

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Wednesday 19 November 2008

Present: Professor M Whitby (Chair), Ms S Bennett, Professor L Bridges, Professor J Davis, Dr K Flint, Professor C Hughes, Professor N Johnson, Dr R Moseley, Professor K O'Brien, Dr P O'Hare, Dr P Roberts, Mr M Surve

Apologies: Professor S Bruzzi, Professor A Easton, Ms S Jones, Professor K Lamberts, Professor R Lindley

In attendance: Ms J Bradfield, Dr J Moss; Ms H Hutchings (for item 24/08-09)

20/08-09 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on Thursday 28 October 2008 be approved, subject to the following amendments (deletions ~~struck through~~, additions underlined):

7/08-09 Strategic Departmental Review reports

CONSIDERED:

*Review reports, action plans and departmental responses in respect of Strategic Departmental Reviews of the following Centres, Departments and Schools, together with relevant minutes of the Steering Committee as set out paper AQSC 2/08-09:*

.....

(b) Department of History, papers SC.505/07-08 and SC.506/07-08;

RESOLVED:

(i) That the report, action plan and departmental response for the Strategic Departmental Review of the Department of History be approved as set out in papers SC.432 & 454/07-08 in respect of learning and teaching issues, noting the following points:

(Ai) *That the Department of History was considering a rationalisation of some of its Masters courses;*

(Bii) *That the Department of History had reviewed the constitution and*

membership of its Teaching Committee to include the convenors of joint and cross-departmental courses.

(ii) That it was not necessary to refer the report, action plan and departmental response to the Board of Undergraduate Studies or the Board of the Faculty of Arts for consideration, noting that the report had already been considered by the Board of Graduate Studies.

(c) School of Theatre, Performance and Cultural Policy Studies, papers SC.508/07-08 and SC.562/07-08;

RESOLVED:

(i) That the report, action plan and departmental response for the Strategic Departmental Review of the School of Theatre, Performance and Cultural Policy Studies be approved as set out in papers SC.432 & 454/07-08 in respect of learning and teaching issues, noting that the School of Theatre, Performance and Cultural Policy Studies would bring forward a paper on assessment issues for consideration by the Board of Graduate Studies later in the academic year;

(ii) That the report, action plan and departmental response be referred to the Board of Undergraduate Studies for consideration of issues relating to assessment, noting that the report had already been considered by the Board of Graduate Studies;

(iii) That it was not necessary to refer the report, action plan and departmental response to the Board of the Faculty of Arts for consideration.

21/08-09 Matters arising

(a) Institutional Audit (minute 4(a)/08-09 referred)

RECEIVED:

Oral reports from the Secretary and the Senior Academic Coordinator for Audit and Enhancement on the Audit visit by the QAA audit team as part of the University's Institutional Audit, which took place on 10-14 November 2008, noting that the Key Findings letter had not yet been received from QAA.

- (b) Teaching Staff (minute 4(e)/08-09 referred)

CONSIDERED:

An oral report from Ms S Bennett, Director of the Learning and Development Centre, concerning ongoing work in respect of the proposals for the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' set out in paper AQSC 52/07-08, considered by the Committee at its meeting on 27 February 2008.

RESOLVED:

That a number of developments be welcomed, including that webpages supporting PCAPP seminars would be made available to people who teach on University courses even if not registered on PCAPP, and that the Early Career Researchers training programme includes a workshop on teaching.

- (c) University Regulation 11: Amendments to Associated Guidance (minute 61/07-08 referred)

CONSIDERED:

Proposed amendments to the Associated Guidance in respect of Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, paper AQSC 20/08-09.

RESOLVED:

- (i) That proposed amendments to the Associated Guidance in respect of Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test be approved as set out in paper AQSC 20/08-09, subject to minor corrections as discussed in the meeting.
  - (ii) That the request for further guidance in respect of record-keeping included in paper AQSC 20/08-09 be referred to the Deputy Registrar's Office.
- (d) Undergraduate mark scale and Honours degree classification conventions (minute 4(b)(ix)(A)/08-09 referred)

REPORTED:

That at its meeting on 28 October 2008 the Committee received a memo from the Chair to Heads of Department dated 23 July 2008 concerning the implementation of the new Honours degree classification convention and marking scale for undergraduate modules, paper AQSC 3/08-09, noting that proposals for special degree classification conventions and/or the use of vivas will be considered at a future meeting of the

Committee, following consideration by the relevant Faculty Board(s).

