

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee held on 11  
September 2018

Present: Professor D Lamburn (Deputy Pro-Vice Chancellor (Education), (Chair), Professor A Clark (Academic Director, Undergraduate Studies), Professor G Cooke (co-opted member of academic staff in quality assurance role), Dr W Curtis (Academic Director, Partnerships), Professor L Gracia (Dean of Students), Dr L Hammond (Representative of the Faculty of Science, Engineering and Medicine), Dr J Heron (Representative of the Institute for Advanced Teaching & Learning, Professor E Jones (Representative of the Board of Faculty of Social Sciences), L Kennedy (Students' Union representative), E King (Students' Union representative), Dr J Lee (co-opted member of academic staff in quality assurance role), Dr M Leeke (Representative of the Board of Faculty of Science, Engineering and Medicine), Professor C Sparrow (Academic Director, Postgraduate Studies), Professor P Tissington (Academic Director, Employability)

Apologies: C Gray (Assistant Secretary), Dr M Gifford (Representative of the Board of Faculty of Science, Engineering and Medicine), Dr T Grant (Representative of the Faculty of Arts), Professor C Hughes (Pro-Vice Chancellor (Education), Professor C Jenainati (Representative of the Board of Faculty of Arts), Dr E Ushioda (Representative of the Board of Faculty of Social Sciences), Professor G Van der Velden (Chair of the Student Learning Experience and Engagement Committee)

In Attendance: K Gray (Secretary), K Stratford (Administrative Officer), W Buggs (Senior Assistant Registrar (Examinations)) (for item 136/17-18), Dr J Jones (Principal Teaching Fellow, WMG) (for item 138(b)/17-18)

130/17-18 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 29 May 2018 be approved.

131/17-18 Conflicts of Interest

REPORTED:

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>

RESOLVED:

That no conflicts of interest were reported.

132/17-19 Membership of the Committee

REPORTED (by the Chair):

- (a) That L Kennedy and E King be welcomed to the Committee as the Education and Postgraduate Officers of the Students' Union respectively;
- (b) That Dr Heron be welcomed to the Committee in his capacity as Director of IATL.

133/17-18 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting of the Academic Quality and Standards Committee on 29 May 2018).

134/17-18 Matters arising

- (a) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.68/17-18 referred)

REPORTED:

- (i) That at its meeting on 14 February 2018, the Committee considered a report from the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments; (AQSC 50.17/18);
- (ii) That the Committee resolved that further proposals on how it would discharge its responsibility for CMA compliance would be presented to a future meeting;

RESOLVED:

That the development of proposals must be prioritised this term.

- (b) Credit and Module Framework (minute 111/17/18 referred)

REPORTED:

- (i) That at its meeting on 29 May 2018, the Academic Quality and Standards Committee considered an initial report from the Administrative Officer (Analytics), set out in document AQSC 76.17/18, on credit and module frameworks in operation at other UK HEIs, in view of ITLR recommendations that the University introduce a more consistent framework;

- (ii) That the Committee resolved that the research presented was a starting point for the University of Warwick to review its current module and credit framework and to undertake further work over the summer to progress this matter;

(by the Chair):

- (iii) That a meeting would shortly be held with the Deputy Academic Registrar to discuss the scope of the project.

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

REPORTED:

- (i) That revised operating procedures for CTE were presented for the Committee's consideration on 29 May 2018 and that the Committee had noted the introduction of a new concept of suitability which had added a further complication to the process. The Committee resolved that further discussions with CTE should take place to clarify the concept of suitability and that the Chair be allowed to approve revised operating procedures for CTE following further discussions;
- (ii) Following the meeting of 29 May 2018, further discussions with CTE, the Chair of the Fitness to Practise Committee and representatives from Teaching Quality had taken place and revised operating procedures were presented for approval via Chair's action; the Chair approved these via Chair's action on 26 July 2018;
- (iii) 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.

(by the Academic Director, Partnerships):

- (iv) That Partnerships Committee would consider further whether responsibility for fitness to practise issues in relation to Degree Apprenticeships lay with the employer or the University;

RESOLVED:

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.

(d) Student Module Feedback (minute 86.17/18 referred)

REPORTED:

- (i) That at its meeting on 9 May 2018, the Committee resolved that principles on the Student Module Feedback process would need to be summarised in a policy document to be produced by Teaching Quality for approval by the Committee and Senate in early autumn 2018;

- (ii) That work was ongoing in this area and a policy document would be presented to the Committee at its first meeting of the academic year 2018/19;

(by the Chair):

- (iii) That a draft policy document would be considered initially by the Student Learning Experience and Engagement Committee and would then be brought to the Academic Quality and Standards Committee.

