

UNIVERSITY OF WARWICK
QUALITY AND STANDARDS SUBCOMMITTEE
PUBLIC MINUTES OF THE MEETING HELD ON WEDNESDAY 25 FEBRUARY 2026

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)
	Dr Emily Biggs	University Community member
	Professor John Davey	Expert in managing domestic validation partnerships
	Dan Derricott	Director of Education Policy and Quality
	Dr Neil Evans	Departmental Director of Education, Faculty of Science, Engineering and Medicine
	Dr Laura Gelhaus	Deputy Chair (Education), Faculty of Social Sciences
	Professor Letizia Gramaglia	Head of Department, Academic Development Centre
	Lee Griffin	Academic Director (Postgraduate Taught)
	Dr Marta Guerriero	Deputy Chair (Education), Faculty of Arts
	Professor Jonathan Hickman-Heron	Chair of the Postgraduate Research Subcommittee
	Andrew Higgins	Director of Student Administrative Services
	Grace Huang	Postgraduate Taught Student representative
	Karen Jackson	Research and Academic Support Manager, Library
	Dr Alexa Kirkaldy	University Community member
	Professor Georgia Kremmyda	Chair of the Learning and Teaching Subcommittee
	Dr David Lees	Representative of the Student Success Subcommittee
	Dr Helen Nolan	Expert in the regulation of medical education
	Dr Martyn Parker	Deputy Chair (Education), Faculty of Science, Engineering and Medicine
	Maanya Raju	Students' Union Vice-President (Postgraduate)
	Dr Claudia Rei	Departmental Director of Education, Faculty of Social Sciences
	Professor Ross Ritchie	Deputy Chair of the Academic Regulations and Policy Review Panel
	Dr Gavin Schwartz-Leeper	Departmental Director of Education, Faculty of Arts
	Linda Sherwin	University Community member
	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 item 064)
	Dr Bryan Brazeau	Academic Director of Warwick Venice Centre (for item 062)
	Adam Child	Academic Registrar (for item 059)
	Richard Fisher	Head of Portfolio, Digital Communications Channels, IDG (for item 066)
	Helen Hotten	Policy Advisor (Assessment and Regulations), Assistant Secretary
	Dr Florian Linke	Politics and International Studies (for item 060)
	Professor Trevor McCrisken	Director of Education, Politics and International Studies (for item 060)
	Sarah Mullins	Quality Reviews and Enhancement Manager, EPQ (Observer)
	Fiona Robertson	Junior Delivery Manager, IDG (for item 066)

	Jackie Whitehouse	Head of Work Based & Professional Learning (for item 063)
Ref	Item	
054	Welcome and Apologies for absence The Chair welcomed Dr Nalita James (incoming Community member). The Chair confirmed the Student Conduct and Resolution ex-officio post will be removed from the Committee membership and added to the membership of the Education and Student Experience Committee as an ex-officio post from March 2026. Apologies were received from: Dr Sam Hardy, Dr Nalita James, Professor Debbi Marais and Gareth Roberts.	
055	Declarations of Interest No new declarations were made.	
056	Minutes of last meeting held on 26 November 2025 The minutes of the meeting held on 26 November 2025 (056-QSS250226, Public) were approved, with a minor amendment noted under Matters arising to clarify an action under item 038.	
057	Matters arising from meeting held on 26 November 2025 A detailed verbal update from the Chair was received: - Item 009 Annual Committee Effectiveness Review – Chairs/Secretariat are reviewing best practices to improve the visibility of Matters arising and Minutes/Decision and action logs. Lead: Chairs/Secretariat – In progress. - Item 010 Academic Misconduct Sanctions Code of Practice - Academic Integrity celebrations held in November 2025 saw 22 competition entries, with positive feedback and the SU Advice Centre reported an 84% reduction in academic integrity caseload since 2023-24. Action completed. - Item 011 Report from Senate Sub-Group on Key Issues - Develop policy to allow resit without residence for students with no mitigation but a large volume of resits – Update reported under item 064. - Item 036 Institutional Self-Assessment Report 2024/25 & QIP 2025/26 – Update reported under item 063 on the number of apprentices past their planned end date on the PG Engineer programme, alongside an action plan and to highlight any areas of good practice from tracking and progress reviews. - Item 038 Academic Misconduct Annual Report: -Academic Conduct Panel training sessions are being delivered and continue to remind departments who haven't submitted an academic misconduct annual return for the past academic year and reiterate the importance of annual submission. Lead: Academic Integrity Lead, Term 2] - In progress. -Clarified that Action 4 relates to oversight of ethical approval of projects and dissertations as the Committee observed it wasn't clear that there was oversight of ethical approval of student projects and ethics breaches. Lead: Chairs/Secretariat - to determine ownership of ethical approval of student projects and ethics breaches and to report an update to a future QSS meeting. - Item 039 Student Outcomes analysis - Analysis of student outcomes is still in progress and meetings will be scheduled with relevant stakeholders to discuss further. Lead: EPQ team/WDL, Term 2 – In progress. - Item 040 UCB Teach Out Plan and Risk Register - An initial draft of the Operational Handbook was discussed at the UCB/UoW Validation Management Group on 13th February; a number of sections are still subject to ongoing discussion, and a final version will be shared once approved. Lead: Academic Partnerships Officer, EPQ, Term 2 – In progress.	

