

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Thursday 4 February 2010 at 9am** in the Council Chamber, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Committee, Jenny Hughes, ext 74464, email [jenny.hughes@warwick.ac.uk](mailto:jenny.hughes@warwick.ac.uk), or the Assistant Secretary, Lucy Hayton, ext 22707, email [l.hayton@warwick.ac.uk](mailto:l.hayton@warwick.ac.uk)

J F Baldwin  
Registrar

The agenda is split into two sections: items for consideration by the Committee, and items for report without further discussion, unless requested by a member of the Committee (see page 5). All papers are available electronically from the Committee's file store:

[https://files.warwick.ac.uk/tqcomm/browse/AQSC/4\\_February\\_2010](https://files.warwick.ac.uk/tqcomm/browse/AQSC/4_February_2010)

AGENDA

**ITEMS FOR CONSIDERATION BY THE COMMITTEE**

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 25 November 2009, previously circulated and available on the Governance website at:

[www.warwick.ac.uk/services/gov/atoz/aqsc/minutes/](http://www.warwick.ac.uk/services/gov/atoz/aqsc/minutes/)

2. Matters arising

(a) Assessment Conventions (minute 25/09-10 refers)

TO RECEIVE:

(i) Proposed Amendments to the 2008 Honours Degree Classification Convention, submitted to the Senate for consideration at its meeting on 27 January 2010, paper SC.14/09-10 (previously circulated and available on the Committee's electronic file store).

(ii) An oral report from the Chair on the outcomes of the Senate meeting of 27 January 2009.

TO REPORT:

(iii) That a meeting of the Assessment Conventions Working Group, established by the Committee, will take place on 8 February 2009 to consider further possible amendments to

the 2008 Honours Degree Classification Convention, including in respect of the treatment of fail marks.

- (iv) That, following further consultation with departments, proposals from the Assessment Conventions Working Group will be submitted for the consideration of the Committee at its meeting on 3 March.

- (b) Appeals against final degree classification: Regulation 8.12 (minute 34/09-10 refers)

TO REPORT:

That at the meeting of the Committee held on 25 November 2009:

- (i) It was reported that, at its meeting on 18 November 2009, the Board of Undergraduate Studies considered a proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered (paper BUGS 10/09-10) and recommended:
  - (A) That the proposal set out in paper BUGS 10/09-10 be approved, subject to the inclusion of a requirement that, in cases where mitigating evidence presented at appeal has already been considered by Boards of Examiners, the latter should provide a written record demonstrating this, such as a minute from the Board of Examiners or from a Mitigating Circumstances Sub-committee.
  - (B) That a statement be added to Regulation 8.12 referring to the provision proposed in paper BUGS 10/09-10.  
(draft unconfirmed BUGS minute 8/09-10 referred)
- (ii) The Committee considered a proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered, paper BUGS 10/09-10, together with the recommendations of the Board of Undergraduate Studies, and resolved:
  - (A) That the proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered, as set out in paper BUGS 10/09-10, be approved, subject to the addition recommended by the Board of Undergraduate Studies (draft unconfirmed BUGS minute 8(a)/09-10 referred).
  - (B) That the Assistant Registrar (Examinations) submit for the consideration of the Committee proposed amendments to Regulation 8.12.

TO CONSIDER:

Proposed amendments to Regulation 8.12 concerning the process by which appeals against final degree classification are administered, paper AQSC 37/09-10, copy attached (additions underlined, deletions ~~struck-through~~).

3. Chair's business

QAA Auditor nominations

TO REPORT:

That Dr David Lamburn, Director of Academic Studies, Centre for Lifelong Learning and Chair, Quality Enhancement Working Group, has been appointed as a QAA Auditor for a term of two years.

4. Governance issues

(a) Review of constitution, membership and terms of reference

TO REPORT:

That the Chair will be establishing a working group to consider the future role, terms of reference, constitution and membership of the Committee and its sub-committees, with a view to recommendations for 2010-11 being submitted for consideration in the summer term 2009-10, noting that the review will take account of:

- (i) the emerging recommendations of the Constitutional Advisory Group (paper S.8/08-10, the 'Harris Report') and advice from the Deputy Registrar's Office;
- (ii) discussions already underway within the e-Learning Steering Group, the Quality Enhancement Working Group, and the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (iii) the role and remit of other relevant University committees, including the Boards of Graduate and Undergraduate Studies, and a possible new Student Experience Committee.

