

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Tuesday 11 September 2018 from 1400 to 1600 hours** in room CMR 1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Committee, Katharine Gray, ext: 22707 or the Assistant Secretary, Claudia Gray, ext: 24812 or by email to: aqsc@warwick.ac.uk.

R Sandby-Thomas
Registrar

Note: Restricted business (denoted by an asterisk{}) is confidential to members and attendees of the Academic Quality and Standards Committee*

A G E N D A

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Academic Quality and Standards 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, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on 29 May 2018 (copy attached).

3. Matters arising

(a) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.68/17-18 refers)

TO REPORT:

(i) That at its meeting on 14 February 2018, the Committee considered a report from the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments; (AQSC 50.17/18);

- (ii) That the Committee resolved that further proposals on how it would discharge its responsibility for CMA compliance would be presented to a future meeting;

(b) Credit and Module Framework (minute 111/17/18 refers)

TO REPORT:

- (i) That at its meeting on 29 May 2018, the Academic Quality and Standards Committee considered an initial report from the Administrative Officer in SPA set out in document AQSC 76.17/18 on credit and module frameworks in operation at other UK HEIs in view of ITLR recommendations that the University introduce a more consistent framework;
- (ii) That the Committee resolved that the research presented was a starting point for the University of Warwick to review its current module and credit framework and to undertake further work over the summer to progress this matter;
- (iii) That work was ongoing in relation to this issue and the Secretary to the Committee would provide an oral update to the Committee on latest developments.

(c) Fitness to Practise Operational Procedures (minute 108 (c)/17/18 refers)

TO REPORT:

- (i) That revised operating procedures for CTE were presented for the Committee's consideration on 29 May 2018 and that the Committee had noted the introduction of a new concept of suitability which had added a further complication to the process. The Committee resolved that further discussions with CTE should take place to clarify the concept of suitability and that the Chair be allowed to approve revised operating procedures for CTE following further discussions;
- (ii) Following the meeting of 29 May 2018, further discussions with CTE, the Chair of the Fitness to Practise Committee and representatives from Teaching Quality had taken place and revised operating procedures were presented for approval via Chair's action; the Chair approved these via Chair's action on 26 July 2018;
- (iii) That further work is ongoing with CLL and revised procedures will follow in due course for the consideration of the Committee at a future meeting.

(d) Student Module Feedback (minute 86.17/18 refers)

TO REPORT:

- (i) That at its meeting on 9 May 2018, the Committee resolved that principles on the Student Module Feedback process would need to be summarised in a policy document to be produced by Teaching

- Quality for approval by the Committee and Senate in early autumn 2018;
- (ii) That work was ongoing in this area and a policy document would be presented to the Committee at its first meeting of the academic year 2018/19.

(e) Turnitin and Contract Cheating Authorship Investigation (minute 108.(g).17/18 refers)

TO REPORT:

- (i) That members of the Committee had been invited to a demonstration of the new Turnitin software tool on authorship investigation, but that this had not proved worthwhile as this would not be released until August 2018 when students were not at University to be able to test it;
- (ii) That in view of this situation, the University would be working with WBS and WMG which were both exploring alternative authorship software tools on how to progress this matter;

TO RECEIVE:

- (iii) An oral report from the Chair on the latest discussions on the University's position in relation to exploring alternative authorship software tools.

(f) Work based Learning Framework (minute 110.17/18)

TO REPORT:

- (i) That AQSC at its meeting on 29 May 2018 considered a draft document on the Work Based Learning Framework and resolved that further work needed to be carried out to improve the document and that consultation with the Students' Union and the Faculty Education Committees needed to take place before final approval would be sought;

TO RECEIVE:

- (ii) An oral report from the Director of Partnerships on the finalisation of the Work Based Learning Framework.

(j) Revisions to University Regulations to incorporate requirements to award degree apprenticeships

TO REPORT:

- (i) That at its meeting on 29 May 2018, the Committee resolved that more work was necessary to revise Regulations 8 and 37 once the Sub-Group had made firm proposals for revisions and that the Chair be authorised to take Chair's action to approve revisions to Regulations 8 and 37 on behalf of the Committee;

- (ii) That it was agreed not to adapt Regulations 8 and 37 for the awards of degree apprenticeships and to introduce a new Regulation 43 for Undergraduate Degree Apprenticeships and a new Regulation 44 for Postgraduate Taught Degree Apprenticeships; these had been approved via Chair's action in June 2018 with further work on undergraduate assessment conventions and requirements for postgraduate taught awards to be carried out over the summer and can be included for the Committee's information as AQSC 99 a.17/18 and AQSC 99 b.17/18 (available on-line).

