

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 23 June 2010 at **9am** in the Council Chamber, University House.

Note: Questions on agendum 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 of the Committee, Jenny Hughes, ext 74464, email jenny.hughes@warwick.ac.uk

J F Baldwin
Registrar

AGENDA

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 20 May 2010, previously circulated and available on the Governance website at

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

Review of Terms of Reference of AQSC and its Sub-Committees (minute 73/09-10 refers)

TO REPORT:

- (a) That, at its meeting of 9 June 2010, the Board of Undergraduate Studies considered a paper on the subject of the Review of the Terms of Reference and Constitution of Academic Quality and Standards Committee and its Sub-Committees (paper BUGS 22/09-10), together with an oral report from the Secretary to the Academic Quality and Standards Committee, and resolved:
- (i) That the recommended actions agreed by the Academic Quality and Standards Committee be agreed;
 - (ii) That their potential resource implications for the Board Chair, members and secretariat in terms of numbers of meetings/sub-groups likely to be required as a consequence, be noted as a matter needing further consideration;
 - (iii) That appropriate reporting lines between the Board of Undergraduate Studies, faculty undergraduate studies committees and departmental Directors of Undergraduate Studies be given further consideration by the Board.

(Unconfirmed minute 29/09-10 refers)

- (b) That, at its meeting on 10 June 2010, the Board of Graduate Studies considered a paper from the Pro Vice-Chancellor (Student Experience) and the Senior Assistant Registrar (Teaching Quality) on the emerging recommendations from the review of the terms of reference and the constitution of the Academic Quality and Standards Committee and its Sub-Committees (paper BGS 66/09-10) and resolved:
- (i) that the Board was strongly in favour of the retention of the Collaborative, Flexible and Distributed Learning Sub-Committee given its important role in the consideration for approval and all matters pertaining of collaborative provision.
 - (ii) That it was noted that the primary recommendations being made with respect to the Board of Graduate Studies involved a greater delegation of authority from the Academic Quality & Standards Committee and it was noted in this respect that the Board was in favour of giving consideration to External Examiners' reports alongside responses from academic departments, and further consideration being given institutionally to the relative remits and responsibilities of the Academic Quality & Standards Committee and the Institute for Advanced Learning.

(unconfirmed minute 102/09-10 refers)

- (c) That, at its meeting on 28 May 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee received an oral report from the Chair and the Secretary concerning discussion at the meeting of the Academic Quality and Standards Committee held on 20 May 2010, noting that paper AQSC 58/09-10, considered by AQSC, included the following points discussed by the working group:
- (i) That CFDLSC had subsumed the full responsibilities of the now defunct Board of Lifelong Learning, some of which did not relate to collaborative courses and which were also considered by the Faculty committees (eg part-time degrees);
 - (ii) There was a need to clarify the definition of collaboration in order also to clarify the responsibilities of the CFDLSC;
 - (iii) That the level of risk associated with collaborative provision warranted the retention of CFDLSC with its specific responsibility for overseeing this area of provision, noting that the scrutiny of part-time degrees could remain solely with Faculty committees.

and resolved:

That the Committee at its first meeting in the autumn term 2010-11 consider the definition of collaborative provision, and the volume of and strategy relating to the University's collaborative provision, noting that the Committee had on previous occasions given initial consideration to the definition of collaborative provision and the role of the Committee.

(unconfirmed minute 28(b)/09-10 refers)

3. Chair's action

That the Chair, acting on behalf of the Committee, took action to approve in principle an application to the European Commission to add a new partner, University of the Arts in Belgrade, to the existing Erasmus Mundus MA in International Performance Research.

4. Chair's business

5. Personal Tutor Guidelines

TO REPORT:

That, following the Quality Assurance Agency Institutional Audit visit in November 2008, the QAA made the following recommendations to the University (*inter alia*):

“The audit team recommends that the University consider further action in some areas.

Recommendations for action that the audit team considers desirable:

- to review the operation at departmental level of the new central guidelines on personal tutoring with a view to enhancing consistency of implementation.”

