

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Thursday 14 June** at 9.30am in the Council Chamber, University House.

Please note: this meeting is not taking place on the date originally scheduled in the University Committee timetable. It has been moved back a day and will now take place on Thursday 14 June.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk

C E Charlton
University Secretary

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.

AGENDA

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on 17 May 2007 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>).

#2. Matters arising

- (a) Assessment and Degree Classification Conventions (minute 78/06-07 refers)

TO REPORT:

That since the last meeting of the committee the final report of the AQSC Assessment Conventions Working Group with associated proposals has been amended as paper AQSC 78/06-07 (revised) and considered by Faculty Boards and Heads of Department.

TO CONSIDER:

A version of the final report and associated proposals further amended in the light of discussion and comment elsewhere, paper AQSC 78/06-07 (revised 2) (to follow).

- (b) Annual Course Review report summaries (minute 63/06-07 refers)

TO CONSIDER:

Summaries of annual course review reports for the following courses:

- (i) Undergraduate courses in the Faculty of Social Studies, paper UFSS 78/06-07 (revised) (copy attached);
- (ii) Postgraduate taught courses in the Faculty of Social Studies, paper GFSS 278/06-07 (copy attached);
- (iii) Postgraduate research courses in the Faculty of Social Studies, paper GFSS 278(a)/06-07 (copy attached);
- (iv) Undergraduate courses in the Faculty of Medicine, paper /06-07 (to follow);
- (v) Research postgraduate courses in the Faculty of Medicine, paper /06-07 (to follow).

- (c) Accreditation of Prior Learning policy (minute 76/06-07 refers)

TO REPORT:

- (i) That at the last meeting the Committee considered a paper drafted by the Secretary proposing a process for approving requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy, paper AQSC 77/06-07, and resolved that the draft process for considering requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy be further discussed at the next meeting of the Committee, along with proposals for clarifying the University's policies and procedures for APL and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications.
- (ii) That the Board of Graduate Studies at its meeting on 7 June 2007 considered the University's policy on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, paper AQSC 77/06-07, and recommended that a number of changes be made.

TO CONSIDER:

Revised policies on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, paper AQSC 77/06-07 (revised) (to follow).

- (d) Erasmus Mundus bids (minute 74/06-07 refers)

TO REPORT:

That at the last meeting of the Committee it was reported that the Chair had taken action on behalf of the Committee to approve, subject to minor modifications, proposals for two new collaborative courses for

which bids had been submitted to the European Commission for Erasmus Mundus funding and support:

- (i) MA in International Performance Research proposed by the School of Theatre, Performance and Cultural Policy, in collaboration with the Universities of Amsterdam and Tampere;
- (ii) MA in Economic Development: Growth, Institutions and History proposed by the Department of Economics, in collaboration with Lund University, Universidad Carlos III, Madrid and Sciences-Po, Paris.

TO RECEIVE:

Revised versions of the following:

- (iii) School of Theatre – Part 1 Course Proposal form, BGS 59/06-07 (copy attached), and Part 4 Collaborative Course Proposal form, AQSC 93/06-07 (to follow);
- (iv) Department of Economics – Part 1 Course Proposal form, BGS 49/06-07 (copy attached).

3. Chair's Action

TO REPORT:

That the Chair took action on behalf of the Committee since its last meeting to approve minor changes to external examiners' report forms to delete the summary form previously required for the TQI website and make consequential changes to reflect its demise.

- (a) Guidance for external examiners, paper AQSC 98/02-03 (revised 2) (copy attached);
- (b) Revised external examiners report form for undergraduate courses, paper AQSC 82/06-07 (copy attached);
- (c) Revised external examiners report form for undergraduate 2+2 courses, paper AQSC 83/06-07 (copy attached);
- (d) Revised external examiners report form for postgraduate courses, paper AQSC 84/06-07 (copy attached).

4. Chair's Business

#5. PRSB engagements

TO REPORT:

That an investigation by the Internal Audit section of the University Secretary's Office identified a need to offer more guidance to departments preparing for engagement with or inspection by Public, Statutory and Regulatory Bodies (PRSBs), and to ensure that the University "centrally" is in a position to identify any potential problems with forthcoming engagement and inspections.

TO CONSIDER:

Proposed process for the Teaching Quality section of the Academic Office to engage with departments in advance of PSRB inspections or accreditation events, paper AQSC 85/06-07 (copy attached)

6. Bologna: Ministerial Summit

TO RECEIVE:

(a) UK HE Sector Position Statement on the Bologna Process London ministerial summit, paper AQSC 86/06-07 (copy attached).

(b) London Communique after the ministerial summit, paper AQSC 87/06-07 (copy attached).

