

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 6 November 2013 at **9.00am** in room CMR 1.0 (formerly the Council Chamber), 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 or to the Assistant Secretary, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

A G E N D A

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2013-14 (paper AQSC 1/13-14, copy attached).

2. Freedom of Information

TO REPORT:

(a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

(b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

(c) That copies of paper SC 60/07-08 are available from the Secretary on request.

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the 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.

4. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 11 June 2013, previously circulated, and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes>

5. Matters arising

(a) Review of the "50% Rule" (minutes 109(b)/12-13 and 98/12-13 refer)

TO REPORT:

- (i) That, at its meeting on 20 May 2013, the Committee considered a paper and oral report from the Assistant Registrar (Learning and Teaching) on the "50% rule" (paper AQSC 56/12-13), and recommended (to the Senate):
- (A) That the "50% rule", relating to the proportion of a student's total assessment across a degree programme which must be carried out under examination conditions, be discontinued, noting the view of the Committee that:
- (1) Any alterations to course regulations arising from the discontinuation of the rule should be departmental led;
- (2) There should be no obligation for departments to reduce the number of examinations in the absence of a clear, departmental driven, academic rationale to do so;
- (B) That a small sub-group of AQSC be convened to consider an implementation plan for discontinuing the "50% rule" and the appropriate timescales for so doing, together with the implications of discontinuing the "50% rule" in relation to:
- (1) Ensuring that the assessment of students continues to be conducted at course level through a cohesive and strategic approach;
- (2) Concern around the potential for increased incidences of plagiarism, and the means to mitigate against this;
- (3) The prospect of an increased module and course approval burden on academic and administrative departments in the short term, and the means to effectively alleviate such load if necessary.
- (ii) That, at its meeting in 11 June 2013, the Committee considered arrangements for the convening of a sub-group to consider the implementation of the discontinuation of the "50% rule", as resolved by the Committee at its [previous] meeting, and resolved

- (A) That a small working-group be convened to consider:
 - (1) The articulation of a University “Assessment Strategy”;
 - (2) The timeline for the abolition of the “50% rule”, and the implications for departments;
 - (3) Any measures necessary to ensure that assessment can be appropriately designed to reduce opportunities for plagiarism to a minimum;
- (B) That the working-group be Chaired by the Chair of the Committee, and include one representative from each Faculty together with a student representative.
- (iii) That the working group met on 1 July 2013 to discuss the discontinuation of the 50% rule, and its recommendations were presented to the Senate on 3 July by the Chair of AQSC, which were approved, and has subsequently met again to develop a University assessment strategy.

TO CONSIDER:

A paper from the Assistant Registrar (Learning and Teaching), setting out the recommendations of the working group and the draft University Assessment Strategy (paper AQSC 2/13-14, copy attached).

(b) QAA Action Plan

TO REPORT:

- (i) That, at its meeting on 11 June 2013, the Committee considered the Quality Assurance Agency (QAA) final report of the Institutional Review of the University of Warwick concluding in February 2013, together with a cover paper and oral report from the Lead Academic Co-ordinator for the QAA Review (paper AQSC 67/12-13), and resolved that the Chair take action following the meeting, on behalf of the Committee, to approve the University action plan, to be prepared by the Lead Academic Co-ordinator in consultation with relevant stakeholders and submitted to the QAA in response to the recommendations set out in the review report;
- (ii) That the Chair of the Committee, acting on its behalf, had subsequently taken action to approve the University action plan, prepared by the Lead Academic Co-ordinator in consultation with relevant stakeholders.

TO RECEIVE:

The University action plan, submitted to the QAA in response to the recommendations set out in the review report (paper AQSC 3/13-14, copy attached).

- (c) Feedback on Exams and Dissertations (minute 25(d)/12-13 refers).

TO REPORT:

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:

- (i) That the revised Policy and Guidance be approved subject to further review of the provisions relating to the marking of assignments linked to examinations.
- (ii) 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.
- (iii) 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.

