

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 5 December 2012

Present: Professor A Caesar (Chair), Ms S Bennett, Ms A Chowcat, Mr J Entwistle, Professor N Holdsworth, Dr C Jenainati, Professor N Johnson, Dr J Kidd, Mr S Lamb, Dr D Lamburn, Professor R Leng, Professor A Reeve, Dr J Robinson, Dr P Taylor

Apologies: Professor C Hughes, Professor J Labbe, Professor S Swain, Professor P Thomas

In attendance: Ms K Gray, Mr R McIntyre, Mr D Pearson (for items AQSC.32-35/12-13)

24/12-13 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 30 October 2012 be approved.

25/12-13 Matters arising

(a) Key Performance Indicators (minute 16/12-13 referred)

REPORTED:

- (i) That at its meeting on 30 October 2012 the Committee considered a report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning (paper AQSC.15/12-13) and resolved that comments be provided to the Secretary prior to the completion of the report for consideration by the Council.
- (ii) That no further comments had been received and the paper had been submitted for consideration by the Council at its meeting.

RECEIVED:

The final version of key performance indicators for teaching and learning considered by Council at its meeting on 23 November 2012 (paper AQSC 15/12-13 (revised)).

(b) Reports from External Examiners (minute 137/11-12 referred)

REPORTED:

- (i) That at its meeting on 20 June 2012 it was reported to the Committee that the Board of Graduate Studies recommended to the Academic Quality and Standards Committee that the relevance of the annual consideration of the external examiners' reports for postgraduate taught programmes by the Board of Graduate Studies be reviewed, noting that due to timing of meetings of Boards of Examiners, submission of external examiners' reports and departmental responses, the Board was considering reports after up to a year's delay.
- (ii) That the Committee considered the recommendation arising from the Board of Graduate Studies and resolved that the Teaching Quality team develop proposals with the Graduate School for an alternative mechanism for reviewing postgraduate taught External Examiners' reports.
- (iii) That both the Teaching Quality team and the Graduate School remained of the view that receipt by the Board of Graduate Studies of an overarching summary at a single point in the year provided the Board with the best possible opportunity to review issues arising across the institution and that whilst recognising that this could not always be a complete overview, it remained the optimum means of ensuring that the Board could discharge its term of reference.
- (iv) That the Teaching Quality team had met with the Graduate School and recommended that the process for reviewing postgraduate taught External Examiners' reports remain as it was but that the annual report include an indication of the proportion of reports received by that point and that further measures for encouraging prompt submission of reports be considered.

RESOLVED:

That the process for reviewing postgraduate taught External Examiners' reports remain as it is currently but that the annual report include an indication of the proportion of reports received by that point.

(c) QAA Institutional Review Self-Evaluation Document (minute 13/12-13 referred)

REPORTED:

- (i) That at its meeting on 30 October 2012 the Committee considered the draft self-evaluation document for QAA Institutional Review (Paper AQSC.13/12-13) and resolved that any comments be submitted to the Secretary, noting that the Steering Committee would approve the final version prior to submission.

- (ii) That the Self-Evaluation Document had been considered by the Faculty Boards, the Boards of Graduate and Undergraduate Studies.
- (iii) That the Self-Evaluation Document as set out in Paper SC.91/12-13 (available online) had been considered by the Steering Committee at its meeting on 26 November 2012 and that a number of comments had been received.
- (iv) That the Steering Committee had resolved that the Vice-Chancellor and the Pro-Vice Chancellor for Education (Quality and Standards) approve the final version on behalf of the Steering Committee and the Academic Quality and Standards Committee respectively prior to submission by the deadline of 12 December 2012.

(by the QAA Lead Academic Co-ordinator):

- (v) That preparations for the Review meetings were ongoing and that the Self-Evaluation Document would be made available to all staff and students online.

(by the Students' Union Education Officer):

- (vi) That work was ongoing to finalise the Student Written Submission.

RECEIVED:

The draft Student Written Submission for the QAA Institutional Review (Paper AQSC.34/12-13).