(b) Review of quality assurance processes

TO REPORT:

- (i) That the Committee and other University committees and groups have considered on several occasions the desirability of reviewing the existing course and module approval process, and the annual course review process.
- (ii) That the recently published report of the Constitutional Advisory Group (the 'Harris Report', paper S.8/09-10) includes commentary and recommendations concerning the need to review existing quality assurance processes.
- (iii) That the Board of the Faculty of Social Sciences, at its meeting on 10 February 2010, will be considering a proposal from Professor Norman Ireland, 'An Outline Proposal for a University and Department Module Data Interface', including proposals for a central module databank, and revised mechanisms for module approval and amendment.

- (iv) That the Committee will be invited at its next meeting to prioritise quality assurance processes for review, and to consider review mechanisms.

5. HEFCE Consultation on future arrangements for quality assurance

TO CONSIDER:

HEFCE consultation document 2009/47, 'Future arrangements for quality assurance in England and Northern Ireland', paper AQSC 36/09-10 (copy attached), noting that:

- (a) Members of the Committee are invited to comment on the 10 consultation questions set out on pages 30-32;
- (b) The Committee's views on the consultation questions will inform a response to the consultation, to be drafted by the Teaching Quality section and submitted for the consideration of the Steering Committee at its meeting on 22 February 2010.

6. Centre for Student Careers and Skills (minute 31/09-10 refers)

TO CONSIDER:

An oral report from the Director of Student Careers and Skills concerning the new Centre.

7. Student Academic Complaints and Appeals 2008-09 (minute 30/09-10 refers)

TO CONSIDER:

A report from the Administrative Officer (Academic Registrar's Office) concerning student academic complaints and appeals 2008-09, paper AQSC 26/09-10 (copy attached).

8. SSLC annual reports

TO CONSIDER:

The following reports drafted by the Education Officer, Students' Union, on behalf of the SSLC Coordinators:

- (a) Undergraduate SSLC annual summary report, paper AQSC 38/09-10 (copy attached);
- (b) Postgraduate SSLC annual summary report, paper AQSC 39/09-10 (copy attached).

9. Equality and Diversity

TO CONSIDER:

A report from the Secretary and the Assistant Secretary concerning the University's Single Equality Action Plan and actions relevant to the work of the Committee, paper AQSC 40/09-10 (copy attached).

10. Any other business

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## ITEMS TO REPORT 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.

11. Chair's action

Student Monitoring

TO REPORT:

That since the last meeting of the Committee, the [former] Chair, acting on the Committee's behalf, took action to approve the following change to the Good Practice Guide on Monitoring Student Attendance and Progress (additions underlined, ~~deletions struck through~~):

"Where four "monitoring points" are missed, it is likely that a student's problems are such that ~~intervention from a central University support service is necessary (e.g. Senior Tutor or Disability Coordinator)~~ they should be encouraged to seek advice and support from the University Senior Tutor."

12. Erasmus Mundus Call for Proposals (BGS minute 47/09-10 refers)

TO REPORT:

That at the meeting of the Board of Graduate Studies on 19 January 2010:

(a) It was reported that the 2010 Erasmus Mundus Call for Proposals (paper BGS 30/09-10) is now open under three actions:

- (i) Action 1: Joint Programmes, including Scholarships;
- (ii) Action 2: Partnerships with Third Country HEIs, including Scholarships;
- (iii) Action 3: Promotion of European Higher Education;

With a deadline of 30 April 2010.

(b) The Board considered a proposal from the Chair that, in line with the University strategy objective to double PGR students numbers and as a result of new funding arrangements for Masters courses under the scheme, Warwick submit only applications for Erasmus Mundus Joint Doctorates in 2010, rather than both Doctoral and Masters courses as the previous years.

(c) The Board resolved that the proposal from the Chair not be approved, but that guidance be issued by the Graduate School to departments as soon as possible notifying them of the revised, less favourable, funding arrangements for Erasmus Mundus Masters courses, noting that:

- (i) Many departments may have already begun putting together a bid, or have been approached by other institutions interested in forming a consortium;
- (ii) Individual departments may have alternative reasons for constructing a bid for a Masters course that should be considered on individual merit by the relevant University committees.

13. CFDLSC Constitution, Membership, Terms of Reference (CFDLSC minute 1-09/10 refers)

TO REPORT:

That the Collaborative, Flexible and Distance Learning Sub-Committee, at its meeting on 19 November 2009, resolved that the Terms of Reference, Constitution and Membership of the Committee for 2009-10 be approved as set out in paper CFDLSC 2/09-10, subject to the following amendment to the constitution (deletions ~~struck through~~ and additions underlined):

~~Academic member of staff from~~ Representative from Warwick Business School ~~with responsibility for the DLMBA~~

14. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9am on Wednesday 3 March 2010 in the Council Chamber, first floor University House.