	- Item 042 Education Quality Framework - To review comments made by committee members for future inclusion in the EQF, and will form part of future Review and revalidation work. Lead: Head of Education Quality and Partnerships, Director of EPQ, 2026-27 - 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. In progress. - 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 – UCB Annual Quality Report was presented at the UCB/UoW Validation Management Group on 13th February, the Chairs have provided response to UCB which will be presented for assurance to the next QSS meeting – Lead: Chairs/Secretariat.
058	Chair's Business The Chair highlighted the following: - Dr Alexa Kirkaldy was confirmed as the Academic Freedom Champion for the Committee. - New OfS Reporting Requirements - Office for Students (OfS) reporting requirements regarding degree algorithms, grade inflation, and the need to report on practices such as discounting low marks and awarding best results, to the OfS by the end of July 2026. A report will be brought to a future meeting of the committee, outlining the University's policies and the need to defend current practices to the OfS, particularly regarding borderline cases and algorithmic choices. - TEF Dashboard Overview – TEF data dashboard - Office for Students has recently been released showing measures of student experience, and continuation, completion and progression outcomes, for individual providers. - Noted that a deeper analysis will be conducted in the future, with initial observations indicating the University is below benchmark in academic support, organisation, and learning resources for part-time provision. - Highlighted the need to improve the University's National Student Survey (NSS) performance scores, especially in part-time provision. - The implications for retaining the University's triple Gold Teaching Excellence Framework (TEF) outcome, noting that improvements in assessment and curriculum design are critical and should inform future strategies work.
Substantive Items	
059	CMA Working Group Annual report 2024/25 The Committee received and noted the report (059-QSS250226, General) and verbal update from the Academic Registrar and areas of discussion included: - The Annual report summarised the CMA Working Group's activities, including a self-assessment exercise with departments, identification of vulnerabilities around course changes after student contracts are established, and the need to update training and guidance materials. - Members noted concerns about the complexity of communicating course changes to admissions and offer holders. - Discussed the need for clearer processes and the potential benefits of the new Curriculum Management system. - Members also highlighted the importance of providing consistent guidelines and support materials for departments on course changes, student consultation processes, and communication with offer holders and current students, including consideration of a pro forma for recording consultations.

