

THE UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 22 February 2016 at **2pm** in room CMR 1.0, first floor, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext. 22707, email k.gray@warwick.ac.uk or to the acting Assistant Secretary, Martin Mik, ext. 51698, email m.mik@warwick.ac.uk.

K Sloan
Registrar and Chief Operating Officer

2nd CIRCULATION AGENDA

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 28 January 2016 (previously circulated).

3. Matters arising

(a) Teaching Excellence Strategy (minute 25/15-16 refers)

TO REPORT:

That, at its meeting on 28 January 2016, the Committee considered the University Teaching Excellence Strategy and resolved the following:

(j) *That a Teaching Excellence Framework (TEF) Steering Group be established to review data analysis of surveys relevant to the TEF, to promote institutional cultural change and to consider capacity of departments to deliver such change.*

(k) *That members of the Committee provide suggestions to the Secretary as to the roles that should be involved.*

(minute 25/15-16 refers)

TO CONSIDER:

A paper from the Secretary setting out terms of reference and constitution of the Teaching Excellence Framework (TEF) Steering Group (paper AQSC.26/15-16, previously circulated).

(b) Students' Union Update (minute 28/15-16 refers)

TO REPORT:

(i) That, at its meeting on 28 January 2016, following an update from the Education and Postgraduate Officers of the Students' Union, the Committee resolved the following:

(m) *That the Board of Graduate Studies be asked whether issues raised in SSLC reports in relation to specific departments had been followed up with responses requested;*

(n) *That further consideration be given to how the Committee be alerted to issues raised by SSLCs, noting that review of SSLC reports fell within the remit of the Boards of Undergraduate and Graduate Studies;*

(o) *That the Secretary would raise issues of overcrowding with the Space Management and Timetabling Team;*

(p) *That the Secretary and the Chair of the Board of Undergraduate Studies consider further clarification of the rule on penalties for late submission.*

(minute 28/15-16 refers)

(ii) That the Chair of the Board of Graduate Studies has followed up issues raised in postgraduate SSLC reports with individual departments (minute 28(m)/15-16 refers);

(iii) That the Committee would receive an update on the mechanism of bringing issues raised by SSCLs to its attention during Summer Term;

(iv) That the Secretary has raised issues of overcrowding with the Space Management and Timetabling Team and that these are now being progressed by the Estates Office;

(v) That the Secretary to the Committee and the Chair of the Board of Undergraduate Studies have discussed further clarification of the rule on penalties for late submission and that a proposal will come to the Committee in Summer Term.

(c) Marks Conversion Tables (minute 30/15-16 refers)

TO REPORT:

That, at its meeting on 28 January 2016, the Committee considered a paper proposing draft mark conversion tables for study abroad (paper AQSC.25/15-16) and resolved the following:

- (a) *That further information be provided on the contextual information to be made available to students on the differing assessment cultures they will encounter at overseas institutions;*
- (b) *That incoming Erasmus students be consulted on the content and approach of the marks scales;*
- (c) *That further consideration be given to how the marks scales apply to interdisciplinary and joint degrees;*
- (d) *That the marks scales should not be used for the award of marks which would contribute to degree classification.*

(minute 30/15-16 refers)

TO RECEIVE:

An oral report from the Secretary.

- (d) Retention of Examination Scripts (minute 33/15-16 refers)

TO REPORT:

That, at its meeting on 28 January 2016, the Committee considered a proposal to amend guidance on retention of examination scripts, as set out in paper AQSC.18/15-16, and recommended it to the Senate for approval.

TO RECEIVE:

An oral report from the Secretary on the application of the guidance on retention of examination scripts to pieces of assessed work, including those held in electronic copy only.

