

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 3 November 2009 at **9am** in the Council Chamber, University House.

**Note: Questions on agenda 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](mailto:jenny.hughes@warwick.ac.uk) or the Assistant Secretary, Lucy Hayton, ext 22707, email [l.hayton@warwick.ac.uk](mailto:l.hayton@warwick.ac.uk)

J F Baldwin  
Registrar

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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.

Papers are also available electronically from:

<https://files.warwick.ac.uk/tqcomm/browse/AQSC/3+November+2009>

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

SECOND CIRCULATION AGENDA

#1. Terms of reference, constitution and membership

TO CONSIDER:

(a) Academic Quality and Standards Committee

The terms of reference, constitution and membership of the Committee for 2009-10, **paper AQSC 3/09-10 (copy attached)**.

(b) Board of Graduate Studies

TO REPORT:

**That at the meeting of the Board of Graduate Studies on 15 October 2009 the Board recommended that the Committee approve revised terms of reference for the Board.**

TO CONSIDER:

**The following amendments to the terms of reference for the Board of Graduate Studies (insertions underlined, ~~deletions struck through~~):**

- (i) **To regulate the admission of all postgraduate students and, subject to the Higher Degrees Regulations Regulations Governing Taught Postgraduate Degrees and the Regulations Governing Research Degrees, the initial**

conditions of registration and any change of these conditions;

- (ii) To make recommendations to the Senate, via the Academic Quality and Standards Committee, after consultation with the Faculty Boards, Departments and Graduate Studies Committees, if appropriate, on all matters to do with postgraduate study in the University;
- (iii) To make recommendations on the appropriate provision of academic resources and social facilities for postgraduate students in the University;
- (iv) To make awards partly or wholly established from University funds to postgraduate students and to nominate students for postgraduate awards made by external bodies;
- (v) To advise the Senate, via the Academic Quality and Standards Committee, on any general or specific strategic considerations regarding postgraduate study or research in the University;
- (vi) To review periodically all postgraduate courses in the University;
- (vii) To scrutinise all new postgraduate degree and course proposals and recommend approval to the Senate via the Academic Quality and Standards Committee;
- (viii) To advise the Academic Quality and Standards Committee on matters relating to examinations for postgraduate degrees;
- (ix) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for postgraduate degrees;
- (x) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners.

(unconfirmed BGS minute 1/09-10 refers)

2. Freedom of information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new

members and to remind continuing members of the University policy on the publication of minutes.

- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:  
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

#3. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 10 June 2009, (included in first circulation) and available on the Governance website at:  
[http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc\\_mins\\_june\\_2009.pdf](http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc_mins_june_2009.pdf)

#4. Matters arising

(a) Annual Course Review

TO REPORT:

- (i) That at the meeting of the Committee held on 25 February 2009:
  - (A) It was reported that the Board of Undergraduate Studies at its meeting on 18 February 2009 considered summary reports of undergraduate annual course reviews in the Faculties of Arts, Science and Social Studies, and recommended that in their review of the Annual Course Review Reports, the Academic Quality and Standards Committee be asked to consider:
    - (1) The rationale for Annual Course Review and whether the current system of producing and scrutinising Annual Course Review Reports is fit for its purpose;
    - (2) Whether discussion of the Annual Course Review Reports might not better take place at Faculty Board level, with the discussion generating a report highlighting any points of action and recommendations proposed, for forwarding to higher-level committees;
  - (B) The Committee resolved that the Chair convene a Working Group to review the current Annual Course Review system with a view to recommending changes or a replacement system, including consideration of:
    - (1) Introducing a risk-based approach to the regular course review process;
    - (2) Data which should be provided or included in regular course reviews;
    - (3) Links with the consideration of external examiners' reports, survey data (e.g. NSS, PRES);

(4) Appropriate frequency for regular course review activity; and

(C) Resolved that the Working Group include:

Prof M Whitby (Chair)  
Prof S Bruzzi (or nominee)  
Prof R Lindley (or nominee)  
Prof K Lamberts (or nominee)  
Prof N Johnson (or nominee)  
Prof L Bridges  
Prof A McFarlane  
Mr M Surve  
Dr J Moss (Secretary)

(ii) That it was not possible to commence the review of the Annual Course Review system in time for the 2009-10 academic year, and that the review will be taken forward in the spring term 2009-10.