- (d) Draft Policy on Feedback Turnaround Times

REPORTED:

That, at its meeting on 30 October 2012, the Committee considered (*inter alia*) a draft policy on timing of feedback on assessment (Paper AQSC.12/12-13) and resolved (*inter alia*):

- (i) That further consideration be given to the appropriate mechanisms for considering detailed data reports on turnaround times on feedback.
- (ii) That the Faculty student representatives be included in consideration of detailed data reports.
- (iii) That the Chairs of the Boards of Undergraduate and Graduate Studies consider further the development of guidance on the granting of exemptions to the four week turnaround time and the mechanisms for ensuring SSLC involvement in the process.
- (iv) That summary reports on turnaround times to Faculty Boards and other bodies should cover both positive outcomes as well as concerns.

- (v) That the draft Policy be amended to exclude Guidance point 5.
- (vi) That the Committee supported in principle the provision of feedback on examinations and dissertations in the Policy but that further consideration be given to how this might be achieved and therefore how these elements might be reflected in the draft Policy

CONSIDERED:

A revised draft Policy and Guidance on the Timing of Feedback on Assessment (Paper AQSC.12/12-13 (revised)).

RESOLVED:

- (a) That the revised Policy and Guidance be approved subject to further review of the provisions relating to the marking of assignments linked to examinations.
 - (b) That, while the principle that the policy apply to extended pieces of work such as dissertations and research projects be endorsed, further consideration would be required on how this would be applied in practice.
 - (c) That any further amendments to the Policy in light of the resolutions set out in (a) and (b) above be approved by the Chair on behalf of the Committee.
- (e) Learning and Teaching Strategy (minute 9/12-13 referred)

REPORTED:

- (i) That at its meeting on 30 October 2012 the Committee considered (inter alia) the Learning and Teaching Strategy Action Plan 2012/13 (Paper AQSC.7/12-13) and resolved (inter alia):
 - (A) That comments on the Learning and Teaching Strategy Action Plan be submitted to the Secretary by Wednesday 14th November.
 - (B) That authority be granted to the Chair of the Committee to approve a final version of the Action Plan, following which it would be published online.
- (ii) That no further comments had been received and that the Chair had taken action on behalf of the Committee to approve the Action Plan as set out in Paper AQSC.7/11-12.

26/12-13 Chair's Action

REPORTED:

That the Chair had taken action on behalf of the Committee to approve the establishment of a Working Group to review the assessment conventions of postgraduate taught courses the membership of which was as follows:

- Chair of the Board of Graduate Studies (Chair)
- Chairs of the Postgraduate Sub-Committees of the Boards of the Faculties
- QAA Review Lead Academic Co-ordinator
- Representatives of WBS and WMG
- Deputy Academic Registrar
- Assistant Registrar (Graduate School)
- Senior Assistant Registrar (Teaching Quality)
- Students' Union Postgraduate Officer

27/12-13 Grade Point Average

REPORTED: (by the Chair)

That scoping of the introduction of a GPA scheme for classifying undergraduate degrees would proceed but such a scheme would only be implemented were a critical mass of institutions to be involved.

28/12-13 Students' Union Update

REPORTED: (by the Students' Union Education Officer)

- (a) That the first Education Convention scheduled for this year had taken place and that a report would be written on the event;
- (b) That thanks be extended to those members of the Committee who had taken part;
- (c) That work was ongoing on the preparation of the Student Written Submission for the QAA Institutional Review;
- (d) That the Students' Union was intending to review academic representation;
- (e) That the SSLC portal would shortly be launched;
- (f) That the Students' Union was in dialogue with the representative bodies at the Universities of Nottingham and Birmingham on the introduction of a GPA scheme.

29/12-13 Review of the 17 Point Marking Scale

CONSIDERED:

An interim report on the review of the 17 point marking scale by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.26/12-13).

RESOLVED:

That comparative data on the proportion of firsts awarded be provided in the next stage of the review.

30/12-13 Review of the Module Audit Process

REPORTED:

- (a) That at the meeting of 30 October 2012 the Committee considered a review of the outcomes of the module audit process (Paper AQSC.14/12-13) and resolved that further detailed recommendations be brought to the next meeting of the Committee in light of comments received from members.
- (b) That no comments had been received from members.

CONSIDERED:

A revised paper on the review of the module audit process from the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.14/12-13, revised).