- (e) Education Report (minute 34/15-16 refers)

TO REPORT:

That, at its meeting on 28 January 2016, the Committee considered the Education Report prepared by the Deputy Academic Registrar and considered by the Steering Committee at its meeting on 14 December 2015 (paper SC.47/15-16 {Restricted}), and resolved the following:

- (a) *That the Representative of Senate (Science) suggest metrics that could be used in such reports;*
- (b) *That clarification be provided on the performance metric related to OIA points.*

(minute 34/15-16 refers)

TO RECEIVE:

A paper setting out a clarification of the allocation of OIA points (paper AQSC.27/15-16, previously circulated), noting that full details of the arrangement are available from the OIA website at <http://oiahe.org.uk/about-us/subscription-to-the-oia.aspx>;

(f) Disability Policy (minute 35/15-16 refers)

TO REPORT:

That, at its meeting on 28 January 2016, the Committee reported the following:

- (a) *That an updated Disability Policy was under development and it was proposed that it contain more specific sections related to students;*
- (b) *That a statement on learning and teaching had been requested and would be brought to the Committee for consideration in due course.*

(minute 35/15-16 refers)

TO CONSIDER:

A draft statement on learning and teaching for inclusion in the updated University Disability Policy (paper AQSC.28/15-16, copy attached).

4. Chair's Business

5. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

6. Resit Examinations

TO CONSIDER:

A discussion paper from the Secretary on resit examination arrangements for students in intermediate and final years of study (paper AQSC.29/15-16 (Revised), copy attached).

7. Draft Statement of Expected Student Behaviour

TO REPORT:

- (a) That a number of consultation events have been planned to facilitate the engagement of wider University Community in the drafting of the Statement of Expected Student Behaviour;
- (b) That the Committee will be invited to consider a finalised version of the draft Statement of Expected Student Behaviour at its meeting in Summer Term 2016.

TO RECEIVE:

- (c) An oral report from the Director of Delivery Assurance and Resolution on the draft Statement of Expected Student Behaviour;
- (d) A consultation paper on the draft Statement of Expected Student Behaviour from the Director of Delivery Assurance and Resolution and Senior Assistant Registrar (Delivery Assurance), as set out in paper AQSC.30/15-16 (previously circulated).

8. Collaborative Strategy and Policy

TO REPORT:

That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee, considered a revised version of the University's Collaborative Strategy and Policy, updated to align with current University Strategy, as set out in paper CFDLSC.22/15-16, and recommended to the Academic Quality and Standards Committee the following:

That, subject to minor amendments of the text as discussed at the meeting, the Collaborative Strategy and Policy be approved.

(minute CFDLSC.23/15-16 refers)

TO CONSIDER:

The recommendation from the Collaborative, Flexible and Distributed Learning Sub-Committee that the revised version of the University's Collaborative Strategy and Policy, as set out in paper CFDLSC.22/15-16 (revised) (previously circulated), be approved.

9. Discontinuation of Courses (minute CFDLSC.22/15-16 refers)

TO REPORT:

- (a) That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC) considered a draft policy for the procedure for the discontinuation of courses as set out in paper CFDLSC.21/15-16;
- (b) That the Sub-Committee resolved the following:
 - (e) *That the guidance be amended to include "support for public relations and communications where necessary";*
 - (f) *That the paper be amended to reflect that the process was policy and was a requirement;*
 - (g) *That a form be provided, based on the information outlined in the paper CFDLSC.21/15-16;*
 - (h) *That proposals for discontinuation of courses be considered solely by the Boards of Undergraduate and Graduate Studies, not by the Faculty Sub-Committees as well, to avoid duplication of scrutiny;*
 - (i) *That all departments with devolved responsibility for admissions should ensure that processes, terms and conditions and communications accord with those developed centrally by the Student Recruitment, Outreach and Admissions Service in response to Competition and Markets Authority (CMA) guidance.*

(minute CFDLSC.22/15-16 refers)

TO CONSIDER:

A draft policy for the procedure for the discontinuation of courses as set out in paper CFDLSC.21/15-16 (revised) (copy attached).

10. Sub-Groups of AQSC

(a) Interdisciplinary Sub-Group

TO CONSIDER:

An update report from the Interdisciplinary Sub-Group of AQSC (paper AQSC.31/15-16, previously circulated).

