

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 27 October 2016 at **9.00am** in room CMR 1.0, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email [k.gray@warwick.ac.uk](mailto:k.gray@warwick.ac.uk) or to the Assistant Secretary, Cara Pearson, ext 74464, email [c.pearson@warwick.ac.uk](mailto:c.pearson@warwick.ac.uk)

R Sandby-Thomas  
Registrar

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*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. Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2016-17 (paper AQSC.01/16-17, copy attached).

2. Freedom of Information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:  
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the 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.

4. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 13 June 2016, previously circulated, and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes>

5. Matters arising

(a) Feedback on Examinations (minute 88/15-16 refers)

TO REPORT:

That at its meeting on 13 June 2016, the Committee considered a report on feedback from Faculty Sub-Committees on proposals for feedback on examinations (Paper AQSC.44/15-16) and recommended to the Senate:

- (a) That feedback on examinations be provided to all students to apply to examinations taken during 2016/17 and that this could take the form either of feedback to individuals or to cohorts;
- (b) That academic departments be offered the following options for implementing this requirement:
  - (i) Departments already providing feedback on examinations should continue with current practice;
  - (ii) Either the pro-forma template set out in Paper AQSC.44/15-16 or an adapted version could be implemented for feedback to cohorts;
  - (iii) Departments could propose alternative mechanisms for feedback on examinations, appropriate to their context and discipline;
- (c) That, where departments proposed using alternative mechanisms for providing feedback on examinations, these be approved by a working group of the Committee;
- (d) That the method of providing feedback on examinations be clearly communicated to students.

TO CONSIDER:

An oral report from the Secretary for the establishment of a working group of the Committee to approve alternative methods of providing feedback on examinations.

(b) Moodle (minutes AQSC 84(a) and 69/15-16 refer)

TO REPORT:

- (i) That at its meeting on 12 May 2016 the Committee considered a report by the Service Owner, Academic Technology on source-matching (paper AQSC.41/15-16) and resolved (*inter alia*):
  - (A) That the location of and the rationale for the decision that the standard variant of Moodle be implemented rather than a variant with greater functionality be investigated further;
  - (B) That this would be discussed further at the next meeting of the Committee.
- (ii) That at its meeting on 13 June 2016 the Committee received a report from the Head of Platform Engineering and Deputy Director of ITS on the implementation of Moodle (Paper AQSC.50/15-16) and resolved:
  - (A) That the Technology Enhanced Learning Steering Group be asked to consider and report back to the Committee whether there is an institutional need for bespoke applications of Moodle using an on-premise instance as opposed to the current off-the-shelf version, noting the history of discussions as set out in paper AQSC.50/15-16.
  - (B) That members send any comments directly to the Chair of the Technology Enhanced Learning Steering Group;
- (iii) That no comments were sent to the Chair of the Technology Enhanced Learning Steering Group;
- (iv) That the Technology Enhanced Learning Steering Group has not met since the last meeting of the Committee and there has not therefore been the opportunity to discuss this further.

(c) Source Matching (minutes 84(b) and 69/15-16 refer)

TO REPORT:

- (i) That at its meeting on 13 June 2016 the Committee received an update report from the Head of Platform Engineering and Deputy Director of ITS on source-matching and the Service Owner (Academic Technologies) and Service Owner (Learner Support Technology) as set out in paper AQSC.51/15-16) and resolved:
  - (A) That the proposed trial integration with Warwick Business School be supported;
  - (B) That as part of the trial, the working group appointed to compare the outcomes of Turnitin and Urkund further compare plagiarism detection outcomes for samples of assessments from as wide a range of departments and disciplines as possible;

(C) That academic user input (including staff with substantial experience at the University of Warwick) was critical to the assessment, selection and design of any process and system for plagiarism detection by the institution;

(D) That an interim report be brought to the Committee in the Autumn Term.

TO RECEIVE:

An oral report from the Head of Platform Engineering and Deputy Director of ITS

(d) Resit Examinations (minute AQSC 84(c) and 44/15-16 refer)

TO REPORT:

That at its meeting on 13 June 2016 the Committee considered a paper from the Secretary proposing revisions to Regulation 36 relating to students resitting without residence (Paper AQSC.52/15-16) and resolved that further consideration be given to the implications arising from allowing students to attend revision classes, particularly with respect to capacity, parity of experience and clarity of communication to students.

TO REPORT:

That proposals relating to resits arrangements will be incorporated into work being taken forward by the Quality Assurance Working Group on progression and award requirements.

(e) Review of Survey incentives (minute 85(c) refers)

TO REPORT:

(i) That at its meeting on 13 June 2016 it was reported to the Committee by the Chair:

(A) That the University was reviewing the use of institutional and departmental incentives for student surveys, in particular the National Student Survey;

(B) That discussions with stakeholders would take place through the remainder of the summer and in to the Autumn term.

