

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Thursday 21 February 2019 from 0900 to 1100 hours in room CMR 1.0**, University House.

No paper copies of the agenda and papers will be issued to members, all papers can be viewed, downloaded and printed from:

<https://files.warwick.ac.uk/tqcomm/browse/AQSC/2019.02.21>

**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](mailto: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*

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**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 **24 January 2019** (copy attached).

3. Matters arising

- (a) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute 134.17/18)

TO REPORT:

- (i) That at its meeting on 11 September 2018, the Committee agreed that further proposals on how to discharge its responsibility for CMA

compliance would be presented to a future meeting and should be prioritized;

- (ii) That the internal compliance report from the internal audit team had been received and a management response is being undertaken;
- (iii) That an update on this issue would be reported to the next meeting of the Committee on 21 February 2019;
- (b) Fitness to Practise Operational Procedures (minute 48 (b) (ii) 18/19 and 55 (d) & (e) 18/19)

TO REPORT:

- (i) That the Fitness to Practise operational procedures for the Degree Apprenticeship in Social Work had been approved via Chair's action;
- (ii) That the application of fitness to practise for new degrees in the Warwick Manufacturing Group in the area of health and wellbeing are included for the Committee's approval under agenda item 7 as set out in **AQSC 41.18/19 (Appendix 3)**;
- (iii) That the Fitness to Practise Operational procedures for courses offered in the Centre for Lifelong Learning as set out in **AQSC 25.18/19** had been considered at the meeting on 24 January 2019; the Committee resolved that these be approved by the Committee subject to clarification on membership of the departmental professional group and indication of supportive nature of the departmental professional groups considering fitness to practise issues in the first instance; revised Fitness to Practise Operational procedures have been included under agenda item 7 as set out in **AQSC 41.18/19 (Appendix 1)** for the Committee's approval;
- (c) Analysis of undergraduate external examiners' reports received for the academic year 2017/18 (minute 25 (c) 18/19)

TO REPORT:

That follow up actions in relation to reviewing moderation guidance, induction events for external examiners and dissemination of good practice would commence shortly and progress would be reported to the Committee in due course;

- (d) Deferral of examinations policy (minute 51 (p)/18/19)

TO REPORT:

As agreed at the last meeting, the deferral of examinations policy should be approved via Chair's action subject to minor amendments before recommendation for approval to Senate; an amended policy would shortly be sent to the Chair for approval;

- (e) Recognised Prior Learning (RPL) revisions for the MSc Advanced Clinical Practice (ACP) and the MSc Advanced Clinical Care Practice (ACCP) (minute 56.18/19 refers)

TO REPORT:

That the proposal be rewritten using the standard RPL form with all sections being completed and that the Chair would take Chair's action to approve the proposal for existing students until August 2021; the revised proposal had not yet been received from WMS.

4. Chair's Business  
5. Students' Union Update

TO RECEIVE:

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

6. Complaints and Appeals report

TO CONSIDER:

The termly update on appeals and complaints from the Administrative Officer (Complaints Resolution) as set out in **AQSC 28.18/19** (copy attached);

7. CLL and WMG Fitness to Practise Procedures and revisions to Regulation 34

TO CONSIDER:

Fitness to Practise Procedures and revisions to Regulation 34 as set out in **AQSC 41.18/19** (copy attached):

- a) Revised Local Operational Procedures for the Centre for Lifelong Learning **(Appendix 1)**;  
b) Local Operational Procedures for the Warwick Manufacturing Group (WMG) **(Appendix 2)**;  
c) Local Operational Procedures for Warwick Manufacturing Group's Degree Apprenticeship **(Appendix 3)**;  
d) Revisions to Regulation 34 **(Appendix 4)**;
8. Revised Fitness to Practise operational procedures for the MBChB course and the Diploma in Orthodontic Therapy

TO CONSIDER:

Fitness to Practice procedures from Warwick Medical School as set out in **AQSC 38.18/19** (copy attached) as follows:

- (a) Revised Fitness to Practise operational procedures for the MBChB **(AQSC 38.18/19 Appendix 1)**;  
(b) New Fitness to Practise operational procedures for the Diploma in Orthodontic Therapy **(AQSC 38.18/19, Appendix 2)**.

9. Review of Assessment Group

TO CONSIDER:

A paper setting out issues emerging from recent consultations with Faculty Education Committees and the Student Learning Engagement and Experience Committee on proposals being developed by the Review of Assessment Group as set out in **AQSC 29.18/19**;

10. Recommendation of initial policy principles for IT system (Examination Board procedures)

TO CONSIDER:

The initial recommendations of policy principles to be used to underpin the development of a central IT system to support examination board processes as set out in **AQSC 30.18/19 (copy attached)**;

11. Work Based Learning Framework

TO CONSIDER:

The draft work based learning framework as set out in **AQSC 31.18/19 (copy attached)**;

12. External Examiners' reports Postgraduate Taught Courses 2017/18

TO CONSIDER:

Analysis of External Examiners' reports for Postgraduate Taught Courses in 2017/18 as set out in **AQSC 32.18/19 (copy attached)**;

13. Approval and monitoring process for collaborative PhDs

TO CONSIDER:

A proposal for the approval and monitoring process for collaborative PhDs as set out in **AQSC 33.18/19 (copy attached)**;

14. Approval process for Horizon 2020 funding bids

TO CONSIDER:

A proposal for the approval process for funding bids to the Horizon 2020 programme as set out in **AQSC 34.18/19 (copy attached)**;

15. Maximum period of study

TO CONSIDER:

A paper setting out initial recommendations for maximum period of study for courses offered at the University of Warwick as set out in **AQSC 35.18/19** (copy attached);

16. Module approval

TO CONSIDER:

A proposal to make changes to the module approval form as set out in **AQSC 36.18/19** (copy attached);

17. Recognised Prior Learning request for the MA Professional Education from the Centre for Teacher Education

TO CONSIDER:

A request from the Centre for Teacher Education for the recognition of prior learning for the MA Professional Education as set out in **AQSC 37.18/19**; (copy attached).

18. Student Personalised Information Programme

TO RECEIVE:

An update report on projects carried out by the Student Personalised Information Programme (SPI) as set out in **AQSC 39.18/19** (copy attached).

19. Timeliness of Feedback

TO CONSIDER:

Timeliness of Feedback updates as set out in **AQSC 40.18/19** (copy attached):

- a) Faculty of Arts (AEC 22.18/19);
- b) Faculty of Social Sciences (EFFS 48.18/19)

20. 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.

21. Minutes of the Board of Graduate Studies

TO RECEIVE:

The minutes of the Board of Graduate Studies meetings are available at:

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

22. Minutes of the Student Learning Experience and Engagement Committee

TO RECEIVE:

The minutes of the Student Learning Experience and Engagement Committee are available at:

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

23. Minutes of the Faculty Education Committees

TO RECEIVE:

The minutes of the Faculty Education Committees are available on the governance pages at:

(a) Faculty of Arts:

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

(b) Faculty of Science, Medicine and Engineering:

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

(c) Faculty of Social Science:

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

24. 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:

Alternative assessments

- (i) A request for an alternative assessment from LAW for modules LA307-30, LA310-30, LA333-15 for a student with mental health issues to be assessed via essays in lieu of examinations;
- (ii) A request from LAW for a student to vary core modules due to a course transfer from "Law with Social Science" and "Law with a year abroad";
- (iii) A request from History for a variation of assessment for a History and Politics student to be assessed via essays instead of a combination of essays and examinations.

25. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Thursday 9 May 2019 at 900 hours in CMR 1.0, University House.**