

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 22 January 2018 at **9.30am** in room CMR1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretariat to the Committee, Claudia Gray, ext 24812, or Cara Pearson, ext 74464, email aqsc@warwick.ac.uk

R Sandby-Thomas
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

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

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on 23 November 2017 (copy attached);

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Academic Quality and Standards 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, available online from: <http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

3. Matters arising

- (a) Annual and termly Report on Complaints and Appeals (minute 26 (b) 17-18 refers)

TO REPORT:

That at its meeting on 23 November 2017, the Academic Quality and Standards Committee considered the annual and termly report on student complaints and appeals (AQSC 04.17-18) and resolved (inter alia) that further possible reasons should be provided for the 50% decline in

postgraduate appeals received in 2016/17; this issue was addressed in the paper under agenda item 10.

(b) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.12/17-18 refers)

TO REPORT:

- (i) That at its meeting on 31 October 2017, the Committee received a report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and invited the Committee to consider how it will secure responsibility for oversight and institutional compliance with Consumer Protection Law (paper AQSC.10/17-18) in future;
- (ii) That the Committee resolved that the item needed further in-depth consideration and that the item be brought forward to the next meeting of the Committee;
- (iii) That it had not been possible to progress work on the item and as such it would be deferred to the second meeting of the Committee in the Spring Term on 14 February 2018.

(c) Outstanding ITLR responses (minutes AQSC.91/16-17 and 5(a) refer)

TO REPORT:

- (i) That at its meeting on 23 November 2017, it was reported to the Committee that the responses to the ITLR reports for the Admissions Office and WMG were still outstanding at the time of the meeting and that they would be approved at a future meeting of the Academic Standards and Quality Committee;
- (ii) That the Chair had taken action to approve the responses to the ITLR report from the Student Admissions and Recruitment Office;
- (iii) That the Chair would resolve the WMG report and response in due course;
- (iv) That at the meeting of AQSC on 12 June 2017, it had been noted that the response from IATL was still outstanding, this response had been received by the Academic Standard and Quality Committee as set out in AQSC 32.17/18 (available online).

(d) Recommendations from the Institutional Teaching and Learning Review 2017 (minute 30/17-18 refers)

TO REPORT:

- (i) That the Academic Quality and Standards Committee at its meeting on 23 November 2017 had considered a process flow chart for monitoring progress against recommendations by the ITLR Steering Group as set out in paper AQSC 25.17/18 and

- paper AQSC 26.17/18 listing University level recommendations with the Academic Quality and Standards Committee as “owner”.
- (ii) That the Committee resolved (inter alia) that further guidance should be sought on the colour coding of the actions to understand if one colour merely grouped together the same theme or if the colours stood for something different than the themes;
 - (iii) That it was also imperative to highlight any collaborative recommendations in the ITLR 2017 recommendations/actions separately;

TO RECEIVE:

- (iv) An oral update from the Chair on both issues
- (e) Consultation on the UK Quality Code for Higher Education (minute 31.17/18 refers)

TO REPORT:

- (i) That at its meeting on the 23 November 2017, the Academic Standards and Quality Committee had considered the University's draft response to the QAA UK Quality Code consultation and *resolved* that the final University response should be approved via Chair's action;
 - (ii) That at its meeting on 4 December 2017, the Steering Committee *considered and approved* the draft response to the consultation as set out in paper AQSC 27.17-18 (revised) Appendix 3, available online.
- (f) PSRB Register (minute 18.17/18)

TO REPORT

- (i) That at its meeting on the 31 October 2017, the Academic Standards and Quality Committee *resolved* that the current PSRB Register for the University of Warwick be updated to reflect the successful IMechE accreditation.

TO RECEIVE:

- (ii) An updated PRSB Register for the University of Warwick (AQSC 20.17/18 (revised), available online).

- (g) Credit and Module Framework (minute 34/17-18 refers)

TO REPORT

- (i) That at its meeting on 23 November 2017, the Academic Standards and Quality Committee resolved that (inter alia) some work needed to be carried out across the sector to understand what kind of modules were offered when considering module and credit sizes on degree programmes;

- (ii) That the Chair had approached Strategic Planning and Analytics with a view to carry out research across the UK HEI sector to start this work and updates on this issue would be reported to future meetings of the Committee;

4. Chair's Business

a) Office for Students Consultations

TO REPORT:

- (i) That in 2017, the Department for Education launched a series of sector-wide consultations on regulatory framework for higher education;
- (ii) That the University's Steering Committee considered a draft consultation response on behalf of the University at its meeting on 18 December 2017 and submitted a final response in advance of the deadline of 22 December 2017;

