UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 3 December 2014 at **9.00am** in room CMR 1.0 (formerly the Council Chamber), 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 Assistant Secretary, Cara Smith, ext 74464, email c.l.smith@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

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

A G E N D A

1. Minutes of the last meeting

    TO CONSIDER:

    Minutes of the meeting held on 30 October 2014, (previously circulated) available on the Governance website at:
    http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes

2. Conflicts of Interest

    TO REPORT:

    That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

3. Matters arising

    (a) Terms of Reference, Constitution and Membership for 2014-15 (minute AQSC.2/14-15 refers)

         TO REPORT:

         That the membership of the Committee has been amended as set out in Paper AQSC 1/14-15 (revised), available online), noting that Professor Kumar would no longer attend on behalf of Professor Winstanley and that Professor Winstanley will resume membership with immediate effect as Chair of the Faculty of Medicine.

    (b) Paper from the Interdisciplinarity Sub-Group of AQSC (minute AQSC.13d/14-15 refers)

TO REPORT:

(i)   That, at its meeting on 30 October 2014, the Committee had considered a report from the Interdisciplinary Sub-Group of AQSC (Paper AQSC.7/14-15) and <u>resolved</u>:

That the report be amended in light of comments set out below and brought to a future meeting of the Committee for consideration:

(A)   That an additional recommendation regarding the need for workload models to recognize teaching undertaken on interdisciplinary modules be included;

(B)   That the report be redrafted to reflect issues affecting existing interdisciplinary courses, not just those offered by IATL;

(C)   That an enhanced focus on strategic considerations be included in the report.

(ii)   That the discussion at the Committee had been reported to the IATL Steering Group at its meeting on 12 November 2014.

TO RECEIVE:

An oral report on progress on revisions to the report from the Interdisciplinarity Working Group of AQSC.

4.   <u>Chair's Action</u>

(a)   <u>Diploma in Orthodontic Therapy (EU)</u>

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve a request from Warwick Medical School for a new stream of the Diploma in Orthodontic Therapy to be introduced for non-UK participants from the EU.

(b)   <u>External Examiner Report Forms and Guidance</u>

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve changes to the External Examiner Report Forms and Guidance to reflect the fact that reports and departmental responses are now shared with SSLCs.

5.   <u>Progress of Committee Recommendations</u>

TO REPORT:

(a) That a proposal from the Warwick Medical School for exit awards for several full-time dental courses to permit students to graduate with an award where clinical training hours completed fall short of those required for a full award, as set out in paper AQSC.23/14-15 (available online), was considered at a joint meeting of the Chairs and representatives of the Board of Graduate Studies, the Collaborative, Flexible and Distributed Learning Sub-Committee and the Academic Quality and Standards Committee held on 30 October 2014;

(b) That the Chairs and representatives at the joint meeting took action to recommend the proposal to the Senate for approval on behalf of their committees;

(c) That the Chair of Senate, acting on its behalf, took action to approve the proposal as set out in paper CFDLSC.15/14-15 (available online)

6. Chair's Business

7. Students Union Update

TO RECEIVE:

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

8. Process for the Approval of Pass Lists

TO CONSIDER:

A paper from the Director of the Academic Office on the process for the approval of pass lists (paper AQSC.25/14-15, previously circulated).

9. Policy on the Employment of Postgraduates as Teachers

TO REPORT:

(a) That the Board of Undergraduate Studies, at their meeting on 21 November 2014, received the final report of the BUGS/BGS Working Group on *Guidance on the Employment of Postgraduates as Teachers* (paper BUGS 3/14-15), it being noted that the Chair would follow up any issues relating to postgraduates in receipt of bursaries (unconfirmed minute BUGS.6b/14-15 refers).