CONSIDERED:

An oral report from the Chair on consideration by Faculty Boards of special degree classification conventions and/or the use of vivas.

RESOLVED:

- (i) That the following points be reiterated, to inform further discussion by Faculty Boards of special degree classification conventions and the use of vivas:
  - (A) Any special conventions proposed for inclusion in List A, which supplements the unified classification convention for Honours degrees (<http://www2.warwick.ac.uk/services/quality/categories/examinations/markscasesconventions/forstudents/ug08/honoursconvention/>), should be specific rather than general, and supplement and not contradict the main principles of the convention as agreed by the Senate;
  - (B) Senate agreed that the new marking scale should be used for students who first registered on their courses in autumn 2008, not for students in earlier cohorts;
- (ii) That the Learning and Development Centre and the Teaching Quality section organise a further Windows on Warwick seminar on the new mark scale and degree classification convention.
- (e) Guidelines for the consideration of special case evidence by Boards of Examiners (minute 4(h)/08-09 referred)

REPORTED:

- (i) That at its meeting on 28 October 2008 the Committee resolved:
  - (A) That the proposed Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances be approved as set out in paper AQSC 87/07-08.
  - (B) That the Chair of the Board of Undergraduate Studies consider bringing forward a further proposal to that Board for any amendments to Regulations or other guidance which would be required to exclude the possibility of full meetings of Boards of Examiners considering

the detail of evidence relating to mitigating circumstances, noting the analogy with other types of unusual cases where Boards of Examiners may not challenge or overturn a previous finding, such as the outcomes of Investigating Committees.

- (ii) That at the meeting of the Board of Undergraduate Studies on 12 November 2008 the Board received the final amended version of the Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances as approved by the Chair of the Academic Quality and Standards Committee, paper BUGS 13/08-09, and resolved that the guidelines be circulated to departments, it being noted that it may, at a later date, be appropriate to review them jointly with the Board of Graduate Studies (which was in the process of considering its own guidance for the postgraduate boards).

(draft unconfirmed BUGS minute 4(b)/08-09)

- (iii) That at the meeting of the Board of Graduate Studies on 13 November 2008 the Board considered the University Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances (paper AQSC 87/07-08), noting that the Board was invited to consider how this may be applied to Postgraduate Taught courses, and resolved:

- (A) That the Board did not approve of the use of the guidelines for Postgraduate Taught courses in line with those used for Undergraduate courses;

- (B) That proposed guidelines for Postgraduate Taught Boards of Examiners be drafted and considered at a future meeting of the Board.

(draft unconfirmed BGS minute 36(a)/08-09)

#### RESOLVED:

That consideration be given in the future to the desirability of changing University Regulations to require each Board of Examiners to set up a sub-group to consider mitigating evidence, and to issues concerning candidates' anonymity at meetings Board of Examiners.

- (f) Annual Postgraduate Course Review (minute 11/08-09 referred)

#### REPORTED:

- (i) That at the meeting of the Committee held on 28 October 2008 it was reported that the Board of Graduate Studies at its meeting on 9 October 2008

considered responses from academic departments to proposals made in paper BGS 54/07-08 setting out revisions to procedures for Annual Postgraduate Course Review and Course and Module Approval, paper BGS 6/08-09, together with a paper setting out proposed recommendations to [the Academic Quality and Standards Committee] based on the responses received from Departments, paper BGS 26/08-09 (tabled at the meeting), and resolved:

- (A) That the Graduate School be asked to bring forward a proposal for the revised content and form of postgraduate research annual course reviews for consideration at the next meeting of the Board, with a view to these being put into operation this year;
- (B) That, in light of discussions with the Deputy Registrar's office about interim measures that might be implemented in respect of module approval at both undergraduate and taught postgraduate level, final consideration of the revised content and form of postgraduate taught course reviews be postponed until the first meeting of the Board in the Spring term.

and recommended to the [Academic Quality and Standards] Committee that the timing of annual course reviews be re-scheduled, with the postgraduate research review being scheduled for the end of term 1 and the taught postgraduate review for the end of term 2.

