

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 12 May 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

#7. Warwick in Asia/Singapore

TO CONSIDER:

A paper proposing an outline structure for academic courses that could be offered in Singapore, paper AQSC 79/04-05 (**copy attached**), it being noted that this structure is being developed as part of the ongoing feasibility study into the establishment of a Warwick campus in Singapore.

#11. **University Policy on Medical Certificates and Self-Certification**

TO REPORT:

That the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting held on 4 May 2005 resolved that the Committee was concerned that there was no formal policy on student illness self-certification in the case of non-submission or late submission of assessed work, and recommended that the Academic Quality and Standards Committee develop a formal policy regarding student illness self-certification that would be circulated to Chairs of Departments and all academic staff in time for this examination period, or alternatively in time for the academic year 2005-06.

(Minute 43(b)/04-05 [unconfirmed])

TO CONSIDER:

- (a) **University Regulation 12 'Procedure to be adopted in the Event of Absence for Medical Reasons from a University Examination for First Degrees', paper AQSC 80/04-05 (copy attached);**
- (b) **The recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Social Studies to draft a more**

detailed policy on Medical Certificates and Self-Certification for student illness.

#12. Proposal Form for Minor Revisions to Existing Modules

TO REPORT:

That the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting held on 4 May 2005 recommended to the Academic Quality and Standards Committee that a form, drafted by the Board of the Faculty of Social Studies secretariat for the purposes of minor revisions to modules, be used in place of the current MA1-version2 form.

(Minute 31(a)/04-05 [unconfirmed])

TO CONSIDER:

A draft Proposal Form for Minor Revisions to Existing Modules, prepared by the Secretariat of the Board of the Faculty of Social Studies, paper AQSC 81/04-05 (copy attached).

#13. Guidance on Drafting Learning Outcomes

TO REPORT:

That the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting held on 4 May 2005 received a verbal report and paper (paper UFSS 115/04-05) from a representative of the Centre for Academic Practice that provided guidance on the possible learning outcomes that could be specified on the form seeking approval for new modules, and recommended to the Academic Quality and Standards Committee that the Centre for Academic Practice offer guidance on the completion of module proposal/revision forms as part of its in-house training.

(Minute 31(b)/04-05 [unconfirmed])

TO CONSIDER:

The proposal from the Undergraduate Studies Committee of the Board of the Faculty of Social Studies that the Centre for Academic Practice offer guidance on the completion of module proposal/revision forms as part of its in-house training.