

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on
31 October 2017

Present: Professor D Lamburn (Chair), Professor A Clark (Academic Director, Undergraduate Studies), Dr D Davies (Representative of the Board of Faculty of Medicine), Ms E Dunford (Postgraduate Officer, Students' Union), Professor L Gracia (Dean of Students), Dr M Leeke (Representative of the Board of Faculty of Science), Dr M Gifford (Representative of the Board of Faculty of Science), Mr L Jackson (Education Officer, Students' Union), Dr J Lee (co-opted member of academic staff in quality assurance role), Professor N Monk (Director of IATL), Professor C Sparrow (Academic Director, Graduate Studies), Dr J Thornby (Representative of the Board of Faculty of Social Science) and Professor G van der Velden (Chair of the Student Learning Experience and Engagement Committee).

Apologies: Dr W Curtis (Academic Director, Partnerships), Professor G Cooke (co-opted member of academic staff in quality assurance role), Ms K Gray (Acting Deputy Academic Registrar), Dr L Hammond (Representative of the Faculty of Medicine), Professor C Hughes (PVC Education), Professor C Jenainati (Representative of the Board of Faculty of Arts), Professor E Jones (Representative of the Board of Faculty of Social Science) and Professor P Roberts ((Representative of the Board of Faculty of Arts)

In Attendance: Ms C Gray (Secretary), Ms C Pearson (Assistant Secretary), Mr M Broderick (Process Owner, Strategic Programme Delivery) (for item 9/17-18), Mrs C Henrywood (Assistant Registrar, Teaching and Learning) (for items 13 and 14/17-18), Mr R Ingram (Process Owner, Strategic Programme Delivery) (for item 10/17-18), Dr E Melia (Senior Assistant Registrar, Strategic Programme Delivery) (for items 8,9 and 10/17-18), Mr J Micklewright (Timetabling Manager) (for item 15/17-18) and Mrs R Wooldridge-Smith (Acting Academic Registrar) (for item 12/17-18).

1/17-18 Terms of Reference, Constitution and Membership

CONSIDERED:

The terms of reference, constitution and membership of the Committee for 2017-18 (paper AQSC.01/17-18).

RESOLVED:

That the terms of reference, constitution and membership be noted for the reconstituted Academic Quality and Standards Committee.

2/17-18

Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: <https://www2.warwick.ac.uk/services/gov/committees/agsc/minutes/>
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

3/17-18

Conflicts of Interest

REPORTED:

That, should any members or attendees of the Academic Quality and Standards Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

RESOLVED:

That no conflicts of interests were reported.

4/17-18

Minutes of the last meeting

CONSIDERED:

- (a) Minutes of the meeting of the Academic Quality and Standards Committee on 12 June 2017;
- (b) Minutes of the Quality Assurance Working Group 11 May 2017;

RESOLVED:

That the minutes of the Academic Quality and Standards Committee held on 12 June 2017 and the minutes of the Quality Assurance Working Group held on 11 May 2017 be approved.

Matters arisingSecretary's notes:

- *This section captured matters arising from the minutes of both the Academic Quality and Standards Committee and the Quality Assurance Working Group in 2016-17;*
- *The items reported with no further consideration were attached as paper AQSC.02/17-18.*

(a) Outstanding ITLR responses (minute 91/16/17 referred)

REPORTED:

- (i) That the Academic Quality and Standards Committee at its meeting on 12 June 2017 considered responses to ITLR reports from departments;
- (ii) That the responses to recommendations made (minute 91/16/17 2 (a) (iii) (A) and (v) in the ITLR report for Mathematics were still outstanding;
- (iii) That the corrections and recommendations in relation to the ILTR Admissions report were also outstanding (minute 91/16/17 2 (a) (iii) (B));
- (iv) That outstanding comments in relation to the WMG ITLR report were received, but had not approved by the Chair of AQSC (minute 91/16/17 2 (a) (ix));

RESOLVED:

- (v) That the responses to the ITLR report for Mathematics were in the process of being submitted to AQSC for consideration;
- (vi) That the Acting Academic Registrar would be contacted by the secretariat to establish if the corrections and recommendations to the ITLR Admissions report had been progressed;
- (vii) That the Chair of AQSC needed to contact WMG to ensure that consideration of response to the ILTR report could be completed shortly.