(BGS minute 14/08-09)

and the [Academic Quality and Standards] resolved that the timing of annual course reviews be re-scheduled, with the postgraduate research review being scheduled for the end of term 1 and the taught postgraduate review for the end of term 2.

- (ii) That at the meeting of the Board of Graduate Studies held on 13 November 2008 it was reported that a paper on the content of Postgraduate Taught annual course reviews will be brought forward to the next meeting of the Board, the Board considered current guidance on the content of Postgraduate Research annual course reviews (paper BGS 54/08-09) and a discussion paper, previously circulated, on the revision of the annual Postgraduate Course review process (paper BGS 54/07-08), and recommended (to the [Academic Quality and Standards] Committee):

- (A) That the existing guidance in place for the content of postgraduate research annual course reviews should be adopted for this year, and

that proposed revisions to the content of postgraduate taught annual course reviews be considered at a meeting of the Board in the Spring term;

- (B) That there would appear to be some conflict between the existing guidance that external examiners reports be considered within 2 months of receipt and the proposed timings recommended by the Board, and that this should be resolved, ensuring that all relevant parties are informed in this transitional year.  
(draft unconfirmed BGS minute 47/08-09)

RESOLVED:

That the existing guidance in place for the content of postgraduate research annual course reviews should be adopted for this year.

22/08-09 Credit and Module Framework (SFS minute 9/08-09 referred)

REPORTED:

That the Sub-Faculty of Science at its meeting on 22 October 2008 considered a memo from the Institute of Mathematics regarding the Credit and Module Framework, paper SFS 18/08-09, and resolved that the memo be supported and referred to the [Academic Quality and Standards] Committee.

CONSIDERED:

Memo from the Institute of Mathematics regarding the Credit and Module Framework, paper SFS 18/08-09.

RESOLVED:

That the Chair and Secretariat discuss the technical capacities of the Online Module Registration system with the Examinations and Student Records sections of the Academic Office and then consult with interested departments concerning any possible changes to the Credit and Module Framework.

23/08-09 SSLC Coordinators' Annual Reports

CONSIDERED:

Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses, paper AQSC 21/08-09, and postgraduate courses, paper AQSC 22/08-09.

RESOLVED:

- (a) That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses and postgraduate courses be approved as set out in papers AQSC 21 & 22/08-09 respectively;
- (b) That the Boards of Undergraduate and Graduate Studies, the Campus Life Committee and Faculty Teaching and Learning Forums be invited to consider sections of the reports relevant to their remits, with the reports serving as one mechanism for identifying good practice which should be shared more widely.

24/08-09

Report on Student Academic Complaints and Appeals

CONSIDERED:

A report from Ms Helen Hutchings, Assistant Registrar (Teaching Quality) on student academic complaints and appeals, paper AQSC 23/08-09.

RESOLVED:

- (a) That the report from Ms Helen Hutchings, Assistant Registrar (Teaching Quality) on student academic complaints and appeals be approved as set out in paper AQSC 23/08-09;
- (b) That further efforts be made to encourage students to submit evidence of any mitigating circumstances in good time;
- (c) That further consideration be given to the utility of the clause requiring students to advance "good reason" for not presenting additional evidence of mitigating circumstances in advance of the normal meeting of the relevant Board of Examiners;
- (d) That the Chair discuss with the Examinations Office and the Deputy Registrar's Office any improvements in process which might expedite the consideration of appeals, especially where a delayed decision might affect a successful appellant's studies in a subsequent year of study.

RECOMMENDED (to the Academic Registrar and Deputy Academic Registrar):

That improved record keeping systems be introduced in the Academic Office to track the receipt, processing and resolution of complaints, with associated staff development and training.



Course and Module Approval(a) Course approval form

## CONSIDERED:

Proposed amendments to the course approval form, as set out in paper AQSC 25/08-09, including:

- (i) requirement that proposing departments identify which Regulation will govern the course, and confirm whether any changes to Regulations may be necessary;
- (ii) requirement to identify relative weightings of different years of study in the final classification/decision;
- (iii) requirement to supply proposed conventions for PGT courses;
- (iv) requirement to provide fuller information about the intended management of new joint and cross-departmental degrees, so that responsibilities for all aspects of management, liaison and student support are clear in advance of a new course being set up (minute 4(g)(viii)/08-09 and Recommendations 1 and 2 of paper AQSC 9/08-09 refer).