TO CONSIDER:

Revised Personal Tutor Guidelines, with a report by the University Senior Tutor (Paper AQSC 76/09-10, copy attached).

6. Learning and Teaching Strategy

TO REPORT:

That at its meeting on 25 November 2009, the Committee considered a discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10 and resolved:

- (a) That initiatives within the Learning & Teaching Strategy should continue to be progressed to maintain the profile of learning and teaching at Warwick.
- (b) That the Pro Vice-Chancellor (Student Experience) be encouraged to continue discussions with the University's senior management team to identify funding to support teaching and learning initiatives in 2010-11, noting that HEFCE funding for the King's-Warwick pilot project was for 2009-10 only and that funding from HEFCE beyond the pilot project may be unlikely.
- (c) That it be noted that the Pro Vice-Chancellor (Student Experience) intended to review the Learning and Teaching Strategy in the summer term in light of the initial outcomes of the King's-Warwick project, with a view to agreeing priorities for 2010-11.

(d) Learning and Teaching Strategy 2008-11

TO RECEIVE:

The University's Learning and Teaching Strategy 2008-11 (Paper AQSC.6/07-08 {revised 5}, copy attached).

(e) King's Warwick Project

TO CONSIDER:

A report on the initial outcomes of King's Warwick Project (Paper AQSC.78/09-10, copy to follow).

(f) Institute for Advanced Teaching and Learning

TO CONSIDER:

A presentation outlining the proposed activities and management structures for the Institute for Advanced Teaching and Learning.

7. Course and Module Approval Process Review

TO CONSIDER:

An update report on the review of course and module approval processes, paper AQSC. 79/09-10 (copy to follow).

8. Undergraduate Assessment Conventions

TO REPORT:

(a) That at its meeting on 25 November 2009, the Committee considered a report from the Chair and Secretary concerning proposed amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards ("the 2008 Classification Convention"), paper AQSC 25/09-10, and resolved (*inter alia*):

(i) First year credit/beginners level language modules taken after the first year

That proposed amendments to the Credit and Module Framework, in line with the principles set out in section 2(g) of paper AQSC 25/09-10, be considered at a future meeting of the Committee.

(ii) Non-degree awards

(A) That to be eligible for the award of a Foundation Degree, a student must pass at least 200 out of 240 credits attempted, noting that Foundation Degrees are awarded on a pass/fail basis.

(B) That departments which deliver Foundation Degrees and 120 FHEQ level 6 credit Honours top up courses be consulted on a

proposal that students who complete the Honours top up course be classified on the basis of module marks contributing to the Honours top up course only.

- (C) That the minimum number of credits that must be passed for each of the following courses be included within the examination conventions for the course and considered by Faculty Committees on an individual basis:

Certificate; Certificate of Higher Education; Diploma; Diploma of Higher Education; Advanced Diploma; Post experience Certificate; Post experience Diploma.

- (b) That at the meeting of the Committee on 20 May 2011 it was reported (*inter alia*) that:
 - (i) the Chair wrote to Heads of Departments on 19 April 2010 asking for responses on the following issues:
 - (A) classification conventions applicable to joint degrees;
 - (B) issues relating to additional credit and the Seymour formula;
 - (C) proposals for University-wide progression requirements to apply to students who joined Warwick in autumn 2009 or later.
 - (ii) That responses would be considered at a meeting of the Assessment Conventions Working Group to be held on 7 June 2010, with a view to proposals being put forward for consideration by the Committee at its meeting to be held on 23 June 2010.
 - (iii) That responses had not yet been received from all departments, noting that to ensure that the classification conventions are clear for students on joint degrees involving departments in the Science Faculty and one or both of the Faculties of Arts and Social Sciences, departments should be strongly encouraged to submit proposals in time for the meeting of the Working Group to enable classification conventions to be approved by the end of the summer term.

and resolved that Departments be urged to provide their responses to the memo of 19 April 2010 as soon as possible in order that they can be considered by the Assessment Conventions Working Group at its meeting on 7 June 2010.

