

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 25 November 2009 at **9am** in the Council Chamber, University House.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary to the Committee, Jenny Hughes, ext 74464, email jenny.hughes@warwick.ac.uk or the Assistant Secretary, Lucy Hayton, ext 22707, email l.hayton@warwick.ac.uk

J F Baldwin
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.

Members will also be provided with a link to electronic versions of the papers.

We will work from this agenda at the meeting. New items and information and two new papers are included in bold.

SECOND CIRCULATION AGENDA

#1. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 3 November 2009, previously circulated and available on the Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

#2. Matters arising

- (a) Statement on undergraduate contact hours. (Steering Committee minute 656(a)/08-09 refers)

TO CONSIDER:

A report from the Deputy Academic Registrar, including a draft revised statement on undergraduate contact hours, paper AQSC 30/09-10 (included in first circulation).

- (b) **Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances** (minute 84(b) 08/09 refers)

TO REPORT:

- (i) **That the Committee at its meeting on 10 June 2009 considered draft guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances, paper BGS 97/08-09 (revised), and resolved:**

- (A) That the guidelines be approved.
- (B) That the Board of Undergraduate Studies be invited to consider adopting the guidelines set out in paper BGS 97/08-09 (revised) for undergraduate Boards of Examiners.

- (ii) That the Board of Undergraduate Studies at its meeting on 18 November 2009 considered the [guidelines] as set out in paper BGS 97/08-09 (revised) and resolved that the revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be approved for undergraduate Boards of Examiners.

3. Chair's action

Annual Course Review report forms

TO REPORT:

That since the last meeting of the Committee, the Chair, acting on its behalf, took action to approve amendments to the Annual Course Review report form as set out in paper AQSC 31/09-10 (electronic copy available).

4. Chair's business

#5. Learning & Teaching Strategy

TO CONSIDER:

A discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10 (included in first circulation).

#6. Assessment Conventions

TO CONSIDER:

A report from the Chair and Secretary concerning proposed amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 25/09-10 (included in first circulation).

#7. PSRB engagements

(a) School of Engineering

TO CONSIDER:

- (i) A memo from Dr T Price, Associate Dean, School of Engineering, concerning reaccreditation of BEng, MEng and MSc courses, together with a report from the Institution of Engineering and Technology and the Institute of Measurement and Control, and a response from the School, paper AQSC 23/09-10 (included in first circulation).

- (ii) A proposal from the School of Engineering concerning proposed additional classification conventions to be added to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 24/09-10 (included in first circulation).

(b) Institute of Education

TO CONSIDER:

- (i) A memo from Dr Jane Medwell, Director of Teacher Education, Institute of Education, concerning inspection of Primary Initial Teacher Training courses, together with the final report from Ofsted, and a letter confirming the upgrade to grade 1 for the quality of training and standards, papers AQSC 33a-c/09-10 (included in first circulation).
- (ii) A report on preparation for the forthcoming inspection visit by Ofsted in respect of Initial Teacher Training provision, paper AQSC 32/09-10 (included in first circulation)

#8. Strategic Departmental Review (minute 12/09-10 refers)

TO REPORT:

That the Committee at its meeting on 3 November 2009 considered an update from the Head of Governance Support Services on the University's Strategic Departmental Review process, paper AQSC 8/09-10, and resolved:

- (a) That the Head of Governance Support Services be invited to the next meeting of the Committee to discuss the review of the SDR process, noting that the Committee wished to raise the process of appointing Review Group members and the process for considering SDR reports and departmental responses.
- (b) That 2008-09 SDR reports and departmental responses available and not yet considered by the Committee be made available to members on the Committee's electronic file store, and that a summary report prepared by the Head of Governance Support Services be circulated in advance of the next meeting.

