

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on
11 June 2003

Present: Professor S Bassnett (Chair), Professor R Burns, Professor M Cooper
Professor A Easton, Professor J Jones, Professor G Lindsay,
Professor A Mullender, Professor P O'Hare, Professor A Reeve,
Professor M Whitby, Dr S Hill, Mr G Jones, Mr A Reiss.

Apologies: Professor R Dyson, Professor I Lauder, Professor M McCrae,
Dr P Blackmore.

In attendance: Professors M Harrison & M Luntley (for item 70/02 -03);
Ms K Penner, Ms R Wooldridge Smith.

66/02 -03 Minutes

RESOLVED:

That the Minutes of the meeting held on 15th May 2003 be approved.

67/02 -03 Matters Arising

(a) Fitness to Practice (Minute 38/02 -03 (a) referred)

REPORTED:

That a paper would be submitted for consideration at the next meeting of the Committee proposing revisions to University Regulations governing Fitness to Practice and Admission to the University.

(b) Annual Course Review Reports 2001 -02 (Minute 47/02 -03 (c) referred)

REPORTED:

That at its meeting held on 26 February the Committee considered undergraduate and postgraduate Annual Course Review reports from all faculties and resolved, *inter alia*,

That it be noted that it was the expectation of the Committee that areas of concern be addressed at Faculty level, unless an issue of principle was revised and that, to this end, the Committee expected to receive a report from the BFSS in the summer term on the high number of students resitting examinations for the MSc Management Science & Operational Research and the non-completion rates for the course in general.

CONSIDERED:

A formal response from Ms M Meadows, MSOR Course Director, paper GFSS 73/02-03, together with relevant Minutes of the Graduate Studies Committee of the Board of the Faculty of Social Studies and of the Board itself, paper AQSC 92/02-03.

RESOLVED:

That it be noted that the Board of the Faculty of Social Studies, at its meeting held on 28 May, had resolved to keep under close review the impact of the course redesign on the new cohort of students due to be admitted in October 2003 and that the Committee seek an update from the Board in due course.

(c) Chemistry Developmental Engagement (Minute 56/02-03 referred)

CONSIDERED:

The benefit to be derived from improved co-ordination of reporting lines for consideration of External Examiners' reports, Annual SSLC reports and Annual Course Review reports and the timing of the submission of each, in conjunction with paper AQSC 93/02-03 setting out the routes and schedules for consideration of each item.

RESOLVED:

- (i) That guidance issued to External Examiners be revised to indicate that it was the University's expectation that their reports be submitted within one month of the meeting of the relevant Board of Examiners.
- (ii) That (i) should permit the conduct of Annual Course Review of undergraduate courses by departments before the start of the Autumn Term each year such that there should be no delay in the submission of Annual Review reports to Faculty committees.
- (iii) That it be noted that, notwithstanding comments made in informal feedback by the review team which had conducted the Developmental Engagement in the Department of Chemistry, Annual Course Review, as set out in existing procedures, already took account of SSLC feedback and External Examiners' reports and that the Committee was satisfied that this permitted departments to take the broadest possible overview of all aspects of their courses and the Committee to receive a full report on the delivery and examination of courses each academic year.

- (iv) That it be noted that consideration had been given to the desirability of requiring departments to submit an Annual Course Review report on each course, (rather than a composite report covering all departmental provision), in line with the increasing emphasis placed by the external quality framework on the course as the unit of scrutiny; that members of the committee had expressed concern about the additional burden this might place on departments, and the potential for unnecessary and undesirable repetition of information common to more than one course, and that Chairs of Departments be consulted on the potential change in practice.
- (d) Consultation by Law Society and the Bar Council on QA arrangements for Qualifying Law Degrees (Minutes 5/02-03 & 57/02-03 referred)

REPORTED:

That at its meeting held on 24th October 2002, the Committee considered a report from the Law Society and the Bar Council setting out the proposed new framework for quality assurance and related matters in respect of Qualifying Law degrees and resolved:

- (i) That paper be brought to the next meeting of the Committee providing an institutional perspective on the proposed new framework for quality assurance and related matters in respect of Qualifying Law degrees
- (ii) That the Chair of the Law School be requested to provide a similar paper on behalf of the School for the next meeting of the Committee.

CONSIDERED:

- (iii) A response to the report from Professor L Bridges, Chair, School of Law, paper AQSC 94/02-03.
- (iv) A response from the Senior Assistant Registrar, (Teaching Quality), setting out an institutional perspective, paper AQSC 95/02-03.

RESOLVED:

- (v) That the responses be noted.
- (vi) That consideration be given to the position of Qualifying Law Degrees within the review of the Periodic Review process to be undertaken over the summer vacation 2003.

