UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Wednesday 9 May 2018 at 10.00 am** in room CMR1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Committee, Katharine Gray, ext: 22707 or the Assistant Secretary, Claudia Gray, ext: 24812 or by email to: aqsc@warwick.ac.uk.

R Sandby-Thomas
Registrar

> **New items added to this agenda are marked in bold typeface.**
>
> **We will work from this agenda at the meeting.**

Note: Restricted business (denoted by an asterisk{*}) is confidential to members and attendees of the Academic Quality and Standards Committee

A G E N D A

1. Minutes of the last meeting

    TO CONSIDER:

    Minutes of the meeting of the Academic Quality and Standards Committee on 14 February 2018 (copy attached).

2. Conflicts of Interest

    TO REPORT:

    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

3. Matters arising

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

TO REPORT:

(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) 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 under agenda item 9.

(b) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.68/17-18 refers)

TO REPORT:

(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 the Committee resolved that further proposals on how it would discharge its responsibility for CMA compliance would be presented to a future meeting;

(iii) That CMA compliance was being integrated into the EEM meetings and discussions are ongoing with Internal Audit on the scope of their review.

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

TO REPORT:

(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 and updates on this issue would be reported to future meetings of the Committee;

(iii) That work in this area was ongoing with reports on progress to be considered at a future meeting of the Committee;

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

TO REPORT:

(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 a future meeting of the Committee.

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

TO REPORT:

(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 AQSC;

TO CONSIDER:

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

4. Chair's Business

5. Students' Union Update

TO RECEIVE:

An oral update report from the SU Officers on current SU activities

6. Module Selection Process

TO CONSIDER:

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

7. Operationalisation of Exit Qualifications for Students Registered for First Degrees

    TO CONSIDER:

    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; (copy attached).

8. Termly report on complaints and appeals

    TO CONSIDER:

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

9. Revisions to Regulation 42

    TO CONSIDER:

    Revisions to Regulation 42 arising from OIA requirements and concerns raised by the Academic Director (Postgraduate) as set out in paper AQSC 68.17/18 (copy attached).

10. PGT External Examiners' Reports

    TO CONSIDER:

    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, copy attached);

11. Student Module Feedback

    TO CONSIDER:

    The 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 (copy attached).

12. Update on the Student Personalised Information Project

    TO RECEIVE:

    A report from Senior Assistant Registrar, Dr Emma Melia, on recent progress of the Student Personalised Information Project as set out in AQSC 56.17/18, AQSC 56/17/18 Appendix A and AQSC 56.17/18 Appendix B; (copies attached).

13. Review of Assessment

TO RECEIVE:

A report on the progress of the Review of Assessment from Professor Andy Clark as set out in AQSC 57/17/18 (copy attached).

14. Proposed Transfer Agreement with AUA and RPL request from WMS

TO CONSIDER:

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 (copy attached).

15. New QAA Quality Code

TO REPORT:

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

An introductory statement was available at:

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

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

16. Turnitin and contract cheating authorship investigation

TO RECEIVE:

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

17. IET report

TO RECEIVE:

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

18. Course approvals update

TO RECEIVE:

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; (copy attached).

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:

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

TO REPORT:

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;

TO CONSIDER:

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, (available online).

19. Regulation 38.12: Regulations for the degree Doctor of Clinical Psychology (DClinPsych)

TO REPORT:

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;

TO CONSIDER:

Minor revisions to Regulation 38.12 in track changes as set out in PC 51.17/18 (available online) 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.

20.   Revisions to the Course Discontinuation Policy

TO CONSIDER:

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; (available online).

*21.   Student Protection Plan

TO RECEIVE:

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; (available online).

22.   PGR Annual Course Review

TO RECEIVE:

The PGR Annual Course Review from the Faculty of Arts as set out in BFA 16.17/18; (available online).

23.   Minutes of the Faculty Education Committees

TO RECEIVE:

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

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

24.   QAA European Review

TO REPORT:

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

25.   QAA Trends in Institutional Good Practice 2013-16

TO REPORT:

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

26. Differences in Student Degree and Employment Outcomes: HEFCE report

TO REPORT:

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

27. Chair's action

TO REPORT:

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 (available online);

(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 (1000%)
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 form 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.

28. Recommendations to Senate 14 March 2018 meeting

TO REPORT:

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.

29. Next meeting

TO REPORT:

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.**