TO CONSIDER:

A report from the Head of Governance Support Services concerning the Strategic Departmental Reviews of the following departments, paper AQSC 27/09-10 (included in first circulation), noting that an electronic copy of each report and response is available on the Committee's file store:

- (a) German, papers SC 516 and 569/08-09;
- (b) History of Art, papers SC 401 and 438/08-09;
- (c) Italian, papers SC 521 and 582/08-09;
- (d) Politics and International Studies, papers SC 249 and 272/08-09;
- (e) Sociology, papers SC 409 and 462/08-09;
- (f) Warwick Business School, papers SC 2 and 42/09-10.

#9. Risk

TO CONSIDER:

A report from the Senior Assistant Registrar (Deputy Registrar's Office) concerning teaching and learning risks, paper AQSC 28/09-10 (included in first circulation).

#10. Student Complaints

TO CONSIDER:

A report from the Administrative Officer (Academic Registrar's Office) concerning student academic complaints and appeals 2008-09, paper AQSC 26/09-10 (included in first circulation).

#11. Centre for Student Careers and Skills

TO RECEIVE:

An oral report from the Director of Student Careers and Skills concerning the new Centre.

#12. Proposals from Warwick Medical School regarding the MBChB degree

TO REPORT:

- (a) That the Board of Undergraduate Studies at its meeting on 3 June 2009 considered a proposal to allow MBChB students to study for higher level qualifications (paper BUGS 21/08-09), and recommended that the proposal be approved subject to its consideration by the Board of Graduate Studies (BUGS minute 29/08-09 refers).
- (b) That the Board of Graduate Studies at its meeting on 15 October 2009 considered the proposal and recommended (to the Committee) that the proposal be approved, subject to:
- (i) Amendments of the maximum duration for the PhD under proposal 2 to 3 years (exceptionally 4 years);
 - (ii) The "explicit criteria" used to determine entry to each route being specified;
 - (iii) An assurance from Warwick Medical School that the transfers would be carefully monitored and reviewed on an ongoing basis;
 - (iv) Consideration being given to the principle of students withdrawing from a graduate-entry undergraduate degree to pursue a PhD and then return to the undergraduate degree, with the associated issue relating to the currency of the first phase of undergraduate learning, it being noted that the University policy on the Accreditation of Prior Learning normally discounted credit accumulated more than 5 years prior to the proposed course entry point.
- (BGS minute 15/09-10 refers)
- (c) **That the Board of Graduate Studies at its meeting on 17 November 2009 considered the revised proposal and resolved**

that the proposal be approved, but that the timing of the proposed transfer of students to the PhD be investigated further in order to ensure that this would allow such students to be reported to HESA from the outset of the course and ensure the University obtained the maximum HEFCE QR funding to which it would be entitled, and recommended to the Academic Quality and Standards Committee that the principle of allowing students to take a break of up to 4 years from their undergraduate studies in order to undertake a postgraduate qualification be considered further.

(unconfirmed BGS minute 26(a)/09-10 refers)

TO CONSIDER:

A proposal from Warwick Medical School to allow MBChB students to study for higher level qualifications, paper BUGS 21/08-09 (revised) (included in first circulation).

#13. Masters in Teaching and Learning

TO REPORT:

- (a) That, at its meeting on 27 October 2009, the Graduate Studies Committee of the Faculty of Social Sciences considered a proposal, in principle, to introduce a new course entitled “Masters in Teaching and Learning” (paper GFSS 48/09-10) and recommended that the proposal be approved.
- (b) That, at its meeting on 17 November 2009, the Board of Graduate Studies considered a proposal, in principle, to introduce a new course entitled “Masters in Teaching and Learning” (paper GFSS 48/09-10) and recommended that the proposal be not approved in principle but be referred to AQSC and CFDLSC to consider the issues of principle in the proposal.

(unconfirmed BGS minute 39(d)(iv)(B)/09-10 refers)

TO CONSIDER:

The proposal, in principle, to introduce a new course entitled “Masters in Teaching and Learning”, as set out in papers GFSS 48/09-10 (copy attached).

