

UNIVERSITY OF WARWICK QUALITY AND STANDARDS SUBCOMMITTEE PUBLIC MINUTES OF THE MEETING HELD ON THURSDAY 2 OCTOBER 2025		
Present	Professor Andy Clark	Deputy Pro-Vice Chancellor (Education Policy) (Co-Chair) (Meeting Chair)
	Professor Will Curtis	Deputy Pro-Vice-Chancellor (Education Quality and Standards) (Co-Chair)
	Professor John Davey	Expert in managing domestic validation partnerships
	Dr Laura Gelhaus	Deputy Chair (Education), Faculty of Social Sciences
	Lee Griffin	Academic Director (Postgraduate Taught)
	Dr Marta Guerriero	Deputy Chair (Education), Faculty of Arts
	Dr Sam Hardy	Expert in the regulation of degree apprenticeships
	Andrew Higgins	Director of Student Administrative Services
	Karen Jackson	Research and Academic Support Manager, Library
	Professor Georgia Kremmyda	Deputy Chair (Education), Faculty of Science, Engineering and Medicine
	Dr David Lees	Dean of Students
	Dr Helen Nolan	Expert in the regulation of medical education
	Maanya Raju	Students' Union Vice-President (Postgraduate)
	Gareth Roberts	Expert in managing international partnerships
	Kim Robinson	Deputy Director and Head of Education Policy and Governance, EPQ
	Professor Phil Young	Expert in Online Programme Delivery
Attending	Lauren Baker	Head of Education Quality and Partnerships, EPQ, Secretary
	Dr Lynne Bayley	Senior Policy Advisor (Assessment), EPQ (for items 010/011)
	Sam Grierson	Quality Reviews and Enhancement Manager, EPQ (for item 013)
	Helen Hotten	Policy Advisor (Assessment and Regulations), Assistant Secretary
Ref	Item	
001	Chair's welcome and introduction The Chair welcomed all members to the Committee.	
002	Apologies for absence Apologies were received from: Professor Dan Branch, Dan Derricott, Professor Beccy Freeman, Professor Letizia Gramaglia, Rachael Johnson, Helen Knee and Anna O'Neill.	
003	Declarations of Interest No new declarations were made.	
004	Minutes of last meeting held on 22 May 2025 The minutes of the meeting held on 22 May 2025 (004-QSS021025, Public) were approved .	
005	Matters arising from meeting held on 22 May 2025 A detailed verbal update from the Chair was received:	

	- Item 071: Curriculum Management Project Proposal for standardisation of Course, Route and Award data - the Curriculum Management team and FOLD have liaised on the complexities of Degree Apprenticeship courses; revised Apprenticeship funding rules have been published for the new academic year and will look to build into the new Curriculum Management system and requirements for online provision. To report an update to November QSS meeting - In progress. - Item 074: Academic casework that could affect a change in policy or guidance – the Deputy Pro-Vice-Chancellor (Education Quality and Standards) is leading review work to investigate quality and student experience concerns on the Cyber Security programme. To report an update to November QSS meeting - In progress. - Item 075: Proposed change to Term 2 Module Registration, Departmental Confirmation and De-registration timings – the Director of Student Administrative Services reported that had discussed with WBS the proposed changes to Term 2 module choices and they were comfortable with the timelines. The Modules, Marks and Assessment team fed back that Study Abroad students arriving in Term 2 usually organise their module selections early, so this is unlikely to be an issue. Action completed. - Item 090: Update on Online Programme Management – the committee expert in Online Programme Delivery reported that plans Online Programme Management had been submitted to UEB for review. To report an update to November QSS meeting - In progress. - Item 092: Ethical Principles for Educational Engagements – The Senate approved in June 2025 the Ethical Principles for Educational Engagements, subject to a proposed amendment, <i>to the ‘Defence’ section to specify that the University would not support the development of weapons that were indiscriminate or prohibited under international humanitarian law.</i> Action completed. - Item 093: Future of Review – the Quality Reviews and Enhancement Manager, EPQ led on this enhancement work - Action completed. Reported under item 013 ‘Annual Review Proposal’ for approval at this meeting. - Item 095: Proposed Changes to Quality Assurance of Collaborative Provision - Consultation process underway with departments and Educational Partnerships Oversight Panel for testing of proposed process and refinement. Work also underway to think about alignment of processes with the Curriculum Management system. To report an update to future QSS meeting – In progress. - Item 096: Update on UCB Annual Quality Report - An Action plan in response to this annual review and the Collaborative Review of UCB to be presented for assurance to the Subcommittee at a future QSS meeting – In progress. - Item 097: Placements Code of Practice and Taxonomical Flowchart Future – Approved for publication by Chair’s action, item 019 ‘below the line’ for information. Action completed. - Item 099: Reform of Academic Regulations: Academic Regulations and Policy Framework – the Senate approved the Academic Regulations and Policy Framework in June 2025. Action completed. - Item 100: Postgraduate Taught and Collaborative External Examiners’ Report Analysis 2023-24 – The actions are combined in a proposal for a refined approach to external examining, which is currently drafted and will be consulted on later this academic year – In progress. - Item 101: Student Engagement and Progress Monitoring Policy – Approved by Education and Student Experience Committee Chair’s action and published. Action completed. - Item 102: Committee Effectiveness – Action completed. Reported under item 009 ‘Annual Committee Effectiveness Review’ at this meeting.
Chair’s Update	
006	Chair’s Business

