

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 29 January 2004 at 2.00pm in the Council Chamber, Senate House.

C E Charlton
University Secretary

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 19 November 2003, (previously circulated).

2. Chair's Business

3. Chair's Action

TO REPORT:

That Professor Whitby, acting on behalf of the Committee, has taken action to approve minor amendments to the following course specifications:

- (a) English and Cultural Studies, paper AQSC 9/03-04 (revised), (copy attached).
- (b) Theatre, Media & Text [2+2], paper AQSC 8/03-04 (revised), (copy attached).
- (c) BA Philosophy, paper AQSC 145/02-03 (revised), (copy attached).
- (d) BA Philosophy & Literature, paper AUCSWG 27/02-03 (revised) (copy attached).

4. Progress of Committee Recommendations

TO REPORT:

- (a) That the Senate, at its meeting held on 3 December 2003, considered a report from the meetings of the Academic Quality and Standards Committee held on 23 October and 19 November 2003 (S.20/03-04 {Parts 1 and 2}) and its resolutions recorded under the following items:
 - (i) Institutional Audit
 - (ii) External Examiners' Website
 - (iii) Use of Oral Examinations in Taught Postgraduate Courses

- (iv) Annual Course Review Reports
 - (v) New and Revised Postgraduate Awards
 - (vi) Periodic Reviews of Courses of Study
- (b) That the Senate resolved that recommendations made by the Committee recorded under the following items be approved:
- (i) Integrated Undergraduate Master's Degrees
 - (ii) Course Specifications
 - (iii) Bologna
 - (iv) Revised Examination Conventions: BSc in Computer and Business Studies
 - (v) Amendments to Regulation 33 governing Course of Study Validated or Franchised by the University
 - (vi) Revised Open Studies Course and Module Proposal Forms
 - (vii) Terms of Reference of the Board of Lifelong Learning
 - (viii) Collaboration with the University of Renmin, China
 - (ix) New and Revised Postgraduate Courses
 - (x) New Undergraduate Courses of Study
 - (xi) New Open Studies Certificates
 - (xii) CELTE: Naming of Research Degrees
 - (xiii) WBS: Discontinuation of Courses of Study
 - (xiv) 2+2 Theatre, Media & Text: Proposed Change of Course Title
 - (xv) Carry Forward of Marks from a Foundation Degree to an Honours Degree
 - (xvi) Integration of Full-Time and Part-Time First Year Boards of Examiners
 - (xvii) Data Protection Policy
- (c) That, with respect to the recommendation made on behalf of the Plagiarism Working Group, the Senate resolved:

That the proposed amendments to University Regulation 12 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test be approved for implementation in the academic year 2004/2005 as set out in paper AQSC.40/03-04 subject to the deletion of the phrase 'or unfair discrimination' from paragraphs 6(b)(i) and 8(b)(i).

Minute 39/03-04 (unconfirmed)

#5. Institutional Audit

TO REPORT:

- (a) That Departmental Self-Evaluation Documents were submitted to the Quality Assurance Agency by its deadline of 12 January 2004 and subsequently circulated to members of the Committee for information.
- (b) That a schedule for the Briefing Visit has been agreed with the Agency as set out in paper AQSC 47/03-04 (copy attached).

#6. Late Submission of Assessed Work (Minute 3/03-04 refers)

TO REPORT:

- (i) That at its meeting held on 23 October, the Committee considered the resolution of the Senate concerning the imposition of penalties for the late submission of work and resolved:
 - (A) That it be noted that the matter had originally been raised by the Board of Undergraduate Studies but had not been formally considered by the Board of Graduate Studies and to that end be referred by the Committee to the Board for consideration at its next meeting.
 - (B) That whilst the Committee noted the rationale advanced by Professor Bridges for a sliding scale of penalties determined by the proportion that each piece of work contributed to a module or course, (noting also that there were areas of the University in which pieces of work were not attached to specific modules), the view of the Committee remained:
 - (1) that students should be made aware that failure to submit work to an advertised deadline would lead to the imposition of a penalty, which was intended to act as a deterrent
 - (2) that use of a single penalty tariff would be most clearly communicated to students and would facilitate implementation
 - (3) that use of a single penalty tariff, irrespective of the relative contribution of a piece of work to a course of module, would prevent students considering the relative benefit of delaying submission against a potential loss of marks
- (ii) That at its meeting held on 13 November, the Board of Graduate Studies considered the issue and resolved:
 - (A) That, given that the mark for a single piece of work or module at postgraduate level has a much greater impact on the overall mark and the qualification achieved than at undergraduate level, it was the view of the Board that a penalty of 5% per day for taught postgraduate courses was too high, noting that:
 - (1) Some modules at postgraduate level were assessed by a single piece of assessed work and that should a student fail one piece of work as a result of late penalties this could result in the failure of the course.
 - (2) The imposition of an overly harsh penalty was likely to lead to increased numbers of extensions, including those granted retrospectively, which was not desirable.
 - (B) That it was not essential to have the same penalty for undergraduate and taught postgraduate students, given that the vast majority of departments have different administrative systems and different literature for these two groups of students.

- (C) That the Board appreciated there were particular issues for part-time postgraduate students who were typically in full-time employment but would encourage departments to address this through the use of differing deadlines for full-time and part-time students rather than through the use of extensions.

The Board of Graduate Studies further recommended:

- (D) That a maximum penalty of 2% per day be imposed for the late submission of assessed work for all taught postgraduate courses.
- (E) That Chairs of Department be permitted to impose a lesser penalty in individual cases, but that if imposing a penalty of less than 2%, the reasons for doing so should be explained in writing and documented for future reference.
- (F) That all Departments be reminded that policies on the late submission of assessed work and extension requests should be made clear to students at the start of a course.
- (G) That it be made clear that Departments would retain their discretion to approve extensions in extenuating circumstances.

Minute 26/03-04

TO CONSIDER:

The recommendations of the Board of Graduate Studies.

- #7. University Policy on Collaborative Provision (Minute 26/03-04 refers)

TO REPORT:

That at its meeting held on 6 November, the Partnerships and Distance Learning Sub-Committee received a copy of the University's policy on collaborative provision and resolved, *inter alia* that it was the view of the Committee that it would be helpful for the University to undertake a strategic review of its collaborative provision and develop a more proactive strategy for the development of specific areas of such provision; it being noted that the current statement that the development of a wide portfolio of collaborative provision *per se* was not a strategic goal of the University led to a more reactive approach, with departments generating initiatives in an *ad hoc* manner rather than working to a clearly-developed institutional brief which might be advantageous and which should also take account of the University's strategy relating to Widening Participation.

TO CONSIDER:

The University's current policy with respect to collaborative provision as set out in paper PDLSC 9/03-04 (copy attached).

#8. Academic Satisfaction Review (Minute 15/03-04 refers)

TO CONSIDER:

Further departmental responses to the Academic Satisfaction Review:

- (a) German Studies, paper AQSC 48/03-04 (copy attached).
- (b) Classics, paper AQSC 49/03-04 (copy attached).
- (c) English, paper AQSC 50/03-04 (copy attached).
- (d) Law, paper AQSC 51/03-04 (copy attached).
- (e) Medical School, paper AQSC 52/03-04 (copy attached).
- (f) Senior Tutor's Office, paper AQSC 53/03-04 (copy attached).
- (g) Undergraduate Curriculum Review Group, paper AQSC 54/03-04 (copy attached).

