

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee on  
Thursday 25 February 2004.

Present: Professor M Whitby (Chair), Professor M Cooper, Dr E Gallafent, Professor M Harrison, Dr S Hill, Professor G Lindsay, Professor M McCrae, Professor A McFarlane, Dr P O'Hare.

Apologies: Dr P Blackmore, Professor R Dyson, Professor A Easton, Mr R Jones Professor I Lauder, Professor A Mullender, Professor E Peile, Mr R Watson.

In attendance: Ms K Penner, Ms R Wooldridge Smith  
Dr G Carden (for item 68/03-04).

62/03-04 Minutes

RESOLVED:

That the Minutes of the meeting held on 29 January 2004 be approved.

63/03-04 Institutional Audit

REPORTED:

That the Briefing Visit for the University's Audit was held on 4-6 February 2004.

CONSIDERED:

The schedule for the Audit Visit to be held on 1-5 March 2004, paper AQSC 64/03-04, it being noted that all 5 DATs would be conducted on Tuesday 2 March and that no areas had been selected for Thematic Enquiry.

64/03-04 Academic Satisfaction Review (Minutes 15/03-04 and 52/03-04 referred)

CONSIDERED:

Outstanding departmental responses to the Academic Satisfaction Review:

- (a) Philosophy, paper AQSC 74/03-04.
- (b) Warwick Business School, paper AQSC 75/03-04.
- (c) Computer Science, paper AQSC 76/03-04.
- (e) Politics and International Studies, paper AQSC 77/03-04.

- (f) Film & Television Studies, paper AQSC 78/03-04.

RESOLVED:

- (g) That the Business School be requested to circulate its response to its SSLC(s) for information and discussion, it being noted that the Committee believed that the reference in the School's response to the issue of the development of analytical and critical ability, should have indicated that efforts would be made to ensure the introduction of formative, rather than summative, assessment, earlier in the academic year to assist in the identification of students with difficulties.
- (h) That the Department of Computer Science be commended for its practice of publishing assignment hand-back dates as well as submission dates.
- (i) That it be noted that SSLCs played a role in the regulation of the timely return of assignments with feedback and that the recent issue of the Good Practice Guide in this area should increasingly be used by departments.
- (j) That the Department of Politics and International Studies be notified that the Committee felt it ought to be taking a more proactive approach to liaison with the Careers Service and the development of work experience opportunities for students, and that the Committee recommended investigation into the reasons for the low take-up of invitations for students to meet their Personal Tutors .
- (k) That the Department of Philosophy be encouraged to be timeous at all stages of dealing with assessed work at postgraduate level.

65/03-04 Pass Degrees (Minutes 21/03-04 and 53/03-04 referred)

REPORTED:

That at the last meeting of the Committee held on 29 January 2004, the Committee considered a synopsis of responses received from departments on their use of the Pass Degree, its level, and distribution of credit, paper AQSC 55/03-04 and resolved:

- (a) That it be noted that whilst there was variation in practice both within and between Faculties, Pass degrees were typically awarded to students who achieved H level credit on less than the normal load (typically c. 75%) and that in the Faculty of Science, the Seymour Formula was used to derive a mark in line with this load.
- (b) That outstanding departmental responses be collected, included in the synopsis and brought back to the Committee at its meeting in week 8.

- (c) That it was likely that, following further consideration of the issue, Chairs of the Boards of the Faculties would need to work with their constituent departments to define the routes leading to a Pass degree, including the required credit volume, and to ensure compliance with the harmonised final examination conventions.

CONSIDERED:

Paper AQSC 55/03-04 (revised), setting out outstanding responses from departments not considered by the Committee at its last meeting.

RESOLVED:

That, with guidance from the Assistant Registrar (Examinations), Faculty Chairs work with their constituent departments to draw together a common approach to the award of Pass Degrees at Faculty level for initial consideration by the Board of Undergraduate Studies with a view to ultimate harmonisation across the University; it being noted that the majority of departments adhered to the current policy of requiring students to accumulate credit equivalent to 80% of an Honours load, and that Pass Degrees at Warwick were based on credit at Honours level.