(b) Termly Report on Complaints and Appeals (minutes QAWG.32 and 33/16-17 refer)

REPORTED:

- (i) That at its meeting on 18 May 2017, the Quality Assurance Working Group *considered* the termly report on student complaints and appeals (paper QAWG.24/16-17) and *resolved (inter alia)* that future reports further clarify the nature of Chair's action taken in relation to ongoing appeals, such as those referenced in section 4.3;
- (ii) That at its meeting on 18 May 2017, it was *reported* to the Working Group (inter alia) that an analysis of the OIA outcomes and trends would be addressed in the next termly report on Academic Complaints and Appeals,

alongside the outcomes of the University of Warwick for the same period;

REPORTED:

- (iii) That the termly and annual report on Academic Complaints and Appeals will be brought forward to the next meeting of the Committee on 23 November 2017;
- (c) Progression and Awards on Taught Courses (minute QAWG.38/16-17 referred)

REPORTED:

- (i) That at its meeting on 18 May 2017, it was reported (*inter alia*) to the Quality Assurance Working Group that at its meeting on 11 May 2017, the Academic Quality and Standards Committee considered a proposal for a Review of Assessment at the University and resolved (*inter alia*) that:
 - (A) The review be undertaken;
 - (B) The proposals in paper QAWG.23/16-17 for developing progression and awards for taught programmes would form a part of the Review of Assessment;
 - (C) A further proposal to revise the University's Credit and Module Framework would be required;
 - (D) The proposed revisions would also aim to draw together and simplify relevant information that is currently found across different policies, guidance, regulations and conventions;
- (ii) That following consideration of a paper setting out proposals relating to progression and awards on taught courses (paper QAWG.23/16-17), the Working Group resolved :
 - (A) That the proposal be informed by modelling the likely impact of the respective changes based on real data;
 - (B) That the new requirements would be introduced for new entrants not current students;
 - (C) That consultation across all departments be carried forward in relation to key aspects of the proposals;
 - (D) That the awards proposed to be unclassified were supported by the Group, except where students enrolled on to certificates or diplomas (as opposed to exit qualifications);
 - (E) That members provide feedback to the Chair on Stage Weightings;
 - (F) That compensation of failure should not be permitted.

REPORTED:

The Chair reported that all issues identified in relation to Progression and Awards and Taught Courses would be

considered as part of the Review of Assessment which was separately considered under item 17.

- (d) *UK Quality Code Part A: Standards (minutes QAWG.16 and 30/16-17 refer)

REPORTED:

- (i) That at its meeting on 18 May 2017 it was reported to the Working Group (*inter alia*) that a mapping exercise of the UKQC Part A was required to be undertaken alongside a mapping of the Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015 (ESG) and would be considered at the next meeting of the Academic Quality and Standards Committee in order to meet the HEFCE requirement for the University's Council to provide assurances about the University's activities in these areas;
- (ii) That at its meeting on 18 October 2017, the Senate had considered a paper providing assurances to the University's Council about practices and policy in relation to quality assurance, which included a mapping of Part A of the UK Quality Code for Higher Education and the ESG;
- (iii) A paper from the Assistant Registrar (Teaching and Learning) mapping the UK Quality Code Part A: Standards and the ESG to the University practices and procedures as set out in paper AQSC.06/17-18{restricted};
- (iv) That mapping of the Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015 (ESG) was a requirement that the Council of the University had to annually confirm to HEFCE as part of the Annual Provider Review to ensure that Warwick practices met ESG requirements;
- (v) That on the 20th October 2017, HEFCE withdrew the requirement that procedures needed to be mapped against the ESG and this process no longer formed part of the reassurance required.

6/17-18

Chair's Business

- (a) Review of the UK Quality Code

REPORTED:

(by the Chair, Professor D Lamburn)

- (i) That the UK Standing Committee for Quality Assessment Review was consulting on changes to the UK Quality Code, was holding consultation workshops for quality

practitioners and had invited institutions to respond by Wednesday 13 December 2017:

<http://www.qaa.ac.uk/newsroom/consultations>

- (ii) That a full review of the Quality Code was being carried out to ensure its fitness for purpose in the changing HE landscape;
- (iii) That TQ staff were attending consultation sessions in November 2017 and a paper setting out the University of Warwick's response to the consultation, would be considered at the next meeting of AQSC on 23 November 2017 ahead of it being considered by the Steering Committee on 4 December 2017.

