

UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Quality and Standards Committee
held on 8 June 2005

Present: Professor M Whitby (Chair), Dr P Blackmore, Professor L Bridges, Professor A Caesar, Professor M Cooper, Professor A Easton, Dr K Flint, Dr E Gallafent, Professor M Harrison, Professor G Lindsay, Mr S Lucas, Mr K Mohaddes, Dr R Moseley, Dr P O'Hare, Professor M Luntley, Dr P Roberts.

Apologies: Professor E Peile

In attendance: Mr B Duggan, Dr J Moss; Dr A Dowd (for items 105 & 106/04-05), Professor S Hagen (for item 101/04-05)

99/04-05 Minutes

RESOLVED:

That the Minutes of the meeting held on 12 May 2005 be approved.

100/04-05 Matters Arising

(a) Assessment Conventions Working Group (Minutes 56 & 69/04-05 referred)

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Arts, it being noted that the Board of the Faculty of Arts considered feedback from departments at its meeting held on 25 May.

RESOLVED:

- (i) That particular points raised by the Faculty of Arts, including satisfaction with current assessment conventions within the Faculty, a reluctance to implement unjustified change, and the potential for compression at the top end of the scale with a formula marking scheme, be noted;
- (ii) That the Assessment Conventions Working Group be asked to prepare a paper for consideration at the first meeting of the Committee in the Autumn Term examining options in a number of areas.

(b) Review of Quality Assurance framework (Minute 54b/04-05 referred)

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Arts, it being noted that the Board of the Faculty of Arts considered feedback from departments at its meeting held on 25 May.

RESOLVED:

- (i) That the comments from the Faculty of Arts regarding the length and lack of clarity in course and module proposal paperwork be noted;
 - (ii) That delays between Periodic and Quinquennial Reviews be noted with concern;
 - (iii) That the Chair and Secretary draft a paper for consideration by the Steering Committee examining whether Quinquennial Reviews as currently operating are the most appropriate forum and method for the discussion of strategic issues for all departments and centres of the University.
- (c) Academic Satisfaction Review 2004 (Minute 86b/04-05 referred)

REPORTED:

That the Chair had written to Professor H Davies, Dean, Warwick Business School in connection with the WBS response to the Academic Satisfaction Review 2004.

- (d) Warwick Teaching Certificate (Minute 88b/04-05 referred)

REPORTED:

That the Working Group considering future developments of the Warwick Teaching Certificate would meet again on 30 June.

- (e) University Policy on Medical Certificates and Self-Certification (Minute 93/04-05 referred)

REPORTED:

That the Secretary was continuing to draft a policy on medical certificates.

- (f) Minor Revisions to Existing Modules (Minute 94/04-05 referred)

REPORTED:

That the Chair had written to Chairs of Departments in connection with minor modifications to modules.

101/04-05 Approval Process for Small Credit Volume Certified CPD Courses

CONSIDERED:

A proposal from the CPD Office to introduce an approval process for small credit volume CPD courses leading to a University certificate, paper AQSC 88/04-05.

RECOMMENDED (to the Senate):

- (a) That an approval process for small credit volume CPD courses leading to a University certificate be introduced as outlined in paper AQSC 88/04-05, subject to a number of minor modifications being made to the proposal form as noted at the meeting;
- (b) That proposals for small credit volume CPD courses leading to a University certificate be scrutinised by the Undergraduate Studies Committee/Sub-Faculty or Graduate Studies Committee of the appropriate Faculty and referred to the Chair of the Board of Undergraduate Studies or Board of Graduate Studies as appropriate for final approval;
- (c) That the process be reviewed after two years of operation.

102/04-05 QAA Quality Audit of Overseas Collaborative Provision: People's Republic of China

REPORTED:

That the QAA had yet to finalise the list of institutions and courses to be included in its audit of collaborative arrangements with the People's Republic of China during the academic year 2005-06.

103/04-05 PSRB visits

(a) Department of Physics

REPORTED:

That the Institute of Physics made an accreditation visit to the Department of Physics on 5 May with the successful outcomes outlined in paper AQSC 82/04-05.

RESOLVED:

That the Department of Physics be congratulated on the successful outcomes of the accreditation visit by the Institute of Physics.