	The Chair highlighted the following regulations and policy recommended to Senate in June 2025; in addition to those reported under item 005 Matters arising, including: • The Senate approved revisions to academic regulations, related to the outcome of the Faculty Governance Review. • The Senate approved revisions to Regulation 23: Student Disciplinary Offences related to updated discipline committee titles and student membership; and Regulation 27: On-Campus Residential Accommodation Regulations, following a wholesale review by the Residential Community Team. The Chair also noted the following: - the annual update of student survey and experience data will be considered in future by the Student Success Subcommittee and the Education and Student Experience Committee; anything related to policy change or any quality and standards concerns will still be referred to QSS. - The Academic Regulation and Policy Review Panel approved publication of an Academic Manual - Abbreviations and Acronyms. This list of abbreviations and acronyms ensures that academic regulation, policy, codes of practice, standard operating procedures, guidance and other forms of supplementary information are written in a consistent style which is clear and accessible to staff and students. ACTION: Secretariat to circulate the Academic Manual - Abbreviations and Acronyms to the committee membership following the meeting.
Substantive Items	
007	Students' Union Priorities The Committee received a presentation (007-QSS021025) and verbal report from the Students' Union Vice-President (Postgraduate), and key points and discussions were as follows: • Education priorities for this academic year are around the use of AI and language barriers and the subsequent impact on students. • Highlighted ongoing efforts to ensure that connections were made to different study groups e.g. those not on 'main' campus including apprentices and Postgraduate students • Campaigns planned to improve transparency and follow through on actions; ensuring genuine representation of the student voice and trust.
008	Introduction to the Committee / Membership, Terms of Reference and Constitution of Quality and Standards Subcommittee 2025/26 The Committee received the report (008-QSS021025, Public) and key points and discussions were as follows: • The Chair gave an overview of the committee remit, place in the governance structure, reporting lines and responsibilities. • The Committee reviewed and discussed the current membership; noting some new members and several vacancies where members were still to be appointed through the Senate Nominations Panel process; a Departmental Director of Education from each Faculty and four members of staff from the University Community. • A dedicated WBS representative was proposed, and the committee were supportive of the proposal. • Noted that the UCB governing body the Validation Management Group, now reports directly to the Education Partnerships Oversight Panel, in recognition of the change in partnership.

