

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 10 June 2009 at **9am** in the Council Chamber, University House.

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

J F Baldwin  
Registrar

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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.

**Papers are available electronically from:**

<https://files.warwick.ac.uk/tqcomm/browse/AQSC>

*The Boards of Undergraduate and Graduate Studies meet on 3 and 4 June and a number of items/papers for consideration by AQSC will be included in a second circulation agenda.*

FIRST CIRCULATION AGENDA

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Thursday 14 May 2009 (previously circulated and available online at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>)

#2. Matters arising

Assessment on Warwick Manufacturing Group courses (minute 69(b)/08-09 refers)

TO REPORT:

(a) That the Committee at its meeting on 14 May 2009 resolved that, if possible, the Committee be informed of the Vice-Chancellor's decision concerning the student complaint which gave rise to the discussion.

(b) That, as the complaint concerns an individual student, the Chair will provide an oral report under the reserved agenda.

#3. Chair's Business

4. WATE

TO REPORT:

That the Warwick Awards for Teaching Excellence winners and commendees for 2008-09 have been announced:

Winners

Teresa Mackinnon (Language Centre)  
Julie Macpherson (Chemistry)  
Nick Monk (The CAPITAL Centre) - Butterworth Award  
Jim Robinson (Physics)  
Gary Watt (School of Law)

Commendees

Tim Bugg (Chemistry)  
Janet Cooper (Warwick Medical School)  
Sara Hattersley (Centre for Life Long Learning)  
Vas Stavros (Chemistry)  
Joe Winston (Institute of Education)

#5. Widening Participation Strategy

TO CONSIDER:

The University's draft Widening Participation Strategy, paper AQSC 63/08-09 (to follow), together with an oral report from the Director of Student Admissions and Recruitment.

#6. Assessment Conventions (minute 54(c)/08-09 refers)

TO CONSIDER:

A report from the Chair and the Assistant Secretary concerning the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 61/08-09 (copy attached).

#7. Credit and levels

TO REPORT:

That a discussion paper will be brought to a future meeting of the Committee concerning a number of issues connected to the University's Credit and Module Framework, including:

- (a) policy on achievement of a minimum volume of credit to qualify for an award;
- (b) policy on the level (within the Framework for Higher Education Qualifications) of credit taken in different years of study/counting towards degree classification.

TO RECEIVE:

An oral report from the Chair.

#8. University Regulations

(a) Review of University Regulations and enhancement to monitoring arrangements

TO REPORT:

(i) That the Steering Committee at its meeting on 11 May 2009 considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.

(ii) That at the meeting of the Steering Committee it was reported:

(by the Academic Registrar)

(A) That the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression;

(B) That the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.

(by the Chair of the Board of Graduate Studies)

(C) That it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.

(by the President of the Students' Union)

(D) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

TO RECEIVE:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee, paper SC.442/08-09 (copy attached).

TO CONSIDER:

Proposed changes to University Regulations affecting student registration, attendance and progress and related guidelines, following consultation with the Boards of the Faculties and Heads of Department, as set out in paper AQSC 62/08-09 (copy attached).

(b) Regulations for Higher Degrees

TO REPORT:

That the Board of Graduate Studies will consider at its meeting on 4 June 2009 a paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Higher Degrees, paper BGS 112/08-09.

TO CONSIDER:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Higher Degrees, paper BGS 112/08-09 (to follow).

(c) Regulations Governing Taught Postgraduate Degrees

TO REPORT:

That the Board of Graduate Studies will consider at its meeting on 4 June 2009 a paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Taught Postgraduate Degrees, paper BGS 113/08-09.

TO CONSIDER:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Taught Postgraduate Degrees, paper BGS 113/08-09 (to follow).

(d) Regulation on Undergraduate Non-Degree Courses

TO REPORT:

That the Board of Undergraduate Studies will consider at its meeting on 3 June 2009 a paper from the Senior Assistant Registrar (Deputy Registrar's Office) proposing a new Regulation on Undergraduate Non-Degree Courses, paper BUGS 20/08-09.

TO CONSIDER:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting proposing a new Regulation on Undergraduate Non-Degree Courses, paper BUGS 20/08-09 (copy attached).

