

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 23 June 2010

Present: Professor A Caesar (Chair), Ms S Bennett, Mr A Bradley, Professor L Bridges, Dr K Flint, Professor C Hughes, Dr C Jenainati, Professor N Johnson Ms S Khaku, Professor K O'Brien

Apologies: Professor S Bruzzi, Professor A Easton, Professor S Hand, Professor K Lamberts, Dr D Lamburn, Dr R Moseley, Dr P O'Hare, Professor B Rosamond

In attendance: Ms K Gray, Ms J Hughes, Dr S Lamb (for item 91); Mr R McIntyre, Professor C Rutter and Dr P Taylor (for item 92/09-10 (f)).

87/09-10 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of 20 May 2010 be approved.

88/09-10 Matters arising

(a) Review of Terms of Reference of AQSC and its Sub-Committees
(minute 73/09-10 referred)

REPORTED:

(i) That, at its meeting of 9 June 2010, the Board of Undergraduate Studies considered a paper on the subject of the Review of the Terms of Reference and Constitution of Academic Quality and Standards Committee and its Sub-Committees (paper BUGS 22/09-10), together with an oral report from the Secretary to the Academic Quality and Standards Committee, and resolved:

(A) That the recommended actions agreed by the Academic Quality and Standards Committee be agreed;

(B) That their potential resource implications for the Board Chair, members and secretariat in terms of numbers of meetings/sub-groups likely to be required as a consequence, be noted as a matter needing further consideration;

(C) That appropriate reporting lines between the Board of Undergraduate Studies, faculty undergraduate studies committees and departmental Directors of Undergraduate Studies be given further consideration by the Board.

(Unconfirmed minute BUGS 29/09-10 referred)

- (ii) That, at its meeting on 10 June 2010, the Board of Graduate Studies considered a paper from the Pro Vice-Chancellor (Student Experience) and the Senior Assistant Registrar (Teaching Quality) on the emerging recommendations from the review of the terms of reference and the constitution of the Academic Quality and Standards Committee and its Sub-Committees (paper BGS 66/09-10) and resolved:
- (A) That the Board was strongly in favour of the retention of the Collaborative, Flexible and Distributed Learning Sub-Committee given its important role in the consideration for approval and all matters pertaining to collaborative provision.
- (B) That it was noted that the primary recommendations being made with respect to the Board of Graduate Studies involved a greater delegation of authority from the Academic Quality & Standards Committee and it was noted in this respect that the Board was in favour of giving consideration to External Examiners' reports alongside responses from academic departments, and further consideration being given institutionally to the relative remits and responsibilities of the Academic Quality & Standards Committee and the Institute for Advanced Learning.

(unconfirmed minute BUGS 102/09-10 referred)

- (iii) That, at its meeting on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee received an oral report from the Chair and the Secretary concerning discussion at the meeting of the Academic Quality and Standards Committee held on 20 May 2010, noting that paper AQSC 58/09-10, considered by AQSC, included the following points discussed by the working group:
- (A) That CFDLSC had subsumed the full responsibilities of the now defunct Board of Lifelong Learning, some of which did not relate to collaborative courses and which were also considered by the Faculty committees (eg part-time degrees);
- (B) That there was a need to clarify the definition of collaboration in order also to clarify the responsibilities of the CFDLSC;
- (C) That the level of risk associated with collaborative provision warranted the retention of CFDLSC with its specific responsibility for overseeing this area of provision, noting that the scrutiny of part-time degrees could remain solely with Faculty committees.

and resolved:

That the Committee at its first meeting in the autumn term 2010-11 consider the definition of collaborative provision, and the volume of and strategy relating to the University's collaborative provision, noting that the Committee had on previous occasions given initial consideration to the definition of collaborative provision and the role of the Committee.

(unconfirmed minute CFDLSC 28(b)/09-10 referred)

RESOLVED:

That the following proposal by the Chair be approved:

- (iv) That the current practice of scrutinising external examiners reports at a senior level prior to them being received by the Department be continued for a further year;
- (v) That the current practice be reviewed for next year.

- (b) Assessment on Warwick Manufacturing Group courses (minute 70/09-10 (a) referred)

REPORTED:

- (i) That, at its meeting on 14 May 2009, it was reported to the Committee:
 - (A) That the Chair convened a small group to work with Warwick Manufacturing Group to review mechanisms employed on WMG overseas courses for assuring that Warwick standards of academic quality and fairness are maintained in the supervision and marking of projects/dissertations;
 - (B) That at the meeting the group and colleagues from Warwick Manufacturing Group agreed the following actions:
 - (1) That Warwick Manufacturing Group write to the supervisor involved in the individual case which had given rise to a student complaint to reiterate the importance of adhering to Warwick's standards in marking and the provision of feedback to students;
 - (2) That Warwick Manufacturing Group bring forward proposals to rebalance weightings attached to different aspects of project assessment;
 - (3) That Warwick Manufacturing Group draw up a framework with clear milestones against which to assess students' progress and project management achievements, giving clarity to

supervisors and students, and providing an evidence base for moderation;

- (4) That Warwick Manufacturing Group draw up a framework for the assessment of students' oral presentations and oral exams, including guidance on expectations that the mark for the oral exam is generally unlikely to be significantly higher than the mark for the written dissertation.

- (C) That the Academic Director of Graduate Studies, Warwick Manufacturing Group, had written to the supervisor involved along the lines agreed at the meeting.

and resolved (*inter alia*):

- (D) That the Committee be informed of further actions taken by Warwick Manufacturing Group in due course;

- (ii) That, at its meeting of 20 May, it was reported to the Committee that:

- (A) That WMG has reviewed project assessment; this is now completed electronically using an excel spreadsheet. Guidance to supervisors has also been revised in line with the new spreadsheet.
- (B) That the Department has not yet managed to identify mechanisms for tracking project progress, but the new mark sheet contains more specific criteria against which both the progress and oral can be judged.
- (C) That these new processes were introduced as a trial in the UK last September and have been rolled out to the overseas centres this March.

and resolved:

That the feedback on action taken to date and the outstanding issue of tracking project progress be referred for consideration to the Collaborative Flexible and Distributive Learning Sub-Committee.

- (iii) That, at its meeting on 28 May 2010, the Collaborative Flexible and Distributive Learning Sub-Committee resolved that the Committee consider at its first meeting in the autumn term 2010-11 an update from Warwick Manufacturing Group on progress in relation to the implementation at overseas centres of new processes relating to project assessment, noting that:

- (A) external examiners' reports for the year 2008-09 raised issues concerning project assessment (minute 42/09-10 refers);
- (B) the external examiners' comments pre-dated the introduction of new processes by WMG.

89/09-10 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Committee, took action to approve in principle an application to the European Commission to add a new partner, University of the Arts in Belgrade, to the existing Erasmus Mundus MA in International Performance Research.