(by the Education Officer, Students' Union, Mr L Jackson):

- (iv) That the Students' Union was concerned that the students voice was being devalued in the changing HE landscape

(by the Academic Director, WIHEA, Professor G van der Velden):

- (v) That recent developments underlined the need to reinforce the value of the student voice;

RESOLVED:

- (vi) That the University of Warwick response to the QAA Quality Code consultation should be produced in consultation with the Students' Union.

(b) QAA guidance "contracting to cheat in HE"

REPORTED:

- (i) That the QAA had issued guidance on contract cheating in HE:

<http://www.qaa.ac.uk/en/Publications/Documents/Contracting-to-cheat-in-higher-education.pdf>

and AQSC would consider at its next meeting on 23 November 2017 in more detail how this guidance might affect current Warwick practices/policies on plagiarism/cheating;

- (ii) That the guidance focused on academic integrity and values within an institution to prevent plagiarism and cheating, recommended to introduce authentic assessments and blocking essay mills websites from HE institutions websites,

(by the Academic Director, Undergraduate Studies, Professor A Clark):

- (iii) That the guidance contained a statement that academic staff should be able to spot plagiarism committed as they had become familiar with students' work, this was contentious given that the University was aiming to mark students' work anonymously;

RESOLVED:

- (iv) That the issue of plagiarism/contract cheating was an area of concern, particularly identified with postgraduate taught students, and that in addition to a document to be considered at the next AQSC meeting on how the guidance should shape plagiarism policy at the University of Warwick, the QAA plagiarism guidance should also be considered within one of the work streams identified within the Review of Assessment;
- (v) That the Teaching Quality Office should check with departments what communication had happened with students in relation to the updated plagiarism policy and procedures sent out in summer 2017.

(c) Review of Credit and Module Framework

REPORTED:

(by the Chair, Professor D Lamburn):

- (i) That a review of the Module and Credit Framework would be conducted with a view to simplifying and harmonising module credit structures;
- (ii) That different module tariffs had been identified during the ITLR process as requiring review;
- (iii) That some departments were already trying to harmonise module sizes to create a sensible structure;

(by the Education Officer, Students' Union, Mr L Jackson):

- (iv) That differing module sizes on degree programmes were affecting the student experience and the University should address this issue;

(by the Academic Director, Undergraduate Studies, Professor A Clark):

- (v) That he was aware that some departments were already trying to harmonise module credits for the next academic year 2018/19 and that these could still be enacted despite the overall anticipated review of the module and credit framework;

7/17-18

Students' Union Update

RECEIVED:

An oral report from the Education and Postgraduate Officers of the Students' Union.

REPORTED:

(by the Education Officer, Mr L Jackson and Postgraduate Officer, Ms E Dunford):

- (a) That the Students Union would carry on the work already started on additional course costs;
- (b) That the campaign for teaching free Wednesday afternoons will continue;
- (c) That resits should be offered to all students at the earliest possible opportunity, removing the need for resits without residence;
- (d) That the Students' Union had embarked on an academic representation transformation project and had employed external consultants for advice to ensure on how to enhance the student voice; the document would be sent to members of AQSC and members were encouraged to contribute to the project;
- (e) That the Students' Union had identified its top 11 priorities for the academic year 2017/18 which had been published at:
<https://www.warwicksu.com/news/article/warwicksu/Sabbatical-Officer-teams-top-priorities-for-2017-18/>
- (f) That elections for undergraduate course student representatives for departmental/faculty committees had been held. Postgraduate taught course representatives are still to be elected.

