

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee held on
17 November 2004

Present: Professor M Whitby (Chair), Professor L Bridges, Professor A Caesar, Professor M Cooper, Professor E Gallafent, Dr P O'Hare, Mr S Lucas, Professor M Luntley, Mr K Mohaddes.

Apologies: Dr P Blackmore, Professor A Easton, Dr S Hill, Professor G Lindsay, Professor E Peile, Professor M Harrison.

In attendance: Dr J Dempster (for item 26/04-05 (e)), Mr J Moss, Ms R Wooldridge Smith.

25/04-05 Minutes

RESOLVED:

That the Minutes of the meeting held on 21 October 2004 be approved.

26/04-05 Matters Arising

(a) Departmental Senior Tutor Role (Minute 5/04-05 (e) referred)

REPORTED:

That a role description for Departmental Senior Tutors was being prepared by Dr P Byrd, Senior Tutor, for a meeting of Departmental Senior Tutors to be held on 23 November.

(b) HEFCE National Student Survey (Minute 12/04-05 referred)

REPORTED:

That the Steering Committee at its meeting held on 1 November, considered a report on the issues surrounding the implementation and operation of the National Student Survey together with a letter from the Students' Union to the HEFE detailing the objections of the Students' Union to the NSS and the consultation process conducted by the HEFCE, paper SC. 39/04-05 and an oral report from the President of the Students' Union on the co-operation of Students' Union in other institutions and resolved that the Steering Committee be kept informed of any response received from the HEFCE as well as any responses received by Students' Unions in other institutions and that, for the present, the University comply with the requirement of the HEFCE to provide contact details for all relevant students in the University by the end of November 2004.

Minute 73/04-05

RECEIVED:

An oral report from the Students' Union President and Education Officer on the Union's stance on the National Student Survey following liaison with other institutions, highlighting strong dissatisfaction with the Survey in a number of universities including Oxford, Cambridge, Liverpool (and other institutions in the city/vicinity), LSE, Manchester and Birmingham.

RESOLVED:

- (i) That the Students' Union President and Education Officer raise the matter with colleagues at Coventry University with a view to building regional solidarity
 - (ii) That the University not provide students' mobile telephone numbers to HEFCE/Ipsos for the purpose of conducting the Survey
 - (iii) That discussions be held with ITS about the potential impact of a significant increase in external e-mail traffic in February connected with the Survey
 - (iv) That the Students' Union contact local MPs with a view to tabling a Parliamentary Question concerning the research ethics behind the National Survey
 - (v) That the Students' Union advise students on means of exercising their right to opt out of the Survey if they so wish.
- (c) WMG Exit strategy from South Africa (Minute 4/04-05 (e) referred)

REPORTED:

That the Steering Committee, at its meeting held on 1 November, considered a report on the exit strategy for the Warwick Manufacturing Group from its collaboration with da Vinci (formerly Warwick Institute SA), paper SC. 49/04-05 and resolved to endorse the recommendation of the AQSC that the remaining students enrolled on Warwick courses be allowed to continue with their studies in accordance with the current approved University Course Regulations with no requirement to travel to the UK with complete further modules.

- (d) Student Complaints (Minute 10/04-05 referred)

CONSIDERED:

Revisions to the Students Complaints procedure, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 10/04-05 (revised).

RECOMMENDED (to the Senate):

That the revisions proposed to the Students Complaints procedure be approved as set out in paper AQSC 10/04-05 (revised).

- (e) Accreditation of Prior Learning (Minute 14/04-05 referred)

CONSIDERED:

- (i) Revisions to the proposed policy on AP(E)L, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 14/04-05 (revised);
- (ii) Revisions to the proposed AP(E)L application form, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 15/04-05 (revised).

RESOLVED:

That it be noted that the Director of the Centre for Academic Practice had recently raised a number of further issues relating to the Warwick Teaching Certificate and the University's AP(E)L policy with the Chair and Secretary for which further detailed proposals would need to be brought forward and that, consequently, the Committee give further consideration to the proposed policy on AP(E)L in the Spring Term.

RECOMMENDED (to the Senate):

That the proposed AP(E)L application form be approved subject to two further amendments being made to paper AQSC 15/04-05 (revised).