90/09-10 Statements on University Practice

TO REPORT:

- (a) That departments would soon be asked to confirm that the minimum number of contact hours on their taught courses was the same or higher than the minimum number set out in the University's draft statement on contact hours, that the definition of contact hours needed to be explicit, and that, once finalised, the statement on contact hours would be published;
- (b) That departments would also be asked to confirm the timescales within which students on their taught courses could expect feedback on their assessed work, for publication.

91/09-10 Personal Tutor Guidelines

REPORTED:

That, following the Quality Assurance Agency Institutional Audit visit in November 2008, the QAA made the following recommendations to the University (*inter alia*):

"The audit team recommends that the University consider further action in some areas.

Recommendations for action that the audit team considers desirable:

- to review the operation at departmental level of the new central guidelines on personal tutoring with a view to enhancing consistency of implementation."

CONSIDERED:

Revised Personal Tutor Guidelines, with a report by the University Senior Tutor (Paper AQSC 76/09-10).

RESOLVED:

- (a) That the Personal Tutor Guidelines be amended in light of comments made within the meeting and further comments to be provided to the University Senior Tutor subsequent to the meeting to include:
 - (i) An amendment to the statement on the legal liability of personal tutors to reflect the legal liability of clinically qualified

- staff and issues relating to Data Protection and Freedom of Information legislation;
- (ii) The requirement that all first year undergraduate students have a meeting scheduled with their Personal Tutor within the first weeks of their arrival at the University;
- (b) That the Chair of the Committee be delegated to approve the revised version on behalf of the Committee;
 - (c) That further consideration be given to how the role of the Personal Tutor be communicated to students.

92/09-10 Learning and Teaching Strategy

REPORTED:

That at its meeting on 25 November 2009, the Committee considered a discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10, and resolved:

- (a) That initiatives within the Learning & Teaching Strategy should continue to be progressed to maintain the profile of learning and teaching at Warwick.
- (b) That the Pro Vice-Chancellor (Student Experience) be encouraged to continue discussions with the University's senior management team to identify funding to support teaching and learning initiatives in 2010-11, noting that HEFCE funding for the King's-Warwick pilot project was for 2009-10 only and that funding from HEFCE beyond the pilot project may be unlikely.
- (c) That it be noted that the Pro Vice-Chancellor (Student Experience) intended to review the Learning and Teaching Strategy in the summer term in light of the initial outcomes of the King's-Warwick project, with a view to agreeing priorities for 2010-11.
- (d) Learning and Teaching Strategy 2008-11.

RECEIVED:

The University's Learning and Teaching Strategy 2008-11 (Paper AQSC.6/07-08 {revised 5}), it being noted that the University's Learning and Teaching Strategy would need to be reviewed and updated during 2010/11 for implementation in 2011/12.

- (e) King's Warwick Project

CONSIDERED:

A report on the initial outcomes of King's Warwick Project (Paper AQSC.78/09-10, it being noted:

- (i) That members were encouraged to review the outcomes reported to date, given the richness and innovation contained within the proposals;
 - (ii) That the final report would be completed in the late summer and would be brought to the next meeting of the Committee for consideration;
 - (iii) That outcomes would also be disseminated at the University's Teaching and Learning Day on 8th July and at the Festival of Learning to be held at King's on 14th September, which members were encouraged to attend;
 - (iv) That further consideration would be given as to how the outcomes might be applied to Warwick.
- (f) Institute for Advanced Teaching and Learning

CONSIDERED:

A presentation by the Directors of the CAPITAL and Reinvention Centres, outlining the proposed activities and management structures for the Institute for Advanced Teaching and Learning (paper AQSC 89/09-10), it being noted:

- (i) That the establishment of the Institute will emphasise the value placed on teaching at the University;
- (ii) That it is intended that the Institute adopt an inclusive approach to supporting innovation in teaching and learning in departments;
- (iii) That the Quality Enhancement Working Group is likely to be incorporated into the IATL Steering Group;
- (iv) That proposals would be considered by the Senate at its meeting in October following a period of further consultation during the summer;
- (v) That the constitution of the IATL Steering Group and Management Group were yet to be defined but both would include representation from each Faculty and other related departments of the University;
- (vi) That Dr Taylor and Professor Rutter would act as interim Co-Directors for the first year of operation of the Institute.

RESOLVED:

That it be noted:

- (vii) That the Students' Union welcomed the establishment of the Institute, given that students are becoming increasingly discerning about the quality of the educational experience and how that experience is prioritised in research intensive universities;

- (viii) That, in addition to supporting departments in developing innovative teaching methodologies, the Institute would need to take on the role of a policy 'think tank', guiding the strategic development of the curriculum and pedagogy across the University, and to which AQSC could refer matters of policy;
- (ix) That a key issue for the Institute to address will be how to support departments in maintaining a high quality educational experience for students while resourcing is reducing.

93/09-10 Course and Module Approval Process

CONSIDERED:

An update report on the review of course and module approval processes, paper AQSC 79/09-10.

RESOLVED:

- (a) That concerns expressed during the consultation with Faculty Boards, the Boards of Undergraduate and Graduate Studies, and Steering Committee be noted, together with the view of the majority that the proposals be welcomed;
- (b) That the devolution of academic approval of modules to departments still be implemented from 2010/11 but that the measures to ensure quality of standards in the process be reviewed to ensure that they are sufficiently robust;
- (c) That an implementation group be established to carry forward developments during the summer period;
- (d) That stand-alone collaborative modules still be considered by Faculty Sub-Committees and the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (e) That the requirement that departments set a minimum number of registrations for each module be retained.

RECOMMENDED (to the Senate):

That the proposed amendments to the course and module approval process be approved as set out in the minutes of the meeting of 20 May 2010 (minute 74/09-10 referred), subject to the amendment set out in (d) above, noting that the development of the detailed proposals for the operation of the process would be overseen by a Working Group of the Committee.

94/09-10 Undergraduate Assessment Conventions

REPORTED:

- (a) That at its meeting on 25 November 2009, the Committee considered a report from the Chair and Secretary concerning proposed

amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards ("the 2008 Classification Convention"), paper AQSC 25/09-10, and resolved (*inter alia*):

(i) First year credit/beginners level language modules taken after the first year

That proposed amendments to the Credit and Module Framework, in line with the principles set out in section 2(g) of paper AQSC 25/09-10, be considered at a future meeting of the Committee.

(ii) Non-degree awards

(A) That to be eligible for the award of a Foundation Degree, a student must pass at least 200 out of 240 credits attempted, noting that Foundation Degrees are awarded on a pass/fail basis.

(B) That departments which deliver Foundation Degrees and 120 FHEQ level 6 credit Honours top up courses be consulted on a proposal that students who complete the Honours top up course be classified on the basis of module marks contributing to the Honours top up course only.