(e) Turnitin and Contract Cheating Authorship Investigation (minute 108.(g).17/18 referred)

REPORTED:

- (i) That members of the Committee had been invited to a demonstration of the new Turnitin software tool on authorship investigation, but that this had not proved worthwhile as this would not be released until August 2018 when students were not at University to be able to test it;

- (ii) That in view of this situation, the University would be working with WBS and WMG which were both exploring alternative authorship software tools on how to progress this matter;

(by the Chair):

- (iii) That the Turnitin software would not be ready to view until January 2019 and that, in the meantime, the University was exploring options with other suppliers and through local developments;

(by L Kennedy):

- (iv) That improved communications with students was required to clarify what was and was not acceptable, as this was currently not apparent to some student communities;

(by the Academic Director, Postgraduate Studies):

- (v) That the Graduate School were seeing increasing numbers of cheating cases being brought forward;

(by Dr Leeke):

- (vi) That it was also necessary to ensure that staff understood definitions of plagiarism;

RESOLVED:

That the issue of cheating and plagiarism be discussed between the Chairs of the Assessment Review Sub-Group and a report be brought to the next meeting of the Committee.

(f) Work based Learning Framework (minute 110:17/18)

REPORTED:

- (i) That, at its meeting on 29 May 2018, the Committee had considered a draft document on the Work Based Learning Framework and resolved that further work needed to be carried out to improve the document and that consultation with the Students' Union and the Faculty Education Committees needed to take place before final approval would be sought;

(by the Academic Director, Partnerships):

- (ii) That an external consultant was developing a Framework for the University which would be available for consultation by January 2019.

(j) Revisions to University Regulations to incorporate requirements to award degree apprenticeships

REPORTED:

- (i) That at its meeting on 29 May 2018, the Committee resolved that more work was necessary to revise Regulations 8 and 37 once the Sub-Group had made firm proposals for revisions and that the Chair be authorised to take Chair's action to approve revisions to Regulations 8 and 37 on behalf of the Committee;

- (ii) That it was agreed not to adapt Regulations 8 and 37 for the awards of degree apprenticeships and to introduce a new Regulation 43 for Undergraduate Degree Apprenticeships and a new Regulation 44 for Postgraduate Taught Degree Apprenticeships; these had been approved via Chair's action in June 2018 with further work on undergraduate assessment conventions and requirements for postgraduate taught awards to be carried out over the summer and are included for the Committee's information as AQSC 99 a.17/18 and AQSC 99 b.17/18.

135/17-18 Students' Union Update

REPORTED (by L Kennedy):

- (a) That the Students' Union priorities for the year would include:
- The Review of Academic Representation, covering improved training and communications; the introduction of an Education Conference in Term 2; working to support student representatives to understand better the transferable skills gained through their roles; setting a baseline for the operation of SSLCs.
  - The black attainment gap;
  - Liberating the curriculum;
  - Hidden course costs;
  - International student fees;
  - Campaigning for a Director of Student Experience and Progression in every department;

(by E King):

- (b) That priorities also included:
- Postgraduate representation;
  - Tackling postgraduate isolation;
  - StP review.

(by the Chair):

- (c) That the Academic Director (Undergraduate Studies) was convening a working group on course costs with the President and Education Officers of the Students' Union;

(by Dr Hammond):

- (d) That the dialogue for postgraduate students in relation to employability could focus on leadership rather than employability as many were already working professionals;

(by the Academic Director, Partnerships):

- (e) That it would be useful to discuss student engagement and representation on courses delivered with partners;

RESOLVED:

That the issue of Director of Student Experience be discussed further at the next meeting of the Committee.

136/17-18

Examinations review including proposed revisions to Examinations Regulations

CONSIDERED:

A report from the Senior Assistant Registrar (Examinations) on:

- a) Review of the recent summer examination session as set out in AQSC 101.17/18;
- b) Proposed revisions to Regulation 10 as set out in AQSC 102.17/18;
- c) Proposed revised answer booklet for examinations as set out in AQSC 103.17/18.

