

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on **Thursday 14 June** at 9.30am in **CMR 1.1**, University House.

*Please note: this meeting is not taking place on the date originally scheduled in the University Committee timetable. It has been moved back a day and will now take place on Thursday 14 June.  
And **we will be in CMR 1.1**, not the Council Chamber.*

**Note:** Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 22707, email [julian.moss@warwick.ac.uk](mailto:julian.moss@warwick.ac.uk), or the Assistant Secretary, Jenny Bradfield, ext 74464, email [j.bradfield@warwick.ac.uk](mailto:j.bradfield@warwick.ac.uk)

C E Charlton  
University Secretary

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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**

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on 17 May 2007 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>).

#2. Matters arising

- (a) Assessment and Degree Classification Conventions (minute 78/06-07 refers)

TO REPORT:

- (i) That since the last meeting of the committee the final report of the AQSC Assessment Conventions Working Group with associated proposals has been amended as paper AQSC 78/06-07 (revised) and considered by Faculty Boards and Heads of Department.
- (ii) That the Sub-Faculty of Science, at its meeting on 16<sup>th</sup> May 2007, had considered a proposal from the Mathematics Institute to change regulations relating to Year 2 Resit students, as set out in paper SFS 43/06-07, and had recommended that this proposal be adopted at University

level, it having been noted that it had had the unanimous support of the Sub-Faculty of Science.

- (iii) That the Board of Undergraduate Studies at its meeting on 6 June 2007 considered the above proposal from the Mathematics Institute as set out in paper SFS 43/06-07, and resolved that the Board approved the principle that students successful in a resit examination should be permitted to carry forward the minimum pass mark appropriate to the examination for the purposes of their final degree credit, and recommended that, in the light of the above and the proposal from the Sub-faculty of Science set out in paper SFS 43/06-07, the Boards of the Faculties of Arts and Social Studies be asked to reconsider the terms of Regulations 8.1 (7) (c) and 8.9 (8) (c).

(BUGS minute 32/06-07, unconfirmed)

TO CONSIDER:

A version of the final report and associated proposals further amended in the light of discussion and comment elsewhere, **paper AQSC 78/06-07 (revised 2) (copy attached)**.

- (b) Annual Course Review report summaries (minute 63/06-07 refers)

TO CONSIDER:

Summaries of annual course review reports for the following courses:

- (i) Undergraduate courses in the Faculty of Social Studies, paper UFSS 78/06-07 (revised) (included in first circulation);
- (ii) Postgraduate taught courses in the Faculty of Social Studies, paper GFSS 278/06-07 (included in first circulation);
- (iii) Postgraduate research courses in the Faculty of Social Studies, paper GFSS 278(a)/06-07 (included in first circulation);
- (iv) Undergraduate courses in the Faculty of Medicine, **paper MUSC 10/06-07 (copy attached)**;
- (v) Research postgraduate courses in the Faculty of Medicine, **paper GCFM 8/06-07 (copy attached)**.
- (c) Accreditation of Prior Learning policy (minute 76/06-07 refers)

TO REPORT:

- (i) That at the last meeting the Committee considered a paper drafted by the Secretary proposing a process for approving requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy, paper AQSC 77/06-07, and resolved that the draft process for considering requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy be further discussed at the next meeting of the Committee, along with proposals for clarifying the University's policies and procedures for APL and the

accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications.

- (ii) That the Board of Graduate Studies at its meeting on 7 June 2007 considered the University's policy on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, paper AQSC 77/06-07, and recommended that a number of changes be made.

TO CONSIDER:

Revised policies on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, **paper AQSC 77/06-07 (revised 2) (copy attached)**.