- (f) Postgraduate Research Degrees: External Examiners' Report (Minute 11/04-05 referred)

CONSIDERED:

An amendment to the External Examiner report form for postgraduate research degrees incorporating the recommendation made by the Committee at its last meeting that a section be included where issues of concern or examples of good practice identified at departmental or institutional level could be noted, paper AQSC 21/04-05.

RECOMMENDED (to the Senate):

That the amendment to the External Examiner report form for postgraduate research degrees be approved as set out in paper AQSC 21/04-05.

27/04-05 Chair's Business

REPORTED:

- (a) That the Steering Committee at its meeting on 8 November reported that concerns had been raised at the most recent meeting of the Academic Quality and Standards Committee on the reduction in the teaching year consequent upon terms commencing on Wednesdays rather than Mondays, and resolved that the University Secretary, the Director of Personnel, the Senior Assistant Registrar (Teaching Quality) and the Director of Warwick Commercial Enterprises meet to review existing approved term dates and discuss the feasibility of altering term dates where these commenced mid-week or were scheduled to commence in close proximity to a national holiday.

Minute 100/04-05

- (b) That the group established by the Steering Committee met on 16 November and resolved:
- (i) That no change could be made to the start date for the Spring Term 2005;
- (ii) That in the light of potential flexibility over the start and end dates of the Spring and Summer Terms 2006 in terms of the academic calendar, the Director of Warwick Commercial Enterprises ascertain whether any variation could be enacted in the light of commercial activities planned for those periods;
- (iii) That no change to the start date of the Summer Term 2010-11 would be feasible owing to the late occurrence of Easter and the unfeasibility of pushing back the schedule for the University's degree congregations.

28/04-05 Risk and Teaching Quality (Minute 4/04-05 (b) referred)

REPORTED:

That at its meeting held on 21 October 2004 the Committee considered a revised risk register relating to teaching quality incorporating an updated section relating to Medicine, paper AQSC 20/04-05, and resolved:

- (a) That a new column be added to the register, noting the likelihood of each of the listed risks occurring;
- (b) That a number of changes be made to the paper as noted at the meeting;
- (c) That a list of key risks be brought to the next meeting of the Committee to permit prioritisation and consideration of appropriate management.

CONSIDERED:

Further revisions to the risk register, paper AQSC 20/04-05 (revised) with a view to the Committee considering their prioritisation and appropriate management.

RESOLVED:

- (d) That the following amendments be made to the paper:
 - (i) That the fourth risk identified as significant on the cover sheet be amended to read; “Quality of student experience demonstrably commensurate with fee levels.”
 - (ii) That the fifth risk identified as significant on the cover sheet be amended to remove the reference to teaching practices since the risk was being minimised as the development of the Medical School progressed;
 - (iii) That an additional risk be added to the cover sheet relating to potential reputational damage arising from lowered student perception of the University
 - (iv) That additional information from the Director of ITS relating to controls be added alongside the risk potentially arising from IT infrastructure downtime
 - (v) That the likelihood of risks arising from issues relating to the quality of staff be rated as ‘2’.
- (e) That the risk register be revisited in a further year’s time.

29/04-05

Academic Satisfaction Review: Medical School

CONSIDERED:

The report on the student experience in the Medical School arising from the focus group held as part of the 2004 Academic Satisfaction Review, paper AQSC 22/04-05.

RESOLVED:

- (a) That it be noted that, whereas the Committee was aware that the decision had been made to adopt the focus group methodology as a consequence of a poor response rate to the Academic Satisfaction Review from amongst Medical students, the practice of highlighting specific quotes in the report from focus group participants was unscientific and, insofar as the material was highly selective, unhelpful;
- (b) That it was nevertheless recognised that the Review had value in identifying significant issues on which it was important that the Medical School brought forward an action plan;
- (c) That the report be reconsidered by the Committee in the Spring Term following its consideration by the Board of the Faculty of Medicine;

- (d) That should it again prove necessary to employ the focus group methodology, the student group assembled include students enrolled on postgraduate courses in the Faculty in addition to the MBChB.

30/04-05

Credit

CONSIDERED:

- (a) Issues relating to the differential credit tariffs used throughout the University, raised specifically by the departments of Economics and Statistics, paper AQSC 23/04-05.
- (b) A memorandum from Professor M Devereux, Department of Economics, proposing changes to the credit weightings for modules on the MSc in Economics and MSc in Financial Economics, paper AQSC 29/04-05.

