

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 16 November 2005 at 9.30am 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, Darren Wallis, ext 22707, email darren.wallis@warwick.ac.uk, or the Assistant Secretary of the Committee, Julian Moss, ext 74464, email julian.moss@warwick.ac.uk

C E Charlton
University Secretary

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.

SECOND CIRCULATION AGENDA

#2. Matters Arising

- (c) Periodic Review and Departmental Review (Minute 7/05-06 refers)

TO CONSIDER:

Draft guidelines for the merged Periodic and Departmental Review process, **paper AQSC 21/05-06 (copy attached)**.

- (d) Responses to the Burgess Steering Group (Minute 10/05-06 refers)

TO CONSIDER:

Draft responses to the Burgess Steering Group, considered by the Steering Committee at its meeting on 14 November 2005 for return by the deadline of 18 November 2005, **paper SC.85/05-06 (copy attached)**.

#8. Warwick Medical School (Minute 9(c)/05-06 refers)

TO REPORT:

That the Board of the Faculty of Medicine at its meeting on 31 October 2005 considered extracts from the report of the 2003/04 and 2004/05 Student Satisfaction surveys and a response from the Associate Dean (Teaching), as set out in papers BFM3/05-06, BFM4/05-06 and BFM5/05-06, it being noted that action to resolve all the areas identified, by both student surveys, have been taken by WMS by individual staff, through WMS Committee structures and via the SSLC, and resolved that the phrase "WMS Learning Grid" be replaced with the "Gibbet Hill Learning Grid", and that the response paper, BFM5/05-06 be presented for

consideration at the SSLC meeting to be held at 5.00pm on the 31st October 2005.

(BFM Minute 5/05-06)

TO CONSIDER:

A written response from Professor E Peile outlining the Medical School's response to a number of issues raised in the Academic Satisfaction Review reports in 2004 and 2005, paper BFM 5/05-06 (previously circulated), noting that the response was considered by the Board of the Faculty of Medicine at its meeting on 31 October 2005.

#13. Policy on Self-Certification of Absence

TO CONSIDER:

A revised policy on Self-Certification of Absence, **paper AQSC 31/05-06 (copy attached)**.

#16. Report from the Board of Undergraduate Studies: Academic Satisfaction Review 2005

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 9 November 2005 considered the report *Academic Satisfaction Review – The student experience 2005*, paper AQSC 84/04-05 and a report entitled 'The Academic Satisfaction Review 2004/05: comparison with previous year's *Academic Satisfaction Review*', paper AQSC 85/04-05, and resolved:

- (i) That the Academic Quality and Standards Committee be asked to consider underlining to departments the University guidelines on feedback to students on assessed work;
- (ii) That the Board should receive copies of departmental responses to the Academic Satisfaction Review at its next meeting.
- (iii) That it be noted that the Chair would ask the AQSC secretariat to contact Dr Neary concerning current research being undertaken in investigating students' experience.

(BUGS minute 10/04-05 [unconfirmed])

TO CONSIDER:

The proposal from the Board of Undergraduate Studies that the Committee underline to departments guidelines on feedback to students on assessed work.

17. Summary Report on External Examiners' Reports on Postgraduate Courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a summary report on external examiners' reports from 2003/2004

for taught postgraduate courses, paper BGS3/05-06, and resolved that the Academic Quality and Standards Committee be invited to consider question 9, Part B of the External Examiners' report form "Resources as they impact upon student performance in assessments", noting that a number of external examiners had commented that they were unable to answer the question, and recommended that the summary report on external examiners' reports from 2003/2004 for taught postgraduate courses be approved, as set out in paper BGS3/05-06.

TO CONSIDER:

Question 9 of Part B of the postgraduate External Examiner's report form along with an extract from the *QAA Code of practice for the assurance of academic quality and standards in higher education, Section 4: External examining* (August 2004), **paper AQSC 34/05-06 (copy attached)**.

#18. Examination Conventions and Guidance to Boards of Examiners

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposed system for the review and approval of taught postgraduate examination conventions as follows:

- (a) That the Graduate School would undertake an initial review of departmental examination conventions and other relevant documentation in light of the revised penalties for late submission of work and will advise Faculty Graduate Studies Committees of any anomalies;
- (b) That, following this review, any amendments to examination conventions be submitted to the Graduate Studies Committees for consideration and approval;

resolved that departments be required to adopt the faculty-wide marking bands and descriptors previously approved, but be allowed to provide more detailed advice to students in student handbooks on the application of these descriptors within each discipline; and recommended to the Academic Quality and Standards Committee that the proposed system for the review and approval of taught postgraduate examination conventions be approved.

TO CONSIDER:

The proposal from the Board of Graduate Studies that a system for the review and approval of taught postgraduate examination conventions be instituted as set out above.

#19. University Regulations

TO REPORT:

- (a) That the Board of Graduate Studies at its meeting on 5 October 2005 recommended:

- (i) That the proposed changes to University Regulation 14 on Higher Degrees be approved as set out in paper BGS 5/05-06 subject to minor amendments agreed at the meeting.
- (ii) That the proposed changes to University Regulation 16 on Examiners for Higher Degrees be approved as set out in paper BGS5/05-06.