(iii) That the Chair has asked Faculty Chairs to provide initial comments on the objectives of a review of the system.

(iv) That since the last meeting of the Committee, the Chair, acting on the Committee's behalf, took action to confirm the annual report form to be used to review undergraduate and postgraduate taught courses from the 2008-09 academic year, noting that changes to the form introduced by the Board of Graduate Studies part way through the last academic year had subsequently been approved by the Board of Undergraduate Studies (BGS minute 74/08-09 and BUGS minute 20/08-09 refer), and noting that the form is available at:  
[www.warwick.ac.uk/services/quality/categories/review/ugpqt/](http://www.warwick.ac.uk/services/quality/categories/review/ugpqt/)

(v) **That at the meeting of the Board of Graduate Studies on 15 October 2009:**

(A) It was reported that, at its meeting on 30 April 2009, the Board considered the composite annual PGR composite review report prepared by the Graduate Studies Committee of the Faculty of Science (paper SGS 13/08-09.m) and resolved that comments raised by the Department of Chemistry relating to the accuracy of centrally held data be thoroughly investigated, it being noted that it was the view of the Secretary that a central dataset should be provided to departments for comment within Annual Review and research would be undertaken into the feasibility of this being provided for PG Annual Course Review with a view to a report being brought back to the next meeting of the Board;

(B) The Board considered a paper from the Administrative Officer (Graduate School) setting out the findings of an investigation into the Department

of Chemistry's concerns by the Academic Office  
(paper BGS 3/09-10);

(C) The Board resolved that the paper be approved, it being noted that:

- (1) The Board noted the different census dates required for the production of Academic Statistics and for the summary data included within annual course report forms;
- (2) The Board felt that possible inconsistencies in data across different tables in the Academic Statistics be explored further;
- (3) The annual course review report form be reworded in order to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data.

(unconfirmed BGS minute 9(b)/09-10 refers)

(vi) That it is proposed that the request from the Board of Graduate Studies to reword the annual course review report form to clarify the requirement for reflection on departmental trends in key areas, rather than simply focussing on raw data, be taken forward as part of the overall review of the annual course review system, and that during the current academic year, Faculty Committee Secretariats be asked to encourage departments to reflect on trends in key areas when conducting annual course reviews.

(vii) That the Secretary has invited Faculty Committee Secretariats and Chairs to reflect on the method of producing Faculty Annual Course Review summary reports, and has suggested that summary reports highlight significant issues/areas of good practice identified by Faculty Committees from individual departmental reports/themes arising from a number of reports.

(b) Erasmus Mundus (minute 70(c)/08-09 refers)

TO REPORT:

(i) That at the meeting of the Committee held on 14 May 2009 it was reported that the Chair, acting on the behalf of the Committee, had taken action since the last meeting to approve proposals submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses, as set out in paper CFDLSC 41/08-09.

(ii) That the following bids submitted by the University were successful:

(A) Joint Master's course in Complex Systems Science, noting that Warwick is the lead partner, and noting that since the last meeting of the Committee, the Chair,

acting on the Committee's behalf, took action to confirm that the Department of Physics is the home department for the course;

- (B) Joint Master's course in Economic Development and Growth;
- (C) Joint Doctorate on Globalisation, Europe and Multilateralism.