- (d) Erasmus Mundus bids (minute 74/06-07 refers)

TO REPORT:

That at the last meeting of the Committee it was reported that the Chair had taken action on behalf of the Committee to approve, subject to minor modifications, proposals for two new collaborative courses for which bids had been submitted to the European Commission for Erasmus Mundus funding and support:

- (i) MA in International Performance Research proposed by the School of Theatre, Performance and Cultural Policy, in collaboration with the Universities of Amsterdam and Tampere;
- (ii) MA in Economic Development: Growth, Institutions and History proposed by the Department of Economics, in collaboration with Lund University, Universidad Carlos III, Madrid and Sciences-Po, Paris.

TO RECEIVE:

Revised versions of the following:

- (iii) School of Theatre – Part 1 Course Proposal form, paper BGS 59/06-07 (included in first circulation), and Part 4 Collaborative Course Proposal form, **paper AQSC 93/06-07 (copy attached)**;
- (iv) Department of Economics – Part 1 Course Proposal form, BGS 49/06-07 (included in first circulation).

### 3. Chair's Action

TO REPORT:

That the Chair took action on behalf of the Committee since its last meeting to approve minor changes to external examiners' report forms to delete the

summary form previously required for the TQI website and make consequential changes to reflect its demise.

- (a) Guidance for external examiners, paper AQSC 98/02-03 (revised 2) (included in first circulation);
- (b) Revised external examiners report form for undergraduate courses, paper AQSC 82/06-07 (included in first circulation);
- (c) Revised external examiners report form for undergraduate 2+2 courses, paper AQSC 83/06-07 (included in first circulation);
- (d) Revised external examiners report form for postgraduate courses, paper AQSC 84/06-07 (included in first circulation).

#4. Chair's Business

**Distinctiveness in learning and teaching at Warwick**

TO CONSIDER:

The latest draft of a report by the Chair, originally commissioned to investigate the distinctiveness of learning and teaching at Warwick, **paper QEWG 36/06-07 (copy attached)**.

#5. PRSB engagements

TO REPORT:

That an investigation by the Internal Audit section of the University Secretary's Office identified a need to offer more guidance to departments preparing for engagement with or inspection by Public, Statutory and Regulatory Bodies (PRSBs), and to ensure that the University "centrally" is in a position to identify any potential problems with forthcoming engagement and inspections.

TO CONSIDER:

Proposed process for the Teaching Quality section of the Academic Office to engage with departments in advance of PSRB inspections or accreditation events, paper AQSC 85/06-07 (included in first circulation)

6. Bologna: Ministerial Summit

TO RECEIVE:

- (a) UK HE Sector Position Statement on the Bologna Process London ministerial summit, paper AQSC 86/06-07 (included in first circulation).
- (b) London Communique after the ministerial summit, paper AQSC 87/06-07 (included in first circulation).

#7. Mark Release Policy

TO CONSIDER:

A paper by the Assistant Registrar (Student Records) clarifying the existing policy on the release of marks to students, paper AQSC 88/06-07 (included in first circulation).

#8. Warwick Medical School: Significant Event Review

TO CONSIDER:

A Significant Event Review carried out by Warwick Medical School following a unusual pattern of results in recent MBChB Phase 1 Assessments, paper AQSC 89/06-07 (included in first circulation).

#9. Warwick Medical School: MBChB entry requirements

TO CONSIDER:

A proposal from Warwick Medical School to broaden the range of graduates they seek to recruit to the MBChB programme, **paper AQSC 90/06-07 (copy attached)**.

#10. Warwick Medical School: General Dental Council inspection report

TO CONSIDER:

A report from the General Dental Council on their recent inspection of Implant Dentistry courses at Warwick Medical School, paper CFDLSC 88/06-07 (included in first circulation), along with a response from the Medical School, paper CFDLSC 89/06-07 (included in first circulation).

#11. Academic Statistics

TO REPORT:

That the Senior Assistant Registrar (Planning) and the Assistant Registrar (Planning) are initiating a review of Academic Statistics and other management and planning information related to current students.

TO RECEIVE:

A summary prepared by the Secretariat of references to the use of management information in the QAA Code of Practice, **paper AQSC 92/06-07 (copy attached)**.