RESOLVED:

That the Committee underscore the following points relating to credit previously published in the guidelines on credit adopted by the Senate:

- (c) That departments adhere to the minimum credit tariffs for courses previously adopted by the University without any expectation of derogation from these accepted minima, and that the means suggested in paper AQSC 23/04-05 of achieving minor adjustments to credit loads required where students needed to make up a shortfall arising from the accumulation of credit from departments using a different credit tariff (*viz* adjustments to the assessment structures, module level learning outcomes or use of Warwick Skills Certificate modules) be endorsed;
- (d) That departments be not permitted to amend advertised credit tariffs for modules taken by their students taught by other departments;
- (e) That departments continue to be permitted to operate discretion in the practice of permitting students to take modules coded for a year below their actual year of study, bearing in mind the maximum amount of non-H level credit which should be accumulated by undergraduates;
- (f) That the proposal from the Department of Economics to make changes to the credit weightings for modules on the MSc in Economics and the MSc in Economics & Finance be not approved; it being noted that the Committee was of the view that it would be preferable for the Department to attach credit to the Research Methods component of the course rather than adjusting the weightings of other modules.

31/03-04 Report from Collaborative Policy Working Group

CONSIDERED:

- (a) A report from the Working Group on Collaborative Policy, paper AQSC 24/04-05;
- (b) A draft policy on the development of collaborative partnerships with other institutions/organisations, paper AQSC 25/04-05.

RESOLVED:

That minor amendments be made to the draft policy on the development of collaborative partnerships with other institutions/organisations, paper AQSC 25/04-05.

RECOMMENDED (to the Senate):

That the proposed policy on the development of collaborative partnerships with other institutions/organisations be approved as set out in paper AQSC 25/04-05.

32/04-05 Report from the Quality Enhancement Working Group

- (a) Terms of Reference

REPORTED:

That the Quality Enhancement Working Group, at its meeting held on 21 October, recommended to the Academic Quality and Standards Committee that the Terms of Reference of the Working Group be amended to remove section (a) since it was the Group's expectation that the AQSC would henceforth take a holistic view of quality enhancement activities undertaken in the University as reflected in that Committee's revised Terms of Reference; and that section (d) be amended as follows, (additions underlined, deletions ~~struck through~~):

~~"To oversee current and proposed~~ foster the development of Quality Enhancement projects in line with undertaken in the Centre for Academic Practice, in the first instance those relating to research-based learning and the development of approaches to evaluation institutional priorities."

CONSIDERED:

The revisions to its Terms of Reference proposed by the Quality Enhancement Working Group, paper QEWG 1/04-05 (revised).

RESOLVED:

That the revisions to its Terms of Reference proposed by the Quality Enhancement Working Group be approved as set out in paper QEWG 1/04-05 (revised).

(b) HEFCE Teaching Quality Enhancement & Professional Standards Funding

REPORTED:

- (i) That confirmation had been received from the HEFCE that the bid submitted by the University for an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06 had been successful;
- (ii) That consideration has been given by the e-Learning Steering Group and the Quality Enhancement Working Group to means of administering the challenge funds intended to be awarded to departments for e-Learning projects on a competitive basis; monitoring the progress of projects and carrying out appropriate evaluation.

CONSIDERED:

Criteria by which departmental e-Learning bids will be adjudicated, paper AQSC 26/04-05.

RESOLVED:

- (iii) That a number of minor changes be made to the criteria set out in paper AQSC 26/04-05;
- (iv) That the Chairs of Faculty IT Committees, or their representatives, be invited to serve on the TQEF e-Projects Committee and act as first ports of call for enquiries from colleagues about the challenge funds.

33/04-05 Periodic Review

CONSIDERED:

- (a) The summary report on the Periodic Review of undergraduate provision in the Department of Physics, paper AQSC 28/04-05, noting that the Board of the Faculty of Science, at its meeting held on 3 November, resolved that the full report and departmental response be approved;
- (b) The report on the Periodic Review of postgraduate provision in the Department of Biological Sciences, paper BFS 4/04-05, together with the response to the report from the Department, paper BFS 5/04-05, noting that the Board of the Faculty of Science, at its meeting held on 3 November, resolved that the full report and departmental response be approved.