- (c) School of Engineering and Taylor's University College (minute 90/08-09 refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 10 June 2009:
  - (A) the Committee resolved that the proposal to allow direct entry to the third year of four year MEng courses from Taylor's University College, Kuala Lumpur, Malaysia, be approved as set out in paper CFDLSC 42/08-09, and resolved that the recommendations of the Collaborative, Flexible and Distance Learning Sub-Committee concerning the University policy for the accreditation of prior learning be approved.
  - (B) it was reported that the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended that the proposals be approved in principle, it being noted that the proposal had yet to be considered by the Sub-faculty of Science.
- (ii) That the Chair of the Sub-Faculty of Science, acting on behalf of the Sub-Faculty, has approved the proposals.

5. Chair's action

- (a) Politics and International Studies: Double MA with NTU Singapore

TO REPORT:

That since the last meeting of the Committee, the Chair, acting on the Committee's behalf, took action to approve a proposal from the Department of Politics and International Studies for a new double MA course to be delivered in collaboration with the Nanyang Technical University, Singapore, as set out in paper SC.539/08-09, noting that the proposal was subsequently approved by the Steering Committee on behalf of the Senate (SC minute 722/08-09 and BGS minute 105(c)/08-09 refer)

- (b) Policy and Procedures for the Accreditation of Prior Learning

- (i) Warwick Medical School

TO REPORT:

- (A) That the Committee at its meeting on 10 June 2009 resolved that the proposal from Warwick Medical School to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course be approved as set out in papers BUGS 22/08-09 and AQSC 64/08-09, subject to confirmation of the level of English language proficiency that would be required for entry to Phase II of the MBChB.
- (B) That Warwick Medical School provided satisfactory confirmation of the level of English language proficiency and that the Chair, acting on the behalf of the Committee, took action since the last meeting to approve proposal.

(ii) Institute of Education

TO REPORT:

That the Chair, acting on the behalf of the Committee, took action since the last meeting to approve the following amendments to Annex 1 of the University's Policy and Procedures for the Accreditation of Prior Learning (additions underlined, deletions ~~struck through~~):

Qualification	Exemption	Total credit volume
National College for School Leadership: National Professional Qualification for Headship (NPQH) <del>or National Professional Qualification in Integrated Centre Leadership [2004-08].</del>  Additional 4000-5000 piece of written work required.	Two modules on the MA Educational Leadership and Innovation or the MA Educational Studies	60 credits at level M
<u>National College of School Leadership: National Professional Qualification in Integrated Centre Leadership [2004-08].</u>	<u>Two 30 credit modules or one 60 credit module on the MA Childhood in Society, MA Educational Studies or MA Educational Leadership and Innovation</u>	<u>60 credits at level M</u>

(c) ~~Approval in principle: Pass degree proposal~~

TO REPORT:

That the Chair, acting on the behalf of the Committee, took action since the last meeting to provide approval in principle of a proposal

from the Institute of Education to introduce revised course structures for the BA Early Childhood Education Studies and the BA Early Childhood Studies to establish a progression route from the existing Foundation Degree to a Pass degree, and subsequently to an Honours degree, as set out in paper AQSC 19/09-10, noting that the Institute of Education will be submitting full course proposal paperwork to the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences and subsequently to the Board of Undergraduate Studies.

6. Progress of Committee recommendations (Senate minute 116/08-09 refers)

TO REPORT:

That the Senate at its meeting on 1 July 2009:

- (a) resolved that recommendations from the Committee under the following heading be approved:

New collaborative courses.

- (b) recommended (to the Council) that proposed amendments to the University's governing instruments be approved as set out in paper SC.51/08-09 (Part 1) [noting that the Council subsequently approved the amendments].

#7. Chair's business

TO REPORT:

That Sean Allan (German) and Paul Raffield (Law) have been awarded National Teaching Fellowships, and that further details are available at <http://www2.warwick.ac.uk/services/ldc/funding/ntfs/>

#8. Report to the Steering Committee: teaching & learning policy issues

TO CONSIDER:

A report from the Chair and Secretary on teaching and learning policy issues, to be considered by the Steering Committee at its meeting on 2 November 2009, **paper SC.44/09-10 (copy attached)**.