Noting that:

- (v) if approved, these amendments would also be incorporated as appropriate within other relevant course approval documentation;
- (vi) that further amendments to the course approval form and other relevant documentation would be required to adopt the new numbering convention for academic levels included in the revised Framework for Higher Education Qualifications (FHEQ), and that these amendments will be considered by the Chair on behalf of the Committee, as set out in paper AQSC 5/08-09 (minute 9/08-09 referred).

## RESOLVED:

That the proposed amendments to the course approval form, along with a further proposed amendment concerning SSLC arrangements, be considered by the Boards of Undergraduate and Graduate Studies in the spring term.

(b) Module approval process

## RECEIVED:

A report from the Head of Governance Support Services concerning consultation on proposed enhancements to the module approval process, paper AQSC 26/08-09, noting that in the absence of support from all Faculties, the proposed enhancement were not being pursued.

Proposed Amendments to University Regulations(a) Regulation 6: Admission to the University

## REPORTED:

- (i) That the Board of Undergraduate Studies at its meeting on 12 November 2008 considered a proposal from the Assistant Registrar (Undergraduate Admissions) and the Assistant Registrar (Postgraduate Admissions) to make changes to Regulation 6.3 so that applicants will be not be admitted to the University if their total load of study will exceed one full-time equivalent load (BUGS 6/08-09) and recommended that the proposed changes to Regulation 6.3 detailed in BUGS 6/08-09 be adopted.

(draft unconfirmed BUGS minute 5/08-09)

- (ii) That the Board of Graduate Studies at its meeting on 13 November 2008 considered paper BGS 48/08-09 [which is identical to paper BUGS 6/08-09] and recommended (to the [Academic Quality and Standards] Committee) that the proposed changes be approved, subject to the amendment that the Chair of the Board could take action to approve the admission of a student taking the equivalent of greater than one full-time equivalent load up to an additional 40 CATS.

(draft unconfirmed BGS minute 42/08-09)

## CONSIDERED:

Proposed amendments to University Regulation 6 as set out in paper BUGS 6/08-09, together with the recommendation of the Board of Graduate Studies.

## RECOMMENDED (to the Senate):

That proposed amendments to University Regulation 6 be approved as set out in paper BUGS 6/08-09, subject to the addition of a clause to permit the Chair of the Board of Graduate or Undergraduate Studies as appropriate to approve the admission of a student taking the equivalent of greater than one full-time equivalent load up to an additional 40 credits.

(b) Consultation on Review of University Regulations

## RECEIVED:

A paper drafted by the Senior Assistant Registrar, Deputy Registrar's Office, setting out the rationale for the proposed re-writing of University Regulations, paper BGS 49/08-09, noting that the paper would be considered at a future meeting of the Committee.

- (a) Institute of Education: collaboration with Dipont International Education Management, China

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 23 May 2008 considered a proposal from the Institute of Education to deliver a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International, China:

- (A) Part 1 course approval form, paper GFSS 311/07-08;  
 (B) Course specification, paper GFSS 313/07-08;  
 (C) Curriculum vitae for Dr G Anderson, Dipont International Education Management, paper CFDLSC 86/07-08.

and resolved:

- (D) That the Chair consider further information from the Institute of Education once available with a view to recommending for approval to the [Academic Quality and Standards] Committee the proposal from the Institute of Education to deliver a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International Education Management, China as set out in papers GFSS 311 and 313/07-08 and CFDLSC 86/07-08, noting that the Chair may convene an extra meeting of the [CFDLS] Committee to consider such further information or circulate information by mail to members of the [CFDLS] Committee;
- (E) That further information concerning the proposal and the partner institution should include:
- (1) Part 4 course approval form including Site Visit report;
  - (2) due diligence material normally required for new collaborative partners and set out in Part 4 of the course approval form;
  - (3) Comments from the external peer from whom advice has been sought on the proposal, Dr E Bills, University of Oxford;
  - (4) curricula vitae for any other colleagues who would support students on the course, including subject mentors.