TO CONSIDER:

A proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work (paper AQSC 4/13-14, copy attached).

- (d) Away "Day" (minutes 109(a)/12-13 and 91(c)/12-13 refer)

TO RECEIVE:

- (i) Notes from the AQSC Away "Day" which took place on 9 July 2013 (paper AQSC 5/13-14, copy attached);
- (ii) A paper from the Secretary setting out the proposed operation of AQSC, including Sub-Groups to extend the Committee's remit to cover the totality of the student experience (paper AQSC 6/13-14, copy attached).

- (e) Moderation Working Group (minute 9/12-13 refers)

TO REPORT:

That, at its meeting on 30 October 2012, the Committee considered a paper on Strategic Priorities for the Academic Quality and Standards Committee for 2012/13 (paper AQSC 6/12-13), and resolved (*inter alia*) that a group be formed to support the development of guidance on moderation, to be led by the Chair of the Board of Undergraduate Studies.

TO CONSIDER:

A paper from the Chair of the Board of Undergraduate Studies, setting out proposed Guidance on Moderation, arising from discussions of the Moderation Working Group (paper AQSC 7/13-14, copy attached).

6. Chair's Action

(a) PGT Examination Conventions

TO REPORT:

- (i) That the Chair of the Committee, acting on its behalf, had taken action to approve revised examination conventions for the PGCE suite of programmes, as set out in paper AQSC 83/12-13 ([available online](#)), noting that the proposed conventions are an exemption from the new harmonised PGT conventions approved by the Committee during the previous academic year;
- (ii) That the Chair of the Committee, acting on its behalf, had taken action to approve revised examination conventions for PGT programmes in Statistics, as set out in paper AQSC 84/12-13 ([available online](#)), noting that the proposed conventions are an exemption to apply for one academic year from the new harmonised PGT conventions approved by the Committee during the previous academic year.

(b) Undergraduate Progression Requirements on Intermediate Years of Study

TO REPORT:

That the Chair of the Committee, acting on its behalf, had taken action to approve revised Undergraduate Progression Requirements for Intermediate Years of Study for the Department of Chemistry, noting that the conventions approved were to apply only to progression decisions made in the department during the academic year 2012/13.

(c) Regulation 8 – Regulations for First Degrees

TO REPORT:

- (i) That the Chair of the Committee, acting on its behalf, had taken action to recommend (to the Senate) that a proposal to amend Regulation 8 – Regulations for First Degrees – to incorporate a new regulation for the Part-time degree of BEng in Applied Engineering be approved, as set out in paper S 14/13-14 ([available online](#));
- (ii) That the Senate, at its meeting on 2 October 2013, had subsequently recommended (to the Council) that the proposed revisions to regulation 8 be approved.

(d) Undergraduate Harmonised Degree Conventions

TO REPORT:

That the Chair of the Committee, acting on its behalf, had taken action to recommend (to the Senate) that a proposal to make minor amendments to the Undergraduate Harmonised Degree Conventions, as set out in paper AQSC 85/12-13 ([available online](#)), be approved.

(e) “50% Rule” Exemption

TO REPORT:

That the Chair of the Committee, acting on its behalf, had taken action to approve an exemption from the University “50% Rule” for the Department of History, to apply to joint degree students in the department completing their studies in the academic year 2013/14.

7. Progress of Committee Recommendations

TO REPORT:

- (a) That the Senate, at its meeting on 12 June 2013, resolved that recommendations from the Committee under the following headings be approved (minute S.104/12-13 refers):

Postgraduate Taught Examination Conventions;
Regulation 8 Appeals: Scope of preliminary review panels;

- (b) That the Senate, at its meeting on 3 July 2013, resolved that recommendations from the Committee under the following headings be approved (minute S.134/12-13 refers):

Report on Student Academic Complaints and Appeals: Spring Term 2012/13;
Review of the “50% Rule”;
Regulation 8 Appeals: Scope of preliminary review panels;
Harmonisation of the First Year Boards of Examiners’ Conventions;
Undergraduate Degree Classification Conventions;
Good Practice Guide on Monitoring Student Attendance and Progression;
Revisions to Regulation 8.10;
Collaborative Course Proposals;
New Undergraduate Courses of Study;
Revised Undergraduate Courses of Study;
New Postgraduate Courses of Study;
Revised Postgraduate Courses of Study;
Discontinued Postgraduate Courses of Study.

