

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Wednesday 16 November 2005

Present: Professor M Whitby (Chair), Professor L Bridges, Professor A Caesar, Mr B Duggan, Dr K Flint, Professor M Harrison, Ms S Law, Professor G Lindsay, Professor M Luntley, Dr R Moseley, Dr P O'Hare, Dr T Price, Dr P Roberts, Professor M Smith, Ms K Stark

Apologies: Professor J Davis

In attendance: Professor S Hagen (for item 38b/05-06), Dr J Needlands (for item 38a/05-06, Dr J Moss, Mr D Wallis

21/05-06 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 19 October 2005 be approved

22/05-06 Minutes of the Previous Meeting

(a) National Student Survey (Minute 8/05-06 referred)

REPORTED:

- (i) That the Steering Committee at its meeting on 24 October 2005 resolved that Ipsos begin the National Student Survey with Warwick students in the week commencing 23 January 2006.
- (ii) That the Committee at its meeting on 19 October 2005 resolved inter alia that Ms K Stark and Mr B Duggan provide a report on further discussions amongst Aldwych Group Students' Unions for the next meeting of the Committee; and that the Committee further consider the University's position with regard to encouraging participation in the 2006 National Student Survey at its next meeting.

CONSIDERED:

- (iii) A report from Mr B Duggan, Education Officer and Deputy President, Students' Union, on recent discussions in the Aldwych Group.
- (iv) The University's position on participation in the survey amongst Warwick students.
- (v) An update from the Secretary on discussions between the Students' Union, the Academic Office and the Secretariat on information to be passed to Ipsos.

RESOLVED:

- (vi) That the University should participate in the 2006 survey, but only provide to Ipsos the mandatory student contact data fields;
  - (vii) That the University and the Students' Union work together to produce a communiqué to final-year students, encouraging their participation in the survey through the on-line questionnaire and drawing to students' attention the possibility of opting-out at the on-line stage;
  - (viii) That information be provided to Heads of Department on the modified stance of the University and the Students' Union;
  - (ix) That a number of continuing concerns about the methodology and the utility of the survey be noted and be fed into any subsequent national evaluation of the survey.
- (b) Vice-Chancellor's Education Innovation Fund (Minute 5(c)/05-06 referred)

RECEIVED:

The draft Guidance for applicants and Application Form, paper AQSC 20/05-06.

RESOLVED:

That a representative of the Board of Graduate Studies be invited to sit on the panel scrutinising applications.

- (c) Periodic Review and Departmental Review (Minute 7/05-06 referred)

CONSIDERED:

Draft guidelines for the merged Periodic and Departmental Review process, paper AQSC 21/05-06.

RESOLVED:

- (i) That a case should be made to the Steering Committee for a revision of fees/ honoraria and expenses, it being noted that an appropriate honorarium (to be a minimum of £1000 for three days work) would send a clear signal about how seriously the University took this process and help to attract panel members of the highest quality who would make a significant, independent contribution to the review process;

- (ii) That the guidance be revised to provide greater clarity on reporting lines and timeframes, in particular the consideration of the report of the review of courses through Quality committees and ownership of any issues raised;
  - (iii) That a number of further revisions to the guidelines be made in line with comments made at the meeting.
- (d) Responses to the Burgess Working Group (Minute 10/05-06 referred)

CONSIDERED:

A draft response to the Burgess Working Group consultation papers, considered by the Steering Committee at its meeting on 14 November 2005, paper SC.85/05-06.

RESOLVED:

That the response be approved for submission to UUK, it being noted that the Steering Committee had suggested some changes, which had subsequently been incorporated.

23/05-06 Chair's Business

Funding for Institutional Learning and Teaching Strategies

RECEIVED:

An oral report from the Chair stating that funding for Institutional Learning and Teaching Strategies had been agreed by the HEFCE for the three years from 2006-07 to 2008-09.