RESOLVED:

- (a) That module approval guidance documentation be amended as set out in Paper AQSC.14/12-13, subject to consultation with the Faculty Sub-Committees in Spring 2013.
- (b) That the module audit process be reviewed again at the end of the year 2013/14, at which point Faculty Sub-Committees would have undertaken a full cycle of audits.
- (c) That Faculty Sub-Committees be consulted on the definition of major changes to modules as set out in the Guidance on Approval of New and Revised Module Proposals with a view to reviewing whether these remained operationally effective, noting the need for retention of appropriate levels of scrutiny.

31/12-13 Academic Appeals and Complaints

CONSIDERED:

A paper on academic appeals and complaints by students from the Deputy Academic Registrar and the Administrative Officer (Academic Registrar's Office) (Paper AQSC.27/12-13).

RESOLVED:

- (a) That detailed consideration of the paper on academic appeals and complaints by students be deferred to the next meeting of the Committee.
- (b) That the recommendation that complaints be logged and reported on a calendar year basis, in line with OIA practice, as set out in Paper AQSC.27/12-13, be approved.

32/12-13 Supervision of PGT Dissertations

REPORTED:

That, at its meeting on 10 October 2012, the Board of Graduate Studies considered a paper from the Secretary summarising feedback from academic departments on the levels of supervision and support provided to taught postgraduate students during the summer vacation dissertation/project phase of a master's course (paper BGS 3/12- 13). and resolved:

- (a) That the Board supported the need for some common principles of guidance to assist departments in formulating policies relating to supervision outside of term time;
- (b) That departments be specific in their guidance about the level of supervision students can expect to receive outside of term time, noting that ambiguous phrases such as 'reasonable' should be avoided;
- (c) That the statement should acknowledge that in addition to academic and research focused activities, supervisors were entitled to take annual leave during the summer months;
- (d) That the Graduate School draft a statement of expectations to be circulated to departments to assist in their preparation of guidance, and for onward approval by the AQSC and that, once approved, this be communicated via the Graduate School newsletter.

(Minute BGS 11(b)/12-13 referred)

(by the University Senior Tutor):

- (e) That the draft guidance be welcomed.

CONSIDERED:

Draft guidance for academic departments on the information to be provided for taught postgraduate students during the summer vacation/dissertation phase of their course of study (Paper AQSC.28/12-13, circulated previously).

RESOLVED:

That the draft guidance be approved as set out in AQSC.28/12-13.

33/12-13. Postgraduate Students Taking Undergraduate Modules

REPORTED:

- (a) That, at its meeting on 22 November 2012, the Board of Graduate Studies considered a paper from the Assistant Registrar (Graduate School) proposing an amendment to assessment methods for postgraduate students taking undergraduate modules (paper BGS 24/12-13).
- (b) That the Board resolved that postgraduate students taking undergraduate modules should be assessed against distinct

postgraduate assessment methods and learning outcomes, to differentiate them from the way that undergraduates were assessed on the same modules.

- (c) That the Board recommended to the Academic Quality and Standards Committee that the policy relating to postgraduate students taking undergraduate modules be amended as set out in paper BGS 24/12-13, noting that further consideration would need to be given to whether students would be permitted to take multiple undergraduate modules once clear learning outcomes were set at postgraduate level and that some consideration may need to be given to the administrative implications of setting up modules with differentiated learning outcomes.

(draft unconfirmed minute BGS.35/12-13 referred)

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) proposing an amendment to assessment methods for postgraduate students taking undergraduate modules (Paper BGS 24/12-13).

RECOMMENDED (to the Senate):

That the policy relating to postgraduate students taking undergraduate modules be amended as set out in paper BGS 24/12-13.

34/12-13

Plagiarism cases resulting in an award of a lower degree

REPORTED:

- (a) That, at its meeting on 22 November 2012, the Board of Graduate Studies considered a paper from the Assistant Registrar (Graduate School) on departmental policy for the referral of plagiarism cases to the Investigating Committee of the Senate (paper BGS 25/12-13).
- (b) That the Board recommended to the Academic Quality and Standards Committee:
 - (i) That, where a finding of plagiarism may result in a student not being permitted to resubmit their piece of work, and therefore they may not achieve the award for which they were registered, the student case should be referred to the Investigating Committee of the Senate as standard;
 - (ii) That whilst acknowledging that referral to the Investigating Committee of the Senate may cause delays in the overall assessment and progression of a student, it was considered that such delays would be acceptable as arising from the University's desire fully to consider student cases where the impact of plagiarism being found could be the award of a lower degree or a decision not to make an award.

