

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 19 November 2003 at 9.15am in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

SECOND CIRCULATION AGENDA

14. Matters Arising on the Minutes

- (a) Assessment Practices and Examination Load and Late Submission of Assessed Work (Minute 3/03-04 refers)

TO REPORT:

- (i) That at its meeting held on 23 October, the Committee considered the resolution of the Senate concerning the imposition of penalties for the late submission of work and resolved:
- (A) That it be noted that the matter had originally been raised by the Board of Undergraduate Studies but had not been formally considered by the Board of Graduate Studies and to that end be referred by the Committee to the Board for consideration at its next meeting.
- (B) That whilst the Committee noted the rationale advanced by Professor Bridges for a sliding scale of penalties determined by the proportion that each piece of work contributed to a module or course, (noting also that there were areas of the University in which pieces of work were not attached to specific modules), the view of the Committee remained:
- (1) that students should be made aware that failure to submit work to an advertised deadline would lead to the imposition of a penalty, which was intended to act as a deterrent
- (2) that use of a single penalty tariff would be most clearly communicated to students and would facilitate implementation
- (3) that use of a single penalty tariff, irrespective of the relative contribution of a piece of work to a course of module, would prevent students considering the relative benefit of delaying submission against a potential loss of marks

(ii) That at its meeting held on 13 November, the Board of Graduate Studies considered the issue and resolved:

- (A) That, given that the mark for a single piece of work or module at postgraduate level has a much greater impact on the overall mark and the qualification achieved than at undergraduate level, it was the view of the Board that a penalty of 5% per day for taught postgraduate courses was too high, noting that:
- (1) Some modules at postgraduate level were assessed by a single piece of assessed work and that should a student fail one piece of work as a result of late penalties this could result in the failure of the course.
 - (2) The imposition of an overly harsh penalty was likely to lead to increased numbers of extensions, including those granted retrospectively, which was not desirable.
- (B) That it was not essential to have the same penalty for undergraduate and taught postgraduate students, given that the vast majority of departments have different administrative systems and different literature for these two groups of students.
- (C) That the Board appreciated there were particular issues for part-time postgraduate students who were typically in full-time employment but would encourage departments to address this through the use of differing deadlines for full-time and part-time students rather than through the use of extensions.

The Board of Graduate Studies further recommended:

- (D) That a maximum penalty of 2% per day be imposed for the late submission of assessed work for all taught postgraduate courses.
- (E) That Chairs of Department be permitted to impose a lesser penalty in individual cases, but that if imposing a penalty of less than 2%, the reasons for doing so should be explained in writing and documented for future reference.
- (F) That all Departments be reminded that policies on the late submission of assessed work and extension requests should be made clear to students at the start of a course.
- (G) That it be made clear that Departments would retain their discretion to approve extensions in extenuating circumstances.

TO CONSIDER:

The recommendations of the Board of Graduate Studies.

- (b) Additional Course Costs (Minute 3/03-04 (b) refers)

TO REPORT:

- (i) That at its last meeting held on 23 October, the Committee considered a response from the Chair of the School of Law to the Committee's queries concerning additional costs to students levied in their respective departments and resolved:
- (A) That it be noted that additional information provided by the Law School indicated that the costs of photocopied materials on a module-by-module basis was clearly communicated to students
- (B) That a bid be made to the Estimates and Grants Committee to seek partial relief of the charges levied upon students for photocopied materials, subject to further clarification from the School.
- (ii) That an analysis of the information provided by the School of Law indicated that students in the School were not paying significantly more for photocopied materials than students in Law or other departments for set texts and that consequently, the Chair of the Committee had written to the Chair of the Law School suggesting alternative means of providing materials to students and indicating that in view of the level of charges finally established, the Committee would not be submitting a bid on behalf of the Law School to the Estimates and Grants Committee, paper AQSC 42/03-04 (copy attached).

