

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Thursday 10 June 2009

Present: Professor M Whitby (Chair); Ms S Bennett, Professor S Bruzzi, Professor L Bridges, Professor J Davis, Professor A Easton, Dr K Flint, Professor K Lamberts, Dr D Lamburn, Professor R Lindley, Professor A McFarlane, Dr P O'Hare, Dr P Roberts, Mr M Surve

Apologies: Professor C Hughes, Professor N Johnson, Ms S Jones, Dr R Moseley

In attendance: Mr D Wallis (for item 87/08-09), Ms J Hughes, Dr L Meadows

83/08-09 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on Thursday 14 May 2009 be approved.

84/08-09 Matters arising

(a) Assessment on Warwick Manufacturing Group courses (minute 69(b)/08-09 referred)

REPORTED:

- (i) That the Committee at its meeting on 14 May 2009 resolved that, if possible, the Committee be informed of the decision concerning the student complaint which gave rise to the discussion.
- (ii) That, as the complaint concerned an individual student, the Chair would provide an oral report under the reserved agenda.

(b) Guidelines for consideration by Boards of Examiners of examination candidates notifying mitigating circumstances (BGS minute 88/08-09 referred)

REPORTED:

- (i) That the Board of Graduate Studies at its meeting on 13 November 2008 considered the University Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances (paper AQSC 87/07-08), noting that the Board was invited to consider how this may be applied to Postgraduate Taught courses, and resolved:
  - (A) That the Board did not approve of the application of the guidelines to Postgraduate Taught courses;
  - (B) That proposed guidelines for Postgraduate Taught Boards of Examiners be drafted and considered at a future meeting of the Board.

- (ii) That the Board of Graduate Studies at its meeting on 30 April 2009 considered draft guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances (paper BGS 97/08-09) and recommended (to the Academic Quality and Standards Committee) that the guidelines be approved, subject to one amendment noted at the meeting.

CONSIDERED:

Draft guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances, paper BGS 97/08-09 (revised).

RESOLVED:

- (iii) That the guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances, paper BGS 97/08-09 (revised), be approved.
- (iv) That the Board of Undergraduate Studies be invited to consider adopting the guidelines set out in paper BGS 97/08-09 (revised) for undergraduate Boards of Examiners.

85/08-09 Chair's Business

REPORTED:

That the Chair would be writing a report for the Steering Committee on the following teaching quality issues currently being considered by a number of HE sector bodies, including QAA, UUK and HEFCE:

- (a) The External Examiner system;  
(b) Contact hours;  
(c) Consistency of degree classification rules.

86/08-09 WATE

REPORTED:

That the Warwick Awards for Teaching Excellence winners and commendees for 2008-09 had been announced:

Winners

Teresa Mackinnon (Language Centre)  
Julie Macpherson (Chemistry)  
Nick Monk (The CAPITAL Centre) - Butterworth Award  
Jim Robinson (Physics)  
Gary Watt (School of Law)

Commendees

Tim Bugg (Chemistry)

Janet Cooper (Warwick Medical School)  
Sara Hattersley (Centre for Life Long Learning)  
Vas Stavros (Chemistry)  
Joe Winston (Institute of Education)

87/08-09 Widening Participation Strategic Assessment

CONSIDERED:

The University's draft Widening Participation Strategic Assessment, paper AQSC 63/08-09, together with an oral report from the Director of Student Admissions and Recruitment.

RESOLVED:

- (a) That it be noted that the draft Widening Participation Strategic Assessment would be further revised before being considered by the Steering Committee and the Senate and that the Director of Student Admissions and Recruitment would circulate an updated draft to members of the Committee for comment.
- (b) That the Director of Student Admissions and Recruitment be encouraged to consider highlighting within the Widening Participation Strategic Assessment any barriers presented by current government policy, particularly in relation to activities at postgraduate level.
- (c) That Faculty Chairs be encouraged to discuss the Widening Participation Strategic Assessment with Heads of Department, noting that in future years the funding model for Widening Participation activities was likely to change and Departments should be encouraged to reflect on how their activities contribute to the University's Widening Participation strategy and objectives.