66/03-04 University Policy on Double-Marking (Minute 54/03-04 refers)

REPORTED:

That at its meeting held on 26 January 2004 the Committee considered a synopsis of responses from departments setting out their practice with respect to the conduct of double marking, paper AQSC 56/03-04 and resolved:

- (a) That outstanding departmental responses be collected, included in the synopsis and brought back to the Committee at its meeting in week 8.
- (b) That it be noted that responding departments were double marking in line with University policy, and that a letter be sent by the Chair of the Committee to the Head of Division of the one exception identified to date, drawing his attention to the requirement to revise existing practice.
- (c) That it be noted that Senate Minute 88/94-95 (b) (ii) required the moderator to “give particular attention to any marks which are (...) out-of-line with other marks obtained by the same candidate.”; that anonymisation of scripts precluded this practice and that deletion of this clause be recommended following further consideration of departmental responses.

CONSIDERED:

- (d) Paper AQSC 56/03-04 (revised), setting out outstanding responses from departments not considered by the Committee at its last meeting, (emboldened).

- (e) Paper AQSC 79/03-04, setting out practice in the Medical School.

RESOLVED:

That a letter be sent to the Chair of the Department of Biological Sciences concerning the apparent mismatch of the description of departmental practice with the affirmation that the practice was in line with University requirements.

67/03-04

Post-experience Courses

CONSIDERED:

A paper setting out the University's post-experience provision, expressed in terms of credit levels and volumes, paper AQSC 65/03-04.

RESOLVED:

That in view of the discrepancies identified in the paper, a meeting be convened as set out below with a view to standardising the use of nomenclature, and credit levels and volumes of courses designated as post-experience provision; it being noted that Professor Lindsay would consult with colleagues in the Institute of Education with a view to securing appropriate representation:

Professor Whitby (Chair)  
Dr S Hill  
Dr A Dowd, Warwick Manufacturing Group  
A representative from the Medical School  
A representative from the Business School

68/03-04

Academic Statistics 2003-04

CONSIDERED:

An oral report from Dr Giles Carden, Academic Office, on the 2003-04 edition of *Academic Statistics*, paper AQSC 66/03-04.

RESOLVED:

That it be noted:

- (a) That the 2003-04 edition of the *Academic Statistics*, including the online version, had been considerably expanded to take account of some aspects of the Cooke Report.
- (b) That amongst the key items arising from the summary report given, the increase in student non-completion was of particular interest to the Committee, and that the Academic Office be requested to widen the scope of its habitual investigation into this data at departmental and course level to attempt to identify any correlation between the identified growth in student non-

completion with factors such as the gender, social class and ethnic origin of students, in case the outcome might usefully inform the University's Widening Participation Strategy.

- (c) That consideration be given by the Academic Office to further support which might be provided to departments in meeting the quantitative analytical requirements of Annual Course Review such as the analysis of student non-completion, with reference to students' educational backgrounds, and of entry and exit performances, benchmarked against national data at discipline level, it being noted that Professor Harrison had volunteered to consult with the Office in this area.
- (d) That Professor Whitby raise the issue of non-completion and cohort analysis at a meeting with Pro Vice-Chancellors from other some other Russell Group institutions to be held in May.
- (e) That the Academic Office identify whether student course transfer data supported isolated anecdotal reports that the migration of students between courses was often from joint to single honours courses.

69/03-04 Part 4 Course Approval Documentation for Collaborative Provision

REPORTED:

That at its meeting held on 10 February, the Partnerships and Distance Learning Sub-Committee considered a document mapping section 2 of the QAA Code of Practice on Collaborative Provision against Warwick procedures, paper PDLSC 63/03-04, and recommended to the Academic Quality and Standards Committee that the Part 4 course proposal form be amended to include a question seeking information on departments' use of external peers in the development of new course proposals; it being noted that some departments used their External Examiners for this purpose.

CONSIDERED:

An amended Part 4 form, paper AQSC 67/03-04.