	The Committee also noted the importance of clear, student-facing communications outlining how departments make decisions following student consultation, including clarification that consultation does not always mean student preferences are enacted. ACTION: To develop and share clear, institution wide guidelines for the different types of consultation and communication with new and existing students and offer holders. [CMA Working Group, 2025-26]
060	Request for an exemption to Paragraph 5.4 in the Qualifications and Credit Framework The Committee received the report (060-QSS250226, General) and verbal update from Dr Florian Linke, Politics and International Studies and Professor Trevor McCrisken, Director of Education, Politics and International Studies and key points and discussions were as follows: - Exemption request is sought for exemption to the Qualifications and Credit Framework for two quantitative methods modules PO11Q and PO12Q to allow final-year students to take these modules at FHEQ level 4, as the discipline does not require all students to study quantitative methods from the first year of study. - Noted that the introductory module's assessment is tied to its content and learning outcomes, regardless of the year taken, and that differentiating assessment by level would not be appropriate for students new to the methodology. - The Committee raised concerns around the intentional policy decision to tighten the approach to differentiation of FHEQ levels and to promote the design of cohesive and progressive programmes that ensure that students have the required credits at FHEQ level 6 in order to be awarded. - The Committee determined that the risks posed by deviating from the agreed framework were too great to allow approval of the exemption and that the Committee's responsibility to ensure compliance with regulatory requirements and to retain credible qualifications should be prioritised. DECISION: The Committee did not approve the exemption request. ACTION: The Committee asked the Chairs and Secretariat to liaise with colleagues from the Department to discuss alternative options to facilitate student needs within existing frameworks. [Chairs/Secretariat, Term 2]
061	Students' Union Update The Committee received a verbal report from the Students' Union Vice-President (Postgraduate), and key points and discussions were as follows: - A Postgraduate Sports Day is scheduled on 13th March for PG students to participate in sports activities and a social event. - National Liberation Conference is scheduled on 20-21st March on campus; a student-led conference dedicated to empowering student campaigners and encouraging political engagement. - The SU is also undertaking initiatives in partnership with ADC and WIHEA on neurodiversity themes and an AI workshop focussed on professional skills and development for students. - An 'Eat World Hub' initiative is providing free breakfast options for students up to three days per week in accessible places on campus.
062	Venice Short Courses programme proposal The Committee received the report (062-QSS250226, Confidential) and verbal update from the Academic Director of Warwick Venice Centre and areas of discussion included: - The proposal for managing credit for Venice Short courses taken outside the standard academic cycle aimed to provide flexibility and a positive student experience, but requires a consistent mechanism for credit management. - Some concerns were raised about the proliferation of department-specific solutions and the need for a holistic, centralised framework to manage non-traditional provision and ensure consistency.

	The Educational Partnerships Oversight Panel will have oversight of the Venice Short courses programme to ensure the approach is aligned with broader initiatives such as flexible delivery and wider short courses and partnerships provision. DECISION: The Committee approved the proposal in the short-term for modules offered in 2026, with the understanding that a broader, long-term approach will be developed to address system and policy issues.
063	PPED PG Engineer & action plan and Good Practice: Progress Reviews & Tutoring The Committee received and noted the reports (063-QSS250226 and 063a-QSS250226, Public) and verbal update from the Head of Work Based & Professional Learning and key points and discussions were as follows: - The updates on the PG Engineer apprenticeship programme summarised the improvements in the programme's outcomes for achievement, retention, and reduction of learners past their planned end date (PPED) and highlighted several areas of good practice from tracking and progress reviews. - The overall achievement and retention for the PGT Engineer cohorts are at 64.5%, with a 100% pass rate for those completing, and the number of learners past their planned end date has been reduced from 84 to 24. This data will be reported to the Department for Education (DfE) in March. - The Action plan included individual plans for remaining learners, use of the APTEM learner management system for tracking, and regular progress reviews to ensure compliance with funding rules and reduce risk. - Reported three new cohorts commenced in September 2025 on the PG Engineer apprenticeship programme; the progress reviews current status is at 70% overall and 'Off the Job' learning progress review is at 75%. - It was noted that students not completing the full programme may receive fallback awards such as a Postgraduate Certificate, though these are not recognised by the DfE for achievement statistics. - The Committee noted that the programme's achievement rate is slightly below the national benchmark for PG Engineer apprenticeships, but that improvements place the University in a positive position relative to other HEIs and there is continuing effort to focus on robust monitoring and progress reviews in liaison with Warwick Manufacturing Group colleagues.
064	Right to Remedy Failure Policy Amendments The Committee received the report (064-QSS250226, General) and verbal update from the Senior Policy Advisor (Assessment), EPQ and areas of discussion included: - The policy now allows students with 60 or more credits of reassessment to opt for resits in September or the following year without residence, addressing concerns about setting students up to fail with excessive assessment loads. - The policy includes clear definitions of reassessment and resits, and clarification was provided about the use of 'should' versus 'must' in operational guidance, ensuring departments have flexibility for pedagogical reasons. DECISION: The Committee recommended approval of the amendments to the Right to Remedy Failure Policy to the Education and Student Experience Committee.
065	UG External Examiners report analysis 2024/25 The Committee received the report (065-QSS250226, General) and verbal update from the Policy Advisor (Assessment and Regulations) and the Head of Education Quality and Partnerships and areas of discussion included: The report provided a summary of the outcomes from the Undergraduate External Examiner reports, highlighting areas of good practice and identifying areas for improvement.

