

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 15 June 2015 at **2.00pm** in room CMR 1.0 (formerly the 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, Cara Smith, ext 74464, email c.l.smith@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting

A G E N D A

Restricted business (denoted by an asterisk{*}) is confidential to members and attendees of the Academic Quality and Standards Committee.

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 14 May 2015 (previously circulated).

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the 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.

3. Matters arising

(a) First Year Board of Examiners Conventions (minute 68/14-15 refers)

TO REPORT:

(i) That, at its meeting held on 23 February 2015, the Committee considered proposed amendments to the First Year Board of Examiners' harmonised conventions, as set out in paper BUGS 9/14-15 (revised) and resolved (*inter alia*):

(A) That terminology used in these Conventions needed to be clear and consistent and that all regulations supplied to departments needed clear definitions embedded within them;

- (B) That the Conventions be amended in light of comments from the Committee.
 - (ii) That the Chair had taken action on behalf of the Committee to approve revised First Year Board of Examiners' Conventions, as set out in Paper BUGS 9/14-15 (revised 4) ([available online](#)), for recommendation to the Senate.
- (b) Feedback on Examinations and Dissertations (minute 63/14-15 (b) refers)

TO REPORT:

That at its meeting on 23 February 2015 the Committee resolved:

- (i) That the introduction of a standard set of cohort-level feedback did not intend to override practice where individual feedback is given but rather provide a minimum standard set of examination information, similar to that which is made available to examination boards, with minimal burden imposed on the department.
- (ii) That the Teaching Quality Office develop a template for a minimum standard of cohort-level feedback, noting that departments who do not provide individual feedback should be asked to provide further qualitative content.

TO CONSIDER:

A draft template for a minimum standard of cohort-level feedback by the Assistant Registrar (Learning and Teaching) (Paper AQSC.80/14-15, [previously circulated](#)).

- (c) Student Staff Liaison Committee Code of Practice (minute 93/14-15 refers)

TO REPORT:

- (i) That at its meeting on 14 May 2015, the Committee considered the proposed Code of Practice between the University of Warwick and the Students' Union for the coordination of Student Staff Liaison Committees (SSLCs) (Paper AQSC.55/14-15) and resolved that the Student Staff Liaison Committee Code of Practice be approved subject to amendments to reflect the fact that courses can start throughout the year and are not all campus-based.
 - (ii) That the Chair has taken action on behalf of the Committee to approve an amended version of the Student Staff Liaison Committee Code of Practice, as set out in AQSC.55/14-15 (revised), for recommendation to the Senate ([available online](#)).
- (d) Policy on the Employment of Postgraduates as Teachers (minutes 94 and 31/14-15 refer)

TO REPORT:

- (i) That, at its meeting on 14 May 2015 the Committee considered:

- (A) A report by the Senior Assistant Registrar (Graduate School) on progress made since the first consideration of the policy by AQSC at its meeting on 3 December 2014 (Paper AQSC.46/14-15);
- (B) The revised proposed policy on the Employment of Postgraduates as Teachers (Paper BGS.3/14-15 (revised));

And resolved:

- (C) That the Policy on the Employment of Postgraduates who Teach, as set out in Paper BGS.3/14-15(revised) be amended in light of the comments made in minute 93/14-15 (d to e) above.
 - (D) That the Chair be authorized to take action on behalf of the Committee to approve an amended version of the Policy on the Employment of Postgraduates who Teach for recommendation to the Senate.
- (ii) That the Chair has taken action on behalf of the committee to approve an amended version of the Policy on the Employment of Postgraduates who Teach for recommendation to the Senate, as set out in Paper BGS.3/14-15 (revised 2), (available online).
- (e) Professional Development for Doctoral Researchers (minute 95/14-15 refers)

TO REPORT:

That, at its meeting on 14 May 2015, the Committee considered a paper from the Skills Working Group of the Board of Graduate Studies outlining a proposed framework for professional development for doctoral students (paper BGS 47/14-15) and resolved that comments be provided to the Chair of the Board of Graduate Studies following the meeting and an amended version of the paper be brought to the next meeting of the Committee.

