

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on 9 May 2018.

Present: Professor D Lamburn (Deputy Pro-Vice Chancellor (Education)) (Chair), Professor A Clark (Academic Director, Undergraduate Studies), Dr W Curtis (Academic Director, Partnerships), Dr D Davies (Representative of the Board of Faculty of Medicine), E Dunford (Postgraduate Officer, Students' Union), Dr M Gifford (Representative of the Board of Faculty of Science), Professor L Gracia (Dean of Students), Dr L Hammond (Representative of the Board of Faculty of Medicine), L Jackson (Education Officer, Students' Union), Professor C Jenainati (Representative of the Board of Faculty of Arts), Professor E Jones (Representative of the Board of Faculty of Social Sciences), Dr M Leeke (Representative of the Board of Faculty of Science), Professor C Sparrow (Academic Director, Postgraduate Studies), 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 T Grant (Representative of the Board of Faculty of Arts), Professor C Hughes (Pro-Vice Chancellor (Education), Dr J Lee (co-opted member of academic staff in quality assurance role) and Dr N Monk (Director of IATL).

In Attendance: K Gray (Secretary), C Gray (Assistant Secretary), R Boyatt (Service Owner, Learning Systems) for item 91.17/18, K Johal (Administrative Officer, Complaints Resolution) for items 83.17/18 and 84.17/18, S Lloyd (Senior Assistant Registrar (Space Management and Timetabling)) for item 81.17/18, Dr E Melia (Senior Assistant Registrar (Strategic Programme Delivery)) for item 87.17/18 and J Micklewright (Timetabling Manager) for item 81.17/18.

76/17-18 Minutes of the last meeting

CONSIDERED:

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

REPORTED:

That since the unconfirmed minutes had been circulated, minute 68 (e) had been clarified to make it clear that CMA compliance would be considered by Internal Audit and not by Teaching Quality;

RESOLVED:

That the minutes be approved.

77/17-18 Conflicts of Interest

REPORTED:

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>

78/17-18 Matters arising

- (a) Annual and termly Report on Complaints and Appeals (minute 59 (a) (iii) /17-18 referred)

REPORTED:

- (i) That at its meeting on 14 February 2018, the Academic Quality and Standards Committee considered the termly report on student complaints and appeals (AQSC 36.17-18) and noted concerns raised by the Academic Director (Postgraduate Studies) in relation to the constitution of the Preliminary Review Panel under the new Appeals Regulation, Regulation 42;
- (ii) That the matter had been discussed following the meeting, resulting in arrangements to prevent a conflict of interest on the Preliminary Review Panel, with proposed revisions to Regulation 42 for the consideration of the Committee as recorded under minute 84.17/18.
- (b) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.68/17-18 referred)

REPORTED:

- (i) That at its meeting on 14 February 2018, the Committee considered a report from the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments; (AQSC 50.17/18);
- (ii) That CMA compliance was being integrated into the EEM meetings and discussions were ongoing with Internal Audit on the scope of their review.

RESOLVED:

That proposals be brought forward to the next meeting of the Committee on how it would discharge its responsibility for CMA compliance would be presented to the next meeting of the Committee.

(c) Credit and Module Framework (minute 59 (d)/17/18 referred)

REPORTED:

- (i) That at its meeting on 23 November 2017 and on 14 February 2018, the Academic Quality and Standards Committee resolved that (*inter alia*) some work needed to be carried out across the sector to understand what kind of modules were offered when considering module and credit sizes on degree programmes;
- (ii) That the Chair had approached Strategic Planning and Analytics with a view to carry out research across the UK HEI sector to start this work;
- (iii) That work in this area was ongoing with reports on progress to be considered at the next meeting of the Committee on 29 May 2018.

(d) Fitness to Practise Operational Procedures (minute 59 (e)/17/18 referred)

REPORTED:

- (i) That at its meeting on 22 January 2018, it was noted that the Operational Procedures for Fitness to Practise cases in the Medical School should be used as a model to carry out an audit of other subject areas subject to Fitness to Practise requirements which would also benefit from having harmonised Operational Procedures aligned to Regulation 34 (Determination of Fitness to Practice);
- (ii) That work was ongoing in this area and that a revised Regulation 34 and revised Operating Procedures for non-medical courses subject to Fitness to Practise requirements would be considered at the next meeting of the Committee on 29 May 2018.

