

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 12 June 2017 at **2.00pm** 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 or to the Assistant Secretary, Cara Pearson, ext 74464, email c.pearson@warwick.ac.uk

R Sandby-Thomas
Registrar

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

A G E N D A

1. Institutional Teaching and Learning Review (ITLR) 2017

TO REPORT:

- (a) That at its meeting on the 11 May 2017, it was reported to the Committee that the Committee would consider the reports and responses for approval, together with the evaluation report from the ITLR Steering Group, and close reading of a number of reports and responses would be allocated to individual members;
- (b) That Committee members had been asked assigned papers for their close scrutiny and submit comments to the Secretariat in advance of the meeting;
- (c) That departmental reports and responses and the evaluation report for the ITLR had been published for all staff on the ITLR website at <http://www2.warwick.ac.uk/services/aro/dar/quality/itlr2017/report>

TO CONSIDER:

- (d) The departmental reports and responses for the academic and administrative departments included in the ITLR 2017;
- (e) The evaluation report for the ITLR 2017, to be considered by the Senate on 14 June 2017;
- (f) The Faculty Engagement Reports for the ITLR 2017

All available by staff sign-in on the ITLR website here:

<http://www2.warwick.ac.uk/services/aro/dar/quality/itlr2017/report>

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 11 May 2017 (circulated previously).

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. Matters arising

(a) Feedback on Exams (minutes 5/16-17 and 72/16-17 refer)

TO REPORT:

- (i) That at its meeting on 11 May 2017, it was reported to the Committee:
 - (A) That at its meeting on 27 June 2016, the Senate approved proposals:
 - (1) 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;
 - (2) That academic departments be offered the following options for implementing this requirement:
 - (a) Departments already providing feedback on examinations should continue with current practice;
 - (b) Either the pro-forma template set out in Paper AQSC.44/15-16 or an adapted version could be implemented for feedback to cohorts;
 - (c) Departments could propose alternative mechanisms for feedback on examinations, appropriate to their context and discipline;
 - (3) That, where departments proposed using alternative mechanisms for providing feedback on examinations, these be approved by a working group of the Committee;
 - (4) That the method of providing feedback on examinations be clearly communicated to students.
 - (B) That at its meeting on 27 October 2017, it was reported to the Committee that departments had been asked to notify

the Secretariat of how they were intending to offer feedback on examinations by 30 September; approximately half had done so and the majority were either providing feedback to individuals or at cohort level, using the template form or an adaptation of this.

(C) That the Committee resolved that the purpose of the working group of the Committee be amended to focus on enhancement of approaches to providing feedback on examinations to students, through advice and sharing of good practice and that the Group should have a student member.

(D) That the majority of Departments had now provided information on how feedback would be provided to students;

(E) That, as noted previously, the majority were either providing feedback to individuals or at cohort level, using the template form or an adaptation of this, as set out in Paper AQSC 17/16-17;

(ii) That at its meeting on 11 May 2017, the Committee resolved:

(A) That information in ITLR reports on feedback on examinations be reviewed;

(B) That the Department of Economics be asked to provide information on its methods of providing feedback to students on exams;

(C) That further information be requested from departments on how individual feedback is requested and provided and the workload involved, including numbers of students.

TO CONSIDER:

(iii) A revised summary departmental responses relating to methods of providing feedback on exams to students (AQSC.17/16-17{revised}, copy attached);

5. Progress of Committee Business

TO REPORT:

(a) That at its meeting on 15 March 2017, the Senate approved recommendations from the Committee under the following headings:

Revision to Regulation 8.3 (First Degrees)
Collaborative, Flexible and Distributed Learning Sub-Committee

(b) That at its meeting on 17 May 2017, the Council approved the amendment to Regulation 8.3 (First Degrees) with immediate effect.

6. Chair's Business

7. Students' Union Update

TO RECEIVE:

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

8. Additional Course Costs

TO CONSIDER:

A paper on additional course costs by the Education and Postgraduate Officers of the Students' Union as set out in paper AQSC.27/16-17 (copy attached).

9. Teaching on Wednesday Afternoons

TO REPORT:

(a) That at its meeting on 11 May 2017, it was *reported* to the Committee (*inter alia*) that:

- (i) That currently the policy on no teaching on Wednesday afternoons only applied to undergraduate students;
- (ii) That the Students' Union was campaigning to have the policy extended to all full-time taught students based on campus apart from those on professional courses, such as medicine, social work and education;

(b) That at its meeting on 11 May 2017, the Committee *resolved* that a paper setting out proposals in more detail be brought to a future meeting of the Committee;

TO CONSIDER:

(c) A proposal on Teaching on Wednesday afternoons by the Education and Postgraduate Officers of the Students' Union as set out in paper AQSC.28/16-17 (copy attached).