TO CONSIDER:

Sets of management data that would be particularly valuable for this Committee to consider.

#12. New and Extended Collaborative Courses

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 25 May 2007 considered a number of proposals for new and extended collaborative courses and recommended that those proposals be approved.

TO CONSIDER:

(a) School of Law, Warwick Manufacturing Group and Warwick Medical School: Collaboration with Health and Safety Executive (HSE)

A proposal from the School of Law, Warwick Manufacturing Group and Warwick Medical School to introduce a new Postgraduate Diploma in Regulatory Occupational Health and Safety, as set out in:

- (i) Introductory paper, paper GFSS 203/06-07 (included in first circulation);
- (ii) Part 1, paper GFSS 204/06-07 (included in first circulation);
- (iii) Part 4, paper CFDLSC 73/06-07 (included in first circulation);
- (iv) Covering letter from HSE, paper CFDLSC 92/06-07 (included in first circulation).

(b) Warwick Medical School and MSH, Hong Kong

A proposal from Warwick Medical School to set up a new collaboration with the Management Society for Healthcare Professionals, Hong Kong, to deliver the existing MSc in Health Services Management, as set out in:

- (i) Course regulations for the existing MSc in Health Services Management, paper CFDLSC 80/06-07 (included in first circulation);
- (ii) Part 4 Course approval form, paper CFDLSC 81/06-07 (included in first circulation).

(c) SHSS: Postgraduate Diplomas in Specialist Social Work with Coventry University

A proposal from the School of Health and Social Studies to include a module taught by Coventry University, Enabling Others, in two courses offered by the School of Health and Social Studies, a Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers) and a Postgraduate Diploma in Specialist Social Work (Adults), as set out in paper CFDLSC 60/06-07 (included in first circulation).

(d) Department of Classics and British School at Rome

A proposal from the Department of Classics to incorporate an eight-week course delivered by the British School at Rome into a new MA in the Visual and Material Culture of Ancient Rome, as set out in:

- (i) Covering memo, paper CFDLSC 63/06-07 (included in first circulation);
- (ii) Part 1 Course Approval Form, paper AGSC 33/06-07 (included in first circulation).

(e) Centre for Lifelong Learning: PCET

A proposal from the Centre for Lifelong Learning to introduce new qualifications in Post Compulsory Education and Training (PCET) to replace existing Cert Ed (PCET) qualifications, working with existing partner institutions and Warwickshire College on either a validated or a franchised basis (to be agreed in due course with each partner institution), as set out in:

- (i) covering memo, paper CFDLSC 76/06-07 (included in first circulation);
- (ii) Proposal form for an Open Studies Certificate in Teaching in the Lifelong Learning Sector, paper UFSS 110/06-07 (included in first circulation);
- (iii) Proposal form for a Diploma in Teaching in the Lifelong Learning Sector, paper UFSS 106/06-07 (included in first circulation);
- (iv) Part 4 Course Proposal form proposing an extension to the University's existing partnership with Warwickshire College to cover the new PCET qualifications, paper CFDLSC 77/06-07 (included in first circulation);
- (v) covering letter from Warwickshire College, paper CFDLSC 78/06-07 (included in first circulation).

**#13. New, revised and discontinued postgraduate courses**

(a) New courses

TO REPORT:

- (i) That at its meeting on 7 June 2007 the Board of Graduate Studies approved the following new course proposals:
  - (A) Postgraduate Diploma in Specialist Social Work (Adults);
  - (B) MA in Applied Social Research with specialism in Islam in Contemporary Societies;
  - (C) Postgraduate Award, 'Understanding Sexual Dysfunction';
  - (D) LLM in Socio-Legal Studies;
  - (E) Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers);
  - (F) Four-year PhD in Economics;
- (ii) That at its meeting on 7 June 2007 the Board of Graduate Studies considered a proposal for a new course 'Graduate Diploma in English and Engineering Management' (to be delivered by WMG and CELTE), as set out in paper SGS.57/06-07, subject to the clarifications requested by the

Graduate Studies Committee of the Faculty of Science, and resolved *inter alia* that the Chair raise the qualification name of the proposed course with the Academic Quality and Standards Committee, noting that the course was neither a Postgraduate Diploma nor a Diploma.