24/05-06 Learning and Teaching Strategy, e-learning strategy

REPORTED:

- (a) That the Quality Enhancement Working Group at its meeting on 2 November 2005 considered:
  - (i) A paper prepared by the Secretary and Assistant Secretary outlining the current state of the review of the University's Learning & Teaching Strategy, paper QEWG 4/05-06;
  - (ii) Ideas for enhancing the quality of academic courses at the University left to the Group by Dr P Blackmore, prior to his departure for Coventry University, paper QEWG 2/05-06;
  - (iii) Principles for developing the next iteration of the Strategy.

and resolved:

- (iv) That the University develop a shorter strategy than previous versions, through a fundamental rewrite;
- (v) That the new Strategy be project-focused with key strategic themes, which may include:
  - creativity and innovation
  - internationalisation of the University and the curriculum
  - diverse learning preferences, including more research into teaching and learning
  - skills
  - ethics
- (vi) That the widespread embedding of recent innovations and developments in good practice be placed alongside further innovation in the new Strategy;
- (vii) That the new Strategy encourage academic departments and centres to carry out regular reflection on their curricula;
- (viii) That e-learning not be highlighted as a particular strand in the new Strategy, it being noted that e-learning is one method of learning amongst many;
- (ix) That an article be placed on insite before the end of the Autumn Term setting out the likely parameters and shape of the new Strategy and inviting suggestions and contributions;
- (x) That the Secretariat prepare an outline for a new Learning & Teaching Strategy by the end of the Autumn Term, with appropriate colleagues then invited to contribute to the production of a first draft by the beginning of January;
- (xi) That the first draft thus produced be circulated to members of the Working Group for comment in the first instance, to be followed by formal consultation with University Boards and Committees;
- (xii) That consideration be given to arranging open discussion meetings to give a wide cross-section of the University community the opportunity to comment on the draft Strategy.

(QEWG minute 5/05-06)

- (b) That the e-Learning Steering Group at its meeting on 13 October 2005 considered a proposed methodology for the mid-term review of the University's e-Learning Strategy, paper EL 8/05-06, informed by the current e-Learning Strategy, paper EL 9/05-06, and resolved:

- (i) that there be direct consultation with departments with feedback to be provided wherever possible through the Faculty IT Committees in time for the next meeting of the e-Learning Strategy Group
- (ii) that there be the widest possible consultation with service providers, including the Library, IT services and e-lab and with students through the relevant SSLCs
- (iii) that the consultation consist of a structured series of questions;
- (iv) that it be noted that good progress had been made against many of the specific targets, but that there were some areas where progress had not been as rapid as had been anticipated.

(eLSG Minute 10/05-06)

- (c) That the Chair had sent a memo to Heads of Departments and others seeking their views on the e-Learning Strategy, paper AQSC 22/05-06.

CONSIDERED:

Principles to inform the revision of the Learning & Teaching Strategy

RESOLVED:

- (d) That the Learning and Teaching strategy should be devised to nest within related University strategies;
- (e) That a number of specific comments made at the meeting be considered as part of the first iteration of the revised Strategy and that departments be consulted on a small number of generic issues for inclusion in the Strategy;
- (f) That e-learning should not be identified as a distinct element of the Strategy;
- (g) That it be noted that the paper left by Dr Blackmore was intended to provoke debate and was not meant to be seen as a blueprint for a revised strategy.

25/05-06

SSLC Coordinators' Annual Reports

CONSIDERED:

Reports on the operation of the SSLC System during 2004-05 prepared by the SSLC Coordinators, Mr R Cave, Mr B Duggan, Dr K Flint, Dr P Roberts:

- (a) Undergraduate Annual Report from the SSLC Coordinators, paper AQSC 23/05-06;

- (b) Postgraduate Annual Report from the SSLC Coordinators, paper AQSC 24/05-06.

