

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 14 February 2018 at **10.00am** in room CMR1.0, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretariat to the Committee, Claudia Gray, ext 24812, or Cara Pearson, ext 74464, email [aqsc@warwick.ac.uk](mailto:aqsc@warwick.ac.uk)

R Sandby-Thomas  
Registrar and Chief Operating Officer

---

**A G E N D A**

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on 22 January 2018 (copy attached);

2. 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>

3. Matters arising

(a) Annual and termly Report on Complaints and Appeals (minute 50/17-18 refers)

TO REPORT:

- (i) That at its meeting on 22 January 2017, the Academic Quality and Standards Committee considered the termly report on student complaints and appeals (AQSC 36.17-18) and noted concerns raised by the Director of Graduate Studies in relation to the constitution of the Preliminary Review Panel under the new Appeals Regulation, Regulation 42;
- (ii) That the matter had been discussed following the meeting, resulting in arrangements to prevent a conflict of interest on the

Preliminary Review Panel, with clarifications on this to be drafted in to a forthcoming revision of Regulation 42.

(b) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.12/17-18 refers)

TO REPORT:

- (i) That at its meeting on 31 October 2017, the Committee received a report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and invited the Committee to consider how it will secure responsibility for oversight and institutional compliance with Consumer Protection Law (paper AQSC.10/17-18) in future;
- (ii) That the Committee resolved that the item needed further in-depth consideration and a discussion paper on how to ensure institutional compliance with Consumer Protection Law would be considered;
- (iii) This is presented under agenda item 12.

(c) Outstanding ITLR responses (minutes AQSC.91/16-17, 5 (a) 17/18 and 43/17/18 refer)

TO REPORT:

- (i) That at its meeting on 22 January 2018, it was reported to the Committee that the response to the ITLR reports for WMG were still outstanding at the time of the meeting and that they would be approved at a future meeting of the Academic Standards and Quality Committee;
- (ii) That the Chair had taken action to approve the responses to the ITLR report from WMG (paper ITLR.48/16-17 and ITLR.77/16-17{revised}, available online);

(d) Credit and Module Framework (minute 34/17-18 refers)

TO REPORT

- (i) That at its meeting on 23 November 2017, the Academic Standards and Quality Committee resolved that (inter alia) some work needed to be carried out across the sector to understand what kind of modules were offered when considering module and credit sizes on degree programmes;
- (ii) That the Chair had approached Strategic Planning and Analytics with a view to carry out research across the UK HEI

sector to start this work and updates on this issue would be reported to future meetings of the Committee;

- (iii) That work in this area was ongoing with reports on progress to be considered at a future meeting of the Committee;

(h) Fitness to Practise Operational Procedures (minute 43 (h) 17/18 refers)

REPORTED:

- (i) That at its meeting on 22 January 2018, it was noted that the Operational Procedures for Fitness to Practise cases in the Medical School should be used as a model to carry on an audit on other subject areas subject to Fitness to Practise requirements which would also benefit from having harmonised Operational Procedures aligned to Regulation 34 (Determination of Fitness to Practice);
- (ii) That such an audit would be carried out in the near future and brought forward to a future meeting of the Committee;

(i) Rest Breaks and Use of digital devices in examinations (minute 51.17/18 refers)

REPORTED:

- (i) That at its meeting on 22 January 2018, the Committee considered a proposal from the Director of Academic Office/Assistant Registrar (Examinations) to reduce the rest break allowed in examinations and to strengthen the policy on possession of digital devices in examinations and resulting in proposed changes to Regulation 10 (Examination Regulations) as set out in paper AQSC.37.17-18;
- (ii) That the Committee resolved that a revised proposal be brought forward to the next meeting of the Committee after further consideration of the proposal by the sub-group of the Review of Assessment;
- (iii) That this item is included under agenda item 6.

4. Rest breaks and the use of digital devices in examinations (minute AQSC.51/17-18 refers)

TO REPORT:

- (a) That at its meeting on 22 January 2018, the Committee considered a proposal from the Director of Academic Office/Assistant Registrar (Examinations) to rigorously enforce time allowed for rest breaks in examinations and to strengthen the policy on possession of digital devices

in examinations and resulting changes to Regulation 10 (paper AQSC.37.17-18) and resolved that:

- (i) More effective measures to prevent students from bringing and potentially using digital devices in the examination room were needed and these would need to be implemented for the main examination sessions held in summer 2018;
- (ii) As there had been no agreement on the proposals set out in paper AQSC 37.17-18, further discussions would take place in a sub-group of the Review of Assessment chaired by the Academic Director of Undergraduate Studies and a revised proposal would be considered by the Academic Standards and Quality Committee at its next meeting on 14 February 2018;

TO CONSIDER:

- (j) A revised proposal from the Director of the Academic Office to strengthen Regulation 10 in relation to rest breaks and the possession of digital devices in examinations; AQSC.37.17/18 (revised), (copy attached);

5. Chair's Business

- a) Update on Personal Tutoring Review (minute 48/17-18 refers)

TO RECEIVE:

An update on the Personal Tutoring Review after consideration by the Student Learning and Experience Committee and the four Faculty Education Committees;

6. Students' Union Update

TO REPORT:

- (a) Additional Course Costs
- (b) That at its meeting on 12 June 2017, the Committee *considered* a paper on additional course costs by the Education and Postgraduate Officers of the Students' Union (paper AQSC.27/16-17) and *resolved* that the Committee was supportive of the broad objectives set out in the paper and that further consultation with academic departments and further work on detailed proposals including costing be undertaken (minute AQSC.98/17-18 refers);