	• The analysis aimed to ensure that the University's standards were comparable to those within the sector and addresses any concerns raised by external examiners. • External Examiners commended the university for providing quality feedback, robust assessment and moderation processes, innovative pedagogies, and inclusive assessment methods. • Areas for improvement included inconsistencies in borderline considerations, use of scaling in assessments and concerns around assessment load and the use of Artificial Intelligence (AI) in assessments. • Noted an external examiner report for WMG (PG Healthcare Operational Management course) was erroneously included in the Undergraduate analysis; the respective comment and action in section 4 will be disregarded and this report will be included in the PG External examiners report analysis to be considered by the Committee next term. • Noted an internal audit on external examining has taken place and colleagues in Education Policy and Quality are responding to respective actions, including looking at the future role and function of External examiners which will go out for wider consultation. • Highlighted that a review of external examining is underway which as well as continued engagement with assessment and Boards of Examiners, will look to include a clearer expectation for external examiners to act as a critical friend for curriculum design and support quality enhancement throughout the year. • An institutional response to the External examiner reports for 24-25 summarising the good practice, areas for enhancement and how the University intends to follow up on recommendations will be sent out in April before the Summer Boards of Examiners. • Discussed that the current external examiner report does not facilitate an annual review process and a future version of the form needs to capture longer-term feedback better, this will be included in the review work. DECISION: The Committee approved the actions proposed in the report and emphasised the importance of addressing the identified areas for improvement. ACTION 1: To follow up with Departments where there are outstanding responses to External examiners [Policy Advisor (Assessment and Regulations), Term 2] ACTION 2: To follow up with departments reporting high student assessment loads and modules with repeated scaling, requesting reflection and action at departmental level [Policy Advisor (Assessment and Regulations)/Head of Education Quality and Partnerships, Term 2]
066	Automated Attendance Data Capture The Committee received and noted the report (066-QSS250226, General) and a verbal update on from the Junior Delivery Manager and Head of Portfolio, Digital Communications Channels, IDG and areas of discussion included: • The Automated Attendance Data capture project is managing the transition from manual to card-based attendance, with card-readers feeding data into Tabula. • Pilot schemes are currently underway in the School of Engineering and the Oculus teaching rooms. • Members raised some accuracy and integrity concerns and the potential impact on attendance rates and, that while the system reduces the risk of false attendance compared to manual registers, it cannot fully prevent students from scanning cards on behalf of other students. • The project team were asked to provide data on room sizes and monitoring attendance changes as the project expands. • Committee members discussed and emphasised the importance of using attendance data for broader engagement and wellbeing policies. The Committee endorsed the view of several departments about the need for further work to align the technical outcomes of the project with future engagement and wellbeing strategies.
Items below this line were for receipt and/or approval, without discussion	

067	Annual Assurance Report and Degree Outcomes Statement The Committee received and noted the report (067-QSS250226, General).
068	Academic Regulations and Policy Framework Amendments The Committee received and approved the report (068-QSS250226, General).
069	Updated Quality and Standards Subcommittee Membership The Committee received and approved the report (069-QSS250226, Public).
070	PSRB Activity The Committee received and noted the report (070-QSS250226, Confidential).
071	Chair's Actions The Committee received and noted the report (071-QSS250226, Public).
072	EPOP KISR The Committee received and noted the report (072-QSS250226, General).
073	SSG KISR December 2025 The Committee received and noted the report (073-QSS250226, General).

