Standards Committee that the relevance of the annual consideration of the external examiners' reports for postgraduate taught programmes by the Board of Graduate Studies be reviewed,

noting that due to timing of meetings of Boards of Examiners, submission of external examiners' reports and departmental responses, the Board was considering reports after up to a year's delay.

TO CONSIDER:

The recommendation arising from the Board of Graduate Studies that the relevance of the annual consideration of the external examiners' reports for postgraduate taught programmes by the Board of Graduate Studies be reviewed.

23. Collaborative Course Proposals

Note: Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.

(a) Joint PhD between Warwick and Monash (Arts)

TO REPORT:

That, at its meeting on 25 May 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Department of Italian Studies to introduce a new collaborative PhD with Monash University, as set out in the following papers:

- (i) Part 1 course approval form (paper CFDLSC 137/11-12);
- (ii) Part 4 course approval form (paper CFDLSC 138/11-12);
- (iii) External advisor's report (paper CFDLSC 139/11-12);
- (iv) CVs for the following members of non-Warwick staff:
 - (A) Leah Gerber (paper CFDLSC 140/11-12);
 - (B) Marc Xu (paper CFDLSC 141/11-12);
 - (C) Rita Wilson (paper CFDLSC 142/11-12);
 - (D) Sarah McDonald (paper CFDLSC 143/11-12);
 - (E) Farzan Sharifian (paper CFDLSC 144/11-12);

and resolved:

- (i) That the CVs of staff as set out in papers CFDLSC 140/11-12 – 144/11-12 be approved, subject to clarification being provided of their respective roles;
- (ii) That the Teaching Quality section of the Academic Office obtain the required "due diligence" documentation in support of the collaboration, in line with minute CFDLSC 43/11-12, above.

TO CONSIDER:

The proposal from the Department of Italian Studies to introduce a new collaborative PhD with Monash University, as set out in papers:

- (i) Part 1 course approval form (paper CFDLSC 137/11-12);
- (ii) Part 4 course approval form (paper CFDLSC 138/11-12);
- (iii) External advisor's report (paper CFDLSC 139/11-12).

(b) MA in the History and Business of the Contemporary Art Market

TO REPORT:

That, at its meeting on 25 May 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Department of History of Art to introduce a new course entitled MA in the History and Business of the Contemporary Art Market in collaboration with an existing partner, L'Institut D'Etudes Superieures des Arts (IESA), France, as set out in the following papers:

- (i) Background to the collaboration (paper CFDLSC 147/11-12);
- (ii) Part 1 Course approval form (paper CFDLSC 148/11-12);
- (iii) Course specification (paper CFDLSC 149/11-12);
- (iv) Part 4 course approval form (paper CFDLSC 150/11-12);
- (v) CVs for the following members of external staff:
 - (A) Sebastien Delot (paper CFDLSC 151/11-12);
 - (B) Daniel Lesbaches (paper CFDLSC 152/11-12);
 - (C) Stephanie Dieckvoss (paper CFDLSC 153/11-12);
 - (D) Gerrie van Noord (paper CFDLSC 154/11-12);
 - (E) Nathalie Moureau (paper CFDLSC 155/11-12);
 - (F) Christine Vial Kayser (paper CFDLSC 156/11-12);
 - (G) Anna Moszynska (paper CFDLSC 157/11-12);

and resolved:

- (i) That the possible need for a blanket APL agreement to be put in place to manage the "transfer in" of students be raised with the department;
- (ii) That the CVs of staff as set out in papers CFDLSC 151/11-12 – 157/11-12 be approved, but that those members of staff who had not supervised at this level previously (papers CFDLSC 152/11-12, CFDLSC 153/11-12 and CFDLSC 156/11-12) be permitted to co-supervise only in the first instance;

TO CONSIDER:

A proposal from the Department of History of Art to introduce a new course entitled MA in the History and Business of the Contemporary Art Market in collaboration with an existing partner, L'Institut D'Etudes Superieures des Arts (IESA), France, as set out in papers:

- (i) Background to the collaboration (paper CFDLSC 147/11-12);
- (ii) Part 1 Course approval form (paper CFDLSC 148/11-12);
- (iii) Course specification (paper CFDLSC 149/11-12);
- (iv) Part 4 course approval form (paper CFDLSC 150/11-12);

(c) New College Nottingham

TO REPORT:

That, at its meeting on 25 May 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre

for Lifelong Learning to enter into a new collaborative partnership with New College Nottingham to deliver the following existing courses:

- Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Foundation Degree in Teaching in the Lifelong Learning Sector

As set out in the following papers:

- (i) Part 4 course approval form (paper CFDLSC 158/11-12);
- (ii) Two letters of support from New College Nottingham (papers CFDLSC 159/11-12 and 160/11-12);
- (iii) CVs for the following members of non-Warwick teaching staff:
 - (A) Adrian Stanfield (paper CFDLSC 161/11-12);
 - (B) Catriona Mowat (paper CFDLSC 162/11-12);
 - (C) Danuta Januszonok (paper CFDLSC 163/11-12);
 - (D) James Brady (paper CFDLSC 164/11-12);
 - (E) Natasha Rear (paper CFDLSC 165/11-12);
 - (F) Trevor Cotterill (paper CFDLSC 166/11-12).

And resolved:

That the CVs of staff as set out in papers CFDLSC 161/11-12 – 166/11-12 be approved.

TO CONSIDER:

The proposal from the Centre for Lifelong Learning to enter into a new collaborative partnership with New College Nottingham to deliver the following existing courses:

- Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Foundation Degree in Teaching in the Lifelong Learning Sector

as set out in papers:

- (i) Part 4 course approval form (paper CFDLSC 158/11-12);
- (ii) Two letters of support from New College Nottingham (papers CFDLSC 159/11-12 and 160/11-12);

(d) Solihull College

TO REPORT:

That, at its meeting on 25 May 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to enter into a collaborative partnership with Solihull College to deliver the existing BA Social Studies (2+2), as set out in the following papers:

- (i) Part 4 course approval form (paper CFDLSC 167/11-12);

- (ii) Letter of support from Solihull College (paper CFDLSC 168/11-12);
- (iii) CVs for the following members of non-Warwick teaching staff (paper CFDLSC 167/11-12):
 - (A) Keith Rathbone;
 - (B) Carol Gordon;
 - (C) Julia Matthews;
 - (D) Mary Younan;

and resolved:

That the CVs of staff as set out in paper CFDLSC 167/11-12 be approved.

TO CONSIDER:

A proposal from the Centre for Lifelong Learning to enter into a collaborative partnership with Solihull College to deliver the existing BA Social Studies (2+2), as set out in papers:

- (i) Part 4 course approval form (paper CFDLSC 167/11-12);
- (ii) Letter of support from Solihull College (paper CFDLSC 168/11-12);

(f) Postgraduate Diploma in Public Finance and Leadership

TO REPORT:

That, at its meeting on 25 May 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School to suspend the Postgraduate Diploma in Public Finance and Leadership, delivered in collaboration with the Chartered Institute of Public Finance and Accountancy (paper CFDLSC 169/11-12), noting that only the above named Postgraduate Diploma falls within the Terms of Reference of the Sub-Committee.

TO CONSIDER:

A proposal from the Warwick Business School to suspend the Postgraduate Diploma in Public Finance and Leadership, delivered in collaboration with the Chartered Institute of Public Finance and Accountancy (paper CFDLSC 169/11-12).

24. Amendments to University Regulations

(a) Amendments to Regulation 12: Absence for Medical Reasons from a University Examination for First Degrees

TO REPORT:

That, at its meeting of 6 June 2012 the Board of Undergraduate Studies considered proposed amendments to Regulation 12 relating to the MBChB as set out in Paper BUGS 24/11-12 and recommended that the proposed amendments be approved (unconfirmed minute BUGS 28/11-12 refers).

TO CONSIDER:

Proposed amendments to Regulation 12 relating to the MBChB as set out in Paper BUGS 24/11-12 (copy attached).

- (b) Proposed amendments to Regulation 11: Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test

TO REPORT:

- (i) That, at its meeting on 3 May 2012, the Board of Graduate Studies recommended to AQSC that the amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in paper BGS 84/11-12, be approved, subject to consideration and endorsement of the proposed changes by the Board of Undergraduate Studies (minute BGS 79(c)/11-12 refers);
- (b) That at its meeting on 6 June 2012, the Board of Undergraduate Studies considered amendments to University Regulation 11 Governing Procedures to be Adopted in the Event of Suspected Cheating in a University Test as set out in paper BUGS 25/11-12 and recommended that the amendment be approved, subject to the addition of the phrase “which has previously been submitted for assessment” be added following “his/her own work” both in the ‘Definitions’ section of the Regulation and in Regulation 11(B)(1) itself. (minute BUGS 29/11-12 refers)

TO CONSIDER:

Amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in paper BGS 84/11-12 (revised) (copy attached).