RECOMMENDED (to the Senate):

That the revised Part 4 Course approval form be approved as set out in paper AQSC 67/03-04.

70/03-04 Partnership with North East Worcestershire College

REPORTED:

That at its meeting held on 10 February, the Partnerships and Distance Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to establish a new collaboration with North East Worcestershire College, and recommended to the Academic Quality and Standards Committee:

- (a) That the proposal from the Centre for Lifelong Learning to establish a new collaboration with North East Worcestershire College to deliver the Certificate in Education (Post-Compulsory Education and Training), be approved as set out in papers PDLSC 65, 66, 73-75 /03-04.
- (b) That the *Curricula Vitae* for Higgins, Kinghorn, Street, Phelan, Potter and Watt be approved as set out in papers PDLSC 67 – 72/03-04 respectively.

Minute 27/03-04

CONSIDERED:

- (c) Part 4 of the course approval documentation proposing the establishment of a franchise arrangement with North East Worcestershire College to deliver the Certificate in Education (Post-Compulsory Education and Training), paper PDLSC 65/03-04.
- (d) A Site Visit report for North East Worcestershire College, paper PDLSC 66/03-04.
- (e) *Curricula Vitae* for the following staff proposed by the Centre for Lifelong Learning to teach on the Certificate in Education (Post-Compulsory Education and Training):
  - (i) Nicholas A Higgins, paper PDLSC 67/03-04.
  - (ii) Helen Kinghorn, paper PDLSC 68/03-04.
  - (iii) Derek Street, paper PDLSC 69/03-04.
  - (iv) Shelley Phelan, paper PDLSC 70/03-04.
  - (v) Simon Potter, paper PDLSC 71/03-04.
  - (vi) Cathie Watt, paper PDLSC 72/03-04.
- (f) North East Worcestershire College's *Quality Assurance Guidelines and Responsibilities 2003-04*, paper PDLSC 73/03-04.
- (g) North East Worcestershire College's *Internal Quality Audit, February 2003, of the Department of Professional Studies*, paper PDLSC 74/03-04.
- (h) North East Worcestershire College's *Ofsted Report* for an inspection conducted 28 January –1 February 2002, paper PDLSC 75/03-04.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning to establish a new collaboration with North East Worcestershire College to deliver the Certificate in Education (Post-Compulsory Education and

Training), be approved as set out in papers PDLSC 65, 66, 73-75 /03-04.

71/03-04

QAA Revised Draft Code of Practice on Collaborative Provision, Flexible and Distributed Learning

REPORTED:

That the Quality Assurance Agency had published a revised Section 2 of the Code of Practice on Collaborative Provision, Flexible and Distributed Learning with a deadline for response of 26 March 2004.

CONSIDERED:

The revised Section 2 of the Code of Practice on Collaborative Provision, Flexible and Distributed Learning, paper AQSC 69/03-04.

RESOLVED:

- (a) That a response be made to the Agency:
  - (i) seeking a more precise definition of an 'agent'
  - (ii) seeking clarification of the intention behind precept 7 stipulating that "collaborative and FDL arrangements should be fully costed and accounted for accurately and fully"
  - (iii) voicing disquiet about the integration of e-Learning within the Code given the dynamic nature of such provision
- (b) That the draft revised Code be considered by the Working Group of the Partnerships and Distance Learning Committee currently engaged in a review of the University's strategy on the development of collaborative provision
- (c) That the conflation of collaborative provision and flexible and distributed learning in the new draft Code lean weight to the rationale for combining, in a single body, responsibility for the oversight of all such provision within the University, consideration of which was currently divided between the Board of Lifelong Learning and the Partnerships and Distance Learning, and that at such time as a report was forthcoming on the Working Group's recommendations on the University's future strategy on collaborative provision, the Committee give due consideration to the name, constitution and terms of reference of such a body, with a view to making a formal recommendation to the Senate.

72/03-04

QAA Consultation on Benchmarking Academic Standards

REPORTED:

That the Quality Assurance Agency had launched a consultation on proposals for a recognition scheme for additional subject benchmarks for Honours level awards, with a deadline for response of 12 March 2004.