(draft unconfirmed minute BGS.36/12-13 referred)

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) on departmental policy for the referral of plagiarism cases to the Investigating Committee of the Senate (paper BGS 25/12-13).

RESOLVED:

That the proposals on departmental policy for the referral of plagiarism cases to the Investigating Committee of the Senate be approved as set out in paper BGS.25/12-13.

35/12-13

Pass Mark on Taught Postgraduate Courses

REPORTED:

- (a) That, at its meeting on 22 November 2012, the Board of Graduate Studies considered a paper from the Deputy Academic Registrar proposing the harmonisation of PGT examination conventions governing the award of Master's degrees, Postgraduate Diplomas and Postgraduate Certificates (paper BGS 27/12-13).
- (b) That the Board had resolved that the pass mark of 40% for the fourth year of an integrated undergraduate Master's degree be amended to 50%, to bring this in line with the pass mark applied to stand-alone Master's courses with effect from the academic year 2013 for new entrants.
- (c) That the Board recommended to the Academic Quality and Standards Committee that a working group be established with immediate effect to address the harmonisation of postgraduate examination conventions relating to Master's degrees, Postgraduate Diplomas and Postgraduate Certificates, as set out in BGS paper 27/12-13.

(draft unconfirmed minute BGS.38/12-13 referred)

(by the Chair of CFDLSC):

- (d) That amending the pass mark for the final year of the integrated masters' degrees would require review of the Undergraduate Degree Classification Conventions.

(by Dr Robinson):

- (e) That the change to the pass mark for the final year of the integrated masters' degrees was unlikely to have a significant impact on awards made as only more able students were permitted to proceed to the integrated masters.

CONSIDERED:

A paper from the Deputy Academic Registrar proposing the harmonisation of PGT examination conventions governing the award of Master's degrees, Postgraduate Diplomas and Postgraduate Certificates (paper BGS 27/12-13, circulated previously).

RESOLVED:

That the proposals outlined in the Paper BGS.27/12-13 be noted, noting that the Chair had taken action on behalf of the Committee to approve the establishment of a working group as set out in minute AQSC.26/12-13.

36/12-13 QAA Consultations

CONSIDERED:

- (a) The draft QAA UK Quality Code Chapter B4: Supporting Student Achievement (Paper AQSC.29/12-13).
- (b) The draft QAA UK Quality Code Chapter B9: Complaints and Appeals on Academic Matters (Paper AQSC.30/12-13).

RESOLVED:

That comments on the QAA consultations be provided to the Secretary.

37/12-13 Pass Degrees

CONSIDERED:

A paper by the QAA Academic Lead Co-ordinator and the Senior Assistant Registrar (Teaching Quality) on pass degrees (Paper AQSC.31/12-13).

REPORTED: (by the Senior Assistant Registrar (Teaching Quality))

That communications with departments could clarify how the work required might be minimised.

RESOLVED:

- (a) That the proposed course of action and timescales as set out in Paper AQSC.31/12-13 be approved.
- (b) That the amended course approval form for ordinary degrees be approved as set out in Annex A of Paper AQSC.31/12-13.

RECOMMENDED (to the Senate):

That the amendments to Regulation 8, as set out in Annex B of Paper AQSC.31/12-13 be approved.

38/12-13 Report on Undergraduate External Examiners Reports 2011/12

REPORTED:

That at its meeting on 22 November 2012 the Board of Undergraduate Studies considered:

- (a) The reports of External Examiners for Undergraduate courses for 2011/12 (paper BUGS 6/12-13), available to members of the Board

before the meeting on request from the Examinations Section, Academic Office; copies will also be available for consultation in the meeting;

- (b) Pro-forma responses to the External Examiners' reports for 2011/12 received from departments by the time of the meetings of the Board Sub-group held on 7th and 9th November 2012 (paper BUGS 7/12-13), available to members of the Board before the meeting on request from the Examinations Section, Academic Office; copies will also be available for consultation in the meeting;
- (c) A report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2011-12 and making recommendations to the Board for further action (paper BUGS 8/12-13)
- (d) Pro-forma responses to the External Examiners' reports for 2011/12 received from departments since the meetings of the Board Sub-group (paper BUGS 9/12-13)

and resolved:

That the report of the Board Sub-group be approved and, following receipt of relevant outstanding pro-forma departmental responses to the External Examiners' reports, the Chair be asked to take forward issues as necessary as identified in the Sub-Group's report.