(b) Quality Assurance Working Group

TO RECEIVE:

An update report from the Quality Assurance Working Group (paper AQSC.32/15-16, previously circulated).

12. Revision to University Regulation 8.10

TO REPORT:

That, at its meeting on 15 February 2016, the Board of Undergraduate Studies considered a recommendation from the Faculty of Medicine Undergraduate Studies Committee for Regulation 8.10 to be revised, as set out in paper MUSC.23/15-16, and recommended that the proposal to amend Regulation 8.10 be approved.

TO CONSIDER:

A proposal from the Undergraduate Studies Committee of the Board of the Faculty of Medicine that Regulation 8.10 be revised as set out in paper MUSC.23/15-16 (previously circulated).

13. Collaborative Courses

(a) New Variants of MA in the History and Business of Art and Collecting and MA in the History and Business of the Contemporary Art Market

TO REPORT:

(i) That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Department of History of Art to introduce a variant of two existing validated Master's courses delivered by the Institut d'Études Supérieures des Arts (IÉSA), Paris, as set in paper AGSC.10/15-16 and recommended that the proposal be approved, subject to the following issues being addressed:

(ix) *That, as academic scrutiny of the course content was outwith of the terms of reference of the committee, the following comments be forwarded to the Board of Graduate Studies:*

(A) *That not all the documentation referred to the QAA Benchmark Statements relevant to the course were*

incomplete, noting that even though these may not be available for the subject, they would be available for a Masters qualification;

(B) That the department be asked to clarify progression requirements and course structure in relation to core/optional modules;

(x) That the tutors be approved, subject to the condition that M Pozzoni supervise students under the mentorship of more experienced colleagues for a period of two intakes;

(xi) That the Secretariat contact the department to clarify future plans for the validation.

(minute CFDLSC.25(a)/15-16 refers)

(ii) That, at its meeting on 16 February 2016, the Board of Graduate Studies considered a proposal from the Department of History of Art to introduce a variant of two existing validated Master's courses delivered by the Institut d'Études Supérieures des Arts (IÉSA), Paris, as set in paper AGSC.10/15-16 and recommended that the proposal be approved, subject to the following conditions:

(G) Clarification as to the reason for not offering the Postgraduate Certificate as an exit route;

(H) Clarification as to the reason for not providing the External Assessor's report;

(I) Clarification as to whether Dr J Vickery has been consulted in relation to the proposal for the new MA in the History and Business of the Contemporary Art Market in Paris.

(draft unconfirmed minute BGS.63(a)(i)/15-16 refers)

TO CONSIDER:

A proposal from the Department of History of Art to introduce a variant of two existing validated Master's courses delivered by the Institut d'Études Supérieures des Arts (IÉSA), Paris, as set in paper AGSC.10/15-16 (previously circulated).

(b) Warwick Manufacturing Group: Pakistan Institute of Management

TO REPORT:

(i) That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for the existing collaborative course MSc in Engineering Business Management (and sub-qualifications) to be delivered by Warwick Manufacturing Group in conjunction with the Pakistan Institute of Management as set out in paper CFDSLSC.25/15-16 and resolved that the Chair be permitted to recommend the collaboration to the Academic Quality and Standards Committee for approval, following consideration of satisfactory due diligence documentation and the risk assessment;

- (ii) That the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee have since considered due diligence documentation and the risk assessment and took action on behalf of the Sub-Committee to recommend the collaboration for approval.

TO CONSIDER:

A proposal for the existing collaborative course MSc in Engineering Business Management (and sub-qualifications) to be delivered by Warwick Manufacturing Group in conjunction with the Pakistan Institute of Management as set out in papers AQSC.33/15-16 and CFDSLSC.25/15-16 (previously circulated).

- (c) Warwick Manufacturing Group: Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech)

TO REPORT:

That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal for the extension of the existing partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech) to include the MSc in Cyber Security (with sub-qualifications) and the Postgraduate Award in Innovation Business Leadership, as set out in paper CFDLSC.30/15-16, and recommended the proposal for approval.