**TO CONSIDER:**

**(iii) The qualification name of the proposed Graduate Diploma in English and Engineering Management.**

(b) Revised courses

TO REPORT:

That at its meeting on 7 June 2007 the Board of Graduate Studies approved amendments to the following existing course:

- (i) Economics 4-year PhD;
- (ii) Postgraduate programmes in Academic and Professional Practice;
- (iii) MA in Academic and Professional Practice;
- (iv) Postgraduate Award, 'Introduction to Academic and Professional Development';
- (v) Postgraduate Award, 'E-Learning in Academic and Professional Practice';
- (vi) MA in English Literature;
- (vii) MSc Health Services Management.

(c) Renamed courses

TO REPORT:

That at its meeting on 22 February 2007 the Board of Graduate Studies approved changes to the titles of the Community Gynaecology Masters, Certificate and Diploma courses be changed to 'Sexual and Reproductive Health Care (Community Gynaecology)'.

(d) Discontinued courses

TO REPORT:

That at the meeting of the Board of Graduate Studies on 7 June 2007 it was reported that the MA in Philosophy and Social Theory will no longer be offered to students.

**14. New and revised undergraduate courses**

TO REPORT:

- (a) That the Board of Undergraduate Studies at its meeting on 6 June approved the following new courses:
  - (i) Open Studies Advanced Diploma in Cognitive Behavioural Practice for Person-centred Therapists

- (ii) Undergraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)
  - (iii) Undergraduate Diploma in Specialist Social Work (Adults)
- (b) That the Board of Undergraduate Studies at its meeting on 6 June approved the retitling of the existing BA (Hons) Comparative American Studies to BA (Hons) History, Literature and Cultures of the Americas.

**#15. Exit interviews (BGS minute 102(a)(ii) refers)**

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 resolved that the Chair raise at the next meeting of the Academic Quality and Standards Committee a suggestion to conduct exit interviews for postgraduate taught students as an effective means of acquiring reliable information on student satisfaction.

TO CONSIDER:

The desirability of conducting exit interviews for postgraduate taught students as an effective means of acquiring reliable information on student satisfaction

**#16. Amendments to University Regulations**

- (a) EngD (BGS minute 102(b)/06-07 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that a revised version of Regulation 14 (governing EngD degrees) be approved as set out in paper SGS 52/06-07.

TO CONSIDER:

A revised version of Regulation 14 (governing EngD degrees), **paper SGS 52/06-07 (copy attached)**.

- (b) Regulation 14(F) Governing Higher Degrees (BGS minute 102(c)(iii)/06-07 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that proposed amendments to Regulation 14(F) Governing Higher Degrees be approved as set out in paper BGS 51/06-07.

TO CONSIDER:

Proposed amendments to Regulation 14(F) Governing Higher Degrees, **paper BGS 51/06-07 (copy attached)**.

- (c) Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level (BGS minute 102(c)(iv)/06-07 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that proposed amendments to Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level be approved, as set out in paper BGS 56/06-07, noting that the time limit for a student wishing to appeal against the decision that he/she be allowed to continue his/her registration only for the degree of MPhil had been reduced to 28 days.

TO CONSIDER:

Proposed amendments to Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level, **paper BGS 56/06-07 (copy attached)**.