(b) That the Board of Graduate Studies, at their meeting on 20 November 2014, considered *(inter alia)* a report prepared by the Chair of the Board of Undergraduate Studies (paper BGS 3/14-15);

(c) That it was reported to the Board of Graduate Studies:

(i) (by the Postgraduate Officer):

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That the guidance for departments was welcomed from a student perspective, but that clarity should be provided as to the mechanisms for feedback/complaints and the implementation process;

(ii) (by Dr P Roberts):

That it would be useful to understand the rationale behind varying rates of pay across departments;

(iii) (by Professor P Scott)

That departments where there is an expectation that students undertake teaching as an integral part of their degree would not wish, or seek to, recruit from other institutions;

(d) That the Board of Graduate Studies resolved *(inter alia)* that suggested wording to clarify who in the Department to contact in the first instance regarding any complaints or concerns be passed to the Board of Undergraduate Studies for inclusion, prior to consideration by AQSC and Senate;

(Draft minute BGS.23(c)/14-15 refers)

TO CONSIDER:

A paper by the Joint Working Group of the Board of Graduate Studies and the Board of Undergraduate Studies, outlining new a Policy for the Employment of Postgraduates as Teachers as set out in paper BGS.3/14-15 (previously circulated).

10. External Examiner Reports for 2013/14

TO REPORT:

That at its meeting on 21 November 2014, the Board of Undergraduate Studies considered a report from the Chair summarizing the themes and issues arising from the Undergraduate External Examiners' Reports for 2013/14 (paper BUGS.6/14-15) and resolved:

(a) That the issues of anonymity at examination boards, their compliance with the current recommendations on the consideration of mitigating circumstances and on moderation processes and the use of the discretionary criteria for borderline cases in the degree classification conventions, be brought to the attention of the Academic Quality and Standards Committee for its consideration;

(b) That the Chair and sub-groups would continue consideration of the Undergraduate External Examiners' Reports for 2013/14 following receipt of departmental responses, and that the student representatives on the Board should join the sub-groups for their further deliberations.

TO CONSIDER:

A report from the Chair of the Board of Undergraduate Studies, on behalf of the Board of Undergraduate Studies Sub-Group on External Examiners' Reports, summarising themes and issues arising from the Undergraduate External Examiners' Reports for 2013/14 as set out in BUGS.6/14-15 (previously circulated).

(unconfirmed minute BUGS.9/14-15 refers)

11. <u>Amendment to Regulation 11 (Procedure to be Adopted in the Event of Suspected Cheating in a University Test)</u>

TO REPORT:

(a) That at its meeting on 10 October 2014 the Board of Graduate Studies <u>considered</u> a paper from the Administrative Officer (Graduate School) outlining an amendment to Regulation 11 to refer explicitly to further guidance for departments on plagiarism investigations contained within the Senate Examination and Degree Conventions and <u>recommended</u> to the Academic Quality and Standards Committee that the proposal to amend Regulation 11 be approved, as set out in paper BGS 8/14-15 (previously circulated) (minute BGS 17/14-15 refers).

(b) That, at its meeting on 21 November 2014, the Board of Undergraduate Studies <u>considered</u> the recommendation of the Board of Graduate Studies, from its meeting on 10th October 2014, that an amendment to Regulation 11 (Procedure to be Adopted in the Event of Suspected Cheating in a University Test) be approved as set out in paper BGS 8/14/15 and <u>recommended</u> that the proposed amendment to Regulation 11 (Procedure to be Adopted in the Event of Suspected Cheating in a University Test) be approved as set out in paper BGS 8/14/15. (minute BUGS 11/14-15 refers)

TO CONSIDER:

A proposed amendment to Regulation 11 (Procedure to be Adopted in the Event of Suspected Cheating in a University Test) as set out in paper BGS 8.14/15 (previously circulated).

12. <u>Schedule for Reports from Sub-Groups</u>

TO CONSIDER:

The draft schedule for reports from Sub-Groups of the Academic Quality and Standards Committee as set out in paper AQSC.27/14-15 (previously circulated).