(unconfirmed minute BUGS.21/12-13 referred)

CONSIDERED:

A report from the Chair of the Board of Undergraduate Studies summarising key themes and issues of concern in the external examiners reports for 2011-12 (paper AQSC.33/12-13).

RESOLVED:

- (a) That the Guide for External Examiners be revised to make it clear that, where externals are asked to review assessments on which feedback has been or will be published, the feedback should normally be provided to the External Examiner with the assessment.
- (b) That further consideration should be given to the development of a policy relating to statistical data to inform exam boards, bearing in mind resourcing and timetabling issues.

39/12-13 Regulation 8.12: scope of preliminary review panels

REPORTED:

- (a) That, at its meeting on 22 November 2012, the Board of Undergraduate Studies considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13) and

recommended to the Academic Quality and Standards Committee that it be approved.

(by Professor Johnson):

- (b) That previous advice from the OIA appears to have contradicted the proposed amendment relating to the ability of the preliminary review panel to consider the merits of the case.

CONSIDERED:

A proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (Paper BUGS 10/12-13).

RESOLVED:

That further consideration be given to the proposed amendment of Regulation 8.12 in light of Professor Johnson's comments.

40/12-13

Collaborative Course Proposals

- (a) BSc in International Clinical Obstetrics and Leadership (unconfirmed minute CFDLSC 14(a)/12-13 referred)

REPORTED:

That at its meeting on 8 November 2012 the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to introduce a collaborative course entitled BSc in International Clinical Obstetrics and Leadership in collaboration with an existing partner, the University of Malawi, Malawi, as set out in the following papers:

- (i) Part 1 Course approval form (paper M&CPDSC 42/11-12 (revised 4));
- (ii) Course specification (paper M&CPDSC 59/11-12 (revised 2));
- (iii) Part 4 Course approval form (paper M&CPDSC 61/11-12 (revised 2));

CONSIDERED:

A proposal from the Warwick Medical School to introduce a collaborative entitled BSc in International Clinical Obstetrics and Leadership in collaboration with an existing partner, the University of Malawi, Malawi, as set out in the following papers:

- (i) Part 1 Course approval form (M&CPDSC 42/11-12 (revised 4))
- (ii) Course specification (M&CPDSC 59/11-12 (revised 2))
- (iii) Part 4 Course approval form (M&CPDSC 61/11-12 (revised 2)).

RECOMMENDED: (to the Senate)

That a proposal from the Warwick Medical School to introduce a collaborative course entitled BSc in International Clinical Obstetrics and Leadership in collaboration with an existing partner, the University of Malawi, Malawi, be approved as set out in the following papers:

- (i) Part 1 Course approval form (M&CPDSC 42/11-12 (revised 4))
 - (ii) Course specification (M&CPDSC 59/11-12 (revised 2))
 - (iii) Part 4 Course approval form (M&CPDSC 61/11-12 (revised 2)).
- (b) Postgraduate Award/Postgraduate Certificate in Industrial Research and Technology Management (draft unconfirmed minute SGS 8/12-13 refer and unconfirmed minute CFDLSC 14(b) refer)

REPORTED:

That at its meeting on 8 November 2012 the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to introduce a new course entitled “Postgraduate Award/Postgraduate Certificate in Industrial Research and Technology Management” in collaboration with Yildiz Technical University, Turkey, as set out in the following papers:

- (i) Collaborative Risk Assessment Form (paper CFDLSC 7/12-13);
- (ii) Part 1 Course approval form (paper SGS 8/12-13);
- (iii) Course specification (paper SGS 9/12-13);
- (iv) Part 4 Course approval form (paper CFDLSC 8/12-13);
- (v) Letter of Support (paper SGS 10/12-13).

