

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on 12 June 2008

Present: Professor M Whitby (Chair), Ms S Bennett, Professor A Caesar, Dr K Flint, Professor M Harrison, Professor R Lindley, Dr R Moseley, Professor K O'Brien, Dr P O'Hare, Mr P Ptashko, Dr P Roberts

Apologies: Professor L Bridges, Professor J Davis, Professor A Easton, Professor K Lamberts, Professor E Peile

In attendance: Ms J Bradfield, Dr J Moss

118/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on Thursday 15 May 2008 be approved.

119/07-08 Matters arising

(a) Undergraduate mark scale and Honours degree classification conventions (minute 101(b)/07-08 referred)

CONSIDERED:

- (i) Extracts of the draft minutes of the meetings of the Boards of the Faculties of Arts, Science, and Social Studies held on 28 May 2008 concerning the proposals from the Assessment Conventions Working Group (where available), paper AQSC 78/07-08.
- (ii) Final proposals for a new mark scale for undergraduate modules and a new unified Honours degree classification convention, paper AQSC 60/07-08 (revised).
- (iii) The desirability or otherwise of introducing a borderline zone above class boundaries in which preponderance might be used as a criterion, paper AQSC 89/07-08.
- (iv) Appropriate points at which to review the operation of the proposed new marking scale, should it be approved and introduced.

RESOLVED:

- (v) That the Secretariat invite Chairs of Faculty Undergraduate committees and departments to prepare short summaries of their experiences in the pilot of the marking scale, to inform consideration of proposals by the Senate, any summaries provided to be included alongside final proposals;

- (vi) That a number of points made in discussion be noted, including:
 - (A) That departments with reflections on their participation in the pilot of the new marking scheme for undergraduate modules had an opportunity for them to be taken into account by the Senate should they be available before the meeting of the Senate on 2 July;
 - (B) That it was the view of the Committee that it would not be appropriate to introduce the new marking scale for all years of undergraduate students simultaneously;
 - (C) That the Committee supported the proposal that a weighted mean between 70.0-70.9% (inclusive) be treated as a borderline case, with departments able to specify criteria for deciding whether to award a First or a 2.1, for example requiring that clear evidence of achievement in the First Class range in modules related to the degree title normally be required, such evidence normally corresponding to at least 15% of the final-year credit (which may be identified in module results, papers/units of assessment or, where appropriate, individual questions).
- (vii) That paper AQSC 60/07-08 (revised) be further amended to take account of discussions at the meeting of the Committee before being considered by the Senate.
- (viii) That, should the proposals for a new marking scale for undergraduate modules and a new Honours degree classification convention be approved:
 - (A) that the Senate be invited to consider the outcomes of any further reflection by departments on the mechanisms for implementing the new marking scale, the new scale itself or the new convention at its meeting on 1 October 2008, with a view to any potential necessary amendments being proposed by Chairs of the Faculty Boards;
 - (B) evaluations of the operation of the new scale be carried out after the first and second years of its use, with an evaluation of the new classification to be carried out in 2011, once the first degrees had been classified under it;
 - (C) members of the Assessment Conventions Working Group and the Teaching Quality section be invited to draft template texts relating

to the operation of the scheme for possible inclusion in departmental handbooks;

- (D) members of the Assessment Conventions Working Group and the Teaching Quality section work with the Learning and Development Centre to provide any training or other support which may be necessary to support departments as they introduce the new marking scale

RECOMMENDED (to the Senate):

- (ix) That the University introduce a new marking scale, based on 17 grade points, set out in Annex A of paper AQSC 60/07-08 (revised 2), on undergraduate modules from Autumn 2008 (initially on first-year modules from 2008-09 onwards, on second year modules from 2009-10 onwards and so on), except on numeric-based assessments where the full range of percentage marks from 0 to 100 is used, e.g. many assessments in the Faculty of Science; some language assessments.
 - (x) That the University introduce a unified convention for the classification of all Honours degrees, set out in Annex B of paper AQSC 60/07-08 (revised 2), with effect for students first registering in Autumn 2008.
- (b) Learning, Teaching and Assessment Enhancement Strategy (minute 101(a)/07-08 referred)

CONSIDERED:

- (i) Extracts of the draft minutes of meetings in the Faculty of Science concerning the proposed Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 79/07-08.
- (ii) Proposed Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (revised 4).

RESOLVED:

- (iii) That the Chair discuss the proposed Learning, Teaching and Assessment Enhancement Strategy with the Vice-Chancellor and senior management team;
- (iv) That, should the proposed Learning, Teaching and Assessment Enhancement Strategy be approved by the Senate, the Chair and Secretariat work with central service departments and others during the summer vacation to agree responsibilities for leading on particular projects, their likely timing and an outline of resource requirements.

- (v) That a number of amendments be made to the proposed Strategy, as discussed at the meeting.

RECOMMENDED (to the Senate):

That the proposed Learning, Teaching and Assessment Enhancement Strategy be approved as set out in paper AQSC 6/07-08 (revised 5).