(b) Department of Chemistry

REPORTED:

- (i) That after considering a range of documents submitted by the Department of Chemistry in January 2005 the Royal Society of Chemistry had decided to renew its accreditation of the Department of Chemistry's MChem degree courses for CChem professional status;
- (ii) That as a result of the same process the Royal Society of Chemistry had recognised the Department of Chemistry's BSc degrees in Chemistry.

RESOLVED:

That the Department of Chemistry be congratulated on the successful outcomes of the accreditation process by the Royal Society of Chemistry.

104/04-05 National Student Survey (Minute 69a/04-05 referred)

REPORTED:

That response rates were higher at a number of other institutions than at Warwick, and lower at some, as outlined in paper AQSC 86/04-05, including 24% at Oxford, which was omitted from the paper.

CONSIDERED:

A draft of the institutional commentary which would be placed on the NSS website, paper AQSC 87/04-05 (tabled), it being noted that this would be finalised in the light of the results returned to the University for preview during the summer vacation.

RESOLVED:

That more prominence be given in the commentary to the Academic Satisfaction Review.

RECOMMENDED (to the Senate):

That in the interests of transparency and usefulness the results of the Academic Satisfaction Review 2005 be published on a dedicated page on the Warwick website in three categories:

- (a) Overall Evaluations (Section 5 of the Tables of Results for both Undergraduates and Postgraduates);
- (b) Tables of Results for Undergraduates and Postgraduates for the various sections of the survey, along with guidance on interpreting the results;
- (c) The full report.

105/04-05 Working Group on Quality Assurance Issues in Warwick Manufacturing Group (Minute 71/04-05 referred)

REPORTED:

That at its meeting held on 23 February the Committee resolved to establish a Working Group to take forward quality assurance issues relating to collaborative provision with WMG.

CONSIDERED:

The final report of the Working Group, paper AQSC 83/04-05.

RESOLVED:

- (a) That the final report of the Working Group on Quality Assurance Issues in Warwick Manufacturing Group be approved;
- (b) That the members of the Group be thanked for their work;
- (c) That the colleagues from WMG who participated in the Group's work be thanked for their positive engagement with the process;
- (d) That the high regard in which Dr Dowd's work and contribution in managing WMG's overseas programmes is held be noted;
- (e) That WMG carry out the recommendations made to them in the report, including:
 - (i) That WMG bring to the first meeting of the Committee in the Autumn Term 2005 a progress report on implementing the report's recommendations along with the documents specified in Recommendations 1, 2 and 3;
 - (ii) That WMG undertake a review of the balance of lecturing staff to teaching fellows on overseas programmes, and of the workload and teaching and marking schedules of teaching fellows, and reports to the Committee on these in due course, and no later than the end of the Autumn Term 2005, as set out in Recommendation 6;
 - (iii) That WMG develop and bring to the Committee for its consideration a revised model of assessing projects in which industrial supervisors do not mark projects and in which projects completed at overseas centres are marked by two academic assessors, as are those completed in the UK; it being noted that the contribution of industrial supervisors is vital and appreciated, and that their input in identifying the strategic or other contribution made by a student's project to their company is extremely valuable, and their comments should be passed to the markers;
 - (iv) That, in line with Recommendation 23, the Chair of the Committee and the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee consider whether extra meetings of the Sub-Committee could be scheduled to remove bottlenecks in the course approval process.

106/04-05 Warwick Manufacturing Group: University of KwaZulu Natal, South Africa

REPORTED:

- (a) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from Warwick Manufacturing Group, School of Engineering to establish a collaborative link with the Leadership Centre at the University of KwaZulu Natal, South Africa to deliver the existing MSc

in International Technology Management consisting of the documents listed below:

- (i) Part 4 of the Course Proposal Form, paper CFDLSC 79/04-05;
 - (ii) Site Visit report, paper CFDLSC 80/04-05;
 - (iii) Proposals for three modules, papers SGS 57-59/04-05 (all revised);
 - (iv) Curricula Vitae for the following proposed course tutors:
 - (A) Robert Gordon Taylor, paper CFDLSC 81/04-05;
 - (B) Shamim A Bodhanya, paper CFDLSC 82/04-05;
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May recommended to the Academic Quality and Standards Committee:
- (i) That the proposal from Warwick Manufacturing Group to establish a collaborative link with the Leadership Centre at the University of KwaZulu Natal, South Africa to deliver the existing MSc in International Technology Management be approved as set out in papers CFDLSC 79-82/04-05 subject to the signing of an agreed contract, and with students initially registering for Postgraduate Awards and upgrading to the MSc only when Warwick Manufacturing Group and the Committee are satisfied that appropriate approvals have been received from the South African government.
 - (ii) That three collaborative modules be approved as set out in papers SGS 57-59/04-05 (all revised).
- (c) That Dr Dowd had recently been informed that in the current South African legislative context it would not be possible for Warwick degrees to be awarded in South Africa, but that the University of KwaZulu Natal could develop courses with the advice and teaching and planning input of staff from WMG and award degrees “in collaboration with the University of Warwick”.