And resolved:

- (i) That, given the apparent complexity in the relationship between the University of Warwick, Yildiz Technical University, and YTU TeknoPark, the collaborative contract clearly set out the roles and responsibilities of all three partners in order to ensure that quality can be assured;
- (ii) That the Board of Graduate Studies be asked to ensure that a report from an appropriate external academic advisor is considered as part of the academic approval of the course, as well as alignment with the national Master’s Degree Characteristics published by the QAA;

CONSIDERED:

A proposal from the Warwick Manufacturing Group to introduce a new course entitled “Postgraduate Award/Postgraduate Certificate in Industrial Research and Technology Management” in

collaboration with Yildiz Technical University, Turkey as set out in the following papers:

- (i) Collaborative Risk Assessment Form (paper CFDLSC 7/12-13);
- (ii) Part 1 Course approval form (paper SGS 8/12-13);
- (iii) Course specification (paper SGS 9/12-13);
- (iv) Part 4 Course approval form (paper CFDLSC 8/12-13);

RECOMMENDED (to the Senate):

That a proposal from the Warwick Manufacturing Group to introduce a new course entitled "Postgraduate Award/Postgraduate Certificate in Industrial Research and Technology Management" in collaboration with Yildiz Technical University, Turkey be approved as set out in the following papers:

- (i) Collaborative Risk Assessment Form (paper CFDLSC 7/12-13);
- (ii) Part 1 Course approval form (paper SGS 8/12-13);
- (iii) Course specification (paper SGS 9/12-13);
- (iv) Part 4 Course approval form (paper CFDLSC 8/12-13);

- (c) Beijing City University, China (minute CFDLSC.14(c)/12-13 referred)

REPORTED:

- (i) That at its meeting on 8 November 2012 the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, to deliver the following existing courses:
 - MSc in Engineering Business Management (and sub-qualifications)
 - MSc in Programme and Project Management (and sub-qualifications)
 - MSc in Manufacturing Systems Engineering (and sub-qualifications)

As set out in the following papers:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 9/12-13);
- (B) Part 4 Course approval form (paper CFDLSC 10/12-13);
- (C) CVs and coversheets for the following members of staff external to Warwick, noting that the below papers were tabled at the meeting:
 - (1) Summary of English qualifications of proposed tutors (paper CFDLSC 17/12-13);
 - (2) Dr Cao Hui (paper CFDLSC 18/12-13);

- (3) Chen Yi (paper CFDLSC 19/12-13);
- (4) Dr Feng Lu (paper CFDLSC 20/12-13);
- (5) James Parris (paper CFDLSC 21/12-13);
- (6) Jia Mingyu (paper CFDLSC 22/12-13);
- (7) Kamel Michael (paper CFDLSC 23/12-13);
- (8) Luo Bin (paper CFDLSC 24/12-13);
- (9) Dr Shi Jiazi (paper CFDLSC 25/12-13);
- (10) Dr Sun Jinping (paper CFDLSC 26/12-13);
- (11) Wu Jijuan (paper CFDLSC 27/12-13);
- (12) Xu Tianshu (paper CFDLSC 28/12-13);
- (13) Yang Deling (paper CFDLSC 29/12-13);
- (14) Yang Xiuyun (paper CFDLSC 30/12-13);
- (15) Dr Yao Yan (paper CFDLSC 31/12-13);
- (16) Yue Hong (paper CFDLSC 32/12-13);
- (17) Dr Zhao Yong (paper CFDLSC 33/12-13);

(ii) That it was reported:

- (A) That the proposal utilised the Warwick Manufacturing Group's well established "distance delivery" model, which has been in effective operation for many years with a range of other collaborative partners;
- (B) That the Ministry of Education in China requires the inclusion of certain additional academic content within all higher education courses, in line with the government's requirements for education institutions at the same level, but that, whilst these additional components would be incorporated into the course delivery, they would not form part of the credit-bearing elements of the course;
- (C) That Chinese law prohibited the inclusion of specific content within any collaborative higher education courses in certain disciplines, but that no such prohibited content was integrated into any of the Warwick courses to be delivered as part of the proposed collaborative arrangement;
- (D) That the courses were initially to be delivered wholly by Warwick faculty in China, but that the collaborative proposal may evolve over time to incorporate some teaching by academics at BCU, and that any such amendments to the arrangements would, in line with current practice within the Warwick Manufacturing Group, be submitted to the Sub-Committee for approval;
- (E) That all academic content was to be delivered in English and all assessment conducted in English, and that this would remain the case in the event that teaching in future is undertaken by approved BCU faculty;