(CFDLSC minute 54/07-08)

- (ii) That at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee on 6 November 2008 it was reported that the Chair had taken action on behalf of the [CFDLS] Committee since its last meeting to approve supplementary information from the Institute of Education concerning Dipont International and recommended to the [Academic Quality and Standards] Committee that the proposal from the Institute of Education to establish a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International Education Management be approved.  
(unconfirmed CFDLSC minute 5(c)/08-09)

CONSIDERED:

A proposal from the Institute of Education to establish a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International Education as set out in papers GFSS 311 and 313/07-08 and CFDLSC 86/07-08, together with the supplementary information provided from the Institute of Education and considered by the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, noting that paper GFSS 311/07-08 includes a Part 4 course approval form.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to establish a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International Education, China be approved as set out in papers GFSS 311 and 313/07-08 and CFDLSC 86/07-08.

- (b) Warwick Manufacturing Group: Chulalongkorn University, Thailand

REPORTED:

That at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee on 6 November 2008:

- (i) It was reported that the Graduate Studies Committee of the Board of the Faculty of Science at its meeting on 22 October 2008 considered a proposal from Warwick Manufacturing Group to extend the existing collaborative arrangement with Chulalongkorn University, Thailand, to deliver the existing MSc in Supply Chain & Logistics Management and the existing MSc in International Technology Management, along with associated sub qualifications, paper SGS 5/08-09.
- (ii) The [CFDLS] Committee considered a proposal from Warwick Manufacturing Group to extend the existing

collaborative arrangement with Chulalongkorn University, Thailand, to deliver the existing MSc in Supply Chain & Logistics Management and the existing MSc in International Technology Management, along with associated sub qualifications, paper SGS 5/08-09, and recommended (to the [Academic Quality and Standards] Committee) that the proposal be approved as set out in paper SGS 5/08-09.

(unconfirmed CFDLSC minute 10/08-09)

CONSIDERED:

A proposal from Warwick Manufacturing Group to extend the existing collaborative arrangement with Chulalongkorn University, Thailand, to deliver the existing MSc in Supply Chain & Logistics Management and the existing MSc in International Technology Management, along with associated sub qualifications, as set out in paper SGS 5/08-09.

RECOMMENDED (to the Senate):

That the proposal from Warwick Manufacturing Group to extend the existing collaborative arrangement with Chulalongkorn University, Thailand, to deliver the existing MSc in Supply Chain & Logistics Management and the existing MSc in International Technology Management, along with associated sub qualifications, be approved as set out in paper SGS 5/08-09

(c) Centre for Applied Linguistics: BEd TESL Malaysia

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 November 2008 considered a proposal from the Centre for Applied Linguistics to introduce a new course entitled 'Bed TESL', which is part of the Malaysian 3<sup>rd</sup> cycle Teacher Education project, as set out in the following papers:
- (A) Part 1 course approval form, paper UFSS 2/08-09;
  - (B) Part 4 course approval form, paper UFSS 7/08-09;
  - (C) Curricula vitae for the following members of staff at Institut Perguruan Ipoh, Hulu Kinta, Perak, Malaysia
    - (1) Umaimah Bt Mohd Idris, paper UFSS 23/08-09;
    - (2) Manuel Ernest, paper UFSS 24/08-09;
    - (3) Yoke Chun Foong, paper UFSS 25/08-09;
    - (4) Ruban Paul Durai, paper UFSS 26/08-09;
  - (D) The following module proposals:

- (1) A proposal to introduce a new year 4 module entitled 'Curriculum Studies', as set out in paper UFSS 19/08-09;
- (2) A proposal to introduce a new year 4 module entitled 'Professional Development', as set out in paper UFSS 20/08-09;
- (3) A proposal to introduce a new year 4 module entitled 'Teaching Practice (Bed TESL)', as set out in paper UFSS 21/08-09;
- (4) A proposal to introduce a new year 4 module entitled 'Linking Theory and Practice in the Language Classroom', as set out in paper UFSS 22/08-09.

and recommended (to the [Academic Quality and Standards] Committee) that the proposal from the Centre for Applied Linguistics to introduce a new course entitled 'Bed TESL', which is part of the Malaysian 3<sup>rd</sup> cycle Teacher Education project, be approved as set out in papers UFSS 2/08-09, UFSS 7/08-09 and UFSS 19-26/08-09.