CONSIDERED:

The proposal from Warwick Manufacturing Group to establish a collaborative link with the Leadership Centre at the University of KwaZulu Natal, South Africa to deliver the existing MSc in International Technology Management as set out in papers CFDLSC 79-82/04-05 and SGS 57-59/04-05 (all revised).

RESOLVED:

- (d) That the the collaborative link with the Leadership Centre at the University of KwaZulu Natal, South Africa be approved and welcomed in principle;
- (e) That staff from Warwick Manufacturing Group be encouraged to assist and advise the Leadership Centre in the development and delivery of courses with immediate effect;

RECOMMENDED (to the Senate):

- (f) That the proposed collaborative link between Warwick Manufacturing Group, School of Engineering and the University of KwaZulu Natal be approved in principle as set out in papers CFDLSC 79-82/04-05 and SGS 57-59/04-05 (all revised) subject to the submission, scrutiny and approval of course proposal paperwork and the signing of an agreed contract for WMG staff to contribute to the delivery of courses leading to KwaZulu Natal awards “in collaboration with the University of Warwick”;
- (g) That any proposals for the further development of this collaboration during the summer vacation be submitted through the Chair of the Committee to the Steering Committee for scrutiny and approval.

107/04-05 QAA Guidelines on the Accreditation of Prior Learning and Foundation Degree Qualification Benchmark

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May 2005 considered the following documents from the QAA:

- (a) A covering letter from the QAA introducing the two documents listed below, paper CFDLSC 68/04-05;
- (b) The *Foundation Degree qualification benchmark* (FDqb) published by the QAA, paper CFDLSC 69/04-05;
- (c) *Guidelines on the accreditation of prior learning*, paper CFDLSC 70/04-05.

CONSIDERED:

- (d) A covering letter from the QAA introducing the two documents listed below, paper CFDLSC 68/04-05;
- (e) The *Foundation Degree qualification benchmark* (FDqb) published by the QAA, paper CFDLSC 69/04-05;
- (f) *Guidelines on the accreditation of prior learning*, paper CFDLSC 70/04-05.

108/04-05 Department of History of Art: Proposal for Collaborative Course with the Institut d’Etudes Supérieures des Arts (IESA), France

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from the Department of History of Art to validate a Postgraduate Diploma in the History and Business of Art and Collecting to be delivered by the Institut d’Etudes Supérieures des Arts (IEAS), France consisting of the documents listed below (all of which are extracts from paper AGSC 57/04-05) and

recommended that the proposal be approved for an initial period of three years, subject to the minor amendment that the SSLC be chaired by a student:

- (a) Covering letter from IESA, paper CFDLSC 83/04-05;
- (b) Part 1 Course Proposal Form, paper CFDLSC 84/04-05 (revised);
- (c) Part 4 Course Proposal Form, paper CFDLSC 85/04-05 (revised);
- (d) Site Visit report, paper CFDLSC 86/04-05;
- (e) Course Specification including course aims and learning outcomes, paper CFDLSC 87/04-05;
- (f) Diagram of course content and assessment, paper CFDLSC 88/04-05;
- (g) Curricula Vitae for the following proposed course tutors:
 - (i) Adriana Turpin, paper CFDLSC 89/04-05;
 - (ii) François Marandet, paper CFDLSC 90/04-05;
 - (iii) Jean-Marie Schmitt, paper CFDLSC 91/04-05;
 - (iv) Vivien Flaxman, paper CFDLSC 92/04-05;
 - (v) Henry Lydiate, paper CFDLSC 93/04-05;
 - (vi) Nicholas Tromans, paper CFDLSC 94/04-05;
 - (vii) Luis Belhaouari, paper CFDLSC 95/04-05;

CONSIDERED:

The proposal from the Department of History of Art to validate a Postgraduate Diploma in the History and Business of Art and Collecting to be delivered by the Institut d'Etudes Supérieures des Arts, France (IESA) as set out in papers CFDLSC 83-95/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Department of History of Art to validate a Postgraduate Diploma in the History and Business of Art and Collecting to be delivered by the Institut d'Etudes Supérieures des Arts, France (IESA) be approved as set out in papers CFDLSC 83-95/04-05.