RESOLVED:

- (c) That the summary report on the Periodic Review of undergraduate provision in the Department of Physics be approved as set out in paper AQSC 28/04-05;
- (d) That it be noted that the report on the Periodic Review of postgraduate provision in the Department of Biological Sciences, paper BFS 4/04-05, had yet to be considered by the Board of Graduate Studies and that consideration by the Committee be postponed pending consideration of the report by the Board.

34/04-05 School of Engineering: PSRB Accreditation

CONSIDERED:

A memorandum from Dr A Price, School of Engineering, reporting on the outcome of visits made by several professional accrediting bodies to the School in Spring 2004, paper AQSC 27/04-05.

RESOLVED:

That the attention of colleagues in the School of Engineering be drawn to guidelines recently published by the Centre for Academic Practice on the assessment of group projects.

35/04-05 Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee

REPORTED:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered its revised Terms of Reference, paper CFDLSC 1/04-05 and resolved that it be noted that the clause indicating approval for Open Studies Certificates and Diplomas be conferred by the Committee be stricken from the Terms of Reference, since this responsibility now had been transferred to sub-faculty committees;

CONSIDERED:

A slight amendment to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee, paper CFDLSC 1/04-05 (revised).

RESOLVED:

That the amendment to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee be approved as set out in paper CFDLSC 1/04-05 (revised).

36/04-05 Revised QAA Code of Practice on Collaborative, Flexible and Distributed Learning

REPORTED:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered the QAA's revised Code of Practice, published in September 2004, paper CFDLSC 10/04-05 and a briefing paper on the revised Code, prepared by the Secretary, paper CFLDSC 11/04-05 and resolved:
- (i) That the Committee was reassured that existing departmental monitoring procedures, such as Annual Review, SSLC and other student feedback mechanisms, and the External Examiner system provided sufficient reassurance as to the appropriateness and currency of Distributed Learning course materials;
 - (ii) That a statement be inserted in the proforma collaborative contract indicating that the University did not enter into serial arrangements and did not permit sub-contracting of any aspect of provision offered in partnership with another institution or organisation;
 - (iii) That the Committee revisit the proforma collaborative contract at its meeting in the Spring Term with a view to considering the insertion of appropriate clauses relating to exit strategies;
 - (iv) That a copy of the Code and accompanying briefing note be circulated to all Validation and Franchise Groups/Course Management Committees for consideration;
 - (v) That the name of partner institutions be included on student transcripts issued from summer 2005; it being noted that the Committee did not support any alteration to the format of degree certificates;
 - (vi) That consideration be given by the Committee at its next meeting to the Site Visit report form with a view to ensuring appropriate coverage of learner support in collaborative and distributed learning settings;
 - (vii) That a letter be sent by the Chair of the Committee to all departments seeking information on the extent of distributed learning in departmental provision with a view to auditing the coverage of such methods throughout the University.
- (b) That the Sub-Committee recommended to the Academic Standards and Quality Committee that consideration be given to the development of a document setting out expectations about learner support, including responsibilities incumbent upon students and departments, intended to make explicit what was already implicit in existing procedures.

Minute 10/04-05

CONSIDERED:

The QAA's revised Code of Practice on Collaborative, Flexible and Distributed Learning, published in September 2004, paper CFDLSC 10/04-05, the associated briefing paper, paper CFLDSC 11/04-05 and the proposed *modus operandi* of the CFDLSC for responding to the Code.

RESOLVED:

- (c) That the proposed *modus operandi* of the CFDLSC for responding to the Code be approved as set out above.
- (d) That the Committee was not minded to support the recommendation that a document be developed setting out expectations about learner support, believing that existing documentation was fit for purpose, but that the CFDLSC be invited to make a stronger case if it so wished.

37/04-05 QAA Quality Audit of Overseas Partnership Arrangements

REPORTED:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered notification from the QAA of its intention to conduct overseas audits in 2005 and 2006 to review quality assurance arrangements which UK HEIs operate with overseas partners, paper CFDLSC 15/04-05 and resolved that the University ensure appropriate and transparent categorisation of existing provision offered in collaboration with institutions in China as mature or immature in order to inform any potential involvement by the University in the QAA overseas audit of China in 2005-06.