- (c) Credit and Module framework (minute 75(d)/07-08 referred)

CONSIDERED:

- (i) Extracts of the draft minutes of the meetings of the Boards of the Faculties of Arts, Medicine, Science, and Social Studies concerning proposed amendments to the University Credit and Module Framework, paper AQSC 80/07-08.
- (ii) Final proposed revisions to the University's Credit and Module framework, paper AQSC 35/07-08 (revised 2).
- (iii) That a number of amendments discussed at the meeting be made to the document proposing revisions before it is considered by the Senate.
- (iv) That the Chair of the Board of Undergraduate Studies consult Professor R Davies, Associate Dean (Academic Policy and Graduate Programmes), Warwick Business School, concerning proposed revisions to the rules around module choice.

RECOMMENDED (to the Senate);

That proposed revisions to the University's Credit and Module framework be approved as set out in paper AQSC 35/07-08 (revised 3).

- (d) Institutional Audit (minute 101(c)/07-08 referred)

RECEIVED:

- (i) Third draft of the Student Written Submission for the QAA Institutional Audit and supplementary data, prepared by Mr Peter Ptashko, Deputy President & Education Officer, Students' Union, paper AQSC 73/07-08;
- (ii) Updated fourth draft Student Written Submission for the QAA Institutional Audit, paper AQSC 90/07-08.

CONSIDERED:

Current draft of the University's Institutional briefing paper for the QAA Institutional audit, paper AQSC 74/07-08.

RESOLVED:

That the drafts of the Student Written Submission for the QAA Institutional Audit, prepared by Mr Peter Ptashko, Deputy President & Education Officer, Students' Union, paper AQSC 90/07-08 and supplementary information contained in paper 73/07-08, and the current draft of the University's Institutional briefing paper for the QAA Institutional audit, paper AQSC 74/07-08, be welcomed, it being noted that:

- (i) The deadline for submission of both documents to QAA was 1 September 2008;
 - (ii) That further work would be completed on both documents during the summer vacation;
 - (iii) That members of the Committee would be welcome to contribute suggestions and comments on the draft documents to their authors.
 - (iv) That the Senate be invited to receive an updated draft of the Student Written Submission at its meeting on 2 July;
 - (v) That the Senate be invited to consider an updated draft of the Institutional briefing paper at its meeting on 2 July.
- (e) English & Comparative Literary Studies: Report on Supplementary course review (minute 26(b)/07-08 referred)

CONSIDERED:

Final report of the Teaching and Learning Review of courses in the Department of English and Comparative Literary Studies carried out as part of the follow-up work to the department's Strategic Departmental Review, paper AQSC 71/07-08, along with the departmental response, paper AQSC 72/07-08.

RESOLVED:

- (i) That the final report of the Teaching and Learning Review of courses in the Department of English and Comparative Literary Studies carried out as part of the follow-up work to the department's Strategic Departmental Review be approved as set out in paper AQSC 71/07-08;
- (ii) That the response from the Department of English and Comparative Literary Studies be approved as set out in paper AQSC 72/07-08, it being noted that as regards (f), it was a long-standing arrangement that the Subject Librarian attended SSLC meetings;

- (iii) That the Head of the Department of English and Comparative Literary Studies be invited to report back on progress with Recommendation (a) to the second meeting of the Committee in the Summer Term 2009, especially those sections of Recommendation (a) relating to undergraduate admissions and the relationship between module and course learning outcomes.
- (f) Warwick Medical School: Report of the Periodic Review of Taught Postgraduate and CPD courses (Steering Committee minute 381/06-07 referred)

CONSIDERED:

Report of the Teaching and Learning Review of taught postgraduate courses in Warwick Medical School carried out as part of the follow-up work to the Strategic Departmental Review, paper BFM 22/07-08, along with a departmental response, paper DMAP 107/07-08 (revised) (part) and a response from the Vice Dean of Warwick Medical School, paper AQSC 84/07-08.

RESOLVED:

- (i) That the report of the periodic review of taught postgraduate and CPD courses in Warwick Medical School carried out as part of the follow-up work to the Strategic Departmental Review be approved as set out in paper BFM 22/07-08;
 - (ii) That the departmental response and the response from the Vice Dean of Warwick Medical School be approved as set out in papers DMAP 107/07-08 (revised) (part) and AQSC 84/07-08 respectively;
 - (iii) That Warwick Medical School be invited to report back on progress with Recommendations 2, 5, 6 and 7 to the second meeting of the Committee in the Spring Term 2009.
- (g) Annual Course Review (minute 85/07-08 referred)

CONSIDERED:

- (i) Summary of Annual Course Review reports for taught postgraduate and CPD courses in the Faculty of Medicine for 2006-07, paper DMAP 107/07-08 (revised);

RESOLVED:

That the Summary of Annual Course Review reports for taught postgraduate and CPD courses in the Faculty of

Medicine for 2006-07 be approved as set out in paper DMAP 107/07-08 (revised).