109/04-05

Centre for Lifelong Learning: Partnership with North East Worcestershire College

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from the Centre for Lifelong Learning proposal from the Centre for Lifelong Learning to amend the partnership with North East Worcestershire College from a franchise to a validation arrangement in respect of the collaborative PCET work (Open Studies Certificate in PCET Stage 1 and the Cert Ed (PCET)), paper CFDLSC 71/04-05, and recommended to the Academic Quality and Standards Committee that the proposed change be approved.

CONSIDERED:

The proposal from the Centre for Lifelong Learning proposal from the Centre for Lifelong Learning to amend the partnership with North East Worcestershire College from a franchise to a validation arrangement in

respect of the collaborative PCET work (Open Studies Certificate in PCET Stage 1 and the Cert Ed (PCET)), paper CFDLSC 71/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning proposal from the Centre for Lifelong Learning to amend the partnership with North East Worcestershire College from a franchise to a validation arrangement in respect of the collaborative PCET work (Open Studies Certificate in PCET Stage 1 and the Cert Ed (PCET)) be approved as set out in paper CFDLSC 71/04-05.

110/04-05 Centre for Lifelong Learning: Proposed Collaborative Course with Shetland College

REPORTED:

- (a) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from the Centre for Lifelong Learning to validate Shetland College to deliver the existing Open Studies Certificate in Person-Centred Counselling and the existing Diploma in Person-Centred Counselling and Psychotherapy, consisting of the following documents:
- (i) Covering paper from the Centre for Lifelong Learning, paper CFDLSC 72/04-05;
 - (ii) Part 4 of the Course Approval Form, paper CFDLSC 73/04-05;
 - (iii) Site Visit report, paper CFDLSC 74/04-05;
 - (iv) Curricula Vitae for the following proposed course tutors:
 - (A) David Morgan, paper CFDLSC 75/04-05;
 - (B) Jean Aaron-Walker, paper CFDLSC 76/04-05;
 - (C) Mike Gallant, paper CFDLSC 77/04-05;
 - (D) Ann Jamieson, paper CFDLSC 78/04-05;
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May recommended:
- (i) That the proposal be approved as set out in papers CFDLSC 72-78/04-05, on condition that extra staffing is in place before the next cohort of students is admitted to the Diploma course;
 - (ii) That the validation recommended in (i) above be effected immediately such that the current cohort of Diploma students be allowed to graduate with their qualification validated by the University; it being noted that this current cohort had been following the same curriculum under the same quality assurance arrangements as proposed, and that the assessment regime for this course at Shetland College is the same as at the University, with the same external examiner.

CONSIDERED:

- (c) The proposal from the Centre for Lifelong Learning to validate Shetland College to deliver the existing Open Studies Certificate in Person-Centred Counselling and the existing Diploma in Person-Centred Counselling and Psychotherapy, consisting of papers CFDLSC 72-78/04-05;
- (d) The recommendation that the validation, if approved, be effected immediately such that the current cohort of Diploma students be allowed to graduate with their qualification validated by the University.

RECOMMENDED (to the Senate):

- (e) That the proposal from the Centre for Lifelong Learning to validate Shetland College to deliver the existing Open Studies Certificate in Person-Centred Counselling and the existing Diploma in Person-Centred Counselling and Psychotherapy be approved as set out in papers CFDLSC 72-78/04-05, on condition that extra staffing is in place before the next cohort of students is admitted to the Diploma course;
- (f) That, given that the programme currently being delivered was identical to the programme offered by the University, and that the current External Examiner for the Warwick-based provision had agreed to serve as External Examiner for students at Shetland College, the validation be effected immediately such that the current cohort of Diploma students be allowed to graduate with their qualification validated by the University.