8. Chair’s Business

9. Learning and Teaching Strategy 2012-2017

TO REPORT:

That, at the meeting of Senate held on 3 October 2012, a follow-up report from the Academic Quality and Standards Committee was considered containing the revised Teaching and Learning Strategy 2012-2017 (S.3/12-13, copy attached), together with a report from the Pro-Vice-Chancellor for Education and Student Experience and it was reported (*inter alia*) that the separate Action Plan would be reviewed annually by the Academic Quality and Standards Committee.

TO CONSIDER:

The Learning and Teaching Strategy Action Plan 2013/14 (paper AQSC 8/13-14, copy attached).

10. Final Report on the Enhancing Student Satisfaction Programme

TO RECEIVE:

A final report from the Senior Assistant Registrar (Strategy and Change) on the Enhancing Student Satisfaction (ESS) Programme (paper ESS 8/12-13, copy attached).

11. Reviewing the National Student Survey

TO REPORT:

Higher education organisations and stakeholders are currently being invited to provide views and feedback on the National Student Survey (NSS) to inform a fundamental review of the NSS, commissioned by HEFCE on behalf of the UK higher education funding bodies.

TO CONSIDER:

The University's draft response to the consultation (SC 25/13-14, copy attached), noting that the draft would also be considered by the Steering Committee at its meeting on 4 November 2013.

12. Students Union Update

TO RECEIVE:

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

13. Professional, Statutory and Regulatory Bodies

TO RECEIVE:

The register of University courses with accreditation, validation or other recognition by professional, statutory and regulatory bodies (paper AQSC 11/13-14, copy attached).

14. Any other business

STRATEGIC ITEM FOR DISCUSSION

The following agenda items constitute the main strategic items for discussion at the meeting. Approximately half the scheduled meeting time will be allocated to discussion of these topics.

15. **League Tables**

TO RECEIVE:

A presentation on University League Tables from the Director of Strategic Planning and Analytics.

16. **Student Satisfaction**

TO RECEIVE:

- (a) A report on the outcomes of the National Student Survey 2013 considered at the meeting of the Senate held on 2 October 2013 (paper S 3/13-14, copy attached);
- (b) Presentation given by the Chair at the meeting of Heads of Department which took place on 17 September 2013 (paper AQSC 13/13-14, 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 electronic filestore at [https://files.warwick.ac.uk/tqcomm/browse/AQSC/6 November 2013](https://files.warwick.ac.uk/tqcomm/browse/AQSC/6_November_2013)

17. **Postgraduate Taught Experience Survey (PTES) 2013**

TO REPORT:

That at its meeting held on 9 October 2013, the Board of Graduate Studies received:

- (a) A detailed analysis of Warwick PTES 2013 results (paper BGS 8/13-14, available online);
- (b) Appendix 1: detailed Warwick PTES 2013 results with sector and Russell Group aggregate results benchmark (paper BGS 9/13-14, available online);

- (c) Appendix 2: students reporting a disability (paper BGS 10/13-14, [available online](#));
- (d) Appendix 3: motivations to study at Postgraduate level (paper BGS 11/13-14, [available online](#));

And resolved:

That the Chair would arrange to meet with Heads of Departments to analyse individual results.

(draft unconfirmed minute BGS 12(a)/13-14 refers)

18. Postgraduate Research Experience Survey (PRES) 2013

TO REPORT:

That at its meeting held on 9 October 2013, the Board of Graduate Studies received:

- (a) A detailed analysis of Warwick PRES 2013 results (paper BGS 12/13-14, [available online](#));
- (b) Appendix 1: detailed Warwick PRES 2013 results with sector and Russell Group aggregate results benchmark (paper BGS 13/13-14, [available online](#));

And resolved:

That Chairs of the Graduate Studies Committees consider the benefit of assigning a Personal Tutor to research students to act as an additional source of support to the supervisor, noting that feedback will be collected at the next meeting the Board.