8/17-18

Student Personalised Information Programme

RECEIVED:

An update on progress made to date on the Student Personalised Information (SPI) Programme by the SPI Programme Manager (AQSC.07/17-18)

REPORTED:

(by the Senior Assistant Registrar, Strategic Programme Delivery, Dr E Melia):

- (a) That the Student Personalised Information project had entered its second year in 2017/18 and that a project plan and a budget had been agreed in 2016/17. The aim now was to focus on delivery of certain strands identified to enhance student processes and systems;
- (b) That the interface between policy and processes had been acknowledged within SPI's work and that effective liaison with AQSC and SLEEC was important;

(by of the representatives from the Board of Faculty of Science, Dr M Leeke):

- (c) That the MyWarwick App was an excellent development and had been well received by students. However, at times, departments could have supplied more information/data for the MyWarwick App had they been aware of its development and launch;

(by the representatives from the Board of Faculty of Science, Dr M Gifford):

- (d) That there had been some compatibility issues with MyWarwick App and the interface with Moodle.

RESOLVED:

- (e) That during the next phase of the development where further data for MyWarwick App was required from departments, SPI would discuss with departments on how best to obtain this data and this would be picked up via the SPI Steering Group;
- (f) That the SPI team was aware of the compatibility issue in relation to Moodle and would take this on board for future consideration.

9/17-18

Mitigating circumstances

CONSIDERED:

A review of the Mitigating Circumstances procedures at the University of Warwick by the Student Personalised Information (SPI) Programme Team and recommendations arising thereof (AQSC.08/17-18)

REPORTED:

(by the SPI Process Owner, Mr M Broderick)

- (a) That a high level review of the Mitigating Circumstances procedures had been carried out which had shown that consistent processes operated at the individual departmental level, but that there were inconsistencies between departments;
- (b) That there had been an increased in the volume of reported Mitigating Circumstances;
- (c) That inconsistencies in relation to the treatment of Mitigating Circumstances had been identified for joint degree students;

(by the Dean of Students, Professor L Gracia):

- (d) That the review of Mitigating Circumstances should be considered within the Review of Assessment to ensure joined up thinking of processes and policies;

(by the Chair, Professor D Lamburn):

- (e) That the review of Mitigating Circumstances via the SPI project and the Review of Assessment was intended to be complimentary

as SPI would focus on processes and systems and the Review of Assessment on policy;

- (f) That thanks should be expressed to the SPI team for providing such a thorough investigation of issues surrounding Mitigating Circumstances;

RESOLVED:

- (g) That the recommendations made in the paper be endorsed for further progression of the review of Mitigating Circumstances;
- (h) That the review of Mitigating Circumstances would be taken forward within the Review of Assessment and that members of the SPI team would be co-opted onto the relevant sub-group;
- (i) That any revised Mitigating Circumstances policy would require consultation with departments.

10/17-18

Module approval

CONSIDERED:

A proposal to revise the content of the Module Approval Form (MA1) by the Student Personalised Information (SPI) Programme Team (AQSC.09/17-18)

REPORTED:

- (a) That the Module Approval Form needed to contain the definitive record of all module information to be published to ensure that the University had an accurate module catalogue;
- (b) That the proposed changes to the Module Approval Form followed the same principles as employed when the course approval form was revised to be fit for a workflow system and at this stage approval for the content of the Module Approval Form was sought;
- (c) That CMA guidance had been taken into account when designing the new Module Approval Form;
- (d) That there was a need to focus on eliminating multiple points of manual entry;
- (e) That academic staff and administrative staff had already been consulted on the content of the Module Approval Form;
- (f) That a further exercise to consult with students on the Module Approval Form would follow;

RESOLVED:

- (g) That a number of changes were recommended to the Module Approval Form and these would be taken forward via Chair's action and focused on:
 - (i) Question 11: Confirmation needed that question 11 was answered accurately;
 - (ii) Question 19: Why is the name of the module leader required?
 - (iii) Question 20: Guidance/details on level to be provided?
 - (iv) Question 26: Guidance on outline syllabus to be provided;

- (v) Question 45/46: Where would list of options be available to link to?
 - (vi) Question 57: Extra field to be included which VLE the University recommended departments to use e.g. commitment to use Moodle and an explanation which technology was used to support teaching;
 - (vii) Appendix 2 i: How is the lead department defined?
- (h) That members of the Committee were also encouraged to e-mail Mr R Ingram with further suggestions by Friday 3 November 2017 on how to improve the content of the Module Approval Form.