15. Membership of the Partnerships and Distance Learning Sub-Committee

TO REPORT:

That at its meeting held on 6 November, the Partnerships and Distance Learning Sub-Committee considered the terms of reference, constitution and membership of the Committee for 2003-04 and recommended to the Academic Quality and Standards Committee that the Students' Union Education Officer be invited to serve, or nominate a representative of the student body to serve, on the Committee.

TO CONSIDER:

Student representation on the Partnerships and Distance Learning Sub-Committee.

16. Terms of Reference of the Board of Lifelong Learning

TO REPORT:

That at its meeting held on 31 October the Board of Lifelong Learning considered its terms of reference and recommended to the Academic Quality and Standards Committee that revised Terms of Reference be approved as set out in paper BLL 2/03-04 to reflect the Board's oversight of additional widening participation activities in the University.

TO CONSIDER:

The amended Terms of Reference for the Board of Lifelong Learning proposed by the Board, paper BLL 2/03-04 (copy attached).

17. University Policy on Collaborative Provision

TO REPORT:

That at its meeting held on 6 November, the Partnerships and Distance Learning Sub-Committee received a copy of the University's policy on collaborative provision and resolved, *inter alia* that it was the view of the Committee that it would be helpful for the University to undertake a strategic review of its collaborative provision and develop a more proactive strategy for the development of specific areas of such provision; it being noted that the current statement that the development of a wide portfolio of collaborative provision *per se* was not a strategic goal of the University led to a more reactive approach, with departments generating initiatives in an *ad hoc* manner rather than working to a clearly-developed institutional brief which might be advantageous and which should also take account of the University's strategy relating to Widening Participation.

TO CONSIDER:

The University's current policy with respect to collaborative provision as set out in paper PDLSC 9/03-04 (copy attached).

18. Amendments to Regulation 33, Regulations Governing Courses of Study Validated or Franchised by the University

TO CONSIDER:

Proposed amendments to Regulation 33 as set out in paper PDLSC 13/03-04 (revised) (copy attached)

19. WMG Partnership with Warwick Institute, South Africa

TO REPORT:

- (a) That at its meeting held on 6 November Partnerships and Distance Learning Sub-Committee considered a proposal from Dr A Dowd, Warwick Manufacturing Group, to amend the partnership arrangement with Warwick Institute in the light of discussions with the South African Department of Education, paper PDLSC 17/03-04 and resolved:

- (i) That the proposal to amend the partnership arrangement with Warwick Institute as set out in paper PDLSC 17/03-04 be not approved.
- (ii) That in the light of the implications of the recently-introduced legislation prohibiting institutions and organisations not established as legal entities in South Africa from delivering courses and conferring awards, and taken with the Committee's decision not to approve the proposed amendment to the partnership, urgent consideration be given to means of supporting continuing students and that to this end:
 - (A) A paper be prepared by Dr Dowd setting out the position of students currently enrolled on the courses concerned indicating the extent of their progress and their outstanding teaching and supervisory requirements as at 1 November 2003
 - (B) A paper be prepared for the University Steering Committee by the Secretary to the Committee setting out background information concerning the collaboration with Warwick Institute; the implications of the cessation of the contract with Warwick Institute and issues arising from the requirement for the University to fulfil its duty of care in connection with the existing student cohort.
- (b) That a report was submitted to the Steering Committee for its meeting on 17 November, paper SC. 49/03-04 (reserved).

20. Collaboration with the University of Renmin, China

TO CONSIDER:

A Part 4 course proposal form and associated Site Visit form, papers AQSC 43 and 44/03-04 respectively, (copies attached), from the Director of the Centre for English Language Teacher Education, for a partnership with the University of Renmin, China, to deliver the 2+2 BA in English Language, Translation and Cultural Studies previously approved by the Committee for delivery with the Beijing Foreign Studies University.