10. SPI (Student Personalised Information)

TO RECEIVE:

A presentation from the Senior Assistant Registrar (Strategic Programme Delivery) on the Student Personalised Information Programme.

11. Moodle Module Spaces

TO CONSIDER:

A paper from the Service Owner for Academic Technology Support (ITS) on the provision of Moodle module spaces as set out in paper AQSC.29/16-17 (copy attached).

12. Reading Lists

TO CONSIDER:

A paper from the Head of Client Services (Library) on a proposed approach to improve the visibility of Reading Lists (paper AQSC.30/16-17, copy attached);

13. Review of Academic Governance

TO REPORT:

- (a) That at its meeting on 11 May 2017, the Committee considered and discussed a report from the Academic Governance Review Working Group (paper AQSC.21/16-17);
- (b) That minutes from the discussion had been submitted to the Academic Governance Review Working Group;
- (c) That the last meeting of the Academic Governance Review Group is to take place on 12 June 2017, immediately prior to the meeting of the Academic Quality and Standards Committee.

TO RECEIVE:

- (d) An oral update on the Review of Academic Governance;

14. Unified Regulation for Academic Appeals

TO REPORT:

- (a) That at its meeting on 20 February 2017, the Academic Quality and Standards Committee *considered* a proposal from the Administrative Officer (Complaints Resolution) for the introduction of a review stage into the Academic Appeals Process and for the harmonisation of deadlines of all appeals to be brought in line with 10 University Working Days deadline as per Undergraduate appeals (paper AQSC.15/16-17) and *resolved (inter alia)*:
 - (i) That the Committee supported the proposals set out in paper AQSC.15/16-17, noting that amendments to Regulations 8, 36, 37 and 38 would be brought forward for consideration in due course;

TO CONSIDER:

- (b) A proposal for a Harmonised Appeals Deadline and a unified regulation and procedure for Academic Appeals as set out in paper AQSC.31a/16-17 (copy attached), noting that the proposal includes:
- (i) the introduction of an Internal Review Stage to the Academic Appeal Process;
 - (ii) a proposed new Regulation for Academic Appeals (Annex A)
 - (iii) proposed revisions to references to academic appeals in existing Regulations 8: Regulations for First Degrees, 37: Regulation Governing Taught Postgraduate Degrees and 38: Regulation Governing Research Degrees as set out in Annex B (AQSC.31b/16-17, available online).

15. Amendment to Senate Examination Regulation 17: Guidance on Scaling and Moderation

TO REPORT:

- (a) That at its meeting on 20 October 2016, the Quality Assurance Working Group considered a paper on Guidance on Scaling (paper QAWG.2/16-17) and *resolved* that the proposal to introduce the Guidance on Scaling and amend Senate Examination Regulation 17 and the Guidance on Moderation (to take effect as of the 2017/18 academic year) be recommended for approval, subject to:
- (i) Amendments to the draft Guidance on Scaling as agreed at the meeting;
 - (ii) Prior circulation and confirmation of the amended paper and guidance to all Head of Departments with undergraduate and/or postgraduate taught programmes;
- (b) That at its meeting on 18 May 2017, the Quality Assurance Working Group *considered* the draft Guidance on Scaling (QAWG.2/16-17{revised}) and *resolved* that the guidance be recommended for approval subject to minor amendments as agreed in the meeting;

TO CONSIDER:

- (c) A proposal for the introduction of Guidance on Scaling to take effect as of the 2017/18 year, including amendment to the Senate Examination Regulation 17 and the Guidance on Moderation as set out in paper QAWG.2/16-17{revised2} (copy attached);

16. Race Equality Charter

TO CONSIDER:

A paper from the Director of Strategic Programme Delivery and Dr de Noronha, Teaching Fellow, Department of Sociology, on the University's submission to the Race Equality Charter Mark (paper AQSC.32/16-17, copy attached).

17. **Remedying failure for incoming exchange students**

TO CONSIDER:

A proposal from the Senior Assistant Registrar (Teaching Quality) to introduce the opportunity to remedy failure for incoming exchange students as set out in paper AQSC.33/16-17 (copy attached).

18. **Amendment to Regulation 38 (Research Degrees) to include “major corrections”**

TO REPORT:

(a) That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) on Recommendations available to Examiners of Higher Degrees by Research (BGS.41/16-17) and resolved that the proposal to introduce a new category of “Major Corrections” be approved, noting:

- (i) That minor corrections should be re-defined to refer to typographical amendments only, noting that a new category of major corrections be introduced where a candidate is required to make amendments that do not entail a significant amount of further research or analysis;
- (ii) That candidates be permitted a period of up to a maximum of six months to make major corrections, noting that there would be no changes to the period allowed for minor corrections (three months) and resubmission (12 months), and that these limits apply equally to full and part-time students;
- (iii) That the recommendation of major corrections not be available to examiners of resubmitted theses;
- (iv) That the satisfactory completion of major corrections be assessed by at least one examiner, usually the internal;
- (v) That as the introduction of a major corrections category would require changes to the University Regulations, proposed amendments would be available for consideration at the next meeting of the Board;

