

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee held on 14 February 2018.

Present: Professor C Hughes (Chair), Professor A Clark (Academic Director, Undergraduate Studies), Dr W Curtis (Academic Director, Partnerships), E Dunford (Postgraduate Officer, Students' Union), Dr M Gifford (Representative of the Board of Faculty of Science), Professor L Gracia (Dean of Students), L Jackson (Education Officer, Students' Union), Dr T Grant (Representative of the Faculty of Arts), Professor D Lamburn (Deputy Pro-Vice Chancellor (Education)), Dr J Lee (co-opted member of academic staff in quality assurance role), Professor E Jones (Representative of the Faculty of Social Sciences), Professor N Monk (Director of IATL), Professor P Tissington (Academic Director, Employability), Dr E Ushioda (Representative of the Board of Faculty of Social Sciences) and Professor G van der Velden (Chair of the Student Learning Experience and Engagement Committee).

Apologies: Professor G Cooke (co-opted member of academic staff in quality assurance role), Dr D Davies (Representative of the Board of Faculty of Medicine), Dr L Hammond (Representative of the Faculty of Medicine), Professor C Jenainati (Representative of the Board of Faculty of Arts), Dr M Leeke (Representative of the Board of Faculty of Science), Professor P Roberts (Representative of the Board of Faculty of Arts) and Professor C Sparrow (Academic Director, Graduate Studies).

In Attendance: K Gray (Deputy Academic Registrar), C Gray (Secretary), C Pearson (Assistant Secretary), L Hasler (Assistant Registrar, Learning and Teaching) for items 67 and 68, A Higgins (Director of Academic Office) for item 60, Dr E Melia (Senior Assistant Registrar, Strategic Programme Delivery) for items 63, 64 and 65 and L Whiston (Project Officer, Strategic Programme Delivery) for item 66.

57. 17-18 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting of the Academic Quality and Standards Committee on 22 January 2018;

RESOLVED:

That the minutes be approved subject to an amendment to minute 51/17/18 (ii) which should read: "That the current examination regulations also contained a ban on mobile phones in the exam room, but recent evidence had suggested that this ban was not effective without imposing a significant penalty."

58.17-18 Conflicts of Interest

REPORTED:

- (a) 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>
- (b) That no conflicts of interest were declared.

59.17-18 Matters arising

- (a) Annual and termly Report on Complaints and Appeals (minute 50/17-18 refers)

REPORTED:

- (i) That at its meeting on 22 January 2017, the Academic Quality and Standards Committee considered the termly report on student complaints and appeals (AQSC 36.17-18);
  - (ii) That the Academic Director of Graduate Studies noted a potential conflict of interest in relation to the Chair of the Board of Examiners being a member of the Preliminary Review Panel as set out in the new Appeals Regulation 42;
  - (iii) That the matter had been discussed following the meeting, and proposals to revise Regulation 42 accordingly would be considered at a future meeting of the Committee.
- (b) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.12/17-18 refers)

REPORTED:

- (i) That at its meeting on 31 October 2017, the Committee received a report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and invited the Committee to consider how it would secure responsibility for oversight and institutional compliance with Consumer Protection Law (paper AQSC.10/17-18) in future;
- (ii) That the Committee resolved that the item needed further in-depth consideration and a discussion paper on how to ensure institutional compliance with Consumer Protection Law would be considered at a future meeting;

- (iii) This this item was presented under minute 68.
- (c) Outstanding ITLR responses (minutes AQSC.91/16-17, 5 (a) 17/18 and 43/17/18 refer)

REPORTED:

- (i) That at its meeting on 22 January 2018, it was reported to the Committee that the response to the ITLR reports for WMG were still outstanding and that they would be approved at a future meeting of the Committee;
- (ii) That the Chair had taken action to approve the responses to the ITLR report from WMG (paper ITLR.48/16-17 and ITLR.77/16-17{revised}),

- (d) Credit and Module Framework (minute 34/17-18 refers)

REPORTED:

- (i) That at its meeting on 23 November 2017, the Committee resolved that (*inter alia*) some work needed to be carried out to understand common models across the sector in relation to credit size of modules on degree programmes;
- (ii) That the Chair had approached the Strategic Planning and Analytics section with a request to carry out research across the UK HEI sector to start this work and updates on this issue would be reported to future meetings of the Committee;
- (e) Fitness to Practise Operational Procedures (minute 43 (h) 17/18 refers)

REPORTED:

- (i) That at its meeting on 22 January 2018, it was noted that the Operational Procedures for Fitness to Practise cases as approved for the Medical School should be used as a model to harmonise operational procedures for all courses subject to Fitness to Practise requirements to ensure alignment with Regulation 34 (Determination of Fitness to Practise);
- (ii) That the Acting Academic Registrar was dealing with this matter and an audit would be carried out by Teaching Quality identifying current processes for all courses subject to Fitness to Practise requirements;
- (iii) That the audit and proposals for further action would be considered by the Committee at a future meeting.