TO CONSIDER:

- (c) Proposed amendments to the Credit and Module Framework (paper AQSC.80/09-10, copy attached).
- (d) A report from the Assessment Conventions Working Group (paper AQSC.81/09-10, copy to follow).

9. National Student Survey

TO REPORT:

That, at its meeting on 3 November 2009, the Committee considered the University's results in the 2009 National Student Survey, paper SC 673/08-09 and a report highlighting examples of good practice in three departments, paper AQSC 11/09-10, and resolved (*inter alia*) that each department be 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.

TO CONSIDER:

A summary report of good practice in areas receiving high scores in the National Student Survey, paper AQSC 82/09-10 (copy to follow)

10. QAA Audit of WMG's Collaborative Provision in Singapore

TO REPORT:

- (a) That at the meeting of the Committee held on 3 March 2010 it was reported:
- (i) That the Quality Assurance Agency for Higher Education would be conducting an audit of Warwick Manufacturing Group's collaboration with SIM and SIMTech.
 - (ii) That the University would be required to submit a briefing paper to the QAA in July and that the QAA would visit Warwick in autumn 2010 and SIM/SIMTech in February 2011.
- (b) That proposed dates had now been received for the visit to Warwick in the Autumn and to SIM and SIMTech in January 2011.

TO CONSIDER:

A draft of the University's briefing paper to be submitted to the QAA, paper CFDLSC 125/09-10 (Revised) (copy to follow).

11. Consideration of Summary Annual Course Review Reports

TO CONSIDER:

The following summaries/digests of annual course review reports:

- (a) Faculty of Arts, undergraduate courses, paper AUSC 9/09-10 {revised} (copy attached);
- (b) Faculty of Arts, taught postgraduate courses, paper AGSC 36a/09-10 (copy attached);
- (c) Faculty of Arts, research postgraduate courses, paper AGSC 19a/09-10 (copy attached);
- (d) Faculty of Medicine, undergraduate courses, paper AQSC 75/09-10 (copy attached);
- (e) Faculty of Medicine, research postgraduate courses, paper GCFM 4/09-10 (copy attached);

- (f) Faculty of Social Sciences, undergraduate courses, paper UFSS 58/09-10 (4) (copy attached);
- (g) Faculty of Social Sciences, taught postgraduate courses, paper GFSS 315/09-10 (copy attached);
- (h) Faculty of Social Sciences, research postgraduate courses, paper GFSS 176/09-10 (copy attached);
- (i) Faculty of Science, undergraduate courses, paper SFS 14/09-10 (copy attached);
- (j) Faculty of Science, taught postgraduate courses, paper SGS 93/09-10 (copy attached);
- (k) Faculty of Science, research postgraduate courses, paper SGS 43/09-10 (copy attached);
- (l) Collaborative, flexible and distributed learning courses, paper AQSC 74/09-10 (copy attached).

12. New Collaborative Courses

Note: Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.

TO CONSIDER:

A report on new collaborative courses recommended by the Collaborative, Flexible and Distributed Learning Sub-Committee for approval, paper AQSC 77/09-10 (copy attached).

13. Health and Safety Guidance for Placements

TO CONSIDER:

Revised Good Practice Guide for Placement Learning (Paper AQSC.83/09-10, copy to follow).

14. Board of Undergraduate Studies

Change to Regulation 8.11

TO REPORT:

That, at its meeting on 9 June 2010, the Board of Undergraduate Studies recommended that a proposal from the Centre for Lifelong Learning for amendments to be made to the Regulations for the part-time Foundation Degree (Regulation 8.11), which would both permit re-examinations in September and would also permit the recommendation of awards for foundation degrees in September and December, be approved.

TO CONSIDER:

The proposed amendments to Regulation 8.11 (5), as set out in paper UFSS 138/09-10 (copy attached) for approval.

Draft minute 27/09-10 refers

15. Board of Graduate Studies

- (a) Regulation on Collaborative Courses and Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University.

