

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 8 June 2005 at 9.30am in the Council Chamber, University House.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 74464, email julian.moss@warwick.ac.uk

C E Charlton
University Secretary

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

SECOND CIRCULATION AGENDA

- #5. Working Group on Quality Assurance Issues in Warwick Manufacturing Group
(Minute 71/04-05 refers)

TO REPORT:

That at its meeting held on 23 February the Committee resolved to establish a Working Group to take forward quality assurance issues relating to collaborative provision with WMG.

TO CONSIDER:

The final report of the Working Group, paper AQSC 83/04-05 (**copy attached**).

- #7. Academic Satisfaction Review 2005

TO CONSIDER:

Research Report prepared by QUAD Research on the Academic Satisfaction Review 2005, The Student Experience, paper AQSC 84/04-05 (previously circulated), along with a covering note prepared by Mr K Mohaddes, Deputy President and Education Officer, Students' Union and the Secretary, paper AQSC 85/04-05 (**copy attached**).

- #9. Faculty of Science: Seymour Formula; Formula Marking Scheme

TO CONSIDER:

A report from the Board of the Faculty of Science on the use of the Seymour formula and the possible introduction of a formula marking scheme, paper BFS 15/04-05 (revised) (**copy attached**).

19. **Publication of summer examination timetable (Minute 77a/04-05 refers)**

TO REPORT:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 resolved

- (a) That the Board recognised there would be a strong minority disadvantage in terms of constrained student option choice in the Faculty of Science as a result of implementing the Students' Union proposal for earlier examination timetable publication and, in the light of the opposition expressed on this basis by the School of Engineering, the Mathematics Institute and the Departments of Computer Science and Statistics, and the concerns also expressed by the Departments of Biological Sciences and Physics, the Warwick Business School and the Academic Office, the Students' Union proposal be not approved, without further detailed discussion with students in the affected departments;
- (b) That, as an alternative means of providing students with earlier information about examination dates, the Academic Office would make available to student access via the Office website the provisional May/June examination timetable currently circulated to academic departments for their comment at the end of the Spring Term, it being noted that, while this was subject to change, under current conditions many students were likely to find their examination dates unchanged or little changed between the provisional and final versions of the timetable;
- (c) That the posting of the provisional timetable as under (b) above be accompanied by a statement on the Academic Office website emphasizing:
 - (i) that the dates of individual papers were subject to change and were not guaranteed in any way;
 - (ii) that no requests from students to change examination dates in the provisional timetable would be considered;
 - (iii) that the University would accept no responsibility for any personal arrangements any student may make on the basis of the provisional dates;
 - (iv) That student access to the provisional May/June examination timetable as under (b) above be introduced on a trial basis in 2005/6 for a period of up to three years.

(Minute 31c/04-05)

20. **Part-time variants of full-time undergraduate degrees and "reasonable adjustment" under the Disability Discrimination Act 1995 Part 4.**

TO REPORT:

That, in response to a query raised with the Chair by the Senior Tutor, the Academic Office has clarified that "reasonable adjustment" in terms of the

Disability Discrimination Act does not require the University formally to introduce part-time variants of all its full-time undergraduate degree courses but rather that consideration will need to be given on an individual basis to a request from an applicant for a full-time course to take the whole or part of the course on a part-time basis on the grounds of a specific disability.

#21. Method of Assessment for Module PO206 Politics in the United Kingdom

TO REPORT:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 considered a proposal from the Department of Politics and International Studies for the assessment method for the module PO206 Politics in the United Kingdom to be revised to include a work placement assessment as set out in paper UFSS 82/04-05 (revised), it being noted that this proposal had been approved by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 4 May 2005, subject to a revision of the supervisory methods in place to check student attendance on the placement; and recommended that the proposal as set out in paper UFSS 82/04-05 be approved.

(Minute 35/04-05)

TO CONSIDER:

The proposal from the Department of Politics and International Studies for the assessment method for the module PO206 Politics in the United Kingdom to be revised to include a work placement assessment as set out in paper UFSS 82/04-05 (revised) (copy attached), it being noted that this proposal has been referred to the Committee because of its innovative nature.