RESOLVED:

- (c) That it be noted that issues raised in respect of the Library provision were being taken forward by the Librarian and the Education Officer of the Students' Union;
- (d) That the Chair write to departments emphasising the importance of providing detailed and constructive comments to students on their coursework, it being noted that feedback was an area where institutions had generally performed less well in the 2005 National Student Survey;
- (e) That it be noted that communication and the management of expectations were key factors in student views of the quality of feedback;
- (f) That all personal tutors should have publicised office hours during term time, regardless of where they live, and that the Chair should draw this to the attention of Heads of Department;
- (g) That an overview report on the personal tutor system be considered by the Committee in the Spring term;
- (h) That the recommendation in respect of the overcrowding of some lecture and seminar rooms be brought to the attention of the central timetabling team rather than departments;
- (i) That it be noted that, contrary to the impression given in the reports, SSLC representatives are routinely invited to departmental meetings in some of the named departments and that the SSLC Annual Report form be amended to reflect this;
- (j) That the SSLC Coordinators pass on a number of recommendations to the Campus Life Committee;
- (k) That SSLC Academic Convenors be informed about student mentoring schemes being developed across the University.

26/05-06

Developments in QA Framework

RECEIVED:

An oral report from the Secretary on developments in the national Quality Assurance framework.

CONSIDERED:

A consultation document from the QAA on its proposed new methodology for Institutional Audit from 2006-07, paper AQSC 25/05-06.

RESOLVED:

That the Secretary draft a response to the consultation for consideration by the Steering Committee, it being noted that the deadline for responses is 13 January.

27/05-06 Guidelines on adjusting marks for dyslexic/dyspraxic students

CONSIDERED:

The desirability of drafting guidelines on assessment and adjusting marks for dyslexic and dyspraxic students.

RESOLVED:

That the Secretary work with the Disability Coordinator to identify examples of good practice in departments with a view to producing a brief guidance note for departments, it being the view of the Committee that neither detailed guidance nor the adjusting of marks were appropriate.

28/05-06 Warwick Medical School (Minute 9(c)/05-06 referred)

REPORTED:

That the Board of the Faculty of Medicine at its meeting on 31 October 2005 considered extracts from the report of the 2003/04 and 2004/05 Student Satisfaction surveys and a response from the Associate Dean (Teaching), as set out in papers BFM3/05-06, BFM4/05-06 and BFM5/05-06, it being noted that action to resolve all the areas identified, by both student surveys, have been taken by WMS by individual staff, through WMS Committee structures and via the SSLC, and resolved that the phrase "WMS Learning Grid" be replaced with the "Gibbet Hill Learning Grid", and that the response paper, BFM5/05-06 be presented for consideration at the SSLC meeting to be held at 5.00pm on the 31<sup>st</sup> October 2005.

(BFM Minute 5/05-06)

CONSIDERED:

A written response from Professor E Peile outlining the Medical School's response to a number of issues raised in the Academic Satisfaction Review reports in 2004 and 2005, paper BFM 5/05-06, noting that the response was considered by the Board of the Faculty of Medicine at its meeting on 31 October 2005.

RESOLVED:

That it be noted that the Medical School had made very good progress across a wide range of issues raised by students and that a bespoke Academic Satisfaction Review was to be conducted with WMS students this academic year.

29/05-06 PSRB Engagements

School of Engineering

REPORTED:

That the Joint Board of Moderators representing the Institute of Structural Engineers and the Institution of Civil Engineers has visited the School of Engineering and decided to accredit BEng and MEng courses as leading towards Chartered Engineer status.

CONSIDERED:

The report of the Joint Board of Moderators, paper AQSC 28/05-06, along with the departmental response, paper AQSC 32/05-06.

RESOLVED:

- (a) That the report and the departmental response be approved as set out in papers AQSC28 & 32/05-06.
- (b) That it be noted that staffing had been the only significant concern raised by the accreditation and that progress is being made in the approval of a number of new posts.