13. <u>Collaborative Course Proposals</u>

(a) London Film School

TO REPORT:

(i) That at its meeting on 30 October 2014 the Committee resolved that a proposal regarding the collaborative course approval process for the proposed validation of courses delivered by the London Film

School be approved as set out in Paper AQSC.10/14-15 (minute AQSC 15/14-15 refers).

(ii)   That a meeting of the validation panel met on 17 November 2014 to consider proposals for the validation of the MA in Screenwriting and the MA in Filmmaking delivered by the London Film School.

TO CONSIDER:

(iii) A report of the meeting of the Validation Panel convened to consider the validation of the MA in Screenwriting and the MA in Filmmaking delivered by the London Film School (Paper CFDLSC.42/14-15, copy attached).

(iv)   Course Proposal Form for MA Screenwriting (Paper CFDLSC.29/14-15, available online).

(v)   Course Specification for MA Screenwriting (Paper CFDLSC.30/14-15, available online).

(v)   External Expert's Report on the MA in Screenwriting (Paper CFDLSC.41/14-15, available online).

(vi)   Course Proposal Form for MA Filmmaking (Paper CFDLSC.34/14-15, available online).

(vii)   Course Specification for MA Filmmaking (Paper CFDLSC.35/14-15, available online).

(viii) External Expert's Report on the MA in Filmmaking (Paper CFDLSC.42/14-15, available online).

(ix)   Part 4 Proposal for a collaboration with the London Film School (Paper CFDLSC.39/14-15, revised, available online).

(b)   Centre for Interdisciplinary Methodologies

TO REPORT:

(i)   That, at its meeting on 23 November 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Centre for Interdisciplinary Methodologies to introduce a new module in conjunction with the Universities of Manchester, Utrecht, Malta and Palacky University Olomouc, as set out in the following papers (CFDLSC minutes 14a/14-15 refer):

(A)   "MA1" Module approval form (GFSS 13b/14-15);
(B)   Memo outlining the strategic rationale for the collaboration (CFDLSC 8a/14-15);

(ii)   And recommended (to the Academic Quality and Standards Committee) that the proposal be approved subject to the following:

(A)   That the chronological assessment in section 18a of the module approval form be amended to include only the final assessment (the essay);

(B)   That the Centre consider a sound framework (including training) for group assessment, noting that a recording of group work and or presentations may be required by an external examiner;

(C)   That the Chair take action to approve the proposal on receipt of the revised paperwork addressing the points raised by both the Graduate Studies Sub-Committee and in point (v) above;

TO CONSIDER:

A proposal from the Centre for Interdisciplinary Methodologies to introduce a new module in conjunction with the Universities of Manchester, Utrecht, Malta and Palacky University Olomouc, as set out in the following papers:

(iii)   "MA1" Module approval form (GFSS 13b/14-15 revised, available online);

(iv)   Memo outlining the strategic rationale for the collaboration (CFDLSC 8/14-15, available online);

(c)   Centre for Professional Education

TO REPORT:

(i)   That at its meeting on 23 November it was reported to the Collaborative, Flexible and Distributed-Learning Sub-Committee:

(A)   That the Board of Graduate Studies had given in principle approval to a proposal from the Centre to introduce new ITT routes and subjects with existing partner schools as set out in paper CFDLSC 19a/14-15;

(B)   That the Centre for Professional Education was increasingly reliant on their alliance schools' preferences and this required a significant amount of flexibility on an annual basis in relation to specific streams and specialisms offered;

(C)   That the variety of secondary routes proposed differed from existing provision only by funding and application route, the taught content and student experience of these would be identical;

(D)   That the Engineering specialism (across the three possible routes) was the only change proposed which involved the development and delivery of new academic and taught content, though this would be a single 30 CATS module at level 7, taught and assessed by the University;

(E)   That appropriately qualified staff for this specialism were being sourced through the WMG Academy;