21. Annual Course Review Reports, Academic Year 2002-03

TO CONSIDER:

- (a) The summary reports of the Annual Review of Undergraduate Courses 2002/03 for the following faculties, it being noted that the Board of Undergraduate Studies, at its meeting on 12 November, recommended that the summary reports be circulated to departments in advance of the relevant meetings of the Faculty Boards, it being noted that this may mean the deadline for submission of Annual Review reports by departments would have to be brought forward:
 - (a) Faculty of Arts, paper BUGS 6/03-04, (copy attached).

- (b) Faculty of Science, paper BUGS 7/03-04, (copy attached).
- (b) The following Annual Course Review Reports for 2002-03 considered by the Partnerships and Distance Learning Sub-Committee:
- (i) Higher Education Foundation Programme (HEFP), paper PDLSC 18/03-04 (copy attached).
- (ii) Franchised first year of the MEng/BEng in Electronic Engineering, Electronic and Communications Engineering and Electrical Engineering, delivered by the Institute of Technology Management, India, paper PDLSC 20/03-04 (copy attached); it being noted that the PDLSC resolved that a letter be sent to the Course Convenor for the franchised first year of the MEng/BEng in Electronic Engineering, Electronic and Communications Engineering and Electrical Engineering noting:
- (A) that the initial response made in the Resources section of the report concerning parity of facilities provided for Warwick and ITM students was not borne out by the account subsequently provided of the quality of the learning environment at ITM which the Committee deemed to be entirely appropriate.
- (B) That it be noted that the establishment of an SSLC or system for student feedback responding to the principles underlying the operation of SSLCs was a requirement of Warwick courses and that appropriate provision be made for ITM students.
- (C) That the Committee had noted the account provided of students' response to the delivery of teaching in a style closer to the Indian, rather than the typical UK, style and the approach taken by staff in the School of Engineering to raise this with colleagues at ITM with the result that a swift remedy had been achieved.
- (c) The following Annual Course Review Reports for 2002-03 considered by the Board of Lifelong Learning:
- (i) Open Studies courses, paper BLL 6/03-04, (copy attached); it being noted that, at its meeting held on 31 October the Board of Lifelong Learning reported that:
- (A) extra staff development sessions have been implemented for Open Studies tutors;
- (B) the entire Open Studies programme was revalidated and reassessed in 2002-03 and there are now clearer guidelines in place on assessment procedures, feedback processes and learning outcomes;

- (C) the Counselling team has begun to investigate the process of BACP accreditation for the Open Studies Diploma in Counselling;
 - (D) the possible loss of performing space on the Westwood Campus would have consequences for Open Studies provision and other venues would have to be considered;
 - (E) in addition to the Open Studies figures in Appendix 1 of the report, a further 79 students registered for Open Studies Language Certificates;
- (ii) Foundation Degree in Community Enterprise and Development, paper BLL 7/03-04, (copy attached).
 - (iii) Foundation Degree in Early Years, paper BLL 8/03-04, (copy attached).
 - (iv) Part-time and 2+2 courses in Social Studies and European Studies, paper BLL 9/03-04, (copy attached).
- (d) A recommendation from the Board of the Faculty of Social Studies that departments be permitted to submit their undergraduate Annual Course Review forms in December for consideration by the sub-faculty committee in the Spring, (Minute 12/03-04 (c) (ii) unconfirmed).

22. PhD Viva examinations by Video-Conferencing

TO REPORT:

- (a) That at its meeting on 7 July 2003, the Committee considered proposed procedures for the conduct of PhD viva examinations using video-conferencing (paper BGS 24/02-03) and resolved:
- (i) That the proposed procedures for the conduct of viva examinations for research degrees using video conferencing be approved as set out in paper BGS 24/02-03(revised); it being noted that the operation of the system should be kept under review.
 - (ii) That External Examiners' reports on viva examinations conducted by video-conference should state this clearly and note any issues associated with the conduct of the examination.
 - (iii) That consideration be given by the Board of Graduate Studies to the inclusion of an independent person in the viva examinations to act as a Chair.
- (b) That at its meeting on 6 October, the Board of Graduate Studies considered the proposal that an independent person act as Chair in viva examinations and resolved that the Board of Graduate Studies review the guidance currently given to Internal Examiners about the

examination process and recommended that the proposal to appoint independent Chairs for viva examinations be not adopted, noting that:

- (i) The potential benefits of the introduction of an independent chair were not clear and the proposal did not seem to be in response to any perceived difficulties or inadequacies with the current examination system.
- (ii) The impact of the introduction of such a system in terms of cost and workload for departments and the members of academic staff involved would be considerable.

23. New Master's courses

TO CONSIDER:

(a) Department of Sociology

A proposal from the Department of Sociology for the introduction of the following variants of the MA in Social Research with effect from October 2003 noting that the Board of Graduate Studies, at its meeting on 6 October, resolved that the proposals be approved subject to the approval of the course fees by the Finance and General Purposes Committee:

- (i) MA Social Research with Specialism in Socio-Legal Studies (paper BGS 6/03-04, copy attached).
- (ii) MA Social Research with Specialism in Social and Political Thought (paper BGS 7/03-04, copy attached).
- (iii) MA Social Research with Specialism in Sport, Politics and Society (paper BGS 8/03-04, copy attached).
- (iv) MA Social Research with Specialism in Men and Masculinities (paper BGS 9/03-04).
- (v) MA Social Research with Specialism in Gender and International Development (paper BGS 10/03-04).

(b) Faculty of Medicine

- (i) A proposal from the Faculty of Medicine to approve a full-time variant of the Masters in Applied Health Studies: Diabetes Care as set out in paper GCFM 1/03-04, (copy attached).
- (ii) A proposal from the Faculty of Medicine to change the name of the MSc in Applied Health Studies: Implant Dentistry to MSc Implant Dentistry as set out in paper GCFM 9/03-04.
- (iii) A proposal from the Faculty of Medicine to change the name of the MA/MSc in Medical Education to M Med Ed (Masters in Medical Education), it being noted that at its meeting held on 13 November, the Board of Graduate Studies had recommended for approval by the AQSC an amendment to

University Ordinance 14 to provide for the introduction of a Masters in Medical Education as set out in paper BGS 23/03-04 (copy attached).

24. New and Revised Postgraduate Awards

TO REPORT:

The approval of the following Postgraduate Awards by the Board of Graduate Studies:

- (a) A proposal from the Institute of Education for the introduction of a Postgraduate Award in Inspection and Evaluation (Adult Learning), paper BGS 12/03-04.
- (b) A proposal from the Language Centre for the introduction of a Postgraduate Award in Teaching Foreign Languages, noting that the paper BGS13/03-04.
- (c) A proposal from the Faculty of Medicine to introduce a new module and Postgraduate Award entitled Professional Skills in Healthcare as set out in paper GCFM.5/03-04 with effect from June 2004.
- (d) A proposal from the Faculty of Medicine to change the method of delivery for the Postgraduate Award in Clinical Primary Care: Underlying principles for practising as a General Practitioner, paper GCFM.6/03-04.
- (e) A proposal from the Faculty of Medicine to change the name of the module and Postgraduate Award entitled Palliative Care: HIV/AIDS – Diagnosis onwards, an optional module of the Masters in Applied Health Studies: Palliative Care, to “Non-Cancer Palliative Care” paper GCFM.8/03-04.
- (f) A proposal from the Institute of Education to establish three new Postgraduate Awards in Researching Drama in the Classroom, (paper GFSS12/03-04); Drama and Literacy, (paper GFSS 13/03-04) and the Drama Curriculum, (paper GFSS14/03-04).