- (ii) Summary of Annual Course Review reports for research postgraduate courses in the Faculty of Medicine for 2006-07, paper GCFM 4/07-08 (revised), noting that the Board of Graduate Studies at its meeting held on 5 June 2008 resolved that the revised annual course review report for research degrees in the Faculty of Medicine, as set out in paper GCFM 4/07-08 (revised), be approved, noting that the Board was in favour of exploring the option of an online SSLC forum.
(unconfirmed BGS minute 92(a)(vi)/07-08 referred)

RESOLVED:

- (A) That the Summary of Annual Course Review reports for research postgraduate courses in the Faculty of Medicine for 2006-07 be approved as set out in paper GCFM 4/07-08 (revised);
- (B) That Warwick Medical School be encouraged to explore the option of an online SSLC forum.
- (h) Student surveys (minute 60/07-08 referred)

RECEIVED:

An oral report from the Chair on the first meeting of the Working Group on student surveys, noting that three sub-groups were being set up to take forward discussions in a number of specific areas.

- (i) Teaching and Learning Enhancement Fund 2008-09 (minute 107/07-08 referred)

REPORTED:

That the Guidelines for Applicants for the Teaching and Learning Enhancement Fund 2008-09 had been finalised and are available on the Teaching Quality website at www.go.warwick.ac.uk/quality/categories/enhancement_funding/, noting that the deadlines for submission of bids were as follows, and that the Fund was being advertised through a number of means:

- Round 1: Expressions of Interest (for projects above £5,000, up to a maximum of £20,000) to be received by 23 June 2008; full bids (for projects up to £5,000, and for projects between £5,000 and £20,000 following an approved Expression of Interest) to be received by 7 July 2008.
- Round 2: Expressions of Interest (for projects above £5,000, up to a maximum of £20,000) to be received by 16 September 2008; full bids (for projects up to £5,000, and

for projects between £5,000 and £20,000 following an approved Expression of Interest) to be received by 13 October 2008.

RECEIVED:

Guidelines for Applicants for the Teaching and Learning Enhancement Fund 2008-09, paper QEWG 55/07-08 (revised).

- (j) Contact hours (minute 101(a)/07-08 referred)

CONSIDERED:

Draft statement setting out the University's position on contact hours, paper AQSC 76/07-08.

RESOLVED:

- (i) That the draft statement setting out the University's position on contact hours, paper AQSC 76/07-08, be amended as discussed at the meeting, subject to clarification of a number of points, and then circulated to Heads of Department for consideration
- (ii) That Chairs of Faculty Boards discuss the draft statement setting out the University's position on contact hours, as amended, with Heads of Department in their Faculty.
- (k) Review of Course approval and review processes for postgraduate courses (minute 105/07-08 referred)

REPORTED:

That the Board of Graduate Studies at its meeting on 5 June 2008 received an oral report from the Chair, noting that proposals previously considered would be circulated for consultation over the summer vacation.

(unconfirmed BGS minute 94(c)/07-08)

120/07-08 Chair's Business

Potential joint project with King's College London

REPORTED (by the Chair):

That a bid to HEFCE was being constructed by Professor Paul Blackmore, Director of the King's College London Institute of Learning and Teaching for support for a number of curriculum review and development projects, with possible involvement by the University.

(a) Film and Television Studies

REPORTED:

That the Steering Committee at its meeting on 19 May 2008 considered the Departmental Response to the Strategic Departmental Review of the Department of Film and Television Studies, paper SC.405/07-08, and resolved:

- (i) That the department be congratulated on an excellent review.
- (ii) That guidance be provided to academic departments regarding:
 - (A) appropriate levels of detail for feedback following examinations.
 - (B) the provision of a second supervisor for PGR students and what role that supervisor should perform.
- (iii) That the other recommendations contained in the Strategic Departmental Review report be passed to relevant committees and Officers for consideration and response, noting that progress against the recommendations would be monitored through the established follow-up processes for departmental reviews, including a report to the Steering Committee in April 2009.

(unconfirmed Steering minute 524/07-08)

CONSIDERED:

Report and departmental response on the Strategic Departmental Reviews of the Department of Film and Television Studies, comprising the following items:

- (iv) Report from the Review Group, paper SC 395/07-08;
- (v) Departmental response, paper SC 405/07-08;
- (vi) Cover paper for the Steering Committee, paper SC 395/07-08 Appendix A (revised).

RESOLVED:

- (vii) That the report on the Strategic Departmental Reviews of the Department of Film and Television Studies be approved as set out in paper SC 395/07-08;
- (viii) That the departmental response be approved as set out in paper SC 405/07-08;
- (ix) That the Department of Film and Television Studies be invited to provide an update to the Committee at its

second meeting in the Spring Term 2009 outlining progress on teaching and learning recommendations (vi), (vii) and (xii);

- (x) That, in line with Steering minute 524/07-08 and the delegated authorities set out in paper SC 395/07-08 Appendix A (revised), the Heads of the Departments of English and Comparative Literary Studies and Film and Television Studies be invited to provide an update to the Committee at its second meeting in the Spring Term 2009 outlining progress on teaching and learning recommendations (i) and (v).