(ii)   That the Sub-Committee considered a proposal from the Centre for Professional Education to introduce new routes and subjects with existing partner schools as outlined in paper CFDLSC 19b/14-15 and recommended (to the Academic Quality and Standards Committee) that the proposal be approved as an extension to an existing collaboration;

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TO CONSIDER:

A proposal from the Centre for Professional Education to introduce new routes and subjects for the Secondary PGCE with existing partner schools as outlined in paper CFDLSC 19a and b/14-15 (available online), as an extension to an existing collaboration;

(d)   Centre for Lifelong Learning

TO REPORT:

(i)   That a proposal from the Centre for Lifelong Learning to deliver an existing course, the Diploma in Education and Training (level 5), in conjunction with a new partner, Northampton College (CFDLSC 16a/14-15), had been given strategic in principle approval by the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee as well as the respective Chairs of the Academic Quality and Standards Committee, Board of the Faculty of Social Sciences and the Board of Undergraduate Studies;

(ii)   That, at its meeting on 23 November 2014, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal to deliver an existing course, the Diploma in Education and Training (DET) at level 5, in conjunction with a new partner, Northampton College, as outlined in the following papers:
        (A)   Memorandum for strategic approval in principle (CFDLSC16a/14-15);
        (B)   Collaborative risk assessment form (CFDLSC 16c/14-15);
        (C)   Part 4 Collaborative course approval form (CFDLSC 16d/14-15);
        (D)   Letter from Northampton (CFDLSC 16e/14-15);
        (E)   Summary CVs and CPD records for five Northampton staff (CFDLSC 16f-g/14-15);

        And resolved that the proposal be recommended for approval, subject to the Chair's receipt of a revised version of CFDLSC 16f/14-15 that includes CV coversheets and a satisfactory explanation of N.Turner's involvement in the course delivery;

TO CONSIDER:

A proposal to deliver an existing course, the Diploma in Education and Training (DET) at level 5, in conjunction with a new partner, Northampton College, as outlined in the following papers:

(iii)   Covering memorandum from the Director of the Centre for Lifelong Learning (CFDLSC16b/14-15, available online);
(iv)   Part 4 Collaborative course approval form (CFDLSC 16d/14-15, available online);
(v)   Letter from Northampton College (CFDLSC 16e/14-15, available online);

(e)   Warwick Manufacturing Group

(i)   Collaboration with the National Defence University of Malaysia: Franchised Modules

TO REPORT:

(A)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 23 November 2014 considered a proposal for transfer of three modules from WMG delivered to franchised variants in the collaborative programme with the National Defence University of Malaysia, as set out in paper CFDLSC 24/14-15;

(B)   That it was reported to the Sub-Committee:
(1)   That the content to be delivered by UPNM would be identical except for a game over which the University had intellectual property rights;
(2)   That Professor Haslinda Abdullah would be both Academic Supervisor and Module Tutor;

(C)   That the Sub-Committee recommended to the Academic Quality and Standards Committee that the proposal for the transfer of three modules from WMG delivered to franchised variants in the collaborative programme with the National Defence University of Malaysia, as set out in paper CFDLSC 24/14-15 be approved, subject to the receipt of amended paperwork indicating that Professor Haslinda Abdullah would be both Academic Supervisor and Module Tutor;

TO CONSIDER:

A proposal for transfer of three modules from WMG delivered to franchised variants in the collaborative programme with the National Defence University of Malaysia, as set out in paper CFDLSC 24/14-15 (available online);

(ii)   Collaboration with the National Defence University of Malaysia: MSc in Cybersecurity and Management

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 23 November 2014 considered a proposal for an extension to a UPNM programme to include the MSc in CyberSecurity and Management, as set out in paper CFDLSC 25/14-15 and recommended to the Academic Quality and Standards Committee that the proposal be approved.

TO CONSIDER:

A proposal for an extension to a UPNM programme to include the MSc in CyberSecurity and Management, as set out in paper CFDLSC 25/14-15 (available online).