#9. School of Engineering and Taylor's University College

TO REPORT:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 the Committee considered a proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09, and resolved:

- (a) that the proposal concerned accreditation of prior learning, rather than collaborative provision;
- (b) that the Committee was supportive of the proposal, noting that:
  - (i) students completing the first year of the MEng delivered by Taylor's University College, Malaysia, in collaboration with the University of Birmingham, would be entitled to apply through the UCAS system for direct entry into the second year of the Warwick BEng or MEng, and students completing the first two years of the Taylor's University College course would be entitled to apply through UCAS for direct entry into the third year of the Warwick MEng;
  - (ii) if the University of Birmingham withdrew its oversight of the MEng delivered by Taylor's University College, the School of Engineering would review the articulation agreement with Taylor's University College;
  - (iii) the School of Engineering would discuss the Memorandum of Understanding with the Director of Legal Services.

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

- (c) That paragraph 2(c)(i) of the University policy for the accreditation of prior learning be amended as follows (additions underlined):

2(c)(i) The Credit Accumulation and Transfer Scheme (CATS) will be the primary means of calculating the extent of exemption to be permitted. Where the prior learning and/or experience was at an institution other than Warwick, the proportion of a course for which applications for AP(E)L may be considered is as follows:

Total credit value of course	Proportion for which AP(E)L may be granted
Less than or equal to 360 credits at undergraduate level (levels C, I or H) [Applications for AP(E)L in respect of courses consisting of more than 360 credits at undergraduate level will be considered by AQSC, or by the Chair of AQSC acting on its behalf]	33%, or as approved by AQSC for a particular course (where above 33%)
360 credits at H level where applicants seek to top-up from a Foundation Degree to an Honours Degree or equivalent top-up approved by AQSC	66%

<u>An integrated masters course consisting of 480 credits, at least 120 of which are at level M</u>	<u>33%, or as approved by AQSC for a particular course (where above 33%)</u>
Less than or equal to 180 credits at M level	33%
Over 180 credits at M level	50%

- (d) That a specific exception be approved to allow applications for AP(E)L to be granted for up to 50% of the total credit value of the MEng;
- (e) That the following addition is made to Annexe 1 of the University's AP(E)L Policy to provide a blanket exemption for up to 240 credits of the total credit value of the MEng, as set out below (additions underlined);

Qualification	Exemption	Total credit volume
<u>120 credits at FHEQ level 4 (previously level C) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the second year of the BEng or MEng</u>	<u>120 credits at FHEQ level 4 (previously level C)</u>
<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the third year of the MEng</u>	<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I)</u>

(unconfirmed CFDLSC minute 36/08-09 refers)

TO CONSIDER:

- (f) The proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09 (copy attached).
- (g) The recommendations of the Collaborative, Flexible and Distance Learning Sub-Committee concerning the University policy for the accreditation of prior learning.

#10. New Collaborative Courses

*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) Counselling courses: Shetland College

TO REPORT:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 the Committee considered a proposal from the Director of the Centre for Lifelong

Learning for delivery by Shetland College of a new Foundation Degree in Person Centred Counselling and Psychotherapy, as set out in paper CFDLSC 23/08-09, noting that the collaboration with Shetland College has previously been approved and that the academic content of the Foundation Degree will be considered by the Board of Undergraduate Studies at its meeting on 3 June 2009, and recommended (to the Academic Quality and Standards Committee):

That the proposal from the Director of the Centre for Lifelong Learning for delivery by Shetland College of a new Foundation Degree in Person Centred Counselling and Psychotherapy be approved as a variation to an existing collaboration, as set out in paper CFDLSC 23/08-09.

(unconfirmed CFDLSC minute 37/08-09 refers)

TO CONSIDER:

The proposal from the Director of the Centre for Lifelong Learning for delivery by Shetland College of a new Foundation Degree in Person Centred Counselling and Psychotherapy as a variation to an existing collaboration, as set out in paper CFDLSC 23/08-09.

