

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 22 November 2006 at 10am in the Council Chamber, University House. **Please note the later than normal start time.**

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@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

- (a) Risk (minute 8/06-07 referred)

TO CONSIDER:

Risk register amended in line with discussions at the last meeting of the Committee, **paper AQSC 6/06-07 (revised) (copy attached)**.

- (d) Annual Course Review (minute 107/05-06 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered a Summary Report of Annual Reviews of Postgraduate Courses 2004/2005, paper SGS 12/06-07, noting that departments that had not submitted an Annual Report for 2004-05 had been asked by the Faculty of Science to submit a report for 2004/05 and 2005/06 by the 1 January deadline; and recommended that the Summary Report of Postgraduate Annual Course Review reports be approved as set out in paper SGS 12/06-07, noting that the report from Biological Sciences had now been received and the report would therefore be amended to take account of this.

TO CONSIDER:

Summary of Annual Course Review reports on postgraduate courses in the Faculty of Science for 2004-05, **paper SGS 12/06-07 (revised2) (copy attached)**.

#6. National Quality Assurance Framework and TQI website

TO CONSIDER:

- (c) A cover paper drafted by the Secretary outlining some implications of proposed changes to the national quality assurance framework, **paper AQSC 25/06-07 (copy attached)**.

#9. QAA Overseas Audit

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 reported that QAA have selected the University's link with Hong Kong Polytechnic University to deliver collaborative courses offered by WMG for audit as part of this year's programme of overseas collaborative audits in Hong Kong and Russia, **paper CFDLSC 6/06-07 (copy attached)**; considered a draft Commentary on the operation of the link, paper CFDLSC 7/06-07, and resolved that a number of amendments and enhancements be made to the draft Commentary as discussed at the meeting.

TO CONSIDER:

Revised Commentary on the operation of the link between Warwick Manufacturing Group and Hong Kong Polytechnic University, **paper CFDLSC 7/06-07 (revised) (copy attached)**, noting that the Commentary must be submitted to QAA by Thursday 30 November.

#12. Amendment to Regulation 13: Continuation of Registration

TO REPORT:

That the Board of Graduate Studies at its meeting on 12 October 2006 considered proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, paper BGS 4/06-07, and recommended that these amendments be approved.

TO CONSIDER:

Proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, **paper BGS 4/06-07 (copy attached)**.

15. Proposed Procedures on Early Submissions and Extensions for PhD Students

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed Procedures on Early Submissions and Extensions for PhD Students, paper BGS 15/06-07 (revised), and resolved:

- (a) That the revised procedures for extensions for research degree students be approved as set out in **paper BGS 15/06-07 (revised 2)**

(copy attached), noting that these procedures would apply to all cohorts from those who entered their final year in October 2006, subject to the following amendments agreed at the meeting [which have been incorporated into the paper circulated now]:

- (i) Within point 2, inclusion of a provision that the detailed timetable for completion be subject to the agreement of the departmental Director of Graduate Studies prior to forwarding to the Graduate School.
- (ii) That a proposal for charging fees as set out below for the first extension year be recommended for approval by the Fees Working Group, noting that this would apply to all students who enrolled after the approval of the fee structure:

First three months	No charge
Second period of three months	£100
Third period of three months	£150
Any three month period thereafter, including any extensions beyond the fourth year	£200

- (b) That an increase to the current extension fee of £110 for students requesting an extension that would take them beyond 12 months from the end of their period of study be recommended to the Fees Working Group, noting that this should apply to all extensions granted with effect from October 2007.
- (c) That the amended procedures for students requesting an extension that would take them beyond 12 months from the end of their period of study be implemented with immediate effect.
- (d) That the procedures with regard to Early Submission be approved and implemented with immediate effect.

16. Proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* concerning the appointment of supervisors, and resolved that the amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* be approved as set out below:

Additions underlined, deletions struck through

“Academic Departments are responsible for:

The allocation of supervisors to research degree students, taking account of the subject expertise, skills and experience of staff and the provision of supervision throughout the period of registration, including any possible absences for study leave. Supervision will normally be provided by a

designated main supervisor assisted by a team. If more than one supervisor is appointed for any student, the Department should check that the roles of the supervisors are clear to both supervisors and students.

Departments are advised to give particular care to arrangements involving an inexperienced supervisor. This applies to members of staff who are on probation and staff with little or no experience of supervising research students in a University environment (even if there is no period of probation).

A department should satisfy itself that a supervisor has received appropriate training and that a satisfactory method for supporting and monitoring all supervisors is in place. At least one of the supervisors should have experience of supervising a research student to successful completion.

Retired members of staff or those on honorary appointments are not eligible to act as sole or main supervisors. A member of staff who has retired from the University should not act as a main supervisor. When allocating supervisors and arranging review panels for research students, departments should bear in mind the need to nominate an internal examiner for the candidate.”

#17. Proposed Guidelines for the Supervision of Research Students based away from the University

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS 7/06-07 (revised 2) and recommended that the Guidelines be approved as set out in paper BGS 7/06-07 (revised 2), subject to amendments agreed at the meeting, noting that they should apply to all students admitted with effect from January 2007.