30/05-06 Electronic submission of Coursework

REPORTED:

That the e-Learning Strategy Group at its meeting on 13 October 2005 considered a paper from Mr J Dale, e-Lab, on electronic submission of coursework, paper EL 7/05-06, and recommended to the Academic Quality and Standards Committee that e-Lab continue to explore issues around the electronic submission of coursework along the lines addressed in the paper, it being noted that while there are quality assurance issues to be addressed these do not at present appear insurmountable.

CONSIDERED:

The paper from Mr J Dale, e-Lab, on electronic submission of coursework, paper EL 7/05-06.

RESOLVED:

- (a) That electronic submission of coursework be supported in principle, with issues referred to the Committee as they arise;
- (b) That it be noted that anonymous marking and plagiarism were two key issues to be borne in mind;
- (c) That advice be taken by e-Lab from Alan Hulme in the School of Engineering, who has substantial experience in running a similar system.

31/05-06 Proposals for new Collaborative courses



(a) HEFP Hong Kong

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology, and recommended that the proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology for on-campus delivery be approved as set out in papers CFDLSC 19-23/05-06 with effect from September 2006 as set out in the papers listed below; and that any proposal to develop a blended delivery mode be considered by the Sub-Committee for approval in due course, it being noted that the current proposal documents indicate HKUST's willingness to develop a blended delivery mode with up to 30% of the course delivered by distance learning:

- (i) Memorandum outlining the background to the proposal, paper CFDLSC 19/05-06;
- (ii) Detailed proposal including Curricula Vitae, paper CFDLSC 20/05-06;
- (iii) Correspondence between the International Office and HKUST, paper CFDLSC 21/05-06;
- (iv) Part Four course approval document, paper CFDLSC 22/05-06;
- (v) Site visit report, paper CFDLSC 23/05-06.

CONSIDERED:

The proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology, papers CFDLSC 19-23/05-06.

RECOMMENDED (to the Senate):

That the proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology for on-campus delivery be approved as set out in papers CFDLSC 19-23/05-06 with effect from September 2006.

(b) WMG: Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech)

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from Warwick Manufacturing Group, School of Engineering to deliver the previously approved MSc Engineering Business Management course in partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech) comprising the papers listed below and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 12-18/05-06 with effect from January 2006:

- (i) A rationale for the proposed collaboration from WMG, paper CFDLSC 12/05-06;
- (ii) Advice taken from externals, paper CFDLSC 13/05-06;
- (iii) Part Four of the Course Approval form, paper CFDLSC 14/05-06;
- (iv) Site visit report on SIMTech, paper CFDLSC 15/05-06;
- (v) Letter of partnership from SIMTech, paper CFDLSC 16/05-06;
- (vi) Site visit report on SIM, paper CFDLSC 17/05-06;
- (vii) Letter of partnership from SIM, paper CFDLSC 18/05-06.

CONSIDERED:

The proposal from Warwick Manufacturing Group, School of Engineering to deliver the previously approved MSc Engineering Business Management course in partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech), papers CFDLSC 12-18/05-06.

RESOLVED:

That the Pro Vice-Chancellor group coordinating the revision of the Singapore academic plan discuss with Warwick Manufacturing Group the congruence between this proposal and the revised plan.

RECOMMENDED (to the Senate):

That the proposal to deliver the previously approved MSc Engineering Business Management course in partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech) be approved as set out in papers CFDLSC 12-18/05-06 with effect from January 2006.

- (c) Warwick Medical School: Implant Dentistry (GIFT)

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in partnership with Global Implant Forum and Teaching (GIFT) in a new location, GIFT Singapore, as set out in paper CFDLSC 27/05-06, a Site Visit form, paper CFDLSC 28/05-06 and curriculum vitae for Dr Ng Fook Chin, paper CFDLSC 46/05-06, and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 27, 28 & 46/05-06 with effect from January 2006.