(b) Centre for Translation and Comparative Cultural Studies

REPORTED:

- (i) That the Steering Committee at its meeting on 18 February 2008 considered the Review Report arising from the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies (SC.241/07-08), and resolved:
 - (A) that the Director of the Centre for Translation and Comparative Cultural Studies be invited to submit an initial response to the Review Report to be considered by the Committee at the next appropriate meeting;
 - (B) that the Academic Registrar report to a future meeting of the Committee, updating it on Workload Models and their implementation.
(Steering minute 327/07-08)
- (ii) That the Steering Committee at its meeting on 25 February 2008 considered the response from the Director of the Centre for Translation and Comparative Cultural Studies to its Strategic Departmental Review, paper SC.256/07-08, recommended that the Academic Resourcing Committee consider the proposals contained in the recommendations relating to academic appointments within the Centre, and resolved that the other recommendations for the University contained within the report be passed to relevant committees and Officers for consideration and response, noting that progress against the recommendations would be monitored through the established follow-up processes for departmental reviews.
(Steering minute 346/07-08)

CONSIDERED:

The report on the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies, paper SC 241/07-08, along with the departmental response, paper SC 256/07-08, noting that the Centre is actively engaged on making progress with all the recommendations in the report.

RESOLVED:

- (iii) That the report on the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies be approved as set out in paper SC 241/07-08;
 - (iv) That the departmental response be approved as set out in paper SC 256/07-08;
 - (v) That the Centre for Translation and Comparative Cultural Studies be advised to contact Mr R O'Toole, e-Lab Arts Faculty e-Learning Advisor, concerning the possible development of e-learning within the Centre.
- (c) Forthcoming Strategic Departmental Reviews

CONSIDERED:

Update from the Senior Assistant Registrar (Governance) outlining progress on Strategic Departmental Reviews currently underway and due to take place during 2008-09, paper AQSC 81/07-08, along with a copy of the register of the University's collaborative courses, paper AQSC 82/07-08, noting that this register is in need of a little updating.

RESOLVED:

That the course lists for upcoming Strategic Departmental Reviews be approved as set out in paper AQSC 81/07-08, subject to the addition to the History of Art list of the MA and Postgraduate Diploma in the History and Business of Art and Collecting (validated course offered by IÉSA, France), and clarification that the Warwick Manufacturing Group list includes all the Group's overseas collaborative and distance delivery courses.

122/07-08 Assessment issues

- (a) EMU issues (minute 109/07-08 referred)

REPORTED:

- (i) That at the meeting of the Committee held on 15 May 2008 it was reported that a paper prepared by the Secretariat in conjunction with the Assistant Registrar (Student Records) and the Project Officer, Electronic Mark Entry project, Academic Office, concerning a range of issues related to the collection of marks for assessed work and examinations, paper AQSC 65/07-08, would be considered by the Chair in the first instance.
- (ii) That a number of issues related to the collection of marks for assessed work and examinations had been

resolved through discussions between academic departments and the Academic Office.

(b) Feedback on written examinations

CONSIDERED:

A proposal drafted by the Secretariat concerning feedback to students on performance in written examinations, paper AQSC 77/07-08.

RESOLVED:

- (i) That a number of amendments and additions be made to the proposal concerning feedback to students on performance in written examinations, paper AQSC 77/07-08, and the guidance be circulated to heads of department;
- (ii) That departments be invited to share their experiences of providing feedback to students on performance in written examinations in due course, with a view to updating and expanding the guidance.

(c) Computer-aided assessment

REPORTED:

- (i) That at the meeting of the e-Learning Steering Group held on 22 October 2007 it was reported that the Secretariat and Mr J Dale had met with the Space Management and Timetabling section to discuss the provision of space that could be configured for use in computer-based summative assessment tasks, that the Group considered a paper prepared by Dr K Leppard, Chair of the Faculty of Science IT Committee, concerning the future provision of facilities for e-assessment, paper EL 11/07-08, and resolved that Dr K Leppard be encouraged to continue working on paper EL 11/07-08, with a view to submitting a proposal to IT Services.

(eLSG minute 3(e)/07-08)

- (ii) That the Information Policy and Strategy Committee at its meeting on 13 November 2007 considered a report from Dr K Leppard (paper IPSC 8/07-08 [which is the same as paper EL 11/07-08]) on computer-aided summative assessment, which indicated that for more widespread use of summative assessment the University needs to consider construction of a purpose-built facility in its planned teaching space development, recommended that the Academic Quality and Standards Committee make a policy decision whether or not to pursue [computer-aided] summative assessment at the University level and what is the

appropriate route to obtain finances, and recommended to Faculty Boards that each of the Faculty Board Committees issue a statement regarding whether they give their full support to the requirement for delivering summative assessment and the extent to which it might be used.

(IPSC minute 9(a)/07-08)

- (iii) That at the meeting of the Information Policy and Strategy Committee held on 3 June 2008 it was reported that further to the [Information Policy and Strategy] Committee's recommendation to Faculty Board Committees to issue a statement regarding the use of computer-aided summative assessment:
- (A) The Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 7 May 2008 resolved that the Committee broadly supported the proposals and would welcome discussion at the appropriate University Committee as to the feasibility of a pilot (UFSS minute 28/07-08 referred).
 - (B) The Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 13 May 2008 resolved that the Committee was not opposed to the proposal, but expressed cautious interest with some reservations as to how widely the proposals would be applicable at postgraduate level in the Faculty (GFSS minute 35/07-08 referred).
 - (C) The Graduate Studies Committee of the Board of the Faculty of Arts at its meeting on 13 May 2008 resolved that it be noted that the Committee did not believe the proposals would be applicable to assessment patterns within the Arts Faculty (AGSC minute 33/07-08 referred).
 - (D) The Warwick Medical School Information Group at its meeting on 16 May 2008 reported that there was little support for use of summative e-assessment in DMAP as it was thought that few DMAP modules lend themselves solely to this kind of assessment (WMSIG minute 35/07-08(d) referred).
 - (E) The Science Faculty IT Committee at its meeting of 7 May 2008 reaffirmed its support for provision within the University of facilities suitable for on-line summative assessment of large cohorts of students (150 – 200) (SFITC minute 4 referred).