TO RECEIVE:

- (iii) The summary coversheet for the draft response considered by the Steering Committee on 18 December 2017 (AQSC.33.17-18, available online);
- (iv) The final response submitted on behalf of the University (paper SC.53.17-18{revised}, available online);

5. Students' Union Update

TO RECEIVE:

- a) An oral report from the Education and Postgraduate Officers of the Students' Union;

TO CONSIDER:

- b) A proposal for revisions to the Staff Student Liaison Committee report form as set out in AQSC.34.17/18 (copy attached);

6. Update on the Student Personalised Information Project

TO RECEIVE:

An oral report from the Senior Assistant Registrar, Dr Emma Melia, on recent progress of the Student Personalised Information Project.

7. Review of Assessment

TO RECEIVE:

An oral report on the progress of the Review of Assessment from the Acting Chair of the Review of Assessment.

8. Personal Tutoring Review

TO RECEIVE:

An update on the Personal Tutoring Review from the Dean of Students, Dr Louise Gracia as set out in paper AQSC.35.17-18 (copy attached).

9. Course Approvals Project

TO RECEIVE:

An update from the Assistant Registrar (Teaching and Learning) on the course approvals project as set out in AQSC 31.17/18, (copy attached);

10. **Termly report on appeals and complaints**

TO CONSIDER:

The termly report on appeals and complaints by the Administrative Officer (Complaints Resolution) as set out in paper AQSC.36.17-18 (copy attached);

11. Rest Breaks and Use of digital devices in examinations

TO CONSIDER:

A proposal from the Director of Academic Office/Assistant Registrar (Examinations) to reduce the rest break allowed in examinations and to strengthen the policy on possession of digital devices in examinations and resulting changes to Regulation 10 as set out in AQSC.37.17-18 (copy attached).

12. *** Education Strategy**

TO RECEIVE:

The draft University Education Strategy (paper AQSC.38.17-18{restricted}, copy attached).

13. Digest of FEC minutes

TO RECEIVE:

A digest of the minutes of the autumn 2017-18 meetings of the Faculty Education Committees as set out in AQSC 30.17-18 (copy attached).

14. 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. These papers are available online at the Committee's file space here:

15. Chair's Action

(a) Advice on adaptation of University process on plagiarism/cheating for WMG

To REPORT:

- (i) That WMG had requested to have a number of variations to the plagiarism/cheating processes as published in Regulation 11 to take into account WMG internal processes and student volume;
- (ii) That the Chair, acting on behalf of the Committee, had approved the variations proposed as they were in line with the spirit of Regulation 11 and did not pose an institutional risk (AQSC 39.17-18, available online).

(b) WMS Fitness to Practise Operational Procedures

TO REPORT:

- (i) That the Chair, acting on behalf of the Committee, had approved revised Fitness to Practise Operational Procedures for cases in the Warwick Medical School to ensure alignment with Regulation 34;
- (ii) That these revised procedures will be operated with immediate effect for any future Fitness to Practise cases considered by the WMS Fitness to Practise Committee; (AQSC 40.17-18, available online).

(c) Marie Skłodowska-Curie Innovative Training Networks (MSCA-ITN-2018)

TO REPORT:

- (i) That the call for MSCA-ITN 2018 proposals would close on 17 January 2018 for European Joint Doctorates and the Horizon 2020 Work Programme for 2017 - 2018 is published on the European Commission's website here:
<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-itn-2018.html>

- (ii) That the annual panel for consideration of EJD proposals (Comprised of the Chairs of the Partnerships Committee, Academic Quality and Standards Committee, Board of Graduate Studies and Faculty of Science) had been supportive of the resubmission, noting that under the bid, only one student will be co-supervised and co-awarded (by cotutelle agreement) with Università degli Studi di Roma Tor Vergata, Rome;
- (iii) That since the last meeting of the Committee a proposal was brought forward from Professor M. Pollicott in Warwick Maths Institute for resubmission;
- (iv) The consortia and co-supervision arrangement had been vetted as per the panel process in 2017;
- (v) That the proposal could be made available upon request but would not be circulated prior to the call deadline.

16. Board of Graduate Studies

TO RECEIVE:

The minutes of the meeting of the Board of Graduate Studies on 7 November 2017 (published online:

<https://warwick.ac.uk/services/gov/committees/bgs/minutes/>);

17. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 14 February 2018 at 10.00 am in **CMR 1.0, University House**.