CONSIDERED:

The proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in partnership with Global Implant Forum and Teaching (GIFT) in a new location, GIFT Singapore, papers CFDLSC 27, 28 & 46/05-06.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in partnership with Global Implant Forum and Teaching (GIFT) in a new location, GIFT Singapore be approved as set out in papers CFDLSC 27, 28 & 46/05-06 with effect from January 2006, with financial plans finalised and a contract concluded and signed before the first students are enrolled.

(d) Centre for Lifelong Learning: Loughborough College

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the Centre for Lifelong Learning for Loughborough College to offer, on a validated basis, the previously approved Open Studies Certificates for Adult Literacy Specialists and for Adult Numeracy Subject Specialists comprising the papers listed below and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 35-45/05-06 with immediate effect:

- (i) Covering note from Loughborough College, paper CFDLSC 35/05-06;
- (ii) Part 4 course proposal form, paper CFDLSC 36/05-06;
- (iii) Site Visit report, paper CFDLSC 37/05-06;
- (iv) Curricula vitae for the following staff:
  - (A) Ms Catriona Mowat, paper CFDLSC 38/05-06;
  - (B) Ms Claire Roden, paper CFDLSC 39/05-06;
  - (C) Mrs Kathryn Drew, paper CFDLSC 40/05-06;
  - (D) Mr Stephen Pardoe, paper CFDLSC 41/05-06;
  - (E) Ms Lesley Way, paper CFDLSC 42/05-06;
  - (F) Ms Karen Symons, paper CFDLSC 43/05-06;

(G) Ms Su Cuthbert, paper CFDLSC 44/05-06;  
(H) Mr Robert Fielding, paper CFDLSC 45/05-06.

CONSIDERED:

The proposal from the Centre for Lifelong Learning for Loughborough College to offer, on a validated basis, the previously approved Open Studies Certificates for Adult Literacy Specialists and for Adult Numeracy Subject Specialists, papers CFDLSC 35-45/05-06.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning for Loughborough College to offer the previously approved Open Studies Certificates for Adult Literacy Specialists and for Adult Numeracy Subject Specialists be approved as set out in papers CFDLSC 35-45/05-06 with immediate effect.

(e) Warwick Medical School: Diabetes in Pregnancy module

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from considered a proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06, it being noted that the Graduate Studies Committee of the Faculty of Medicine at its meeting on 18 October 2005 resolved that section 9 of the Part 5 form should be amended to make it clear that the course will not be open to the overseas market in the first instance, and recommended to the Academic Quality and Standards Committee:

- (i) That the proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06 (revised 2), with effect from January 2006, it being noted that attendance at the fifth day of the taught course for students following the Distance Delivery variant is optional, and that they will cover the whole syllabus and enjoy equivalent learning opportunities to students following the non-Distance Delivery variant through the Distance Delivery materials, on-line discussion forums and other support mechanisms.
- (ii) That Warwick Medical School be commended for the quality of the course proposal documentation supplied for this course.

CONSIDERED:

The proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06 (revised 2).

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy be approved as set out in paper GCFM 1/05-06 (revised 2) with effect from January 2006.

32/05-06

Course Proposal Documentation: Amendments and Guidance

CONSIDERED:

- (a) Minor amendments to the Module Proposal Form, paper AQSC 29/05-06:
- (i) The addition of a question asking which sections of a module have been changed, if the proposal is to amend an existing module;
  - (ii) The addition of tick boxes to indicate the level of a module;
  - (iii) The strengthening of the advice to delete instructions on completing the form before submission.

RECOMMENDED (to the Senate):

That the minor amendments to the Module Proposal Form be approved with immediate effect as set out in paper AQSC 29//05-06;

- (b) Minor amendments to the Course Proposal Form, paper AQSC 33/05-06:
- (i) The addition of a question asking for an outline of the rationale for a new course or amendments to a course;
  - (ii) The addition of a question asking for the Department proposing a new or amended course;
  - (iii) The addition of the Postgraduate tariff of 10, 20, 30 credits for modules.

