

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Thursday 22 November 2018 from 0900 to 1100 hours in room CMR 1.0**, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Committee, Katharine Gray, ext: 22707 or the Assistant Secretary, Claudia Gray, ext: 24812 or by email to: aqsc@warwick.ac.uk.

R Sandby-Thomas
Registrar

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. 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>

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on **15 October 2018** (copy attached).

3. Matters arising

- (a) Fitness to Practise Operational Procedures (minute 108 (c)/17/18 referred)

TO REPORT:

- (i) That further work was ongoing with CLL and revised procedures would follow in due course for the consideration of the Committee at a future meeting; this had been delayed due to new degree apprenticeship courses being introduced shortly which contained a Fitness to Practise element and required further consideration before CLL FtP procedures could be finalised.

- (ii) That the application of fitness to practise for new degrees in the Warwick Manufacturing Group in the area of health and wellbeing would be investigated and reported to the Committee at a future meeting.

(b) Revisions to Regulation 41 (minute 10/18/19 referred)

TO REPORT:

That Senate at its meeting on the 17th October 2018 had approved revisions to Regulation 41 as recommended by the Academic Quality and Standards Committee on 15th October 2018. Senate considered revisions to Regulation 41 as recommended to AQSC and Senate requested that further amendments be made to Regulation 41 as set out at in **S10.18/19 (revised)** (copy attached);

(c) Analysis of undergraduate external examiners' reports received for the academic year 2017/18 (minute 12.18/19 referred)

TO REPORT:

That follow up actions in relation to reviewing moderation guidance, induction events for external examiners and dissemination of good practice would commence shortly and progress would be reported to the Committee in due course.

(d) PSRB Register (minute 16.18/19 referred)

TO REPORT:

- (i) That the date of the next re-engagement with the PRSB in relation to the LLB (Honours) Degree with the Ministry of Law in Singapore had had been confirmed as correct as set out in document AQSC 09.18/19 and taking place in 2021/22;
- (ii) That a number of dates for re-engagement with PSRBs for courses in the Warwick Business School were still outstanding and had been chased;

4. Chair's Business

- a) Fifth sub-group of the Review of Assessment dealing with plagiarism;
- b) Membership of AQSC

5. Students' Union Update

TO RECEIVE:

An oral update report from the SU Officers on current SU activities.

6. Update on course and module approval project

TO CONSIDER:

A paper setting out progress in relation to the course and module approval project including consideration of existing definitions of minor/major module revisions as set out in **AQSC 20.18/19** (copy attached);

7. PSRB Annual report

TO RECEIVE:

An oral report from the Assistant Registrar (Monitoring and Review) on progress made in relation to the PSRB Annual report.

8. Credit and module framework

TO CONSIDER:

A report from the Deputy Academic Registrar setting out the rationale and process for a review of the credit and module framework at the University of Warwick as set out in **AQSC 10.18/19**; (copy attached).

*9. SPI report

TO RECEIVE:

An update report from the Senior Assistant Registrar (SPI Programme) on recent activities of the Student Personalised Information Project as set out in **AQSC 11.18/19** and **AQSC 11a.18/19** (Appendix D, programme risk register), (copies attached).

10. Annual report from the Compliance Working Group

TO RECEIVE:

The annual report from the Senior Compliance Officer from the Compliance Working Group for 2018 as set out in **AQSC 13.18/19**, (copy attached).

11. Exit Qualifications

TO CONSIDER:

A report from the Assistant Registrar (Teaching and Learning) on the process of awarding exit qualifications to undergraduate students in the academic year 2017/18 with recommendations for future improvements as set out in **AQSC 14.18/19** (copy attached).

12. Review of Assessment

TO RECEIVE:

A progress report on proposals emerging from the Review of Assessment and proposed process for further consultation and approval by Academic Quality and Standards Committee and Senate as set out in **AQSC 15.18/19** (copy attached).

- *13. Proposal for validated Postgraduate Diploma in Diabetes Care with iheed

TO CONSIDER:

A proposal from WMS to establish a Postgraduate Diploma in Diabetes Care as set out in **AQSC 16.18/19** (copy attached);

14. Partnership arrangement – Warwick Law School and LUISS University of Rome

TO CONSIDER:

A proposal for a partnership arrangement between Warwick Law School and LUISS University Rome as set out in **AQSC 17.18/19** (copy attached);

15. Timeliness of feedback reports from the three Faculties

TO CONSIDER:

Timeliness of feedback reports from all three Faculties covering the period of summer term 2016/17 to summer Term 2017/18 as set out in:

AQSC 18.18/19;

AQSC 18a.18/19 (SMEC 07.19/19 Consolidated Feedback summer term 17/18);

AQSC 18b.18/19 (Composite Report Science Faculty Education Committee Autumn Term 17/18);

AQSC 18c.18/19 (SFEC 33/17/18, spring term 2017/18) (copies attached).

16. BA Law and Business Studies report

TO RECEIVE:

A report on the naming conventions for the BA Law and Business Studies joint degree as set out in **AQSC 19.18/19** (copy attached);

17. OIA framework for disciplinary hearings

TO RECEIVE:

The recently published document from the OIA in relation the framework for disciplinary hearings as published at:

<http://www.oiahe.org.uk/media/124794/oia-good-practice-framework-disciplinary-procedures.pdf>

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:

*18. Annual report to Council

TO RECEIVE:

The annual report made to Council on fulfilment of quality assurance arrangements required by the University of Warwick as set out in **C211118** (available online):

19. Minutes of the Board of Graduate Studies

TO RECEIVE:

The minutes of the Board of Graduate Studies meetings are available at:

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

20. Minutes of the Student Learning Experience and Engagement Committee

TO RECEIVE:

The minutes of the Student Learning Experience and Engagement Committee are available at:

<https://warwick.ac.uk/services/gov/committees/sleec/minutes>

21. Minutes of the Faculty Education Committees

TO RECEIVE:

The minutes of the Faculty Education Committees are available on the governance pages at:

(a) Faculty of Arts

<https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes>

(b) Faculty of Science, Medicine and Engineering

<https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/>

(c) Faculty of Social Science

<https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/>

22. Progress of Committee Recommendations

TO REPORT:

That at its meeting on 17 October 2018, the Senate approved the following recommendations from the Committee under the following headings:

Examinations Review and changes to Regulation 10
Revision to Ordinance 13

23. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Thursday
24 January 2019 at 900 hours in CMR 1.0, University House.**