88/08-09 Assessment Conventions, Credit and Levels (minute 54(c)/08-09 referred)

CONSIDERED:

A report from the Chair and the Assistant Secretary concerning the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 61/08-09, together with an oral report from the Chair.

RESOLVED:

- (a) That the proposed additional classification conventions set out in section 2 of paper AQSC 61/08-09 be approved for inclusion in List A of the Honours degree classification convention for students joining the University from autumn 2008 onwards.
- (b) That the Chair of the Faculty of Arts convene a meeting of Heads of Departments within the Arts Faculty, together with the Head of the Department of Philosophy, in order to propose standard criteria for the use of vivas in borderline cases and an outline procedure for the conduct of vivas.

- (c) That the Academic Office work with the Secretary to the Board of the Faculty of Science to obtain a list of courses which use the Seymour Formula, for inclusion in List C of the Honours degree classification convention.
- (d) That a meeting of a Working Group with the following membership be convened during the summer vacation to consider the following issues:
- (i) Membership of the Working Group
- Prof M Whitby (Chair)  
 Prof S Bruzzi  
 Prof R Lindley (or nominee)  
 Prof K Lamberts  
 Dr D Lamburn  
 Students' Union Education Officer  
 A second representative from the Students' Union
- Secretariat: Teaching Quality section of the Academic Office
- (ii) Issues to be considered by the Working Group:
- (A) A proposal from the Faculty of Arts and the Department of Philosophy concerning standard criteria and procedures for the use of vivas in borderline cases, for possible inclusion in List B of the Honours degree classification convention.
- (B) A list of courses which use the Seymour Formula, for inclusion in List C of the Honours degree classification convention.
- (C) The issues set out in section 3 of paper AQSC 61/08-09, noting that:
- (1) in principle the Committee was supportive of the proposition that to be eligible for an award in a particular class, a student must achieve marks in that class in a minimum number of credits from within the discipline(s) named in the degree title counting towards the overall result.
- (2) the Honours degree classification convention should make clear that the final classification decision rests with the Board of Examiners.
- (D) The treatment of fail marks, noting that:
- (1) an amendment to the Honours degree classification convention would be required to clarify that students must pass a minimum number of credits to obtain a degree;
- (2) under the previous Honours degree classification (for undergraduate students who joined Warwick from autumn 2001 onwards, up to and including autumn 2007), different mechanisms operated within the Faculty of

Science and the Faculties of Arts and Social Studies, and that a consistent mechanism for all students should be included within the Honours degree classification convention for students joining in autumn 2008 onwards.

- (E) The inclusion within the Honours degree classification convention of a restriction on the number of credits at FHEQ level 4 (previously known as level C, or HE Level 1) which can contribute to degree classification, noting that prior consultation with departments would be required, particularly in relation to joint degrees, before a proposal could be considered.
- (e) That authority be delegated to the Working Group to propose to the October meeting of the Senate amendments to the Honours degree classification convention for students joining in autumn 2008 onwards, subject to prior circulation of any proposed amendments to members of the Committee for comment.

89/08-09

University Regulations

- (a) Review of University Regulations and enhancement to monitoring arrangements

REPORTED:

- (i) That the Steering Committee at its meeting on 11 May 2009 considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.
- (ii) That at the meeting of the Steering Committee it was reported:
  - (by the Academic Registrar)
  - (A) That the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression;
  - (B) That the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.
  - (by the Chair of the Board of Graduate Studies)
  - (C) That it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be

reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.

(by the President of the Students' Union)

(D) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

(iii) That the Board of Undergraduate Studies at its meeting on 3 June 2009:

(A) considered a paper (BUGS 19/08-09) setting out:

- (1) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS;
- (2) A new Good Practice Guide on Monitoring Student Attendance and Progress;
- (3) Guidelines for international students on the implications of changes to their registration for their visa.

(B) received an oral report from the Senior Assistant Registrar (Deputy Registrar's Office) on the above proposals.

(C) recommended:

- (1) That the proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS be approved, noting that a number of minor amendments were recommended by the Board to the Senior Assistant Registrar (Deputy Registrar's Office) at the meeting;
- (2) That the new Good Practice Guide on Monitoring Student Attendance and Progress be approved;
- (3) That the Guidelines for international students on the implications of changes to their registration for their visa be approved.