(C) That the minimum number of credits that must be passed for each of the following courses be included within the examination conventions for the course and considered by Faculty Committees on an individual basis:

Certificate; Certificate of Higher Education; Diploma; Diploma of Higher Education; Advanced Diploma; Post experience Certificate; Post experience Diploma.

(b) That at the meeting of the Committee on 20 May 2011 it was reported (*inter alia*) that:

(i) the Chair wrote to Heads of Departments on 19 April 2010 asking for responses on the following issues:

(A) classification conventions applicable to joint degrees;

(B) issues relating to additional credit and the Seymour formula;

(C) proposals for University-wide progression requirements to apply to students who joined Warwick in autumn 2009 or later.

(ii) That responses would be considered at a meeting of the Assessment Conventions Working Group to be held on 7 June 2010, with a view to proposals being put forward for consideration by the Committee at its meeting to be held on 23 June 2010.

- (iii) That responses had not yet been received from all departments, noting that to ensure that the classification conventions are clear for students on joint degrees involving departments in the Science Faculty and one or both of the Faculties of Arts and Social Sciences, departments should be strongly encouraged to submit proposals in time for the meeting of the Working Group to enable classification conventions to be approved by the end of the summer term.

and resolved that Departments be urged to provide their responses to the memo of 19 April 2010 as soon as possible in order that they can be considered by the Assessment Conventions Working Group at its meeting on 7 June 2010.

CONSIDERED:

- (c) Proposed amendments to the Credit and Module Framework (paper AQSC.80/09-10).
- (d) A report from the Assessment Conventions Working Group (paper AQSC.81/09-10).
- (e) First Year Credit/Stage 1 Language Modules Taken After the First Year

RECOMMENDED (to the Senate):

That the amendments to the Credit and Module Framework, as set out in the Appendix to paper AQSC 80/09-10, be approved for implementation in 2011/12, (additions underlined, deletions ~~struck-through~~), noting that, if Senate approves the amendments to the Credit and Module Framework set out in the Appendix, departments will be asked to specify courses to which a different maximum limit should apply in respect of the number of first year credits/stage 1 language modules that may be taken in the second or subsequent year(s) within the normal credit load for the course, for consideration by the Committee in the autumn term 2010-11.

- (f) Amendments to the 2008 Classification Conventions

RECOMMENDED (to the Senate):

- (i) That the proposed additional classification conventions suggested for inclusion within List A of the 2008 Classification Convention in respect of the BA Law and Business Studies, as set out in paper AQSC 81/09-10, be approved.
- (ii) That the proposed clarification of the application of the 2008 Classification Conventions to 2+2 students, students who have taken a period of temporary withdrawal and students who have either restarted their degree or another degree, as set out in paper AQSC 81/09-10, be approved.

- (iii) That the proposed amendment to section II(3) of the 2008 Classification Convention requested by the Sub-Faculty of Science, as set out in paper 81/09-10 (additions underlined), be approved.

(g) Progression Requirements – Intermediate Years

RECOMMENDED (to the Senate):

That the progression requirements for intermediate years set out in paper AQSC 81/09-10 be approved.

95/09-10 National Student Survey

REPORTED:

That, at its meeting on 3 November 2009, the Committee considered the University's results in the 2009 National Student Survey, paper SC 673/08-09 and a report highlighting examples of good practice in three departments, paper AQSC 11/09-10, and resolved (*inter alia*) that each department be asked to provide a summary of how the department intends to address areas for improvement highlighted through the NSS, and to share good practice in areas receiving particularly positive scores.

CONSIDERED:

A summary report of good practice in areas receiving high scores in the National Student Survey, paper AQSC 82/09-10.

RESOLVED:

- (a) That the summary of good practice be approved for circulation to departments.
- (b) That the Secretariat draft a document for distribution to students at the commencement of the 2011 National Student Survey highlighting action taken at a University level in response to issues raised, for consideration by the Committee at its next meeting.

96/09-10 QAA Audit of WMG's Collaborative Provision in Singapore

TO REPORT:

- (a) That at the meeting of the Committee held on 3 March 2010 it was reported:
 - (i) That the Quality Assurance Agency for Higher Education would be conducting an audit of Warwick Manufacturing Group's collaboration with SIM and SIMTech.
 - (ii) That the University would be required to submit a briefing paper to the QAA in July and that the QAA would visit Warwick in autumn 2010 and SIM/SIMTech in February 2011.

- (b) That proposed dates had now been received for the visit to Warwick in the Autumn and to SIM and SIMTech in January 2011.

CONSIDERED:

A draft of the University's briefing paper to be submitted to the QAA, paper CFDLSC 125/09-10 (Revised).

RESOLVED:

That the briefing paper be noted and any comments forwarded to the Secretary of the Committee.

97/09-10 Consideration of Summary Annual Course Review Reports

REPORTED:

That, at its meeting on 10 June 2010, the Board of Graduate Studies had considered the Annual Review Reports for postgraduate taught courses and had resolved (*inter alia*) that that the Faculty of Arts be encouraged, following the introduction of electronic submission of work, to consider whether the routine adoption of Turnitin software might be appropriate. (Unconfirmed minute BGS 109/09-10 referred).

CONSIDERED:

The following summaries/digests of annual course review reports:

- (a) Faculty of Arts, undergraduate courses, paper AUSC 9/09-10 {revised};
- (b) Faculty of Arts, taught postgraduate courses, paper AGSC 36a/09-10;
- (c) Faculty of Arts, research postgraduate courses, paper AGSC 19a/09-10;

- (d) Faculty of Medicine, undergraduate courses, paper AQSC 75/09-10;
- (e) Faculty of Medicine, research postgraduate courses, paper GCFM 4/09-10;

- (f) Faculty of Social Sciences, undergraduate courses, paper UFSS 58/09-10 (4);
- (g) Faculty of Social Sciences, taught postgraduate courses, paper GFSS 315/09-10;
- (h) Faculty of Social Sciences, research postgraduate courses, paper GFSS 176/09-10;

- (i) Faculty of Science, undergraduate courses, paper SFS 14/09-10;
- (j) Faculty of Science, taught postgraduate courses, paper SGS 93/09-10;
- (k) Faculty of Science, research postgraduate courses, paper SGS 43/09-10;

- (l) Collaborative, flexible and distributed learning courses, paper AQSC 74/09-10.

RESOLVED:

That the reports, and the resolution of the Board of Graduate Studies, with respect to the Faculty of Arts, be noted.

98/09-10 Approval of UK Higher Education Institutions

REPORTED:

That, at its meeting on 28 May 2010, the Collaborative, Flexible and Distance Learning Sub-Committee considered a proposal that, where a collaborative course proposal concerns a UK HE Institution, sections B and D of the part 4 course proposal form need not be completed if the institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Institutional Audit and recommended to the Academic Quality and Standards Committee that the proposal be approved (unconfirmed CFDLSC minute 34/09-10 referred).

