

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Monday 15 October 2018 from 1000 to 1200 noon** in room CMR 1.0, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary to the Committee, Katharine Gray, ext: 22707 or the Assistant Secretary, Claudia Gray, ext: 24812 or by email to: [aqsc@warwick.ac.uk](mailto:aqsc@warwick.ac.uk).

R Sandby-Thomas  
Registrar

*Note: Restricted business (denoted by an asterisk{\*) is confidential to members and attendees of the Academic Quality and Standards Committee*

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**A G E N D A**

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2018-19 (paper AQSC.01/18-19, copy attached).

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: <https://www2.warwick.ac.uk/services/gov/committees/aqsc/minutes/>
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Academic Quality and Standards 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, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

4. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on 11 September 2018 (copy attached).

5. Matters arising

- (a) Fitness to Practise Operational Procedures (minute 108 (c)/17/18 referred)

TO REPORT:

- (i) That further work was ongoing with CLL and revised procedures would follow in due course for the consideration of the Committee at a future meeting;
- (ii) That the application of fitness to practise for new degrees in the Warwick Manufacturing Group in the area of health and wellbeing would be investigated and reported to the Committee at a future meeting.
- (b) Turnitin and Contract Cheating Authorship Investigation (minute 108 (g).17/18 referred)

TO REPORT:

- (i) That at its meeting on 11 September 2018, the Committee received an update on progress in relation to the Turnitin authoring software tool, this would not be ready to view until January 2019 and that, in the meantime, the University was exploring options with other suppliers and through local developments;
- (ii) That the Committee also received an oral report from the Chair that the issue of cheating and plagiarism be discussed between the Chairs of the Assessment Review Sub-Group;
- (iii) An oral update from the Chair on this matter.

- (c) Examination Review and revisions to Regulation 10 (minute 136.17/18 refers)

TO REPORT:

- (i) That at its meeting on 11 September 2018, the Committee considered revisions to Regulation 10 in light of an Examinations Review conducted by the Senior Assistant Registrar (Examinations) and concluded that members ought to comment further on the presented revisions to Regulation 10 and that the issue of how to handle error corrections on examination papers would be discussed further;
- (ii) That members had commented on the revisions proposed and it was agreed that the procedure to correct errors on examination papers would need further discussion and that for the time being this section had been removed from Regulation 10;
- (iii) That the Chair had taken Chair's action to approve a revised Regulation 10 on behalf of the Committee for Senate approval for immediate introduction from the academic year 2018/19;
- (d) WMG IET report and action plan (minute 138.17/18 refers)

TO REPORT:

That final sign off of the WMG IET report would take place at a future meeting of the Committee once WMG IET action plan had been endorsed by the IET.

- (e) HEAR report (minute 141.17/18 refers)

TO REPORT:

That the Academic Director (Undergraduate Studies) was in the process of setting up a group to consider the content of the HEAR and that progress reports would be received at a future meeting of the Committee.

6. Chair's Business

7. Students' Union Update

TO RECEIVE:

An oral update report from the SU Officers on current SU activities.

8. AQSC priorities for the academic year 2018/19

A paper setting out the Committee's priorities as developed at an Education Executive Away Day and set out in AQSC 02.18/19, (copy attached).

9. Module Approval project

TO RECEIVE:

An update on the module approval project from the SPI project manager as set out in AQSC 03.18/19, (copy attached).

10. Revisions to Regulation 41

TO CONSIDER:

A proposal from the Deputy Academic Registrar to revise Regulation 41 in view of recent strike action and its impact on teaching, assessment and examination activities as set out in AQSC 04.18/19, (copy attached).

11. Annual report on complaints and appeals for 2017/18

TO CONSIDER:

The annual report from the Administrative Officer (Complaints Resolution) on complaints and appeals for the academic year 2017/18 as set out in document AQSC 05.18/19, (copy attached).

12. Analysis of undergraduate external examiners' reports received for the academic year 2017/18

TO CONSIDER:

A summary of themes and topics emerging from the undergraduate external examiners' reports received for the academic year 2017/18 as set out in AQSC 06.18/19, (copy attached).

\*13. Student Surveys

TO RECEIVE:

- a) Steering paper on 2018 NSS results as set out in SC.03.18/19, (copy attached);
- b) Steering paper on 2018 PTES results as set out in SC.04.18/19; (copy attached);

14. ITLR update

TO CONSIDER:

- a) A report on disestablishment of the ITLR Steering Group from the Assistant Registrar (Monitoring and Review) as set out in AQSC 07.18/19;
- b) The ITLR reports and responses for:
  - i) School of Engineering (ITLR 1.17/18 and ITLR 2.17/18, copies attached);

- ii) Teaching Quality (ITLR 3.17/18 and ITLR 4.17/18, copies attached)

15. Office for Students registration and new regulatory framework

TO RECEIVE:

A paper from the Senior Assistant Registrar (Teaching Quality) on the registration with the Office for Students and the new proposed regulatory framework as set out in AQSC 08.18/19, (copy attached).

16. PSRB Register

TO RECEIVE:

The updated PSRB Register as set out in AQSC 09.18/19, (copy attached).

**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:

17. Course approvals

TO RECEIVE:

A list of courses approved by the University since the last report to AQSC on 29 May 2018 and set out in document AQSC 12.18/19 (available online).

18. Minutes of the Board of Graduate Studies

TO RECEIVE:

The minutes of the Board of Graduate Studies meetings are available at:

[https://warwick.ac.uk/services/gov/committees/bgs/minutes/bgs\\_minutes\\_may\\_2018.pdf](https://warwick.ac.uk/services/gov/committees/bgs/minutes/bgs_minutes_may_2018.pdf)

19. Minutes of the Student Learning Experience and Engagement Committee

TO RECEIVE:

The minutes of the Student Learning Experience and Engagement Committee are available at:

<https://warwick.ac.uk/services/gov/committees/sleec/minutes>

20. Minutes of the Faculty Education Committees

TO RECEIVE:

The minutes of the Faculty Education Committees are available on the governance pages at:

- (a) Faculty of Arts  
<https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes>
- (b) Faculty of Science  
<https://warwick.ac.uk/services/gov/committees/bfs/fec/minutes/>
- (c) Faculty of Social Science  
<https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/>
- (d) Faculty of Medicine  
<https://warwick.ac.uk/services/gov/committees/bfm/fec/minutes/>

21. Chair's action

TO REPORT:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Academic Quality and Standards Committee to approve the following:

(a) Changes to London Film School Marking Scheme

A revised marking scheme for the MA Filmmaking and MA Screenwriting as offered at the London Film School.

(b) Alternative assessment arrangements

- (i) A revision to a further first sit for an Economics first year student in the first week in September 2018 to allow for an alternative assessment via a test and viva in the middle of September instead of examinations for modules IB132 and EC109. The student suffered from a temporary health condition which had not resolved itself by the time the further first sit was taking place in the first week of September 2018 and it was not in the student's best interest to wait for a delayed further first sit in June 2019.
- (ii) A revised assessment for the module IP306 delivered in the School for Cross-Faculty Studies to change the assessment from 50% of the module from an unseen examination to a seen examination. This change is to assist students who were studying in Monash in term 2 as co-ordinating the setting up of an unseen examination was difficult under these circumstances.

22. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Thursday 22 November 2018 at 900 hours in CMR 1.0, University House.**