25. New and Revised Undergraduate Courses of Study

TO CONSIDER:

- (a) A proposal from the Department of Classics for a new BA Honours degree in Classics starting September 2005 as set out in paper AUSC 3/03-04, (copy attached).
- (b) A proposal from the Department of German Studies to establish a new MA in German Cultural Studies with effect from October 2003 (paper AGSC1/03-04 {revised 2} (copy attached)).
- (c) A proposal from the School of Theatre Studies to restructure its MA in “Creative and Media Enterprises” be approved as set out in paper AGSC3/03-04 {revised 2} with effect from October 2004 subject to the School offering an entry level diploma which need not be advertised.

- (d) A proposal for a new MSc course in Programme and Project Management to be introduced from October 2004 as set out in paper SGS14/03-04, (copy attached).

26. New Open Studies Certificates

TO CONSIDER:

Proposals for the following new Open Studies courses:

- (a) Certificate in Adult Numeracy Subject Specialists, paper BLL 10/03-04, (copy attached).
- (b) Certificate in Adult ESOL Subject Specialists, paper BLL 11/03-04, (copy attached)
- (c) Certificate in Community Research, paper BLL 12/03-04, (copy attached).
- (d) Diploma in Professional Development for Trainers of Adult Literacy Subject Specialists, paper BLL 13/03-04, (copy attached).

27. Centre for English Language Teacher Education: Naming of Research Degrees

TO CONSIDER:

A proposal from CELTE on the naming of research degrees, paper GFSS 18/03-04, (copy attached).

28. Discontinuation of Courses of Study: Warwick Business School

TO CONSIDER:

A proposal from WBS to withdraw N1PG management (PG Certificate) from University regulations as set out in paper GFSS19/03-04, (copy attached).

29. Carry forward of marks from a Foundation Degree to an Honours Degree

TO REPORT:

That at its meeting held on 31 October the Board of Lifelong Learning considered a paper from the Director of the Centre for Lifelong Learning on the classification of Honours Degrees for students previously registered for Foundation Degrees, paper BLL 5/03-04, (copy attached), and resolved that degree classifications will be calculated on the basis of all Honours Level work as this is consistent with the procedure used for existing Part-time Degrees.

TO CONSIDER:

The proposal from the Director of the Centre for Lifelong Learning that, as with part-time degrees, the final honours classification for students 'topping up' from a Foundation Degree should be arrived at on the basis of the final

mark made up of 50% of their level 2 (Foundation Degree) overall mark and 50% of their level 3 work.

30. Proposed Change of Course Title for 2+2 Theatre, Media and Text

TO CONSIDER:

A paper proposing a change of course title from Theatre, Media and Text to Theatre, Film and Literature, paper BLL 19/03-04, (copy attached), it being noted that at its meeting held on 31 October the Board of Lifelong Learning recommended to the Committee that the proposed change of title be approved.

31. Use of oral examinations in taught postgraduate courses

TO REPORT:

- (a) That at its meeting on 13 November, the Board of Graduate Studies reported:
- (i) That it was proposed to introduce oral examinations as part of the assessment for modules on the MSc in Molecular Organisation and Assembly in Cells, which would also be offered to students on the MSc Instrumental and Analytical Methods in Biological and Environmental Chemistry.
 - (ii) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Science had approved the module proposals on behalf of the Committee.
 - (iii) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting held on 22 October 2003, recommended that further clarification be sought regarding the conduct and weighting of oral examinations.
- (b) That having considered the use of oral examinations at taught postgraduate level, guidelines prepared for the MSc in Molecular Organisation and Assembly in Cells (paper BGS 21/03-04) and an oral report from Dr A Rodger, the Board resolved:
- (i) That it had no objections to the use of oral examinations at taught postgraduate level and supported the reasons give by Dr Rodger for the use of oral examinations as part of the assessment for the MSc in Molecular Organisation and Assembly in Cells.
 - (ii) That audio records of the examinations be retained for six months after the meeting of the Board of Examiners for the course.
 - (iii) That point 5 of the Guidelines be amended to specify how far in advance of the meeting the student would be informed of the details of the format of the examination.