11/17-18 Course approval update

RECEIVED:

An update from the Assistant Registrar (Learning and Teaching) on progress of the implementation of the revised course approvals process (AQSC.05/17-18)

REPORTED:

- (a) That testing of the new course approval process was currently taking place and involved members of Teaching Quality Team, academic and administrative colleagues from departments;
- (b) That following testing, panel members would be trained in the course approval scrutiny process;
- (c) That once testing had been established the system was fit for purpose, the new course approval system would be piloted with approximately 20 courses;
- (d) That depending on the testing and the piloting of the system, it was expected that the full system will be rolled out across the whole University in early 2018.

12/17-18 Compliance with Consumer Protection Legislation (Competition and Markets Authority)

CONSIDERED:

A report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and how AQSC may wish to organise oversight and responsibility for institutional compliance with Consumer Protection Law going forward (AQSC.10/17-18)

Reported:

(by the Acting Academic Registrar, Mrs R Wooldridge-Smith):

- (a) That considerable work had been carried out by the central CMA working party to move towards compliance with consumer protection legislation and CMA requirements in relation to Warwick policy and practice;
- (b) That this work had resulted in substantial guidance to departments on provision of information, terms and conditions that applied to

students and complaints handling and appeals, culminating in a Moodle module for University staff to familiarise themselves with awareness of CMA requirements;

- (c) That a decision had been taken that responsibility for CMA compliance should move to the Academic Standards and Quality Committee;
- (d) That members of the Committee needed to consider the mechanisms by which the Committee discharged its responsibility for CMA compliance;
- (e) That the development of information systems which were based on the single point of truth, e.g. new course approval system, would enormously support oversight with CMA compliance;

(by the Education Officer, Students Union, Mr L Jackson):

- (f) That work on additional course costs needed to be carried out under the leadership of the Academic Quality and Standards Committee;

(by the Acting Academic Registrar, Mrs R Wooldridge-Smith):

- (g) That successful compliance with CMA requirements needed to be carried forward by Heads of Departments locally which required effective leadership and momentum and that leadership through the Academic Quality and Standards Committee would assist conveying the importance of the issue;

(by one of the representatives from the Board of Faculty of Science, Dr M Leeke):

- (h) That focusing on how to achieve buy-in from academic colleagues was seen as one of the most beneficial ways to progress CMA compliance locally;

(by one of the representatives from the Board of Faculty of Science, Dr M Gifford):

- (i) That CMA compliance was a joint responsibility shared by departments and their student representatives;

RESOLVED:

- (j) That this item needed further in-depth consideration and the Committee would consider this item again at the next meeting with the aim to identify concrete steps to be taken to achieve CMA compliance across University departments.

13.17-18 Graduate Diploma

CONSIDERED:

A paper from the Assistant Registrar (Teaching and Learning) on external requirements for the award of a Graduate Diploma, current practices at the University of Warwick and future changes required to comply with external requirements (AQSC.11/17-18)

REPORTED:

(by the Assistant Registrar, Teaching and Learning, Mrs C Henrywood)

- (a) That the Graduate Diploma was offered at the University of Warwick in four different departments as an undergraduate qualification, but that the understanding and definition of the Graduate Diploma varied across the University;
- (b) That the University's credit and module framework did not reference the Graduate Diploma;

RECOMMENDED (to the Senate):

- (c) That from the academic year 2018/19, the University adopt a consistent specification for the Graduate Diploma as an undergraduate qualification consisting of 120 credits with at least 90 credits at level 6 and an average credit weighted pass mark of 40 % and that the Teaching Quality Office would work with the affected departments to ensure harmonisation from 2018/19 onwards.

14.17-18 Course Monitoring and Review

CONSIDERED:

A paper from the Assistant Registrar (Teaching and Learning) on the operationalization of the revised Education Experience Monitoring (EEM) events for undergraduate and postgraduate taught provision in 2017-18 (AQSC.12/17-18)

REPORTED:

(by the Assistant Registrar, Teaching and Learning, Mrs C Henrywood):

- (a) That Senate approved a change to the Course Monitoring and Review process in June 2016 which focussed on the consideration of relevant course metrics and continuous monitoring of these and the introduction of biennial Education Experience Monitoring meetings (EEMs) which are intended to provide a supportive platform to discuss issues arising in courses;
- (b) That due to the ILTR, the introduction of the revised process had been postponed until the academic year 2017/18;
- (c) That the proposed schedule of meetings for 2017/18 was set out in the document with first meetings to take place before Christmas 2017;
- (d) That departments would receive at least four weeks' notice before a EEM taking place;