60.17-18 Rest breaks and the use of digital devices in examinations (minute AQSC.51/17-18 refers)

REPORTED:

- (a) That at its meeting on 22 January 2018, the Committee considered a proposal from the Director of Academic Office/Assistant Registrar (Examinations) to enforce time allowed for rest breaks in examinations more rigorously and to strengthen the policy on possession of digital devices in examinations resulting in changes to Regulation 10 (paper AQSC.37.17-18) and resolved that:
  - (i) More effective measures to prevent students from bringing and potentially using digital devices into the examination room needed to be implemented for the main summer 2018 examination session;
  - (ii) Further discussions would take place in a sub-group of the Review of Assessment chaired by the Academic Director of Undergraduate Studies and a revised proposal would be considered by the Committee at its next meeting on 14 February 2018;

CONSIDERED:

- (b) A revised proposal from the Director of the Academic Office to strengthen Regulation 10 in relation to rest breaks and the possession of digital devices in examinations; AQSC.37.17/18 (revised);

REPORTED:

- (c) That various options had been considered and a balance between appropriate deterrents and sanctions needed to be applied to ensure proper conduct of candidates in examinations;
- (d) That the sub-group proposed the following changes:
  - (i) Strict enforcement of breaks from the examination room by the invigilators as set out in the revised Regulation 10.2;
  - (ii) The recording of all absences from the examination room in the invigilator's report requiring candidates to sign in and out of the examination room for any period of absence;
  - (iii) The declaration on the attendance slip by the candidates to confirm that no digital device had been brought into the examination room;
  - (iv) In case of a candidate having inadvertently brought a digital device into the examination room, allowing the candidate the opportunity to relinquish this device before the examination started;
  - (v) The application of an automatic penalty of 0% for the examination in question if a candidate was discovered to be in possession of a digital device in the examination room

- despite a reminder by the invigilator at the beginning of the examination to surrender any digital devices;
- (vi) The opportunity for candidates to be given a re-sit for a mark capped at the relevant pass mark (40% for UG students and 50% for PGT students) in case of an award of 0% for the examination in question for possession of a digital device in the examination room, provided that the examination was the final attempt;
  - (e) That effective communication of proposed changes to students and staff was key in implementing these revised processes;

RESOLVED:

- (f) That a sub-group should be convened to amend Regulation 10 with a view to providing separate guidance notes for staff and students;
- (g) That the proposal be revised to indicate that the authority to award a penalty of 0% rests with the Board of Examiners not the Academic Registrar;
- (h) That due consideration needed to be given to allowing students the right to appeal a penalty of 0% in the examination in question for possession of a digital device in the examination room;
- (i) That the Chair be authorised to take action on behalf of the Committee to approve the revised proposal for recommendation to the Senate.

61.17-18 Chair's Business

REPORTED:

- a) The Chair welcomed Professor David Lamburn back from a period of absence;
- b) The Chair also thanked Ms Cara Pearson at her final meeting of the Committee for her work on the secretariat over a number of years; due to internal staffing changes, Cara would take on new responsibilities.
- c) Update on Personal Tutoring Review (minute 48/17-18 refers)

RECEIVED:

An update on the Personal Tutoring Review after consideration by the Student Learning and Experience Committee and the four Faculty Education Committees;

REPORTED:

- (i) That the report and recommendations arising from the Personal Tutoring Review had now been considered by the Student Learning Experience and Engagement Committee, all four Faculty Education Committees and the Board of Faculty of Arts and Medicine with

consideration at the two remaining Boards of Faculty meetings to take place;

- (ii) That the report had been received favourably, but that discussions at the Boards of Faculty of Arts and Medicine noted a concern about recommendation 4 to limit the number of personal tutees per tutor to 25 students as this might not be feasible given local resource constraints and in some instances could be seen as a target rather than a maximum;
- (iii) That in view of these concerns, recommendation 4 had been revised to remove the limit of 25 tutees and to emphasise the need to ensure balanced workloads for staff and quality of support for students;

RESOLVED:

- (iv) That the normal limit of 25 tutees per tutor should be reinstated in recommendation 4 and Departments be required to allocate personal tutoring workload across all available members of academic staff;
- (v) That a case would need to be made for exceeding this limit which took into consideration how the quality of personal tutoring provision and wellbeing of tutors was ensured;
- (vi) That as a general principle for Departments exceeding the limit of 25 tutees, this would need to be accounted for when teaching and learning provision was reviewed, e.g. in the regular Education Experience Monitoring meetings.

d) Education Strategy

REPORTED:

- (i) That the full Education Strategy had now been published for consultation by staff and students until the end of February;
- (ii) That the Students' Union would also share the Education Strategy with course representatives;

RESOLVED:

- (iii) That the Deputy Academic Registrar would investigate on how to publish the Education Strategy on MyWarwick.

