

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on 31 January 2013 at **9.00am** in CMR1.0, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email [k.gray@warwick.ac.uk](mailto:k.gray@warwick.ac.uk) or to the Assistant Secretary, Rory McIntyre, ext 74464, email [r.j.mcintyre@warwick.ac.uk](mailto:r.j.mcintyre@warwick.ac.uk)

K Sloan  
Registrar and Chief Operating Officer

SECOND CIRCULATION AGENDA

We will work from this agenda at the meeting.

**New items and papers are highlighted in bold.**

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 5 December 2012, available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

(a) Regulation 8 Appeals: Scope of preliminary review panels

TO REPORT:

(i) That at its meeting on 5 December 2012 it was reported to the Committee:

(A) That, at its meeting on 22 November 2012, the Board of Undergraduate Studies considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13) and recommended to the Academic Quality and Standards Committee that it be approved.

(by Professor Johnson):

(B) That previous advice from the OIA appears to have contradicted the proposed amendment relating to the ability of the preliminary review panel to consider the merits of the case.

(ii) The Committee considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (Paper BUGS 10/12-13) and resolved that further consideration be given to the proposed amendment of Regulation 8.12 in light of Professor Johnson's comments.

TO CONSIDER:

A proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (Paper BUGS 10/12-13, circulated previously) and an oral report from the Chair of the Board of Undergraduate Studies.

(b) Academic Appeals and Complaints

TO REPORT:

That at its meeting on 5 December 2012 the Committee considered a paper on academic appeals and complaints by students from the Deputy Academic Registrar and the Administrative Officer (Academic Registrar's Office) (Paper AQSC.27/12-13) and resolved:

- (i) That detailed consideration of the paper on academic appeals and complaints by students be deferred to the next meeting of the Committee.
- (ii) That the recommendation that complaints be logged and reported on a calendar year basis, in line with OIA practice, as set out in Paper AQSC.27/12-13, be approved.

TO CONSIDER:

A paper on academic appeals and complaints by students from the Deputy Academic Registrar and the Administrative Officer (Academic Registrar's Office) (Paper AQSC.27/12-13, circulated previously).

(c) QAA Institutional Review Self-Evaluation Document (minute 25/12-13 (c) refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 5 December 2012 it was reported:
  - (A) That at its meeting on 30 October 2012 the Committee considered the draft self-evaluation document for QAA Institutional Review (Paper AQSC.13/12-13) and resolved that any comments be submitted to the Secretary, noting that the Steering Committee would approve the final version prior to submission.
  - (B) That the Self-Evaluation Document had been considered by the Faculty Boards, the Boards of Graduate and Undergraduate Studies.
  - (C) That the Self-Evaluation Document as set out in Paper SC.91/12-13 had been considered by the Steering Committee at its

meeting on 26 November 2012 and that a number of comments had been received.

- (D) That the Steering Committee had resolved that the Vice-Chancellor and the Pro-Vice Chancellor for Education (Quality and Standards) approve the final version on behalf of the Steering Committee and the Academic Quality and Standards Committee respectively prior to submission by the deadline of 12 December 2012.

(by the QAA Lead Academic Co-ordinator):

- (E) That preparations for the Review meetings were ongoing and that the Self-Evaluation Document would be made available to all staff and students online.

(by the Students' Union Education Officer):

- (F) That work was ongoing to finalise the Student Written Submission.

And the Committee received:

The draft Student Written Submission for the QAA Institutional Review (Paper AQSC.34/12-13).

- (ii) That the Vice-Chancellor and the Chair of the Academic Quality and Standards Committee had taken action on behalf of the Senate and the Committee respectively to approve the final version of the Self-Evaluation Document for submission to the QAA.

TO RECEIVE:

- (iii) The final version of the University's Self-Evaluation Document submitted to the QAA (Paper AQSC.13/12-13 (revised) circulated previously).
- (iv) The final version of the Student Written Submission submitted to the QAA (Paper AQSC.34/12-13 (revised), circulated previously)

### 3. Chair's Action

- (a) Collaborative Courses: Beijing City University (minute 40/12-13(c) refers)

TO REPORT:

- (i) That at its meeting on 5 December 2012 the Committee considered a proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, to deliver the following existing courses:
- MSc in Engineering Business Management (and sub-qualifications)

- MSc in Programme and Project Management (and sub-qualifications)
- MSc in Manufacturing Systems Engineering (and sub-qualifications)

As set out in the following papers:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 9/12-13);
- (B) Part 4 Course approval form (paper CFDLSC 10/12-13);

And resolved:

- (C) That the proposal from the Warwick Manufacturing Group to enter into a new collaborative partnership with Beijing City University (BCU), China, to deliver the following existing courses:

- MSc in Engineering Business Management (and sub-qualifications)
- MSc in Programme and Project Management (and sub-qualifications)
- MSc in Manufacturing Systems Engineering (and sub-qualifications)

be approved for recommendation to the Senate as set out in the following papers, subject to approval of the strategic and contractual elements of the collaborative partnership by the Steering Committee at its meeting on 10 December 2012:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 9/12-13);
- (B) Part 4 Course approval form (paper CFDLSC 10/12-13);

- (D) That authority be granted to the Chair to approve on behalf of the Committee the proposal for recommendation to Senate, following the meeting of the Steering Committee to be held on 10 December 2012.