RESOLVED:

- (e) That the PTES action plan should be added to the list of documents provided to the EEM meetings in section 3 (c) (v) of the document AQSC 12. 17/18;
- (f) That the last EEM action plan available should also be included in the documents to be considered at the EEM meetings;
- (g) That four weeks' notice before a EEM was not sufficient time to prepare for an EEM and this would be extended to six weeks;
- (h) That EEMs would not start to take place before Christmas, but would start in January 2018.

15.17-18

Timetabling Improvement Project

RECEIVED:

A report from the Timetabling Manager on Timetable complexity and Early Module Registration as part of the Timetable Improvement Programme (TIP) (AQSC.13/17-18)

REPORTED:

- (a) That in recent years, the construction of the University teaching timetable had come under increasing pressure;
- (b) That the availability of optional modules and interdisciplinary courses added to an already complex curriculum;
- (c) That departments currently operated a number of different module registration processes interfacing with different systems at different times which caused further complexities;
- (d) That the complexities outlined in (b) and (c) above adversely affected the student experience;
- (e) That the purpose of the Timetabling Improvement Project (TIP) was to provide personalised timetables, improve the student experience for timetabling and investigate the possibility of implementing Early Module Registration (EMR);
- (f) That 97% of undergraduate students and 71% of postgraduate taught students had now received a personalised timetable;

(by one of the representatives from the Board of Faculty of Science, Dr M Leeke):

- (g) That timetabling for students based on the Gibbet Hill campus was particularly problematic;
- (h) That AV services should be responsible for timetabled rooms to be set up appropriately and not departmental teaching staff;

RESOLVED:

- (i) That the solution to deal with timetable complexity and issuing of early timetables to students had not yet been identified,
- (j) That EMR could be the key to solving major timetabling issues;
- (k) That further consultation would be held with academic staff over the next three months;
- (l) That policy development would be required;
- (m) That consultation with the Faculty Education Committees should take place next term.

CONSIDERED:

A report from the Assistant Registrar (Assessment) on the analysis of themes and issues arising from the undergraduate external examiners' reports for 2016-17 and recommendations on how the University might wish to respond (AQSC.14/17-18).

REPORTED:

(by the Assistant Registrar, Assessment, Ms C Gray):

- (a) That the University had developed a new SITS workflow reporting system for external examiners reports covering taught provision in 2016/17;
- (b) That the external examiners' report form had been revised to elicit more sophisticated and relevant information from external examiners;
- (c) That the departmental response was integrated in the system to better enable the University to have oversight and analyse reports and responses appropriately;
- (d) That 96% of undergraduate external examiners' reports had been received by mid October 2017;
- (e) That 68% of departmental responses to undergraduate external examiners' reports had been received by mid October 2017, and departments would be prompted for outstanding responses;
- (f) That postgraduate taught external examiners' reports would be expected by the deadline of 31 December 2017 with departmental responses to be reported by 28 February 2018;
- (g) That an initial broad-brush analysis of undergraduate external examiners had identified the following areas of concern:
 - (i) Mitigating circumstances policy should be reviewed to ensure consistency across the University;
 - (ii) Credit framework and course structures need reviewing to harmonise credit structures and also level of modules across different years of study;
 - (iii) The prevalence of scaling in some departments;
 - (iv) issues arising from students choosing their own mode of assessment at the module level;
 - (v) Unclear marking criteria;
 - (vi) Lack of evidence of second marking/moderation;
 - (vii) Lack of consistency between departments in classifying borderline candidates on joint degrees;
- (h) That also a number of good practice issues had been identified relating to:
 - (i) Excellent quality and quantity of feedback provided to students;
 - (ii) Good processes when marking of project dissertations in the Faculty of Science;
 - (iii) Innovative assessment methods;

- (iv) Emphasis on value of formative feedback

RESOLVED:

- (i) That the analysis of undergraduate external examiners' reports should in future contain a spread/frequency of concerns/good practice identified across the reports;
- (j) That the timetable for departmental responses be reviewed to ensure departments had sufficient time to respond to reports;
- (k) That matters arising from undergraduate external examiners' reports should also be considered as part of the Education Experience Monitoring Meetings;
- (l) That in addition, a digest of issues emerging from undergraduate external examiners' reports should be provided to each Faculty for consideration and subsequently a Faculty response be provided to AQSC for University oversight.