(e) Additional Course Costs (minute 62 (a)/17/18 referred)

REPORTED:

- (i) That at its meeting on 14 February 2018, the Committee resolved that a working group should be established to work on additional course costs;

- (ii) That an initial meeting had been held with the Deputy PVC (Education), the Academic Director (UG), the Education Officer of the Students' Union and the Secretary to the Committee;

CONSIDERED:

- (iii) The terms of reference and constitution of the Course Cost Working Group as set out in AQSC 52.17/18;

RESOLVED:

- (iv) That the proposal that SSLCs be asked to review accuracy of information available online on course costs as a standing item and that this be incorporated into the annual SSLC report be approved;
- (v) That the proposed Terms of Reference and Constitution of the Working Group on Course Costs be approved;
- (vi) That course costs for postgraduate taught courses should also be within the scope of this Working Group.

79/17-18

Chair's Business

Guidance for Academic Departments Governing the Use of Discretion by Boards of Examiners Considering the Performance of Undergraduate Students in the light of Industrial Action, Summer 2018

REPORTED (by the Chair):

- (a) That a paper entitled "Guidance for Academic Departments Governing the Use of Discretion by Boards of Examiners Considering the Performance of Undergraduate Students in the light of Industrial Action, Summer 2018" (AQSC 71.17/18) was tabled for the Committee's consideration;
- (b) That Regulation 41 had been invoked by the University in the spring term to enable Boards of Examiners to consider students for awards and progression where marks may be missing or where external examiners had resigned as a result of industrial action;
- (c) That more detailed guidance was required for academic departments when considering students at Boards of Examiners in the summer 2018, especially in relation to mitigating circumstances experienced by students due to industrial action and the level of discretion that could be exercised by the Board of Examiners;
- (d) That, following the Committee's consideration of this Guidance, it would be reconsidered by the University Executive Board and a final version would be published as soon as possible, to enable students to understand how Boards of Examiners would consider their marks and performance at the meetings of the Boards of Examiners in summer 2018;

- (e) That decisions of Boards of Examiners in the case of students affected by industrial action would need to be minuted clearly by the Secretaries to the Boards of Examiners;

(by the Education Officer, Students' Union):

- (f) That all those involved in the process be thanked, noting that the Guidance would be helpful for Boards of Examiners and mitigating circumstances panels in addressing these issues;

(by the Academic Director (Undergraduate):

- (g) That it was possible for students in some subjects to do significantly less well in a single module and therefore to receive a mark which appeared anomalous but which was legitimate;

(by the Chair of the Student Learning Experience and Engagement Committee):

- (h) That if students with other mitigating circumstances were further impacted by industrial action, it would be important to ensure that the other mitigating circumstances were still taken into account;

RESOLVED:

- (i) That the Guidance be approved subject to point 4(c) being amended to recognise that it was possible for students to achieve significantly lower marks in comparison with their remaining marks, regardless of industrial action;
- (j) That further consideration be given to the implementation of the guidance to ensure that students with cumulative mitigating circumstances were not disadvantaged.

80/17-18

Students' Union Update

REPORTED (by the Education Officer, Students' Union):

- (a) That the Students' Union had provided responses to the consultations on the tertiary review and were drafting a response to the consultation on the introduction of the subject level TEF;
- (b) That the Students' Union supported free education and had a policy opposing the TEF which was reflected in the response to the TEF subject level consultation;
- (c) That the Students' Union was working with the Academic Registrar on proposals relating to teaching on Wednesday afternoons;
- (d) That the workstreams identified by the Academic Transformation project had been sent to the Student Learning Experience and Engagement Committee for further consideration;

(by the Postgraduate Officer, Students' Union):

- (e) That she had attended the QAA conference in April 2018 and noted that grade inflation was high on the agenda of the QAA as numerous workshops were offered on exploring grade boundaries.