#7. Mark Release Policy

TO CONSIDER:

A paper by the Assistant Registrar (Student Records) clarifying the existing policy on the release of marks to students, paper AQSC 88/06-07 (copy attached).

#8. Warwick Medical School: Significant Event Review

TO CONSIDER:

A Significant Event Review carried out by Warwick Medical School following a unusual pattern of results in recent MBChB Phase 1 Assessments, paper AQSC 89/06-07 (copy attached).

#9. Warwick Medical School: MBChB entry requirements

TO CONSIDER:

A proposal from Warwick Medical School to broaden the range of graduates they seek to recruit to the MBChB programme, paper AQSC 90/06-07 (to follow).

#10. Warwick Medical School: General Dental Council inspection report

TO CONSIDER:

A report from the General Dental Council on their recent inspection of Implant Dentistry courses at Warwick Medical School, paper CFDLSC 88/06-07 (copy attached), along with a response from the Medical School, paper CFDLSC 89/06-07 (copy attached).

#11. Academic Statistics

TO REPORT:

That the Senior Assistant Registrar (Planning) and the Assistant Registrar (Planning) are initiating a review of Academic Statistics and other management and planning information related to current students.

TO RECEIVE:

A summary prepared by the Secretariat of references to the use of management information in the QAA Code of Practice, paper AQSC 92/06-07 (to follow).

TO CONSIDER:

Sets of management data that would be particularly valuable for this Committee to consider.

#12. New and Extended Collaborative Courses

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 25 May 2007 considered a number of proposals for new and extended collaborative courses and recommended that those proposals be approved.

TO CONSIDER:

(a) School of Law, Warwick Manufacturing Group and Warwick Medical School: Collaboration with Health and Safety Executive (HSE)

A proposal from the School of Law, Warwick Manufacturing Group and Warwick Medical School to introduce a new Postgraduate Diploma in Regulatory Occupational Health and Safety, as set out in:

- (i) Introductory paper, paper GFSS 203/06-07 (copy attached);
- (ii) Part 1, paper GFSS 204/06-07 (copy attached);
- (iii) Part 4, paper CFDLSC 73/06-07 (copy attached);
- (iv) Covering letter from HSE, paper CFDLSC 92/06-07 (copy attached).

(b) Warwick Medical School and MSH, Hong Kong

A proposal from Warwick Medical School to set up a new collaboration with the Management Society for Healthcare Professionals, Hong Kong, to deliver the existing MSc in Health Services Management, as set out in:

- (i) Course regulations for the existing MSc in Health Services Management, paper CFDLSC 80/06-07 (copy attached);
- (ii) Part 4 Course approval form, paper CFDLSC 81/06-07 (copy attached).

(c) SHSS: Postgraduate Diplomas in Specialist Social Work with Coventry University

A proposal from the School of Health and Social Studies to include a module taught by Coventry University, Enabling Others, in two courses offered by the School of Health and Social Studies, a Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers) and a Postgraduate Diploma in Specialist Social Work (Adults), as set out in paper CFDLSC 60/06-07 (copy attached).

(d) Department of Classics and British School at Rome

A proposal from the Department of Classics to incorporate an eight-week course delivered by the British School at Rome into a new MA in the Visual and Material Culture of Ancient Rome, as set out in:

- (i) Covering memo, paper CFDLSC 63/06-07 (copy attached);
- (ii) Part 1 Course Approval Form, paper AGSC 33/06-07 (copy attached).

(e) Centre for Lifelong Learning: PCET

A proposal from the Centre for Lifelong Learning to introduce new qualifications in Post Compulsory Education and Training (PCET) to replace existing Cert Ed (PCET) qualifications, working with existing partner institutions and Warwickshire College on either a validated or a franchised basis (to be agreed in due course with each partner institution), as set out in:

- (i) covering memo, paper CFDLSC 76/06-07 (copy attached);
- (ii) Proposal form for an Open Studies Certificate in Teaching in the Lifelong Learning Sector, paper UFSS 110/06-07 (copy attached);
- (iii) Proposal form for a Diploma in Teaching in the Lifelong Learning Sector, paper UFSS 106/06-07 (copy attached);
- (iv) Part 4 Course Proposal form proposing an extension to the University's existing partnership with Warwickshire College to cover the new PCET qualifications, paper CFDLSC 77/06-07 (copy attached);
- (v) covering letter from Warwickshire College, paper CFDLSC 78/06-07 (copy attached).

#13. Any other business

It is likely that there will be significant further business in the second circulation agenda, including items from the Boards of Undergraduate and Graduate Studies.

14. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 24 October 2007, subject to the approval of the University Committee Timetable by the Senate and the Council.

JDM/JB, 7.6.07

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