**#17. Academic Satisfaction Review (minute 62/06-07 and BGS minute 111/06-07 refer)**

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that the Postgraduate Research and Taught Academic Satisfaction Reviews be approved as set out in papers AQSC 111/05-06 (part) and AQSC 112/05-06 respectively, and resolved that the Chair ask the Academic Quality and Standards Committee for an immediate review of the mechanism of the Academic Satisfaction Review, noting that:

- (a) There were very low rates of survey completion, reducing the reliability of the data;
- (b) Students could not easily see the value of participating in the survey;
- (c) If a Review Group was established it should have representation from the student body and from experts in survey design who were not currently involved in the Academic Satisfaction Review.

TO CONSIDER:

- (d) The Postgraduate Research and Taught Academic Satisfaction Reviews, papers AQSC 111/05-06 (part) and AQSC 112/05-06 respectively;
- (e) The request from the Board of Graduate Studies for an immediate review of the mechanism of the Academic Satisfaction Review, noting the points set out in items 16(a) - (c) inclusive.

**18. QAA Consultation on doctoral degrees (BGS minute 117/06-07 refers)**

TO REPORT:

That the Board of Graduate Studies at its meeting on 7 June 2007 considered a consultation paper published by the QAA on doctoral degrees, **paper BGS 55/06-07 (copy attached)**, and resolved:

- (a) That the Secretary collate any comments members of the Board wished to make;
- (b) That the Chair and Secretary draft a response on behalf of the Board and circulate this to members for further comment before sending it.

**#19. Summary of External Examiners' reports for postgraduate courses for 2005-06 (minutes 60(f)/06-07 and BGS 118/06-07 refer)**

TO REPORT:

That at the meeting of the Board of Graduate Studies held on 7 June 2007 it was:

- (a) reported that at its meeting on 18 January 2007 the Board had considered the introduction of a summary of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies and resolved that the Chair prepare summaries of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies; and
- (b) resolved:
  - (i) that summaries of external examiners' reports relating to the 2005-06 academic year (paper BGS 58/06-07) be approved, subject to the deletion of all External Examiners' names;
  - (ii) that the Chair raise the following issues with AQSC:
    - (A) that there was doubt whether the University's source matching software license to assist with the detection of plagiarism would be renewed this summer, and the Board strongly endorsed the continuation of the license to ensure that all departments continued to have access to this facility;
    - (B) whether postgraduate marking scales should be included in the review of undergraduate degree classification conventions and marking scales currently being undertaken by the Academic Quality and Standards Committee;
    - (C) that CELTE be asked to develop academic writing programmes for international students to provide further support for their English language development.

TO CONSIDER:

- (c) The summary of external examiners' reports for postgraduate taught courses relating to the 2005-06 academic year, **paper BGS 58/06-07 (revised) (copy attached)**;
- (d) The issues raised by the Board of Graduate Studies under item 18(b)(ii).

**#20. Cheating in University Tests**

TO REPORT:

- (a) That the Board of Undergraduate Studies at its meeting on 6 June 2007 reported that the Undergraduate Studies Committee of the Faculty of Social Studies, at its meeting on 9<sup>th</sup> May 2007, had resolved that:
  - (i) That the Committee request a forum to discuss plagiarism and the issues surrounding it, particularly electronic software;
  - (ii) That the Committee request that the University reconsider exam convention F7 in order that departments may use plagiarism software:

Departments may strongly recommend the use of word processors in the preparation of assessed work, but may not require such use, and the use of spell-checking and editing programmes in the preparation of assessed work should be encouraged, it being noted that students should not be penalised for not making use of such facilities. (Examinations Committee 10(b)/94-95).

- (b) That the Board of Undergraduate Studies at its meeting on 6 June 2007 recommended that examination convention F7 be revised to read:
  - (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
  - (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.  
(BUGS minute 28/06-07, unconfirmed)

TO CONSIDER:

The recommendation from the Board of Undergraduate Studies that examination convention F7 be revised to read:

- (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;

- (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

21. Any other business

22. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 24 October 2007, subject to the approval of the University Committee Timetable by the Senate and the Council.

JDM/JB, 12.6.07

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