- (vii) That the Secretary follow up the previously stated intention to align the new system of Quinquennial Departmental Review with the schedule for Periodic Review; it being noted that this would require the Periodic Review process to move from a 6 - to a 5-year schedule.
- (e) Academic Survey (Minute 59/02-03 referred)

CONSIDERED:

A summary of the initial findings of the Student's Union Academic Survey 2003, drafted by the Education Officer, Students' Union, paper AQSC 96/02-03.

RESOLVED:

- (i) That it be noted that the issues raised in the paper relating to the Library had been debated at a recent meeting of the Library Policy Committee and had already been raised with the incoming University Librarian who had submitted a bid for increased funding within the current financial planning round.
- (ii) That issues raised concerning the opportunities for students to take work placements, particularly within departments in the Arts Faculty, had been considered by the Undergraduate Curriculum Review Group which had undertaken some work in conjunction with the Careers Advisory Service to develop a portfolio of work/study packages for all students, irrespective of their home department.
- (iii) That it be noted that students appeared to view the development of key skills (such as those explicitly delivered through the Warwick Skills Certificate and now also embedded in the undergraduate curricula of a number of departments) as distinct from subject-specific skills delivered by the academic content of courses.
- (iv) That it might be helpful for information to be provided about the relative sizes of responses received from students in different departments, particularly those from which significant results had emerged.
- (v) That the Committee noted the irony contained within the report that although students across all faculties were satisfied that they were learning what they expected, they did not view this as very important, and that this shed some light on one of the intended purposes of course specifications as being to provide prospective students with a blueprint for what specific courses at the University would deliver.

- (f) English Language proficiency of overseas students (Minute 61/02-03 referred)

REPORTED:

That at its last meeting held on 15th May the Committee considered a response from the Director of the International Office to an enquiry concerning the English Language proficiency of overseas students raised at the last meeting of the Committee and resolved that further information be requested from Dr J Khan, Director, Centre for English Language Teacher Education, concerning the relative merits of the English language entry qualifications approved by the University, particularly with regard to oral competence.

CONSIDERED:

A response from Dr J Khan, Director, Centre for English Language Teacher Education, paper AQSC 97/02-03.

RESOLVED:

- (i) That it be noted that graduate students were not generally invited to undertake any teaching until the second year of their PhD registration and that end of first year PhD presentations made a contribution towards consideration by many departments as to whether graduate students should be asked to teach undergraduate classes in a subsequent year.
- (ii) That the Director of the Centre for English Language Teacher Education be asked to collaborate with the Centre for Academic Practice on the development of a dedicated training programme for graduate students focusing on the development of enhanced oral skills.

68/02-03 Chair's Business

Theatre Studies

REPORTED:

That, following discussions with Professor Thomas, School of Theatre Studies, Professor Jones had been asked to chair the formal meeting to be held between Professor Thomas and a sub-set of the Quality Task Group to discuss teaching quality-related issues which was now intended to take place before degree congregation.

69/02-03 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Committee, had taken action since the last meeting to approve minor revisions to the Annual Course Review Report form approved in principle by the Committee, paper AQSC 35/023-03 (revised).

RESOLVED:

That the section relating to departmental links with employers be broadened to include 'other stakeholders' and that guidance on the completion of this section be provided to departments in due course.

70/02-03 New Course in PPE

REPORTED:

- (a) That at its meeting held on 26 February the Committee considered a proposal from the Departments of Philosophy, PAIS and Economics to establish a new BA/BSc in Philosophy, Politics and Economics with effect from October 2004 (paper UFSS 34/02-03), and resolved that the proposal be approved subject to a review of the first year workload as reflected in the proposed CATS allocation.
- (b) That at its meeting held on 28 May the Board of the Faculty of Social Studies considered a report from its Graduate Studies Committee which had approved a proposal from the Department of Economics to revise the CATS weightings for its first year modules from 30 to 24 and resolved that the proposal be not approved, pending consideration of the issue by the Working Group on CATS established by the Academic Quality & Standards Committee at its last meeting.

RECEIVED:

Oral reports from Professor A Reeve, Chair, Department of PAIS; Professor M Luntley, Chair, Department of Philosophy, and Professor M Harrison, Director of Undergraduate Studies, Department of Economics, on the position with respect to PPE with a view to informing the work of the Working Group on CATS.

RESOLVED:

- (c) That it was critical that the distinction between CATS, a unit of workload, and credit be made clear in all discussions.
- (d) That Dr S Hill, Centre for Lifelong Learning, work with the Chairs of the Departments contributing to the PPE degree to look into the particular issues raised by the degree.
- (e) That the wider issues raised in discussions be forwarded to the CATS Working Group due to meet over the summer vacation.