#9. Key performance indicators

TO CONSIDER:

A report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning, paper AQSC 7/09-10 (included in first circulation)

#10. Student surveys

- (a) NSS



TO CONSIDER:

- (i) The University's results in the 2009 National Student Survey, paper SC 673/08-09 (included in first circulation), noting that individual digests of the results have been sent to departments, together with data on comparator institutions.
  - (ii) A report highlighting examples of good practice in three departments, paper AQSC 11/09-10 (included in first circulation).
  - (ii) A proposal that each department is asked to provide a summary of how the department intends to address areas for improvement highlighted through the NSS, and to share good practice in areas receiving particularly positive scores.
- (b) PRES and PTES

TO REPORT:

- (i) **That the Board of Graduate Studies at its meeting on 15 October 2009 considered an analysis of the feedback from Warwick students in the Postgraduate Research Experience Survey 2009, benchmarked against the sector as a whole and the Russell Group (paper BGS 5/09-10) and resolved that:**
  - (A) further analysis be undertaken to explore the differences in response between full-time and part-time students;
  - (B) that a Faculty breakdown of scores related to integration into the academic community be performed.
- (ii) **That the Board of Graduate Studies at its meeting on 15 October 2009 considered a paper setting out the results of the Postgraduate Taught Experience Survey at Warwick in 2009, paper BGS 6/09-10, and resolved that where requested, data be provided to departments in order that they might perform their own analyses and extract maximum utility from the data for the institution.  
(unconfirmed BGS minutes 13 and 14/09-10 refer)**

TO CONSIDER:

- (iii) An analysis of the feedback from Warwick students in the Postgraduate Research Experience Survey 2009, benchmarked against the sector as a whole and the Russell Group, paper BGS 5/09-10 (included in first circulation).
- (iv) A paper setting out the results of the Postgraduate Taught Experience Survey at Warwick in 2009, paper BGS 6/09-10 (included in first circulation).

(c) ISB

TO CONSIDER:

The University's results in the International Student Barometer Summer Wave 2009, **paper IC 8/09-10 (copy attached)**.

#11. Monitoring student progress and attendance (minute 89(a)/08-09 refers)

TO CONSIDER:

A report on proposed departmental monitoring structures submitted in accordance with the new Good Practice Guide on Monitoring Student Attendance and Progress, **paper AQSC 20/09-10 (copy attached)**.

#12. Strategic Departmental Review (minute 57/08-09 refers)

An update from the Head of Governance Support Services on the University's Strategic Departmental Review process, paper AQSC 8/09-10 (included in first circulation).

#13. Theatre Studies: undergraduate assessment

TO CONSIDER:

A proposal from the School of Theatre, Performance and Cultural Policy Studies concerning the assessment of undergraduate students, paper AQSC 4/08-09 (included in first circulation).

#14. Amendment to Guidance on Regulation 11

TO CONSIDER:

The following proposed amendment to the Guidance on Regulation 11 governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in section I.3(c) of the Senate Examination and Degree Conventions, noting that the amendment is proposed in response to a query from Warwick Business School and is intended to clarify that self-plagiarism can include work previously submitted for assessment both at Warwick and/or at another institution (additions underlined, deletions ~~struck through~~):

“Departments shall normally require students to complete standard forms of declaration for submission with assessed work, as an additional means of ensuring that students are fully apprised of the serious view taken by the University of cheating in assessed work (Senate 122b(ii)/80-81). To avoid the problem of the inappropriate repetition of material in different pieces of assessed work, departments are advised that assessed work submission forms should also include a statement similar to the following: “No substantial part(s) of the work submitted here has also been submitted by me in other assessments ~~for my degree course~~ for accredited courses of study, and I acknowledge that if this has been done an appropriate reduction in the mark I might otherwise have received will be made”. Examination

papers may, if appropriate, include a rubric about the repetition of material within a paper.”