17.17-18

Update on Review of Assessment

RECEIVED:

A progress report from the Assistant Registrar (Assessment) on the Review of Assessment and identification of work streams (AQSC.15/17-18)

REPORTED:

(by the Chair, Professor D Lamburn):

- (a) That AQSC had decided on a Review of Assessment at its meeting in June 2017, as a priority for the University during the current academic year;
- (b) That the Review of Assessment would cover four different work streams which had been identified as:
 - Assessment and remedying failure
 - Degree classification and Examination Board procedures
 - Mitigating Circumstances, Reasonable Adjustments and Assessment Regulations Working Party
 - Assessment Strategies

RESOLVED:

- (c) That the first meeting of the Review of Assessment Group would take place in November 2017;
- (d) That Professor G van der Velden should be added to be a member of the Review Group;
- (e) That at the first meeting of the Review Group, all relevant work streams would be identified and the process on how to take these work streams forward via sub-groups;
- (f) That academic staff from the Faculties with relevant expertise be co-opted onto the sub-groups;
- (g) That the communication of the work of the Review Group to the wider University was crucial and therefore a separate agenda item

dedicated to the communication of the work should be put on the agenda of the first meeting.

18.17-18 Professional, Statutory and Regulatory Bodies (PSRBs)

- (a) Engineering Course accreditation by the Institution of Engineering and Technology (Minutes QAWG.36(g)/16-17 and 23/16-17 refer)

REPORTED:

- (i) That at its meeting on 18 May 2017, it was reported to the Working Group:
- That the Institution of Engineering and Technology (IET) had reviewed the accreditation of School of Engineering programmes during a monitoring visit on 5 May 2017 and noted significant improvement since the last report;
 - That accreditation of the School of Engineering's programmes had been confirmed for a further two years and that the School would therefore have to go through a full reaccreditation process during the 2017/18 academic year;
 - That the IET were due to visit Warwick Manufacturing Group on 18-19 April 2018;
 - That the School of Engineering had met the minimum requirements of accreditation, including those relating to space but that programmes still required more practical work, noting that increasing the practical element of the programme would require additional lab resources, space and appropriate staffing;
 - That the formal report from the IET visit would be brought to the committee when available;
- (ii) That an extension of accreditation had been awarded to programmes as listed in the IET confirmation letter (paper AQSC.16a/17-18)
- (iii) That the next full accreditation visit would take place during the 2017/18 academic year.

CONSIDERED:

- (iv) The IET confirmation letter from the Monitoring Visit of the School of Engineering by the IET on 5 May 2017 (AQSC.16a/17-18);

REPORTED:

- (v) That a full accreditation visit would take place in February 2018;
- (vi) That the department had already worked hard in preparation for this visit and was expected to be in good position to full reaccreditation of all accredited programmes in February 2018.

- (b) Institute of Mechanical Engineers (IMechE) (minute QWAG.36g/16/17 referred)

REPORTED:

- (i) That at its meeting on 18 May 2017, it was *reported* to the Working Group:
 - That the Institution of Mechanical Engineers (IMechE) would undertake a full reaccreditation assessment visit of the School of Engineering on 21 June 2017;
 - That it was anticipated that the IMechE might also make recommendations in relation to practical or laboratory resources, including equipment, space and facilities;
- (ii) That it is a requirement of the IMechE to have reviewed graduating cohorts before accreditation can be awarded to a new programme;
- (iii) That further to the reaccreditation visit on the 21 June 2017, the School of Engineering had successfully secured accreditation of new undergraduate programmes and the re-award of existing accreditations for 2017 to 2021 intake cohorts;
- (iv) That accreditation secured for new cohorts would be backdated to intake cohorts as listed by the IMechE in their confirmation letter;

CONSIDERED:

- (v) A letter from the IMechE as set out in paper AQSC.17a/17-18);
- (vi) The report from the IMechE as set out in papers AQSC.17b/17-18).