(b) That at its meeting on 30 May 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) setting out proposed amendments to Regulation 38 Governing Research Degrees (BGS.47/16-17) and resolved that the amendments be approved;

TO CONSIDER:

(c) A paper from the Administrative Officer (Graduate School) settling out proposed amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research as set out in paper BGS.47/16-17{revised}, copy attached);

19. Update on Review of Personal Tutoring

TO RECEIVE:

An update report from the Dean of Students on the Review of Personal Tutoring as set out in paper AQSC.34/16-17 (copy attached).

20. 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.

21. Mapping of the UK Quality Code Part A and the European Standards

TO CONSIDER:

A mapping exercise of the University's practices relative to the QAA UK Quality Code Part A (Standards) and the European Standards and Guidelines 2015 AQSC.35/16-17 (to follow)

22. Amendment to Regulation 38: PhD by Published Work

TO REPORT:

(a) That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) on the recommendations of the PhD by Published Work Task and Finish Group (paper BGS 40/16-17) and *resolved* that the proposals to amend the published guidance and introduce new guidance to examiners in addition to a form for candidates to submit together with their thesis, be approved, subject to minor amendments as agreed in the meeting;

TO CONSIDER:

(b) The revised paper from the Administrative Officer (Graduate School) on proposals to amend the published guidance on the PhD by Published Work and introduce new guidance to examiners, in addition to a form for candidates to submit alongside their thesis as set out in paper BGS.40/16-17{revised} (available online);

23. Managing Absence for Tier 4 Students

TO REPORT:

- (a) That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Head of Immigration Services, Office for Global Engagement in relation to managing absence for Tier 4 students (paper BGS 38/16-17) and resolved that the proposal be approved, subject to a minor amendment to wording;

TO CONSIDER:

- (b) The revised paper from the Head of Immigration Services, Office for Global Engagement in relation to managing absence for Tier 4 students (paper BGS 38/16-17{revised}, [available online](#));

24. Changes to Regulation 8.10(6)

TO REPORT:

- (a) That at its meeting on 30 May 2017, the Board of Undergraduate Studies considered and *recommended* for approval a proposal from the Undergraduate Studies Committee of the Faculty of Medicine that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18;

TO CONSIDER:

- (b) A proposal from the Undergraduate Studies Committee of the Faculty of Medicine, as set out in paper MUSC 52/16-17([available online](#)), that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18.

25. Amendments to Regulations for Taught Postgraduate Degrees

TO RECEIVE:

A revised version of the Regulations for Taught Postgraduate Degrees as set out in paper AQSC.37.16-17 ([available online](#));

26. Annual Statement from the Office of the Independent Adjudicator

TO RECEIVE:

The Annual Statement for 2016 from the Office of the Independent Adjudicator as set out in paper AQSC.38.16-17 ([available online](#));

27. External Examiners' Handbook (Taught Provision)

TO CONSIDER:

The External Examiner's Handbook (Taught Provision) 2017/18 as set out in paper AQSC.39.16-17 ([available online](#)).

28. Timeliness of feedback

TO RECEIVE:

The Timeliness of Feedback Report for the period Summer Term 2015/16 to Spring Term 2016/17 as set out in AQSC.40/16-17 ([available online](#)).

29. Update report from QAWG

TO RECEIVE:

The Annual report from the Quality Assurance Working Group (QAWG) as set out in paper AQSC.41/16-17 ([available online](#)).

30. Update from SLEEWG

TO RECEIVE:

The Annual report from the Student Learning Experience and Engagement Working Group (SLEEWG) as set out in paper AQSC.42/16-17 ([available online](#)).

31. Revisions to the Accreditation of Prior Learning Policy

TO CONSIDER:

- (a) Proposed amendments to the Accreditation of Prior Learning Policy, including the proposal for the policy to be renamed "Recognition of Prior Learning Policy" as set out in paper QAWG.30/16-17{revised2} ([available online](#));
- (b) A proposal from Warwick Business School for a standing exemption for students who have taken the Postgraduate Award in Organisational Leadership for 40 credits at level 7 of the Executive or Distance Learning MBA as set out in paper PSC.89/16-17 ([available online](#));

32. Partnerships Committee

TO REPORT:

- (a) That at its meeting on 19 May 2017, it was *reported* to the Partnerships Committee that the Chair had taken action on behalf of the Committee to recommend for approval:
 - (i) A proposal for a new delivery centre in Shanghai, in addition to the Beijing site currently used for three collaborative programmes approved for delivery on a "distance delivery" basis with Beijing City University (paper CFDLSC.70/16-17)