and resolved that whilst it was recognised that there were differing levels of support from Faculties for use of computer-aided summative assessment, and that it may not be appropriate for all departments, it was the view of the [Information Policy and Strategy] Committee that there was enough interest to warrant further investigation.

and recommended (to the Academic Quality and Standards Committee):

That in light of the views from Faculties, further work should be undertaken by an appropriate Committee or group to consider innovative methods of assessment (including computer-aided summative assessment), noting that it was felt unlikely that a single solution would be appropriate for all departments.

(unconfirmed IPSC minute 34/07-08 referred)

- (iv) That the Board of the Faculty of Medicine at its meeting on 2 June 2008 considered University wide provision for On-Line Summative Assessment as set out in paper IPSC8/07-08 [EL 11/07-08] and resolved that the response from the Warwick Medical School Information Group be submitted as set out in paper BFM 28/07-08 (tabled at the meeting).

(unconfirmed BFM minute 31/07-08)

- (v) That assessment issues were being considered by the Faculty Teaching and Learning forums.

CONSIDERED:

- (vi) Papers EL 11/07-08 and BFM 28/07-08, together with the views of the Information Policy and Strategy Committee and Faculty Committees concerning computer-aided summative assessment.
- (vii) A proposal that the Faculty Teaching and Learning forums be asked to continue to consider innovative methods of assessment, including the use of computer-aided summative assessment.
- (viii) The desirability of asking relevant colleagues to explore further potential options for the provision of increased support for computer-aided summative assessment, including the provision of space and IT hardware.

RESOLVED:

That Dr K Leppard be invited to identify universities where the issues identified in relation to computer-aided assessment for summative purposes have been successfully addressed, and seek information and advice from them on good practice which may be transferable to Warwick.

(d) Guidelines for the consideration of special case evidence by Boards of Examiners

REPORTED:

- (i) That the Board of Undergraduate Studies at its meeting on 4 June 2008 considered a composite report of the responses from departments and faculties to the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper BUGS 14/07-08, and recommended to the Academic Quality and Standards Committee that the revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be approved.
(unconfirmed BUGS minute 28/07-08)

- (ii) That the Board of Graduate Studies at its meeting on 5 June 2008 considered a memo dated 6 May 2008 from the Chair of the Board of Undergraduate Studies inviting Departmental Examination Secretaries to comment on the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper BGS 67/07-08, together with Faculty and Departmental Responses to the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper BUGS 14/07-08, and resolved:

- (A) That the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be not approved for postgraduate taught students but that the Board reconsider the Guidelines at its next meeting.
- (B) That it be noted that concern was expressed that mitigating circumstances should be disclosed to, or further discussed at, a meeting of the full Board of Examiners, as this might deter students from bringing forward their full mitigating circumstances in certain cases.
(unconfirmed BGS minute 103/07-08)

CONSIDERED:

Proposed Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper AQSC 87/07-08, together with the resolutions of the Board of Undergraduate Studies and the Board of Graduate Studies.

RESOLVED:

That the proposed Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper AQSC

87/07-08, be further considered in the Autumn Term 2008 following reconsideration by the Board of Graduate Studies.

(e) University Examination and Degree Conventions

REPORTED:

That the University Examination and Degree Conventions were soon to be moved from the Learning and Development Centre website to the Teaching Quality website.

(f) Scheduling of Examinations

REPORTED:

- (i) That the Steering Committee at its meeting on 14 April 2008 considered a paper concerning scheduling of examinations in Warwick Business School, and resolved inter alia that the Academic Quality and Standards Committee review the rationale for the Senate's Separate Papers Rule.

(Steering minute 468/07-08)

- (ii) That the separate paper rule, approved by the Senate in 1980-81, was as follows:

Examinations which are taken by students on different years of study shall normally have separate and different papers set for students from each year, if there is no available overlapping examination period.

Departments may seek exemption from the Board of Undergraduate Studies from the requirements of paragraph (a) above in accordance with criteria to be determined from time to time by the Board.

(Senate minute 78a(ii.A)/80-81)

Departments considering applications by students to take unusual options shall also consider the implications for examinations scheduling, including the possibility that in some cases separate examination papers might have to be set. Where the taking of an unusual option causes intractable scheduling problems it shall be the responsibility of the student's department to arrange any separate invigilation of such examinations as may be required.

(Senate minute 78d/80-81, 34e(ii)/81-82).

This was available in Section R of Exam and Degree Conventions:

http://www2.warwick.ac.uk/services/ldc/externalexaminers/exam_and_degree_conventions.pdf

CONSIDERED:

The rationale for the separate papers rule.