#14. The Procedure for Departments Responding to External Examiners Reports

TO REPORT:

That, at its meeting on 18 November 2009, the Board of Undergraduate Studies received an oral report from the Chair on revising the procedure for departments to respond to external examiners reports and resolved that the Chair be asked to discuss with the Academic Quality and Standards Committee the imposition of a deadline of Week 4 of the Autumn Term for submission to the Academic Office of the pro-forma responses to the External Examiners’ reports, in order to ensure their

availability at the Board of Undergraduate Studies Sub-Group meeting in the Autumn Term (draft unconfirmed BUGS minute 7/09-10 refers).

TO CONSIDER:

The possible imposition of a deadline of Week 4 of the Autumn Term for submission to the Academic Office of the pro-forma responses to the External Examiners' reports, in order to ensure their availability at the Board of Undergraduate Studies Sub-Group meeting in the Autumn Term.

#15. Appeals against final degree classification: Regulation 8.12

TO REPORT:

That, at its meeting on 18 November 2009, the Board of Undergraduate Studies considered a proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered (paper BUGS 10/09-10) and recommended that:

- (a) That the proposal set out in paper BUGS 10/09-10 be approved, subject to the inclusion of a requirement that, in cases where mitigating evidence presented at appeal has already been considered by Boards of Examiners, the latter should provide a written record demonstrating this, such as a minute from the Board of Examiners or from a Mitigating Circumstances Sub-committee.
- (b) That a statement be added to Regulation 8.12 referring to the provision proposed in paper BUGS 10/09-10.

TO CONSIDER:

A proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered, paper BUGS 10/09-10 (copy attached), together with the recommendations of the Board of Undergraduate Studies.

#16. Extension to existing collaboration

Note: Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 19 November 2009 considered a proposal from the Centre for Lifelong Learning for an extension to the existing collaboration with Loughborough College, to offer the existing Diploma and Certificate in Teaching in the Lifelong Learning Sector, paper CFDLSC 9/09-10, together with curricula vitae for relevant members of staff at Loughborough College, papers CFDLSC 12-15/09-10, resolved that the curricula vitae be approved as set out in papers CFDLSC

12-15/09-10, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved as set out in paper CFDLSC 9/09-10.

TO CONSIDER:

A proposal from the Centre for Lifelong Learning for an extension to the existing collaboration with Loughborough College, to offer the existing Diploma and Certificate in Teaching in the Lifelong Learning Sector, paper CFDLSC 9/09-10.

17. New, revised and discontinued courses

(a) New undergraduate courses

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 18 November 2009 approved the following new courses:

- BA in Humanities
- BA Teaching and Learning in the Lifelong Learning Sector
- Foundation Degree in Teaching and Learning in the Lifelong Learning
- BA in Person-centred Counselling and Psychotherapy
- Foundation Degree in Person-centred Counselling and Psychotherapy

(b) New, revised and discontinued postgraduate courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 November 2009 approved the following courses:

New courses

- Postgraduate Award, Leadership in Child Health Services
- MSc in Economic and Psychological Science

Revised courses

- MA in Applied Social Research with a specialism in Health Studies
- MA in Applied Social Research with a specialism in Social Work
- MA in English Language Teaching (with a Specialism in English for Specific Purposes)
- MA in English Language Teaching (with a Specialism in English for Young Learners)
- MA in English Language Teaching (Studies and Methods)
- MA in English Language Teaching (with a Specialism in ICT and Multimedia)
- MA in English Language Teaching

- **MA in English Language Teaching (with a Specialism in Language, Testing and Assessment)**
- **MA in the Teaching of Shakespeare**

Change of name

- **From “Postgraduate Diploma in Public Finance and Leadership” to “Warwick Postgraduate Diploma for Leaders in Public Finance”**

Courses no longer recruiting

- **EdD in Applied Linguistics and English Language Teaching**

#18. Any other business

19. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9am on Thursday 4 February 2010 in the Council Chamber.

JH/LH 23.11.09

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