- (F) That arrangements for external examining would be consistent with current practice within the Warwick Manufacturing Group, this being that the same external examining team is in place for all full-time, part-time and collaborative variants of courses;
 - (G) That the initial collaborative agreement is to cover a period of 8 years, but that suitable “break points” would be written in to the contract; the Warwick Manufacturing Group will ensure that delivery can be assured for registered students in the event of any circumstances leading to an early termination of the arrangement, thereby fully safeguarding those students’ interests;
 - (H) That regulations to apply in the event of a student complaint or appeal are those of the University of Warwick, and that this will be set out in the collaborative contract to ensure that this is fully understood by all parties;
 - (I) That BCU has a good reputation locally, but that no league tables exist for private institutions within China;
- (iii) That the Committee resolved:
- (A) That the proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, as set out in papers CFDLSC 9/12-13 and CFDLSC 10/12-13, be approved by the Chair, subject to:
 - (1) Consideration and approval of the strategic and contractual elements of the proposal by the Steering Committee;
 - (2) The Chair and the Secretariat reviewing the “due diligence” documents supplied by the Warwick Manufacturing Group;
 - (B) That the CVs of staff as set out in papers CFDLSC 17-33/12-13 be approved by the Chair, subject to the provision of cover sheets for each to specify their specific role in the collaboration.
- (iv) That the Steering Committee will be considering the strategic and contractual elements of the collaborative partnership at its meeting on 10 December 2012.

CONSIDERED:

A proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, to deliver the following existing courses:

- MSc in Engineering Business Management (and sub-qualifications)
- MSc in Programme and Project Management (and sub-qualifications)
- MSc in Manufacturing Systems Engineering (and sub-qualifications)

As set out in the following papers:

- (i) Collaborative Risk Assessment Form (paper CFDLSC 9/12-13);
- (ii) Part 4 Course approval form (paper CFDLSC 10/12-13);

RESOLVED:

- (i) That the proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, to deliver the following existing courses:

- MSc in Engineering Business Management (and sub-qualifications)
- MSc in Programme and Project Management (and sub-qualifications)
- MSc in Manufacturing Systems Engineering (and sub-qualifications)

be approved for recommendation to the Senate as set out in the following papers, subject to approval of the strategic and contractual elements of the collaborative partnership by the Steering Committee at its meeting on 10 December 2012:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 9/12-13);
- (B) Part 4 Course approval form (paper CFDLSC 10/12-13);
- (ii) That authority be granted to the Chair to approve on behalf of the Committee the proposal for recommendation to Senate, following the meeting of the Steering Committee to be held on 10 December 2012.

- (d) IB817 – Strategic Advantage

REPORTED:

That at its meeting on 8 November 2012 the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School to deliver the module IB817 – Strategic Advantage – collaboratively with Boston University supported by two members of faculty from Boston, as set out in the following papers:

- (i) Background to the proposal (paper CFDLSC 11/12-13);

- (ii) Memorandum of Understanding between Warwick and Boston and University (paper CFDLSC 12/12-13);
- (iii) CVs and coversheets for the following members of staff external to Warwick:
 - (A) Dr Steve Leybourne (papers CFDLSC 13/12-13 and CFDLSC 14/12-13);
 - (B) Dr Barry Unger (paper CFDLSC 15/12-13 and CFDLSC16/12-13);

And resolved:

That the CVs and coversheets for the following members of staff external to Warwick be approved:

- (i) Dr Steve Leybourne;
- (ii) Dr Barry Unger.