81/17-18 Module Selection Process

CONSIDERED:

A report from the Timetabling Manager on the progress with the Module Selection Process as set out in AQSC 53.17/18.

REPORTED:

- (a) That on 31 October 2017, a proposal had been presented to the Committee to implement two points for module registration, one in term 3 of the preceding academic year for returning students and one in term 1 for subjects where students would value the opportunity to trial lectures before confirming their choice;
- (b) That this proposal had been explored through workshops attended by academic and professional services staff;
- (c) That students had requested more flexibility in terms of module registration and that the proposal reflected what students wanted;
- (d) That the Timetabling Implementation Project Board had supported the approach but that the report set out a number of interdependencies with other project which the SPI team would plan in further detail;

RESOLVED:

- (e) That the Committee approved the proposal to implement two points of module registration.

82/17-18 Operationalisation of Exit Qualifications for Students Registered for First Degrees

CONSIDERED:

A proposal to operationalise the award of exit qualifications for undergraduate students to be awarded in summer 2017 as set out in AQSC 54.17/18.

REPORTED:

- (a) That Senate at its meeting on 14 March 2018 approved that the new exit qualifications of a Certificate of Higher Education (CertHE) and a Diploma of Higher Education (DipHE) should be routinely awarded to undergraduate students who were unable

to complete their degree courses and had met the requirement for the award of the exit qualifications from summer 2018 onwards;

- (b) That further work had been carried out on the operationalisation of the award of these new exit qualifications from summer 2018 and these were summarised in the proposal, including amendments to Regulation 9 “Regulation Governing the Constitution of Boards of Examiners”;

RESOLVED:

- (c) That the proposal be accepted, subject to insertion of the word “external” in the last sentence of paragraph 3 which should read: “...,with a non-subject-specific **external** examiner in attendance”;
- (d) That the implementation of the exit qualifications be reviewed in three years to ensure that the introduction of subject specific awards had been phased in, replacing the non-subject specific awards;

RECOMMENDED (to the Senate):

That the proposal be approved subject to the amendment as set out in (c) above.

83/17-18

Termly report on complaints and appeals

CONSIDERED:

The termly report on appeals and complaints from the Administrative Officer (Complaints Resolution) as set out in paper AQSC 55.17/18).

REPORTED:

- (a) That stage 1 complaints reporting by academic departments was not yet consistent and so monitoring of issues arising was not yet comprehensive;
- (b) That the number of stage 2 complaints had been increasing and would need to be kept under review to understand the causes;
- (c) That the majority of stage 2 complaints related to accommodation issues;
- (d) That the number of COP letters issued was above the median and it was hoped that the introduction of a review stage in Regulation 42 on appeals would result in a decrease of COP letters being issued;
- (e) That new guidance from the OIA had been received recommending that the University clarify timelines of appeals’ consideration within the University and, in addition, that

guidance on referral to the OIA be included with in the University's appeals Regulation 42;

- (f) That due to the impact of industrial action on students, the number of complaints and appeals during the current academic year were expected to increase;
- (g) That Student Personalised Information Steering Group had approved the request to develop the Student Information Desk (SID) system for appeals' administration which should enable the better sharing of information and central reporting;

RESOLVED:

- (h) That a breakdown showing the nature of stage 2 complaints relating to accommodation be requested;
- (i) That complaints figures for stage 1 and stage 2 should be compared with those of previous years;
- (j) That departments would need to be supported and encouraged to report stage 1 complaints appropriately.

84/17-18

Revisions to Regulation 42

CONSIDERED:

Proposed revisions to Regulation 42 as set out in paper AQSC.68/17-18;

REPORTED:

- (a) That the proposed revisions were intended to take immediate effect given that they addressed recommendations arising from the OIA and a concern regarding potential conflict of interest;
- (b) That it was proposed a timeframe for consideration of academic appeals be introduced, in line with guidance from OIA;
- (c) That amendments to the membership of the Preliminary Review Panel (PRP) were proposed to avoid potential conflict of interest;
- (d) That further guidance from the OIA had been included on their recommendation to explain that students could refer their case to the OIA on the receipt of a Completion of Procedures (COP) letter;

RESOLVED:

- (e) That all changes to Regulation 42 as proposed should be recommended for approval to the Senate, with the exception of the introduction of guidance to students on referral to the OIA given that this was guidance, not regulation, and could therefore be included in the appropriate guidance documentation to students.