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
2025-26			
065 UG External Examiners report analysis 2024/25	ACTION 1: To follow up with Departments where there are outstanding responses to External examiners. ACTION 2: To follow up with departments reporting high student assessment loads and modules with repeated scaling, requesting reflection and action at departmental level.	Policy Advisor (Assessment and Regulations)/Head of Education Quality and Partnerships, Term 2	In Progress
060 Request for an exemption to Paragraph 5.4 in the Qualifications and Credit Framework	ACTION: The Committee asked the Chairs and Secretariat to liaise with colleagues from the Department to discuss alternative options to facilitate student needs within existing frameworks.	Chairs/Secretariat, Term 2	In Progress
059 CMA Working Group Annual report 2024/25	ACTION: To develop and share clear, institution wide guidelines for the different types of consultation and communication with new and existing students and offer holders.	CMA Working Group, 2025-26	In Progress
042 Education Quality Framework	ACTION: To review comments made by committee members for future inclusion in the EQF, and will form part of future Review and revalidation work.	Head of Education Quality and Partnerships, Director of EPQ, 2026-27	In Progress

040 UCB Teach Out Plan and Risk Register	ACTION: To circulate the operational handbook to QSS for oversight.	Academic Partnerships Officer, EPQ, Term 2	In Progress
039 Student Outcomes analysis	ACTION 1: To identify the courses / Departments in relation to the split metrics with evidence of being below threshold and develop action plans to address the areas. ACTION 2: To further explore the conflict between preserving historic grade profiles and allowing classifications to rise (e.g. due to better teaching and closing of attainment gaps).	EPQ team/WDL Term 2 QSS Chairs, Student Success Subcommittee representative Term 2	In Progress
038 Academic Misconduct Annual Report	ACTION 1: Continue to deliver Academic Conduct Panel training sessions annually and provide clarity that the training sessions are open to all to encourage representation. ACTION 2: Send a reminder to departments who haven't submitted an academic misconduct annual return for the past academic year and reiterate the importance of annual submission [Academic Integrity Lead, Senior Policy Advisor (Assessment), Term 2] ACTION 3: To provide clarity to markers and academic conduct panels to ask for comment in the narratives to help establish a sense of the scale about the lack of resource or confidence to report, investigate or find academic misconduct. ACTION 4: Update: Clarified that the action relates to oversight of ethical approval of projects and dissertations as the Committee observed it wasn't clear that there was oversight of ethical approval of student projects and ethics breaches. To determine ownership of ethical approval of student projects and ethics breaches and to report an update to a future QSS meeting.	Academic Integrity Lead, Senior Policy Advisor (Assessment), ongoing Chairs/Secretariat, 2025-26	In Progress Completed Completed In Progress
036 Institutional Self-Assessment Report 2024/25 & QIP 2025/26	ACTION: To report an update on the number of apprentices past their planned end date on the PG Engineer programme to the next meeting of QSS in February, alongside an action plan and to highlight any areas of good practice from tracking and progress reviews.	Head of Work Based & Professional Learning, QSS, February 2026	Completed
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,	Chairs/Secretariat Ongoing, 2025-26	In Progress

	ACTION 3: To utilise methods such as close scrutiny groups and break out groups when appropriate.		
010 Academic Misconduct Sanctions Code of Practice	ACTION: To report an update to February QSS meeting on Collaborative project related to students as part of Academic Integrity celebrations held in November 2025.	Academic Director (Postgraduate Taught) QSS, February 2026	Completed
011 Report from Senate Sub-Group on Key Issues	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 2	Completed
2024-25			
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 a future QSS meeting.	Deputy Pro-Vice-Chancellor (Education Quality and Standards)/ WMG colleagues Ongoing, 2025-26	In Progress
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 Ongoing, 2025-26	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
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	Academic Director (Postgraduate Taught)/ Head of Quality and Partnerships/ Head of Education Policy and Governance, EPQ	In Progress

	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. 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.	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 Ongoing, 2025-26	
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