RECOMMENDED (to the Senate):

That the changes to the Course Proposal Form be approved with immediate effect as set out in paper AQSC33/05-6.

- (c) A paper prepared by the Assistant Secretary setting out in greater detail than is currently available elsewhere guidance on approval for minor amendments to modules, paper AQSC 30/05-06.

RESOLVED:

That the Secretary bring forward to a subsequent meeting of the Committee proposals for revising the guidance on writing learning outcomes.

33/05-06 Policy on Self-Certification of Absence

CONSIDERED:

A revised policy on Self-Certification of Absence, paper AQSC 31/05-06.

RESOLVED:

That the Assistant Secretary discuss the application of the current regulations with Dr Taylor in the Exams Office.

34/05-06 Report from the Board of Undergraduate Studies: Academic Satisfaction Review 2005

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 9 November 2005 considered the report *Academic Satisfaction Review – The student experience 2005*, paper AQSC 84/04-05 and a report entitled 'The Academic Satisfaction Review 2004/05: comparison with previous year's *Academic Satisfaction Review*', paper AQSC 85/04-05, and resolved:

- (i) That the Academic Quality and Standards Committee be asked to consider underlining to departments the University guidelines on feedback to students on assessed work;
- (ii) That the Board should receive copies of departmental responses to the Academic Satisfaction Review at its next meeting;
- (iii) That it be noted that the Chair would ask the AQSC secretariat to contact Dr Neary concerning current research being undertaken in investigating students' experience.  
(BUGS minute 10/04-05 [unconfirmed])

CONSIDERED:

The proposal from the Board of Undergraduate Studies that the Committee underline to departments guidelines on feedback to students on assessed work.

RESOLVED:

That the Chair underline to departments the guidelines on feedback to students on assessed work.

35/05-06 Summary Report on External Examiners' Reports on Postgraduate Courses

REPORTED:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a summary report on external examiners' reports from 2003/2004 for taught postgraduate courses, paper BGS3/05-06, and resolved that the Academic Quality and Standards Committee be invited to consider question 9, Part B of the External Examiners' report form "Resources as they impact upon student performance in assessments", noting that a number of external examiners had commented that they were unable to answer the question, and recommended that the summary report on external examiners' reports from 2003/2004 for taught postgraduate courses be approved, as set out in paper BGS3/05-06.

CONSIDERED:

Question 9 of Part B of the postgraduate External Examiner's report form along with an extract from the *QAA Code of practice for the assurance of academic quality and standards in higher education, Section 4: External examining* (August 2004), paper AQSC 34/05-06.

RECOMMENDED (to the Senate):

That the external examiner report form for taught postgraduate courses be amended to remove question 9, it being noted that the revised section of the *QAA Code of Practice* no longer mentions resources in this context.

36/05-06 Examination Conventions and Guidance to Boards of Examiners

REPORTED:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposed system for the review and approval of taught postgraduate examination conventions as follows:

- (a) That the Graduate School would undertake an initial review of departmental examination conventions and other relevant documentation in light of the revised penalties for late submission of work and will advise Faculty Graduate Studies Committees of any anomalies;
- (b) That, following this review, any amendments to examination conventions be submitted to the Graduate Studies Committees for consideration and approval;

and resolved that departments be required to adopt the faculty-wide marking bands and descriptors previously approved, but be allowed to

provide more detailed advice to students in student handbooks on the application of these descriptors within each discipline; and recommended to the Academic Quality and Standards Committee that the proposed system for the review and approval of taught postgraduate examination conventions be approved.

CONSIDERED:

The proposal from the Board of Graduate Studies that a system for the review and approval of taught postgraduate examination conventions be instituted.

RESOLVED:

That the system for the review and approval of taught postgraduate examination conventions be approved.