(draft unconfirmed minute BGS 12(b)/13-14 refers)

19. Education Update (minute SC 359/12-13 refers)

TO REPORT:

That, at its meeting on 10 June 2013, the Steering Committee received a paper updating the Committee on matters relating to Education (paper SC 219/12-13, [available online](#)).

20. Monash/Warwick Joint PhD (draft unconfirmed minute BGS 21/13-14 refers)

TO REPORT:

That, at its meeting on 9 October 2013, the Board of Graduate Studies considered a paper from the Assistant Registrar (Graduate School) outlining a potential change to Regulation 38 to accommodate a probationary year for students registered on the Monash/Warwick Joint PhD (paper BGS 23/13-14), and it was reported that the decision to discontinue a student's registration on the PhD and transfer them to either an MPhil or appropriate Masters' degree by Research would be made via a joint end of first year review process, involving colleagues from both institutions, and it was

recommended (to the Academic Quality and Standards Committee) that the proposal to amend Regulation 38 to accommodate a probationary year for students registered on the Monash/Warwick Joint PhD, as set out in paper BGS 23/13-14, be approved, noting that it was expected to be unlikely that the provision would be invoked, since the students on this programme are expected to be of high quality.

TO CONSIDER:

The proposal to amend Regulation 38 to accommodate a probationary year for students registered on the Monash/Warwick Joint PhD (paper BGS 23/13-14, available online).

21. Accreditation of Prior Learning (APEL) Policy

TO REPORT:

- (a) That the Chair of the Graduate Studies Committee of the Faculty of Social Sciences, acting on its behalf, had taken action to recommend (to the Board of Graduate Studies), that a proposal from the Institute of Education to amend the Accreditation of Prior Learning (APEL) policy, as set out in paper GFSS 180/12-13, be approved;
- (b) That the Chair of the Board of Graduate Studies, acting on its behalf, had taken action to recommend (to the Academic Quality and Standards Committee) that the proposal from the Institute of Education to amend the Accreditation of Prior Learning (APEL) policy, as set out in paper GFSS 180/12-13, be approved.

TO CONSIDER:

The proposal from the Institute of Education to amend the Accreditation of Prior Learning (APEL) policy (paper GFSS 180/12-13, available online).

22. QAA Consultations

- (a) Higher Education Review

TO RECEIVE:

The final version of the Higher Education Review: Handbook for Providers detailing the final version, following consultation, of the review methodology to be applied to reviews taking place in 2013/14 onwards (paper AQSC 14/13-14, available online).

- (b) UK Quality Code Part A and Chapters B1, B6 and B8

TO RECEIVE:

The University's response to the QAA consultation on UK Quality Code Part A (Setting and maintaining academic standards) and Chapters B1 (Programme design and approval), B6 (Assessment of students and recognition of prior learning) and B8 (Programme monitoring and review) (paper AQSC 15/13-14, available online).

(c) UK Quality Code Chapter B2: Recruitment and admission to Higher Education

TO RECEIVE:

The University's response to the QAA consultation on UK Quality Code Chapter B2: Recruitment and admission to Higher Education (paper AQSC 16/13-14, [available online](#)).

23. New Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 9 October 2013 that the Chair had taken action on behalf of the Board to approve the following new courses:

MSc Medical Leadership
MA Arts Enterprise and Development
PhD in Interdisciplinary Studies
MA Digital Media and Culture
MA in Coaching

24. Discontinued Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 9 October 2013 that the Chair had taken action on behalf of the Board to approve the discontinuation of PG courses in preparation for the creation of the Centre for Professional Education and the Centre for Education Studies

25. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 4 December 2013 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.