RECEIVED:

The QAA Consultation on Benchmarking Academic Standards, paper AQSC 70/03-04.

73/03-04

QAA Proposed Operational Description for Collaborative Provision Audit

REPORTED:

That the Quality Assurance Agency had published a proposed operational description for collaborative provision audit with a deadline for response of 19 March 2004.

RECEIVED:

The QAA proposed operational description for collaborative provision audit, paper AQSC 71/03-04.

RESOLVED:

That it be noted that it was likely that, by the time of the next Audit of the University, Warwick's portfolio of collaborative provision would be of sufficient size to warrant a separate review of collaborative provision under the system proposed.

74/03-04

Annual Course Review

CONSIDERED:

(a) Undergraduate Courses

A composite summary report on Undergraduate Annual Reviews from the Faculty of Social Studies, paper BFSS 27/03-04; noting that the Board of Undergraduate Studies, at its meeting on 18 February, resolved that the Board of the Faculty of Social Studies be asked to consider requiring all department in the Faculty to adopt a consistent approach to the analysis of statistical trends (for example, in recruitment).

RESOLVED:

That it be noted that the report highlighted that there was little consistency in the approach of departments in the Faculty to their analysis of statistical trends and relatively little evaluation of the effectiveness of quality assurance mechanisms and that efforts be made to address these matters in reviews on the academic year 2003-04.

(b) Collaborative Provision

- (i) A composite summary report on Annual Reviews of collaborative provision considered by the Partnerships and Distance Learning Sub Committee, paper AQSC 80/03-04.

RESOLVED:

- (A) That it be noted that the difficulties being experienced in the appointment of staff to deliver the Diploma in Counselling at City College, Coventry, had led to the suspension of the admission of further cohorts until such time as appropriate staffing levels could be guaranteed and that the situation would be kept under review by the Partnerships and Distance Learning Sub-Committee.
- (B) That a number of potentially-related issues concerning the DL MBA be raised by the Partnerships and Distance Learning Sub-Committee with staff from the Business School.
- (ii) A composite summary report on Annual Reviews of collaborative provision considered by the Board of Lifelong Learning, paper AQSC 81/03-04.

RESOLVED:

That it be noted that concerns were raised in the report regarding the threat to facilities on the Westwood campus which would impact upon the learning environment provided for students in the Centre for Lifelong Learning and in History of Art and that a request be made to the Accommodation Review Group for participation in current plans by representatives from these departments.

75/03-04

New, Revised and Discontinued Undergraduate Courses of Study

CONSIDERED:

(a) Biological Sciences

- (i) A proposal from the Department of Biological Sciences (Minute SFS 25/03-04 referred) to introduce two new degree courses leading to the award of *BSc in Medical Microbiology and Virology* (outlined in paper SFS43/03-04 and set out in paper SFS 44(revised)/03-04 and the award of *BSc in Medical Microbiology and Virology with an intercalated year* (SFS 55/03-04), noting that at its meeting on 18 February the Board of Undergraduate Studies recommended that the proposals for two new degree courses in Biological Sciences be approved as

set out in papers SFS 44(revised)/03-04 and SFS 55/03-04.

- (ii) A proposal for the withdrawal of the *BSc in Microbiology* and the *BSc in Microbiology with an intercalated year* (see paper SFS43/03-04), subject to the approval of the new courses in (a) above, noting that at its meeting held on 18 February 2004, the Board of Undergraduate Studies recommended that the proposal for the withdrawal of these courses be approved as set out in paper SFS 43/03-04, subject to confirmation by the department that satisfactory arrangements can be made for the one second-year student currently on the course.

RECOMMENDED (to the Senate):

- (iii) That the proposal from the Department of Biological Sciences to introduce two new degree courses leading to the award of *BSc in Medical Microbiology and Virology* and the award of *BSc in Medical Microbiology and Virology with an intercalated year* be approved as set out in papers SFS 43, 44 and 55/03-04 respectively.
- (iv) That the a proposal for the withdrawal of the *BSc in Microbiology* and the *BSc in Microbiology with an intercalated year* be approved as set out in paper SFS43/03-04), it being noted that confirmation had been received from the department satisfactory arrangements had been made for the one second-year student currently on the course.