TO CONSIDER:

- (c) A paper on course costs as set out in AQSC.44.17/18 (copy attached);
- (d) Academic Representation Transformation project

TO CONSIDER:

An oral report from the Education and Postgraduate Officers of the Students' Union on the Academic Representation Transformation project;

7. Update on the Student Personalised Information Project

TO RECEIVE:

A report from Senior Assistant Registrar, Dr Emma Melia, on recent progress of the Student Personalised Information Project, AQSC 45/17/18 (copy attached);

8. Revised Data Items to Capture for Module Approval (minute AQSC.10/17-18 refers)

TO REPORT:

(a) That at its meeting on 31 October 2017, the Committee considered a proposal to revise the content of the Module Approval Form (MA1) by the Student Personalised Information (SPI) Programme Team (AQSC.09/17-18) and resolved that a number of changes to the Module Approval Form (as minuted) be made to the form and that members of the Committee be encouraged to submit further suggestions by correspondence as to how to improve the content of the Module Approval Form by Friday 3 November 2017;

TO CONSIDER:

(b) A report from the Process Owner, Student Personalised Information Project on revisions to the data capture for the proposed module approval process; AQSC.46.17/18; (copy attached);

9. Research on Exam Board Grids

TO CONSIDER:

A report from the Projects Officer, Student Personalised Information Project on different Exam Board Grid used across the University and recommendations on how to harmonise/standardise Exam Board Grid production, AQSC 47.17/18 (copy attached);

10. Review of Assessment

TO RECEIVE:

A report on the progress of the Review of Assessment from the Acting Chair of the Review of Assessment, Professor Andy Clark (AQSC 48/17/18) (copy attached).

11. Intermediate Qualifications

TO CONSIDER:

A proposal to introduce intermediate qualifications for undergraduate students to be awarded during the summer 2017/18 examination board sessions; AQSC 49/17/18 (copy attached);

12. Compliance with Consumer Protection Legislation (Competition and Markets Authority)

TO REPORT:

(a) That at its meeting on 31 October 2017, the Committee considered a report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and how AQSC may wish to organise oversight and responsibility for institutional compliance with Consumer Protection Law going forward (AQSC.10/17-18) and resolved that the item needed further in-depth consideration and the Committee would consider this item again at the next meeting with the aim to identify concrete steps to be taken to achieve CMA compliance across University departments.

TO RECEIVE:

(b) Paper AQSC 10.17/18 (previously considered by the Committee at its meeting on 31 October 2017, copy attached);

TO CONSIDER:

(c) A paper by the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments (AQSC 50 /17/18) (copy attached);

13. Digest of FEC minutes

TO RECEIVE:

A digest of the minutes of the autumn 2017-18 meetings of the Faculty Education Committees as set out in AQSC 30.17-18 (copy attached).

14. Any other business

## **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:

### 15. Regulation 40: Collaborative Courses

#### TO REPORT:

That the Chair of the Chair of the Partnerships Committee had taken action on behalf of the Committee to recommend revisions to Regulation 40 (Collaborative Courses) as set out in paper AQSC.41/17-18.

#### TO CONSIDER:

Minor revisions to Regulation 40 to reflect changes to Academic Governance of the University and relevant Committee responsibilities as set out in the attached (tracked changes as set out in paper AQSC.41/171-8, available online)

### 16. Regulation 37.6: Regulations for the award of the MSc and Postgraduate Diploma in Engineering Business Management; Manufacturing Systems Engineering and Management and Supply Chain and Logistics Management jointly with Hong Kong Polytechnic University

#### TO REPORT:

That the Chair of the Teaching and Learning Committee of Warwick Manufacturing Group had taken action to approve revisions to regulation 37.6 as set out in paper AQSC.42/17-18.

#### TO CONSIDER:

Minor revisions to Regulation 37.6 as set out in AQSC.42/17-18 (available online, tracked changes) as follows:

- Revised names of MSc programmes offered as part of the partnership;
- Changes to Academic Governance of the University and relevant Committee responsibilities;

### 17. Chair's aciton

#### TO REPORT:

- (a) 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:
- (i) A Variation to assessment method (reasonable adjustments) for an Undergraduate student in the Centre for Lifelong Learning;
  - (ii) A proposal for a new achievement record “Volunteer Hours” to be recognised on the University of Warwick HEAR (paper AQSC.43/17-18, [available online](#));

18. TNE Review of Hong Kong

TO REPORT:

- (a) That the University had been selected by the QAA to undergo a Transnational Education Review of its provision delivered by Warwick Manufacturing Group in conjunction with Hong Kong Polytechnic University;
- (b) That an overview document and a large set of supporting documentation had been submitted by the deadline of 5 February 2018;
- (c) That the University would find out in late February whether the provision would be subject to a lighter touch “case study” or whether a more detailed review visit would be undertaken by the QAA team.

19. PSRB Register

TO REPORT:

- (i) That at its meeting on the 31 October 2017, the Academic Standards and Quality Committee *resolved* that the current PSRB Register for the University of Warwick be updated to reflect the successful IMechE accreditation (minute AQSC.18/17-18 refers)

TO RECEIVE:

- (ii) An updated PRSB Register for the University of Warwick (AQSC 20.17/18 (revised2), [available online](#)).

20. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 9 May 2018 at 10.00 am **in CMR 1.0, University House.**