TO CONSIDER:

The proposed framework for professional development for doctoral students (Paper BGS.47/14-15 revised, previously circulated).

4. Chair's Action

TO REPORT:

- (a) MA in Professional Education
 - (i) That at its meeting on 7 April 2015 the Collaborative, Flexible and Distributed Learning Sub-Committee recommended to the Academic Quality and Standards Committee that a proposal from the Centre for Professional Education to introduce a new MA in Professional Education, with a collaborative route to be delivered in conjunction with Bilton School, be approved, subject to the receipt of amendments to papers CDFLSC.114b/14-15 and 114j/14-15 and approval of the course by the Graduate Studies

Committee of the Board of the Faculty of Social Sciences and the Board of Graduate Studies;

- (ii) That, following consideration of the above and subsequent to fulfilment of the outstanding conditions, the Chair, acting on behalf of the Collaborative, Flexible and Distributed Learning Sub-Committee, took action to recommended to the Academic Quality and Standards Committee that the proposal be approved;
- (iii) That the Chair, acting on behalf of the Academic Quality and Standards Committee, recommended to Senate that the proposal from the Centre for Professional Education to introduce a new MA in Professional Education, with a collaborative route to be delivered in conjunction with Bilton School, be approved as set out in papers GFSS.122a(revised), b, c(revised), d(revised),h, i, u, v and w/14-15 (available online) be approved;
- (iv) That the proposal included approved prior learning for Postgraduate Certificate in Education (PGCE) graduates from the University of Warwick as follows (paper GFSS.122s/14-15, available online):
 - A) For 2007-08 to 2010-11 cohorts, the exemption from two modules on the MA in Professional Education (60 credits at FHEQ level 7);
 - B) For the 2011-12 cohort and all thereafter, three modules on the MA in Professional Education (60 credits at FHEQ level 7 and 30 credits at level 6).

(b) Postgraduate Taught Conventions

TO REPORT:

That the Chair has taken action on behalf of the Committee to approve an amendment to the Postgraduate Taught Conventions for the Warwick Business School, as set out in Paper AQSC.81/14-15 (available online).

5. Progress of Committee Recommendations

TO REPORT:

That the Chair of the Senate has taken action on behalf of the Senate to approve recommendations from the Committee under the following headings be approved:

Revised First Year Board of Examiners' Conventions

6. Chair's Business

7. Students Union Update

TO RECEIVE:

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

8. Report on Equality Matters

TO REPORT:

That Warwick Students' Union have been awarded the Equality in Education award at the NUS Black Students' Conference in recognition of a series of campaigns in relation to educational equality, including Black History Month, the Open Education Series, Challenge Islamophobia and the RAAE research into Race, Academic Attainment & Equality.

9. Competition and Markets Authority: Advice on Consumer Protection to UK Higher Education Providers

TO REPORT:

That on 12 March 2015 the Competition and Markets Authority (CMA) published advice informing higher education providers about their consumer law obligations to undergraduate students.

TO CONSIDER:

A report by the Academic Registrar and Deputy Academic Registrar on the implications of the CMA advice for the University of Warwick (Paper AQSC.78.14-15, previously circulated).

10. Review of Course Approval Process

TO CONSIDER:

A report by the Deputy Academic Registrar on the review of the course approval process (Paper AQSC.41/14-15 revised, previously circulated).

11. Report of the Monitoring and Review Working Group

TO CONSIDER:

A report from the Monitoring and Review Working Group (Paper AQSC.40/14-15 revised, previously circulated).

12. Guidance on Mitigating Circumstances

TO CONSIDER:

A paper from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance (AQSC.74/14-15 revised, previously circulated).