RECOMMENDED (to the Senate):

That, where a collaborative course proposal concerns a UK HE Institution, sections B and D of the part 4 course proposal form need not be completed if the institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Institutional Audit.

99/09-10 New Collaborative Courses and Revised Collaborative Arrangements

(a) MSc in Automotive Technology – Jaguar Land Rover

REPORTED:

- (i) That at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposed new course, MSc in Automotive Technology (JLR Collaborative Programme) as set out in the following papers:

- (A) Cover note, paper SGS 78c/09-10;
- (B) Course proposal part 1, paper SGS 78/09-10;
- (C) Supporting letter from Jaguar Land Rover, paper SGS 78d/09-10.

and resolved:

- (D) That the proposal concerned accreditation of concurrent learning, as opposed to collaborative delivery;
- (E) That it be noted that Warwick Manufacturing Group was requesting that up to 50% of the credits contributing to a Warwick MSc, Postgraduate Diploma or Postgraduate Certificate could be obtained through accreditation of concurrent learning at Loughborough, Cranfield and/or Coventry Universities;
- (F) That the proposal be approved, subject to consideration by the Academic Quality and Standards Committee of a

proposal from Warwick Manufacturing Group concerning the accreditation of concurrent learning and the University's policy and procedures on the accreditation of prior learning.

- (ii) That, subsequent to the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee, the Chair took action on behalf of the Committee:
 - (A) To confirm that the proposed arrangement should be treated as collaborative delivery, rather than accreditation of concurrent learning;
 - (B) To approve relevant sections of the part 4 course proposal form as set out in paper CFDLSC 150/09-10, noting that:
 - (1) The Committee had recommended to AQSC that, where a collaborative course proposal concerns a UK HE Institution, sections B and D of the part 4 course proposal form need not be completed if the institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Institutional Audit Visit;
 - (2) Coventry, Cranfield and Loughborough Universities had each received a judgment of confidence in their most recent Quality Assurance Agency Institutional Audit Visits;
 - (3) The Chair of CFDLSC and the Chair of the Graduate Studies Committee of the Board of the Faculty of Science had confirmed that CVs for teaching staff at Coventry, Cranfield and Loughborough Universities did not require approval.
- (iii) That the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the Warwick Manufacturing Group to introduce a new course entitled "MSc in Automotive Technology (JLR Collaborative Programme)" be approved as set out in papers SGS 78/09-10, SGS 78a/09-10 and SGS 78b/09-10 (unconfirmed BGS minute 115(c)(v)(A)/09-10 refers).

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

That the proposed new course MSc in Automotive Technology (with sub-qualifications of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award), to be delivered to Jaguar Land Rover in collaboration with Coventry, Cranfield and Loughborough Universities, be approved as set out in papers SGS 78/09-10, SGS 78c/09-10, SGS 78d/09-10 and CFDLSC 150/09-10.

RECOMMENDED: (to the Senate)

That the proposed new course MSc in Automotive Technology (with sub-qualifications of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award), to be delivered to Jaguar Land Rover in collaboration with Coventry, Cranfield and Loughborough Universities, be approved as set out in papers SGS 78/09-10, SGS 78c/09-10, SGS 78d/09-10 and CFDLSC 150/09-10.

(b) Extension to existing collaboration – Hong Kong VTC

REPORTED:

That at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal to offer the existing MSc in International Technology Management, with sub-qualifications of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award, with an existing partner, Hong Kong Vocational Training Council, be approved as set out in paper SGS 85/09-10 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

RECOMMENDED: (to the Senate)

That the proposal to offer the existing MSc in International Technology Management, with sub-qualifications of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award, with an existing partner, Hong Kong Vocational Training Council, be approved as set out in paper SGS 85/09-10.

(c) Collaboration with Hong Kong Institute of Patent Attorneys

REPORTED:

That at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for a collaboration with Hong Kong Institute of Patent Attorneys for delivery of franchised modules contributing to the existing MSc, Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award in International Technology Management, including the proposal for a fully franchised variant of the Postgraduate Award in International Technology Management as set out in papers SGS 80/09-10 and SGS 80(a)-(c)/09-10 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

RECOMMENDED: (To the Senate)

That a proposal for a collaboration with Hong Kong Institute of Patent Attorneys for delivery of franchised modules contributing to the existing MSc, Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award in International Technology Management, including the proposal for a fully franchised variant of the Postgraduate Award in International Technology Management, as set out in papers SGS 80/09-10 and SGS 80(a)-(c)/09-10, be approved.

(d) New franchised module with Barclay's Wealth: Lean Sigma Green Belt

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposed new franchised module Lean Sigma Green Belt as set out in paper SGS 83/09-10 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

RECOMMENDED: (to the Senate)

That a proposed new franchised module Lean Sigma Green Belt be approved as set out in paper SGS 83/09-10.

(e) Minor clarifications to existing collaborative arrangements

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a request from WMG for minor clarifications to existing collaborative arrangements, as set out in paper CFDLSC 88/09-10 and recommended (to the Academic Quality and Standards Committee) that the request be approved.

RECOMMENDED: (to the Senate)

That the request from WMG for minor clarifications to existing collaborative arrangements be approved as set out in paper CFDLSC 88/09-10.

(f) School of Engineering (unconfirmed CFDLSC minute 36(b)/09-10 referred)

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for delivery of a new course, PhD in Chemical Engineering, in collaboration with:

- Eindhoven University;
- Abo Akademi University;
- University of Alicante;
- Novosibirsk State University;
- Institute of Catalysis, Lyone

as set out in papers SGS 77/09-10 and SGS 77(b)-(g)/09-10 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved, noting that the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the School of Engineering to introduce a new course entitled "PhD in

Chemical Engineering” be approved as set out in papers SGS 77/09-10, SGS 77a/09-10 and 77b/09-10 (unconfirmed BGS minute 115(c)(iii)(A)/09-10 referred).

RECOMMENDED: (to the Senate)

That the proposal from the School of Engineering to introduce a new course entitled “PhD in Chemical Engineering” be approved as set out in papers SGS 77/09-10, SGS 77a/09-10 and 77b/09-10.

- (g) Centre for Lifelong Learning (unconfirmed CFDLSC minute 37(a)/09-10 referred)

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to enter into a new collaborative partnership with Worcester College of Technology to deliver the following existing courses:

- Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Foundation Degree in Teaching in the Lifelong Learning Sector

as set out in papers CFSLSC 89-91/09-10, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

RECOMMENDED: (to the Senate)

That a proposal from the Centre for Lifelong Learning to enter into a new collaborative partnership with Worcester College of Technology to deliver the following existing courses:

- Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Foundation Degree in Teaching in the Lifelong Learning Sector

as set out in papers CFSLSC 89-91/09-10, be approved.