- (f) That membership of the PRP as set out in paragraph 4 under 4 c) should include, in addition to the Director of Graduate Studies from another department, also the Director of Undergraduate Studies from another department or their equivalent.

RECOMMENDED (to the Senate):

That proposed revisions to Regulation 42 should be approved subject to the amendments set out in (e) and (f) above.

85/17-18

PGT External Examiners' Reports

CONSIDERED:

A report from the Senior Assistant Registrar (Graduate School) on the analysis and themes arising from the postgraduate taught external examiners' reports for the academic year 2016/17 and recommendations on how the University might wish to respond to these (BGS 34.17/18);

REPORTED (by the Chair of the Board of Graduate Studies):

- (a) That a major theme of the PGT external examiners' reports pointed to the absence of any discretion in the PGT conventions when Boards of Examiners made PGT awards;

(by the Chair of the Partnerships Committee):

- (b) That external examiners were asked to report on good practice and on issues relating to collaborative provision in the report forms but did not always do so and further consideration might be given to how this could be encouraged;

(By the Chair):

- (c) That some responses to PGT External Examiners' reports were still outstanding at this stage, notably from WMG and the Department of English;
- (d) That the issue of lack of discretion for PGT awards was already being discussed as part of the Review of Assessment in the sub-group dealing with remedying failure and progression requirements;

RESOLVED:

- (e) That the external examiners' report form and process would need to be reviewed after first year of operation to ensure that it was fit for purpose;
- (f) That departments whose responses to PGT external examiners' reports were currently missing would be contacted by Teaching

Quality to find out how the University might assist in enabling departments to submit their responses.

86/17-18 Student Module Feedback

RECEIVED:

The proposed approach to Student Module Evaluation Feedback process as endorsed by the Student Learning Experience and Engagement Committee and to be recommended to Education Committee as set out in SLEEC.21/17/18.

REPORTED (by the Chair of the Student Learning Experience and Engagement Committee):

- (a) That a considerable amount of consultation had been carried out in producing the Student Module Evaluation Feedback process, that the document would be sent to Heads of Departments and Directors of Study for further consultation and then to Education Committee for approval;
- (b) That the Committee was asked to consider how to communicate the process effectively across the University, noting that a handbook on student module evaluation feedback together with policy, guidance and process, would need to be produced;

(By the Secretary, K Gray):

- (c) That work was ongoing on the redesign of the Teaching Quality website which would enable the policy, guidance and process to be publicised more effectively;

RESOLVED:

- (d) That the Student Module Evaluation Feedback process be considered by Education Committee in June 2018 for formal approval for introduction from the start of the next academic year 2018/19;
- (e) That the Committee approve the principles and the policy of the new Student Module Feedback process at the first meeting in the academic year 2018/19 in September 2018 and recommend the approval of the policy to Senate at the October 2018 meeting.

87/17-18 Update on the Student Personalised Information Project

RECEIVED:

A report from Senior Assistant Registrar (Strategic Programme Delivery) on recent progress of the Student Personalised Information Project as set out in AQSC 56.17/18.

REPORTED:

- (a) That a significant number of work streams were currently being worked developed under the Student Personalised Information Project (SPI) and that, although the precise requirements were not yet mapped out in detail on some, there was a commonality in requirements to ensure a migration to greater consistency;
- (b) That the Review of Assessment and associated IT requirements featured prominently under SPI, together with Degree Apprenticeships;
- (c) That the Student Records Workflow would be rolled out over the summer and phase I of the Student Information Desk (SID) would be implemented shortly;
- (d) That priorities were under constant review to ensure that systems were aligned properly and met the needs of the academic departments and professional services departments.

88/17-18

Review of Assessment

RECEIVED:

A report on the progress of the Review of Assessment from the Academic Director (Undergraduate) as set out in AQSC 57/17/18.