(ii) That an outcome had been determined and communicated to academic departments.

(iii) That the £5 Eat credit would be retained as an incentive to enhance response rates and that departmental incentives could not exceed £3 per student (on the target list), noting that it was suggested that this be donated to a University of Warwick charitable fund, selected by students.

(f) Report from the Induction Strategy Steering Group (minute 87/15-16 refers)

TO REPORT:

- (i) That at its meeting on 13 June the Committee had considered a report from the Induction Strategy Steering Group by the Director of Student Development, Student Careers and Skills (Paper AQSC.53/15-16)
- (ii) That it had been reported to the Committee (inter alia) that embedding developments in academic departments where they would have most impact on students would require resources and a bid had been submitted for Faculty Transition Officers
- (iii) That the Committee resolved that should the bid for Faculty Transition Officer posts be successful, early engagement with Faculty Chairs would be required;
- (iv) That the bid for Faculty Transition Officer posts had not been successful but that opportunities for external funding for support in this area were being sought.

(g) Penalties on Late Submission (minute 91/15-16 refers)

TO REPORT:

- (i) That at its meeting on 13 June 2016 the Committee considered proposals related to penalties for late submission as set out in Paper BUGS.17/15-16 (circulated previously) and resolved that the proposed clarification of Regulation 36.3 be supported in principle but that it be considered at the next meeting of the Board of Graduate Studies.
- (ii) That the Board of Graduate Studies considered the proposals at its meeting on 6 October 2016 and recommended to the Academic Quality and Standards Committee that the proposals be approved.

6. Chair's Business

7. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

8. Nomination of External Examiners

TO REPORT:

- (a) That at its meeting on 12 May 2016 it was reported to the Committee that the Senate had considered a paper at its meeting on 8 March 2016 from the Pro-Vice-Chancellor (Teaching and Learning), proposing changes to

the process for consideration of the appointment of External Examiners and Pass Lists, (S.41/15-16).

- (b) That the Senate resolved that amendments relating to the processes for the appointment of external examiners and consideration of pass lists be approved as set out in paper (S.41/15-16), it being noted that consideration would be given by the Academic Quality and Standards Committee to operational matters.

TO CONSIDER:

Proposed amendments to the nominations form for external examiners and a proposed process for the appointment of external examiners (Paper AQSC.2/16-17, copy attached).

9. Institutional Teaching and Learning Review

TO RECEIVE:

An oral report from the Deputy Registrar on the preparations for the ITLR in January 2017.

10. \*TEF 2 Specification

TO REPORT:

That the specification for the Teaching Excellence Framework Year 2 had been released by the Department for Education.

TO RECEIVE:

A Briefing on the Teaching Excellence Framework Year 2 Specification, noting that Annex B is available online only (Paper SC.23/16-17{restricted}, copy attached).

11. Review of Academic Governance: AQSC Sub-Groups

TO REPORT:

- (a) That at its meeting on 27 June 2016 the Senate considered proposals for the Review of Academic Governance and resolved that all recommendations made to the Senate in relation to the Academic Governance Review be approved as set out in paper (S.68/15-16).
- (b) That proposals for the Review of Academic Governance approved by the Senate included the recommendation for a review of working groups of AQSC, specifically the potential for subsuming some areas of responsibility into new structures, by 1 October 2016.

TO CONSIDER:

Proposals relating to the working groups of AQSC by the Senior Assistant Registrar (Teaching Quality), Paper AQSC.3/16-17, **to follow**).

12. Report to the Council on the Assurance of Quality and Standards 2015/16

TO RECEIVE:

A report to the Council on the Assurance of Quality and Standards 2015/16, considered by the Senate at its meeting on 5 October 2016 (Paper S.1/16-17, copy attached).

13. Degree Classification and Exam Board Operations

TO CONSIDER:

A paper outlining recommendations from the Quality Assurance Working Group regarding degree classification and exam board operations (Paper AQSC.4/16-17, copy attached).

14. \*Outcomes of the National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES) 2016

TO RECEIVE:

A report on the outcomes National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES) 2016 (Paper SC.4/16-17{Restricted}, copy attached).

15. National Student Survey Questions

TO REPORT:

That the HEFCE had published the new National Student Survey (NSS) questions to be used in 2017.

TO RECEIVE:

The circular letter from HEFCE setting out the new NSS questions (Paper AQSC.5/16-17, copy attached).

16. Board of Graduate Studies Priorities for 2016/17

TO RECEIVE:

A paper on the priorities for the Board of Graduate Studies for 2016/17 (Paper BGS.4/16-17, copy attached).

