

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Tuesday 29 May 2018 at 9.00 am** in room CMR 1.0, University House.

Please note that the start time of this meeting has been changed to 9 am due to volume of business and the meeting is expected to finish at 12 noon.

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. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting of the Academic Quality and Standards Committee on 9 May 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) 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 59 (d).17/18 refers)

TO REPORT:

- (i) That at its meeting on 23 November 2017 and on 14 February 2018, the Academic Quality and Standards 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 the Strategic Planning and Analytics office 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 and an initial report is included as agenda item 7.

(c) Fitness to Practise Operational Procedures (minute 59 (e)/17/18 refers)

TO REPORT:

- (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 out an audit of 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 Practise);
- (ii) That work was ongoing in this area and that revised Operating Procedures for courses subject to Fitness to Practise requirements offered in the Centre of Teacher Education (CTE) are included for the Committee's consideration under agenda item 20;
- (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) Termly report on complaints and appeals (minute 83.17/18)

TO REPORT:

- (i) That at its meeting on 9 May 2018, the Committee requested that a breakdown showing the nature of stage 2 complaints relating to accommodation requests be requested, complaints figures for stage 1 and stage 2 be compared with those of previous years and that departments would need to be supported and encouraged to report stage 1 complaints appropriately;

- (ii) That further work was ongoing in this area and that a progress report on matters arising in this area would be considered at a future meeting of the Committee;

(e) PGT External Examiners' Reports (minute 85.17/18 refers)

TO REPORT:

- (i) That at its meeting on the 9 May 2018, the Committee resolved that The external examiners' report form and process would need to be reviewed after the first year of operation to ensure that it was fit for purpose and that outstanding responses to PGT external examiners' reports would be chased by Teaching Quality;
- (ii) That review of the process and external examiners' report form as well as chasing outstanding responses from departments to PGT external examiners' reports was ongoing work and a report on progress would be considered by the Committee at a future meeting.

(f) 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.

(g) Turnitin and Contract Cheating Authorship Investigation (minute 91.17/18 refers)

TO REPORT:

- (i) That at its meeting on 9 May 2018, the Committee resolved that more information would need to be obtained before a final decision should be made as to whether the University should pilot or purchase this new software tool;
- (ii) That members of the Committee had been invited to a demonstration of this new software tool by Turnitin on 21 May 2018.

TO RECEIVE:

- (iii) An oral report from the Chair on the latest discussions on the University's position in relation to piloting the new software tool.

(h) IET report (minute 92.17/18 refers)

TO REPORT:

That the IET report and action plan from the School of Engineering would be discussed at the next meeting of the Committee in September 2018 once the report had been ratified by the IET which will take place on 31May 2018.

4. Review of Assessment

TO CONSIDER:

Proposals from the Chairs of the sub-groups of the Review of Assessment to approve principles emerging and to make policy changes as follows:

- a) A proposal to approve principles emerging from the Chair of the sub-group remedying failure and progression, Dr Phil Young as set out in paper AQSC 72.17/18 (copy attached);
- b) A proposal to approve principles emerging from the Chair of the sub-group dealing with examination procedures, Professor Jeremy Smith, as set out in paper AQSC 73.17/18 (copy attached);
- c) A proposal to implement a new mitigating circumstances process and associated policy from the Chair of the sub-group dealing with mitigating circumstances and reasonable adjustments as set out in paper AQSC 74.17/18 (copy attached);

5. Chair's Business

6. Work based learning framework for the University

TO CONSIDER:

A proposal from the Teaching Quality Project Manager (Degree Apprenticeships) on how to develop the University's work based learning framework further as set out in AQSC 75.17/18 and AQSC 75.17/18 Appendix A (copies attached).

7. Credit and module framework

TO CONSIDER:

Initial research conducted by the Administrative Officer (Strategic Planning and Analytics) on credit and module frameworks in other UK HEIs as set out in AQSC 76.17/18 (copy attached).

8. Students' Union Update

TO RECEIVE:

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

9. Revised Regulation 8.10 for the MBChB programme

TO CONSIDER:

Revisions to Regulation 8.10 for the MBChB programme as proposed by the Faculty Education Committee of the Faculty of Medicine to align regulatory changes with revised student support mechanisms and evidence of engagement for MBChB students as set out in AQSC 77.17/18 (copy attached).

10. Revisions to the requirements for the award of Postgraduate Taught Awards

TO CONSIDER:

A proposal from the Assistant Registrar (Teaching and Learning) that the Postgraduate Taught Conventions be revised taking into account that automatic remedying of failure is not permitted for some PSRB modules and to allow students to be registered on single module PGAs the right to remedy failure as a matter of course as set out in AQSC 67.17-18 (revised) (copy attached).

11. Revisions to First Year Board of Examiners conventions

TO CONSIDER:

A proposal to revise the First Year Board of Examiners' conventions effective from the academic year 2017/18 due to PSRB requirements for the School of Engineering as set out in paper AQSC 78.17/18 (copy attached).

12. Revisions to University Regulations to incorporate requirements to award degree apprenticeships

TO CONSIDER:

- a) A proposal from the Secretary to the Partnerships Committee to revise University Regulations to ensure that University Regulations have been appropriately adapted to include the award of degree apprenticeships as set out in AQSC 79.17/18 (copy attached).