- (ii) That at its meeting on 10 December 2012, the Steering Committee considered a paper outlining a number of issues for consideration arising from the proposed collaborative courses between WMG and Beijing City University (SC.101/12-13) and resolved (*inter alia*) that the principle that WMG offer collaborative courses in China be approved on behalf of the Senate as set out in paper SC.101/12-13, noting that it would be subject to review should the format or nature of the collaboration change in the future. (minute SC.153/12-13 refers)
- (iii) That, in light of the decision of the Steering Committee, the Chair of the Academic Quality and Standards Committee had taken action on behalf of the Committee to approve the proposal for recommendation to the Steering Committee.

(b) Draft Policy on Feedback Turnaround Times

TO REPORT:

- (i) That at its meeting on 5 December 2012 the Committee considered a revised draft Policy and Guidance on the Timing of Feedback on Assessment (Paper AQSC.12/12-13 (revised)) and resolved:
  - (A) That the revised Policy and Guidance be approved subject to further review of the provisions relating to the marking of assignments linked to examinations.
  - (B) That, while the principle that the policy apply to extended pieces of work such as dissertations and research projects be endorsed, further consideration would be required on how this would be applied in practice.
  - (C) That any further amendments to the Policy in light of the resolutions set out in (a) and (b) above be approved by the Chair on behalf of the Committee.
- (ii) That the Chair has taken action on behalf of the Committee to approve the final version of the Policy on Feedback Turnaround Times as set out in Paper AQSC.12/12-13 (revised 2), circulated previously)

4. Chair's Business

5. Update Report on the Enhancing Student Satisfaction Programme

TO RECEIVE:

An update report from the Senior Assistant Registrar (Strategy and Change) on the Enhancing Student Satisfaction Programme (Paper AQSC.35/12-13) circulated previously)

6. Update from the Students' Union

TO CONSIDER:

An oral report from the Education Officer and the Postgraduate Officer of the Students' Union.

7. Academic Statistics Yearbook

TO REPORT:

That, at its meeting on 2 February 2012 the Committee considered a report on data relating to teaching and learning published in the Academic Statistics Yearbook 2011 and Academic Statistics 2011 (Paper AQSC.33/11-12) and resolved that further

consideration be given to the movement in the University's non-completion rates for first year young undergraduate students in comparison with '94 and Russell Group institutions, and how this compares to the University's internally calculated non-completion rates (minute 53/11-12 refers).

TO CONSIDER:

A report on data relating to teaching and learning published in the Academic Statistics Yearbook 2012 and Academic Statistics 2012 (Paper AQSC.36/12-13, circulated previously), noting that the full Yearbook is available at <http://www2.warwick.ac.uk/services/mip/businessinformation/yearbook/>

8. BSc Accountancy and Finance (Deloitte)

TO CONSIDER:

**A paper by the Chair of the Board of Undergraduate Studies on a proposal by the Warwick Business School for a proposed BSc Accountancy and Finance for participants of the Brightstart programme at Deloitte (Paper AQSC.37/12-13, copy attached).**

9. Revisions to the Initial Teacher Education Programme

TO CONSIDER:

- (a) **An oral report from the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee**
- (b) **A paper from the Institute of Education regarding revisions to the Initial Teacher Education Programme (Paper GFSS.97/12-13, copy attached).**

10. Draft Policy on Setting of Examination and Assignment Questions

TO REPORT:

That at its meeting on 17 May 2012, the Committee considered a report from the Warwick Business School on an issue relating to DL MBA examinations (Paper AQSC.75/11-12) and resolved:

- (a) That the measures put in place by the Warwick Business School to prevent a similar incident occurring again were satisfactory.
- (b) That guidance be provided at University level on the setting of examination questions.

TO CONSIDER:

**A draft policy on the setting of examination and assignment questions (Paper AQSC.38/12-13, copy attached).**

11. Report on the E-Learning Steering Group

TO RECEIVE:

A report from the meetings of the E-Learning Steering Group held on 14 November 2012 and 17 January 2013 (Paper AQSC.39/12-13, circulated previously).

12. Any other business

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**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 electronic filestore at [https://files.warwick.ac.uk/tqcomm/browse#AQSC/31\\_January\\_2013](https://files.warwick.ac.uk/tqcomm/browse#AQSC/31_January_2013)

13. Undergraduate Degree Classification Conventions

TO CONSIDER:

**Amendments to the UG Degree Classification Conventions (to reflect principles approved by Senate) (Paper AQSC.40/12-13, available online).**

14. Outcomes from Institutional Audit 2009/11

TO RECEIVE:

- (a) The QAA publication Outcomes from Institutional Audit 2009/11: Assessment (Paper AQSC.41/12-13, available online)
- (b) The QAA publication Outcomes from Institutional Audit 2009/11: Postgraduate Research Students (Paper AQSC.42/12-13, available online).

15. Revised Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 15 January 2013 that the Chair had taken action to approve revisions to the following courses:

- Postgraduate Certificate in Career Education, Information and Guidance in Higher Education'

- Postgraduate Diploma in Career Education, Information and Guidance in Higher Education
- MA in Career Education, Information and Guidance in Higher Education'
- Postgraduate Certificate in Management of Student Work Experience' course
- Postgraduate Diploma in Management of Student Work Experience'
- MA in Management of Student Work Experience'
- MA by Research in Classics and Ancient History

16. Next meeting

That the next meeting of the Committee will be held at 9.00am on 28 February 2013 in CMR 1.0, University House.