CONSIDERED:

Revised drafts of the University's Undergraduate and Postgraduate External Examiners' report forms, amended to take account of the requirements of the Cooke report (HEFCE 02/15), papers BUGS 42/02-03 & BGS 22/02-03 respectively, together with amended Notes of Guidance for External Examiners, paper AQSC 98/02-03, it being noted:

- (a) That the Board of Graduate Studies, at its meeting held on 27 May considered the revised Postgraduate External Examiners report form and Notes of Guidance and recommended to the AQSC:

That the revised forms be approved subject to the amendment of point 3(c) of the Notes of Guidance to read 'the External Examiner may ~~arbitrate or adjudicate~~ advise on problem cases' (deletions ~~struck through~~, amendments underlined), noting that:

- (i) Departments should include course specifications in the pack of information sent to the External Examiner.
- (ii) That the new report forms would be implemented with effect from the 2003/2004 academic year and that external examiners for postgraduate exam boards meeting in Autumn 2003 to consider work completed in the 2002/03 academic year would not therefore be required to use the new form.

(Minute 47/02-03, unconfirmed)

- (b) That the Board of Undergraduate Studies, at its meeting on 5 June, had approved the documentation subject to revision of the numbering on the undergraduate External Examiners report form.

RECOMMENDED (to the Senate):

That the revised report forms and notes of guidance be approved subject to:

- (c) The amendment of point 3(c) of the Notes of Guidance to read 'the External Examiner may ~~arbitrate or adjudicate~~ advise on problem cases' (deletions ~~struck through~~, amendments underlined)
- (d) The amendment of point 3 (d) of the Notes of Guidance to read 'the External Examiner may moderate and approve examination question papers which contribute to final classification, including courses where the external examiner is not a member of the Examiner's Board for that year of study', (deletions ~~struck through~~, amendments underlined).

- (e) The renumbering of the sections of the report forms.
- (f) The further amendment of the report forms to include the following two new sections, recommended for inclusion in External Examiners' summary reports by the HEFCE in a revised template issued in early June:
 - (i) Asking External Examiners to comment on 'areas for possible change/improvement/commendation, in setting and assessing learning outcomes, and in preparing learners to meet them'
 - (ii) Providing an opportunity for the University to respond to each report.

72/02-03 Student Complaints

CONSIDERED:

An Annual Report on use of the Students Complaints procedure by undergraduate students, for the academic year 2002-03, paper AQSC 99/02-03.

RESOLVED:

- (a) That the paper be referred to the Working Group on Student Support and Guidance, for view to be obtained from the Group, and particularly the Senior Tutor, on the feasibility and desirability of a member of his staff being nominated as an Academic Complaints Conciliation Co-ordinator since the Committee was of the view that the requirement placed upon a student to seek conciliation within his or her department was likely to contribute to the reported reluctance of students to use the procedure.
- (b) That the desirability of combining information concerning the Academic Complaints Procedures, Harassment Guidelines and other similar procedures into a single publication be referred to the Campus Life Committee.
- (c) That clarification of the issue of the remission of fees be sought from the Academic Office.

73/02-03 Regulations Governing Research Degrees

CONSIDERED:

Proposed amendments to University Regulation 15, 'Regulations Governing Higher Degrees', paper BGS 19/02-03 (revised), noting that the Board of Graduate Studies, at its meeting on 27 May recommended that the proposed amendments to University Regulation 15, 'Regulations Governing Higher Degrees' be approved as set out in paper BGS 19/02-03, subject to the revision of 15 (A) (13), which had been carried out.

RESOLVED:

That clarification be sought from the Chair of the Graduate School as to whether the revision to 15 (A) (13) was intended to preclude entirely the option of extension of PhD registration for a period in excess of 12 months; it being noted that this would place overseas students in a particularly difficult position and that if this were the intention behind the proposed amendments, they be not approved.

74/02-03 Regulations Governing Termination of Registration

CONSIDERED:

A minor revision proposed to University Regulation 19, 'Regulations Governing the Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates', as set out in paper AQSC 100/02-03; it being noted that, owing to the sequencing of meetings during the summer term, the proposal to make a minor revision to Regulation 19 had come before the Committee prior to being considered by the Board of Graduate Studies.

RECOMMENDED (to the Senate):

- (a) That clarification be sought as to whether the amendment to Regulation 19 ought to be considered alongside changes due to come before the Committee concerning Fitness to Practice (Minute 67/02-03 (a) above)
- (b) That in the event there was no advantage in consideration being given to the proposed revision to Regulation 19 alongside the Fitness to Practice item, the proposed amendment to Regulation 19 be recommended to the Senate for approval as set out in paper AQSC 100/02-03.

75/02-03 New Undergraduate Courses

CONSIDERED:

- (a) Warwick Business School

A proposal from the Warwick Business School to establish an undergraduate diploma entitled 'Diploma in Service Leadership' as set out in paper UFSS74/02-03.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Business School to establish an undergraduate diploma entitled 'Diploma in Service Leadership' be approved as set out in paper UFSS74/02-03.