REPORTED (by the Senior Assistant Registrar (Examinations):

- d) That the proposed changes to regulation would align to sector practice

(by Professor Cooke):

- e) That, despite frequent checking, it can be hard to identify errors on examination papers;

- f) That correcting an error during an examination could give rise to problems where a student had already attempted the question and did not have time to go back to review it;

(by the Senior Assistant Registrar (Examinations)):

- g) That an alternative approach taken by many institutions was not to correct errors but to make allowances for this during marking;

(by E King):

- h) That mobile phones should be switched off during examinations;

(by the Chair):

- i) That a proposal was also being considered to provide professional invigilators;

RESOLVED:

- j) That members contact the Senior Assistant Registrar (Examinations) within two weeks of the meeting with comments on the proposals;  
k) That the handling of errors in examination papers be discussed further.

137/17-18 Teaching Excellence Group (TEG)

CONSIDERED:

A proposal from the Senior Assistant Registrar (Teaching Quality) and Assistant Registrar (Monitoring and Review) on the merger of EEM and TEF meetings into a single Teaching Excellence Group (TEG) as set out in AQSC 104.17/18.

REPORTED (by the Secretary):

- (a) That the Education Executive had considered the proposals and had noted the following observations:
- That the process focused on taught students and further discussions could be taken forward with the Academic Director (Graduate Studies) and the Board of Graduate Studies as to whether it should also encompass postgraduate research provision;
  - That the meetings should incorporate student input and further consideration was being given as to how this could be achieved;
  - That the articulation of planned enhancements may need to be reviewed further;
- (b) That the process could be developed further for its second year of operation in 2019/20, incorporating lessons learned from the first year;

(by the Academic Director (Undergraduate)):

- (c) That a lighter touch approach for departments that had undergone EEM meetings towards the end of 2018/19 should be explored;

(by the Chair):

- (d) In response to an observation by Professor Cooke that TEF subjects did not always align to departments, that there could be a common member on the panels for departments in the same subject groups;

(by Dr Leeke):

- (e) That further consideration could be given to how joint courses were reviewed;

RESOLVED:

- (f) That the proposals for the merger of EEM and TEF meetings into a single Teaching Excellence Group (TEG) process, as set out in AQSC 104.17/18, be approved, subject to further amendments being made to the proposals in line with comments made by Education Executive and the Committee and noting that there would be scope for further revisions for future iterations;
- (g) That the key issue to be addressed for 2018/19 was the incorporation of student input.

138/17-18 Accreditation reports and action plans

a) Engineering IET report and action plan

CONSIDERED:

The IET report and action plan for the Engineering IET accreditation held in February 2018 as set out in AQSC 59.17/18.

REPORTED (by Professor Cooke):

- (i) That the outcome of the accreditation visit was very positive;
- (ii) That of the six requirements, four had been completed while two were to be addressed at an institutional level;
- (iii) That the School was working with WMG and Strategic Planning and Analytics to meet the IET's requirements on progression reporting;
- (iv) That students had been consulted on the process for project allocation and informed of what the process now was;

(by Dr Leeke):

- (v) That it was positive that the appointment of a Placements Officer was commended;

CONSIDERED:

b) WMG IET report and action plan

- (i) The IET report for the accreditation visit of April 2018 as set out in AQSC 105.17/18;
- (ii) The WMG action plan in response to the report as set out in AQSC 106.17/18.



REPORTED (by Dr J Jones):

- (iii) That the action plan was due to be submitted to IET by 13 September;
- (iv) That there were a number of positive findings but also a number of negative issues to be addressed;
- (v) That the IET had indicated that they were now satisfied with the mapping of the Accreditation of Higher Education Programmes (AHEP) to course learning outcomes;
- (vi) That the key issue to be addressed was the separation of full and part-time students on to different courses in order to clarify which were accredited and that accreditation requirements were being met;
- (vii) That location of study would be included in the course title for overseas students;
- (viii) That online information on modules had been updated;
- (ix) That examinations were not used as a method of assessment by WMG and coursework questions had not been submitted to external examiners for review in advance of being set but this would now be implemented;
- (x) That industrial input into strategic development of courses had been sought informally but now needed to be formalised;
- (xi) That clearer differentiation of modules with different credit weightings would be implemented;

(by the Chair):

- (xii) That the appointment of the Administrative Officer (Quality Assurance Reviews) would facilitate greater oversight of external accreditation;
- (xiii) That the Administrative Officer (Quality Assurance Reviews) would provide feedback to Dr Jones on the action plan.