- (h) Institute of Education (unconfirmed CFDLSC minute 38(a)/09-10 referred)

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal to introduce a new course, ‘MA Educational Leadership (Teaching Leaders)’, in collaboration with Teaching Leaders, as set out in papers GFSS 303(a)/09-10 and 303(c)/09-10, subject to:

- (i) a revised version of the part 1 course proposal form (paper GFSS 303(a)/09-10) being submitted by the Institute of Education for consideration by the Board of Graduate Studies, amended to clarify that a Postgraduate Diploma and Postgraduate Certificate may be offered as exit qualifications;
- (ii) approval by the Chair on behalf of the Committee of supporting information about Teaching Leaders, and CVs for non-Warwick teaching staff.

noting that:

- (iii) subsequent to the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee, the Chair took action on behalf of the Committee to approve supporting information about Teaching Leaders, and CVs for non-Warwick teaching staff;
- (iv) the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the Institute of Education to introduce a new course entitled “MA Educational Leadership (Teaching Leaders)” be approved as set out in papers GFSS 303a/09-10, GFSS 303b/09-10 and GFSS 303c/09-10 (unconfirmed BGS minute 115(d)(ii)/09-10 refers).

RECOMMENDED: (to the Senate)

That, the proposal to introduce a new course, ‘MA Educational Leadership (Teaching Leaders)’, in collaboration with Teaching Leaders, be approved as set out in papers GFSS 303(a)/09-10 (revised) and 303(c)/09-10.

- (i) School of Law (unconfirmed CFDLSC minute 39/09-10 referred)

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the School of Law to extend the existing collaboration with Mekelle University (Ethiopia), to deliver a new joint degree, ‘LLM in Law and Development’ as set out in papers GFSS 298(a), (b), (d), (e) and (f)/09-10 and CFDLSC 138/09-10, noting that the existing collaboration involved delivery of the Warwick LLM in Law and Development, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved, noting that the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the School of Law to introduce a new course entitled “LLM in Law and Development” be approved as set out in papers GFSS 298a-h/09-10 (unconfirmed BGS minute 115(d)(iv)/09-10 refers).

RECOMMENDED: (to the Senate)

That the proposal from the School of Law to extend the existing collaboration with Mekelle University (Ethiopia), to deliver a new joint

degree, 'LLM in Law and Development', be approved as set out in papers GFSS 298(a), (b), (d), (e) and (f)/09-10 and CFDLSC 138/09-10, noting that the existing collaboration involved delivery of the Warwick LLM in Law and Development.

(j) Warwick Medical School (unconfirmed CFDLSC minute 40/09-10 referred)

(A) Postgraduate Award in Health Screening

REPORTED:

That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for a Postgraduate Award in Health Screening, in collaboration with the NHS UK National Screening Committee, as set out in papers DMAP 32/09-10 (revised 3) and CFDLSC 127/09-10, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved subject to approval by the Chair on behalf of the Committee of CVs for non-Warwick teaching staff, noting that:

- (1) subsequent to the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee, the Chair took action on behalf of the Committee to approve CVs for non-Warwick teaching staff, and to give approval for the course to be advertised prior to final approval by the Senate, provided all advertising material clearly states that the course is 'subject to final approval';
- (2) that the Chair of the Academic Quality and Standards Committee has taken action on behalf of the Committee to give approval for the course to be advertised prior to final approval by the Senate, provided all advertising material clearly states that the course is 'subject to final approval';
- (3) that the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the Warwick Medical School to introduce a new Postgraduate Award entitled "Public Health Perspectives of Screening" be approved as set out in DMAP 32/09-10 (revised 3) (unconfirmed BGS minute 115(b)(iii)/09-10 refers);
- (4) That the Acting Director of Masters Programmes and CPD, Warwick Medical School, has confirmed that the title of the course should be Postgraduate Award in Health Screening, as set out in paper DMAP 32/09-10 (revised 3).

RECOMMENDED: (to the Senate)

That the Postgraduate Award in Health Screening be approved as set out in paper DMAP 32/09-10 (revised 3).

(B) MSc Aesthetic Dentistry

REPORTED:

- (1) That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered the proposal for a new course, "MSc Aesthetic Dentistry", in collaboration with Elsevier Publishing Ltd as set out in papers DMAP 95-98/09-10 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved, subject to approval by the Chair on behalf of the Committee of CVs for non-Warwick teaching staff, and a part 5 (distance learning) course proposal form;
- (2) That the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the Warwick Medical School to introduce a new course entitled "MSc in Aesthetic Dentistry" be approved as set out in papers DMAP 97/09-10 and DMAP 89/09-10 (revised 2), subject to mitigation of the risk associated with 50% of the course being delivered by Honorary appointments (unconfirmed BGS minute 115(b)(iii)/09-10 refers);
- (3) That subsequent to the meeting CVs for non-Warwick teaching staff and a part 5 (distance learning) course proposal form (paper DMAP 103/09-10) had been received and the Chair had taken action on behalf of the Committee to approve the proposal;
- (4) That, noting the approval of the collaboration by the Chair of CFDLSC, the Chair of BGS had also taken action on behalf of the Board of Graduate Studies to approve the course, noting however the concerns of the Board at the proportion of the course being delivered by Honorary appointments from Elsevier Publishing Ltd.

RECOMMENDED: (to the Senate)

That the proposal for a new course, "MSc Aesthetic Dentistry", in collaboration with Elsevier Publishing Ltd, be approved as set out in papers DMAP 95-98/09-10 and DMAP 103/09-10.

(C) MSc Restorative Dentistry

REPORTED:

- (1) That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for a new course "MSc Restorative Dentistry", in collaboration with Aesthetic and Implant Seminars for use of clinical facilities, as set out in papers DMAP 24/09-10 and DMAP 91-94/09-10, and recommended (to the

Academic Quality and Standards Committee) that the proposal be approved, subject to:

- (aa) confirmation that the Warwick course leader is Professor Jeremy Dale, as stated in paper DMAP 91/09-10 (part 4 course proposal form);
 - (bb) approval by the Chair on behalf of the Committee of CVs for non-Warwick teaching staff;
- (2) That, subsequent to the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee:
- (A) Warwick Medical School had confirmed that the Warwick course leader was Professor Jeremy Dale;
 - (B) the Chair took action on behalf of the Committee to approve CVs for non-Warwick teaching staff.
- (3) That the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal from the Medical School to introduce a new course entitled “MSc in Restorative Dentistry” be approved as set out in papers DMAP 24/09-10 (revised 3) and DMAP 20/09-10 (revised 3), subject to mitigation of the risk associated with 80% of the course being delivered by Honorary appointments (unconfirmed BGS minute 115(b)(iii)/09-10 refers).
- (4) That, noting the approval of the collaboration by the Chair of CFDLSC, the Chair of BGS had also taken action on behalf of the Board of Graduate Studies to approve the course.