REPORTED:

- (a) That considerable work had been carried out in the four sub-groups of the Review of Assessment;
- (b) That proposals on progression for undergraduate degrees would be forthcoming for approval at the next meeting of the Committee on 29 May 2018;
- (c) That it was also expected that a new mitigating circumstances policy would be considered by the Committee at its next meeting including a request to develop a new IT system to collect and record mitigating circumstances in a consistent manner across the University;
- (d) That since the paperwork for the Committee had been published, another meeting of the mitigating circumstances sub-group had taken place and it was agreed to retain the term of mitigating circumstances and to postpone the option of self-certification for a piece of coursework until an IT system for mitigating circumstances was fully functional;
- (e) That since the paperwork for AQSC had been published, another meeting of the Exam Board Procedures Sub-Group had taken place at which classification of borderline students was discussed for undergraduate and postgraduate students and different options were explored; there would be more modelling of data on proposed options to understand impact;

- (f) That a meeting focusing on issues relating to postgraduate taught students would be held in July to consider discretion for postgraduate taught awards further as part of the meeting of the Sub-Group dealing with progression and remedying failure;
- (g) That a workshop with stakeholders would be held to share information on the Review further.

89/17/18

Proposed Transfer Agreement with American University of Antigua and Recognition of Prior Learning request from Warwick Medical School

CONSIDERED:

A proposed transfer agreement with the American University of Antigua and Warwick Medical School relating to the MBChB programme and request for recognition of prior learning (standing exemption) as set out in Paper AQSC.70/17-18.

REPORTED (by the representative of the Board of Faculty of Medicine, Dr Davies):

That WMS already had an agreement in place for students from the IMU (Malaysia) to join year 2 of the MBChB and that the proposed arrangement with the American University of Antigua (AUA) was similar;

RESOLVED:

That the proposed transfer agreement between Warwick Medical School and the American University of Antigua be approved.

90/17-18

New QAA Quality Code

REPORTED:

- (a) That the new Quality Code had been published at:

https://ukscqa.org.uk/wp-content/uploads/2018/03/Revised-UK-Quality-Code-for-Higher-Education_English.pdf

- (b) That an introductory statement was available at:

<https://ukscqa.org.uk/2018/03/27/uk-standing-committee-quality-assessment-publishes-new-quality-code-expectations-practices/>

- (c) That analysis on the consultation was available at:

https://ukscqa.org.uk/wp-content/uploads/2018/03/Consultation-on-the-review-of-the-UK-Quality-Code-for-HE_Analysis-1.pdf

(by the Secretary):

- (d) That more detailed guidance was expected from the QAA in due course and that the University would carry out a mapping

exercise later in the calendar year once this was published which would be considered by the Committee.

91/17-18 Turnitin and Contract Cheating Authorship Investigation

RECEIVED:

A report from the Service Owner, Learning Support Systems, on the launch of an Authorship Investigation Tool within Turnitin and University's involvement in the pilot phase as set out in AQSC 58.17/18.

REPORTED:

- (a) That Turnitin would shortly be piloting a new software to identify cheating focusing on authorship investigation;
- (b) That the University would need to make a decision if it wanted to use it and if so, if it wanted to be involved in the pilot stage or get involved when the tool was rolled out after the pilot;
- (c) That costs to use this new software were unknown;

(By the Chair):

- (d) In response to an observation by Professor Jenainati regarding the use of different assessment strategies to prevent cheating, that development of alternative assessment strategies was part of the Review of Assessment and the sub-group dealing with assessment strategies was already working on good practice to develop assessment strategies to minimise plagiarism;

(By the Chair of the Student Learning Experience and Engagement Committee, Professor G van der Velden):

- (e) That it should be investigated if this tool could be used for enhancement purposes to share outcomes with students rather than for regulation;

(by the Education Officer, Students' Union):

- (f) That, while contract cheating was an issue, care had to be taken in using new detection products;

(by the Representative of the Board of Faculty of Science, Dr Leeke)

- (g) That additional software could be viewed as an addition to the variety of tools used to detect and assess cheating but there would need to be guidance on how it should be used and it should be communicated to students that it was a tool not a definitive means of identifying cheating.

