

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on Thursday 22 February 2006

Present: Professor M Whitby (Chair), Professor L Bridges, Professor J Davis, Mr B Duggan, Dr K Flint, Professor M Harrison, Professor M Luntley, Professor G Lindsay, Dr R Moseley, Dr T Price, Dr P Roberts, Professor M Smith, Professor S Swain (vice Professor Caesar)

Apologies: Professor A Caesar, Ms S Law, Dr P O'Hare, Professor E Peile, Ms K Stark

In attendance: Dr J Moss, Mr D Wallis; Dr A Dowd (for item 63(a)/05-06); Mr N Hull, Ms V Stott (for items 66-68 /05-06)

62/05-06 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on 26 January 2006 be approved.

63/05-06 Matters Arising

(a) Quality assurance in WMG (Minute 3/05-06 (vi)(B)+(C) referred)

CONSIDERED:

A report from Dr A Dowd on progress in WMG on addressing recommendation 8 of the report from the Working Group on Quality Assurance Issues in WMG, and on the distribution of management tasks, paper AQSC 100/05-06.

RESOLVED:

(i) That Dr Dowd work with Professor Bridges, Professor Lindsay and Dr Roberts with support from the Teaching Quality team to develop a marking scheme which maintains a role for industrial supervisors in the assessment of industrially based projects alongside two academic markers, it being the view of the Committee that the recommendation from the Working Group should be upheld;

(ii) That a revised proposal be considered for approval by the Chair on behalf of the Committee in due course.

(b) National Student Survey 2005 and 2006 (minutes 46(a)/05-06 and 46(b)/05-06 referred)

REPORTED:

That the username and password for the 2005 National Student Survey dissemination site had been passed to Heads of Department.

RECEIVED:

An update on student participation in the 2006 National Student Survey, paper AQSC 81/05-06.

- (c) National Teaching Fellows 2006 (minute 46(d)/05-06 referred)

REPORTED:

- (i) That the call for nominees was distributed to Heads of Department on 6 February.
- (ii) That further consideration be given to a new method for identifying potential candidates for the scheme well ahead of the next call for nominations in early 2007.

- (d) Warwick Awards for Teaching Excellence

REPORTED:

- (i) That few first-stage nominations had been received for WATE awards in this round;
- (ii) That the closing date for first-stage nominations had been extended.

- (e) Academic Satisfaction Review – departmental responses (minutes 49(hh) and 49(ii)/05-06 referred)

REPORTED:

That data related to Comparative American Studies are not analysed separately in the reports and that therefore a departmental response is not warranted.

CONSIDERED:

- (i) A response from the Department of Health and Social Studies, paper AQSC 56/05-06;

RESOLVED:

That the response from the Department of Health and Social Studies be approved as set out in paper AQSC 56/05-06;

- (ii) A response from the Department of Mathematics, paper AQSC 93/05-06;

RESOLVED:

- (A) That it be noted that the response to the disappointing level of student satisfaction on feedback to students was unhelpful;
 - (B) That it be noted that the Mathematics Institute was now negotiating to allow greater access for Careers Service staff to its lectures.
- (f) Faculty of Science: Integrated Masters courses (minute 54/05-06 referred)

REPORTED:

That the Board of the Faculty of Science at its meeting on 8 February 2006 considered issues regarding integrated Masters courses, in the light of comments from the Board of Graduate Studies and the Academic Quality and Standards Committee and resolved:

- (i) That a group be formed, chaired by Professor Hutton, to consider issues regarding Integrated Masters courses and make recommendations to the Board;
- (ii) That this group be empowered to report directly to the meeting of the AQSC on 11 May, having circulated its report to Board members for comment by 21 April.
(unconfirmed minute)

64/05-06

Chair's Business

- (a) Assessment

RECEIVED:

An oral update from the Chair on a number of issues related to assessment.

REPORTED:

- (i) That the Steering Committee at its meeting on 13 February 2006 considered a report from the Senior Assistant Registrar (Teaching Quality) on issues relating to Teaching Quality, paper SC.198/05-06, together with an oral report from the Pro-Vice-Chancellor (Teaching and Learning), and resolved *inter alia*:
 - (A) That the Pro-Vice-Chancellor (Teaching and Learning) pursue rigorously the issues raised in paper SC.198/05-06 and in discussion at the meeting in regard to the University's feedback processes and the need for harmonisation of the University's assessment conventions in order to secure a consistent and sustainable assessment regime across all Faculties.
 - (B) That the Steering Committee be kept informed of the outcome of the discussions to be held at Faculty level on issues relating to the

University's assessment and feedback procedures.

