

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on 20 May 2013 at **9.30am** in room **CMR1.0** (formerly the Council Chamber), 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 or to the Assistant Secretary, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

Mr K Sloan
Registrar and Chief Operating Officer

AGENDA – 2nd CIRCULATION

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

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 28 February 2013, previously circulated and available on the Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

Report on Student Academic Complaints and Appeals: Spring Term 2012/13 (minute 71/12-13 refers)

TO REPORT:

That, at its meeting on 28 February 2013, the Committee considered a report from the Deputy Academic Registrar and the Administrative Officer (Academic Registrar's Office) on academic appeals and complaints by students during the Spring Term 2012/13 (paper AQSC 42/12-13), and resolved (*inter alia*) that the proposal to amend the Student Academic Complaints Procedure, as set out in section 2(b) of paper AQSC 42/12-13, not be approved in the proposed form, noting that the Committee recognised the need to make the amendments to ensure alignment with the relevant chapter of the QAA UK Quality Code for Higher Education, but that further clarification may be required to ensure that:

- (i) It is clear to complainants whether there is any deadline within which they might appeal the decision to route their complaint through the Academic Complaints Procedure;
- (ii) There is no unintended implication in the wording of the proposed amendment that such an appeal might initiate a separate parallel complaints process, and

that the options to mitigate against this concern by providing greater clarity about the routing of complaints be fully explored.

TO CONSIDER:

A revised proposal to amend the Student Academic Complaints Procedure (paper AQSC 51/12-13, previously circulated), together with an oral report from the Deputy Academic Registrar.

3. Chair's Action

PGCE (School Centred Initial Teacher Training (SCITT))

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve, in principle, a proposal from the Institute of Education to introduce a new course entitled PGCE Secondary (SCITT) in collaboration with Ninestiles School, Birmingham, as set out in paper AQSC 52/12-13 ([available online](#)), and to approve:

- (a) The issue of principle arising from the proposal that the University collaborate with an alliance of partner schools;
- (b) That, exceptionally, the Institute of Education be permitted to make offers to students pending final approval of the collaborative arrangements by the Collaborative, Flexible and Distributed Learning Sub-Committee.

4. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following items:

Warwick Awards for Teaching Excellence

5. Update from the Students' Union

TO CONSIDER:

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

6. QAA Institutional Review

TO CONSIDER:

A letter to the University from the Quality Assurance Agency (QAA), setting out the draft findings of the Institutional Review process concluding in February 2013 (paper AQSC 53/12-13, previously circulated), together with an oral report from the Senior Assistant Registrar (Teaching Quality).

7. Postgraduate Taught Examination Conventions (minute BGS 74/12-13 and draft minute BGS 85(b)/12-13 refers)

TO REPORT:

- (a) That, at its meeting on 19 February 2013, the Board of Graduate Studies considered revised Postgraduate Taught Examination Conventions (paper BGS 57/12-13) and recommended (to the Academic Quality and Standards Committee) the revised Requirements for Taught Postgraduate Awards be adopted with effect from 2013/2014 for new PGT entrants, noting the following:
- (i) That the wording at point 3 (a) of the requirements be amended to state:
- 'Students who do not attain the minimum pass mark on a module are eligible for re-examination on one occasion providing that **they have not failed more than one third of the taught element of the course**'*,
- rather than
- 'Students who do not attain the minimum pass mark on a module are eligible for re-examination on one occasion providing that **a pass mark has been attained in at least at least one third of the taught element of the course**'*
- (ii) That the requirements be amended to include reference to the University policy relating to remedying failure as a result of the imposition of late penalties or as a result of a finding of plagiarism;
- (iii) That the existing University policy on remedying failure at PGT level would be superseded by the revised requirements, noting that this therefore would cease to exist as a separate policy.
- (b) That, at its meeting on 2 May 2013, it was reported to the Board of Graduate Studies that following the meeting of the Board on 19 February 2013, the Working Group established by the Academic Quality and Standards Committee to review the assessment conventions for taught postgraduate students indicated that the amended wording for 3(a) did not reflect their recommendations, and that members were subsequently invited to vote between the wording [contained in (a)(i) above] and an alternative form of wording, noting that the outcome of the vote indicated that the majority of Board members would prefer the adoption of the following wording:
- 'Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course'*

TO CONSIDER:

Revised Postgraduate Taught Examination Conventions (paper AQSC 54/12-13, previously circulated).