(draft unconfirmed BUGS minute 26/08-09 refers)

(iv) That the Board of Undergraduate Studies at its meeting on 3 June 2009 also considered a set of procedures from the Deputy Registrar's Office regarding Committees that deal with student cases and which will complement the forthcoming revised University Regulations (paper BUGS 27/08-09), and recommended that the Procedure for Committees dealing with student cases as set out in paper BUGS 27/08-09, be approved, subject to:

- (A) “speak on their behalf or may accompany” in section 5 being amended to “speak on their behalf and/or may accompany”;
- (B) The deletion of section 7 (on the grounds that this provision would have the potential to impede the proceedings of a committee).

(draft unconfirmed BUGS minute 28/08-09 refers)

(v) That the Board of Graduate Studies at its meeting on 4 June 2009:

- (A) considered:
  - (1) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS, noting that these had previously been circulated for consultation to the four Boards of the Faculties at their meetings in week 6 and 7 (papers BGS 110/08-09, BFSS 39/08-09 and BFSS 40/08-09);
  - (2) A new Good Practice Guide on Monitoring Student Attendance and Progress (papers BFSS 41/08-09 and BFSS 42/08-09);
  - (3) Guidelines for international students on the implications of changes to their registration for their visa (paper BFSS 43/08-09);
  - (4) An additional paper outlining the Procedure for Committees dealing with student cases, equally applicable across several of the new student facing regulations (paper BGS 120/08-09);
  - (5) A modified version of the Good Practice Guide on Monitoring Student Attendance and Progress, revised in light of the comments received following consultation with the Board of the Faculties (paper BFSS 41/08-09 (Revised));
  - (6) A coversheet prepared for the next meeting of the Academic Quality and Standards Committee setting out the key resolutions of the Boards of the Faculties (paper AQSC 62/08-09), noting that this was tabled at the meeting.
- (B) resolved that members of the Board would welcome further information on the proposed timeline for implementation;
- (C) recommended to the Academic Quality and Standards Committee:
  - (1) That the proposed regulations and guidance be approved, subject to the minor amendments noted at the meeting;
  - (2) That submission of the Annual Report may form a good proposed monitoring point for PGR

students under the new Good Practice Guide on Monitoring Student Attendance and Progress.

(draft unconfirmed BGS minute 101/08-09 refers)

RECEIVED:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee, paper SC.442/08-09.

CONSIDERED:

Proposed changes to University Regulations affecting student registration, attendance and progress and related guidelines, following consultation with the Boards of the Faculties and Heads of Department, as set out in paper AQSC 62/08-09.

RECOMMENDED (to the Senate):

That the proposed changes to University Regulations affecting student registration, attendance and progress and related guidelines be approved as set out in paper AQSC 62/08-09, noting that the Committee did not approve the deletion of Section 7 of the 'Procedure for Committees Dealing with Student Cases' recommended by the Board of Undergraduate Studies.

(b) Regulations for Higher Degrees

REPORTED:

That the Board of Graduate Studies at its meeting on 4 June 2009 considered a paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Higher Degrees (paper BGS 112/08-09), and recommended (to the Academic Quality and Standards Committee) that the proposed regulations and guidance be approved, subject to the amendments noted at the meeting.

(draft unconfirmed BGS minute 102/08-09 refers)

CONSIDERED:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Higher Degrees, paper BGS 112/08-09 (revised), together with a proposed amendment to Ordinance 13 (Degrees and Diplomas) to include the European Doctor of Philosophy, as set out in paper AQSC 66/08-09.

RECOMMENDED (to the Senate):

- (i) That the proposed changes to the Regulations Governing Higher Degrees be approved as set out in paper BGS 112/08-09 (revised).

(ii) That the proposed amendment to Ordinance 13 (Degrees and Diplomas) to include the European Doctor of Philosophy be approved as set out in paper AQSC 66/08-09.