38/04-05 Proposed QAA Collaborative Provision Audit: Supplement to the QAA Institutional Audit Handbook

REPORTED:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a letter from the QAA providing feedback on the outcome of its consultation on a proposed operational description for Collaborative Provision Audit, including a proposed supplement to the Handbook for Institutional Audit, paper CFDLSC 16/04-05 and recommended to the Academic Quality & Standards Committee that, in the absence of any substantive issues, the University not respond formally to the consultation.

39/04-05 WMG: Proposed Extension to IGDS in Malaysia

REPORTED:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a paper drafted

by Dr A Dowd, WMG, Engineering, providing a rationale for an extension to the existing IGDS programme in Penang, Malaysia, paper CFDLSC 13/04-05, including a Site Visit report form, paper CFDLSC 14/04-05 and resolved:

- (a) That the proposal be approved, subject to minor amendments to the Site Visit Report to make clear that the proposal constituted an extension to an arrangement previously approved, particularly with respect to Quality Assurance requirements;
- (b) That WMG continue to scrutinise publicity materials produced by BATC/FINE ARTS;
- (c) That the role of Dr Choo be kept under scrupulous review by WMG.

CONSIDERED:

The proposal from Warwick Manufacturing Group to extend the IGDS in Malaysia, and the Site Visit report form, amended in the light of comments from the CFDLSC, papers CFDLSC 13 and 14/04-05 (revised).

RECOMMENDED (to the Senate):

That the proposal from Warwick Manufacturing Group to extend the IGDS in Malaysia be approved as set out in papers CFDLSC 13 and 14/04-05 (revised), it being noted;

- (d) That the Committee was of the view that it was not appropriate for the Site Visit report to be signed off by Dr A Dowd as both Chair of the lead University department and University Course Convenor and that WMG be so advised for future reference;
- (e) That confirmation be obtained from WMG that the library provision for students in Penang was appropriate.

40/04-05 Centre for Lifelong Learning: Proposed Partnership with Solihull LEA

REPORTED:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to establish a Higher Certificate for Teaching Assistants in partnership with Solihull Local Education Authority with effect from January 2005 comprising the documents set out below, it being noted that at its meeting held on 13 October, the Undergraduate Studies Committee of the Board of the Faculty of Social Studies resolved that the proposal be approved (Minute 8/04-05):
 - (i) A memorandum from the Director of the Centre, paper UFSS 19/04-05;

- (ii) Course approval documentation comprising Parts 1, 2 and 4 of the course approval form; a Site Visit report and *Curricula Vitae* for Susan Spencer, Kathryn Slinn and Lorraine Lord, proposed module tutors, paper UFSS 21/03-04;
 - (iii) A letter from Solihull LEA, paper UFSS 20/03-04;
 - (iv) The course specification, paper UFSS 24/04-05.
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee recommended to the Academic Quality & Standards Committee:
- (i) That the course be entitled a “~~Higher~~ Certificate for Teaching Assistants”;
 - (ii) That the Certificate for Teaching Assistants with Solihull Local Education Authority be approved with effect from January 2005;
 - (iii) That it be noted that confirmation of the success of recent efforts to obtain approval for revisions to the split of validation fees from the Academic Registrar remained outstanding and that the matter be resolved without further delay.

CONSIDERED:

The proposal from the Centre for Lifelong Learning to establish a partnership with Solihull LEA to deliver a Certificate for Teaching Assistants with effect from January 2005 as set out in papers UFSS 19, 20, 21 (extract) & 24/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning to establish a partnership with Solihull LEA to deliver a Certificate for Teaching Assistants with effect from January 2005 be approved as set out in papers UFSS 19, 20, 21 (extract) & 24/04-05.

41/04-05

Institute of Education: Proposed Partnership with the Adult Learning Inspectorate

REPORTED:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Institute of Education to validate a Masters in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005, comprising the following documents, it being noted that, at its meeting held on 19 October, the Graduate Studies Committee of the Board of the Faculty of Social Studies had resolved that the course

be approved subject to a number of minor amendments, enacted in the revised documentation:

- (i) Parts 1 & 2 of the course approval documentation, paper GFSS 13/04-05 (revised);
 - (ii) The Course specification, paper GFSS 14/04-05 (revised);
 - (iii) Part 4 course approval form and the Site Visit Report, paper CFDLSC 30/04-05
 - (iv) Proposals for a series of constituent new modules.
 - (v) *Curricula Vitae* for a series of proposed module tutors.
 - (vi) Letters from the Institute of Education and the Adult Learning Inspectorate relating to the proposal, paper CFDSLSC 36/04-05;
- (b) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee resolved that the proposal for an MA in Inspection and Evaluation in partnership with the Adult Learning Inspectorate be approved with effect from April 2005, subject to a number of amendments being made to the course proposal documentation noted at the meeting.