- (C) That the issue of assessment and feedback be raised at the next Heads' of Departments Forum to be held on 5 May 2006.
- (ii) That Warwick performed below the sector average in the National Student Survey for assessment and feedback, with a wide range of results between different subjects/departments;
- (iii) That the QAA was likely to follow up its recommendation from the Institutional Audit report on degree classifications during the next Institutional Audit;

RESOLVED:

- (iv) That the University is committed to improving practice in assessment for pedagogical reasons, quite apart from any external impetus;
 - (v) That the Teaching Quality team reconvene the Committee's Working Group on Assessment Conventions with a refreshed membership to continue work on the harmonisation of assessment conventions across Faculties;
 - (vi) That the briefing paper on assessment issues being prepared by the Teaching Quality team for consideration in the Faculties includes discussion of a range of issues, including quality and quantity of assessment, summative and formative assessment; feedback on assessment; and preparing students for assessment, including management of their expectations.
- (b) Learning and Teaching Strategy (Minute 51/05-06 referred)

RECEIVED:

An oral update from the Chair on responses to the consultation to date through the Insite Forum, the open meeting held on 15 February, the Quality Enhancement Working Group, and the Strategy Committee.

- (c) Periodic and Departmental Review (Minute 22(c)/05-06 referred)

RECEIVED:

An oral report from the Chair on the merger of the periodic and departmental review processes.

REPORTED:

- (i) That work was continuing on developing a light-touch yet rigorous review process;
 - (ii) That new-style strategic reviews would be scheduled from 2006-07.
- (d) e-Learning Benchmarking (Minute 52(b)/05-06 referred)

RECEIVED:

An oral update from the Chair on the Benchmarking exercise, in which Warwick is in an action learning set with Coventry University & Warwickshire College, the Institute of Education (University of London) and Oxford Brookes University.

65/05-06 Annual Course Reviews: Summary Reports

REPORTED:

That the following Summaries of Annual Course Review reports will be available to be considered by the Committee at its second meeting in the Summer Term:

- (a) Faculty of Medicine, Postgraduate courses
- (b) Faculty of Social Studies, Postgraduate taught courses;
- (c) Faculty of Social Studies, Postgraduate research courses;
- (d) Faculty of Science, Postgraduate taught courses;
- (e) Faculty of Science, Postgraduate research courses;
- (f) Collaborative Courses (undergraduate and postgraduate), paper AQSC 96/05-06.

CONSIDERED:

The following Summaries of Annual Course Review reports:

- (g) Faculty of Arts, Undergraduate courses, paper AUSC 18/05-06 (revised);

RESOLVED:

- (i) That the report be approved as set out in paper AUSC 18/05-06 (revised);
 - (ii) That the variation in proportions of students achieving Firsts across different departments in the Faculty be noted;
 - (iii) That the Undergraduate Studies Committee continue to monitor the proportions of students achieving different degree classifications in different departments.
- (h) Faculty of Arts, Postgraduate taught courses, paper AGSC 11/05-06 (revised);

RESOLVED:

That the report be approved as set out in paper AGSC 11/05-06 (revised);

- (i) Faculty of Arts, Postgraduate research courses, paper AGSC 12/05-06 (revised);

RESOLVED:

- (i) That the report be approved as set out in paper AGSC 12/05-06 (revised);
 - (ii) That a number of issues raised in the summary report be noted as being of concern or interest across the University, including the availability of study space, and the number of students taking particular modules.
- (j) Faculty of Science, Undergraduate courses, paper SFS 67/05-06 (revised);

RESOLVED:

- (i) That the report be approved as set out in paper SFS 67/05-06 (revised);
 - (ii) That the variation in proportions of students achieving Firsts across different departments in the Faculty be noted;
 - (iii) That the Sub-Faculty continue to monitor the proportions of students achieving different degree classifications in different departments.
- (k) Faculty of Social Studies, Undergraduate courses, paper UFSS 39/05-06;

RESOLVED:

- (i) That the report be approved as set out in paper UFSS 39/05-06;
- (ii) That the variation in proportions of students achieving Firsts across different departments in the Faculty be noted;
- (iii) That Sub-Faculty Committee continue to monitor the proportions of students achieving different degree classifications in different departments.
- (iv) That the Chair of the Faculty of Social Studies seek clarification of the decision of the Department of Politics and International Studies to prohibit students from choosing to write an assessed essay and subsequently opting to sit the examination instead.