13. International Sub-Group

(a) Recording of marks for inbound visiting students

TO REPORT:

That, at its meeting on 20 May 2015, the International Sub-Group considered a paper by the Departmental Administrator (History) on the examination and marks recording process for inbound international visiting students (Paper ISG 16/14-15) and recommended to the Academic Quality and Standards Committee that the paper be considered for approval.

TO CONSIDER:

A paper on the examination and marks recording process for inbound international visiting students (Paper ISG 16/14-15, previously circulated).

(b) Criteria for Approval of New Exchange Partners

TO REPORT:

That at its meeting on 20 May 2015 the International Sub-Group considered a draft paper on Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15) and recommended to the Committee that this be approved.

TO CONSIDER:

A paper setting out Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15, previously circulated).

***14. Erasmus Plus Exchange Scheme**

TO CONSIDER:

A paper regarding the Erasmus Plus exchange scheme and credit recognition for the intercalated and year abroad (paper AQSC.82/14-15, copy attached);

15. Student Complaints Resolution Framework

TO CONSIDER:

A paper from the Director of Delivery Assurance on the Student Complaints Resolution Framework: Summary of Implementation of the Pathway to Date and Proposed Refinements (paper AQSC.43.14-15 revised, previously circulated);

16. Credit and Module Framework

TO REPORT:

That, at its meeting on 2 June 2015, the Board of Undergraduate Studies considered proposed changes to the Credit and Module Framework as set out in Paper

AQSC.48/14-15 (revised) and recommended that the paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed changes to the Credit and Module Framework, be approved. (draft minute BUGS 41/14-15 refers).

TO CONSIDER:

The revised credit and module framework as set out in paper AQSC.48/14-15 revised, previously circulated;

17. Good Practice Guide on Monitoring Student Attendance and Progression

TO REPORT:

That at its meeting on 1 June 2015 the Compliance Working Group considered proposed changes to the Good Practice Guide on Monitoring Attendance and Progression as set out in CWG.16/14-15 and recommended that these be approved.

TO CONSIDER:

A paper by the Senior Assistant Registrar (Teaching Quality) on amendments to the Good Practice Guide on Monitoring Attendance and Progression as set out in Paper CWG.16/14-15, (previously circulated).

18. Timeliness Reports

(a) Faculty Timeliness Reports

TO REPORT:

That at its meeting on 14 May 2015 the Committee received a composite timeliness of feedback report covering all Faculties from Spring term 2013/14, Summer term 2013/14 and Autumn term 2014/15 (paper AQSC.49/14-15) and resolved that consideration of the composite timeliness of feedback report, as set out paper AQSC.49/14-15 be deferred to the next meeting of the Committee.

TO RECEIVE:

A composite timeliness of feedback report covering all Faculties from Spring term 2013/14, Summer term 2013/14 and Autumn term 2014/15 (paper AQSC.49/14-15, circulated previously).

(b) Faculty of Arts

TO REPORT:

(i) That, at its meeting on 18 May 2015 the Board of the Faculty of Arts received a composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty of Arts (paper BFA.19 (revised)/14-15) and it was reported (*inter alia*) that all departments in the Faculty of Arts were encountering problems with Tabula, with each department using the system in different ways and for different purposes.

- (ii) That the Board recommended to the Academic Quality and Standards Committee that clarification be provided on why Tabula had been selected as the administration system for departments to use.

(draft minute BFA.56(g)/14-15 refers)

19. Collaborative Courses

TO REPORT:

- (a) That at its meeting on 22 May 2015, the Collaborative, Flexible and Distributed Learning Sub Committee considered and resolved the following with respect to Collaborative courses:
 - (i) That the proposal from Warwick Manufacturing Group for the extension of the collaboration with Yildiz Technical University (YTU), Istanbul (paper CFDLSC.132.14-15, available online) to be extended to include the delivery of the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering and the approval of several additional local supervisory staff be recommended to the Academic Quality and Standards Committee, subject to the condition that where proposed supervisors do not have previous experience at the relevant level, with one of the approved, experienced supervisors for a probationary period of eighteen months;
 - (ii) That a proposal from the Department of Psychology for the extension of the existing collaboration with Coventry University to deliver the placement element of the existing course MSc in Clinical Applications of Psychology as set out in papers (SGS.58a-e/14-15 and CFDLSC134a-b) be recommended to the Academic Quality and Standards Committee.