4. Chair's Business

5. Students' Union Update

TO RECEIVE:

An oral update report from the SU Officers on current SU activities.

6. Examinations review including proposed revisions to Examinations Regulations

TO CONSIDER:

A report from the Senior Assistant Registrar (Examinations) on:

- a) Review of the recent summer examination series as set out in AQSC 101.17/18 (copy attached);
- b) Proposed revisions to Regulation 10 as set out in AQSC 102.17/18 (copy attached);
- c) Proposed revised answer booklet for examinations as set out in AQSC 103.17/18 (copy attached).

7. Teaching Excellence Group (TEG)

TO CONSIDER:

A proposal from the Senior Assistant Registrar (Teaching Quality) and Assistant Registrar (Monitoring and Review) on the merger of EEM and TEF meetings into a single Teaching Excellence Group (TEG) as set out in AQSC 104.17/18 (copy attached).

8. Accreditation reports and action plans

- a) Engineering IET report and action plan

TO CONSIDER:

The IET report and action plan for the Engineering IET accreditation held in February 2018, as set out in AQSC 59.17/18 (copy attached).

TO CONSIDER:

- b) WVG IET report and action plan

WMG IET accreditation April 2018 visit:

- a) The IET report as set out in AQSC 105.17/18 (copy attached);
- b) The WMG action plan in response to the report as set out in AQSC 106.17/18 (copy attached).

9. Proposed revisions to Ordinance 13

TO CONSIDER:

A proposal to include a new degree title of Master of Science (MSci) in Ordinance 13 Degrees and Diplomas as set out in AQSC 107.17/18 (copy attached).

10. Applications for Recognition of Prior Learning (Standing Exemption)

TO CONSIDER:

Two applications for recognition of Prior Learning from WMS for the:

- a) MSc Diabetes and the MSc Diabetes (Paediatrics) as set out in AQSC 108.17/18 (copy attached);
- b) MSc Advanced Clinical Practice (ACP) and the MSc Advanced Critical Care Practice (ACCP) as set out in AQSC 109.17/18 (copy attached).

11. HEAR report

TO RECEIVE:

A sample HEAR report as set out in document AQSC 110.17/18 (copy attached) and information to be contained in section 6.1 as set out at: <https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/hear/heardcontent>
AQSC 111.17/18 (copy attached).

TO CONSIDER:

Information to be included in section 6.1 of the HEAR report

12. Degree Apprenticeships

TO RECEIVE:

The QAA Guidance on Quality Assurance of Degree Apprenticeships available at: http://www.qaa.ac.uk/docs/qaa/quality-code/quality-assuring-higher-education-in-apprenticeships.pdf?sfvrsn=6e4cff81_26

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 file space here:

13. Education Experience Monitoring Reports for 2017/18

TO RECEIVE:

The Education Experience Monitoring (EEM) Reports of the meetings carried out in the academic year 2017/18 for:

- a) Cross Faculty Studies (AQSC 112.17/18) available on-line;
- b) English and Comparative Literary Studies (AQSC 113.17/18) available on-line;
- c) History (AQSC 114.17/18) available on-line;
- d) Psychology (AQSC 115.17/18) available on-line;
- e) Modern Languages and Cultures (AQSC 116.17/18) available on-line;

14. Minutes of the Board of Graduate Studies

TO RECEIVE:

The minutes of the Board of Graduate Studies meetings held on 29 May 2018 are available at:

https://warwick.ac.uk/services/gov/committees/bgs/minutes/bgs_minutes_may_2018.pdf

15. Minutes of the Student Learning Experience and Engagement Committee

TO RECEIVE:

The minutes of the Student Learning Experience and Engagement Committee held in May 2018 will be available at:

<https://warwick.ac.uk/services/gov/committees/sleec/minutes>

16. Minutes of the Faculty Education Committees

TO RECEIVE:

The minutes of the Faculty Education Committees held in May 2018 will be available on the governance pages at:

- (a) Faculty of Arts
<https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes>
- (b) Faculty of Science
<https://warwick.ac.uk/services/gov/committees/bfs/fec/minutes/>
- (c) Faculty of Social Science
<https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/>

- (d) Faculty of Medicine
<https://warwick.ac.uk/services/gov/committees/bfm/fec/minutes/>

17. Chair's action

TO REPORT:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Academic Quality and Standards Committee to approve the following:

(a) Compensated pass and First Year Board of Examiners Conventions

A revision to First Year Board of Examiners' conventions to permit a compensated pass for first year students in the School of Engineering of up to 20 credits at each level of study provided students have achieved between 30-39% in the relevant modules. Although the University does not normally permit compensation, it is in the best interest of the students as it does allow flexibility should there be similar issues arising due to professional body accreditation in the future.