(b) History

A proposal from the Department of History for a new BA Honours degree course in *History and Culture* with effect from September 2005, paper AUSC 4/03-04 (revised), noting that at its meeting held on 18 February, the Board of Undergraduate Studies recommended that the proposal be approved as set out in paper AUSC 4/03-04 (revised), subject to the Chair taking action on behalf of the Board to approve arrangements for the year abroad.

RECOMMENDED (to the Senate):

That the proposal from the Department of History to introduce a new BA Honours degree course in *History and Culture* with effect from September 2005 be approved as set out in paper AUSC 4/03-04 (revised); it being noted that arrangements for the year abroad had yet to be confirmed, but that this was not an impediment to the approval of the course at this stage, it being understood that such confirmation be sought from Drs H Schmidt and P Roberts as soon as possible.

(c) History of Art

A proposal from the Department of History of Art for changes to the BA Honours degree in the *History of Art* starting September 2004 (paper AUSC 5/03-04 (revised 2)).

RECOMMENDED (to the Senate):

That the proposal from the Department of History of Art for changes to the BA Honours degree in the *History of Art* starting September 2004 be approved as set out in paper AUSC 5/03-04 (revised 2).

76/03-04 New Postgraduate Awards

REPORTED:

That the Board of Graduate Studies, at its meeting held on 16 February, resolved that the following Postgraduate Awards be approved:

- (a) A proposal from the Division of Health in the Community to establish a new module and Postgraduate Award entitled "Operational Health Services Management" (paper GCFM 13/03-04), subject to the completion of part 2 of the proposal form and approval of the fees by the Finance and General Purposes Committee.
- (b) A proposal from the Institute of Education to introduce a new postgraduate award, 'Teaching Advanced Mathematics: A Postgraduate Award in A-level Mathematics Pedagogy', (paper GFSS 26/03-04), subject to the words 'Postgraduate Award' being removed from the title of the degree.

77/03-04 New Postgraduate Courses

CONSIDERED:

(a) School of Health and Social Studies

A proposal from the School of Health and Social Studies to introduce a new MA in Social Work with effect from October 2004, noting that at its meeting held on 16 February, the Board of Graduate Studies recommended that the proposal be approved:

- (i) A memorandum from Dr J Read setting out the General Social Care Council (GSCC) requirements for the accreditation and approval of courses leading to a qualification in social work, and also giving an overview of the new course structure, paper GFSS 28/03-04.
- (ii) A Statement of Commitment by The University of Warwick for granting degrees in Social Work, 19 April 2003, paper GFSS 29/03-04.

- (iii) The Department of Health, Requirements for Social Work Training, paper GFSS 30/03-04.
- (iv) The Report on Application for Accreditation to grant degrees in Social Work by the University of Warwick, 12 June 2003, paper GFSS 31/03-04.
- (v) The Course specification for a Course Leading to the Award of MA in Social Work at the University of Warwick, paper GFSS 32/03-04 (revised).
- (vi) The Part 1 Course Proposal form for the new MA in Social Work, paper GFSS 33/03-04 (revised).

RESOLVED:

That the Committee had some concerns about the implications of some of the criteria cited as fundamental for accreditation by the GSCC and that these be raised with the Chair of the School of Health and Social Studies.

(b) Centre for English Language Teacher Education (CELTE)

A proposal from CELTE to introduce a new Postgraduate Diploma in English Language Teaching (with variants) from the existing MA in English Language Teaching, (papers GFSS 41 and 42/03-04, noting that the Board of Graduate Studies, at its meeting on 16 February, recommended that the proposal be approved as set out in papers GFSS 41 and 42/03-04.

RECOMMENDED (to the Senate):

That the proposal from CELTE to introduce a new Postgraduate Diploma in English Language Teaching (with variants) from the existing MA in English Language Teaching, be approved as set out in papers GFSS 41 and 42/03-04.