#22. Amendments to Regulation 8.10 Governing the MBChB Degree

TO REPORT:

That the Board of Undergraduate Studies at its meeting held on 1 June 2005 considered a proposal from the Leicester-Warwick Medical School for amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Surgery (MB, ChB) (4 and 5 year), paper BUGS 47/04-05, and recommended that the proposed amendments be approved, subject to the Chair and Secretary satisfying themselves regarding all the detail of the amendments set out in the paper.

TO CONSIDER:

The proposal from the Leicester-Warwick Medical School for amendments to Regulation 8.10 (Regulations for the Degrees of Bachelor of Medicine and Surgery (MB, ChB) (4 and 5 year), paper BUGS 47/04-05 (copy attached).

#23. Periodic Reviews of Courses

TO REPORT:

(a) Department of Chemistry

That the Periodic Review of undergraduate and postgraduate provision in the Department of Chemistry took place during this term, and that the report will be considered by the Board of the Faculty of Science during the Autumn Term 2005.

(b) Department of Classics and Ancient History

That the Periodic Review of undergraduate and postgraduate provision in the Department of Classics and Ancient History took place in April 2005, and that the report will be considered by the Board of the Faculty of Arts during the Autumn Term 2005.

(c) Department of Economics

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of undergraduate degrees in the Department of Economics, paper BFSS 31/04-05, and recommended that it be approved, subject to additional evidence being provided by the Department that it had allayed the concerns expressed by its SSLCs concerning Graduate Teaching Assistants.

TO CONSIDER:

A summary report of the Periodic Review of undergraduate and postgraduate degrees in the Department of Economics, paper BFSS 31c/04-05 (copy attached).

(d) Centre for English Language Teacher Education

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of undergraduate degrees in the Centre for English Language Teacher Education, paper BFSS 32/04-05, and recommended that it be approved, it being noted that it was the view of the Board that commendations such as those made be the Periodic Review Panel in this case should appear both in the HERO report summary and in Annual Course Review summaries.

TO CONSIDER:

A summary report of the Periodic Review of undergraduate and postgraduate degrees in the Centre for English Language Teacher Education, paper BFSS 32c/04-05 (copy attached).

(e) Part-Time and 2+2 BA degrees

That at its meeting held on 1 June the Board of Undergraduate Studies considered a Periodic Review of Part-Time and 2+2 BA degrees, paper BFSS 33/04-05, and recommended that it be approved, it being noted that:

- (i) the Board would wish to highlight to the Academic Standards and Quality Committee the Periodic Review report's recommendation (vi) to the University regarding a consistent approach to student non-attendance at seminars;
- (ii) the Board of the Faculty of Social Studies had resolved to refer to the Registrar the recommendations to the University not related to the ASQC or the Senate.

TO CONSIDER:

A summary report of the Periodic Review of Part-Time and 2+2 BA degrees, paper BFSS 33c/04-05 (copy attached).

#24. QAA Code of Practice on Assessment: Examination Arrangements for Postgraduate Research Students

TO REPORT:

That the Board of Graduate Studies at its meeting held on 2 June considered proposed recommendations to the Senate on changes to Regulation 16 governing Examiners for Higher Degrees, paper BGS 33/04-05, resolved:

- (a) That the *Guide to Examinations for Higher Degrees by Research* and the examiners' report forms be amended to take account of the proposed changes to the Regulations and circulated to members of the Board for comment during the summer vacation.
- (b) That the proposed guidance on the appointment of examination advisors be amended as follows:

~~“that, wherever practicable, an examination adviser should be appointed and should chair and maintain a record of the viva”.~~

“that departments consider the appointment of an examination adviser for each examination to chair and maintain records of the viva”.
- (c) That departments be requested to discuss whether or not to appoint an examination advisor in all cases, noting that they should document reasons for their decisions.
- (d) That the proposed amendments to the *Guide to Examinations for Higher Degrees by Research* on the following points be approved:
 - (i) Definition of minor corrections
 - (ii) Advice to examiners on the award of a lower degree or resubmission for a lower degree.
 - (iii) Advice on the referral of the examiners' recommendation to an independent adjudicator.

and recommended that the proposed recommendations to the Senate on amendments to Regulation 16 governing Examination Arrangements be approved as set out in paper BGS 33/04-05.

Minute 59a/04-05 (unconfirmed)

TO CONSIDER:

Amendments to Regulation 16 governing Examiners for Higher Degrees, paper BGS 33/04-05 (copy attached).

