

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 30 January 2014 at **9.00am** 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](mailto:k.gray@warwick.ac.uk) or to the Assistant Secretary, Rory McIntyre, ext 74464, email [r.j.mcintyre@warwick.ac.uk](mailto:r.j.mcintyre@warwick.ac.uk)

K Sloan  
Registrar and Chief Operating Officer

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**STRATEGIC ITEM FOR DISCUSSION**

The following agenda items constitute the main strategic items for discussion at the meeting. At least half the scheduled meeting time will be allocated to discussion of these topics.

1. Module Evaluation

TO CONSIDER:

A paper from the Assistant Registrar (Learning and Teaching), setting out options for the introduction of a University-wide programme of module evaluation (paper AQSC 21/13-14, copy attached), noting that consideration of this paper was deferred from the last meeting of the Committee.

2. Operation of AQSC (minute 5(d)/13-14 refers)

TO REPORT:

- (a) That, at its meeting on 6 November 2013, the Committee considered a paper from the Secretary setting out the proposed operation of AQSC, including Sub-Groups to extend the Committee's remit to cover the totality of the student experience (paper AQSC 6/13-14), and resolved (*inter alia*):
  - (i) That the structure of the proposed Sub-Groups of the Committee be approved, with the exception of the Student Recruitment and Marketing Group which would be discussed further outside of the meeting;
  - (ii) That the Chair of each Sub-Group consider, for their own Groups, terms of reference, membership and key objectives for the forthcoming academic year, and that this detail be collated and compiled for consideration at a future meeting of the Committee;
- (b) That, at its meeting on 4 December 2013, the Committee considered a paper setting out the proposed Sub-Groups of AQSC, including terms of reference,

membership and key objectives for the forthcoming academic year (paper AQSC 20/13-14), and resolved that members of the Committee be asked to review the proposed key objectives of the Sub-Groups, in particular to ascertain the extent to which they collectively align with institutional strategic priorities, and to submit any comments to the Secretariat.

TO CONSIDER:

- (c) A paper setting out the proposed Sub-Groups of AQSC, including terms of reference, membership and key objectives for the forthcoming academic year (paper AQSC 20/13-14, copy attached);
- (d) An update on progress toward establishing the Sub-Groups, together with an oral report from each of the Sub-Group Chairs;
- (e) A paper from the Senior Assistant Registrar (Teaching Quality), setting out a proposed schedule of reporting from the Sub-Groups to the Committee (paper AQSC 33/13-14, copy attached).

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## A G E N D A

3. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 4 December 2013, previously circulated, and available on the Governance website at:

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

4. Matters arising

- (a) Feedback on Exams and Dissertations (minutes 5(c)/13-14 and 25(d)/12-13 referred)

TO REPORT:

- (i) That, at its meeting on 6 November 2013, the Committee considered a proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work (paper AQSC 4/13-14), and resolved:
  - (A) That the proposed revisions to the University Policy on the Timing of the Provision of Feedback to Students on Assessed work not be approved, but be redrafted and recirculated to take account of the views of the Committee that:
    - (1) Generic or group feedback on examinations should be required by all departments, although not within the 20 University working day period;

- (2) Feedback on dissertations and/or extended projects should be required by all departments, but not prior to the meeting of the Board of Examiners nor within the 20 University working day period.
  - (B) That, as students are entitled under data protection legislation to have sight of their own exam scripts after the examination, departments must ensure that any student who makes a request for access is entitled to do so free of charge.
- (ii) That, at its meeting on 4 December 2013, the Committee considered a revised proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work (paper AQSC 4/13-14 (revised)), together with a proposal from the Representative of Senate (Social Sciences) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, with the following addition to the guidance:
 

“Formative essays submitted late for which no extension has been granted nor explanation offered are not governed by the 20 day rule and there is no obligation to provide feedback.”