CONSIDERED:

A proposal from the Warwick Business School to deliver the module IB817 – Strategic Advantage – collaboratively with Boston University, as set out in papers:

- (i) Background to the proposal (paper CFDLSC 11/12-13);
- (ii) Memorandum of Understanding between Warwick and Boston and University (paper CFDLSC 12/12-13);

RECOMMENDED (to the Senate):

That a proposal from the Warwick Business School to deliver the module IB817 – Strategic Advantage – collaboratively with Boston University be approved, as set out in papers:

- (i) Background to the proposal (paper CFDLSC 11/12-13);
- (ii) Memorandum of Understanding between Warwick and Boston and University (paper CFDLSC 12/12-13);

41/12-13

PSRB Reports

- (a) British Computing Society Accreditation of Courses in the Department of Computer Science

REPORTED:

That at its meeting on 30 October 2012 the Committee resolved that consideration of the letter from the British Computing Society reporting on the review of undergraduate courses offered by the Department of Computer Science (Paper SC.6/12-13) be deferred to the next meeting of the Committee.

CONSIDERED:

A letter from the British Computing Society reporting on the review of undergraduate courses offered by the Department of Computer Science (Paper SC.6/12-13, circulated previously).

RESOLVED:

That the Department of Computer Science be congratulated on the successful outcome of the British Computing Society review of its undergraduate courses.

(b) General Medical Council Accreditation of the MBChB

REPORTED:

- (i) That at its meeting on 30 October 2012 the Committee resolved that consideration of the GMC report on the examination process for the MBChB (Paper AQSC.19/12-13) and the Warwick Medical School's action plan in response to the GMC report (Paper AQSC.20/12-13) be deferred to the next meeting of the Committee.

(by Professor Johnson):

- (ii) That recommendations arising in a General Medical Council report inferred that requirements were being met but that enhancements were recommended.

CONSIDERED:

- (i) The GMC report on the examination process for the MBChB (Paper AQSC.19/12-13).
- (ii) The Warwick Medical School's action plan in response to the GMC report (Paper AQSC.20/12-13).

RESOLVED:

That the GMC report on the Warwick Medical School's examination process and action plan be approved.

42/12-13 HEFCE Consultation on a Risk-Based Approach to Quality Assurance in Higher Education

RECEIVED:

The HEFCE report a Risk-Based Approach to Quality Assurance: outcomes and next steps 2012/27 (Paper AQSC.32/12-13)

43/12-13 Credit and Module Framework

CONSIDERED:

Minor amendments to the Credit and Module Framework (Paper AQSC.25/12-13).

RESOLVED:

That minor amendments to the Credit and Module Framework be approved as set out in Paper AQSC.25/12-13.

44/12-13 Revisions to the Module Proposal Form

CONSIDERED:

Amendments to the module proposal form to reflect changes in data collection requirements for the Key Information Sets and the University's module catalogue (Paper AQSC.33/12-13).

RESOLVED:

That amendments to the module proposal form to reflect changes in data collection requirements for the Key Information Sets and the University's module catalogue be approved as set out in Paper AQSC.33/12-13.

45/12-13 New and Revised Postgraduate Courses of Study

(a) New courses

REPORTED:

- (i) That at the meeting of the Board of Graduate Studies held on 22 November 2012 it was reported that the Chair had taken action on behalf of the Board to approve the following new course:

- Postgraduate Certificate in Transferable Skills in Science for Postdoctoral Researchers

- (ii) That the Board of Graduate Studies at its meeting on 22 November 2012 approved the following new courses:

- MA in Drama Education and English Language Teaching
- Master by Research (MRes) in Economics

(b) Revised courses

REPORTED:

- (i) That at the meeting of the Board of Graduate Studies held on 22 November 2012 it was reported that the Chair had taken action on behalf of the Board to approve the following revised courses:

- MA in Globalisation and Development
- MA in Politics

- (iii) That the Board of Graduate Studies at its meeting on 22 November 2012 approved the following revised courses:

- MSc Trauma and Orthopaedic Surgery
- MA in Social Work
- Secondary PGCE English with Drama/MA Educational Innovation
- MA in Advanced Teaching of Shakespeare

(c) Discontinuation of Courses

REPORTED:

That the Board of Graduate Studies at its meeting on 22 November 2012 approved the proposals that the following courses be discontinued:

- PGCE Primary (2 year part-time variant)
- MSc Digital Healthcare

46/12-13. New Undergraduate Courses of Study

REPORTED:

That the Board of Undergraduate Studies at its meeting on 22 November 2012 approved the following new course:

- BSc (Hons) in International Clinical Obstetrics and Leadership

47/12-13. Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.00am on Thursday, 31 January 2013 in the Council Chamber, University House.