REPORTED:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 18 October 2005 recommended to the Academic Quality and Standards Committee that from January 2007, the Annual Course Reviews for Taught Postgraduate courses submitted to the Assistant Secretary should include a table of courses run by a department and their constituent modules showing:
- (i) if a module was advertised or shown as available for that academic year;
 - (ii) if a module ran that academic year;
 - (iii) student uptake on that module if it ran;
 - (iv) explanation why a module was not run in that academic year (study leave, staff shortage, illness, insufficient student numbers).

(GFSS Minute 10/05-06)

- (b) That the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 18 January 2006 recommended to the Academic Quality and Standards Committee:

- (i) that departments should, given the revised timing for submission of Annual Course Reviews, compare the admissions data for the year being reviewed with that for the current academic year;
- (ii) that the Senior Assistant Registrar (Teaching Quality) consider prior insertion of the student data from Central Records to ease the burden on academic departments and ensure that the admissions figures are accurate.

(UFSS Minute 16/05-06)

CONSIDERED:

- (c) Current Annual Course Review report forms:
- (i) Undergraduate and Postgraduate Taught courses, paper AQSC 97/05-06 (copy attached);
 - (ii) Postgraduate Research courses, paper AQSC 98/05-06 (copy attached);
- (d) The development of a project to scope out possible major changes to the Annual Review process involving automation of some or all of the process, including the possibility of a database along the lines of the Course Specifications database, or the pre-population of some parts of the report form from central sources, to encourage evaluation and enhancement work rather than focusing departments' efforts on data production.

RESOLVED:

That the Teaching Quality team develop a project to scope out possible major changes to the Annual Review process involving

automation of some or all of the process, including the possibility of a database along the lines of the Course Specifications database, or the pre-population of some parts of the report form from central sources, to encourage evaluation and enhancement work rather than focusing departments' efforts on data production.

67/05-06 Academic Statistics 2005-06

REPORTED:

That the Senate at its meeting held on 30 November 2005 resolved that the *Academic Statistics 2005-06* be referred to the Academic Quality and Standards Committee to examine and review key data.

CONSIDERED:

Academic Statistics 2005-06, paper AQSC 82/05-06, with a view to identifying key developments, together with a report from the Assistant Registrar (Planning & Management Information) and paper AQSC 83/05-06, on key trends arising from the publication for 2005-06.

RESOLVED:

- (a) That the production of Departmental Profiles be welcomed;
- (b) That a number of points be considered by the Planning section of the Academic Office ahead of future editions of Academic Statistics, including:
 - (i) the inclusion of WPRFs in the statistics for PGR students;
 - (ii) the inclusion of the total numbers of new and re-registering PG students in receipt of Research Council support, in addition to the number of new awards made.
- (c) That the Planning section of the Academic Office prepare a paper investigating trends and determinants of non-completion for the second meeting of the Committee in the Summer Term (7 June 2006), taking advice from Professor Harrison.

68/05-06 Amendments to Ordinance 16 On Matriculation

CONSIDERED:

Proposed amendments to Ordinance 16, the Ordinance on Matriculation, paper AQSC 92/05-06.

RECOMMENDED (to the Senate):

That the proposed amendments to Ordinance 16, the Ordinance on Matriculation, be approved as set out in paper AQSC 92/05-06.

69/05-06 Undergraduate Research Scholarship Scheme (URSS)

CONSIDERED:

A report prepared by Dr Andrew Castley, URSS Coordinator, CAP, on the operation of the Undergraduate Research Scholarship Scheme, paper AQSC 84/05-06 (tabled).

RESOLVED:

- (a) That the upsurge in the number of applications for the Scheme be welcomed;
- (b) That Heads of Department be asked to identify the extent of similar work or projects being carried out in their departments outside the Scheme;
- (c) That Departments be encouraged to include funding for projects in bids to Research Councils.

70/05-06

PSRB engagements

Department of Psychology: British Psychological Society

RECEIVED:

Confirmation from the British Psychological Society that the BSc (Hons) Psychology and BSc (Hons) Psychology and Philosophy courses have been reaccredited for a five year period, paper AQSC 99/05-06 (tabled).