- (ii) A proposal from Warwick Business School for a number of modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) as set out in paper CFDLSC.71/16-17;

TO CONSIDER:

- (b) A proposal for a new delivery centre in Shanghai, in addition to the Beijing site currently used for three collaborative programmes approved for delivery on a “distance delivery” basis with Beijing City University (paper CFDLSC.70/16-17, [available online](#));
- (c) A proposal from Warwick Business School for a number of modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) as set out in paper CFDLSC.71/16-17, [available online](#));

33. Chair’s Action

TO REPORT:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Committee to approve the following:

- (a) A revision to the deadline for Feedback Timeliness Reporting from the first Friday of each term to the end of week two of each term, noting that this will not change the dates on which the report will be based and that the change has been updated in the [online policy](#);
- (b) Revisions to the Guidance on Dealing with Cheating as agreed at the meeting of the Committee held on 11 May 2017 and set out in Paper QAWG.13/16-17 (revised2)
- (c) Revisions to the Good Practice Guide on Providing Information to Students as set out in Paper AQSC.23/16-17 (revised).

34. Postgraduate Courses of Study:

TO REPORT:

- (a) That at its meeting on 30 May 2017, the Board of Graduate Studies approved the following new courses:

New MPhil/PhD pathways in Professional Development
PGCE (QTS) School Direct Salaried (Early Years)
- (b) That at its meeting on 30 May 2017, the Board of Graduate Studies granted in-principle approval for the Centre for Lifelong Learning to introduce a suite of new professional PGT courses;
- (c) That it was reported to the Board of Graduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve a new PhD in Literary Practice (Creative Writing);

35. Undergraduate Courses of Study

TO REPORT:

- (a) That at its meeting on 30 May 2017, the Board of Undergraduate Studies approved the following new courses:

BASc Honours degree in Global Sustainable Development
BASc Honours degree in Global Sustainable Development with Intercalated Year
BASc Economic Studies and Global Sustainable Development with Intercalated Year;
BASc Global Sustainable Development and Business Studies with Intercalated Year;
BASc History and Global Sustainable Development with Intercalated Year;
BASc Life Sciences and Global Sustainable Development with Intercalated Year;
BASc Politics and International Studies and Global Sustainable Development with Intercalated Year;
BASc Philosophy and Global Sustainable Development with Intercalated Year;
BASc in Psychology and Global Sustainable Development with Intercalated Year;
BASc Sociology and Global Sustainable Development with Intercalated Year;
BASc Theatre and Performance Studies and Global Sustainable Development with Intercalated Year
BASc Economic Studies and Global Sustainable Development with Intercalated Year;
BASc Global Sustainable Development and Business Studies with Intercalated Year;
BASc History and Global Sustainable Development with Intercalated Year;
BASc Life Sciences and Global Sustainable Development with Intercalated Year;
BASc Politics and International Studies and Global Sustainable Development with Intercalated Year;
BASc Philosophy and Global Sustainable Development with Intercalated Year;
BASc in Psychology and Global Sustainable Development with Intercalated Year;
BASc Sociology and Global Sustainable Development with Intercalated Year;
BASc Theatre and Performance Studies and Global Sustainable Development with Intercalated Year
MEng in Biomedical Systems Engineering
BEng in Biomedical Systems Engineering

- (b) That at its meeting on 30 May 2017, the Board of Undergraduate Studies approved a proposal for a specialist language pathway through the BA Honours degree in Liberal Arts;
- (c) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that a joint committee of the Academic Quality and Standards Committee and the Undergraduate Studies Committee of the Faculty of Science, at meetings in March 2017, approved changes to 21 Engineering undergraduate courses;
- (d) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve the BSc (Degree Apprenticeship) proposed by Warwick Manufacturing Group in collaboration with Dyson;

- (e) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve the following new course titles for existing courses of study:
- F106 MChem Chemistry with Professional Experience – to be renamed *MChem Chemistry with International Placement*
 - F108 MChem Chemistry with Industrial Training – to be renamed *MChem Chemistry with Industrial Placement*
 - F126 MChem Chemistry with Medicinal Chemistry with Professional Experience – to be renamed *MChem Chemistry with Medicinal Chemistry with International Placement*
 - F128 MChem Chemistry with Medicinal Chemistry with Industrial Training – to be renamed *MChem Chemistry with Medicinal Chemistry with Industrial Placement*;
- BA in History and Literature and the BA in History and Literature with Intercalated Year to be named BA in English and History and BA in English and History with Intercalated Year.

36. Committee Meetings

TO REPORT:

That, subject to the outcome of the Review of Academic Governance, the next meeting of the reconstituted Academic Quality and Standards Committee will be confirmed when the Committee Timetable for 2017/18 is published.

CH/CP/KG 08/06/17