(c) Regulations Governing Taught Postgraduate Degrees

REPORTED:

That the Board of Graduate Studies at its meeting on 4 June 2009 considered a paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Taught Postgraduate Degrees (paper BGS 113/08-09), and recommended (to the Academic Quality and Standards Committee) that the proposed regulations and guidance be approved, subject to the amendments noted at the meeting.

(draft unconfirmed BGS minute 103/08-09 refers)

CONSIDERED:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) setting out proposed changes to the Regulations Governing Taught Postgraduate Degrees, paper BGS 113/08-09 (revised).

RECOMMENDED (to the Senate):

That the proposed changes to the Regulations Governing Taught Postgraduate Degrees be approved as set out in paper BGS 113/08-09 (revised).

(d) Regulation on Undergraduate Non-Degree Courses

REPORTED:

That the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended that a proposal to introduce amendments to the University Regulations so that all non-degree awards at undergraduate level are covered by a single new Regulation, as set out in paper BUGS 20/08-09 be approved, subject to minor revisions recommended by the Board to the Senior Assistant Registrar (Deputy Registrar's Office) at the meeting, and noting that examination conventions for each award would be submitted for committee approval in due course.

(draft unconfirmed BUGS minute 27/08-09 refers)

CONSIDERED:

A paper from the Senior Assistant Registrar (Deputy Registrar's Office) proposing a new Regulation on Undergraduate Non-Degree Courses, paper BUGS 20/08-09.

RECOMMENDED (to the Senate):

That the proposed new Regulation on Undergraduate Non-Degree Courses be approved as set out in paper BUGS 20/08-09, subject to the amendments noted at the meeting.

(e) Regulation 8.10: MBChB and BMedSci

REPORTED:

That the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended that a proposal from Warwick Medical School to change University Regulation 8.10 'Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci)' as set out in paper BUGS 26/08-09 be approved, subject to:

- (i) minor revisions required under the Procedure for Committees dealing with student cases as set out in paper BUGS 27/08-09 (BUGS minute 28/08-09 refers);
- (ii) the removal of reference to recommendation to the Senate of decisions concerning resits and withdrawals.

(draft unconfirmed BUGS minute 29/08-09 refers)

CONSIDERED:

A proposal from Warwick Medical School to change University Regulation 8.10 'Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci)', paper BUGS 26/08-09 (revised), comprising:

- (iii) Part 1: Original covering paper submitted to the Undergraduate Studies Committee of the Board of the Faculty of Medicine;
- (iv) Part 2: Existing Regulation 8.10;
- (v) Part 3: Proposed new Regulation 8.10, noting that due to the extent of the proposed changes, the amendments were not highlighted.

RECOMMENDED (to the Senate):

That the proposed changes to University Regulation 8.10 'Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci)' be approved as set out in paper BUGS 26/08-09 (revised).

90/08-09

School of Engineering and Taylor's University College

REPORTED:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 the Committee considered a proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09, and resolved:

- (a) that the proposal concerned accreditation of prior learning, rather than collaborative provision;
- (b) that the Committee was supportive of the proposal, noting that:

- (i) students completing the first year of the MEng delivered by Taylor's University College, Malaysia, in collaboration with the University of Birmingham, would be entitled to apply through the UCAS system for direct entry into the second year of the Warwick BEng or MEng, and students completing the first two years of the Taylor's University College course would be entitled to apply through UCAS for direct entry into the third year of the Warwick MEng;
- (ii) if the University of Birmingham withdrew its oversight of the MEng delivered by Taylor's University College, the School of Engineering would review the articulation agreement with Taylor's University College;
- (iii) the School of Engineering would discuss the Memorandum of Understanding with the Director of Legal Services.