17. 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:

18. Prevent

TO REPORT:

That the HEFCE had published an updated reporting framework for the monitoring of the Prevent duty in higher education in England, available at <http://www.hefce.ac.uk/pubs/year/2016/201624/>

19. Chair's Action

TO REPORT:

That the Chair has taken action on behalf of the Committee as follows:

- (a) To approve a proposal from the Centre for Lifelong Learning that Walsall College be a new partner for the delivery of the Certificate and Diploma in Education and Training on a franchised basis.
- (b) To approve a proposal from the Centre for Professional Education a School Direct variant of its existing Early Years PGCE (QTS) to be delivered in conjunction with Derby Early Years Training School Alliance
- (c) To approve the updated Good Practice Guide on Providing Information to Students, available at: <http://www2.warwick.ac.uk/services/aro/dar/quality/categories/gpginfotostudents>
- (d) To approve a bespoke process for the consideration of proposals for joint Masters degrees to be delivered and awarded with the University of Warwick in California.
- (e) To approve a proposal from the Department of Politics and International Studies to introduce a joint PhD in Politics and International Studies delivered with existing partners and two new partners: University of Geneva and Copenhagen Business School.



20. California

TO REPORT:

- (a) That the Chair has taken action on behalf of the Committee to approve a bespoke process for the scrutiny of course proposals comprising:
- A meeting of the Chairs of all the relevant teaching and learning committees and one other member of each committee to consider the proposals for recommendation to Senate. The committees involved were: AQSC, BGS, CFDLSC, Science Graduate Studies Committee, Social Sciences Graduate Studies Committee;
  - Enhanced external reports;
  - An amended version of the course proposal paperwork to ensure that the requirements of the American accrediting bodies are met.
- (b) That proposals for a Masters of Science in Behavioral and Economic Science (awarded jointly with UWiC) and a Masters of Science in Data Analytics (awarded jointly with UWiC) were considered and recommended to the Senate for approval, as set out in papers CFDLSC.94{revised}–123{revised2}/15-16.
- (c) That a proposal for amendments to Ordinance 13 were considered and recommended to the Senate, as set out in Paper CFDLSC.124/15-16.

21. Progress of Committee Recommendations

TO REPORT:

- (a) That at its meeting on 8 June 2016, the Senate approved recommendations from the Committee under the following headings:
- Course Review and Monitoring Process  
External Examiners' Report Form and Process of Scrutiny  
Marks Conversion Tables
- (b) That at its meeting on 27 June 2016, the Senate approved recommendations from the Committee under the following headings:
- Feedback on Examinations  
Amendments to Regulation 34: Determination of Fitness to Practice  
Revision of Progression Requirements for Research Students  
Revision to Regulation 8.1  
PGCE (QTS) School Direct (Early Years) with Derby Early Years  
Masters in Professional Education  
Walsall College
- (c) That at its meeting on 5 October 2016, the Senate approved a recommendation from the Chair acting on behalf of the Committee to approve proposals for degrees to be delivered jointly with the University of Warwick in California.

22. Dignity at Warwick Event 2016 #Warwick Respects

TO REPORT:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, will take place on Wednesday 16 November 2016 at various venues across campus, noting that further details will be available online at <http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/event2016>.

23. Postgraduate Courses of Study:

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 6 October 2016 that the Chair had taken action on behalf of the Board to approve the following courses:

PhD in Molecular Biomedicine  
MSc in Endodontic Practice  
PGCE (QTS) School Direct (Early Years).  
Postgraduate Diploma in Research Methods for Business and Management  
Postgraduate Diploma in Research Methods for Finance and Econometrics

- (b) That it was reported to the Board of Graduate Studies at its meeting on 6 October 2016 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

MSc in Interdisciplinary Biomedical Research  
Masters in Public Health  
MSc (and sub-qualifications) in Management for Business Excellence  
MA in English Language Teaching  
Warwick MBA by Distance Learning

- (c) That it was reported to the Board of Graduate Studies at its meeting on 6 October 2016 that the Chair had taken action on behalf of the Board to approve the discontinuation of the following courses:

Postgraduate Award in A Systems Approach to Patient Safety  
Postgraduate Award in Aesthetic Surgery  
Postgraduate Award in Burns and Wound Healing  
Postgraduate Award in Child Development and Disability  
Postgraduate Award in Clinical Systems Improvement  
Postgraduate Award in Communicable Diseases and Immunisation  
Postgraduate Award Diabetes and the Eye: Other Ocular Diseases  
Postgraduate Award in Diabetes and the Foot  
Postgraduate Award in Diabetic Retinopathy  
Postgraduate Award in Evidence Based Musculoskeletal Care: Intramedullary Nailing  
Postgraduate Award in Evidence Based Musculoskeletal Care: Managing Lower Limb Pain