(b) Change of implementation for standard specification to Graduate Diploma

At its meeting on 24 January 2018, Senate approved a standard specification in line with the FHEQ to be offered at the University of Warwick in four departments from the academic year 2018/19 onwards. Due to tight timelines and to allow for the courses to be appropriately marketed to potential applicants, the Chair on behalf of the Committee has taken action on 19 June 2018 to defer the date of implementation for the introduction of the standard specification of the Graduate Diploma to the academic year 2019/20.

(c) Amendment to Annex 1 of the RPL policy

- (i) An amendment to Annex 1 of the RPL policy for students registered on the MA Educational Learning in the Centre for Education Studies for 60 credits at level 7 and 30 credits at level 6 obtained via a PGCE in the Centre for Teacher Education and set out in detail at:

<https://warwick.ac.uk/services/aro/dar/quality/categories/courseapproval/apel>

- (ii) An amendment to Annex 1 of the RPL policy for PGT students in WMS to remove the blanket exemption of up to 40 credits at level 7 for membership of a Royal College with immediate effect from 22 June 2018;

- (iii) An amendment to Annex 1 of the RPL policy for a new exemption to be added for the MA TESOL course to be approved from entry from October 2018 to enable students to get exemption for up to 45 credits of level 7 modules, details are set out at:

<https://warwick.ac.uk/services/aro/dar/quality/categories/courseapproval/apel>

(d) Module enrolment changes

Approved a late request due to illness to drop a module not needed due to overcutting for a second year student in Life Sciences.

(e) Approval of exam reading time

Approved a request from the School of Law for the addition of examination reading time for the LA115 module to be reinstated for September year 1 resit papers as this had been omitted due to an administrative oversight.

(f) Variation of assessment on disability or medical grounds:

- (i) Approved a variation to the method of assessment for a named student from the School of Modern Languages and Cultures to sit an alternative examination paper due to a medical emergency;
- (ii) Approved a variation of assessment for a named student on a WBS pgt programme due to mental health issues and to be assessed in four modules by primary assessment as opposed to a mixed combination of assessment and group work as recommended by the University's Mental Health and Wellbeing Team;
- (iii) Approved a variation to the method of assessment for a named student on an Economics pgt programme due to a mental health issue to be assessed in essays rather than a mixture of essays and examinations in three modules;
- (iv) Approved a variation in the method of reassessment due to a mental health condition for a named first year undergraduate student in History of Art to be assessed via two essays rather than two examinations;
- (v) Approved a variation in the method of assessment due to a mental health condition for a named first year undergraduate student in History to take first sits in September as take home seen papers in four modules.
- (vi) Amendments to the Good Practice Guide on Monitoring Student Attendance and Progression

Approved amendments to the Good Practice Guide on Monitoring Student Attendance and Progression, as set out in Paper AQSC.117/17-18 available on-line, reflecting the approval by the Committee of proposals on the use of Tabula for attendance monitoring, (minute AQSC.119/17/18 refers).

18. Progress of Committee Recommendations

REPORTED:

- (a) That at its meeting on 13 June 2018, the Senate approved recommendations from the Committee under the following headings:

Revisions to Regulation 9 “Constitution of Boards of Examiners” to take account of Exit Qualifications
Revisions to Regulation 32 “Governing Course of Study Validated or Franchised by the University”
Revisions to Regulation 38 “Regulations for the degree Doctor of Psychology (DClinPsych)”
Revisions to Regulation 42 “Governing Academic Appeals”
Revisions to Course Discontinuation Policy

(b) That at its meeting on 5 July 2018, the Senate approved recommendations from the Committee under the following headings:

Revisions to Taught Postgraduate Awards
Revisions to University’s Undergraduate Degree Classification Conventions
Revised Mitigating Circumstances Policy
Revisions to Regulation 6, 11, 23, 34, 36, 42 to take account of degree apprenticeship awards
Undergraduate Degree Apprenticeship Regulation
Postgraduate Taught Degree Apprenticeship Regulation
Revisions to the Policy Statement for the Accreditation of Placement Year in Industry and the Year Abroad
Revisions to Regulation 8.10
Managing absence of Tier 4 undergraduate students
Revisions of AQSC Terms of Reference
Degree Apprenticeship Course Approval Form
Revised implementation date for standard specification of Graduate Diploma

19. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Monday 15 October 2018** at 1000 hours in CMR 1.0.