(b) Institute of Education

A proposal from the Institute of Education to establish a Foundation degree entitled either 'Early Years Foundation degree' (for those working in early years) or 'Foundation Degree in Learning Support' (for those not working in early years) as set out in paper UFSS87/02-03.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to establish a Foundation degree entitled either 'Early Years Foundation degree' (for those working in early years) or 'Foundation Degree in Learning Support' (for those not working in early years) be approved as set out in paper UFSS87/02-03.

(c) Department of French Studies

A proposal from the Department of French Studies to introduce 5 year part-time variants to two existing full-time degrees; BA 'French with German' and BA 'French with Italian', paper AUSC65/02-03.

RECOMMENDED (to the Senate):

That the proposal from the Department of French Studies to introduce 5 year part-time variants to two existing full-time degrees; BA 'French with German' and BA 'French with Italian' be approved as set out in paper AUSC65/02-03.

(d) Department of Italian Studies

A proposal from the Department of Italian Studies for a new BA degree in 'Italian' be approved as set out in paper AUSC74/02-03 (revised); it being noted that the Department would bring forward a proposal to the next meeting of the Board of the Faculty of Arts for the Study Skills module.

RECOMMENDED (to the Senate):

That the proposal from the Department of Italian Studies for a new BA degree in 'Italian' be approved as set out in paper AUSC74/02-03 (revised).

(e) School of Engineering

Revised course regulations for new undergraduate degrees in the School of Engineering (paper SFS61/02-03(revised)), incorporating the following new courses:

- (i) BEng 'Management of Engineering Business' (paper SFS126/02-03),
- (ii) BSc 'Engineering and Business Studies' (paper SFS 127/02-03),

- (iii) BEng 'Combined Technology' (paper SFS128/02-03),
- (iv) BEng 'Engineering' (paper SFS129/02-03),
- (v) MEng 'Engineering' (plus variants) (paper SFS130/02-03),
- (vi) BEng 'Civil Engineering' (paper SFS131/02-03),
- (vii) MEng 'Civil Engineering' (*plus variants*) (paper SFS132/02-03),
- (viii) BEng 'Mechanical Engineering' (paper SFS133/02-03),
- (ix) MEng 'Mechanical Engineering' (plus variants) (paper SFS 134/02-03),
- (x) BEng 'Electronic Engineering' (paper SFS135/02-03),
- (xi) MEng 'Electronic Engineering' (plus variants) (paper SFS136/02-03),
- (xii) BEng 'Systems Engineering' (paper SFS137/02-03),
- (xiii) MEng 'Systems Engineering' (plus variants) (paper SFS138/02-03),
- (xiv) BEng 'Manufacturing and Mechanical Engineering' (paper SFS139/02-03),
- (xv) MEng 'Manufacturing and Mechanical Engineering' (plus variants) (paper SFS140/02-03).

RECOMMENDED (to the Senate):

That the proposed revised course regulations set out in paper SFS61/02-03 (revised) and new courses set out in papers SFS126/02-03 to SFS140/02-03 inclusive be approved.

76/02-03 New and Revised Postgraduate Courses

REPORTED:

That the Board of Graduate Studies, at its meeting held on 27 May, considered proposals to establish the following new Postgraduate Awards and recorded the following resolutions:

- (a) Centre for Academic Practice
 - (i) A proposal from the Centre for Academic Practice to introduce a Postgraduate Award entitled 'E-Learning', paper GFSS 62/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 14 May 2003 recommended that the proposal be approved and that the Board of

Graduate Studies recommended that the new Postgraduate Award in 'E-Learning' be approved subject to clarification of the resourcing of the course.

- (ii) A proposal from the Centre for Academic Practice to introduce a new Postgraduate Award entitled 'Introduction to Learning and Teaching in Higher Education', paper GFSS 63/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies recommended that the proposal be approved and that the Board of Graduate Studies recommended that the new Postgraduate Award entitled 'Introduction to Learning and Teaching in Higher Education' be approved subject to clarification of the resourcing of the course.

(b) Warwick Business School: Corporate Citizenship Unit

A proposal from the Corporate Citizenship Unit, WBS, to introduce a new Postgraduate Award entitled 'Social Accounting, Auditing, Reporting and Assurance', paper GFSS 64/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies recommended that the proposal be approved and that the Board of Graduate Studies recommended that the proposal to introduce a new Postgraduate Award entitled 'Social Accounting, Auditing, Reporting and Assurance' be approved subject to the clarification of the fee structure for the course.