RECOMMENDED: (to the Senate)

That the proposal for a new course “MSc Restorative Dentistry”, in collaboration with Aesthetic and Implant Seminars for use of clinical facilities, be approved as set out in papers DMAP 24/09-10 and DMAP 91-94/09-10.

- (D) Full-time variants of part-time dental MSc courses

REPORTED:

- (1) That, at its meeting held on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for delivery of full-time variants of existing part-time dentistry MSc courses, in collaboration with an existing partner, General Implant Forum and Training, as set out in papers DMAP 99, 101 and 102/09-10, subject to a revised version of the part 1 course proposal form (paper DMAP 101/09-10) being submitted by Warwick Medical School for consideration by the Board of

Graduate Studies, amended to clarify that the proposed new courses were:

- (A) MSc Implant Dentistry with Supervised Dental Clinical Training;
 - (B) MSc Endodontics with Supervised Dental Clinical Training;
 - (C) MSc Orthodontics with Supervised Dental Clinical Training;
 - (D) MSc Lingual Orthodontics with Supervised Dental Clinical Training;
 - (E) MSc Restorative Dentistry with Supervised Dental Clinical Training;
 - (F) MSc Oral Surgery with Supervised Dental Clinical Training;
- (2) That, subsequent to the meeting of the CFDLSC, a revised version of DMAP 101/09-10 had been received with amendments set out as specified by the Committee and the Chair had taken action on behalf of the Committee to approve the proposal for recommendation to AQSC.
- (3) That the Board of Graduate Studies at its meeting on 10 June 2010 resolved that the proposal for new full-time variants of dental masters programmes be approved as set out in papers DMAP 100/09-10 and DMAP 101/09-10, subject to mitigation of the risk associated with 80% of the course being delivered by Honorary appointments (unconfirmed BGS minute 115(b)(v)/09-10 refers).
- (4) That, noting the approval of the collaboration by the Chair of CFDLSC, the Chair of Board of Graduate Studies had also taken action on behalf of the Board to approve the course.

RECOMMENDED: (to the Senate)

That a proposal for delivery of full-time variants of existing part-time dentistry MSc courses, in collaboration with an existing partner, General Implant Forum and Training, be approved as set out in papers DMAP 99, 101 (revised 2) and 102/09-10.

100/09-10 Health and Safety Guidance for Placements

CONSIDERED:

Revised Good Practice Guide on Placement Learning (paper AQSC.83/09-10), it being noted:

- (a) That the Health and Safety Policy and Guidance included for information in Appendix 2 of paper AQSC.83/09-10 had been recommended to the Senate for approval by the University Health and Safety Executive Committee, subject to minor clarifications.

- (b) That the Policy and Guidance also applied to Postgraduate Research students.

RESOLVED:

- (c) That the Placement Learning Co-ordinators consider at their annual meeting how to engage placement providers in complying with the University's good practice requirements.
- (d) That further consideration be given to ensuring that staff appreciate the full range of placements to which the Good Practice Guide applies, noting that certain types of student activities which are covered by the Good Practice Guide are not always considered to be 'placements' by departments.

RECOMMENDED: (to the Senate)

That the revised Good Practice Guide on Placement Learning be approved as set out in Appendix 1 of paper AQSC.83/09-10, additions underlined, deletions ~~struck-through~~.

101/09-10 Board of Undergraduate Studies

Change to Regulation 8.11

REPORTED:

That, at its meeting on 9 June 2010, the Board of Undergraduate Studies recommended that a proposal from the Centre for Lifelong Learning for amendments to be made to the Regulations for the part-time Foundation Degree (Regulation 8.11), which would both permit re-examinations in September and would also permit the recommendation of awards for foundation degrees in September and December, be approved. *Draft unconfirmed minute 27/09-10 referred.*

CONSIDERED:

The proposed amendments to Regulation 8.11 (5), as set out in paper UFSS 138/09-10 for approval.

RECOMMENDED: (to the Senate)

That the proposed amendments to Regulation 8.11 (5), as set out in paper UFSS 138/09-10 be approved.

- (a) Regulation on Collaborative Courses and Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University

REPORTED:

That, at its meeting on 10 June 2010, the Board of Graduate Studies considered:

- (i) A revised paper from the Deputy Academic Registrar detailing a proposed general Regulation on Collaborative Courses, setting out the requirements relating to the admission, registration, examination and assessment and quality assurance of provision for students enrolled on collaborative courses at all levels of study in conjunction with an external organisation (paper BGS 55/09-10 (Revised));
- (ii) Draft Regulation 37.8: Regulations for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10).

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

- (iii) That section X.1 (i) of the Collaborative Regulation be deleted and a note provided to indicate that no awards made solely by the University would fall within the scope of the Regulation;
- (iv) That the reference to a “UK-based” workforce be removed from the associated note;
- (v) That amendments be made to sections relating to the hearing of complaints and appeals to indicate that the membership of appropriate panels may be altered
- (vi) That references to such procedures set out in (g) above being conducted by video- or audio-conference be removed from the Collaborative Regulation but inserted in the substantive regulations relating to all levels of study;
- (vii) That the amended Collaborative Regulation be recommended for approval in all future collaborative partnerships; it being noted that whilst this potentially left ‘grandfather’ issues with respect to collaborations already approved for which bespoke regulations had been developed previously and which it was hoped might over time be drawn into the scope of the generic collaborative regulation, this was not an immediate expectation;
- (viii) That the draft Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10) be recommended for separate approval to take effect from the

academic year 2010-11 with appropriate amendments to section 4 to reflect the existing position with respect to the termination of registration of a student, the power to enforce which, it was noted, did not reside with departmental course directors.

CONSIDERED:

- (ix) Regulation on Collaborative Courses (paper BGS 55/09-10 (Revised 2))
- (x) Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10 (Revised)).

RECOMMENDED: (to the Senate)

(xi) Regulation on Collaborative Courses

That the draft regulation on collaborative courses be approved as set out in paper BGS 55/09-10 (Revised 2)

(xii) Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University

That the regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University be approved as set out in paper CFDLSC 126/09-10 (Revised).