111/04-05

Institute of Education: Foundation Degree in Early Years Learning Support, Stratford-upon-Avon College

REPORTED:

- (a) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from the Institute of Education to extend the collaborative partnership with Stratford-upon-Avon College to offer the existing Foundation Degree (FdA) in Early Years Learning Support comprising the following documents:
 - (i) Covering memo from the Institute of Education, paper CFDLSC 98/04-05;
 - (ii) Part 4 Course Proposal Form, paper CFDLSC 99/04-05;
 - (iii) Site Visit report, paper CFDLSC 100/04-05;
 - (iv) Curricula Vitae for the following proposed course tutors:
 - (A) Angela Jaquiss, paper CFDLSC 101/04-05;
 - (B) Jean Hinton, paper CFDLSC 102/04-05;
 - (C) Julia Newton, paper CFDLSC 103/04-05;
 - (D) Christine Blades, paper CFDLSC 104/04-05;
 - (E) Lindsey Youngs, paper CFDLSC 105/04-05;
 - (F) Teresa Wiley, paper CFDLSC 106/04-05;
 - (G) Karen Power, paper CFDLSC 107/04-05.

- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May recommended that the proposal from the Institute of Education to extend the collaborative partnership with Stratford-upon-Avon College to offer the existing Foundation Degree (FdA) in Early Years Learning Support be approved subject to the appointment of a suitably qualified (to at least M level) member of staff to provide academic input to the course.

CONSIDERED:

The proposal from the Institute of Education to extend the collaborative partnership with Stratford-upon-Avon College to offer the existing Foundation Degree (FdA) in Early Years Learning Support, papers CFDLSC 98-107/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to extend the collaborative partnership with Stratford-upon-Avon College to offer the existing Foundation Degree (FdA) in Early Years Learning Support be approved as set out in papers CFDLSC 98-107/04-05, subject to the appointment by Stratford-upon-Avon College of a suitably qualified (to at least M level) member of staff to provide academic input to the course, and the submission and approval of a Curriculum Vitae for the member of staff by the Director of the Institute of Education and the Chair of the Collaborative, Flexible and Distance Learning Sub-Committee.

112/04-05 Department of Physics and School of Engineering: Proposed Consortium of UK Universities (EngD in Non-Destructive Evaluation)

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from Department of Physics and School of Engineering that the University participate in a consortium along with Imperial College and the Universities of Bath, Bristol, Nottingham and Strathclyde to deliver a suite of EngD courses in Non-Destructive Evaluation, outlined in a draft Institutional Agreement, paper CFDLSC 108/04-05 and an information handout prepared by Dr S Dixon, Department of Physics, and Professor D Hutchins, School of Engineering, paper CFDLSC 109/04-05, and recommended to the Academic Quality and Standards Committee that the proposal be approved in principle subject to the scrutiny and approval of course and module proposal documents through the normal committee processes, and provided that the overarching quality assurance processes of the consortium are demonstrably robust; it being noted that the formal course approval process must clarify processes for recognising credit achieved at other consortium partners as a contribution to the credit load of the Warwick degree.

CONSIDERED:

The proposal that the University participate in a consortium along with Imperial College and the Universities of Bath, Bristol, Nottingham and

Strathclyde to deliver a suite of EngD courses in Non-Destructive Evaluation, outlined in papers CFDLSC 108 & 109/04-05.

RECOMMENDED (to the Senate):

That the proposal that the University participate in a consortium along with Imperial College and the Universities of Bath, Bristol, Nottingham and Strathclyde to deliver a suite of EngD courses in Non-Destructive Evaluation, outlined in a draft Institutional Agreement, paper CFDLSC 108/04-05 and an information handout, paper CFDLSC 109/04-05, be approved in principle, subject to the submission for scrutiny of standard course and module approval paperwork, this paperwork to be approved by Chair's Action.

113/04-05 Faculty of Science: Seymour Formula; Formula Marking Scheme

CONSIDERED:

A report from the Board of the Faculty of Science on the use of the Seymour formula and the possible introduction of a formula marking scheme, paper BFS 15/04-05 (revised).

RESOLVED:

- (a) That the strong support within the Faculty of Science for permitting credit overloads and recognising them in degree classification through the Seymour Formula be noted;
- (b) That the strong support of the Language Centre for permitting and recognising credit overloads be noted;
- (c) That it be noted that the Faculty of Science was not opposed in principle to formula marking schemes;
- (d) That questions around credit overloads, the Seymour Formula and formula marking be considered along with assessment conventions by the Assessment Conventions Working Group.