TO CONSIDER:

A proposal for the extension of the existing partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech) to include the MSc in Cyber Security (with sub-qualifications) and the Postgraduate Award in Innovation Business Leadership, as set out in paper CFDLSC.30/15-16 (previously circulated).

- (d) Discontinuation of Collaborative Courses (minute CFDLSC.21(c)/15-16 refers)

TO REPORT:

That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee, reported that the requests for discontinuation of the following collaborative courses had been approved:

- (i) Courses delivered by Warwick Manufacturing Group in Collaboration with Hong Kong Polytechnic University, as set out in paper CFDLSC.27/15-16 (previously circulated):
 - (A) Postgraduate Award in eBusiness Management;
 - (B) Post experience Certificate and Post experience Diploma in Engineering Business Management.
- (ii) Foundation Degree in Early Years delivered by the Centre for Lifelong Learning in collaboration with New College Telford.

14. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online at the Committee's file space here:

<https://files.warwick.ac.uk/tqcomm/browse/AQSC/2016.02.22>

15. CFDLSC Terms of Reference

TO REPORT:

That, at its meeting on 8 February 2016, the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC) considered its proposed amended Terms of Reference, as set out in paper CFDLSC.1/15-16 (Revised) and recommended to the Academic Quality and Standards Committee that the amended CFDLSC Terms of Reference be approved (minute CFDLSC.20(a)/15-16 refers).

TO CONSIDER:

The recommendation from the Collaborative, Flexible and Distributed Learning Sub-Committee that its Terms of Reference be amended as set out in paper CFDLSC.1/15-16 (Revised) (previously circulated).

16. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 27 January 2016, resolved that recommendations from the Committee under the following headings be approved:

- (a) Amendments to Regulation 37;
- (b) Amendment to Guidance on Requirements for the Award of Postgraduate Research Degrees;
- (c) Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected Cheating in a University Test;
- (d) Criteria and Approval Process for New Exchange Programmes;
- (e) Proposal from Warwick Business School to introduce a new Postgraduate Award in Organisational Leadership for the Emirates Group;
- (f) Proposal from Warwick Medical School to deliver the existing Certificate in Diabetes Care (level 4, 30 credits) with new partner Diabetacare India.

17. New Postgraduate Courses of Study

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 12 January 2016 that the Chair had taken action on behalf of the Board to approve the following new courses:
 - MA in Philosophy and the Arts;
 - MA in Psychology and Education;
 - Postgraduate Certificate/Postgraduate Award in Social Science Research;

- MSc by Research in Business Transformation / Postgraduate Award in Innovation and Entrepreneurship.

(b) That it was reported to the Board of Graduate Studies at its meeting on 16 February 2016 that the Chair had taken action on behalf of the Board to approve the introduction of the following new courses:

- **MSc in Central Banking & Financial Regulation;**
- **LLM in International Commercial Law.**

18. Revised Postgraduate Courses of Study

(a) That it was reported to the Board of Graduate Studies at its meeting on 12 February 2016 that the Chair had taken action on behalf of the Board to approve revisions to PGCE (Secondary).

(b) That at its meeting on 16 February 2016, the Board of Graduate Studies approved the following revised courses:

- **MSc (and sub-qualifications) in Manufacturing Systems Engineering;**
- **MSc (and sub-qualifications) in e-Business Management.**

19. Discontinuation of Courses

That at its meeting on 16 February 2016, the Board of Graduate Studies approved the discontinuation of the following courses;

- **MSc (and sub-qualifications) in Digital Healthcare;**
- **MA in Race and Globalisation.**

20. New Undergraduate Courses of Study

That at its meeting on 15 February 2016, the Board of Undergraduate Studies approved the following new courses:

- Foundation Degree/BA in Early Childhood (including an exit qualification of Certificate in Early Childhood);
- BA in Linguistics and English Language.

21. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Thursday 12 May 2016 at 9.00am in room CMR 1.0, University House.