Postgraduate Award in Evidence Based Musculoskeletal Care:  
Managing Neck and Back Pain  
Postgraduate Award in Evidence Based Musculoskeletal Care:  
Managing Upper Limb Pain  
Postgraduate Award in Evidence Based Musculoskeletal Care: External  
Fixation  
Postgraduate Award in Experiential Learning  
Postgraduate Award in Hypertension and Nephropathy in Diabetes  
Postgraduate Award in Infant and Family Wellbeing  
Postgraduate Award in International Child Health  
Postgraduate Award in Leadership in Child Health Services  
Postgraduate Award in Managing People in Health Service  
Organisations  
Postgraduate Award in Nutritional Management of Diabetes  
Postgraduate Award in Organisational Behaviour and Health Service  
Policy  
Postgraduate Award in Palliative Care: Clinical Management in End of  
Life Care  
Postgraduate Award in Patient & Public Involvement in Health Care  
Postgraduate Award in Perinatal and Infant Mental Health  
Postgraduate Award in Philosophy and Ethics of Mental Health  
Postgraduate Award in Plastic Surgical Reconstruction of Limb Injuries  
Postgraduate Award in Accounting and Finance in Health Service  
Organisations  
Postgraduate Award in Safeguarding Children  
Postgraduate Award in Understanding Childhood  
MSc in Manufacturing Systems Engineering and sub-qualifications  
Postgraduate Award in Manufacturing Systems Engineering  
MSc in Process Business Management and sub-qualifications  
Postgraduate Award in Process Business Management  
MSc in Process Industry Business Management and sub-qualifications  
MSc in Supply Engineering and Logistics and sub-qualifications  
MSc in Engineering Business Management for Defence and Security  
and sub-qualifications  
MSc in Engineering Business Management (Russia) and sub-  
qualifications  
Postgraduate Award in Engineering Business Management (Russia)  
MSc in International Technology Management (Thailand) and sub-  
qualifications  
Postgraduate Award in International Technology Management  
(Thailand)  
MSc in Manufacturing Systems Engineering (China) and sub-  
qualifications  
MSc in Manufacturing Systems Engineering (Hong Kong) and sub-  
qualifications  
MSc in Manufacturing Systems Engineering (HKPU) and sub-  
qualifications  
Postgraduate Award in Manufacturing Systems Engineering (Hong  
Kong)  
MSc in Manufacturing Systems Engineering (Yildiz Technical  
University) and sub-qualifications  
MSc in Programme and Project Management (South Africa) and sub-  
qualifications

MSc in Supply Engineering and Logistics (Malaysia) and sub-qualifications  
MSc in Engineering Asset Management and sub-qualifications  
MSc in Engineering Process Business Management and sub-qualifications  
MSc in Manufacturing Systems Engineering and sub-qualifications  
PhD and Masters by Research in Industrial and Business Studies

24. New Student Mobility Agreements

TO REPORT:

(a) That the following new exchange agreements had been approved:

- Economics exchange agreement with University of Economics , Prague
- Humanities and Social Sciences UG exchange agreement with the Hong Kong University of Science and Technology (HKUST).
- PaIS PhD exchange agreement with University of Malta
- University-wide undergraduate exchange agreement with Vrije Universiteit Amsterdam, Netherlands
- Life Sciences undergraduate exchange agreement with the National University of Singapore
- Liberal Arts undergraduate exchange agreement with University College Freiburg, Germany
- Liberal Arts undergraduate exchange agreement with University College Utrecht, Netherlands
- School of Modern Languages and Cultures undergraduate exchange agreement with Università di Firenze, Italy
- School of Modern Languages and Cultures undergraduate exchange agreement with Università Ca' Foscari di Venezia
- University-wide undergraduate exchange agreement with Yale-NUS, Singapore
- University-wide undergraduate exchange agreement with the University of Connecticut, USA
- University-wide or WBS specific undergraduate exchange agreement with Singapore Management University, Singapore

(b) That the following renewals of exchange agreements had been approved:

- University-wide exchange agreement with Seoul National University, South Korea
- WBS undergraduate exchange agreement with Lingnan College, Sun Yat-sen University, China
- Politics and International Studies (PaIS) undergraduate exchange agreement with Humboldt University of Berlin
- PaIS undergraduate exchange agreement with Institut d'études politiques de Lyon, France
- WMG Postgraduate traineeship exchange agreement with Naples Federico II, Italy

(c) That a proposal to amend the Waseda University agreement to expand mobility places and to incorporate all departments had been approved.

25. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 30 November 2016 in room CMR 1.0, University House.