CONSIDERED:

(c) Warwick Manufacturing Group, Engineering: Post-Experience Certificate and Diploma in Engineering Business Management

A proposal from the Warwick Manufacturing Group to introduce a franchised variant of the Post-Experience Certificate and Diploma in Engineering Business Management, paper SGS 33/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Science and the Partnerships and Distance Learning Sub-Committee recommended that the proposal be approved, subject to the resolution of the current difficulties with regard to the South African government's recognition of courses operated by overseas institutions and that the Board of Graduate Studies recommended that the proposal be approved subject to the approval of the course fees by the Finance and General Purposes Committee.

RECOMMENDED (to the Senate):

- (i) That the proposal from the Warwick Manufacturing Group to introduce a franchised variant of the Post-Experience Certificate and Diploma in Engineering Business Management be approved as set out in paper SGS 33/02-03; it being noted that delivery of the course would be dependent upon the resolution of the

current difficulties with regard to the South African government's recognition of courses operated by overseas institutions.

- (ii) That the new Course Specification template would need to be completed.
- (iii) That Dr A Dowd, Warwick Manufacturing Group, be requested to provide an update for the Committee concerning the position in South Africa for its next meeting.

(d) Department of History of Art

A proposal from the Department of History of Art to introduce a part-time variant of the current postgraduate diploma, paper AGSC 24/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposal be approved and that the Board of Graduate Studies recommended that the proposal be approved subject to the approval of the course fees by the Finance and General Purposes Committee.

RECOMMENDED (to the Senate):

That the proposal from the Department of History of Art to introduce a part-time variant of the current postgraduate diploma be approved as set out in paper AGSC 24/02-03, subject to approval of the proposed fee structure by the Steering Committee; it being noted that the proposed Diploma was postgraduate in time rather than in level and as such it would be appropriate for it to be mostly taught through undergraduate modules providing the Department ensured that information relating to the diploma was transparent and that students enrolling were clear that the course would not be delivered at M level.

(e) Medical School

A proposal from the Medical School to establish an MA/MSc in Medical Education, previously considered and recommended for approval by the Graduate Studies Committee of the Faculty of Social Studies (paper GFSS85/01-02); it being noted that the Graduate Studies Committee of the Board of the Faculty of Medicine recommended that the proposed new Masters in Medical Education be approved as set out in paper GFSS85/01-02.

RECOMMENDED (to the Senate):

That the proposal from the Medical School to establish an MA/MSc in Medical Education be approved as set out in paper GFSS85/01-02.

77/02-03 Changes to Course Regulations

CONSIDERED:

- (a) A request from the Warwick Manufacturing Group to make changes to the MSc Regulations, paper SGS 32/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Science and the Board of Graduate Studies recommended that the request be approved, the latter recording that if a student were to complete more than 9 modules, the 9 highest marks would be taken into account.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to make changes to the MSc Regulations, be approved as set out in paper SGS 32/02-03.

- (b) A request from the Institute of Education to make a change to the PGCE 'English and Drama' subject specialism so that students can specialise in either English or Drama, paper GFSS 68/02-03, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies and the Board of Graduate Studies recommended that the request be approved.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to make a change to the PGCE 'English and Drama' subject specialism so that students can specialise in either English or Drama, be approved as set out in paper GFSS 68/02-03.

78/02-03 Course Specifications

CONSIDERED:

Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (a) French Culture & Thought (AGSC 35/02-03).
(b) British Cultural Studies (AGSC 26/02-03).
(c) Colonial and Post-Colonial Literature in English (AGSC 28/02-03).
(d) Translation Studies (AGSC 29/02-03).
(e) Memorandum relating to postgraduate diplomas from the Centre for Translation & Comparative Cultural Studies (AGSC 51/02-03).
(f) Creative and Media Enterprises (AGSC 49/02-30 (revised)).
(g) European Cultural Policy and Management (AGSC 50/02-03 (revised)).
(h) History (AGSC 36/02-03 (revised)).

- (i) Culture, Class and Power: Modern Europe 1850 (AGSC 37/02-03 (revised)).
- (j) Society and Culture in the Cold War (AGSC 38/02-03 (revised)).
- (k) The Social History of Medicine (AGSC 39/02-03 (revised)).
- (l) Religious and Social History (AGSC 40/02-03 (revised)).
- (m) Local and Regional History (AGSC 41/02-03 (revised)).
- (n) Eighteenth Century Studies (AGSC 42/02-03 (revised)).
- (o) History of Race in the Americas (AGSC 43/02-03 (revised)).
- (p) Modern British History (AGSC 52/02-03 (revised)).
- (q) Comparative American Studies (AUCSWG 20/02-03 (revised)).
- (r) Classical Civilisation (AUCSWG 31/02-03).
- (s) Theatre and Performance Studies (AUCSWG 46/02-02).
- (t) Philosophy & Literature, (AUCSWG 27/02-03).

