

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 31 October 2017 at **10am** in room CMR1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Claudia Gray, ext 24812, or the Assistant Secretary, Cara Pearson, ext 74464, email aqsc@warwick.ac.uk

R Sandby-Thomas
Registrar and Chief Operating Officer

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting

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 2017-18 (paper AQSC.01/17-18, 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:
<https://www2.warwick.ac.uk/services/gov/committees/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 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>

4. Minutes of the last meeting

TO CONSIDER:

- (a) Minutes of the meeting of the Academic Quality and Standards Committee on 12 June 2017 (copy attached);
- (b) Minutes of the Quality Assurance Working Group 11 May 2017 (copy attached);

5. Matters arising

Secretary's notes:

- *This section captures matters arising from both the Academic Quality and Standards Committee and the Quality Assurance Working Group in 2016-17*
- *The items to be reported with no further consideration are attached as paper AQSC.02/17-18 (available online)*

- (a) Termly Report on Complaints and Appeals (minutes QAWG.32 and 33/16-17 refer)

TO REPORT:

- (i) That at its meeting on 18 May 2017, the Quality Assurance Working Group considered the termly report on student complaints and appeals (paper QAWG.24/16-17) and resolved (*inter alia*) that future reports further clarify the nature of Chair's action taken in relation to ongoing appeals, such as those referenced in section 4.3;
- (ii) That at its meeting on 18 May 2017, it was reported to the Working Group (*inter alia*) that an analysis of the OIA outcomes and trends would be addressed in the next termly report on Academic Complaints and Appeals, alongside the outcomes of the University of Warwick for the same period;

TO REPORT :

- (iii) **That the termly and annual report on Academic Complaints and Appeals will be brought forward to the next meeting of the Committee;**

- (b) Progression and Awards on Taught Courses (minute QAWG.38/16-17 refers)

TO REPORT:

- (i) That at its meeting on 18 May 2017, it was reported (*inter alia*) to the Quality Assurance Working Group that at its meeting on 11 May 2017, the Academic Quality and Standards Committee considered a proposal for a Review of Assessment at the University and resolved (*inter alia*) that:
- (A) the review be undertaken;
 - (B) The proposals in paper QAWG.23/16-17 for developing progression and awards for taught programmes would form a part of the Review of Assessment;
 - (C) A further proposal to revise the University's Credit and Module Framework would be required;
 - (D) The proposed revisions would also aim to draw together and simplify relevant information that is currently found across different policies, guidance, regulations and conventions;
- (ii) That following consideration of a paper setting out proposals relating to progression and awards on taught courses (paper QAWG.23/16-17), the Working Group resolved :
- (A) That the proposal be informed by modelling the likely impact of the respective changes based on real data;
 - (B) That the new requirements would be introduced for new entrants not current students;
 - (C) That consultation across all departments be carried forward in relation to key aspects of the proposals;
 - (D) That the awards proposed to be unclassified were supported by the Group, except where students enrol on to certificates or diplomas (as opposed to exit qualifications);
 - (E) That members provide feedback to the Chair on Stage Weightings;
 - (F) That compensation of failure should not be permitted.

TO RECEIVE:

An oral report from the Chair.

- (c) *UK Quality Code Part A: Standards (minutes QAWG.16 and 30/16-17 refer)

TO REPORT:

- (i) That at its meeting on 18 May 2017 it was reported to the Working Group (*inter alia*) that a mapping exercise of the UKQC Part A was required to be undertaken alongside a mapping of the [Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015 \(ESG\)](#) and would be considered at the next meeting of the Academic Quality and Standards Committee in order to meet the HEFCE requirement for University's Council to provide assurances about the University's activities in these areas;

- (ii) That at its meeting on 18 October 2017, the Senate had considered a paper providing assurances to the University's Council about practices and policy in relation to quality assurance, this included a mapping of Part A of the UK Quality Code for Higher Education and the ESG;
- (iii) A paper from the Assistant Registrar (Teaching and Learning) mapping the UK Quality Code Part A: Standards and the ESG to the University practices and procedures as set out in paper AQSC.06/17-18{restricted},copy attached);

6. Chair's Business

(a) Review of the UK Quality Code

TO REPORT:

That the UK Standing Committee for Quality Assessment Review is consulting on changes to the UK Quality Code and is holding consultation workshops for quality practitioners and is inviting institutions to respond by Wednesday 13 December 2017:

<http://www.qaa.ac.uk/newsroom/consultations>

(b) QAA guidance "contracting to cheat in HE"

TO REPORT:

That the QAA has issued guidance on contract cheating in HE:

<http://www.qaa.ac.uk/en/Publications/Documents/Contracting-to-cheat-in-higher-education.pdf>

and AQSC would consider at its next meeting on 23 November 2017 in more detail how this guidance might affect current Warwick practices/policies on plagiarism/cheating

7. Students' Union Update

TO RECEIVE:

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

8. Student Personalised Information Programme

TO RECEIVE:

An update on progress made to date on the Student Personalised Information (SPI) Programme by the SPI Programme Manager (AQSC.07/17-18, copy attached)

9. Mitigating circumstances

TO CONSIDER:

A review of the Mitigating Circumstances procedures at the University of Warwick by the Student Personalised Information (SPI) Programme Team and recommendations arising thereof (AQSC.08/17-18, copy attached)

10. Module approval

TO CONSIDER:

A proposal to revise the content of the Module Approval Form (MA1) by the Student Personalised Information (SPI) Programme Team (AQSC.09/17-18, copy attached)

11. Course approval update

TO RECEIVE:

An update from the Assistant Registrar (Learning and Teaching) on progress of the implementation of the revised course approvals process (AQSC.05/17-18, copy attached)

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

TO CONSIDER:

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, copy attached)

13. Graduate Diploma

TO CONSIDER:

A paper from the Assistant Registrar (Teaching and Learning) on external requirements for the award of a Graduate Diploma, current practices at the University of Warwick and future changes required to comply with external requirements (AQSC.11/17-18, copy attached)

14. Course Monitoring and Review

TO CONSIDER:

A paper from the Assistant Registrar (Teaching and Learning) making recommendations on how to operationalise the revised Education Experience Monitoring (EEM) events for undergraduate and postgraduate taught provision in 2017-18 (AQSC.12/17-18, copy attached)

15. Timetabling Improvement Project

TO RECEIVE:

A report from the Timetabling Manager on Timetable complexity and Early Module Registration as part of the Timetable Improvement Programme (TIP) (AQSC.13/17-18, copy attached)

16. Undergraduate External Examiners Reports

TO CONSIDER:

A report from the Assistant Registrar (Assessment) on the analysis of themes and issues arising from the undergraduate external examiners' reports for 2016-17 and recommendations on how the University might wish to respond (AQSC.14/17-18, copy attached)

17. Update on Review of Assessment

TO RECEIVE:

A progress report from the Assistant Registrar (Assessment) on the Review of Assessment and identification of work streams (AQSC.15/17-18, copy attached)

18. Professional, Statutory and Regulatory Bodies (PSRBs)

(a) Engineering Course accreditation by the Institution of Engineering and Technology (Minutes QAWG.36(g)/16-17 and 23/16-17 refer)

TO REPORT:

- (i) That at its meeting on 18 May 2017, it was reported to the Working Group:
- That the Institution of Engineering and Technology (IET) had reviewed the accreditation of School of Engineering programmes during a monitoring visit on 5 May 2017 and noted significant improvement since the last report;
 - That accreditation of the School of Engineering's programmes had been confirmed for a further two years and that the School would therefore have to go through a full reaccreditation process during the 2017/18 academic year;
 - That the IET were due to visit Warwick Manufacturing Group on 18-19 April 2018;
 - That the School of Engineering had met the minimum requirements of accreditation, including those relating to space but that programmes still required more practical work, noting that increasing the practical element of the programme would require additional lab resources, space and appropriate staffing;
 - That the formal report from the IET visit would be brought to the committee when available;

- (ii) That an extension of accreditation had been awarded to programmes as listed in the IET confirmation letter (paper AQSC.16a/17-18)
- (iii) That the next full accreditation visit would take place during the 2017/18 academic year.