- (c) Proposed amendment to Regulation 8: Regulations for First Degrees (Appeals)

TO REPORT:

That at its meeting on 6 June 2012 the Board of Undergraduate Studies considered a proposed amendment to University Regulation 8.1: Regulations for First Degrees as set out in BUGS 26/11-12 and recommended that the proposal be approved and also added to the analogous paragraphs in Regulations 8.2, 8.3, 8.4, 8.7, 8.9, 8.10 and 8.11.

TO CONSIDER:

A proposed amendment to University Regulation 8.1: Regulations for First Degrees as set out in BUGS 26/11-12 (copy attached), to be applied also to the analogous paragraphs in Regulations 8.2, 8.3, 8.4, 8.7, 8.9, 8.10 and 8.11.

25. Risk Identification and Assessment

TO CONSIDER:

A paper from the Senior Assistant Registrar (Governance, Risk and Continuity) on risk identification and assessment within the scope of the Committee's Terms of Reference (Paper AQSC.111/11-12, copy attached).

26. Committee Effectiveness

TO CONSIDER:

A paper by the Senior Assistant Registrar (Teaching Quality) mapping the terms of reference of the Committee against agenda items (Paper AQSC.112/11-12, copy attached).

27. UK Quality Code Database of Expertise 2012/13

TO CONSIDER:

Nominations for the QAA UK Quality Code Database of Expertise 2012/13 (Paper AQSC. 115/11-12, copy attached)

28. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online at the Committee's electronic filestore at

29. Policy on Accreditation of Prior Learning

TO REPORT:

- (a) That the Chair of the Board of Undergraduate Studies had taken action on behalf of the Board to approve an application from the Institute of Education for a variation to the AP(E)L Policy to permit students with the Diploma in Pre-School Education (Teaching) and the Diploma in Pre-School Education (Leadership), accredited by the Singapore Ministry of Education or Ministry of Community Development, Youth and Sports, and having passed the Institute of Education bridging module, to enter directly to level 6 of the part-time BA (Hons) Early Childhood Care and Education (Singapore), constituting 240 credits at FHEQ levels 4 and 5.
- (b) That the Chair, in taking this action, noted that this was subject to the expectation that the progression of students to Level 6 would be subject to normal external examination procedures and that the approval was for one

year only with arrangements being reviewed once the first cohort had completed the bridging module.

30. New Postgraduate Courses of Study (minutes BGS.98(a) and 112/11-12 refer)

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 7 June 2012 that the Chair had taken action to approve the following new courses considered initially at its meeting of 24 November 2011:

MA in Philosophy

- (b) That the Board of Graduate Studies at its meeting on 7 June 2012 approved the following new courses:

Joint Warwick/Monash PhD (Arts)
MA in the History and Business of the Contemporary Art Market
Physics EngD in Non Destructive Evaluation

31. Revised Postgraduate Courses of Study (minutes BGS.98(a)/11-12 and 113/11-12 refer)

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 7 June 2012 that the Chair had taken action to approve revisions to the following courses:

MA in Philosophy and Literature

- (b) That the Board of Graduate Studies at its meeting on 7 June 2012 approved revisions to the following courses:

MSc in Research Methods in Health Sciences
PhD in Health Sciences and PhD in Medical Sciences courses
MSc in Service Management and Design
MSc in Mathematics and MSc in Interdisciplinary Mathematics
PhD in Finance
Master of Business Administration
PG Certificate in the Teaching of Shakespeare

32. Discontinuation of Postgraduate Courses (minute BGS.113/11-12 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2012 approved the discontinuation of the following courses:

MA in Applied Social Studies
Master of Public Administration;
Postgraduate Diploma in Public Finance and Leadership;
Postgraduate Diploma for Leaders in Finance;
Postgraduate Diploma in Local Government Management

33. New Undergraduate Courses of Study (minute BUGS 25/11-12 refers)

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 6 June 2012 approved the following new courses:

Certificate of Higher Education in Teaching and Learning
Foundation Degree in Teaching and Learning
Higher Education Award in Governance for Clerks

34. PSRB Requirements

TO RECEIVE:

- (a) Notification by the British Psychological Society of the approval of a Statement of Policy on Publication and Authorship Credit (Paper AQSC.113/11-12, available online).
- (b) Notification by Ofsted of changes to inspection arrangements for ITE Partnerships (Paper AQSC.114/11-12, available online)

35. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Thursday 13th September 2012 at 9.00am in the Council Chamber (if required).