(unconfirmed CFDLSC minute 11/08-09)

- (ii) That the Board of Undergraduate Studies at its meeting on 12 November 2008 recommended that the proposal from the Centre for Applied Linguistics to introduce a new course entitled 'B.Ed TESL', in October 2009, as set out in papers UFSS 2 to 7/08-09(revised), be approved subject to consideration of the Collaborative, Flexible and Distributed Learning Sub-Committee of the Academic Quality and Standards Committee, and to the following:
  - (A) that the Senior Assistant Registrar (Teaching Quality) be consulted as to the desirability of the Centre for Applied Linguistics obtaining external reports on its proposal;
  - (B) that the Centre for Applied Linguistics be asked to clarify whether there had been consultation with the Institute of Education regarding the proposal and, if not, whether this would be helpful;
  - (C) that the Centre for Applied Linguistics be asked to clarify what is meant by "obligatory core" module and to clarify the reference to examinations being held in "week 7-10" of the Summer Term, it being noted week 10 was not a University examination week.  
(draft unconfirmed BUGS minute 12(c)/08-09)
- (iii) That the three clarifications sought by the Board of Undergraduate Studies had been provided by the Centre for Applied Linguistics, and that the Chair of that

Board had taken action on its behalf to approve the proposal.

CONSIDERED:

A proposal from the Centre for Applied Linguistics to introduce a new course entitled 'Bed TESL', which is part of the Malaysian 3<sup>rd</sup> cycle Teacher Education project, as set out in papers UFSS 2/08-09, UFSS 7/08-09 and UFSS 19-26/08-09.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Applied Linguistics to introduce a new course entitled 'BEd TESL', which is part of the Malaysian 3<sup>rd</sup> cycle Teacher Education project, in collaboration with Institut Perguruan Ipoh, Hulu Kinta, Perak, Malaysia, be approved as set out in papers UFSS 2/08-09, UFSS 7/08-09 and UFSS 19-26/08-09

28/08-09

Revisions to the Guidelines for the Supervision and Monitoring for Research Degree Students and Guide to Examinations for Higher Degrees by Research

REPORTED:

That the Board of Graduate Studies at its meeting on 13 November 2008 considered:

- (a) A draft of guidance, to be incorporated into the "Guidelines for the Supervision and Monitoring of Research Degree Students", on the use of second supervisors, mentors and personal tutors for PGR students, paper BGS 41/08-09;
- (b) Draft guidance on the role of examination advisors for research degree examinations, noting that this would be incorporated into the Guide to Examinations for Higher Degrees by Research as Appendix A, paper BGS 42/08-09;
- (c) Revisions to the Guide to Examinations for Higher Degrees by Research, paper BGS 55/08-09, noting that only the relevant extract of the Guide was circulated.

and recommended (to the [Academic Quality and Standards] Committee) that the proposed guidance be approved.  
(draft unconfirmed BGS minute 37/08-09)

CONSIDERED:

Papers BGS 41/08-09, 42/08-09 and 55/08-09, together with the recommendation of the Board of Graduate Studies.

RESOLVED:

That amendments to the Guidelines for the Supervision and Monitoring of Research Degree Students and the Guide to

Examinations for Higher Degrees by Research be approved as set out in papers BGS 41/08-09, 42/08-09 and 55/08-09.

29/08-09 Risk

CONSIDERED:

A report from the Secretary concerning teaching quality issues and risk, paper AQSC 24/08-09.

RESOLVED:

- (a) That the Chair and Secretariat discuss with Faculty Chairs how best use should be made of a revised risk register relating to teaching quality issues, including any contribution to the identification, monitoring and management of risks;
- (b) That further consideration be given to providing Heads of Department with a list of risks identified by the Committee as important;
- (c) That the Senior Assistant Registrar in the Deputy Registrar's Office with responsibility for risk be invited to a future meeting of the Committee to discuss risk.

30/08-09 Award of Merit/Distinction at Undergraduate Level

CONSIDERED:

Paper AQSC 27/08-09 concerning the award of merit and/or distinction at non-degree undergraduate level.