#25. Policy on Resubmission

TO REPORT:

That the Board of Graduate Studies at its meeting held on 2 June considered a paper from the BGS Working Group on resubmission policy, paper BGS 30/04-05, and recommended that the policy on remedying failure in assessments in taught postgraduate degrees be approved as set out in paper BGS 30/04-05, subject to minor amendments agreed at the meeting.

Minute 59h/04-05 (unconfirmed)

TO CONSIDER:

A revised policy on remedying failure in assessments in taught postgraduate degrees, paper BGS 30/04-05 (revised) (copy attached).

#26. Word Limit for PhD theses in the Faculty of Social Studies

TO REPORT:

That the Board of Graduate Studies at its meeting held on 2 June considered recommendations from the Graduate Studies Committee of the Board of the Faculty of Social Studies concerning the word limits for PhD theses and recommended :

- (a) That the word limit for PhD theses in the Faculty of Social Studies stay at 80,000 words;
- (b) That Regulation 14 (G) (71) be amended to bring the Faculty of Social Studies in line with the Faculty of Arts, as indicated below.

TO CONSIDER:

The following amendments to Regulation 14 (G) (71), with deletions struck through and additions in bold:

To satisfy the requirements of the degree of PhD, a thesis shall constitute a substantial original contribution to knowledge which is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written and well argued and shall show a satisfactory knowledge of both primary and secondary sources. In addition it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research. The thesis shall not exceed 70,000 words in the Faculty of Science and 80,000 words in the Faculties of Arts and Social Studies. This limit ~~shall in the Faculty~~ **ies** of Social Studies, ~~be inclusive of appendices, footnotes, tables and bibliography and in the Faculties of Arts and Science shall be exclusive of appendices, footnotes, tables and bibliography.~~

In the Faculties of Arts and Social Studies an appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an essential or integral part of the thesis. An appendix may not exceed 5,000 words in length unless permission to exceed this length is given by the Board of Graduate Studies.

#27. Minimising time taken for approval of new course

TO REPORT:

That the Board of Graduate Studies at its meeting held on 2 June considered a paper on proposals to accelerate the course approval process for postgraduate courses, noting that this would not apply to courses falling within the remit of the Collaborative, Flexible and Distributed Learning Sub-Committee, paper BGS 34/04-05, resolved:

- (a) That the proposed waiver of the application fee for the first year of new courses be not approved.
- (b) That the proposal to hold meetings of the Chairs of the Graduate Studies Committees of the Boards of the Faculties and the Chair of the Board to monitor the approval of new courses be not implemented at this point.

and recommended that the proposals to accelerate the course approval process through granting approval in principle be approved as set out in paper BGS 34/04-05.

Minute 59f/04-05 (unconfirmed)

TO CONSIDER:

Proposals to accelerate the course approval process through granting approval in principle as set out in paper BGS 34/04-05, (copy attached).

#28. Department of Physics and School of Engineering: Proposed Consortium of UK Universities (EngD in Non-Destructive Evaluation)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 20 May considered a proposal from Department of Physics and School of Engineering that the University participate in a consortium along with Imperial College and the Universities of Bath, Bristol, Nottingham and Strathclyde to deliver a suite of EngD courses in Non-Destructive Evaluation, outlined in a draft Institutional Agreement, paper CFDLSC 108/04-05 and an information handout prepared by Dr S Dixon, Department of Physics, and Professor D Hutchins, School of Engineering, paper CFDLSC 109/04-05, and recommended to the Academic Quality and Standards Committee that the proposal be approved in principle subject to the scrutiny and approval of course and module proposal documents through the normal committee processes, and provided that the overarching quality assurance processes of the consortium are demonstrably robust; it being noted that the formal course approval process must clarify processes for

recognising credit achieved at other consortium partners as a contribution to the credit load of the Warwick degree.

TO CONSIDER:

The proposal that the University participate in a consortium along with Imperial College and the Universities of Bath, Bristol, Nottingham and Strathclyde to deliver a suite of EngD courses in Non-Destructive Evaluation, outlined in a draft Institutional Agreement, paper CFDLSC 108/04-05 (copy attached) and an information handout prepared by Dr S Dixon, Department of Physics, and Professor D Hutchins, School of Engineering, paper CFDLSC 109/04-05 (copy attached).

JDM 06.06.05
AQSC\2004-05\08.06.05\2nd circ Agenda 08.06.05