TO CONSIDER:

- (b) A proposal to extend the collaboration with Yildiz Technical University (YTU), Istanbul, to include the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering, be approved as set out in Paper CFDLSC.132/14-15 (available online);
- (c) A proposal from the Department of Psychology for the extension of the existing collaboration with Coventry University to deliver the placement element of the existing course MSc in Clinical Applications of Psychology as set out in papers SGS.58a-e/14-15 and CFDLSC134a-b(available online).

20. Committee Effectiveness

TO CONSIDER:

A report by the Assistant Secretary, mapping the agenda items against the terms of reference of the Academic Quality and Standards Committee (paper AQSC.79/14-15, copy attached).

21. 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.

22. **Student Discipline Framework**

TO REPORT:

A paper from the Director of Delivery Assurance regarding the Student Discipline Framework (AQSC.83/14-15, available online), noting that prior consultation has taken place with the Students' Union and at Faculty Board level;

23. Distance-Learning Courses

TO REPORT:

That at its meeting on 22 May 2015, the Collaborative, Flexible and Distributed Learning Sub Committee considered and approved a proposal for an online variant of the module and Postgraduate Award "Leading Educational Change and Improvement" as set out in papers CFDLSC.128a-d/14-15 (available online).

24. New Undergraduate Courses of Study

TO REPORT:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies approved the following new courses:

Diploma: English Language, Media and Intercultural Communication
BASc Economic Studies and Global Sustainable Development
BASc Politics and International Studies and Global Sustainable Development
MEng/BEng/BSc Computer Systems Engineering (with and without intercalated year)
MEng Discrete Mathematics (with and without intercalated year)
BA Theatre and Performance Studies (with or without intercalated year)
BA Foreign Language and Culture (with or without intercalated year)

25. Revised Undergraduate Courses of Study

TO REPORT:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies approved revisions to the following courses:

BA Liberal Arts

26. Discontinued Undergraduate Courses of Study

TO REPORT:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies resolved that the following course be removed from recruitment:

BA History, Literature and Cultures of the Americas

27. New Postgraduate Courses of Study

TO REPORT:

- (a) That, at its meeting on 2 June 2015, it was reported to the Board of Graduate Studies that the Chair had taken action on behalf of the board to approve the following new courses:

MSc Polymer Science
MSc in Analytical and Polymer Science

- (b) That, at its meeting on the 2 June 2015, the Board of Graduate Studies resolved that courses of under the following headings be approved:

MSc/PGDip/PGCert/PGA Sustainable Automotive Engineering

28. Revised Postgraduate Courses of Study

TO REPORT:

That, at its meeting on the 2 June 2015, it was reported to the Board of Graduate Studies that the Chair had taken action on behalf of the board to approve the following revisions to courses:

MSc in Interdisciplinary Mathematics

That, at its meeting on the 2 June 2015, the Board of Graduate Studies resolved that revisions to the following courses of study be approved:

MA Educational Studies
PGCert Teaching Advanced Mathematics
MSc Computer Science and Applications
MSc Data Analytics
MSc in International Trade, Strategy and Operations
MSc in Tunnelling and Underground Space

29. Discontinuation of Postgraduate Courses of Study

TO REPORT:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies resolved that the following course be removed from recruitment:

MA/PGDip/PGCert Management of Student Work Experience
PGDip/MA Academic and Professional Practice
PGDip/MA Post-Compulsory Education (HE)
PGA E-Learning in Academic and Professional Practice
PGDip Strategic Leadership (Network Rail)

30. Next meeting

TO REPORT:

That the Committee Timetable for 2015/16 has yet to be published and that the next meeting date will therefore be confirmed in due course.

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