	DECISION: The Committee recommended approval of the QSS Terms of Reference, Constitution and Membership to the Education and Student Experience Committee; to include a proposal of an additional committee member. ACTION 1: The Committee to recommend approval of the QSS Terms of Reference, Constitution and Membership to the Education and Student Experience Committee; to include a proposal of an additional committee member. ACTION 2: The Chair to provide introduction to incoming members once approved by the Senate Nominations Panel via a Teams call before the next meeting of the Committee in November.
009	Annual Committee Effectiveness Review The Committee received the report (009-QSS021025, Internal) and key points and discussions were as follows: - Findings of the committee members' survey included that the committee had a clear remit and decision-making powers and the Terms of reference were largely aligned with business considered; however, high volume of agenda items may limit scrutiny. - It was noted there were some concerns around transparency of decision making, inclusive discussion methods and understanding by members of relationships and reporting lines between committees (which was addressed under item 008). - It was noted that the Subcommittee could consider using breakout/close scrutiny groups, which may improve inclusivity in discussions and feedback. - Encourage flexible participation by promoting deputy attendance and asynchronous contributions. - The Action table at the end of the report provided further detail about proposed improvements. ACTION 1: Matters arising to be made more transparent and available to members following committee meetings. ACTION 2: Minutes and Decision and action log to be made available as soon as possible following committee meetings, ACTION 3: To utilise methods such as close scrutiny groups and break out groups when appropriate. (All of the above actions for Chairs and Secretariat, ongoing)
010	Academic Misconduct Sanctions Code of Practice The Committee received the report (010-QSS021025, Internal) and verbal update from the Senior Policy Advisor (Assessment), EPQ) and areas of discussion included: - Highlighted work was underway to disseminate the Code of Practice; a webpage has been published. The Code of Practice will be promoted through the November Academic Integrity Celebration month, the Library will also promote and it will be circulated to AI mailing lists. - Questions were raised about group work implications and assessment design in response. - Some minor amendments were requested. DECISION: The Committee approved the Academic Misconduct Sanctions Code of Practice. ACTION 1: Collaborative project related to students as part of Academic Integrity celebrations. ACTION 2: Minor amendments to be made to 12.3; references to regulation 11 and table 5.1 (Senior Policy Advisor (Assessment), Academic Director (Postgraduate Taught) and the SU, Term 1)

011	Report from Senate Sub-Group on Key Issues The Committee received the report (011-QSS021025, Internal) and verbal update from the Senior Policy Advisor (Assessment), EPQ) and areas of discussion included: • Consideration around the suitable forum for issues from SSG to be discussed; committee members suggested that QSS was the right place and would then refer on where appropriate. • It was queried if a policy change should be actioned to allow resit without residence for those students with large amounts of resits, which would give students the choice and applicable to those without mitigation. The Committee was supportive and noted that more work is needed regarding those students who take a year off their studies. ACTION 1: Student outcomes for the iHeed partnership to be raised through the forthcoming WMS Education Priorities Dialogue meeting. (Quality Review and Enhancement Manager, EPQ, Term 1) ACTION 2: Develop policy to allow resit without residence for students with no mitigation but a large volume of resits. (Senior Policy Advisor (Assessment), Term 1)
012	Revised Guidance on Engaging with Students on Curriculum Change The Committee received the report (012-QSS021025, Public) and verbal update from the Head of Education Quality and Partnerships, and key points and discussions were as follows: • The report details revised guidance on how the University should engage students when making changes to the curriculum; reflecting feedback from departments, the CMA Working Group and aligns with the University's Curriculum and Partnerships Approval Policy. • The revisions aim to clarify change categorisations, improve student engagement practices, and ensure compliance with consumer protection laws and regulatory expectations from the Competition and Markets Authority (CMA) and the Office for Students (OfS). • Noted that communications on expectations are being underway led by the CMA Working Group. DECISION: The Committee approved the Revised Guidance on Engaging with Students on Curriculum Change.
013	Annual Review Proposal The Committee received the report (013-QSS021025, Internal) and verbal update from the Quality Reviews and Enhancement Manager, EPQ, and key points and discussions were as follows: • Highlighted the new model for review includes iterative changes from the process last year that will continue to evolve to meet the needs of staff and students. • Noted the model has been developed using feedback from last year and in consultation with various stakeholders. • Noted the model is intended to enable improved join up between institutional action plans to promote enhanced flow of information and a holistic picture across the various activities, and ensuring the feedback loop is closed. DECISION: The Committee approved the proposal for the revised model of review.
Items below this line were for receipt and/or approval, without discussion	
014	Curriculum Approval Panel Membership and Terms of Reference 2025/26 The Committee received and approved the report (014-QSS021025, Public).
015	Tier 4 Panel Memberships 2025/26