(c) Politics and International Studies

A proposal from the Department of Politics and International Studies to introduce a new MA/Diploma in 'International Politics and Europe' with effect from October 2005 (papers GFSS 43-44/03-04, copy attached), noting that the Board of Graduate Studies at its meeting on 16 February recommended that the proposal be approved as set out in papers GFSS 43 and 44/03-04 respectively.

RECOMMENDED (to the Senate):

That the proposal from the Department of Politics and International Studies to introduce a new MA/Diploma in 'International Politics and Europe' with effect from October 2005 be approved as set out in papers GFSS 43-44/03-04 respectively.

(d) Warwick Manufacturing Group

A proposal from the Warwick Manufacturing Group to introduce a new MSc in Process Technology and Business Management from September 2004 comprising Part 1 of the Course Approval documentation, a Course Specification and a paper setting out the proposed management structure of the course, papers SGS 26/03-04 (revised 2), SGS 27/03-04 and AQSC 82/03-04 respectively, noting that the Board of Graduate Studies, at its meeting on 16 February, recommended that the proposal be approved subject to:

- (i) Amendment of the course proposal to remove reference to the involvement of the School of Law.
- (ii) Approval of the module proposals from the Warwick Business School by the Graduate Studies Committee of the Board of the Faculty of Social Studies (papers SGS 48/03-04 and 49/03-04), noting that they have already been approved by the Graduate Studies Committee of the Board of the Faculty of Science together with the course proposal and other module proposals.
- (iii) Further discussions with the Chair of the School of Law over the module "Intellectual Property Rights" (paper SGS 50/03-04) to be offered by WMG and taught by a tutor external to the University, noting that the proposal has already been approved by the Graduate Studies Committee of the Board of the Faculty of Science.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to introduce a new MSc in Process Technology and Business Management from September 2004 be approved as set out in papers SGS 26/03-04 (revised 2), SGS 27/03-04 and AQSC 82/03-04 respectively, subject to:

- (iv) Revision of the course specification to provide learning outcomes demonstrably at M level and to set out more appropriate means of delivery for key skills within the curriculum
- (v) Revision of the proposed management structure to set out the responsibility of the Course Director for Quality Assurance matters
- (vi) Revision of the proposed composition of the SSLC to ensure the participation of full-time members of staff.
- (vii) Notification to the Course Director that any intention to deliver the course at a 'customer site' would require University approval of a Site Visit form, and potentially a Part 4 course proposal form depending on the arrangement negotiated with another organisation.

78/03-04 Discontinuation of a Postgraduate Course of Study

CONSIDERED:

A request from the Department of Sociology that the MA in Sociological Research in Healthcare be discontinued as set out in paper GFSS 51/03-04, noting that the Board of Graduate Studies at its meeting on 16 February recommended that the request from the Department of Sociology be approved.

RECOMMENDED (to the Senate):

That the request from the Department of Sociology to discontinue the MA in Sociological Research in Healthcare be approved as set out in paper GFSS 51/03-04.

79/03-04 Amendments to Regulation 8.9

CONSIDERED:

Amendments to Regulation 8.9 (Regulations for the full-time 2+2 Degrees (BSc and BA) offered in collaboration with local colleges) (paper BUGS 13 /03-04, noting:

- (a) That at its meeting held on 18 February, the Board of Undergraduate Studies recommended that the amendments to Regulation 8.9 be approved as set out in paper BUGS 13/03-04.
- (b) That the Institute of Education has asked that the amendments be effective from the Summer Term 2004.

RECOMMENDED (to the Senate):

That the proposed amendments to Regulation 8.9 (Regulations for the full-time 2+2 Degrees (BSc and BA) offered in collaboration with local colleges) be approved as set out in paper BUGS 13 /03-04, with effect from 1 March 2004.

