

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 22 November 2006 at 10am in the Council Chamber, University House. **Please note the later than normal start time.**

Note: Questions on agendum 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.

AGENDA

1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on 25 October 2006 (previously circulated).

2. Matters arising

(a) Risk (minute 8/06-07 referred)

TO CONSIDER:

Risk register amended in line with discussions at the last meeting of the Committee, paper AQSC 6/06-07 (revised) (to follow).

(b) National Student Survey 2007 (minute 12/06-07 referred)

TO REPORT:

That the University had selected to include questions from the trial banks in the following five areas:

- Careers
- Social Opportunities
- Feedback from Students
- Welfare Resources and Facilities
- Learning Community

- (c) MSc in Orthodontic Dentistry in collaboration with GIFT (minute 113/05-06 referred)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered an update from Dr P O'Hare on arrangements for the MSc in Orthodontic Dentistry in collaboration with GIFT and recommended to the Academic Quality and Standards Committee that, as students taking the MSc in Orthodontic Dentistry are practising professionals registered with the General Dental Council and subject to the GDC's fitness to practice policies and procedures, they should not be subject to the University's Fitness to Practice Committee.

TO CONSIDER:

The proposal from Warwick Medical School that as students taking the MSc in Orthodontic Dentistry are practising professionals registered with the General Dental Council and subject to the GDC's fitness to practice policies and procedures, they should not be subject to the University's Fitness to Practice Committee.

- (d) Annual Course Review (minute 107/05-06 refers)

TO CONSIDER:

Summary of Annual Course Review reports on postgraduate courses in the Faculty of Science for 2004-05, paper SGS 12/06-07 (revised 2) (to follow).

3. Chair's Business

#4. CFDLSC Terms of Reference

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 received the Constitution, Terms of Reference and Membership of the Sub-Committee for 2006-07, paper CFDLSC 1/06-07 (copy attached), considered the following addition to the Terms of Reference:

To make recommendations on proposals from departments to take part in collaborative courses leading to an award of another higher education institution.

and recommended to the Academic Quality and Standards Committee that the proposed addition be made to the Terms of Reference.

TO CONSIDER:

The following addition to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee:

To make recommendations on proposals from departments to take part in collaborative courses leading to an award of another higher education institution.

#5. Collaborative Course Approval

(a) Collaborative Courses leading to other HEIs' awards

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered a process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions, paper CFDLSC 13/06-07, and recommended to the Academic Quality and Standards Committee that a process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions be introduced as set out in paper CFDLSC 13/06-07.

TO CONSIDER:

A process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions, paper CFDLSC 13/06-07 (copy attached).

(b) Collaborative Module Approval

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered a draft process for approving new or extended collaborations which cover only a module, paper CFDLSC 14/06-07, and recommended to the Academic Quality and Standards Committee that a process for approving new or extended collaborations which cover only a module be introduced as set out in paper CFDLSC 14/06-07.

TO CONSIDER:

A process for approving new or extended collaborations which cover only a module, paper CFDLSC 14/06-07 (copy attached).

#6. National Quality Assurance Framework and TQI website

TO CONSIDER:

- (a) A report from QAA, 'Review of aspects of Teaching Quality Information in England' [also available online at [www.qaa.ac.uk/reviews/institutionalAudit/TQIreport/TQIreport06.asp](http://www.qaa.ac.uk/reviews/institutionalAudit/TQIreport/TQIreport06.asp)], paper AQSC 22/06-07 (copy attached);
- (b) A report from HEFCE, 'Review of the Quality Assurance Framework Phase two outcomes' [HEFCE publication 2006/45, also available

online at [www.hefce.ac.uk/pubs/hefce/2006/06\\_45/](http://www.hefce.ac.uk/pubs/hefce/2006/06_45/)], paper AQSC 23/06-07 (copy attached);

- (c) A cover paper drafted by the Secretary outlining some implications of proposed changes to the national quality assurance framework, paper AQSC 25/06-07 (to follow).

#7. GMC accreditation (minute 104/05-06)

TO CONSIDER:

Full report from the GMC on their recent accreditation process of Warwick Medical School, paper AQSC 24/06-07 (copy attached).

#8. Membership of Validation and Franchise Groups and Collaborative Course Management Committees

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 recommended to the Academic Quality and Standards Committee that the Membership of Validation and Franchise Groups and Collaborative Course Management Committees be approved as set out in paper CFDLSC 5/06-07, noting that in accordance with Regulation 32 appointment to these Groups and Committees is formally carried out by the Senate annually.

TO CONSIDER:

Membership of Validation and Franchise Groups and Collaborative Course Management Committees be approved as set out in paper CFDLSC 5/06-07 (copy attached).

#9. QAA Overseas Audit

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 reported that QAA have selected the University's link with Hong Kong Polytechnic University to deliver collaborative courses offered by WMG for audit as part of this year's programme of overseas collaborative audits in Hong Kong and Russia, paper CFDLSC 6/06-07 (to follow); considered a draft Commentary on the operation of the link, paper CFDLSC 7/06-07, and resolved that a number of amendments and enhancements be made to the draft Commentary as discussed at the meeting.

TO CONSIDER:

Revised Commentary on the operation of the link between Warwick Manufacturing Group and Hong Kong Polytechnic University, paper CFDLSC 7/06-07 (revised) (to follow), noting that the Commentary must be submitted to QAA by Thursday 30 November.

#10. Course and Module Approval

TO CONSIDER:

A report from the Secretary outlining work on reviewing the existing course and module approval mechanisms, paper AQSC 26/06-07 (copy attached).

#11. Policy on Use of Postgraduate Students for Teaching

TO REPORT:

That the Board of Graduate Studies at its meeting on 12 October 2006 considered a proposed policy on the use of postgraduate students for teaching, paper BGS 6/06-07, and resolved that the proposed policy be approved subject to minor amendments.

TO CONSIDER:

A policy for the use of postgraduate students for teaching, paper BGS 6/06-07 (revised) (copy attached).

#12. Amendment to Regulation 13: Continuation of Registration

TO REPORT:

That the Board of Graduate Studies at its meeting on 12 October 2006 considered proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, paper BGS 4/06-07, and resolved that these amendments be approved.

TO CONSIDER:

Proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, paper BGS 4/06-07 (to follow).

13. Any other business

14. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday 1 February 2007 in the Council Chamber.

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Please note that in addition to the items marked as “to follow”, the following items are likely to be included in the second circulation:

- Proposed procedures on Early Submissions and Extensions for PhD students
- Proposed amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students*

- Proposed Guidelines for the Supervision of Research Students based away from the University
- Proposed amendments to Regulation 14 governing higher degrees
- A Higher Education Academy survey of postgraduate students
- New and amended courses

JDM, 16.11.06

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