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

- (c) That paragraph 2(c)(i) of the University policy for the accreditation of prior learning be amended as follows (additions underlined):

2(c)(i) The Credit Accumulation and Transfer Scheme (CATS) will be the primary means of calculating the extent of exemption to be permitted. Where the prior learning and/or experience was at an institution other than Warwick, the proportion of a course for which applications for AP(E)L may be considered is as follows:

Total credit value of course	Proportion for which AP(E)L may be granted
Less than or equal to 360 credits at undergraduate level (levels C, I or H) [Applications for AP(E)L in respect of courses consisting of more than 360 credits at undergraduate level will be considered by AQSC, or by the Chair of AQSC acting on its behalf]	33%, or as approved by AQSC for a particular course (where above 33%)
360 credits at H level where applicants seek to top-up from a Foundation Degree to an Honours Degree or equivalent top-up approved by AQSC	66%
<u>An integrated masters course consisting of 480 credits, at least 120 of which are at level M</u>	<u>33%, or as approved by AQSC for a particular course (where above 33%)</u>
Less than or equal to 180 credits at M level	33%
Over 180 credits at M level	50%

- (d) That a specific exception be approved to allow applications for AP(E)L to be granted for up to 50% of the total credit value of the MEng;
- (e) That the following addition is made to Annexe 1 of the University's AP(E)L Policy to provide a blanket exemption for up to 240 credits of the total credit value of the MEng, as set out below (additions underlined):

Qualification	Exemption	Total credit volume
<u>120 credits at FHEQ level 4 (previously level C) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the second year of the BEng or MEng</u>	<u>120 credits at FHEQ level 4 (previously level C)</u>
<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the third year of the MEng</u>	<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I)</u>

(unconfirmed CFDLSC minute 36/08-09 refers)

REPORTED:

- (f) That the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended:
- (i) That the proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09 be approved in principle it being noted that the proposal had yet to be considered by the Sub-faculty of Science.
  - (ii) That the amendments proposed by to the Collaborative, Flexible and Distance Learning Sub-Committee to the University policy for the accreditation of prior learning be approved.

(By the Chair of the Faculty of Science)

- (g) That the Faculty of Science was supportive of the proposal.

CONSIDERED:

- (h) The proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09.
- (i) The recommendations of the Collaborative, Flexible and Distance Learning Sub-Committee concerning the University policy for the accreditation of prior learning.

RESOLVED:

- (j) That the proposal to allow direct entry to the third year of four year MEng courses from Taylor's University College, Kuala Lumpur, Malaysia, be approved as set out in paper CFDLSC 42/08-09.
- (k) That the recommendations of the Collaborative, Flexible and Distance Learning Sub-Committee concerning the University policy for the accreditation of prior learning be approved.

91/08-09 Warwick Medical School: International Medical University, Malaysia

REPORTED:

That the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended that a proposal to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course as set out in paper BUGS 22/08-09, be approved.

(draft unconfirmed BUGS minute 29/08-09 refers)

CONSIDERED:

- (a) A proposal from Warwick Medical School to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course, as set out in papers BUGS 22/08-09 and AQSC 64/08-09.
- (b) The following addition to Annexe 1 of the University's AP(E)L Policy to provide a blanket exemption for Phase I of the MBChB course, as set out below (additions underlined):

Qualification	Exemption	Total credit volume
<u>Successful completion of Phase I (Medical Sciences) course at International Medical University, Malaysia (for entry students must also have a first degree at an acceptable level in an accepted subject, as approved by the Director of Admissions for the MBChB)</u>	<u>Permits direct entry to Phase II of the MBChB course</u>	<u>Phase I of MBChB course</u>

RESOLVED:

That the proposal from Warwick Medical School to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course be approved as set out in papers BUGS 22/08-09 and AQSC 64/08-09, subject to confirmation of the level of English language proficiency that would be required for entry to Phase II of the MBChB.

92/08-09 New Collaborative Courses

- (a) Counselling courses: Shetland College

REPORTED:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 the Committee considered a proposal from the Director of the Centre for Lifelong Learning for delivery by Shetland College of a new Foundation Degree

in Person Centred Counselling and Psychotherapy, as set out in paper CFDLSC 23/08-09, noting that the collaboration with Shetland College has previously been approved and that the academic content of the Foundation Degree will be considered by the Board of Undergraduate Studies at its meeting on 3 June 2009, and recommended (to the Academic Quality and Standards Committee):

That the proposal from the Director of the Centre for Lifelong Learning for delivery by Shetland College of a new Foundation Degree in Person Centred Counselling and Psychotherapy be approved as a variation to an existing collaboration, as set out in paper CFDLSC 23/08-09.