114/04-05 Academic Satisfaction Review 2005

CONSIDERED:

Research Report prepared by QUAD Research on the Academic Satisfaction Review 2005, The Student Experience, paper AQSC 84/04-05, along with a covering note prepared by Mr K Mohaddes, Deputy President and Education Officer, Students' Union, paper AQSC 85/04-05.

RESOLVED:

That the report be forwarded to departments for consideration and response through the committee structure during the Autumn Term 2005.

RECOMMENDED (to the Senate):

- (a) That the Academic Satisfaction Review henceforth be carried out with undergraduate students biennially;
- (b) That the Academic Satisfaction Review continue to be carried out with taught postgraduate students annually;
- (c) That the frequency of the Academic Satisfaction Review for research postgraduates be determined following the completion of this year's survey with this group of students;
- (d) That the Committee affirmed its commitment to the range of existing surveys carried out primarily by Departments.

115/04-05 Publication of summer examination timetable (Minute 77a/04-05 refers)

REPORTED:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 resolved

- (a) That the Board recognised there would be a strong minority disadvantage in terms of constrained student option choice in the Faculty of Science as a result of implementing the Students' Union proposal for earlier examination timetable publication and, in the light of the opposition expressed on this basis by the School of Engineering, the Mathematics Institute and the Departments of Computer Science and Statistics, and the concerns also expressed by the Departments of Biological Sciences and Physics, the Warwick Business School and the Academic Office, the Students' Union proposal be not approved, without further detailed discussion with students in the affected departments;
- (b) That, as an alternative means of providing students with earlier information about examination dates, the Academic Office would make available to student access via the Office website the provisional May/June examination timetable currently circulated to academic departments for their comment at the end of the Spring Term, it being noted that, while this was subject to change, under current conditions many students were likely to find their examination dates unchanged or little changed between the provisional and final versions of the timetable;
- (c) That the posting of the provisional timetable as under (b) above be accompanied by a statement on the Academic Office website emphasizing:
 - (i) that the dates of individual papers were subject to change and were not guaranteed in any way;
 - (ii) that no requests from students to change examination dates in the provisional timetable would be considered;

- (iii) that the University would accept no responsibility for any personal arrangements any student may make on the basis of the provisional dates;
- (iv) That student access to the provisional May/June examination timetable as under (b) above be introduced on a trial basis in 2005/6 for a period of up to three years.
(Minute 31c/04-05)

116/04-05 Part-time variants of full-time undergraduate degrees and “reasonable adjustment” under the Disability Discrimination Act 1995 Part 4.

REPORTED:

That, in response to a query raised with the Chair by the Senior Tutor, the Academic Office had clarified that “reasonable adjustment” in terms of the Disability Discrimination Act does not require the University formally to introduce part-time variants of all its full-time undergraduate degree courses but rather that consideration will need to be given on an individual basis to a request from an applicant for a full-time course to take the whole or part of the course on a part-time basis on the grounds of a specific disability.

117/04-05 Method of Assessment for Module PO206 Politics in the United Kingdom

REPORTED:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 considered a proposal from the Department of Politics and International Studies for the assessment method for the module PO206 Politics in the United Kingdom to be revised to include a work placement assessment as set out in paper UFSS 82/04-05 (revised), it being noted that this proposal had been approved by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 4 May 2005, subject to a revision of the supervisory methods in place to check student attendance on the placement; and recommended that the proposal as set out in paper UFSS 82/04-05 be approved.

(Minute 35/04-05)

CONSIDERED:

The proposal from the Department of Politics and International Studies for the assessment method for the module PO206 Politics in the United Kingdom to be revised to include a work placement assessment as set out in paper UFSS 82/04-05 (revised), it being noted that this proposal had been referred to the Committee because of its innovative nature.

RESOLVED:

That the proposal from the Department of Politics and International Studies for the assessment method for the module PO206 Politics in the United Kingdom to be revised to include a work placement assessment be approved as set out in paper UFSS 82/04-05 (revised).

118/04-05 Amendments to Regulation 8.10 Governing the MBChB Degree

REPORTED:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 considered a proposal from the Leicester-Warwick Medical School for amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Surgery (MB, ChB) (4 and 5 year), paper BUGS 47/04-05, and recommended that the proposed amendments be approved, subject to the Chair and Secretary satisfying themselves regarding all the detail of the amendments set out in the paper.