139/17-18 Proposed Revisions to Ordinance 13

CONSIDERED:

A proposal to include a new degree title of Master of Science (MSci) in Ordinance 13 Degrees and Diplomas as set out in AQSC 107.17/18.

RECOMMENDED (to the Senate):

That the proposals as set out in paper AQSC 107/17-18 be approved.

140/17-18 Applications for Recognition of Prior Learning (Standing Exemption)

CONSIDERED:

Two applications for recognition of Prior Learning from WMS for the:

- a) MSc Diabetes and the MSc Diabetes (Paediatrics) as set out in AQSC 108.17/18;
- b) MSc Advanced Clinical Practice (ACP) and the MSc Advanced Critical Care Practice (ACCP) as set out in AQSC 109.17/18.

REPORTED (by Dr Hammond):

- c) That the proposal would exempt students from completing optional modules on leadership or education;
- d) That it was proposed that qualifications taken more than five years previously be recognised since all those eligible for recognition of prior learning had to be registered as a Non-Medical Prescriber, which required ongoing continuing professional development, ensuring skills and knowledge were current; revalidation for remaining on the relevant register was every two years;

(by the Chair):

- e) That no more than 30 credits at level 6 could contribute to the award of a Masters degree and that it would not therefore be possible to recognise 40 credits of prior learning at level 6 for the MSc Advanced Clinical Practice;

RESOLVED:

- f) That the proposals set out in papers AQSC 108 and 109/17-18 be approved, subject to the maximum prior credit to be recognised on the MSc Advanced Clinical Practice being amended to 30 credits;
- g) That the approval of recognition of prior qualifications awarded more than five years previously be approved as an exception, given the professional registration of students and the high level of continuing professional development this required.

141/17-18 HEAR report

RECEIVED:

A sample HEAR report as set out in document AQSC 110.17/18 and information to be contained in section 6.1 as set out at: <https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/hear/heardcontent> , paper AQSC 111.17/18.

CONSIDERED:

Information to be included in section 6.1 of the HEAR report;

REPORTED (by the Chair):

- (a) That the content of the HEAR had not been regularly reviewed and some of the activities listed for Section 6.1 were out of date;
- (b) That the Course Information section had only been updated when a course was revised;
- (c) That the Academic Director (Undergraduate) was convening a group to consider the content of the HEAR.

RESOLVED:

That the group would need to include a representative from the Exams Office and the Academic Director (Employability and Skills).

142/17-18 Degree Apprenticeships

RECEIVED:

The QAA Guidance on Quality Assurance of Degree Apprenticeships available at: [http://www.qaa.ac.uk/docs/qaa/quality-code/quality-assuring-higher-education-in-apprenticeships.pdf?sfvrsn=6e4cff81\\_26](http://www.qaa.ac.uk/docs/qaa/quality-code/quality-assuring-higher-education-in-apprenticeships.pdf?sfvrsn=6e4cff81_26)

REPORTED (by the Chair):

- (a) That a mapping of the University's policies and procedures and the QAA Guidance would need to be undertaken and would also be considered by the Partnerships Committee;
- (b) That the QAA would publish a Characteristics Statement for Degree Apprenticeships later in the Autumn.

143/17-18 Education Experience Monitoring Reports for 2017/18

RECEIVED:

The Education Experience Monitoring (EEM) Reports of the meetings carried out in the academic year 2017/18 for:

- a) Cross Faculty Studies (AQSC 112.17/18);
- b) English and Comparative Literary Studies (AQSC 113.17/18);
- c) History (AQSC 114.17/18);
- d) Psychology (AQSC 115.17/18);
- e) Modern Languages and Cultures (AQSC 116.17/18);

144/17-18 Minutes of the Board of Graduate Studies

RECEIVED:

The minutes of the Board of Graduate Studies meetings held on 29 May 2018.

145/17-18 Minutes of the Student Learning Experience and Engagement Committee

RECEIVED:

The minutes of the Student Learning Experience and Engagement Committee held in May 2018.

146/17-18 Minutes of the Faculty Education Committees

RECEIVED:

The minutes of the Faculty Education Committees held in May 2018.

147/17-18 Chair's action

REPORTED:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Academic Quality and Standards Committee to approve the following:

(a) Compensated pass and First Year Board of Examiners Conventions

A revision to First Year Board of Examiners' conventions to permit a compensated pass for first year students in the School of Engineering of up to 20 credits at each level of study provided students have achieved between 30-39% in the relevant modules. Although the University does not normally permit compensation, it is in the best interest of the students as it does allow flexibility should there be similar issues arising due to professional body accreditation in the future.