RESOLVED:

- (a) That the rationale for the separate papers rule remained valid.
- (b) That the Chair, Secretariat and Examinations Office consider whether second-year examinations might be timetabled earlier than the third week of the main examination period.
- (g) Good academic practice and plagiarism

REPORTED:

That the Higher Education Academy and the Joint Information Systems Committee have launched the Academy JISC Academic Integrity Service, focused on 'the pedagogical and management responses needed to address academic misconduct and support institutions endeavouring to embed academic integrity in their own practice and policies', noting that more information is available at http://www.heacademy.ac.uk/ourwork/learning/academic_integrity

CONSIDERED:

Executive summary of a report from the HEA/JISC AMBER project, paper AQSC 85/07-08, noting that the full report is available at http://www.heacademy.ac.uk/assets/York/documents/AMBeR_PartII_Full_Report.pdf

RESOLVED:

That a proposal from the Chair to initiate a project concerning good academic practice and plagiarism during the next academic year be supported.

123/07-08 Review of Regulations 6, 13 and 34

REPORTED:

That the Board of Graduate Studies at its meeting on 5 June 2008 considered a paper setting out proposed amendments to Regulation 6 Governing Admission to the University, Regulation 13 Governing Continuation of Registration and Regulation 34 Governing Fitness to Practise, paper BGS 65/07-08, and recommended to the [Academic Quality and Standards] Committee that the proposed amendments to Regulations 6, 13 and 34, as set out in paper BGS 65/07-08, be approved.

(unconfirmed BGS minute 101/07-08)

CONSIDERED:

Recommendations from the Board of Graduate Studies concerning Regulations 6, 13 and 34 and proposed amendments, paper BGS 65/07-08.

RECOMMENDED (to the Senate):

That proposed amendments to Regulations 6, 13 and 34 be approved as set out in paper BGS 65/07-08.

124/07-08 Modern Languages Annual Report

REPORTED:

That the Board of the Faculty of Arts at its meeting on 28 May 2008 received the Annual Report of the Faculty of Arts Modern Language Committee, paper BFA 13/07-08.

CONSIDERED:

The Annual Report of the Faculty of Arts Modern Language Committee, paper BFA 13/07-08.

RECOMMENDED (to the Capital Planning and Accommodation Review Group):

That the concerns relating to accommodation in the Humanities Building raised in the Annual Report of the Faculty of Arts Modern Language Committee, paper BFA 13/07-08, continue to be borne in mind during discussions of future developments in that area.

125/07-08 Space for Teaching and Learning

REPORTED:

That, as one result of the recent Space Symposium organised by the CAPITAL Centre, an interest group/community of practice concerning spaces for teaching and learning had been established, provisionally called the Space, Performance and Pedagogy group, and would hold its first meeting in the Teaching Grid during the autumn term 2008.

126/07-08 SSLC system

(a) SSLC representative attendance at departmental meetings
(minute 75(k)/07-08 referred)

REPORTED:

- (i) That at the meeting of the Committee held on 27 February 2008 it was reported that the Board of Graduate Studies at its meeting on 21 February 2008 considered the Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for postgraduate

courses, papers BGS 41/07-08 and AQSC 29/07-08, and resolved:

- (A) That the Chair and Secretary meet with the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students;
- (B) That the Academic Quality and Standards Committee be asked for clarification of the role of student SSLC representatives in departmental meetings and their right to attend the full meeting rather than for SSLC items on the agenda only.
- (C) That the Student-Staff Liaison Committee be commended for its helpful report.

BGS minute 65/07-08

- (ii) That the Committee at its meeting on 27 February 2008 considered the current position regarding SSLC representative attendance at departmental meetings and resolved that the SSLC Coordinators redraft the section of the SSLC Handbook to clarify the role of student representatives in departmental meetings for consideration at a future meeting of the Committee.

CONSIDERED:

Draft guidance on the attendance of SSLC representatives at departmental meetings, paper AQSC 75/07-08.

RESOLVED:

That the guidance on the attendance of SSLC representatives at departmental meetings be approved as set out in paper AQSC 75/07-08.

- (b) SSLCs on collaborative and distance learning courses

REPORTED:

- (i) That at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee held on 23 May 2008 it was reported that a meeting had been held of a subgroup of the [CFDLS]Committee with other interested parties, including staff and student University SSLC Coordinators, to discuss student-staff liaison arrangements on collaborative courses and courses with elements of distance learning or distance delivery, that the CFDLS[Committee] considered a paper on guidelines for student-staff liaison arrangements on Collaboration and Distance Learning courses, paper CFDLSC 45/07-08, and resolved:

- (A) That the proposed guidelines for student-staff liaison arrangements on collaborative and

distance learning courses, paper CFDLSC 45/07-08, be passed to the University SSLC Coordinators along with a number of points made in discussion, with a view to presenting an amended version of the paper to the Academic Quality and Standards Committee.

- (B) That further consideration be given to a number of issues related to student-staff liaison arrangements on collaborative and distance learning courses, including transition arrangements for students who study in a different context before transferring to Warwick (for example 2+2 courses where the first part of the course is overseas), and whether the guidance should be incorporated into the main SSLC Handbook and website or kept separate.
- (ii) That the SSLC Coordinators agree with the general principles within paper CFDLSC 45/07-08 (revised) and propose to develop the paper into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate.