#9. Pass Degrees (Minute 21/03-04 refers)

TO REPORT:

That at the last meeting of the Committee held on 19 November 2003, the Committee received an oral report on issues relating to credit levels and volumes for Pass Degrees from the Senior Assistant Registrar (Teaching Quality), informed by an extract from the Framework for Qualifications of Higher Education Institutions in Scotland, paper AQSC 39/03-04, and resolved *inter alia*:

That the Committee favoured the retention of the Pass degree since it played a small but useful part in retaining students in Higher Education and ensuring that as many as possible graduated with an award, but that, in the light of discussions, information be sought from Chairs of Departments concerning departmental practice in terms of the volume of credit required of students for the award of a Pass degree, it being noted that practice at other HEIs indicated that most required 300 credits, distributed either 100,100,100 or 120, 120, 60 across the three years of study.

TO CONSIDER:

A synopsis of responses received from departments on their use of the Pass Degree, its level, and distribution of credit, paper AQSC 55/03-04 (copy attached).

#10. University Policy on Double-Marking

TO REPORT:

That at its meeting held on 26 November 2003, the Quality Task group considered the Senate resolution with respect to double marking and its interpretation in departments and resolved that departments be asked to indicate whether undergraduate examination papers were double-marked in accordance with Minute 88/94-95 (b) (i), (ii) or (iii).

TO CONSIDER:

A synopsis of responses from departments, paper AQSC 56/03-04 (copy attached).

- #11. Cooke Report/TQI: Minor amendments to External Examiner Report form (Minute 20/03-04 refers)

TO CONSIDER:

- (a) An update from the Senior Assistant Registrar (Teaching Quality) on changes made to the External Examiner reporting requirements set out in the final guidance provided by the HEFCE on the TQI dataset
- (b) A revised External Examiner summary report form for introduction with respect to undergraduate courses from summer 2004, paper AQSC 57/03-04, (copy attached).

- #12. Good Practice Guide on Providing Feedback to Students on Assessment

TO CONSIDER:

A Good Practice Guide on Providing Feedback to Students on Assessment, previously considered and referred to the Committee by the Working Group of the Quality Task Group on External Examining and Assessment, paper AQSC 58/03-04, (copy attached).

- #13. Annual Report from the SSLC Co-ordinators

TO CONSIDER:

A report from Dr S Hill and Mr R Watson, SSLC Co-ordinators, on the operation of the Staff Student Liaison Committee system, paper AQSC 59/03-04 (copy attached).

- #14. New and Revised Master's courses: Department of Sociology (Minute 32/03-04 refers)

TO REPORT:

That at its meeting held on 19 November, the Committee considered a proposal from the Department of Sociology for the introduction of several variants of the MA in Social Research and resolved:

- (a) That it be noted that the proposal for the MA in Social Research with Specialism in Sport, Politics and Society, paper BGS 8/03-04, was dated to take effect from October 2002 which the Committee determined to be a typographical error.
- (b) That it be noted that the proposals for the MA in Social Research with Specialism in socio-legal studies and in Social and Political Thought, papers BGS 6 and 7/03-04, were dated to take effect from October 2003 and that a letter be sent from the Chair of the Committee to the Chair of the Department of Sociology reminding him that new courses required the approval of the Senate, which could only be granted, at

the earliest opportunity, three months after the submission of the proposal to the relevant sub-faculty committee and that awaiting Senate approval in future should be seen as a non-negotiable requirement.

- (c) That the Committee's understanding was that the variants in Socio-Legal Studies and in Social and Political Thought, papers BGS 6 and 7/03-04 were not partnership provision, and that the proposals be amended accordingly.

TO CONSIDER:

A response from Dr A Parker, Director of Graduate Studies, Department of Sociology, in response to the Committee's enquiries, paper AQSC 60/03-04 (copy attached).

#15. Conduct of Examinations overseas

TO REPORT:

That at a meeting held on 3 December 2003, the External Examining and Assessment Working Group of the Quality Task Group resolved that a report be brought to the Academic Quality and Standards Committee on the conduct of examinations held overseas.

TO CONSIDER:

A brief report on the conduct of examinations held overseas, paper AQSC 61/03-04, (copy attached).

16. Any Other Business

17. Date of Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.15am on Wednesday 25 February 2004 in the Council Chamber, Senate House.