37/05-06

University Regulations

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 5 October 2005 recommended:
- (i) That the proposed changes to University Regulation 14 on Higher Degrees be approved as set out in paper BGS 5/05-06 subject to minor amendments agreed at the meeting.
  - (ii) That the proposed changes to University Regulation 16 on Examiners for Higher Degrees be approved as set out in paper BGS5/05-06.
- (Minute 13/05-06)
- (b) That the Board of Graduate Studies at its meeting on 10 November 2005 considered proposed amendments to University Regulations 16 and 14, on resubmission of work for a research degree and plagiarism as part of work submitted for upgrade or annual review (paper BGS 14/05-06), and regulation 11 on suspected cheating in a University test and recommended that the proposed amendments be approved as set out in paper BGS 14/05-06, subject to minor changes agreed at the meeting.

CONSIDERED:

Proposed amendments to University Regulations 16 and 14 and 11, on resubmission of work for a research degree and plagiarism as part of work submitted for upgrade or annual review, paper AQSC 35/05-06.

RECOMMENDED (to the Senate):

That the amendments to University Regulations 16, 14 and 11 be approved as set out in paper AQSC 35/05-06.



(a) National Academy for Gifted and Talented Youth

## REPORTED:

That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposal from the National Academy for Gifted and Talented Youth to introduce an MA in Gifted and Talented Education noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 18 October 2005 recommended that the proposal be approved as set out in papers GFSS 48-50/05-06; and resolved that the proposal be referred to the Academic Quality and Standards Committee for consideration of the following issues:

- (i) The implications for students registered on the course should the funding for the National Academy for Gifted and Talented Youth come to an end.
- (ii) The location of the course within a non-academic department, noting that the Board of the Faculty of Social Studies, at its meeting of 9 February 2005, had approved the establishment of a Centre for Research into Gifted and Talented Education.

## CONSIDERED:

The proposal from the National Academy for Gifted and Talented Youth to introduce an MA in Gifted and Talented Education set out in the Part 1 Course Proposal form, paper GFSS 48/05-06 and Course Specification, paper GFSS 50/05-06, and the following issues:

- (iii) The implications for students registered on the course should the funding for the National Academy for Gifted and Talented Youth come to an end.
- (iv) The location of the course within a non-academic department, noting that the Board of the Faculty of Social Studies, at its meeting of 9 February 2005, had approved the establishment of a Centre for Research into Gifted and Talented Education.

## RESOLVED:

- (v) That it be noted that the course was based in the Centre for Gifted and Talented Education and that there are a number of precedents for awards being offered through Research Centres;
- (vi) That as the funding for NAGTY is fixed-term the course would be more viable if located in the Institute of

Education, it being noted that there is congruence between existing MA courses in the Institute of Education and the proposed MA in Gifted and Talented Education.

RECOMMENDED (to the Senate):

That the proposal to introduce an MA in Gifted and Talented Education as set out in papers GFSS 48/05-06 and GFSS 50/05-06 be approved, subject to it being located in the Institute of Education.

(b) Mercia Institute of Enterprise

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the Mercia Institute of Enterprise to establish a collaborative link with Petrozavodsk State University, Russia to deliver a Postgraduate Award in Managing the Enterprising University, and recommended that the proposal be approved with effect from January 2006 as set out in the following papers, it being noted that section 1 of the Part 4 Course Approval Form should describe the Award as weighted at 30 credits, not 20:
- (A) Part 1 course proposal form, paper GFSS 54/05-06 (revised);
  - (B) Part 4 course proposal form, paper GFSS 56/05-06;
  - (C) Site Visit report, paper GFSS 56(b)/05-06, including at Annex 2 a covering letter from the Rector of Petrozavodsk State University;
  - (D) CVs for the following proposed course tutors:
    - (1) Professor N Toivonen, paper CFDLSC 24/05-06;
    - (2) Dr P Druzhinin, paper CFDLSC 25/05-06;
    - (3) Ms O Oleinik, paper CFDLSC 26/05-06.
  - (E) Proposals for the following constituent new modules:
    - (1) Managing the Enterprising University part 1, paper GFSS 57/05-06 (revised);
    - (2) Managing the Enterprising University part 2, paper GFSS 58/05-06 (revised).
- (ii) That the Board of Graduate Studies at its meeting on 10 November 2005 considered a proposal from the Mercia Institute of Enterprise to introduce a Postgraduate Award 'Managing the Enterprising University', noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 18 October 2005 recommended that