TO CONSIDER:

- (iv) The IET confirmation letter from the Monitoring Visit of the School of Engineering by the IET on 5 May 2017 (AQSC.16a/17-18, copy attached);

(b) Institute of Mechanical Engineers (IMechE) (minute QAWG.36g/16-17 refers)

TO REPORT:

- (i) That at its meeting on 18 May 2017, it was reported to the Working Group:
 - That the Institution of Mechanical Engineers (IMechE) would undertake a full reaccreditation assessment visit of the School of Engineering on 21 June 2017;
 - That it was anticipated that the IMechE might also make recommendations in relation to practical or laboratory resources, including equipment, space and facilities;
- (ii) That it is a requirement of the IMechE to have reviewed graduating cohorts before accreditation can be awarded to a new programme;
- (iii) That further to the reaccreditation visit on the 21 June 2017, the School of Engineering had successfully secured accreditation of new undergraduate programmes and the re-award of existing accreditations for 2017 to 2021 intake cohorts;
- (iv) That accreditation secured for new cohorts would be backdated to intake cohorts as listed by the IMechE in their confirmation letter;

TO CONSIDER:

- (v) A letter from the IMechE as set out in paper AQSC.17a/17-18 (copy attached);
- (vi) The report from the IMechE as set out in papers AQSC.17b/17-18 (copy attached).**

(c) British Computing Society (BCS)

TO REPORT:

- (i) That an Accreditation Panel of BCS, The Chartered Institute for IT, visited the University on Thursday 25 May 2017 for an accreditation visit, the report of which has now been approved by the BCS Academic Accreditation Committee;

TO CONSIDER:

The report from the BCS as set out in paper AQSC.18a/17-18 (copy attached), noting that a summary of the decisions is provided in Section A1 which lists the relevant programmes and accreditation period;

TO RECEIVE:

The Conditions of accreditation as set out by the BCS and outlined in paper AQSC.18b/17-18 (copy attached).

(d) British Psychological Society (BPS)

TO REPORT:

That two new Undergraduate programmes had received accreditation by the BPS as set out below and would be reviewed in line with the existing cycle of reviews for other programmes.

- BSc (Hons) Psychology with Linguistics (with effect from 2017/18 cohort)
- BSc (Hons) Psychology with Education (with Effect from 2018/19 cohort);

TO RECEIVE:

The confirmation letter from the BPS as set out in paper AQSC.19/17-18 (copy attached)

(e) PSRB Register

TO RECEIVE;

The current PSRB Register for the University of Warwick (AQSC.20/17-18, copy attached)

(f) Oversight and support for PSRB matters (Minute QAWG.36.k/16-17 refers)

TO REPORT:

- (i) That at its meeting on 18 May 2017, the Working Group resolved that several complications and issues relating to Professional, Statutory and Regulatory Bodies that had been considered by the Group over the last few years could have been avoided by the University by allocating dedicated resource to support departments in monitoring and managing accreditation and reaccreditation engagements, deadlines and actions arising.;
- (ii) That the Teaching Quality team was currently recruiting to a Grade 6 PSRB Administrative post to oversee PSRB matters at University level in conjunction with departmental contacts;

19. 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:

20. RPL form

TO CONSIDER:

A proforma for applications for the standing exemption of credit or modules towards an award of the University of Warwick as set out in paper AQSC.21/17-18 ([available online](#));

21. Tier 4 Compliance

TO RECEIVE:

The Tier 4 Mock Audit Report for 2016/17 as set out in paper AQSC.22/17-18 ([available online](#));

22. Chair's Action

TO REPORT:

That subsequent to the final meetings of AQSC and QAWG in 2016-17, the Chairs of the respective Committees took action on behalf of their Committees as outlined in as paper AQSC.23/17-18 ([available online](#))

23. Progress of Committee Recommendations

TO REPORT:

(a) That at its meeting on 14 June 2017, the Senate approved recommendations from the Committee under the following headings:

Guidance on Dealing with Cheating in Assessed Work
Proof-Reading Policy
Proposals for approval and oversight of outcomes for students on the International Foundation Programme
Good Practice Guide on Providing Information to students
Good Practice Guide on Monitoring Student Attendance and Progress

(b) That at its meeting on 5 July 2017, the Senate approved recommendations from the Committee under the following headings:

Unified Appeals Regulation for all academic appeals
Revised guidance on Scaling
Revised guidance on Moderation
Amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research

Amendments to guidance on the PhD by Published Work and to introduce new guidance to examiners
Revisions to Regulation 8.10 (6)
Revisions to managing absence for Tier 4 students
Revisions to Requirements for Taught Postgraduate Degrees
Revisions to Accreditation of Prior Learning Policy and proposal to rename the policy to “Recognition of Prior Learning Policy”
WVG new delivery Centre in Shanghai for three collaborative programmes on “distance delivery” basis
New collaborative modules delivered by ESADE Business School

24. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Thursday 23 November 2017 at 2.30pm in CMR 1.0.**