	The Committee received and approved the report (015-QSS021025, Public).
016	Academic Regulation and Policy Review Panel Membership and Terms of Reference 2025/26 The Committee received and approved the report (016-QSS021025, Public).
017	Minor amendments to Regulation 10 The Committee received and approved the report (017-QSS021025, Internal).
018	Chair's Actions The Committee received and noted the report (018-QSS021025, Public).
019	Minor amendments to Placements Code of Practice and Taxonomical Flowchart The Committee received and noted the report (019-QSS021025, Public).
020	External Examiners Handbook The Committee received and noted the report (020-QSS021025, Public).
021	EPOP KISR September 2025 The Committee received and noted the report (021-QSS021025, Internal).
022	SSG KISR June – August 2025 The Committee received and noted the report (022-QSS021025, Internal).
023	Courses approved between September 2024 and August 2025 The Committee received and noted the report (023-QSS021025, Public).
024	PSRB Activity The Committee received and noted the report (024-QSS021025, Internal).
025	Apprenticeship Oversight Panel Membership and Terms of Reference 2025/26 The Committee received and approved the report (025-QSS021025, Public).
026	Educational Partnerships Oversight Panel Membership and Terms of Reference 2025/26 The Committee received and approved the report (026-QSS021025, Public).
027	Senate Sub-Group Membership and Terms of Reference 2025/26 The Committee received and approved the report (027-QSS021025, Public).

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
2025-26			
006 Chair's Business	ACTION: Secretariat to circulate the Academic Manual - Abbreviations and Acronyms to the committee membership following the meeting.	Secretariat	Complete
008 Introduction to the Committee / Membership, Terms of Reference and Constitution of	ACTION 1: The Committee to recommend approval of the QSS Terms of Reference, Constitution and Membership to the Education and Student Experience Committee; to include a proposal of an additional committee member.	Secretariat November 2025	In Progress
	ACTION 2: The Chair to provide introduction to incoming members once approved by the Senate	Chair	

Quality and Standards Subcommittee 2025/26	Nominations Panel via a Teams call before the next meeting of the Committee in November.	November 2025	
009 Annual Committee Effectiveness Review	ACTION 1: Matters arising to be made more transparent and available to members following committee meetings. ACTION 2: Minutes and Decision and action log to be made available as soon as possible following committee meetings, ACTION 3: To utilise methods such as close scrutiny groups and break out groups when appropriate.	Chairs/Secretariat Ongoing, 2025-26	In Progress
010 Academic Misconduct Sanctions Code of Practice	ACTION 1: Collaborative project related to students as part of Academic Integrity celebrations. ACTION 2: Minor amendments to be made to 12.3; references to regulation 11 and table 5.1	Senior Policy Advisor (Assessment)/Academic Director (Postgraduate Taught)/the SU Term 1. Senior Policy Advisor (Assessment)/Academic Director (Postgraduate Taught)	In Progress Complete
011 Report from Senate Sub-Group on Key Issues	ACTION 1: Student outcomes for the iHeed partnership to be raised through the forthcoming WMS Education Priorities Dialogue meeting. ACTION 2: Develop policy to allow resit without residence for students with no mitigation but a large volume of resits.	Quality Review and Enhancement Manager, EPQ Term 1 Senior Policy Advisor (Assessment) Term 1	In Progress In Progress
2024-25			
071 Curriculum Management Project: Proposal for standardisation of Course, Route and Award data	ACTION: Curriculum Management team to report an update to November QSS meeting regarding the new Curriculum Management system and requirements for online provision.	Head of Curriculum Management, EPQ November 2025	In Progress
074 Academic casework that could affect a change in policy or guidance	ACTION: Deputy Pro-Vice-Chancellor (Education Quality and Standards) is leading Review work to ensure the Cyber Security programme addresses quality and student experience concerns. To report an update to November QSS meeting.	Deputy Pro-Vice-Chancellor (Education Quality and Standards)/ WMG colleagues November 2025	In Progress