CONSIDERED:

The proposal from the Institute of Education to validate a Masters in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005 as set out in papers CFDLSC 30 (revised) & 36/04-05.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to validate a Masters in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005 be approved as set out in papers CFDLSC 30 (revised) & 36/04-05; it being noted that the Chair of the Board of Graduate Studies had confirmed that he had received confirmation that the University's normal postgraduate admissions standards would apply to prospective students.

42/04-05

Collaborative Contracts

REPORTED:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee received an oral report from the Secretary on progress with the drafting of the following formal collaborative contracts:
- (i) GEM, Suzhou (WMG).

- (ii) SST (Institute of Education).
 - (iii) Beijing Normal University (CELTE).
 - (iv) GIFT (Medicine).
- (b) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee resolved that it was seriously concerned by the continuing inability of the Medical School to finalise a contract with GIFT for approval at institutional level and recommended to the Academic Quality & Standards Committee that departments not be permitted to enrol students on collaborative courses until a formal contract had been signed.

CONSIDERED:

The recommendation of the Collaborative, Flexible and Distributed Learning Sub-Committee that departments not be permitted to enrol students on collaborative courses until a formal contract has been signed.

RECOMMENDED (to the Senate):

That departments not be permitted to enrol students on collaborative courses until a formal contract had been signed.

43/04-05 Academic Satisfaction Review

REPORTED:

That the Board of Undergraduate Studies at its meeting held on 10 November considered the Academic Satisfaction Review: 'The undergraduate student experience' for the academic year 2003/04 (paper BUGS 4/04-05) and recommended:

- (a) That departments be asked to note the significance of the Review as an alternative to being obliged to co-operate with the HEFCE National Student Survey, and be invited to consider allocating part of a lecture slot to allowing students to complete future Review surveys and/or to allow student Faculty representatives to speak about the Review;
- (b) That if the allocation of part of a lecture slot were not possible, departments be asked to promote the Review within the department by other means.

Minute 11/04-05

44/04-05 Pass Degree Regulations

REPORTED:

That the Board of Undergraduate Studies, at its meeting held on 10 November, received a memorandum from the Senior Assistant Registrar (Teaching Quality) addressed to the Secretaries of the Faculty Boards concerning the alignment of departmental practice with University policy in relation to the award of Pass degrees (paper

BUGS 14/04-05), considered the reports of the Boards of the Faculties of Arts, Science and Social Studies concerning the award of Pass degrees (paper BUGS 15/04-05), and recommended that the recommendations of the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours be approved as set out in paper BUGS 15/04-05.

Minute 12/04-05

CONSIDERED:

The recommendations of the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours be approved as set out in paper BUGS 15/04-05.

RESOLVED:

That it be noted that the treatment of failures remained under review.

RECOMMENDED (to the Senate):

That the recommendations of the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours be approved as set out in paper BUGS 15/04-05 subject to the deletion of the first sentence in parentheses in point II (b) from the paper relating to practice in the Faculty of Arts.

45/04-05

Provision of Sick Notes for Absent Students

CONSIDERED:

A letter from Dr Clare Boothroyd, Waterside Medical Centre, Leamington Spa, asking that lecturers refrain from insisting on a sick note for every student absence from the University, paper AQSC 28/04-05.

RESOLVED:

- (a) That a letter be sent to departments setting out the University's position on the certification of periods of ill-health, accompanied by a model statement for insertion in student handbooks;
- (b) That the Chair raise with the University's Occupational Health department its role in the certification of students' illness during examination periods;
- (c) That a letter be circulated to local GP practices setting out University expectations of its students in terms of formal certification of periods of absence arising through ill-health.

46/04-05

Next Meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Thursday 27 January 2005 in the Council Chamber, University House.

HRWS/JDM 18.11.04
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