RESOLVED:

- (vii) That AQSC noted the hard work which had been carried out by the School of Engineering and the School should be congratulated on a successful accreditation of its courses by IMech.

(c) British Computing Society (BCS)

REPORTED:

That an Accreditation Panel of BCS, The Chartered Institute for IT, visited the University on Thursday 25 May 2017 for an accreditation visit, the report of which has now been approved by the BCS Academic Accreditation Committee;

CONSIDERED:

The report from the BCS as set out in paper AQSC.18a/17-18), noting that a summary of the decisions is provided in Section A1 which lists the relevant programmes and accreditation period;

RECEIVED:

The Conditions of accreditation as set out by the BCS and outlined in paper AQSC.18b/17-18).

RESOLVED:

That members of AQSC agreed that the department of Computer Science should be congratulated on a successful accreditation of its programmes by the British Computing Society.

(d) British Psychological Society (BPS)

REPORTED:

That two new Undergraduate programmes had received accreditation by the BPS as set out below and would be reviewed in line with the existing cycle of reviews for other programmes:

- BSc (Hons) Psychology with Linguistics (with effect from 2017/18 cohort)
- BSc (Hons) Psychology with Education (with Effect from 2018/19 cohort);

RECEIVED:

The confirmation letter from the BPS as set out in paper AQSC.19/17-18)

(e) PSRB Register

RECEIVED:

The current PSRB Register for the University of Warwick (AQSC.20/17-18)

REPORTED:

That the register would be updated to reflect the successful IMEC accreditation under item 18 (b) 17-18 above.

(f) Oversight and support for PSRB matters (Minute QAWG.36.k/16-17 referred)

REPORTED:

- (i) That at its meeting on 18 May 2017, the Working Group resolved that several complications and issues relating to Professional, Statutory and Regulatory Bodies that had been considered by the Group over the last few years could have been avoided by the University by allocating dedicated resource to support departments in monitoring and managing accreditation and reaccreditation engagements, deadlines and actions arising;
- (ii) That the Teaching Quality team was currently recruiting to a post to oversee PSRB matters at University level in conjunction with departmental contacts;
- (iii) That compliance with requirements of Professional, Statutory and Regulatory Bodies was important for the University's reputation and future recruitment

19/17-18 Recognition of Prior Learning Form

RECEIVED:

A pro-forma for applications for the standing exemption of credit or modules towards an award of the University of Warwick as set out in paper AQSC.21/17-18 ([available online](#));

20.17-18 Tier 4 Compliance

RECEIVED:

The Tier 4 Mock Audit Report for 2016/17 as set out in paper AQSC.22/17-18 ([available online](#));

21.17-18 Chair's Action

REPORTED:

That subsequent to the final meetings of AQSC and QAWG in 2016-17, the Chairs of the respective Committees took action on behalf of their Committees as outlined in as paper AQSC.23/17-18 ([available online](#))

22.17-18 Progress of Committee Recommendations

REPORTED:

(a) That at its meeting on 14 June 2017, the Senate approved recommendations from the Committee under the following headings:

Guidance on Dealing with Cheating in Assessed Work
Proof-Reading Policy
Proposals for approval and oversight of outcomes for students on the International Foundation Programme
Good Practice Guide on Providing Information to students
Good Practice Guide on Monitoring Student Attendance and Progress

(b) That at its meeting on 5 July 2017, the Senate approved recommendations from the Committee under the following headings:

Unified Appeals Regulation for all academic appeals
Revised guidance on Scaling
Revised guidance on Moderation
Amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research
Amendments to guidance on the PhD by Published Work and to introduce new guidance to examiners
Revisions to Regulation 8.10 (6)

Revisions to managing absence for Tier 4 students
Revisions to Requirements for Taught Postgraduate Degrees
Revisions to Accreditation of Prior Learning Policy and proposal to
rename the policy to “Recognition of Prior Learning Policy”
WMG new delivery Centre in Shanghai for three collaborative
programmes on “distance delivery” basis
New collaborative modules delivered by ESADE Business School

23.17-18 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on
Thursday 23 November 2017 at 2.30pm in CMR 1.0.