the proposal be approved as set out in papers GFSS 54-56 (revised)/05-06 subject to the minor amendments, noting also that the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting of 03 November 2005 recommended to AQSC that the proposal be approved; and recommended that the proposal be referred to the Academic Quality and Standards Committee for consideration of the location of the course within a non-academic department.

CONSIDERED:

The proposal from the Mercia Institute of Enterprise to introduce a Postgraduate Award 'Managing the Enterprising University' and the location of the proposed course within a non-academic department, comprising Part 1 Course Proposal form, Part 4 Collaborative Course Proposal form, paper GFSS 56/05-06, and a Site Visit report and associated documents, paper GFSS 56(b)/05-06.

RECOMMENDED (to the Senate):

That the Postgraduate Award 'Managing the Enterprising University' be approved in principle as set out in papers GFSS 54/05-06, GFSS 56/05-06 and GFSS 56b/05-06 subject to clarification by the Secretary that the Director of the Mercia Institute of Enterprise be permitted to discharge those responsibilities normally carried out by the Head of Department, such clarification subsequently having been approved by the Chair on behalf of the Committee.

39/05-06 New postgraduate courses of study

REPORTED:

That the Board of Graduate Studies at its meeting on 10 November 2005 resolved to approve the following new courses:

(a) School of Law

- (i) LLM in Legal Education (papers GFSS 15-17/05-06)
- (ii) LLM in EU Law in the World Economy (papers GFSS 27-29/05-06).
- (iii) LLM in corporate Law and Governance (papers GFSS 38 and 40/05-06).

(b) Medical School

- (i) New distance delivery variant of the module and postgraduate award Diabetes in Pregnancy (paper GCFM 1/05-06 {revised}).

- (ii) A proposal to deliver the MSc in Implant Dentistry in Singapore (paper CFDLSC 27/05-06).
- (c) Warwick Business School and Warwick Manufacturing Group  
A Postgraduate Award in Business Leadership (paper SGS.7/05-06).
- (d) Warwick Manufacturing Group
  - (i) A proposal to deliver the previously approved MSc Engineering Business Management course in partnership with SIM and SIMTech in Singapore (paper CFDLSC 14/05-06).
  - (ii) A Postgraduate Award in Enterprise Excellence (paper SGS.6/05-06).
- (e) Warwick HRI
  - (i) MSc in Plant Bioscience for Crop Production, paper SGS.18/05-06
  - (ii) MSc in Enterprise in Horticulture, paper SGS.19/05-06

40/05-06 Discontinued postgraduate courses of study

REPORTED:

That the Board of Graduate Studies at its meeting on 10 November 2005 resolved to approve the discontinuation of the following course:

Department of Philosophy

MA in Philosophy and Phenomenological Studies, paper GFSS 61-65/05-06.

41/05-06 New and Restructured Undergraduate Courses

REPORTED:

That the Board of Undergraduate Studies at its meeting on 9 November 2005 resolved to approve the following proposals:

- (a) A new course “Advanced Diploma in Developing Management and Leadership in Post-compulsory Education and Training”, as set out in papers UFSS 85/04-05, UFSS 3/05-06 and UFSS 4/05-06;
- (b) A restructuring of the existing degree course Master of Mathematics and Statistics, as set out in papers SFS.11-12/05-06.

42/05-06 Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Thursday 26 January 2006 in the Council Chamber.