CONSIDERED:

The proposal from the Leicester-Warwick Medical School for amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Surgery (MB, ChB) (4 and 5 year), paper BUGS 47/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Leicester-Warwick Medical School for amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Surgery (MB, ChB) (4 and 5 year) be approved as set out in paper BUGS 47/04-05, in the light of the Chair and Secretary of the Board of Undergraduate Studies having satisfied themselves regarding all the detail of the amendments set out in the paper.

119/04-05 Periodic Reviews of Courses

REPORTED:

(a) Department of Chemistry

That the Periodic Review of undergraduate and postgraduate provision in the Department of Chemistry took place during this term, and that the report would be considered by the Board of the Faculty of Science during the Autumn Term 2005.

(b) Department of Classics and Ancient History

That the Periodic Review of undergraduate and postgraduate provision in the Department of Classics and Ancient History took place in April 2005, and that the report would be considered by the Board of the Faculty of Arts during the Autumn Term 2005.

(c) Department of Economics

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of undergraduate degrees in the Department of Economics, paper BFSS 31/04-05, and recommended that it be approved, subject to additional evidence being provided by the Department that it had allayed the concerns expressed by its SSLCs concerning Graduate Teaching Assistants.

CONSIDERED:

A summary report of the Periodic Review of undergraduate and postgraduate degrees in the Department of Economics, paper BFSS 31c/04-05.

RESOLVED:

That the summary report of the Periodic Review of undergraduate and postgraduate degrees in the Department of Economics be approved as set out in paper BFSS 31c/04-05.

(d) Centre for English Language Teacher Education

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of undergraduate degrees in the Centre for English Language Teacher Education, paper BFSS 32/04-05, and recommended that it be approved, it being noted that it was the view of the Board that commendations such as those made by the Periodic Review Panel in this case should appear both in the HERO report summary and in Annual Course Review summaries.

CONSIDERED:

A summary report of the Periodic Review of undergraduate and postgraduate degrees in the Centre for English Language Teacher Education, paper BFSS 32c/04-05.

RESOLVED:

That the summary report of the Periodic Review of undergraduate and postgraduate degrees in the Centre for English Language Teacher Education be approved as set out in paper BFSS 32c/04-05.

(e) Part-Time and 2+2 BA degrees

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of Part-Time and 2+2 BA degrees, paper BFSS 33/04-05, and recommended that it be approved, it being noted that:

- (i) the Board would wish to highlight to the Academic Standards and Quality Committee the Periodic Review report's recommendation (vi) to the University regarding a consistent approach to student non-attendance at seminars;
- (ii) the Board of the Faculty of Social Studies had resolved to refer to the Registrar the recommendations to the University not related to the ASQC or the Senate.

CONSIDERED:

A summary report of the Periodic Review of Part-Time and 2+2 BA degrees, paper BFSS 33c/04-05.

RESOLVED:

- (iii) That the summary report of the Periodic Review of Part-Time and 2+2 BA degrees be approved as set out in paper BFSS 33c/04-05.
- (iv) That the Committee would investigate the question of departmental approaches to student non-attendance at seminars.

120/04-05 QAA Code of Practice on Assessment: Examination Arrangements for Postgraduate Research Students

REPORTED:

That the Board of Graduate Studies at its meeting held on 2 June considered proposed recommendations to the Senate on changes to Regulation 16 governing Examiners for Higher Degrees, paper BGS 33/04-05, resolved:

- (a) That the *Guide to Examinations for Higher Degrees by Research* and the examiners' report forms be amended to take account of the proposed changes to the Regulations and circulated to members of the Board for comment during the summer vacation.
- (b) That the proposed guidance on the appointment of examination advisors be amended as follows:

~~“that, wherever practicable, an examination adviser should be appointed and should chair and maintain a record of the viva”.~~

“that departments consider the appointment of an examination adviser for each examination to chair and maintain records of the viva”.
- (c) That departments be requested to discuss whether or not to appoint an examination advisor in all cases, noting that they should document reasons for their decisions.
- (d) That the proposed amendments to the *Guide to Examinations for Higher Degrees by Research* on the following points be approved:
 - (i) Definition of minor corrections
 - (ii) Advice to examiners on the award of a lower degree or resubmission for a lower degree.
 - (iii) Advice on the referral of the examiners' recommendation to an independent adjudicator.

and recommended that the proposed recommendations to the Senate on amendments to Regulation 16 governing Examination Arrangements be approved as set out in paper BGS 33/04-05.