RESOLVED:

- (u) That the course specification for Q2P4, Translation Studies (MA & PG Dip), paper AGSC 29/02-03, be amended by deleting references to the possibilities of practical translation within summative assessment methods sections and by listing this as a generic additional learning opportunity in section 15.
- (v) That where the pre-entered key skills, notably numeracy, were not delivered by curricula in the Faculty, they be deleted from course specifications.

Faculty of Science

- (w) G100, BSc, Mathematics (SCSG34/02-03 (revised)).
- (x) G103, MMath, Mathematics (SCSG35/02-03 (revised)).
- (y) G1P0, MSc, Mathematics (SCSG36/02-03 (revised)).
- (z) G1P1, MSc, Interdisciplinary Mathematics (SCSG37/02-03 (revised)).
- (aa) GV17, BSc/BA, Mathematics and Philosophy (SCSG38/02-03 (revised)).
- (bb) G1NC, BSc, Mathematics and Business Studies (SCSG39/02-03 (revised)).
- (cc) G1GN, BSc, Mathematics with Computing (SCSG40/02-03 (revised)).
- (dd) GL11, BSc, Mathematics and Economics (SCSG41/02-03 (revised)).
- (ee) G1P5, MSc, Financial Mathematics (SCSG42/02-02 (revised)).
- (ff) F100, BSc, Chemistry, (SCSG1/02-03 (revised 3)).
- (gg) F105, MChem, Chemistry (SCSG2/02-03 (revised 3)).
- (hh) F106, MChem with Professional Experience, Chemistry (SCSG3/02-03 (revised2)).
- (ii) F108, MChem with Industrial Training, Chemistry (SCSG4/02-03 (revised2)).
- (jj) F121, BSc, Chemistry with Medicinal Chemistry (SCSG5/02-03 (revised2)).
- (kk) F125, MChem, Chemistry with Medicinal Chemistry (SCSG6/02-03 (revised2)).
- (ll) F126, MChem with Professional Experience, Chemistry with Medicinal Chemistry (SCSG7/02-03 (revised2)).

- (mm) F128, MChem with Industrial Training, Chemistry with Medicinal Chemistry (SCSG8/02-03 (revised2)).
- (nn) F1N2 (Internal Code: F1N1), BSc, Chemistry with Management (SCSG9/02-03 (revised2)).
- (oo) BF91, BSc, Biomedical Chemistry (SCSG10/02-03 (revised2)).
- (pp) FC11, MChem, Chemical Biology (SCSG11/02-03 (revised2)).
- (qq) C800, BSc, Psychology (SCSG43/02-03 (revised)).
- (rr) C8P3, MSc, Psychology (MSc by research) (SCSG44/02-03 (revised)).

RESOLVED:

- (ss) That the course specifications for all Mathematics courses, (papers SCSG 34 – 45 (revised)) be amended:
 - (A) to clarify whether ‘self-evaluation’ was really ‘peer evaluation’.
 - (B) by removing the course aim; ‘To help students develop appropriate cognitive and key skills’ since this was a categorisation of Learning Outcomes.
- (tt) That the appropriate key skills sections be completed for the course specifications for Psychology, C800 – Psychology and C8P3 – Psychology (MSc by Research) (SCSG 43/02-03 (revised) and SCSG 44/02-03 (revised) respectively).

Faculty of Social Studies

- (uu) BA English Language, Translation and Cultural Studies, AQSC 101/02-03.
- (vv) MA in English Language Teaching, AQSC 102/02-03.
- (ww) MA in English Language Teaching for Specific Purposes, AQSC 103/02-03.
- (xx) MA in English Language Teaching to Young Learners, AQSC 104/02-03 .
- (yy) Diploma in English Language Teaching and Administration, AQSC 105/02-03.
- (zz) MA in English Language Teaching and Multimedia, AQSC 106/02-03.
- (aaa) Fdn Degree in Community Enterprise and Development, AQSC 107/02-03.
- (bbb) BA (Hons) Social Studies, AQSC 108/02-03).
- (ccc) Diploma in Person-Centred Counselling and Psychotherapy, AQSC 109/02-03.
- (ddd) Diploma in Integrative Counselling, AQSC 110/02-03.
- (eee) Law and Business Studies, AQSC 111/02-03.
- (fff) L100 – Economics, AQSC 112/02-03.
- (ggg) L112 - Industrial Economics, AQSC 113/02-03 (attached).
- (hhh) LV13 - Economics and Economic History, AQSC 114/02-03.
- (iii) GL11 - Mathematics and Economics, AQSC 115/02-03.
- (hhh) LM1D - Economics Politics and International Studies, AQSC 116/02-03.
- (iii) L1P0 - MSc and Diploma in Economics, AQSC 117/02-03.
- (jjj) L1P4 - MSc Economic Analysis and Policy, AQSC 118/02-03.