62.17-18 Students' Union Update

(a) Additional course costs

REPORTED:

- (i) That at its meeting on 12 June 2017, the Committee *considered* a paper on additional course costs by the Education and Postgraduate Officers of the Students' Union (paper AQSC.27/16-17) and *resolved* that the Committee was

supportive of the broad objectives set out in the paper and that further consultation with academic departments and further work on detailed proposals including costing be undertaken (minute AQSC.98/17-18 refers);

CONSIDERED:

- (ii) A paper on course costs as set out in AQSC.44.17/18;

REPORTED:

- (iii) That in addition to work in this area already carried out by the CMA working group, it was recognised by the Students' Union that more work needed to be carried out on inconsistencies in departmental support provided to students for additional course costs establish principles, guidelines and good practice;
- (iv) That during the discussions, it was noted in particular that module information for students was not standardised across the University and although mainly consistent within Departments, this was not the case for joint degrees;

RESOLVED:

- (v) That a working group with appropriate terms of reference would be set up to progress the work on additional course costs;
  - (vi) That an initial meeting would be arranged shortly for the Students Union, the Deputy Pro-Vice Chancellor, the Academic Director (Undergraduate Studies) and Faculty representatives to discuss further details;
  - (vii) That a paper would be considered at a future meeting of the Committee to establish what local module information was published by departments to set the scene for further discussions.
- (b) Academic Representation Transformation project

CONSIDERED:

An oral report from the Education and Postgraduate Officers of the Students' Union on the Academic Representation Transformation project;

REPORTED:

That work was ongoing in the Students Union on this project and the new Student Engagement Co-ordinators were crucial in progressing this project;

(c) UCU proposed strike action

REPORTED:

- (i) That the Students' Union also supported the proposed strike by UCU members, but was keen to provide guidance to students affected by strike action;
- (ii) That in particular guidance for international students and their attendance requirements was required;
- (iii) That additionally, the University needed to be clear to students on how to mitigate student assessment when classes were potentially compromised;

RESOLVED:

- (iv) That the University had published a Frequently Asked Questions section to inform students about the strike and students should read this guidance in the first instance;
- (v) That students should send any queries they had to the academic continuity email account.

63.17-18 Update on the Student Personalised Information Project

RECEIVED:

A report from Senior Assistant Registrar, Dr Emma Melia, on recent progress of the Student Personalised Information Project, AQSC 45/17/18;

REPORTED:

- (a) That a prioritisation framework had been developed for the Student Systems Group to decide on the order of projects and the appropriate flow of these to ensure effective completion;
- (b) That bearing in mind this new approach, the launch of the enquiry case management system had been agreed for March 2018;
- (c) That further priorities by the Steering Group had been identified as work on a mitigating circumstances system which linked to the mitigating circumstances process and examination board grids;
- (d) That the support for the work on degree apprenticeships needed careful management to ensure that the wider infrastructure was able to support the development of degree apprenticeships appropriately.

64.17-18 Revised Data Items to Capture for Module Approval (minute AQSC.10/17-18 referred)

REPORTED:

- (a) That at its meeting on 31 October 2017, the Committee considered a proposal to revise the content of the Module Approval Form (MA1) by the Student Personalised Information (SPI) Programme



Team (AQSC.09/17-18) and resolved that a number of changes to the Module Approval Form;

- (b) That members of the Committee be encouraged to submit further suggestions by correspondence as to how to improve the content of the Module Approval Form by Friday 3 November 2017;

CONSIDERED:

A report from the Process Owner, Student Personalised Information Project, on revisions to the data capture for the proposed module approval process; AQSC.46.17/18;

REPORTED:

- (a) That a number of revisions had been made to the data set in response to comments from the Committee at its meeting on 31 October 2017;
- (b) That in particular the “Examination administration supplement” data would be collected but would not form part of the information used to determine module approval ;
- (c) That information captured via the module approval data set would be published in the module catalogue;

RESOLVED:

- (c) That modules for incoming visiting and exchange students would need to be approved separately as new modules via a new MA1 form;

RECOMMENDED (to the Senate):

That the module approval data set as set out in AQSC.46.17/18 be approved by Senate.