TO REPORT:

That, at its meeting on 10 June 2010, the Board of Graduate Studies considered:

- (i) A revised paper from the Deputy Academic Registrar detailing a proposed general Regulation on Collaborative Courses, setting out the requirements relating to the admission, registration, examination and assessment and quality assurance of provision for students enrolled on collaborative courses at all levels of study in conjunction with an external organisation (paper BGS 55/09-10 (Revised));
- (ii) Draft Regulation 37.8: Regulations for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10).

and recommended: (to the Academic Quality & Standards Committee):

- (iii) That section X.1 (i) of the Collaborative Regulation be deleted and a note provided to indicate that no awards made solely by the University would fall within the scope of the Regulation;
- (iv) That the reference to a "UK-based" workforce be removed from the associated note;
- (v) That amendments be made to sections relating to the hearing of complaints and appeals to indicate that the membership of appropriate panels may be altered
- (vi) That references to such procedures set out in (g) above being conducted by video- or audio-conference be removed from the Collaborative Regulation but inserted in the substantive regulations relating to all levels of study;
- (vii) That the amended Collaborative Regulation be recommended for approval in all future collaborative partnerships; it being noted that whilst this potentially left 'grandfather' issues with respect to collaborations already approved for which bespoke regulations had been developed previously and which it was hoped might over time be drawn into the scope of the generic collaborative regulation, this was not an immediate expectation;

- (viii) That the draft Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10) be recommended for separate approval to take effect from the academic year 2010-11 with appropriate amendments to section 4 to reflect the existing position with respect to the termination of registration of a student, the power to enforce which, it was noted, did not reside with departmental course directors.

TO CONSIDER:

- (ix) Regulation on Collaborative Courses (paper BGS 55/09-10 (Revised), copy to follow)
- (x) Regulation for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University (paper CFDLSC 126/09-10 (Revised), copy to follow).

(b) Proposed Change to Standard Period of Registration for Full-Time PhD Students

TO REPORT:

- (i) That, at its meeting on 23 February 2010, the Board considered a paper from the Secretary and Chair setting out the possible impact, both positive and negative, of a move from a 3-year to a 4-year standard period of registration for full-time PhD students (paper BGS 40/09-10), and resolved that, whilst there were clear benefits in some areas to moving to a standard 4-year period of registration for full-time PhD students, there were also some considerable potential disadvantages to be worked through, and that the matter be discussed again a future meeting of the Board, noting that:
 - (A) It would seem likely that a new fee structure would need to be put in place if the change was to be implemented in a cost neutral way;
 - (B) That any structure put in place that resulted in the total fee payable being dependant on the length of registration might encourage students to apply for periods of temporary withdrawal unnecessarily in order to keep the cost to a minimum;
 - (C) That any change in registration length would need to be thought through carefully if it were not to result in a “creep” of submission times back towards the 4-year mark;
 - (D) That any proposal for change should also incorporate a review of the fees charged for resubmission or, possibly, minor corrections, to ensure that these are set at levels to discourage students from purposefully submitting early in order to avoid a proportion of the fee-bearing period of registration.

- (ii) That, at its meeting on 10 June 2010, the Board considered a paper from the Deputy Academic Registrar detailing the outcomes of a consultation exercise with Departments and recommendations, paper BGS 40/09-10 (Revised) and recommended (to the Academic Quality & Standards Committee) that with effect from the academic year 2011-12, the period of study for a doctoral award be extended from a period of three years to a period of four years unless otherwise specified by a Research Council or other funding body as set out in paper BGS 40/09-10 (Revised); it being noted that attention would now turn in the Graduate School to operationalising the change in policy, assuming it was approved by the Academic Quality & Standards Committee and the Senate.

TO CONSIDER:

A paper setting out the recommendation that the period of study for a doctoral award be extended from a period of three years to a period of four years unless otherwise specified by a Research Council or other funding body as set out in paper BGS 40/09-10 (Revised) (copy attached).