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 https://files.warwick.ac.uk/tqcomm/browse#AQSC/3_December_2014

15. Amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci))

    TO REPORT:

    That at its meeting on 21 November 2014, the Board of Undergraduate Studies recommended that amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci)) be approved as set out in paper MUSC.61/13-14 (revised) .

    TO CONSIDER

    Proposed amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci)) be approved as set out in paper MUSC.61/13-14 (revised) (available online)

16. Amendment to Regulation 8.13 (Regulations for the Part-time Degree of BEng in Applied Engineering)

    TO REPORT:

    That at its meeting on 21 November 2014, the Board of Undergraduate Studies recommended that a proposal from the Warwick Manufacturing Group for amendments to Regulation 8.13 (3) (c) and (4) (d) (Regulations for the Part-time Degree of BEng in Applied Engineering) be amended as set out in paper SUGS.2/14-15 (subject to the addition by the Secretary to the Board of an amended text for Regulation 8.13 (3) (c) and (4) (d)).

    TO CONSIDER:

    A proposal from the Warwick Manufacturing Group for amendments to Regulation 8.13 (3) (c) and (4) (d) (Regulations for the Part-time Degree of BEng in Applied Engineering) as set out in Paper SUGS.2/14-15 (revised) (available online).

17. Membership of Sub-Committees:

    TO REPORT:

    (a) That Ms E. de Perlaky (International Employer Liaison Manager) would join the International Sub-Group of AQSC as a representative of Student Careers and Skills;

(b) That Mr R. Batterbee (IT Manager, Student Careers and Skills) would join the Technology-enhanced learning Group;

18. <u>The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies</u>

TO REPORT:

That the updated and revised version of the UK Frameworks for Higher Education qualifications had been published by the QAA as set out in paper AQSC.22/14-15 <u>(available online).</u>

19. <u>New Undergraduate Courses of Study</u>

TO REPORT:

(a) That the Board of Undergraduate Studies, at its meeting on 21 November 2014, approved the following new courses:

BA in History and Philosophy

(b) That it was <u>reported</u> to the Board of Undergraduate Studies at its meeting on 21 November 2014 that the Chair had taken action on behalf of the Board to approve the following new courses:

BA in Social Studies (Full-time)
Diploma in Orthodontic Therapy (EU)

20. <u>Revised Undergraduate Courses of Study</u>

TO REPORT:

That the Board of Undergraduate Studies, at its meeting on 21 November 2014, approved revisions to the following courses:

FdA and BA in Person-Centred Counselling and Psychotherapy (revised)

21. <u>New Postgraduate Courses of Study</u>

TO REPORT:

(a) That it was <u>reported</u> to the Board of Graduate Studies at its meeting on 20 November 2014 that the Chair had taken action on behalf of the Board to approve the following new courses:

MSc/PgD/PgC in Advanced Economics
MSc/PgD/PgC Sustainable Energy Technologies

(b) That the Board of Graduate Studies, at its meeting on 20 November 2014, approved the following new courses:

Postgraduate Diploma in Teaching and Learning (Further Education and Skills Sector)

22. <u>Revised Postgraduate Courses of Study</u>

    (a)   That the Board of Graduate Studies, at its meeting on 20 November 2014, approved the following revised courses:

          MSc in Integrative Bioscience

    (b)   That it was <u>reported</u> to the Board of Graduate Studies at its meeting on 20 November 2014 that the Chair had taken action on behalf of the Board to approve revisions to the following courses

          MSc Endodontics with Supervised Dental Clinical Training
          MSc Implant Dentistry with Supervised Oral Surgery Clinical Training
          MSc Restorative Dentistry with Supervised Dental Clinical Training
          MSc Orthodontics with Supervised Dental Clinical Training

23. <u>Next meeting</u>

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Thursday 29 January 2015 at 9.00am in room CMR 1.0, University House.