- (b) Institute of Education: Collaboration with Solihull Inspection and Advisory Service

TO REPORT:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 it was reported that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies recommended that a proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, be approved as set out in extracts of minutes and agenda included in paper CFDLSC 39/08-09, the [CFDLS] Committee considered a proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, as set out in the following papers:

- (i) Part 1 course proposal form, paper UFSS.133/07-08 (revised);
- (ii) Course specification, paper UFSS.135/07-08 (revised);
- (iii) Part 4 course proposal form (Solihull Inspection and Advisory Service (SIAS) (Extension to existing collaboration)), paper UFSS.149/08-09;
- (iv) Curricula vitae for the following:
  - (A) Christine Burton, paper UFSS.150/08-09;
  - (B) Martin Hayes, paper UFSS.151/08-09;
  - (C) Lorraine Lord, paper UFSS.152/08-09;
  - (D) Sue Spencer, paper UFSS.153/08-09;
  - (v) Sean Starr, paper UFSS.154/08-09.

and recommended to the Academic Quality and Standards Committee):

That the proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, be approved as set out in papers UFSS.133/07-08 (revised), UFSS.135/07-08 (revised), UFSS.149/08-09 and UFSS.150-154/08-09, noting that this would be an extension to an existing collaboration.

(unconfirmed CFDLSC minute 40/08-09 refers)

TO CONSIDER:

The proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, as set out in papers UFSS.133/07-08 (revised), UFSS.135/07-08 (revised), UFSS.149/08-09 and UFSS.150-154/08-09, noting that this would be an extension to an existing collaboration.

#11. Annual Course Review reports

TO REPORT:

That at the meeting of the Committee held on 14 May 2009 it was reported that the Chair was convening a meeting of Chairs of Faculty Boards and the Boards of Graduate and Undergraduate Studies, and the Students' Union Education Officer, to consider changes to the Annual Course Review process.

TO CONSIDER:

The following summaries/digests of annual course review reports:

- (a) Faculty of Arts, undergraduate courses, paper AUSC 53/08-09 (copy attached);
- (b) Faculty of Arts, taught postgraduate courses, paper AGSC 26/08-09 (copy attached);
- (c) Faculty of Arts, research postgraduate courses, paper AGSC 22/08-09 (revised) (copy attached);
- (d) Faculty of Medicine, undergraduate courses, paper BFM 14/08-09 (copy attached);
- (e) Faculty of Medicine, taught postgraduate courses, paper DMAP 71/08-09 (revised) (copy attached);
- (f) Faculty of Medicine, research postgraduate courses, paper BFM 13/08-09 (copy attached);
- (g) Faculty of Social Studies, undergraduate courses, Composite report paper UFSS 137/08-09 (copy attached) and Summary report paper UFSS 167/08-09 (copy attached);
- (h) Faculty of Social Studies, taught postgraduate courses, paper GFSS 326/08-09 (copy attached);
- (i) Faculty of Social Studies, research postgraduate courses, paper GFSS 83/08-09 (copy attached);
- (j) Faculty of Science, undergraduate courses, paper SFS 22/08-09 (copy attached);



- (k) Faculty of Science, taught postgraduate courses, paper SGS 30/08-09k (copy attached);
- (l) Faculty of Science, research postgraduate courses, paper SGS 13/08-09m (copy attached);
- (m) Collaborative, flexible and distributed learning courses, paper AQSC 64/08-09 (to follow).

12. PSRB accreditations

- (a) Warwick Business School: CIPD

TO REPORT:

That the Chartered Institute of Personnel and Development (CIPD) recently reaccruited the MA in Industrial Relations and Personnel Management offered by Warwick Business School, following a desk-based review of relevant documentation.

- (b) Institute of Education, Centre for Lifelong Learning: Ofsted

TO RECEIVE:

Minutes of the first meeting of the informal Initial Teacher Education (ITE) Strategic Planning Group, paper AQSC 60/08-09 (copy attached), noting that:

- (i) this informal group of colleagues from the Institute of Education and the Centre for Lifelong Learning has been set up to coordinate the University's initial teacher education courses, including monitoring and responding to changes in relevant external quality assurance frameworks and to assist in preparing for Ofsted inspections;
- (ii) it is not expected that AQSC will receive the minutes of future meetings of the Group.

#13. Any other business

14. Next meeting

TO REPORT:

That the next meeting of the Committee will be held during the Autumn Term 2009 on a date to be decided in due course and published in the University Committee Timetable.