(b) Proposed Change to Standard Period of Registration for Full-Time PhD Students

REPORTED:

- (i) That, at its meeting on 23 February 2010, the Board considered a paper from the Secretary and Chair setting out the possible impact, both positive and negative, of a move from a 3-year to a 4-year standard period of registration for full-time PhD students (paper BGS 40/09-10), and resolved that, whilst there were clear benefits in some areas to moving to a standard 4-year period of registration for full-time PhD students, there were also some considerable potential disadvantages to be worked through, and that the matter be discussed again a future meeting of the Board, noting that:
 - (A) It would seem likely that a new fee structure would need to be put in place if the change was to be implemented in a cost neutral way;
 - (B) That any structure put in place that resulted in the total fee payable being dependant on the length of registration might encourage students to apply for periods of temporary withdrawal unnecessarily in order to keep the cost to a minimum;

- (C) That any change in registration length would need to be thought through carefully if it were not to result in a “creep” of submission times back towards the 4-year mark;
 - (D) That any proposal for change should also incorporate a review of the fees charged for resubmission or, possibly, minor corrections, to ensure that these are set at levels to discourage students from purposefully submitting early in order to avoid a proportion of the fee-bearing period of registration.
- (ii) That, at its meeting on 10 June 2010, the Board considered a paper from the Deputy Academic Registrar detailing the outcomes of a consultation exercise with departments and recommendations, paper BGS 40/09-10 (Revised) and recommended (to the Academic Quality & Standards Committee) that with effect from the academic year 2011-12, the period of study for a doctoral award be extended from a period of three years to a period of four years unless otherwise specified by a Research Council or other funding body as set out in paper BGS 40/09-10 (Revised); it being noted that attention would now turn in the Graduate School to operationalising the change in policy, assuming it was approved by the Academic Quality & Standards Committee and the Senate (minute BGS 101/09-10 referred).

CONSIDERED:

A paper setting out the recommendation that the period of study for a doctoral award be extended from a period of three years to a period of four years unless otherwise specified by a Research Council or other funding body as set out in paper BGS 40/09-10 (Revised).

RECOMMENDED: (to the Senate)

That with effect from the academic year 2011-12, the period of study for a doctoral award be extended from a period of three years to a period of four years unless otherwise specified by a Research Council or other funding body, as set out in paper BGS 40/09-10 (Revised), it being noted that other institutions had already made such a move.

(c) PGT Grade Descriptors and Award of Merits

REPORTED:

- (i) That, at its meeting on 17 November 2009, the Board considered a report compiled by the Assistant Secretary on issues arising from External Examiners’ reports on Postgraduate Programmes for 2007-08 (paper BGS 19/09-10) and resolved (*inter alia*):

- (A) That the Board consider the marking descriptors for PGT courses at a future meeting, with a view to recommending means of ensuring the full range of marks may be used more effectively;
 - (B) That the Board revisit its earlier decision to not recommend the introduction of a formal merit award, and that this be considered in conjunction with point (a) above.
- (ii) That, at its meeting on 23 February 2010, the Board considered a paper from the Secretary, setting out the marking descriptors for PGT courses across the Faculties, and the award of a “Merit” classification for PGT courses at other UK HEIs, as set out in paper BGS 42/09-10, and resolved that the question of whether to recommend the introduction of the award of a “Merit” classification for PGT courses, and at what level, be referred to Faculty Graduate Studies Committees for consideration at their next meetings in the Summer term.
- (iii) That, at its meeting on 10 June 2010, the Board considered a paper summarising the responses from the Faculty Graduate Studies Committees (paper BGS 68/09-10) and therefore whether to recommend the introduction of the award of a “Merit” classification for PGT courses, and at what level and recommended (to the Academic Quality & Standards Committee) that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made (minute BGS 104/09-10 referred).

CONSIDERED:

A recommendation from the Board of Graduate Studies that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made.

RECOMMENDED: (to the Senate)

That the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made.

(d) English language proficiency testing and the Pearson Test of English

REPORTED:

That, at its meeting on 10 June 2010, the Board considered a paper from the Student Admissions and Recruitment Office making recommendations, in consultation with the Centre for Applied Linguistics, on the acceptability of English language tests (including the new Pearson Test of English Academic) (paper BGS 69/09-10), noting that the paper would also be considered by the Board of Undergraduate Studies, and an oral update from the Assistant Registrar (Postgraduate Admissions) (minute BGS 104/09-10 referred).

CONSIDERED:

A recommendation from the Board of Graduate Studies:

- (i) That the Pearson test be adopted for use in testing the attainment of appropriate levels of English language for entry to postgraduate courses, as set out in paper BGS 69/09-10;
- (ii) That in view of some concerns that the single grade provided by the Cambridge Certificate of Proficiency in English had the potential to mask lower scores registered by students in individual component tests, the Board recommend that departments be permitted to opt into its use but not be required to do so.

RESOLVED:

- (iii) That the Pearson test be adopted for use in testing the attainment of appropriate levels of English language for entry to postgraduate courses, as set out in paper BGS 69/09-10;
- (iv) That in view of some concerns that the single grade provided by the Cambridge Certificate of Proficiency in English had the potential to mask lower scores registered by students in individual component tests, the Board recommend that departments be permitted to opt into its use but not be required to do so.

103/09-10 Student Staff Liaison Committee Communication Procedures

TO CONSIDER:

Proposals for a review of the communication of issues raised through Student Staff Liaison Committees and resulting action, paper AQSC 84/09-10.

RESOLVED:

That the proposals for a review of the communication of issues raised through Student Staff Liaison Committees and resulting action be approved as set out in paper AQSC 84/09-10.

104/09-10 Review of the Institute of Education Collaboration with Kinderland Learning Centre, Singapore

REPORTED:

- (a) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 28 May 2010 recommended to the Academic Quality and Standards Committee that the continuation of the [Diploma of Higher Education in Early Childhood Care and Education (Singapore) and BA (Hons) in Early Childhood Care and Education (Singapore), delivered in collaboration with Kinderland Learning Centre, Singapore] beyond the first year of operation be approved, and that in future the course be reviewed in line with the University's normal quality assurance processes (unconfirmed CFDLSC minute 30/09-10 referred).
- (b) That proposals for new collaborations with overseas organisations were now being referred to the International Office for comment and the Assistant Director (International Relations) had attended the previous meeting of the CFDLSC.

CONSIDERED:

A report on the review of the Institute of Education's collaboration with Kinderland Learning Centre, Singapore, undertaken by a review panel of the Collaborative, Flexible and Distributed Learning Sub-Committee, paper AQSC 87/09-10.

RECOMMENDED: (to the Senate)

That the Institute of Education's collaboration with Kinderland Learning Centre, Singapore be permitted to continue beyond the first year of operation, in light of the findings of the review panel of the Collaborative, Flexible and Distributed Learning Sub-Committee as set out in paper AQSC 87/09-10.

105/09-10 Review of Monitoring Student Attendance Scheme

TO REPORT:

- (a) That, its meeting on 3 November 2009, the Committee considered a report on proposed departmental monitoring structures submitted in accordance with the new Good Practice Guide on Monitoring Student Attendance and Progress, paper AQSC 20/09-10 and resolved (*inter alia*):
 - (i) That the Chair continue to liaise with individual departments to approve proposed monitoring structures, and that any amendments to departmental monitoring structures proposed during the course of the year be referred to the Chair for consideration.
 - (ii) That departments be asked during the summer term to reflect on the first year of operation of the new monitoring system.