RESOLVED:

- (kkk) That the course specifications for courses delivered by CELTE (papers AQSC 102-106/02-03) be amended following consideration as to whether 'Monitoring participation in and preparation for class activities' and 'Feedback on independent work' constitute formative assessment methods.
- (lll) That consideration be given as to whether there were sufficient opportunities for formative assessment in the Foundation Degree in Community Enterprise and Development (paper AQSC 107/02-03).
- (mmm) That where the pre-entered key skills, notably numeracy, were not delivered by curricula in the department of Philosophy, they be deleted from course specifications.
- (nnn) That where identical methods of assessment were used to assess different learning outcomes, the relevant entries be cut and pasted in the specification and 'ditto' marks, such as those appearing in course specification for the MA in Philosophy & Social Theory, paper AQSC 148/02-03, be deleted.

NOTE:

The Committee resolved that members should forward to the Chair comments on the following course specifications, circulated in the second batch of papers for the meeting, with a view to them being approved by Chair's Action by the next meeting of the Committee to be held on 7th July:

Faculty of Arts

- (ooo) MA British Cultural Studies and English Language Teaching, (AGSC 27/02-03 (revised)).
- (ppp) MA Comparative Literary and Cultural Studies, paper AGSC 30/02-03 (revised).
- (qqq) MA Italian Studies: Culture and Communication, paper AGSC 47/02-03 (revised).
- (rrrr) BA Ancient History and Classical Archaeology, paper AUCSWG 30/02-03 (revised).
- (sss) BA Italian and Classics, paper AUCSWG 33/02-03 (revised).

Faculty of Social Studies

- (ttt) Diploma in Humanistic Counselling, paper AQSC 119/02-03 (copy attached)
- (uuu) Foundation Degree in Post Compulsory Education and Training, paper AQSC 120/02-03 (copy attached)
- (vvv) Certificate of Education (Post-Compulsory Education and Training), paper AQSC 121/02-03 (copy attached)
- (www) BA Health and Social Policy, paper AQSC 122/02-03 (copy attached)
- (xxx) MA Industrial Relations and Personnel Management, paper AQSC 123/02-03 (copy attached)

- (yyy) MA European Industrial Relations, paper AQSC 124/02-03 ([copy attached](#))
- (zzz) Diploma in Public Leadership and Management, paper AQSC 125/02-03 ([copy attached](#))
- (aaaa) Postgraduate Diploma in Local Government Management, paper AQSC 126/02-03 ([copy attached](#))
- (bbbb) Diploma in Applied Management, paper AQSC 127/02-03 ([copy attached](#))
- (cccc) BPhil (Education)(Kenya Variant), paper AQSC 128/02-03 ([copy attached](#))
- (dddd) MA Post-Compulsory Education (Higher Education), paper AQSC 129/02-03 ([copy attached](#))
- (eeee) Certificate in Post-Compulsory Education (Higher Education), paper AQSC 130/02-03 ([copy attached](#))
- (ffff) Diploma in Post-Compulsory Education (Higher Education), paper AQSC 131/02-03 ([copy attached](#))
- (gggg) BA Early Childhood Studies, paper AQSC 132/02-03 ([copy attached](#))
- (hhhh) BA (Leading to Qualified Teacher Status), paper AQSC 133/02-03 ([copy attached](#))
- (iiii) Foundation Degree in Learning Support, paper AQSC 134/02-03 ([copy attached](#))
- (jjjj) Postgraduate Certificate in Education (Early Years, 3-8 years), paper AQSC 135/02-03 ([copy attached](#))
- (kkkk) Postgraduate Certificate in Education (Primary Education, 5-11 years), paper AQSC 136/02-03 ([copy attached](#))
- (llll) Postgraduate Certificate in Education (Secondary Education), paper AQSC 137/02-03 ([copy attached](#))
- (mmmm) MA Educational Management, paper AQSC 138/02-03 ([copy attached](#))
- (nnnn) MA Educational Studies, paper AQSC 139/02-03 ([copy attached](#))
- (oooo) Postgraduate Certificate in Leading Classroom Based Enquiry, paper AQSC 140/02-03 ([copy attached](#))
- (pppp) Postgraduate Certificate in Early Years Education, paper AQSC 141/02-03 ([copy attached](#))
- (qqqq) MA in Religious Education by Distance Learning and Postgraduate Certificate in Religious Education, paper AQSC 142/02-03 ([copy attached](#))
- (rrrr) MSc Science Education, paper AQSC 143/02-03 ([copy attached](#))
- (ssss) MA in Drama and Theatre Education and Postgraduate Certificate in Drama and Theatre Education, paper AQSC 144/02-03 ([copy attached](#))
- (tttt) BA Philosophy, paper AQSC 145/02-03 ([copy attached](#))
- (uuuu) BA Philosophy & Politics, paper AQSC 146/02-03 ([copy attached](#))
- (vvvv) BA Philosophy & Psychology, paper AQSC 147/02-03 ([copy attached](#))
- (wwww) MA in Philosophy & Social Theory, paper AQSC 148/02-03 ([copy attached](#))
- (xxxx) MA in Philosophy & Phenomenological Studies, paper AQSC 149/02-03 ([copy attached](#))
- (yyyy) MA in Mind and Metaphysics, paper AQSC 150/02-03 ([copy attached](#))
- (zzzz) Diploma in Philosophy, paper AQSC 151/02-03 ([copy attached](#))
- (aaaaa) MA/MSc/PG Dip in Philosophy & Ethics of Mental Health, paper AQSC 152/02-03 ([copy attached](#))
- (bbbbbb) MA in Continental Philosophy, paper AQSC 153/02-03 ([copy attached](#))