80/03-04 Appeals Procedures

CONSIDERED:

A draft form for completion by students wishing to appeal against the decision of a Board of Examiners with effect from 1 April 2004, paper BGS 27/03-04 (revised), noting that the Board of Graduate Studies, at its meeting on 16 February, recommended that the draft form to be completed by students wishing to appeal against the decision of a Board of Examiners be approved as set out in paper BGS 27/03-04 (revised).

RECOMMENDED (to the Senate):

- (a) That the draft form for completion by students wishing to appeal against the decision of a Board of Examiners with effect

from 1 April 2004, be approved as set out in paper BGS 27/03-04 (revised).

- (b) That the introduction of a similar form at undergraduate level be recommended to the Academic Office.

81/03-04 PhDs in a language other than English

REPORTED:

That the Board of Graduate Studies, at its reserved meeting on 13 November 2003, considered a request from a named student to submit a thesis in a language other than English under the terms of Regulation 15 (A) (9) and resolved that criteria be drawn up for future requests of this nature.

CONSIDERED:

Proposed guidelines for permitting PhDs in French, German and Italian to be written in a language other than English, paper AGSC17/03-04 (revised), noting that:

- (a) The Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 28 January 2004, resolved that the proposed guidelines be approved subject to amendment of the statement regarding competence in the English Language, ensuring that the level of competence required is the same as that set out in the current Regulation.
- (b) The Board of Graduate Studies, at its meeting held on 16 February, resolved that the guidelines for permitting PhDs in French, German and Italian to be written in a language other than English be approved as set out in Paper AGSC17/03-04 (revised), noting that this did not constitute an amendment to the University Regulation on this matter, but was intended as guidance on future interpretation of the Regulation.

RESOLVED:

That the Committee was unclear as to the rationale for seeking to amend the University Regulation as set out in paper AGSC 17/03-04, and that the paper be referred back for clarification by Dr K O'Brien.

82/03-04 Amendment to University Ordinance 7

CONSIDERED:

A proposed amendment to University Ordinance 7 (Ordinance on the Constitution of the Boards of the Faculties) to remove the School of Postgraduate Medical Education which now rests within the Faculty of Medicine, and to include Horticulture Research International with effect from 1 April 2004, paper BFS 34/03-04 (revised).

RECOMMENDED (to the Senate):

That the proposed amendment to University Ordinance 7 (Ordinance on the Constitution of the Boards of the Faculties) to remove the School of Postgraduate Medical Education and to include Horticulture Research International with effect from 1 April 2004 be approved as set out in paper BFS 34/03-04 (revised).

83/03-04 Late Submission of Assessed Work (Minutes 3/03-04 and 50/03-04 referred)

REPORTED:

(a) That the Board of Graduate Studies, at its meeting held 16 February, considered the resolution of the Committee with respect to a penalty for late submission of assessed work and resolved:

(i) That the Board did not support the imposition of a 4% penalty per day at postgraduate level.

(ii) That it was the view of the Board, including the postgraduate student representative, that confusion would not necessarily result from the use of differing tariffs at undergraduate and taught postgraduate level, noting that courses at these two levels operated under different Regulations, examination conventions and administrative systems both centrally and at departmental level.

(b) The Board of Graduate Studies further recommended to the Academic Quality and Standards Committee:

“That the penalty for late submission be set to take account of the potentially greater influence of a mark for a single piece of coursework on the qualification awarded at postgraduate level and the differing pass marks at undergraduate (pass mark of 40%) and taught postgraduate (50%) levels, noting that taking this into account an appropriate penalty at postgraduate level would appear to be approximately two thirds of the undergraduate penalty.”

Minute 37/03-04

RESOLVED:

That a letter be sent to Chairs of Departments setting out current University policy of awarding a mark of zero for late submission of assessed work and seeking from each department a clear response as to whether they favoured replacement of the current policy at undergraduate and postgraduate levels with:

(c) a single tariff of 4% per day at undergraduate and postgraduate levels

- (d) differential undergraduate and postgraduate tariffs of 5% and 3% per day respectively

84/03-04      Date of Next Meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Thursday 13 May 2004 in the Council Chamber, University House.

HRWS 27.02.04  
quality\aqsc\min 25.02.04