(CFDLSC minute 41(b)/07-08)

CONSIDERED:

Paper CFDLSC 45/07-08 (revised), noting that the SSLC Coordinators propose to develop the paper into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate.

RESOLVED:

That the proposal from the SSLC Coordinators to develop paper CFDLSC 45/07-08 (revised) into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate, be approved.

127/07-08 Amendments to Regulation 8.10 Governing the MBChB and BMedSci

REPORTED:

That the Board of the Faculty of Medicine at its meeting on 2 June 2008 considered a proposal to amend the Regulations for the MB ChB and BMedSci as set out in paper BFM23/07-08, and resolved that subject to minor amendments paper BFM 23/07-08 be approved and forwarded to the Academic Quality and Standards Committee to be considered.

(unconfirmed BFM minute 33/07-08)

CONSIDERED:

A proposal to amend Regulation 8.10 governing the degrees of MB ChB and BMedSci, paper BFM 23/07-08 (revised 2), together with a covering paper drafted by the Assistant Secretary to the Board of the Faculty of Medicine, paper AQSC 83/07-08.

RECOMMENDED (to the Senate):

That the proposal to amend Regulation 8.10 governing the degrees of MB ChB and BMedSci be approved as set out in papers AQSC 83/07-08 and BFM 23/07-08 (revised 2).

128/07-08 New collaborative course

Warwick Manufacturing Group: Hong Kong Vocational Training Council

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 23 May 2008 considered:

- (a) A proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council, paper CFDLSC 52/07-08;
- (b) Comments from Professor M Sarwar, one of the external examiners for Warwick Manufacturing Group courses, on the proposal, paper CFDLSC 82/07-08.

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council be approved as set out in paper CFDLSC 52/07-08.

(CFDLSC minute 47/07-08)

CONSIDERED:

A proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council, papers CFDLSC 52 & 82/07-08.

RECOMMENDED (to the Senate):

That the proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council be approved as set out in papers CFDLSC 52 & 82/07-08.

129/07-08 Warwick Awards for Teaching Excellence

REPORTED:

- (a) That the following six colleagues had been awarded a Warwick Award for Teaching Excellence:
- Mr Tony Howard, English/CAPITAL Centre
 - Mr Robert O'Toole, Arts Faculty e-Learning Advisor
 - Professor Peter Abrahams, Warwick Medical School
 - Dr Sean Allan, German
 - Mr Paul Raffield, Law
 - Dr Ann Jackson, Warwick Medical School (Butterworth Award for Early Career Teacher)
- (b) That the following seven colleagues had been awarded a Commendation:
- Dr Adrian Stokes, Warwick Medical School
 - Dr Dave Wood, Maths
 - Professor John Davey, Biological Sciences
 - Dr Nadine Holdsworth, Theatre Studies
 - Dr Susan Bridgewater, Warwick Business School
 - Dr James Covington, Engineering
 - Dr Zachary Estes, Psychology
- (c) That Mr Salvador Ortiz-Carboneres, Language Centre, had been awarded a special commendation in recognition of lifetime achievement, a Lifetime Achievement Award.

130/07-08 Academic Statistics 2007/08

CONSIDERED:

Academic Statistics 2007-08, paper AQSC 86/07-08, noting that all the tables included in the printed version, along with a range of additional tables, are available online:

http://www2.warwick.ac.uk/services/academicoffice/ourservices/planning/academic_statistics

RESOLVED:

That at a meeting during the Autumn Term 2008 the Committee reconsider its methods of engagement with Academic Statistics.

131/07-08 New and revised courses

- (a) Postgraduate courses

RECEIVED:

A list of new and revised courses approved by the Board of Graduate Studies at its meeting on 5 June 2008, paper AQSC 88/07-08, reporting:

- (i) That the Board of Graduate Studies at its meeting on 5 June 2008 approved the following new courses:
- Postgraduate Certificate in Pre-Hospital Critical Care
 - PhD in Complexity Science
 - MA in Postcolonialism, Racism & Global Order, noting that this course replaces the MA in Race and Ethnic Studies
 - Postgraduate Award, Ophthalmic Imaging
 - Postgraduate Award, Diabetes and the Eye: Other Ocular Diseases
 - MSc Environmental Bioscience in a Changing Climate
 - Postgraduate Award, Innovation in Education (Newly Qualified Teachers)
 - Postgraduate Award, Multi-Agency Leadership
 - Postgraduate Award, Exploring Leadership
 - Part-time variants of the MA programmes delivered by the Centre for Applied Linguistics
- (ii) That the Board of Graduate Studies at its meeting on 5 June 2008 approved the following restructured course:
- MSc Finance and Economics
- (iii) That the Board of Graduate Studies at its meeting on 5 June 2008 approved the following change of title:
- from 'MSc Supply Engineering & Logistics' to 'MSc Supply Chain & Logistics Management'

(b) Undergraduate courses

REPORTED:

- (i) That the Board of Undergraduate Studies at its meeting on 4 June 2008 approved the following new courses:
- BA French with Theatre Studies
 - BSc Environmental Biology
 - BSc Discrete Mathematics
 - BSc International Management
 - BA Italian and History of Art
 - BA History of Art with Italian
 - Open Studies Diploma in Teaching in the Lifelong Learning Sector (English ESOL) Intermediate Level
 - Open Studies Diploma in Teaching in the Lifelong Learning Sector (English Literacy) Intermediate Level
 - Open Studies Diploma in Teaching in the Lifelong Learning Sector (Mathematics Numeracy) Intermediate Level

- (ii) That the Board of Undergraduate Studies at its meeting on 4 June 2008 approved the following restructured courses:
- BA History
 - BA History, Literature and Cultures of the Americas

132/07-08 Guidelines for Joint and Multi-Disciplinary Degrees

REPORTED:

That the Board of Undergraduate Studies at its meeting on 4 June 2008 resolved that the Chair be asked to raise at the Academic Quality and Standards Committee the possibility of a working group being formed to produce good practice guidelines for departments on the management of joint [and multi-disciplinary] degree programmes, such a group to consider, *inter alia*,

- (a) what current staff/student liaison structures are in place in departments and their relative effectiveness;
- (b) whether departmental administrators may be the most appropriate staff to exercise responsibility for matters relating to joint degrees;
- (c) whether the course proposal form should require departments to give more information in inter-departmental liaison and management of joint degrees.

(unconfirmed BUGS minute 29/07-08)

RESOLVED:

That the proposal from the Chair of the Board of Undergraduate Studies to form a Working Group to produce good practice guidelines for departments on the management of joint and multi-disciplinary degree programmes be approved.

133/07-08 Availability of Lecture Rooms in the Faculty of Science

REPORTED:

- (a) That the Board of Undergraduate Studies at its meeting on 4 June 2008 reported:

That the Board of the Faculty of Science, at its meeting on the 13th May 2008, had resolved that the concerns of the Sub-Faculty over the pressure on timetabling raised following the proposal of new degree course Discrete Mathematics be endorsed and had recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee:

- (i) That the major obstacle to creating a workable timetable was the availability of lecture rooms, and the University should ensure that the recent award of funds for teaching infrastructure be used towards developing an appropriate lecture room stock;
- (ii) That the University should work towards a solution to the timetable for 2009-10 and, in doing this, should

consider what is the maximum, appropriate lecture size for a given subject.

(BFS minute 26(b)/07-08)

- (b) That the Board of Undergraduate Studies at its meeting on 4 June 2008 resolved that the Chair be asked to note these concerns at the next meeting of the Academic Quality and Standards Committee.

(unconfirmed BUGS minute 32/07-08)

RESOLVED:

That the Faculty of Science be encouraged to raise issues concerning timetabling and the availability of lecture rooms with the Capital Planning and Accommodation Review Group.

134/07-08 Postgraduate Research Experience Survey

REPORTED:

That at the meeting of the Board of Graduate Studies held on 5 June 2008:

- (i) it was reported that the response rate to the Postgraduate Research Experience Survey was excellent;
- (ii) the Board received a paper setting out the key findings of the Postgraduate Research Experience Survey, paper BGS 76/07-08; and
- (iii) the Board resolved that the Board wished to record its thanks to all involved.

(unconfirmed BGS minute 92(h)/07-08)

RECEIVED:

A paper setting out the key findings of the Postgraduate Research Experience Survey, paper BGS 76/07-08.

135/07-08 Widening eligibility for PhD by published work

REPORTED:

That the Board of Graduate Studies at its meeting on 5 June 2008 considered a proposal for widening eligibility for the PhD by published work, paper BGS 62/07-08, together with a paper entitled 'The traditional PhD: A second-class approach for interdisciplinary science training?', paper BGS 63/07-08, and resolved that the Board approved the proposal for widening eligibility for the PhD by published work, as set out in paper BGS 62/07-08, in principle, subject to:

- (a) The period of registration for the PhD by published work being between six and twelve months;
- (b) The fee being in line with the fee charged for a PhD by research, calculated on a pro rata basis;
- (c) Provision of Guidelines (criteria and content) on the covering document and the range of publications that would be

acceptable both for potential candidates and staff and examiners more used to the format and requirements of the traditional PhD;

- (d) The Chair of the Graduate Studies Committee of the candidate's Faculty participating in the evaluation of the proposed publications for submission at the Admissions stage;
- (e) Consideration being given to criteria for a typical entry;
- (f) One of the examiners being an internal member of Warwick staff.

(unconfirmed BGS minute 98/07-08)

CONSIDERED:

A proposal for widening eligibility for the PhD by published work, paper BGS 62/07-08 (revised).

RESOLVED:

That the Committee was broadly supportive of the proposal to widen eligibility for the PhD by published work.

136/07-08 Membership

RESOLVED:

That the thanks of the Chair to members of the Committee for their contribution to the work of the Committee during the year be noted, especially to Mr P Ptashko and Professor M Harrison, for both of whom this was their last meeting as members.

137/07-08 Next meeting

REPORTED:

That the next meeting of the Committee would be held during the Autumn Term 2008 on a date to be decided in due course.