65.17-18 Research on Exam Board Grids

CONSIDERED:

A report from the Projects Officer, Student Personalised Information Project on different Exam Board Grid used across the University and recommendations on how to harmonise/standardise Exam Board Grid production, AQSC 47.17/18;

REPORTED (by the Projects Officer, Student Personalised Information Project):

- (a) That research had been carried out to establish what methods were used across the University to compile examinations grids for consideration by Boards of Examiners to inform their decisions;
- (b) That a variety of methods were used to create examination grids which raised issues of consistency and risk across the University;

- (c) That the Tabula team was supporting Departments to develop a standard examination grid for the summer 2018 examination board meetings;
- (d) That it was essential for processes and systems to dovetail with assessment policies;

RESOLVED:

- (e) That the Project Officer should be thanked for this valuable research which would be used as a basis to conduct further work on the development of examination board procedures as part of the Review of Assessment;
- (f) That the recommendations in the paper were accepted by the Committee and should be considered in further detail by the Examination Board Procedures Sub-Group to achieve more consistency in the development and use of exam board grids, marks confirmation processes and sharing of marks across the University.

66.17-18 Review of Assessment

RECEIVED:

A report on the progress of the Review of Assessment from the Acting Chair of the Review of Assessment, Professor Andy Clark (AQSC 48/17/18).

REPORTED:

- (a) That since the last meeting of the Committee, Professor Jeremy Smith, Head of the Department of Economics, had agreed to serve as Chair had been of the Examination Board Procedures Sub-Group;
- (b) That Professor Andy Clark should be thanked for his considerable effort to progress the Review of Assessment to date.

67.17-18 Intermediate Qualifications

CONSIDERED:

A proposal to introduce intermediate qualifications for undergraduate students to be awarded during the summer 2017/18 examination board sessions as set out in AQSC 49/17/18;

REPORTED (by the Assistant Registrar (Teaching and Learning)):

- (a) That unlike the majority of UK universities, the University of Warwick did not normally award intermediate qualifications for students who were unable to complete their degree course and had to exit their course at an earlier stage;

- (b) That the requirements set out in the paper for the award of Certificate in Higher Education and Diploma in Higher Education did not currently align to the requirements for progression between years of students but that this was under review as one of the work strands of the Review of Assessment;

(By Professor D Lamburn, Deputy Pro-Vice Chancellor, Education):

- (c) That these intermediate qualifications should be awarded by the Board of Examiners and not by Chair's action on behalf of the Board of Examiners;
- (d) That the awards should be known as exit qualifications in line with nomenclature across the sector;
- (e) That generic learning outcomes at each level of study had already been developed as part of the new course approvals process to which subject specific learning outcomes could be added;
- (f) That the awards of CertHE and DipHE should be awarded against approved courses of study;

(By L Jackson, Students' Union):

- (g) That enabling students to receive an award for accumulated credits if they needed to leave their degree course before completion was long overdue;

RESOLVED:

- (h) That the awards of CertHE and DipHE be termed exit qualifications where they are awarded to students who have met the requirements for the awards but do not complete the award for which they were originally registered;
- (i) That the proposals be amended to clarify that awards can only be made for approved courses of study with defined learning outcomes and specified core modules.

RECOMMENDED (to the Senate):

- (j) That subject to minor amendments agreed by the Committee, the requirements for the award of CertHE and DipHE as undergraduate exit qualifications be approved with immediate effect.

68.17-18

Compliance with Consumer Protection Legislation (Competition and Markets Authority)

REPORTED:

That at its meeting on 31 October 2017, the Committee considered a report from the Acting Academic Registrar on work undertaken to

comply with requirements of Consumer Protection Law at the University of Warwick to date and how AQSC may wish to organise oversight and responsibility for institutional compliance with Consumer Protection Law going forward (AQSC.10/17-18) and resolved that the item needed further in-depth consideration at a future meeting with the aim to identify concrete steps to be taken to achieve CMA compliance across University departments.

RECEIVED:

- (a) Paper AQSC 10.17/18 (previously considered by the Committee at its meeting on 31 October 2017);

CONSIDERED:

- (b) A paper by the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments (AQSC 50 /17/18);

REPORTED:

- (a) That responsibility for compliance with CMA requirements formally lay with Heads of Departments;
- (b) That key role holders in Departments should be required to complete the online Moodle module on CMA compliance;
- (c) That Frequently Asked Question factsheets should be provided to Heads of Departments to support compliance with CMA requirements;
- (d) That Heads of Departments should report annually to the Committee on CMA compliance;

RESOLVED:

- (e) That compliance with CMA requirements should also be part of the considerations during the biennial Education Experience Monitoring meetings;
- (f) That an audit on CMA compliance relating to teaching and learning issues should be carried out;
- (g) That further proposals on how the Committee would discharge its responsibility for CMA compliance would be presented to a future meeting of the Committee.