RESOLVED:

- (h) That more information on the pilot and regulatory terms would need to be obtained before a final decision should be made as to whether the University should pilot or purchase this new software tool;
- (i) That this item would be discussed again at the next meeting of AQSC on 29 May 2018.

92/-17-18

IET Report

RECEIVED:

The IET report arising from the recent accreditation visit in February 2018 in the School of Engineering (AQSC 59.17/18).

RESOLVED:

That this report would be considered at the next meeting of the Committee on 29 May 2018 as Professor G Cooke was unable to attend the meeting.

93/17-18

Course Approvals Update

RECEIVED:

An update from the Assistant Registrar (Learning and Teaching) on progress with the implementation of the revised course approvals process as set out in AQSC 66.17/18.

94/17-18

Regulation 32: Governing Course of Study Validated or Franchised by the University

REPORTED:

That Partnerships Committee recommended updates to Regulation 32 to ensure that terminology used was brought in line with changes brought about by the Academic Governance Review approved by Senate in July 2017;

CONSIDERED:

Minor revisions to Regulation 32 to reflect changes to Academic Governance of the University and relevant Committee responsibilities as set out using tracked changes in paper PC 50.17/18).

RECOMMENDED (to the Senate):

That revisions to Regulation 32 be approved.

95/17-18

Regulation 38.12: Regulations for the Degree Doctor of Clinical Psychology (DClinPsych)

REPORTED:

That Partnerships Committee recommended revisions to Regulation 38.12 arising from clarifications to course regulations, the requirements of exit qualifications and the responsible officer and/or Degree awarding body wherever one is referenced in relation to this collaborative course jointly delivered and awarded with Coventry University;

CONSIDERED:

Minor revisions to Regulation 38.12 in track changes as set out in PC 51.17/18 as to clarify:

- course regulations and requirements of the award and exit qualifications;
- the responsible officer and/or Degree awarding body wherever one is referenced.

RECOMMENDED (to the Senate):

That revisions to Regulation 38.12 be approved.

96/17-18 Revisions to the Course Discontinuation Policy

CONSIDERED:

A revised Course Discontinuation Policy to reflect changes arising from the Review of Academic Governance approved by Senate in July 2017 and as set out in document AQSC 51.17/18.

RECOMMENDED (to the Senate):

That the revised Course Discontinuation Policy be approved.

*97/17-18 Student Protection Plan

RECEIVED:

The University of Warwick Student Protection Plan as required for registration with the Office for Students and as set out in AQSC 60.17/18.

98/17-18 PGR Annual Course Review

RECEIVED:

The PGR Annual Course Review from the Faculty of Arts as set out in BFA 16.17/18.

99/17-18 Minutes of the Faculty Education Committees

RECEIVED:

The minutes of the Faculty Education Committees held in January/February 2018:

- (a) Faculty of Arts (unconfirmed) (AQSC 61.17/18);
- (b) Faculty of Science (draft and unconfirmed) (AQSC 62.17/18);
- (c) Faculty of Social Science (AQSC 63.17/18);
- (d) Faculty of Medicine (draft and unconfirmed) (AQSC 64.17/18).

100/17-18 QAA European Review

REPORTED:

That the QAA had published a self-assessment report ahead of the third ENQA Review at:

<http://www.qaa.ac.uk/en/Publications/Documents/ENQA-2018-self-assessment-report.pdf>

101/17-18 QAA Trends in Institutional Good Practice 2013-16

REPORTED:

That the QAA had published trends in Institutional Good Practice 2013-16 at:

<http://www.qaa.ac.uk/en/Publications/Documents/Trends-in-institutional-good-practice-2013-16.pdf>

102/17-18 Differences in Student Degree and Employment Outcomes: HEFCE report

REPORTED:

That HEFCE had published a report on the differences in student outcomes at: <http://www.hefce.ac.uk/pubs/year/2018/201805/>

103/17-18 Chair's Action

REPORTED:

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

- (a) ITLR recommendation to restore career related question in re-enrolment process