- (b) That the Pro-Vice-Chancellor (Academic Resourcing) had taken action on behalf of the Committee to approve the monitoring points for courses of study proposed by departments.
- (c) That a review of the implementation of the scheme would be undertaken this term, with a view to reporting the outcomes to the Committee at its next meeting. Student Records were also seeking feedback from support staff in departments on the electronic system for reporting absences.

CONSIDERED:

A report on a review of the first year of operation of the monitoring student attendance scheme (paper AQSC.88/09-10).

RESOLVED:

- (a) That the development of a University-wide electronic system for staff to report missed monitoring points at departmental level be supported, noting that departments were currently developing their own systems where they had the resources to do so.
- (b) That the report also be referred to the PBS Working Group for consideration.

106/09-10 Results of Europe Unit survey

RECEIVED:

A report on the results of the 2009 UK HE Europe Unit survey on UK HEIs engagement in European HE developments – UK, paper AQSC 85/09-10.

107/09-10 School of Engineering and ITM, India.

CONSIDERED:

A request from the School of Engineering concerning the University policy for the accreditation of prior learning, as set out in paper AQSC 73/09-10.

RESOLVED:

- (a) That the request from the School of Engineering for a specific exception to the University's APL policy to allow applicants who have completed the first three years of a four year B.Tech with ITM (from a list of B.Tech courses specified in an agreement between the University and ITM) to be granted APL for up to 50% of the total credit value of the MEng be approved as set out in paper AQSC.73/09-10.
- (b) That the request from the School of Engineering that Annex 1 of the University's APL policy be amended be approved as set out in paper AQSC 73/09-10.

108/09-10 British Council Review of the ERASMUS Programme

REPORTED:

That the UK Erasmus National Agency undertook a site visit at the University on 15 October 2009 with a view to reviewing the financial and operational management of the Programme, and compliance with the contractual terms of the ERASMUS programme.

CONSIDERED:

A report on the British Council Review of the management and operation of the ERASMUS Programme at the University of Warwick and the International Office's Action Plan (Paper AQSC.86/09-10).

RESOLVED:

That the report be noted.

109/09-10 PSRB

REPORTED:

That the Warwick Business School's courses have been reaccredited by the Association to Advance the Collegiate Schools of Business (AACSB) for a further five years.

110/09-10 New and Revised Undergraduate Courses of Study

REPORTED:

- (a) That it was reported to the Board of Undergraduate Studies at its meeting on 9 June 2010 that the Chair, acting on behalf of the Board, approved a new degree course BSc Biomedical Science with Intercalated Year;
- (b) That, at its meeting on 9 June 2010, the Board of Undergraduate Studies considered a proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies (papers UFSS 65/09-10 (revised)) for introduction in September 2010 and which replaces an existing degree course of the same name, and resolved that the proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies be approved, subject to the consultation currently being carried out by the Assessment Conventions Working Group with regard to the exam weightings listed under Section 7.

(a) New Courses

REPORTED:

That the Board of Graduate Studies at its meeting on 10 June 2010 approved the following new courses:

- Postgraduate Award in Critical Study: Education;
- Postgraduate Award, HE Workshop Pedagogy;
- MA in Translation and Transcultural Studies;
- MSc in Restorative Dentistry;
- MSc in Aesthetic Dentistry;
- Postgraduate Award in Public Health Perspectives of Screening;
- Postgraduate Certificate in Healthcare Systems Improvement;
- MSc Implant Dentistry with Supervised Dental Clinical Training;
- MSc Endodontics with Supervised Dental Clinical Training;
- MSc Orthodontics with Supervised Dental Clinical Training;
- MSc Lingual Orthodontics with Supervised Dental Clinical Training;
- MSc Restorative Dentistry with Supervised Dental Clinical Training;
- MSc Oral Surgery with Supervised Dental Clinical Training;
- MSc in Cognitive Systems;
- PhD in Chemical Engineering;
- MSc in Tunnelling and Underground Space;
- MSc in Behavioural and Economic Science;
- MSc in Automotive Technology (JLR Collaborative Programme);
- MSc in Cyber Security and Management;
- MA in Career Education, Information and Guidance in Higher Education;
- MA in the Management of Student Work Experience;
- Postgraduate Award, Current Issues in Religious Education;
- Postgraduate Award, Interpreting Religious Worldviews;
- MA Educational Leadership (Teaching Leaders);
- Postgraduate Award, Leadership (Highways Agency);
- LL.M in Law and Development;
- Masters Degree in Intercultural Professional Communication.

(b) Revised Courses

REPORTED:

That the Board of Graduate Studies at its meeting on 10 June 2010 approved the following revised courses:

- MA in Eighteenth Century Studies;
- MSc in Mathematics;
- MSc in Interdisciplinary Mathematics;
- MSc in Mathematical Biology and Biophysical Chemistry;
- Economics MSc Programmes;
- MA in Educational Innovation;

- MA Educational Leadership and Management;
- Masters in Public Management (Commissioning);
- MSc in Marketing and Strategy;
- MSc Public Management;
- MSc in Finance;
- Department of Sociology's MA Programmes;
- LLM in Socio-Legal Studies.

(c) Change of Title

That the Board of Graduate Studies at its meeting on 10 June 2010 approved the following changes of title:

- A proposal from the Warwick Business School to change the name of one of its existing courses to Master of Business Administration (Executive);
- A proposal from the Warwick Business School to change the name of one of its existing courses to MSc in Management (Online).

112/09-10 Membership and Secretariat of the Committee

REPORTED:

- (a) That the Chair of the Board of Graduate Studies and Dr K Flint would be retiring from the University before the next meeting of the Committee

RESOLVED:

That the Committee thanked the Chair of the Board of Graduate Studies and Dr Flint for the significant contributions they had made to the work of the Committee and to the University and wished them well in their retirement.

- (b) That the term of office of the Students' Union President and Education Officer would expire before the next meeting.

RESOLVED:

That the Students' Union President and Education Officer be thanked for their contributions to the Committee and be wished well in their future careers.

- (c) That the Assistant Secretary to the Committee would commence her maternity leave before the next meeting of the Committee.

RESOLVED:

That the Assistant Secretary be thanked for her sterling work in support of the Committee and be wished well for the future.

- (d) That Mr Rory McIntyre, currently Assistant Secretary to the Board of Graduate Studies, would take on the role of Assistant Secretary to the Committee from 19 July 2010.

113/09-10 Next meeting

REPORTED:

That the next meeting of the Committee will be held in the Autumn Term at a time and date to be confirmed.

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