(Minute 13/05-06)

- (b) That the Board of Graduate Studies at its meeting on 10 November 2005 considered proposed amendments to University Regulations 16 and 14, on resubmission of work for a research degree and plagiarism as part of work submitted for upgrade or annual review (paper BGS 14/05-06), and regulation 11 on suspected cheating in a University test and recommended that the proposed amendments be approved as set out in paper BGS 14/05-06, subject to minor changes agreed at the meeting.

TO CONSIDER:

Proposed amendments to University Regulations 16 and 14 and 11, on resubmission of work for a research degree and plagiarism as part of work submitted for upgrade or annual review, **paper AQSC 35/05-06 (copy attached)**.

#20. **New and Revised Postgraduate Courses of Study**

- (a) National Academy for Gifted and Talented Youth

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposal from the National Academy for Gifted and Talented Youth to introduce an MA in Gifted and Talented Education noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 18 October 2005 recommended that the proposal be approved as set out in papers GFSS 48-50/05-06; and resolved that the proposal be referred to the Academic Quality and Standards Committee for consideration of the following issues:

- (i) The implications for students registered on the course should the funding for the National Academy for Gifted and Talented Youth come to an end.
- (ii) The location of the course within a non-academic department, noting that the Board of the Faculty of Social Studies, at its meeting of 9 February 2005, had approved the establishment of a Centre for Research into Gifted and Talented Education.

TO CONSIDER:

The proposal from the National Academy for Gifted and Talented Youth to introduce an MA in Gifted and Talented Education set out in the Part 1 Course Proposal form, **paper GFSS 48/05-06 (copy**

attached) and Course Specification, **paper GFSS 50/05-06 (copy attached)**, and the following issues:

- (iii) The implications for students registered on the course should the funding for the National Academy for Gifted and Talented Youth come to an end.
- (iv) The location of the course within a non-academic department., noting that the Board of the Faculty of Social Studies, at its meeting of 9 February 2005, had approved the establishment of a Centre for Research into Gifted and Talented Education.

(b) Mercia Institute of Enterprise

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposal from the Mercia Institute of Enterprise to introduce a Postgraduate Award 'Managing the Enterprising University', noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 18 October 2005 recommended that the proposal be approved as set out in papers GFSS 54-56 (revised)/05-06 subject to the minor amendments, noting also that the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting of 03 November 2005 recommended to AQSC that the proposal be approved; and recommended that the proposal be referred to the Academic Quality and Standards Committee for consideration of the location of the course within a non-academic department.

TO CONSIDER:

The proposal from the Mercia Institute of Enterprise to introduce a Postgraduate Award 'Managing the Enterprising University' and the location of the proposed course within a non-academic department, comprising Part 1 Course Proposal form, **paper GFSS 54/05-06 (copy attached)**, Part 4 Collaborative Course Proposal form, paper GFSS 56/05-06 (previously circulated), and a Site Visit report and associated documents, paper GFSS 56(b)/05-06 (previously circulated).

21. New postgraduate courses of study

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 resolved to approve the following new courses:

(a) School of Law

- (i) LLM in Legal Education (papers GFSS 15-17/05-06)
- (ii) LLM in EU Law in the World Economy (papers GFSS 27-29/05-06).

- (iii) LLM in corporate Law and Governance (papers GFSS 38 and 40/05-06).
- (b) Medical School
 - (i) New distance delivery variant of the module and postgraduate award Diabetes in Pregnancy (paper GCFM 1/05-06 {revised}).
 - (ii) A proposal to deliver the MSc in Implant Dentistry in Singapore (paper CFDLSC 27/05-06).
- (c) Warwick Business School and Warwick Manufacturing Group
A Postgraduate Award in Business Leadership (paper SGS.7/05-06).
- (d) Warwick Manufacturing Group
 - (i) A proposal to deliver the previously approved MSc Engineering Business Management course in partnership with SIM and SIMTech in Singapore (paper CFDLSC 14/05-06).
 - (ii) A Postgraduate Award in Enterprise Excellence (paper SGS.6/05-06).
- (e) Warwick HRI
 - (i) MSc in Plant Bioscience for Crop Production, paper SGS.18/05-06
 - (ii) MSc in Enterprise in Horticulture, paper SGS.19/05-06

22. Discontinued postgraduate courses of study

TO REPORT:

That the Board of Graduate Studies at its meeting on 10 November 2005 resolved to approve the discontinuation of the following course:

Department of Philosophy

MA in Philosophy and Phenomenological Studies, paper GFSS 61-65/05-06.

23. New and Restructured Undergraduate Courses

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 9 November 2005 resolved to approve the following proposals:

- (a) A new course “Advanced Diploma in Developing Management and Leadership in Post-compulsory Education and Training”, as set out in papers UFSS 85/04-05, UFSS 3/05-06 and UFSS 4/05-06;
- (b) A restructuring of the existing degree course Master of Mathematics and Statistics, as set out in papers SFS.11-12/05-06.

DW/jdm, 14.11.05

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