71/05-06

Periodic Review

Department of Classics and Ancient History

REPORTED:

That at its meeting on 8 February 2006 the Board of the Faculty of Arts considered the departmental response to the Periodic Review report for the Department of Classics and Ancient History, having previously considered the report and summary at its meeting on 26 October 2005.

CONSIDERED:

Summary report of the Periodic Review of Undergraduate and Postgraduate provision in the Department of Classics and Ancient History, paper BFA 9/05-06.

RESOLVED:

That the summary report of the Periodic Review of Undergraduate and Postgraduate provision in the Department of Classics and Ancient History be approved as set out in paper BFA 9/05-06, subject to the deletion of the name of the external panel member and completion of the Departmental Response.

72/05-06

Higher Education Academy: Annual Report 2005

RECEIVED:

The Annual Report of the Higher Education Academy 2005, paper AQSC 85/05-06.

73/05-06 Outcomes from Institutional Audit

CONSIDERED:

Quality Assurance Agency reports in the 'Outcomes from Institutional Audit' series:

- (a) 'Assessment of Students', paper QEWG 8/05-06;
- (b) 'Validation and approval of new provision and its periodic review', paper AQSC 86/05-06;
- (c) 'Programme monitoring arrangements', paper AQSC 87/05-06;
- (d) 'Student representation and feedback arrangements', paper AQSC 88/05-06.

RESOLVED:

- (a) That these reports and others in the same series be used as a source of ideas and good practice to inform the development of quality assurance and enhancement activities;
- (b) That where future reports in the series may be of particular interest to the Committee, a sub-group be convened to consider them in greater depth;
- (c) That the report on Assessment inform discussions around assessment issues in the faculties.

74/05-06 QAA Code of Practice

CONSIDERED:

Drafts of the following revised sections of the QAA Code of Practice, noting that the University is invited to send any comments to the QAA by 24 March 2006:

- (a) Admissions to higher education, paper AQSC 89/05-06;
- (b) Assessment of students, paper AQSC 90/05-06;
- (c) Programme design, approval, monitoring and review, paper AQSC 91/05-06.

RESOLVED:

That the Secretariat work with the Chair to draft formal responses to the QAA's consultation on these draft sections of the Code of Practice, for the consideration and approval of the Steering Committee, it being noted that in the main there were no significant differences from the earlier versions of these sections of the Code.

75/05-06 QAA proposal for interim review process

CONSIDERED:

A proposal from the QAA for a methodology for the interim review process as part of the revised Institutional Audit approach, paper AQSC 94/05-06, noting that the University is invited to send any comments to the QAA by 17 March 2006.

RESOLVED:

That the Secretariat work with the Chair to draft a formal response to the QAA's consultation on the proposal, for the consideration and approval of the Steering Committee, questioning the need for this interim review process.

76/05-06

University Race Equality Policy and Action Plan: Assessment Methodology

REPORTED:

That the Equal Opportunities Committee at its meeting on 31 October 2005 considered a draft version of the revised University Race Equality Policy and Action Plan for 2005 to 2007 (paper EOC 2/05-06) and resolved:

- (a) That the draft policy and action plan be revised in light of discussion at the meeting and submitted to the Senate and the Council for approval.
- (b) That the Campus Life Committee be requested to consider the existing provision of small prayer facilities across the University and whether these meet the needs of staff and students.
- (c) That the Academic Quality and Standards Committee be requested to consider whether assessment methodology may have a differential impact on students from different ethnic backgrounds, particularly those whose first language is not English.

(EOC minute 4/05-06)

CONSIDERED:

Assessment methodology, and whether it may have a differential impact on students whose first language is not English.

RESOLVED:

- (d) That the Secretary reports back to the Secretariat of the Equal Opportunities Committee the Committee's view that while unfair barriers to demonstration of learning achieved should be removed, the use of criteria establishing the student's ability to communicate in written English was legitimate and proper in a British Higher Education Institution;
- (e) That the University continue to ensure the availability of excellent support facilities for students whose first language is not English including preparation for examinations;

- (f) That the International Office be invited to reflect on the suitability of current minimum language requirements for admission to Warwick courses;
- (g) That the Centre for Academic Practice be consulted on the inclusion in training courses for academic staff of material exploring the importance of the careful phrasing of examination questions and other assessment tasks, and on the development of a generic campus-wide assessment criterion on the use of English.