(unconfirmed CFDLSC minute 37/08-09 refers)

RECOMMENDED (to the Senate)

That the proposal from the Director of the Centre for Lifelong Learning for delivery by Shetland College of a new Foundation Degree in Person Centred Counselling and Psychotherapy as a variation to an existing collaboration be approved as set out in paper CFDLSC 23/08-09.

- (b) Institute of Education: Collaboration with Solihull Inspection and Advisory Service

REPORTED:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 it was reported that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies recommended that a proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, be approved as set out in extracts of minutes and agenda included in paper CFDLSC 39/08-09, the [CFDLS] Committee considered a proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, as set out in the following papers:

- (i) Part 1 course proposal form, paper UFSS.133/07-08 (revised);
- (ii) Course specification, paper UFSS.135/07-08 (revised);
- (iii) Part 4 course proposal form (Solihull Inspection and Advisory Service (SIAS) (Extension to existing collaboration)), paper UFSS.149/08-09;
- (iv) Curricula vitae for the following:
  - (A) Christine Burton, paper UFSS.150/08-09;
  - (B) Martin Hayes, paper UFSS.151/08-09;
  - (C) Lorraine Lord, paper UFSS.152/08-09;
  - (D) Sue Spencer, paper UFSS.153/08-09;
  - (E) Sean Starr, paper UFSS.154/08-09.

and recommended to the Academic Quality and Standards Committee):

That the proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, be approved as set out in papers UFSS.133/07-08 (revised), UFSS.135/07-08 (revised), UFSS.149/08-09 and UFSS.150-154/08-09, noting that this would be an extension to an existing collaboration.

(unconfirmed CFDLSC minute 40/08-09 refers)

CONSIDERED:

The proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service, as set out in papers UFSS.133/07-08 (revised), UFSS.135/07-08 (revised), UFSS.149/08-09 and UFSS.150-154/08-09, noting that this would be an extension to an existing collaboration.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to introduce a new course, Certificate for Children's Workforce Practitioners, in collaboration with Solihull Inspection and Advisory Service be approved as set out in papers UFSS.133/07-08 (revised), UFSS.135/07-08 (revised), UFSS.149/08-09 and UFSS.150-154/08-09, subject to confirmation from the Institute of Education that the title of the course should be Certificate of Higher Education for Children's Workforce Practitioners, and noting that this would be an extension to an existing collaboration.

93/08-09 Template for PGT and PGR exchange programmes (BGS minute 86/08-09 referred)

REPORTED:

That the Board of Graduate Studies at its meeting on 30 April 2009 considered a paper from the Assistant Director, International Office, setting out proposals for a template for PGT and PGR exchange programmes (paper BGS 95/08-09), and recommended (to the Academic Quality and Standards Committee) that the proposals for a template for PGT and PGR exchange programmes be approved.

RESOLVED:

That the proposal from the Assistant Director, International Office, setting out proposals for a template for PGT and PGR exchange programmes be approved as set out in paper BGS 95/08-09.

94/08-09 Annual Course Review reports

REPORTED:

That at the meeting of the Committee held on 14 May 2009 it was reported that the Chair was convening a meeting of Chairs of Faculty Boards and the

Boards of Graduate and Undergraduate Studies, and the Students' Union Education Officer, to consider changes to the Annual Course Review process.

CONSIDERED:

The following summaries/digests of annual course review reports:

- (a) Faculty of Arts, undergraduate courses, paper AUSC 53/08-09;
- (b) Faculty of Arts, taught postgraduate courses, paper AGSC 26/08-09;
- (c) Faculty of Arts, research postgraduate courses, paper AGSC 22/08-09 (revised);
  
- (d) Faculty of Medicine, undergraduate courses, paper BFM 14/08-09;
- (e) Faculty of Medicine, taught postgraduate courses, paper DMAP 71/08-09 (revised);
- (f) Faculty of Medicine, research postgraduate courses, paper BFM 13/08-09;
  
- (g) Faculty of Social Studies, undergraduate courses, Composite report paper UFSS 137/08-09 and Summary report paper UFSS 167/08-09;
- (h) Faculty of Social Studies, taught postgraduate courses, paper GFSS 326/08-09;
- (i) Faculty of Social Studies, research postgraduate courses, paper GFSS 83/08-09;
  
- (j) Faculty of Science, undergraduate courses, paper SFS 22/08-09;
- (k) Faculty of Science, taught postgraduate courses, paper SGS 30/08-09k;
- (l) Faculty of Science, research postgraduate courses, paper SGS 13/08-09m;
  
- (m) Collaborative, flexible and distributed learning courses, paper AQSC 65/08-09.