69.17-18 Digest of FEC minutes

RECEIVED:

A digest of the minutes of the autumn 2017-18 meetings of the Faculty Education Committees as set out in AQSC 30.17-18;

- (a) Auditing of MA1 forms at the Faculty level

REPORTED:

- (i) That members of the Faculty of Science Education Committee agreed that the process of auditing MA1 forms at the Faculty level was of limited value;
- (ii) That it was acknowledged that the process was at present fairly limited in adding value to the approvals process as it was merely a check that there was an adequate process in place, but this should not be an onerous tasks to complete.

RESOLVED:

- (iii) That this auditing process would need to be considered in further detail to ensure that the process contributed value to the module approvals process;
- (b) Timeliness of Feedback report

REPORTED:

- (i) That Faculty Education Committees felt that the current approach to considering the timeliness of feedback reports did not add any value and they would appreciate some further advice from the Committee on this issue;

RESOLVED:

- (ii) That Faculty Education Committees were required to identify the causes of non-compliance with the timeliness of feedback policy and should address these as they arose to prevent reoccurrence of similar problems in the future;
- (iii) That it might be more beneficial to consider if the timeliness of feedback reports should be considered once per academic year with an extended discussions on trends, concerns and follow-up advice on actions to be taken to ensure better compliance with the timeliness of feedback policy.
- (iv) That further guidance on this issue would follow from the Education Executive in due course.

**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:

[https://files.warwick.ac.uk/tqcomm/browse/AQSC/2018.02.14\\_on-line\\_only](https://files.warwick.ac.uk/tqcomm/browse/AQSC/2018.02.14_on-line_only)

70.17-18 Regulation 40: Collaborative Courses

REPORTED:

That the Chair of the Chair of the Partnerships Committee had taken action on behalf of the Committee to recommend revisions to Regulation 40 (Collaborative Courses) as set out in paper AQSC.41/17-18.

CONSIDERED:

Minor revisions to Regulation 40 to reflect changes to Academic Governance of the University and relevant Committee responsibilities as set out in the attached (tracked changes as set out in paper AQSC.41/171-8).

71/17-18 Regulation 37.6: Regulations for the award of the MSc and Postgraduate Diploma in Engineering Business Management; Manufacturing Systems Engineering and Management and Supply Chain and Logistics Management jointly with Hong Kong Polytechnic University

REPORTED:

That the Chair of the Teaching and Learning Committee of Warwick Manufacturing Group had taken action to approve revisions to regulation 37.6 as set out in paper AQSC.42/17-18.

CONSIDERED:

Minor revisions to Regulation 37.6 as set out in AQSC.42/17-18 (available online, tracked changes) as follows:

- Revised names of MSc programmes offered as part of the partnership;
- Changes to Academic Governance of the University and relevant Committee responsibilities;

72.17-18 Chair's action

REPORTED:

- (a) 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:
  - (i) A Variation to assessment method (reasonable adjustments) for an Undergraduate student in the Centre for Lifelong Learning;
  - (ii) A proposal for a new achievement record "Volunteer Hours" to be recognised on the University of Warwick HEAR (paper AQSC.43/17-18, available online);

73.17-18 TNE Review of Hong Kong

REPORTED:

- (a) That the University had been selected by the QAA to undergo a Transnational Education Review of its provision delivered by Warwick Manufacturing Group in conjunction with Hong Kong Polytechnic University;
- (b) That an overview document and a large set of supporting documentation had been submitted by the deadline of 5 February 2018;
- (c) That the University would find out in late February whether the provision would be subject to a lighter touch “case study” or whether a more detailed review visit would be undertaken by the QAA team.

74.17-18 PSRB Register

REPORTED:

- (i) That at its meeting on the 31 October 2017, the Academic Standards and Quality Committee *resolved* that the current PSRB Register for the University of Warwick be updated to reflect the successful IMechE accreditation (minute AQSC.18/17-18 refers)

RECEIVED:

- (ii) An updated PRSB Register for the University of Warwick (AQSC 20.17/18 (revised2)).

75.17-18 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on **Wednesday 9 May 2018 at 10.00 am in CMR 1.0, University House.**