8. Regulation 8 Appeals: Scope of preliminary review panels (minute 50(a)/12-13 refers)

TO REPORT:

(a) That, at its meeting on 5 December 2012, it was reported to the Committee:

(i) That, at its meeting on 22 November 2012, the Board of Undergraduate Studies considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13) and recommended to the Academic Quality and Standards Committee that it be approved.

(by Professor Johnson):

(ii) That previous advice from the OIA appears to have contradicted the proposed amendment relating to the ability of the preliminary review panel to consider the merits of the case.

(b) That, at its meeting on 5 December 2012, the Committee considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13) and resolved that further consideration be given to the proposed amendment of Regulation 8.12 in light of Professor Johnson's comments.

(c) That, at its meeting on 31 January 2013, it was reported to the Committee:

(by the Chair of the Board of Undergraduate Studies)

That Preliminary Review Panels made a judgement on the relevance of the case as well as whether there was additional evidence presented which had not been made available to the Exam Board and that the amendments were intended to reflect this.

(d) That, at its meeting on 31 January 2013, the Committee considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13), and resolved:

(i) That the draft amendment to Regulation 8.12 be amended as follows:

(A) To clarify that the Preliminary Review Panel considers the relevance of the additional evidence rather than the merits of the case.

(B) To clarify further the phrase 'at the time of the examination'.

(ii) That the revised Regulation be considered by the University Senior Tutor prior to approval.

TO CONSIDER:

A proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13, previously circulated), together with an oral report from the Assistant Registrar (Examinations).

9. Contact Hours (minute 123/11-12 refers)

TO REPORT:

That, at its meeting on 20 June 2012, the Committee considered (*inter alia*) the report of the Faculty Engagement of the Faculty of Arts (paper TLR.96/11-12) and the report of the Faculty Engagement of the Faculty of Social Sciences (paper TLR.98/11-12) [arising from the Institutional Teaching and Learning Review 2011] and resolved (*inter alia*) that:

In relation to Recommendation 11.2(b)(ii) from the Faculty of Arts and Recommendation 13.3(b)(iv) from the Faculty of Social Sciences, following discussions with academic departments on contact hours, further policy and guidance be developed.

TO CONSIDER:

A paper and oral report from the Assistant Registrar (Learning and Teaching) on contact hours (paper AQSC 55/12-13, previously circulated).

10. **HEPI 2013 Student Academic Experience Survey**

TO CONSIDER:

The full report of the Higher Education Policy Institute (HEPI) 2013 Student Academic Experience Survey (paper AQSC 65/12-13, copy attached).

11. Review of the “50% Rule”

TO CONSIDER:

A paper from the Assistant Registrar (Learning and Teaching) on the “50% rule” (paper AQSC 56/12-13, previously circulated).

12. Module Approval Audit Process

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) on the outcomes of a review of the module approval audit process (paper AQSC 57/12-13, previously circulated).

13. Learning and Development Centre Update

TO CONSIDER:

A paper from the Learning and Development Manager (Academic) to update the Committee on developments in support of teaching and learning being progressed by the Learning and Development Centre. (paper AQSC 59/12-13, previously circulated).

14. National Student Survey 2013 (minute 70(a)/12-13 refers)

TO REPORT:

That, at its meeting on 28 February 2013, the Committee received a paper from the Assistant Registrar (Teaching Quality) setting out the latest response rates for the National Student Survey 2013 by department (paper AQSC 41/12-13)

TO RECEIVE:

A paper from the Assistant Registrar (Teaching Quality) setting out the final response rates for the National Student Survey 2013 by department and providing comparative data for 2012 (paper AQSC 60/12-13, previously circulated).