RESOLVED:

- (a) That the Committee did not support the award of merit and/or distinction on non-degree courses at undergraduate level;
- (b) That exceptions be made only for students who had enrolled on a course at another university which did allow for the award of merit and/or distinction and where the course and enrolled students had then transferred to the University of Warwick, or where the relevant department could demonstrate that a professional, statutory or regulatory body required the award of merit and/or distinction for the course to be eligible for accreditation, validation or other recognition

31/08-09 Undergraduate Admissions: The Delivery Partnership

REPORTED:

- (a) That the Board of Undergraduate Studies at its meeting on 12 November 2008 considered a paper from the Admissions Office together with an oral report from the Administrative Officer (Student Admissions and Recruitment Office) regarding the recommendations derived from the (former) DfES-led



'Consultation on Improving the Higher Education Applications' (BUGS 7/08-09) [including at Appendix 2 a policy on providing feedback to unsuccessful applicants to the University] and recommended that, subject to minor amendments notified at the meeting, the recommendations detailed in BUGS 7/08-09 be approved.

(draft unconfirmed BUGS minute 6/08-09)

- (b) That the Board of Graduate Studies at its meeting on 13 November 2008 considered a draft proposal from the Assistant Registrar (Postgraduate Admissions) for a policy on providing feedback to unsuccessful applicants to the University (paper BGS 57/08-09 [which incorporated Appendix 2 of paper BUGS 7/08-09]) and recommended (to the Academic Quality and Standards [Committee]) that the policy be approved, noting that where feedback is requested directly from Departments that they can provide this directly but should inform the Admissions team where they have done so.

(draft unconfirmed BGS minute 52/08-09)

CONSIDERED:

A policy on providing feedback to unsuccessful applicants to the University as set out in paper BUGS 7/08-09 (revised).

RESOLVED:

That the proposed policy on providing feedback to unsuccessful applicants to the University be approved as set out in paper BUGS 7/08-09 (revised).

32/08-09

New and Revised Courses

- (a) New and revised undergraduate courses

REPORTED:

New and revised courses

- (i) That the Board of Undergraduate Studies at its meeting on 12 November 2008 resolved to approve the following revised undergraduate course:

BA in European Studies (part-time)

- (ii) That the Board of Undergraduate has previously approved the following course:

Certificate of Higher Education in Licensing Law

Change of title/clarification of title

- (iii) That the Board of Undergraduate Studies at its meeting on 12 November 2008 resolved to approve the following change of title/clarification of title:

- from Community Enterprise and Development, to Community Development
- Advanced Diploma in the Supervision of Person-Centred Counsellors and Psychotherapists, rather than Advanced Diploma in the Person-Centred Supervision of Counsellors and Psychotherapists

(b) New and revised postgraduate courses

REPORTED:

New and revised courses

(i) That the Board of Graduate Studies at its meeting on 13 November 2008 resolved to approve the following new and revised postgraduate graduate courses:

- MSc Interdisciplinary Biomedical Research
- Primary PGCE – Part-Time Route
- Primary PGCE: Modern Foreign Languages
- Understanding Business (CPD course)

Change of title

(ii) That the Board of Graduate Studies has previously approved the following change of title:

from MSc Engineering Enterprise Excellence, to MSc Management for Business Excellence.

(iii) That the Board of Graduate Studies at its meeting on 13 November 2008 resolved to approve the following changes of title:

- from Postgraduate Award Palliative Care: Important Principles and Development, to Postgraduate Award Palliative Care: Clinical Management in End of Life Care
- from Postgraduate Award Evidence Based Musculoskeletal Care: Managing Neck and Back Pain, to Postgraduate Award Evidence Based Musculoskeletal Care: Managing Back Pain
- from MSc in Electronic Business Management, to MSc in E-business Management
- from Doctorate in Education [within the Centre for Applied Linguistics], to Doctorate in Education (Applied Linguistics and English Language Teaching)
- from MA in English Language Studies and Methods, to MA in English Language Teaching (Studies and Methods)

- from MA in English Language Teaching to Young Learners, to MA in English Language Teaching (with a Specialism in English for Young Learners)
- from MA in English Language Teaching for Specific Purposes, to MA in English Language Teaching (with a Specialism in English for Specific Purposes)
- from MA in English Language Teaching and Multimedia, to MA in English Language Teaching (with a Specialism in Multimedia)

33/08-09      Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.00am on Thursday 29 January 2009 in the Council Chamber, University House.

JDM/JB, 19.11.08  
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