Minute 59a/04-05 (unconfirmed)

CONSIDERED:

Proposed amendments to Regulation 16 governing Examiners for Higher Degrees, paper BGS 33/04-05.

RECOMMENDED (to the Senate):

That the proposed recommendations to the Senate on amendments to Regulation 16 governing Examination Arrangements be approved as set out in paper BGS 33/04-05.

121/04-05 Policy on Resubmission on Taught Postgraduate Courses

REPORTED:

That the Board of Graduate Studies at its meeting held on 2 June considered a paper from the BGS Working Group on resubmission policy, paper BGS 30/04-05, and recommended that the policy on remedying failure in assessments in taught postgraduate degrees be approved as set out in paper BGS 30/04-05, subject to minor amendments agreed at the meeting.

Minute 59h/04-05 (unconfirmed)

CONSIDERED:

A revised policy on remedying failure in assessments in taught postgraduate degrees, paper BGS 30/04-05 (revised).

RECOMMENDED (to the Senate):

That the revised policy on remedying failure in assessments in taught postgraduate degrees be approved as set out in paper BGS 30/04-05 (revised).

122/04-05 Word Limit for PhD theses in the Faculty of Social Studies

REPORTED:

That the Board of Graduate Studies at its meeting held on 2 June considered recommendations from the Graduate Studies Committee of the Board of the Faculty of Social Studies concerning the word limits for PhD theses and recommended :

- (a) That the word limit for PhD theses in the Faculty of Social Studies stay at 80,000 words;
- (b) That Regulation 14 (G) (71) be amended to bring the Faculty of Social Studies in line with the Faculty of Arts, as indicated below.

CONSIDERED:

The following amendments to Regulation 14 (G) (71), with deletions struck through and additions underlined and in bold:

To satisfy the requirements of the degree of PhD, a thesis shall constitute a substantial original contribution to knowledge which is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written and well argued and shall show a satisfactory knowledge of both primary and secondary sources. In addition it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research. The thesis shall not exceed 70,000 words in the Faculty of Science and 80,000 words in the Faculties of Arts and Social Studies. This limit ~~shall in the Faculty~~ies of Social Studies, ~~be inclusive of appendices, footnotes, tables and bibliography and in the Faculties of Arts and Science shall be exclusive of appendices, footnotes, tables and bibliography.~~

In the Faculty~~ies~~ies of Arts **and Social Studies** an appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an essential or integral part of the thesis. An appendix may not exceed 5,000 words in length unless permission to exceed this length is given by the Board of Graduate Studies.

RECOMMENDED (to the Senate):

- (c) That the word limit for PhD theses in the Faculty of Social Studies stay at 80,000 words;
- (d) That Regulation 14 (G) (71) be amended to bring the Faculty of Social Studies in line with the Faculty of Arts, as indicated above.

123/04-05 Minimising time taken for approval of new course

REPORTED:

That the Board of Graduate Studies at its meeting held on 2 June considered a paper on proposals to accelerate the course approval process for postgraduate courses, noting that this would not apply to courses falling within the remit of the Collaborative, Flexible and Distributed Learning Sub-Committee, paper BGS 34/04-05, resolved:

- (a) That the proposed waiver of the application fee for the first year of new courses be not approved.
- (b) That the proposal to hold meetings of the Chairs of the Graduate Studies Committees of the Boards of the Faculties and the Chair of the Board to monitor the approval of new courses be not implemented at this point.

and recommended that the proposals to accelerate the course approval process through granting approval in principle be approved as set out in paper BGS 34/04-05. Minute 59f/04-05 (unconfirmed)

CONSIDERED:

Proposals to accelerate the course approval process through granting approval in principle as set out in paper BGS 34/04-05.

RECOMMENDED (to the Senate):

That the proposals to accelerate the course approval process through granting approval in principle be approved as set out in paper BGS 34/04-05, noting that this would not apply to courses falling within the remit of the Collaborative, Flexible and Distributed Learning Sub-Committee.

124/04-05 Date of the Next Meeting

REPORTED:

That the next meeting of the Committee would be held during the Autumn Term 2005.

JDM 09.06.05
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