77/05-06

Collaborative, Flexible and Distributed Learning Sub-Committee

REPORTED:

That following the cancellation of the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee due to have taken place on 3 February 2006 the Chair of the Sub-Committee took action on behalf of the Sub-Committee to recommend to the Academic Quality and Standards Committee that a number of proposals be approved, as set out below.

- (a) Warwick Medical School: MSc Implant Dentistry and GIFT Dubai

CONSIDERED:

A proposal from Warwick Medical School for approval in principle to deliver the previously approved MSc in Implant Dentistry in a new location, GIFT Dubai, paper GCFM 14/05-06, noting that full approval can be given only after the new facilities have been completed and a full Site visit carried out and resulting report approved.

RESOLVED:

That the proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in a new location, GIFT Dubai, paper GCFM 14/05-06 be recommended to the Senate for approval only after the new facilities have been completed and a full Site visit carried out and resulting report approved.

- (b) Institute of Education: Specialist Schools Trust

CONSIDERED:

A proposal from the Institute of Education to extend the existing collaborative arrangement with the Specialist Schools Trust to introduce a new Postgraduate Certificate in Innovation in Education, paper GFSS 96/05-06, supplied with a covering letter, paper GFSS 97/05-06.

RESOLVED:

That the proposal from the Institute of Education to extend the existing collaborative arrangement with the Specialist Schools Trust to introduce a new Postgraduate Certificate in Innovation in Education be approved as set out in papers GFSS 96-97/05-06 without reference to the Senate, it being noted that this was essentially a proposal to offer the existing course to a new cohort of students.

(c) Institute of Education: Distance Learning MA in Religious Education

CONSIDERED:

A proposal from the Institute of Education to revise the MA in Religious Education by Distance Learning, comprising the following:

- (i) Course Approval Form Part 1, paper GFSS 129/05-06;
- (ii) Course Approval Form Part 5, paper GFSS 131/05-06;
- (iii) Course specification, paper GFSS 132/05-06;
- (iv) Proposals to revise the following modules:
 - (A) An Introduction to Research Methods, paper GFSS 133/05-06;
 - (B) MA in Religious Education: Dissertation, paper GFSS 134/05-06;
 - (C) The Hindu Tradition, paper GFSS 135/05-06;
 - (D) The Christian Tradition Local and Global, paper GFSS 136/05-06;
 - (E) Current Issues in Religious Education, paper GFSS 137/05-06;
 - (F) Primary Religious Education, paper GFSS 138/05-06;
 - (G) Interpreting Religious Worldviews, paper GFSS 139/05-06;

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to revise the MA in Religious Education by Distance Learning be approved as set out in papers GFSS 129-139/05-06.

(d) WMG Malaysia extension

CONSIDERED:

A proposal from Warwick Manufacturing Group for an extension to their existing Malaysian Collaborative Programme, paper SGS.30/05-06.

RECOMMENDED (to the Senate):

That the proposal from Warwick Manufacturing Group for an extension to their existing Malaysian Collaborative Programme be approved as set out in paper SGS.30/05-06.

(e) History of Art: Validation of an MA (IÉSA)

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting on 24 January 2006 considered a proposal from the Department of the History of Art to validate an MA in The History and Business of Art and Collecting: The Historic and Contemporary Art Markets, paper AGSC15/05-06.

CONSIDERED:

A proposal from the Department of the History of Art to validate an MA in The History and Business of Art and Collecting: The Historic and Contemporary Art Markets taught by the Institut d'Études Supérieures des Arts, France (IÉSA), paper AGSC15/05-06, comprising:

- (i) Course Approval Form Part 1;
- (ii) Course Approval Form Part 4;
- (iii) Course Specification;
- (iv) Curricula vitae for the following staff:
 - (A) Liz Lydiate;
 - (B) Giorgio Riello;
 - (C) Helen Clifford;
 - (D) Sarah Thelwall;
- (v) Sample publicity material.

RECOMMENDED (to the Senate):

That the proposal from the Department of the History of Art to validate an MA in The History and Business of Art and Collecting: The Historic and Contemporary Art Markets taught by the Institut d'Études Supérieures des Arts, France (IÉSA) be approved as set out in paper AGSC15/05-06.

78/05-06 Terminology of Intercalated Years

REPORTED:

- (a) That following discussions with the Planning section of the Academic Office definitions of various types of year out from Warwick had been agreed as set out in paper AQSC 95/05-06, to fit in with HEFCE/HESA definitions, and published on the Teaching Quality website on the new Glossary page: www.warwick.ac.uk/go/quality/jargon;
- (b) That departments proposing new degree courses or new variants of existing courses would now be encouraged by Faculty Secretariats and the Teaching Quality team to devise their titles using the definitions above.