#15. PSRB engagements

(a) PSRB register

TO RECEIVE:

The register of courses with professional, statutory, regulatory or professional body recognition for 2009-10, paper AQSC 18/09-10 (included in first circulation), noting that the Teaching Quality section is liaising with departments that underwent a PSRB engagement in 2008-09, or will undergo an engagement in 2009-10, and that the Committee will be invited to consider reports at future meetings during 2009-10.

(b) Report on recent PSRB engagement: Warwick Medical School

TO CONSIDER:

The General Dental Council's report of an inspection concerning the Diploma in Orthodontic Therapy, paper AQSC 13/09-10, together with the external examiner's report referred to in the inspection report, paper AQSC 14/09-10, and the response to the inspection report submitted by Warwick Medical School, paper AQSC 15/09-10 (included in first circulation).

(c) Forthcoming PSRB engagement: Physics

A report on preparation for the forthcoming accreditation visit by the Institute of Physics, paper AQSC 12/09-10 (included in first circulation).

#16. Policy and Procedures for the Accreditation of Prior Learning

(a) School of Health and Social Studies

TO CONSIDER:

A proposal from the School of Health and Social Studies concerning APL arrangements for the Postgraduate Diplomas in Social Work (Children, Young People, their Families and Carers) and in Specialist Social Work (Adults), paper AQSC 5/09-10 (included in first circulation).

(b) Learning and Development Centre

TO CONSIDER:

A proposal from the Learning and Development Centre concerning APL arrangements for the Postgraduate Certificate in Academic and Professional Practice, paper AQSC 6/09-10 (included in first circulation).

17. QAA publications

TO RECEIVE:

The following QAA publications:

- (a) Circular CL12/09, summarising recent papers in the QAA's *Outcomes from Institutional Audit* series, paper AQSC 17/09-10 (included in first circulation).
- (b) Verification of the compatibility of the Framework for Higher Education Qualifications with the *Framework for Qualifications of the European Higher Education Area*, paper AQSC 16/09-10 (included in first circulation).

TO REPORT:

- (c) **That the Board of Graduate Studies at its meeting on the 15 October 2009 received:**
  - (i) **A letter from QAA outlining a consultation on a draft Master's Degree Characteristics Reference Point (paper BGS 14/09-10);**
  - (ii) **A copy of the draft Master's Degree Characteristics Reference Point (paper BGS 15/09-10).**

(unconfirmed BGS minute 23/09-10 refers)
- (d) **That the Graduate School is not proposing to respond to the consultation, noting that the draft Master's Degree Characteristics Reference Point, paper BGS 15/09-10, is available on the Committee's electronic file store.**

18. New and revised postgraduate courses

TO REPORT:

- (a) **That the Board of Graduate Studies at its meeting on 15 October 2009 approved the following courses:**

New courses

- **MSc in Health Sciences (Retinal Screening)**
- **Postgraduate Award, Scientific Research and Communication**
- **MSc in Clinical Applications of Psychology**
- **MSc in Operations Management**
- **MA in Education Assessment**
- **Postgraduate Certificate, 14-19 Education and Skills**
- **Postgraduate Award, Preparing for Competition in a Network Utility**

Revised course

- **Postgraduate Award, Management and Business (TNT)**

- (b) That the Committee at its meeting on 25 February 2009 resolved that the proposal from Warwick Business School to introduce a new MSc Management, with delivery to be by blended learning, be approved as set out in papers GFSS 170, 172 and 173/08-09, it being noted that the phrase “by Blended Learning” should not appear in the formal course title or on degree certificates, although it may be used in advertising the course.
- (c) That at the meeting of the Board of Graduate Studies on 15 October 2009 it was reported that following revision of the course specification and further consideration of the course title, the Chair of the Board, acting on its behalf, had taken action to approve the new course entitled “MSc Management (by Blended Learning)” as set out in papers GFSS 170-174/08-09.  
(unconfirmed BGS minute 11(c)(i)(C)(4)/09-10 refers)

#19. Any other business

20. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9am on Wednesday 25 November 2009 in the Council Chamber.

JH, LH 29.10.09  
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