- (c) PGT Grade Descriptors and Award of Merits

TO REPORT:

- (i) That, at its meeting on 17 November 2009, the Board considered a report compiled by the Assistant Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2007-08 (paper BGS 19/09-10) and resolved (*inter alia*):
- (A) That the Board consider the marking descriptors for PGT courses at a future meeting, with a view to recommending means of ensuring the full range of marks may be used more effectively;
- (B) That the Board revisit its earlier decision to not recommend the introduction of a formal merit award, and that this be considered in conjunction with point (a) above.
- (ii) That, at its meeting on 23 February 2010, the Board considered a paper from the Secretary, setting out the marking descriptors for PGT courses across the Faculties, and the award of a "Merit" classification for PGT courses at other UK HEIs, as set out in paper BGS 42/09-10, and resolved that the question of whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level, be referred to Faculty Graduate Studies Committees for consideration at their next meetings in the Summer term.
- (iii) That, at its meeting on 10 June 2010, the Board considered a paper summarising the responses from the Faculty Graduate Studies Committees (paper BGS 68/09-10) and therefore whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level and recommended (to the Academic Quality & Standards Committee) that the award of Merit be formally adopted by the University on Taught Masters courses with effect from

the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made.

TO CONSIDER:

A recommendation from the Board of Graduate Studies that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made

(d) English language proficiency testing and the Pearson Test of English

TO REPORT:

That, at its meeting on 10 June 2010, the Board considered a paper from the Student Admissions and Recruitment Office making recommendations, in consultation with the Centre for Applied Linguistics, on the acceptability of English language tests (including the new Pearson Test of English Academic) (paper BGS 69/09-10), noting that the paper would also be considered by the Board of Undergraduate Studies, and an oral update from the Assistant Registrar (Postgraduate Admissions).

TO CONSIDER:

A recommendation from the Board of Graduate Studies:

- (i) That the Pearson test be adopted for use in testing the attainment of appropriate levels of English language for entry to postgraduate courses, as set out in paper BGS 69/09-10, (copy to follow);
- (ii) That in view of some concerns that the single grade provided by the Cambridge Certificate of Proficiency in English had the potential to mask lower scores registered by students in individual component tests, the Board recommend that departments be permitted to opt into its use but not be required to do so.

16. Student Staff Liaison Committee Communication Procedures

TO CONSIDER:

Proposals for a review of the communication of issues raised through Student Staff Liaison Committees and resulting action, paper AQSC 84/09-10 (to follow).

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.

17. **Results of Europe Unit survey**

TO RECEIVE:

A report on the results of the 2009 UK HE Europe Unit survey on UK HEIs engagement in European HE developments – UK, paper AQSC 85/09-10 (copy attached).

18. **School of Engineering and ITM, India**

TO CONSIDER:

A request from the School of Engineering that Annex 1 of the University policy for the accreditation of prior learning be amended as set out in paper AQSC 73/09-10 (copy attached).

19. **British Council Review of the ERASMUS Programme**

TO REPORT:

That the UK Erasmus National Agency undertook a site visit at the University on 15 October 2009 with a view to reviewing the financial and operational management of the Programme, and compliance with the contractual terms of the ERASMUS programme.

TO CONSIDER:

A report on the British Council Review of the management and operation of the ERASMUS Programme at the University of Warwick and the International Office's Action Plan (Paper AQSC.86/09-10, copy to follow).

20. **PSRB**

TO REPORT:

That the Warwick Business School's courses have been reaccredited by the Association to Advance the Collegiate Schools of Business (AACSB) for a further five years.

21. New and Revised Undergraduate Courses of Study

TO REPORT:

That, at its meeting on 9 June 2010, the Board of Undergraduate Studies considered a proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies (papers UFSS 65/09-10 (revised)) for introduction in September 2010 and which replaces an existing degree course of the same name, and resolved that the proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies be approved, subject to the consultation currently being carried out by the Assessment Conventions Working Group with regard to the exam weightings listed under Section 7.

22. Any other business

23. Next meeting

That the next meeting of the Committee will be held in the Autumn Term at a time and date to be confirmed.