79/05-06 New and Revised Postgraduate Courses

REPORTED:

That at its meetings on 12 January and 16 February 2006 the Board of Graduate Studies resolved to approve the following new and revised courses:

Institute of Education

- (a) MA in 'Educational Leadership and Innovation'.
- (b) Postgraduate Certificate in 'Leading Education Enquiry'.
- (c) PGA in 'Leading Educational Change and Improvement'.
- (d) MA in 'Religious Education by Distance Learning'.
- (e) Postgraduate Certificate in Religious Education.
- (f) MA in Drama and Theatre Education.
- (g) PGA in 'Oracy: Speaking and Listening Across the Curriculum'.
- (h) PGA in 'Assessment for Learning'.
- (i) PGA in 'Foreign Language Teaching Pedagogy and Methodology'.

Centre for Translation and Comparative Cultural Studies

- (j) MA in 'Translation, Media and Cultural Transfer'.

History of Art

- (k) MA in 'The History and Business of Art and Collecting: The Historic and Contemporary Art Markets'.

Warwick Medical School

- (l) PGA in 'Parenting and Child Health'.
- (m) PGA in 'Qualitative and Comparative Research Methods in Health'.
- (n) Change of name from PGA in 'Clinical Governance' to PGA in 'Clinical Quality Improvement and Risk Management.'
- (o) Change of name from PGA in 'Operational Health Services Management' to PGA in 'Introduction to Management in Health Services Organisations'.

80/05-06

New and Revised Undergraduate Courses

REPORTED:

That at its meeting on 15 February 2006 the Board of Undergraduate Studies:

- (a) Reported that the Chair, acting on behalf of the Board, had approved a proposal from the Department of Politics for a new course 'BA/BSc in Philosophy, Politics and Economics with Intercalated Year' for introduction in 2005/06 as set out in paper UFSS 79-81/05-06, it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18th January 2006, recommended that this proposal be approved subject to the Chair receiving a completed Course Specification Form.
- (b) Resolved that a proposal from the Department of German Studies for a new course 'BA Honours, German with Spanish', be approved for introduction in October 2007 as set out in paper AUSC25/05-06, subject to the submission of Programme Specifications on the current version of the pro-forma.
- (c) Resolved that a proposal from the Departments of Politics and Sociology for a new course 'BA Politics and Sociology with Intercalated Year' for introduction in 2006/07 as set out in paper UFSS 84/05-06, be considered by Chair on behalf of the Board once the Departments of Politics and Sociology have agreed a proposal regarding credit transfer for the intercalated year.
- (d) Resolved that a proposal from the Department of Statistics for a new course 'MMORSE with Intercalated Year' be approved for introduction in October 2006 as set out in paper SFS 58-59/05-06, with the proviso that under section 7 'Methods of Assessment', the correct years and weightings are entered.

81/05-06

Careers Service: Voluntary Year Out for Work Experience

REPORTED:

That the Board of Undergraduate Studies at its meeting on 15 February 2005 considered a paper from the Director of the Careers Service entitled Implementing the Undergraduate Curriculum Review: Update from the Careers Service, paper BUGS 9/05-06, together with a oral report from the Director of the Careers Service and resolved that the paper be forwarded to the Academic Quality and Standards Committee with the Board's commendation, it being noted that the Director of the Careers Service would pursue suggestions by the Board members regarding terminology and the possible extension of comparative data beyond the Russell Group of universities.

CONSIDERED:

The Careers Service proposal, Implementing the Undergraduate Curriculum Review: Update from the Careers Service, paper BUGS 9/05-06.

RESOLVED:

That the proposal be referred back to the Careers Service for further consideration of a number of aspects of the proposal, including:

- (a) Visa and immigration issues for international students;
- (b) The application form, specifically the amount of detail required from the student to justify the application in terms of the description of the work experience and the key skills that would be developed;
- (c) A requirement that in signing off applications Heads of Department consider issues of reintegration for students following the year out, particularly in terms of curriculum changes and any issues around modules taught in common to second- and third-year students.

82/05-06 Next Meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am Thursday 11 May 2006 in the Council Chamber.

DW/jdm, 22.02.06
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