(b) Change of implementation for standard specification to Graduate Diploma

At its meeting on 24 January 2018, Senate approved a standard specification in line with the FHEQ to be offered at the University of Warwick in four departments from the academic year 2018/19 onwards. Due to tight timelines and to allow for the courses to be appropriately marketed to potential applicants, the Chair on behalf of the Committee has taken action on 19 June 2018 to defer the date of implementation for the introduction of the standard specification of the Graduate Diploma to the academic year 2019/20.

(c) Amendment to Annex 1 of the RPL policy

- (i) An amendment to Annex 1 of the RPL policy for students registered on the MA Educational Learning in the Centre for Education Studies for 60 credits at level 7 and 30 credits at level 6 obtained via a PGCE in the Centre for Teacher Education and set out in detail at:

<https://warwick.ac.uk/services/aro/dar/quality/categories/courseapproval/apel>

- (ii) An amendment to Annex 1 of the RPL policy for PGT students in WMS to remove the blanket exemption of up to 40 credits at level 7 for membership of a Royal College with immediate effect from 22 June 2018;

- (iii) An amendment to Annex 1 of the RPL policy for a new exemption to be added for the MA TESOL course to be approved from entry from October 2018 to enable students to get exemption for up to 45 credits of level 7 modules, details are set out at:

(d) Module enrolment changes

Approved a late request due to illness to drop a module not needed due to overcutting for a second year student in Life Sciences.

(e) Approval of exam reading time

Approved a request from the School of Law for the addition of examination reading time for the LA115 module to be reinstated for September year 1 resit papers as this had been omitted due to an administrative oversight.

(f) Variation of assessment on disability or medical grounds:

- (i) Approved a variation to the method of assessment for a named student from the School of Modern Languages and Cultures to sit an alternative examination paper due to a medical emergency;
- (ii) Approved a variation of assessment for a named student on a WBS pgt programme due to mental health issues and to be assessed in four modules by primary assessment as opposed to a mixed combination of assessment and group work as recommended by the University's Mental Health and Wellbeing Team;
- (iii) Approved a variation to the method of assessment for a named student on an Economics pgt programme due to a mental health issue to be assessed in essays rather than a mixture of essays and examinations in three modules;
- (iv) Approved a variation in the method of reassessment due to a mental health condition for a named first year undergraduate student in History of Art to be assessed via two essays rather than two examinations;
- (v) Approved a variation in the method of assessment due to a mental health condition for a named first year undergraduate student in History to take first sits in September as take home seen papers in four modules.
- (vi) Amendments to the Good Practice Guide on Monitoring Student Attendance and Progression

Approved amendments to the Good Practice Guide on Monitoring Student Attendance and Progression, as set out in Paper AQSC.117/17-18 available on-line, reflecting the approval by the Committee of proposals on the use of Tabula for attendance monitoring, (minute AQSC.119/17/18 referred).

148/17-18 Progress of Committee Recommendations

REPORTED:

- (a) That at its meeting on 13 June 2018, the Senate approved recommendations from the Committee under the following headings:

Revisions to Regulation 9 "Constitution of Boards of Examiners" to take account of Exit Qualifications  
Revisions to Regulation 32 "Governing Course of Study Validated or Franchised by the University"  
Revisions to Regulation 38 "Regulations for the degree Doctor of Psychology (DClinPsych)  
Revisions to Regulation 42 "Governing Academic Appeals"  
Revisions to Course Discontinuation Policy

- (b) That at its meeting on 5 July 2018, the Senate approved recommendations from the Committee under the following headings:

Revisions to Taught Postgraduate Awards  
Revisions to University's Undergraduate Degree Classification Conventions  
Revised Mitigating Circumstances Policy  
Revisions to Regulation 6, 11, 23, 34, 36, 42 to take account of degree apprenticeship awards  
Undergraduate Degree Apprenticeship Regulation  
Postgraduate Taught Degree Apprenticeship Regulation  
Revisions to the Policy Statement for the Accreditation of Placement Year in Industry and the Year Abroad  
Revisions to Regulation 8.10  
Managing absence of Tier 4 undergraduate students  
Revisions of AQSC Terms of Reference  
Degree Apprenticeship Course Approval Form  
Revised implementation date for standard specification of Graduate Diploma

149/17-18 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on **Monday 15 October 2018** at 1000 hours in CMR 1.0.