RESOLVED:

- (n) That the summaries/digests of annual course review reports listed in minute 94(a)-(m)/08-09 be approved.
  
- (o) That the review of the annual course review system discussed at previous meetings of the Committee be initiated as soon as practicable, noting that it may not be possible to introduce substantive changes for the 2009-10 academic year.

95/08-09

PSRB accreditations

- (a) Warwick Business School: CIPD

REPORTED:

That the Chartered Institute of Personnel and Development (CIPD) recently reaccredited the MA in Industrial Relations and Personnel Management offered by Warwick Business School, following a desk-based review of relevant documentation.

(b) Institute of Education, Centre for Lifelong Learning: Ofsted

RECEIVED:

Minutes of the first meeting of the informal Initial Teacher Education (ITE) Strategic Planning Group, paper AQSC 60/08-09, noting that:

- (i) this informal group of colleagues from the Institute of Education and the Centre for Lifelong Learning had been set up to coordinate the University's initial teacher education courses, including monitoring and responding to changes in relevant external quality assurance frameworks and to assist in preparing for Ofsted inspections;
- (ii) it was not expected that the Committee would receive the minutes of future meetings of the Group.

96/08-09 New and revised undergraduate courses

REPORTED:

That the Board of Undergraduate Studies at its meeting on 3 June 2009 approved the following new courses:

- BA in Philosophy with Intercalated Year;
- BA in Classical Civilisation with Study in Europe;
- BA in Humanities;
- BA Teaching and Learning in the Lifelong Learning Sector;
- Foundation Degree in Teaching and Learning in the Lifelong Learning Sector;
- BA in Person-centred Counselling and Psychotherapy;
- Foundation Degree in Person-centred Counselling and Psychotherapy.

97/08-09 New and revised postgraduate courses

(a) New courses

REPORTED:

That the Board of Graduate Studies at its meetings on 30 April and 4 June 2009 approved the following new courses:

- MA in Industrial Relations and Managing Human Resources;
- MA in International and European Employment Relations;
- MA in Management and Organisational Analysis;
- Postgraduate Award, Perinatal and Infant Mental Health;
- MSc Endodontics;
- PhD in Interdisciplinary Biomedical Research;
- MPhil/PhD in Philosophy;

- Postgraduate Award, Issues in Assessment;
- Postgraduate Award, Summative Assessment and Assessment of Learning.

(b) Revised courses

REPORTED:

That the Board of Graduate Studies at its meetings on 30 April and 4 June 2009 approved the following revised courses:

- PhD in Theatre and Performance Studies;
- Postgraduate Award in Strategic Leadership (Network Rail);
- Postgraduate Award Nutritional Management of Diabetes;
- MSc in Interdisciplinary Biomedical Research;
- Postgraduate Certificate, Teaching of Shakespeare;
- Postgraduate Award, Formative Assessment and Assessment for Learning;
- Postgraduate Diploma, Public Finance and Leadership.

(c) Changes of title

REPORTED:

That the Board of Graduate Studies at its meeting on 4 June 2009 approved the following changes of title:

- From Postgraduate Award, Child Law and Child Protection, to Postgraduate Award, Safeguarding Children;
- From Postgraduate Award, Developmental Paediatrics and Special Needs, to Postgraduate Award, Childhood Disability;
- From MA in Post-colonialism, racism and global order, to MA in Racism and Globalisation;
- From MA in School Leadership (teach First), to MA in Educational Leadership (Teach First).

98/08-09 Next meeting

REPORTED:

That the next meeting of the Committee would be held during the Autumn Term 2009 on a date to be decided in due course and published in the University Committee Timetable.

JH/LM 16.06.09

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