15. International Student Barometer Autumn Wave 2012 Outcomes

TO CONSIDER:

Outcomes of the International Student Barometer Autumn Wave Survey (paper AQSC 61/12-13, previously circulated).

16. Institute for Advanced Teaching and Learning

TO CONSIDER:

- (a) The Institute for Advanced Teaching and Learning Evaluation Report 2012 (paper AQSC 62/12-13, previously circulated).
- (b) The report from the Student Engagement survey administered by IATL at Warwick in 2011 (paper AQSC 63/12-13, previously circulated), together with an oral report from the Director of IATL.

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 electronic file-store at https://files.warwick.ac.uk/tqcomm/browse#AQSC/20_May_2013

18. Higher Education Review: A More Risk-Based Approach to the Quality Assurance of Higher Education in England (minutes 75/12-13, 42/12-13 and 5(c)/12-13 refer)

TO REPORT:

- (a) That, at its meeting on 20 June 2012, the Committee considered:
- (i) The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (paper AQSC 85/11-12);
 - (ii) A draft University response to the consultation document by the Senior Assistant Registrar (Teaching Quality) and an oral report on issues arising from a consultation event held on 18 June 2012 (paper AQSC 109/11-12);
- and resolved that comments on the University response be provided to the Secretary, noting that the Steering Committee would approve a final response
- (b) That at its meeting on 23 July 2012, the Steering Committee resolved that the draft University response to the HEFCE consultation on improving quality assurance in higher education as set out in SC 422/11-12 be revised in light of discussion at the meeting, prior to submission by the deadline of 31 July 2012 (minute SC 599/11-12 referred);
- (c) That, at its meeting on 30 October 2013, it was reported to the Committee that the revised consultation response was submitted to the HEFCE as set out in paper SC 422/11-12 (revised), and that the outcome of the consultation had been released on 25 October 2012 and would be reported to a future meeting of the Committee;
- (d) That, at its meeting on 5 December 2012, the Committee received the HEFCE report a Risk-Based Approach to Quality Assurance: outcomes and next steps 2012/27 (paper AQSC 32/12-13);
- (e) That, at its meeting on 28 February 2013, the Committee considered a QAA consultation document on a new process of "Higher Education Review", in response to the HEFCE consultation and report, as follows:
- (i) Background to the Consultation Document (paper AQSC 45/12-13);

- (ii) Higher Education Review – A Handbook for Higher Education Providers (draft for consultation) (paper AQSC 46/12-13);
- (iii) HEFCE's invitation to the QAA to implement a more risk-based approach to the quality assurance of higher education in England (paper AQSC 47/12-13).

, and resolved:

- (iv) That the Assistant Registrar (Teaching Quality) was due to attend a round-table discussion event on the proposed Higher Education Review process;
- (v) That a draft response to the consultation be prepared by the Teaching Quality section of the Academic Office, taking into account the views of the Committee noted at the meeting.

TO RECEIVE:

The University's final response to the QAA consultation on a new process of "Higher Education Review", prepared by the Senior Assistant Registrar (Teaching Quality) (paper AQSC 64/12-13, available online).

19. New Postgraduate Courses of Study

TO REPORT:

That the Board of Graduate Studies, at its meeting on 2 May 2013, approved the following new courses:

- MSc Data Analytics
- MSc in Integrative Bioscience
- MSc in Integrative Bioscience and Business
- PhD in Analytical Science
- Joint Warwick/Monash PhD (Health and Biomedical Sciences)

20. Revised Postgraduate Courses of Study

TO REPORT:

That the Board of Graduate Studies, at its meeting on 2 May 2013, approved the following revised course:

- MSc Business Analytics [changed name from MSc Business Analytics and Consulting]

21. Next meeting

That the next meeting of the Committee will be held at 10.30am on 11 June 2013 in CMR 1.0, University House.