TO CONSIDER:

Revisions to the following regulations:

- b) Regulation 6 – Admission to the University (AQSC 80.17/18);
- c) Regulation 11 – Procedure to be Adopted in the Event of Suspected Cheating in a University Test (AQSC 81.17/18);
- d) Regulation 23 – Student Disciplinary Offences (AQSC 82.17/18);
- e) Regulation 34 – Fitness to Practise (AQSC 83.17/18);
- f) Regulation 36 – Continuation of Registration (AQSC 84.17/18);
- g) Regulation 42 – Academic Appeals (AQSC 85.17/18).

13. Accreditation of Placement Year and Year Abroad

TO CONSIDER:

A proposal from the Administrative Officer (Partnerships) to revise the Policy Statement for the Accreditation of the Placement Year and Year Abroad and to recommend to Senate the recognition of credit on a pass or fail basis for additional years of study abroad to be implemented from the academic year 2018/19 as set out in paper AQSC 86.17/18, (copy attached).

14. Managing absence of Tier 4 undergraduate students

TO CONSIDER:

A paper from the Head of Immigration Services to allow Tier 4 undergraduate students a period of absence of up to 3 weeks in the summer holiday to undertake an internship as set out in AQSC 87.17/18 (copy attached).

15. Mandating the use of Tabula for attendance monitoring

TO CONSIDER:

A paper from the Assistant Director, International Student Office on mandating the use of Tabula for attendance monitoring as set out in paper AQSC 88.17/18, (copy attached).

16. Talis Aspire – Progress report on improving the use and visibility of Reading Lists

TO CONSIDER:

A progress report from the Head of Client Services of the Library on the proposed approach to rollover of reading lists for the academic year 2018/19 as set out in AQSC 89.17/18 (copy attached).

17. Update on Education Experience Monitoring Meetings

TO CONSIDER:

A progress report from the Assistant Registrar (Monitoring and Review) on progress made towards the delivery of the Education Experience Monitoring (EEM) to date as set out in paper AQSC 90.17/18 (copy attached).

18. Mapping of AQSC business in 17/18

TO RECEIVE:

A report from the Secretary to map AQSC business considered in the academic year 2017/18 in AQSC 91.17/18 (copy attached).

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:

19. Good Practice Guide on Providing Information to Students 2018-19

TO CONSIDER:

The revised Good Practice Guide on Providing Information to Students for the academic year 2018-19 and for implementation for departments when finalising information to students for the academic year 2018-19 as set out in paper AQSC 92.17/18, ([available online](#)).

20. Fitness to Practise operational procedures

TO CONSIDER:

A proposal from the Administrative Officer (Complaints Resolution) to implement operational procedures for fitness to practise processes in the Centre for Teacher Education (CTE) as set out in AQSC 93.17/18 ([available online](#)).

21. Course approvals during the academic year 2017/18

TO RECEIVE:

A list of courses approved by the University during the academic year 2017/18 as set out in document AQSC 94.17/18 ([available online](#)).

22. Degree Apprenticeship Handbook for 2018/19

TO CONSIDER:

A degree apprenticeship handbook for introduction from the academic year 2018/19:

- a) For Employers (AQSC 95.17/18) ([available online](#));
- b) For the Apprentice (AQSC 96.17/18) ([available online](#)).

23. Degree Apprenticeship course approval form and guidance

TO CONSIDER:

A degree apprenticeship course approval form and associated guidance as set out in AQSC 97.17/18 ([available online](#)).

24. 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/>

25. 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) Revisions to Regulation 37.6

AQSC approved at its meeting on 14 February 2018 a revision to Regulation 37.6 relating to Joint Hong Kong PolyU degrees (document AQSC 42.17/18 and minute 71.17/18 refers). An amendment to paper AQSC 42.17/18 had to be approved to ensure that the change to Regulation 37.6 related to the "MSc in Manufacturing Systems Engineering and the MSc in Manufacturing Systems Engineering and Management" as previously the latter degree title was omitted from the revised Regulation 37.6.

(b) Variation to admissions criteria

Approved a variation the admissions criteria relating to linguistic ability for a named applicant for a course in the School of Modern Languages and Cultures.

(c) 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 Law for module LA 214 Foundations of EU Law to be assessed by 100% examination instead of 100% of coursework as recommended by the University Disability Service.
- (ii) Approved an extension of a variation to the method of assessment for a named student in the School of Law to allow the student to vary the method of assessment in 60 credits to be assessed in coursework instead of examinations as recommended by the University Disability Service.
- (iii) Approved a variation to the method of assessment for a named student from the Department of Film and Television Studies to be assessed in an examination rather than by coursework in module FI336-15 Science Fiction: Theory as Film due to medical grounds.

(d) Variation of assessment on miscommunications grounds:

Approved a variation to the assessment methods for a named student in History in the Politics in UK module to allow the student to take an essay rather than a 3 hour examination as there had been a miscommunication when the student changed modules in January 2018.

26. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held in September 2018, date and time to be confirmed.