And resolved:

  - (A) That the proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, as set out in paper AQSC 4/13-14 (revised), not be approved, and that a revised proposal, amended in line with revised minute 5(c)/13-14 (see 25/13-14 above), be brought forward for consideration at a future meeting of the Committee;
  - (B) That the proposal from the Representative of Senate (Social Sciences) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, as set out above, not be approved, but that the Teaching Quality section of the Academic Office conduct further research into this area to determine:
    - (1) Existing departmental practice in relation to the provision of feedback on formative assessment;
    - (2) Whether departments have in place any existing local guidance that might usefully inform policy in this area;
  - (C) That a review of the implementation of the University Policy on the Timing of the Provision of Feedback to Students on Assessed work be conducted in the Spring term 2014.
- (iii) That a consultation on the implementation of the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, and on the specific proposal outlined under (ii) above, is being undertaken via the Faculty Sub-Committees during the Spring term,

the outcomes of which will be available for a future meeting of the Committee.

5. Chair's Action

(a) International PGCE (iPGCE)

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to recommend (to the Senate) that a variation to an existing collaboration between the Centre for Professional Education and the Specialist Schools and Academies Trust (SSAT) (Middle East), as set out in paper CFDLSC 11/13-14 (available online), be approved.

6. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following items:

- (a) HEA Reward and Recognition: Promotion, Process and Policy programme;
- (b) National Student Survey 2014.

7. Students Union Update

TO RECEIVE:

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

8. Education Report to Steering

TO REPORT:

That, at its meeting on 20 January 2014, the Steering Committee received a paper updating the Committee on matters relating to Education (paper SC 66/13-14, copy attached).

9. Any other business

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**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 file-store at: [https://files.warwick.ac.uk/tqcomm/browse/AQSC/30 January 2014](https://files.warwick.ac.uk/tqcomm/browse/AQSC/30%20January%202014)

10. Regulation 8: 4-year IUMDs (minutes BUGS 35(g)/12-13 and 15/12-13 refer)

TO REPORT:

- (a) That, at its meeting on 5 June 2013, it was reported to the Board of Undergraduate Studies that it had been reported to the Sub-Faculty of Science, at its meeting on 8 May 2013, that a number of departments were experiencing this issue again as exam boards were happening in June and students were asking about transfers to try to get the best possible result, and that the Sub-Faculty recommended (to the Deputy Academic Registrar) that departments be given guidance before the June 2013 Boards of Examiners about this issue, in particular clarification about the latest point at which students can request a transfer from a 4-year integrated Masters degree to a 3 year degree course, and from a 3-year course to a 4-year integrated Masters degree programme;
- (SFS minute 25 (f) /12-13).
- (b) That, at its meeting on 5 June 2013, the Board of Undergraduate Studies received an oral report from the Chair, and recommended (to the Academic Quality and Standards Committee) that a convenient final date for students in the fourth and final year of an Integrated Undergraduate Master's degree to opt to graduate with a Bachelor degree should be set during the early Spring Term, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case;
- (c) That, following discussion with the Student Records section of the Academic Office, it was proposed that the final date for transfers, as set out above, be 31 January in each cycle, commencing from the 2014/15 year.

TO CONSIDER:

The recommendation from the Board of Undergraduate Studies that the final date for students in the fourth and final year of an Integrated Undergraduate Master's degree to opt to graduate with a Bachelor degree should be set at 31 January, commencing from the 2014/15 academic year, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case.

11. Change to Regulation 38: maximum time allowed for minor corrections to a DClinPsych thesis (minute BGS 39/13-14 refers)

TO REPORT:

That, at its meeting on 14 January 2014, it was reported to the Board of Graduate Studies that the Chair of the Board, acting on its behalf, had taken action to recommend (to the Academic Quality and Standards Committee) that Regulation 38.12, governing the Degree of Doctor of Clinical Psychology (DClinPsych), be amended to specify that the period during which minor corrections may be made be extended to a maximum duration of three months, rather than one month, in order to

harmonise the DClinPsych with other research degrees awarded by the University of Warwick (paper BGS 38/13-14, available online).

12. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Thursday 27 February 2014 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.