TO CONSIDER:

Proposed Guidelines for the Supervision of Research Students based away from the University, **paper BGS 7/06-07 (revised 3) (copy attached)**.

#18. Regulation 14 Governing Higher Degrees

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed amendments to University Regulation 14 Governing Higher Degrees to provide for the right of appeal for students admitted to a Postgraduate Diploma who are not permitted to upgrade to a Masters course and those admitted to a MPhil/PhD who are not permitted to upgrade to PhD, paper BGS 14 /06-07 (revised), resolved that the proposed amendments to provide for the right of appeal against the decision not to permit an upgrade to a Masters course be reviewed in light of discussions at the meeting and reconsidered in January, and recommended that the proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS 14/06-07 (revised).

TO CONSIDER:

Proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil, **paper BGS 14/06-07 (revised) (copy attached)**.

19. Award of Merit and Starred Distinction on taught Masters courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 reported:

- (a) That the Board, at its meeting of 31 May 2006, resolved that the proposal by the Board of the Faculty of Arts to introduce a merit classification at taught Masters level to distinguish those who have not achieved a distinction but have obtained a high pass mark should be referred to Faculty level for consideration, along with the suggestion that the University introduce a starred distinction.
- (b) That, following requests from the Faculties of Arts and Science, the Graduate School would investigate practice at other universities and report back on this issue to the Board, noting that within the Faculty of Science there was more support for a merit classification than a starred distinction.
- (c) That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, resolved:
 - (i) That the Committee did not support the proposal for a starred distinction.
 - (ii) That the Committee supported a permissive practice for awarding informal merit classifications within departments, but did not support the proposal to impose a prescriptive regulation across the Faculties and the Departments for the following reasons:
 - (A) Providing a transcript would detail the quality of a student's performance.
 - (B) The awarding of a merit could persuade students to be cautious in their choice of modules.
 - (C) Departmental choice rather than a centrally imposed policy was preferred.

20. Higher Education Academy survey of postgraduate students

TO REPORT:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered a letter from the HEA proposing a survey of postgraduate students, paper BGS 16/06-07, and resolved that the Board did not support participation in the survey, noting that focussing on improving the response rate for the University's postgraduate Academic Satisfaction Review was of greater importance.

#21. Report from the Board of Undergraduate Studies: Proposed Amendments to University Regulations

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 considered proposals to amend University Regulations as set out in paper BUGS 8/06-07, and recommended that the proposals to amend University Regulations as set out in paper BUGS 8/06-07, be approved, subject to minor amendments as notified at the meeting.

TO CONSIDER:

Proposals to amend University Regulations, **paper BUGS 8/06-07 (revised) (copy attached)**.

#22. Employment Equality (Age) Regulations 2006 and Undergraduate Admissions

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 considered a paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions, paper BUGS 9/06-07 and recommended that the paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions as set out in paper BUGS 9/06-07, be approved subject to minor amendment as notified at the meeting.

TO CONSIDER:

A paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions, **paper BUGS 9/06-07 (revised) (copy attached)**.

23. New and amended courses

(a) Postgraduate courses

TO REPORT:

That the Board of Graduate Studies at its meetings on 12 October and 16 November 2006 resolved that the following new and amended courses be approved:

New postgraduate courses

- (i) Postgraduate Award in The Teaching of Shakespeare in Theory and Practice (for Actors and Artists), papers GFSS 80a and B/06-07.

Revised postgraduate courses

- (ii) Diploma in Applied Management, papers GFSS 30-32/06-07.
- (iii) Diploma in Service Leadership, papers GFSS 45-46/06-07.
- (iv) Postgraduate Award Introduction to Gifted and Talented Education (Science), papers GFSS 96-98/06-07.
- (v) Postgraduate Award Introduction to Gifted and Talented Education (Mathematics), papers GFSS 96, 99 and 100/06-07.
- (vi) MA Childhood in Society (open dissertation route), papers GFSS 81a and b/06-07.

(b) Undergraduate courses

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 resolved that the following proposals for new, restructured and redesignated courses be approved:

New undergraduate course

- (i) That the proposal from the Centre for Lifelong Learning for a new course, "Career Management Certificate (HE Level 1)" as set out in paper BUGS 7/06-07 be approved for introduction in January 2007;

Restructured undergraduate course

- (ii) That the proposal from the Warwick Institute of Education for a restructured BA degree course in Early Childhood Studies as set out in papers UFSS 29 – 32/06-07 to replace the current full-time, part-time and 2+2 variants of this degree, be approved with effect from October 2007

Re-designation of existing Integrated Undergraduate Masters' Degrees

- (iii) Proposals from the Departments of Physics and Statistics to re-designate the MPhys, MMathPhys, MMORSE and MMathStat degrees as BSc.MPhys, BSc.MMathPhys, BSc.MMORSE and BSc.MMathStat respectively, papers SFS 19/06-07 and SFS 20/06-07.