075 Proposed change to Term 2 Module Registration, Departmental Confirmation and De-registration timings	ACTION: The committee requested further analysis on WBS module choices and study abroad issues. Update: Director of Student Administrative Services reported that had discussed with WBS the proposed changes to Term 2 module choices and they were comfortable with the timelines. The Modules, Marks and Assessment team fed back that Study Abroad students arriving in Term 2 usually organise their module selections early, so this is unlikely to be an issue.	Director of Student Administrative Services October 2025	Complete
090 Update on Online Programme Management	ACTION: The committee requested an update on Online Programme Management. Update: the Expert in Online Programme Delivery reported that work on Online Programme Management had been submitted to UEB for review. To report an update to November QSS meeting.	Committee member for Online Programme Delivery November 2025	In Progress
092 Ethical Principles for Educational Engagements	ACTION: Subcommittee members who raised concerns regarding fossil fuels to review wording in the sustainability section with report authors. Update: The Senate approved in June 2025 the Ethical Principles for Educational Engagements, subject to a proposed amendment, <i>to the 'Defence' section to specify that the University would not support the development of weapons that were indiscriminate or prohibited under international humanitarian law.</i>	Committee members/report authors, before implementation	Complete
093 Future of Review	ACTION: To discuss a joined up and consistent approach to enhancement work before October meeting of QSS. Update: Quality Reviews and Enhancement Manager, EPQ led on this enhancement work and reported in detail under item 013 'Annual Review Proposal' for approval at this meeting.	Head of WIHEA/ Meeting Chair/ Head of Education Quality and Partnerships/ Quality Reviews and Enhancement Manager, EPQ October 2025	Complete
095 Proposed Changes to Quality Assurance of Collaborative Provision	ACTION: A report for approval to be considered at the October meeting of QSS following further testing and consultation with departments and Educational Partnerships Oversight Panel. Update: Consultation process underway with departments and Educational Partnerships Oversight Panel for testing of proposed process and refinement. Work also underway to think about alignment of processes with the Curriculum Management system. To report an update to future QSS meeting.	Quality and Partnerships Development Manager, EPQ November 2025	In Progress

096 Update on UCB Annual Quality Report	ACTION: An Action plan in response to this annual review and the Collaborative Review of UCB to be presented for assurance to the Subcommittee at a future QSS meeting.	Quality and Partnerships Development Manager, EPQ 2025/26	In Progress
097 Placements Code of Practice and Taxonomical Flowchart	ACTION: Changes requested by members to be implemented and then considered by QSS Chairs action for approval. Update: Approved for publication by Chair's action, item 019 'below the line' for information.	Internships, Placements and Work Experience Manager/ QSS Secretariat Summer 2025	Complete
099 Reform of Academic Regulations: Academic Regulations and Policy Framework	ACTION: To discuss wording around academic and institutional autonomy in this context. Update: the Senate approved the Academic Regulations and Policy Framework in June 2025.	Deputy Director and Head of Policy and Governance, EPQ/ DPVC (Education Policy)/ Director of Education from the Faculty of Arts Summer Term	Complete
100 Postgraduate Taught and Collaborative External Examiners' Report Analysis 2023-24	ACTION 1: Planned communication to Departmental staff involved in engaging with supporting External Examiners on key areas of interest identified in the reports to include: - Continued engagement and encouragement to write more substantive comments at a department level, and to respond to those comments in a timely manner - Departments to consider documenting clearly/sharing existing documentation concerning moderation processes and any audit trail - To establish a central point for matters concerning AI and encourage colleagues to consider their modules and courses in a world where it will continue to have a disruptive impact. ACTION 2: To follow up with Departments where outstanding responses are still awaiting. ACTION 3: To explore and follow up an institutional response to the External Examiner reports.	Academic Director (Postgraduate Taught)/ Head of Quality and Partnerships/ Head of Education Policy and Governance, EPQ Head of Education Policy and Governance/Policy Advisor (Assessment and Regulations), EPQ Head of Quality and Partnerships/Head of Education Policy and Governance, EPQ Head of Education Quality and Partnerships, EPQ Autumn term 2025	In Progress

	ACTION: To review and propose amendments to the template for collaborative provision External Examiner reports. Update: These actions are all combined in a proposal for a refined approach to external examining, which is currently drafted and will be consulted on later this academic year.		
101 Student Engagement and Progress Monitoring Policy	ACTION: Members asked to communicate comments/feedback directly to the Compliance Officer (Student Immigration) and for a revised version of the report to be brought back to October meeting of QSS, or to be considered by QSS Chair's action. Update: Approved by Education and Student Experience Committee Chair's action and published.	Committee member/Compliance Officer, Student immigration/QSS Secretariat Summer term	Complete
102 Committee Effectiveness	ACTION: QSS secretariat to circulate Committee Effectiveness review documentation to Subcommittee members for comment and feedback later in the Summer term.	QSS Secretariat Summer term	Complete