- (ccccc) MA Philosophy and Literature, paper AQSC 154/02-03 (copy attached)
- (dddd) LLB Law (3 years), LLB Law (QD) (3 years), LLB Law (part-time), LLB Law (QD)(part-time), paper AQSC 155/02-03 (copy attached)
- (eeee) LLB Law (4 years), LLB Law (4 years)(QD), paper AQSC 156/02-03 (copy attached)
- (ffff) LLB Law (four-year with a year abroad) and (QD variant), paper AQSC 157/02-03 (copy attached)
- (gggg) BA Law and Sociology (4 years) and QD variant, paper AQSC 158/02-03 (copy attached)
- (hhhh) LLB European Law (4 years) and Qualifying Degree variant, paper AQSC 159/02-03 (copy attached)
- (iiii) LLM Masters in International Economic Law, paper AQSC 160/02-03 (copy attached)
- (jjjj) Postgraduate Diploma in International Economic Law, paper AQSC 161/02-03 (copy attached)

Faculty of Medicine

- (jjjj) MSc Health Information Sciences (Paper GCFM14/02-03) (revised) (copy attached).
- (jjjji) MSc Child Health (Paper GCFM15/02-03) (revised) (copy attached).
- (kkkk) MSc Community Gynaecology (Paper GCFM16/02-03) (revised) (copy attached).
- (llll) MClSci Clinical Sciences (Paper GCFM17/02-03) (copy attached).

Faculty of Science

(mmmm) A memorandum from Dr G Dunbar, Department of Psychology, seeking clarification as to whether course specifications should be written as 'threshold' or 'modal' statements of learning outcomes, paper AQSC 162/02-03.

79/02-03 Annual Course Review Reports

RESOLVED:

That the following Annual Course Review reports submitted by the School of Postgraduate Medical Education, Medical School be considered at the next meeting of the Committee:

- (a) MSc Health Information Sciences, paper GCFM10/02-03.
MSc Child Health, paper GCFM11/02-03 (revised).
- (b) MSc Community Gynaecology, paper GCFM12/02-03.
- (c) MClSci Clinical Sciences, paper GCFM13/02-03.

80/02-03 Medical School Curriculum Committee

RESOLVED:

That the Code of Practice for the Management of the MBChB Curricula, as set out in paper BFM19/02-03 be considered at the next meeting of the Committee.

81/02-03 Amendments to Regulations 9 and 14

CONSIDERED:

Proposed minor amendments to Regulations 9 and 14 concerning who may accompany a student at an appeal hearing, in light of recent advice from the University solicitor (papers BUGS37/02-03 & 38/02-03).

RECOMMENDED (to the Senate):

That proposed minor amendments to Regulations 9 and 14 concerning who may accompany a student at an appeal hearing be approved as set out in papers BUGS37/02-03 & 38/02-03, subject to the inclusion recommended by the Board of Undergraduate Studies of a requirement that the appellant inform the Chair of the relevant committee of the name and status of any person accompanying the student to the committee in advance of the meeting, it being noted that that this need not be 'via the Academic Registrar'.

82/02-03 Periodic Reviews of Departments

RESOLVED:

That Periodic Review reports and responses from the relevant Chair for the following Departments be considered at the next meeting of the Committee:

- (a) English & Comparative Literary Studies, papers BFA 27 (revised) and 28/02-03.
- (b) Italian Studies, papers BFA 29 and 30/02-03.
- (c) German Studies, papers BFA 31 & 32/02-03.
- (d) History of Art, papers BFA 33 & 34/02-03.

83/02-03 Date of Next Meeting

REPORTED:

That an extraordinary meeting of the Committee would be held at 2.00pm on 7th July 2003 in the Council Chamber, Senate House.