Approved a request from the Academic Director (Employability and Skills) to restore career related questions in the re-enrolment process as a compulsory element as recommended in section 7.4 of the ITLR report including approval of the wording for the questions as set out in AQSC 69.17/18;

- (b) Variation on Assessment on disability or medical grounds:

- (i) Approved a request for a named student in the Department of Classics in that the two hour exams for CX347 and CX369 be replaced by two 1,000 words essays.
- (ii) Approved a request for a named student in the Department of History to be assessed via essays rather than examinations in modules PO 206, HI275 and HI298.
- (iii) Approved a request for a named student in the School of Modern Languages and Cultures to be assessed for module IT335 via a 100% essay rather than via a 50% exam and 50% essay.
- (iv) Approved a request for a named student in the School of Philosophy to be assessed in place of a two hour standard exam via an essay of 2,500 words in modules PS359, PS367 and PH252.

(c) Reading Time

- (i) Approved a request from the School of Law for reading time to be added to the examination for module LA310.
- (ii) Approved a request from the School of Modern Languages and Cultures for reading time to be added to the examination paper for the module GE2200.
- (iii) Approved a request from the Department of Sociology for reading time to be added to the examination paper for the module QS203.

(c) Seen examination papers

- (i) Approved a request from the School of Cross Faculty Studies for a change in assessment for the module IP201 for 2017-18, in that the examination be a seen examination.
- (ii) Approved a request from the Department of Film and Television Studies for a change in the assessment for the module FI3330 for 2017-18, that the examination be a seen examination.

(d) Strike action

- (i) Approved a request from the Centre for Interdisciplinary Methodologies (CIM) to vary the assessments for module IM919 Urban Data: Theory and Methodology (different CATS weightings 15, 20 or 30) to a choice of three alternative assessments in recognition of teaching not delivered due to strike action:

The options for each offered CATS weighting are:

15 CATS:

2 x 1500 word essay (50% each)

OR

1 x 3000 word essay (100%)

OR

1 z 2,500-word collaborative group report based on group work (30%)
+ 1 x 1,800-word essay (70%)

20 CATS

2 x 2000 word essay (50% each)

OR

1 x 4000 word essay (100%)

OR

1 x 2,500-word collaborative group report based on group work (30%)
+ 2,400-word essay (or two 1,200) (70% or 2 x 35%)

30 CATS

2 x 3000 word essay (50% each)

OR

1 x 6000 word essay (100%)

OR

1 x 2,500-word collaborative group report based on group work (30%)
+ 1 x 3,600-word essay (or two x 1,800) (70% or 2 x 35%)

- (ii) Approved a request from the Warwick Business School to vary the assessment on the ESRC DTC for module IM925 to a 100% essay from 75% essay and 25% poster project and presentation previously;
- (iii) Approved a request from the Warwick Business School to operate an alternative model of calculating the overall score for an assessment component for the module MA9080;
- (iv) Approved a request from the Department of Sociology to vary the assessment for module QS203 reflected in the increase to the examination weighting from 90% to 100%.

(e)..... Extension requests of feedback/Marking deadlines

Approved an extension request from the Department of Classics to the 20 day feedback turnaround time due to illness of second marker for the following modules:

CX235/335 Democracy and Imperialism,
CX254/354 Domestic Space,
CX233/333 Principles and Methods of Classical Archaeology.

104/17-18 Recommendations to Senate 14 March 2018 meeting

REPORTED:

That the following recommendations were from the Committee were approved by the Senate at its meeting on 14 March 2018:

- (a) Revisions to Regulation 10.2 in relation to rest breaks and use of digital devices;
- (b) Introduction of Exit Qualifications of a Certificate and Diploma of Higher Education for Students registered for a First Degree;
- (c) Revised Module Approval Data Set for MA 1;

- (d) Revisions to Regulation 40: Collaborative Courses;
- (e) Revisions to Regulation 37.2: 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.

105/17-18 Next meeting

REPORTED:

That the next meeting of the Committee is scheduled to be held on **Tuesday 29 May 2018 at 10.00 am in CMR 1.0, University House** and due to the volume of business expected, the meeting might be extended to 3 hours.