- (iv) That the grading scheme used for the oral examinations and all other assessed work on the course be the same as the agreed harmonised percentage scale marking scheme for the Faculty.
- (v) That as the grade descriptors developed with the harmonised marking scheme were intended for written work, descriptors appropriate to the method of assessment be developed and made available to students, noting that these would require approval by the Graduate Studies Committee of the Board of the Faculty of Science

TO CONSIDER:

The proposals of the Board of Graduate Studies relating to the conduct of oral examinations.

32. Institutional Audit

TO REPORT:

That confirmation has been received from the QAA that the following departments have been selected for Discipline Audit Trails:

- (a) German
- (b) Theatre Studies
- (c) Computer Science
- (d) Civil & Mechanical Engineering
- (e) Sociology

33. Periodic Reviews 2002-03

(a) Warwick Business School

TO CONSIDER:

The Periodic Review report on the Warwick Business School's undergraduate provision, paper BFSS 17/03-04 (copy attached) and the School's response to the report, paper BFSS 18/03-04 (copy attached); it being noted that at its meeting held on 5 November, the Board of the Faculty of Social Studies considered the report and response and resolved that the report be approved and recommended to the Academic Quality and Standards Committee:

- (i) that consideration be given to the length of self-evaluation documentation required from departments, in light of the Business School's complaint that the current word limit inhibited a full and transparent response.
- (ii) That when joint degrees are under review, the opinions of partner departments be solicited and taken into consideration by the Review Panel.

(b) Centre for Research in Ethnic Relations

TO CONSIDER:

The Periodic Review report on the Centre for Research in Ethnic Relations' postgraduate provision, paper BFSS 19/03-04 and the Centre's response to the report, paper BFSS 20/03-04; it being noted that the Board of the Faculty of Social Studies, at its meeting held on 5 November, had considered the report and response and resolved that the report be approved, noting that the over-dependence of the MA on one member of staff (referred to in paragraph 5 (a) (ii) of the Report) had been an issue for many years.

(c) School of Engineering

TO CONSIDER:

The Periodic Review report on postgraduate provision in the School of Engineering, paper BFS 19/03-04 (copy attached), together with a response from the School, paper BFS 20/03-04 (copy attached), it being noted that at its meeting held on 13 November, the Board of Graduate Studies approved the report, noting that WMG would continue to monitor turnaround times for the marking assessed work and that guidance on feedback to students was provided to WMG staff.

(d) French Studies

TO CONSIDER:

The Periodic Review report on the Department of French, together with the Department's response, paper BFA 10/03-04, (copy attached).

(e) Mathematics Institute

TO CONSIDER:

The Periodic Review report on the Department of Mathematics, paper BFS 4/03-04 (copy attached), together with the Department's response, paper BFS 5/03-04, (copy attached), it being noted that at its meeting held on 13 November, the Board of Graduate Studies considered the report and resolved that it be approved as set out in papers BFS 4/03-04, noting that the Department of Mathematics' Self-Evaluation Document could be used as an example of good practice.

34. APL procedures for the University

TO REPORT:

That the Board of Graduate Studies, at its meeting held on 13 November, considered proposed revisions to APL procedures for the University, paper BGS 19/03-04, (copy attached) and recommended:

- (a) That the proposed revisions to APL procedures for the University be approved as set out in Paper BGS 19/03-04, subject to the following amendment:

“That the prior learning which is used to provide a case for exemption should normally have taken place within the five years preceding commencement of the new course.

- (b) That a fee be charged for APL applications, noting that the level of the fee would be discussed with the departments concerned.
- (c) That the proposal for exemptions to be granted for applicants to the MA in Educational Management who had achieved the specified qualifications from the National College of School Leadership be approved as set out in paper BGS 19/03-04.

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