

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Thursday 19 May 2011

Present: Professor A Caesar (Chair), Ms S Bennett, Professor S Bruzzi, Dr C Jenainati, Professor N Johnson, Professor J Labbe, Mr S Lamb, Dr D Lamburn, Professor R Leng, Dr J Robinson, Mr S Ruston, Mr D Stevens

Apologies: Professor S Hand, Dr P O'Hare, Professor C Hughes

In attendance: Dr C Edgar, Mr R McIntyre, Mr S Williams (for item 78/10-11)

71/10-11 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 2 March 2011, available on the Governance website, be approved.

72/10-11 Matters arising

(a) Vision 2015 (minute 25/10-11 referred)

REPORTED:

That the Committee had been thanked for its contributions to the refreshing of the Vision 2015 strategy, which had since been finalised and made available online at www.warwick.ac.uk/go/vision2015.

(b) Annual Course Review Reports (minute 62/10-11 referred)

REPORTED:

That the Capital Planning and Accommodation Review Group had acknowledged the scheduling issues in large and medium sized lecture theatres and would shortly be considering a proposal to build further lecture theatre space.

(c) Student Academic Complaints and Appeals 2009-10 (minute 60/10-11 referred)

REPORTED:

- (i) That, at its meeting on 2 March 2011, the Committee considered a report from the Administrative Officer (Academic Registrar's Office) concerning student academic complaints and appeals 2009-10 (paper AQSC 48/10-11)

and resolved:

- (A) That the Chair of the Board of Graduate Studies would contact the Academic Registrar's Office for clarification on the issue raised in section 5 with respect to postgraduate taught student appeals on the grounds of poor supervision;
 - (B) That the role of the AQSC in the Student Academic Complaints Procedure is considered to be in oversight of the process and consideration of any precedent or policy change that may be suggested to them as a result of individual cases or following consideration of an annual report.
 - (C) That the Academic Registrar be asked to augment the current policy (as quoted in Annex 1 of paper AQSC 48/10-11) in item 4 to provide guidance as to the circumstances under which the University would consider it 'not appropriate' to raise a complaint 'initially in writing to the person responsible for the action which has given rise to the complaint' to allay the concern of the Committee that students may find this initial step difficult by providing helpful advice on this step.
- (ii) That there were no undergraduate student cases considered through the second formal stage of the Academic Complaints Procedure in 2009/10;
 - (iii) That the student academic complaints procedure had been augmented in item 4(i) as recommended by the Committee;
 - (iv) That the Chair of the Board of Graduate Studies had looked into the issue of taught postgraduate student appeals on the grounds of poor supervision and confirmed that in all cases, the complaint was not upheld.

RESOLVED:

- (v) That the result of the investigation by the Chair of the Board of Graduate Studies into the issue of taught postgraduate student appeals on the grounds of poor supervision confirming that this was not an area of concern (due to no cases being upheld) be noted.

73/10-11 Progress of Committee Recommendations

REPORTED:

That the Senate, at its meeting on 16 March 2011, resolved that the recommendation from the Committee under the following heading be approved:

Amendment to Regulation 8.12 (minute AQSC 46/10-11 referred)

Chair's business(a) Warwick Awards for Teaching Excellence (WATE) 2010/11

REPORTED:

- (i) That the winners of the WATE awards 2010/11 were:
 - (A) Ms R Dickinson (Warwick Institute of Education)
 - (B) Mr G Palmer (Warwick Business School)
 - (C) Dr V Patel (Warwick Medical School, Institute of Clinical Education)
 - (D) Dr V Stavros (Department of Chemistry)
 - (E) Dr J Harrison (School of Law) who was additionally awarded the Butterworth Award for Teaching Excellence.
- (ii) That the standard of the nominees had been very high.

RESOLVED:

That the winners of the WATE awards 2010/11 be congratulated.

(b) Proposed undergraduate fee levels

REPORTED:

- (i) That, following the proposal by the University to charge up to £9000 per year for Home/EU students on undergraduate courses from 2012/13, the University had submitted its Access Agreement proposal to OFFA;
- (ii) That the details of the agreement remain confidential until it has been approved by OFFA as it could be subject to negotiation and alteration;
- (iii) That a response from OFFA is expected by 11 July 2011.

(c) Diplomas for employability

REPORTED:

- (i) That a small working group met for the first time on 18 May 2011 to discuss the proposal (captured in the refreshed Vision 2015 Strategy) to introduce extra-curricular opportunities to gain skills that aid employability;
- (ii) That the group have provisionally identified the following areas for further investigation:
 - (A) Modern foreign languages
 - (B) Entrepreneurship
 - (C) Intercultural competencies
 - (D) Psychometric testing, potentially linking to an inter-disciplinary group project
- (iii) That the discussions were in the very early stages;
- (iv) That administrative and resource implications would be considered by relevant colleagues once the group had made initial investigations into the feasibility of the ideas being mooted;

RESOLVED:

- (i) That the potential to operate a scheme for students using the model of the 'Warwick Learning Account' (for staff) be investigated with the support of the Committee;
- (ii) That the opportunities to build on links with employers to aid this initiative be investigated further.

75/10-11 Online submission of assessed work (minute EL.9/10-11 referred)

REPORTED:

- (a) That the eLearning Steering Committee, at its meeting on 5 May 2011, received an oral update from the Director of IT Services on progress toward a University system for online submission of assessed work , noting (*inter alia*) that:
 - (A) A bid had been submitted to the Strategic Investment Group, Chaired by the Deputy Vice-Chancellor, for the additional resource needed to develop the proposed solution, and that this bid would be considered at the upcoming meeting of this Group on 16 May 2011;
 - (B) Members of the Group could, if they felt strongly about the proposal, lend their support to the bid by contacting their Faculty Chair in advance of the meeting;
 - (C) The overwhelming view of the Group was that the proposed solution had the potential to deliver considerable service enhancements in a diverse set of operations, including both academic and administrative processes, external examining, student experience and employability;
 - (D) The project was envisaged to be taken forward in phases with the most urgent requirements met first and a 'toolkit' built up over time.
- (b) That the meeting of the Strategic Investment Group on 16 May 2011 had been cancelled and so this item would be discussed at a future meeting, following which an update would be provided to the Committee.

76/10-11 Update from the Students' Union

REPORTED:

- (a) That a paper would be forthcoming at the next meeting of the Committee from IATL, in consultation with the Students' Union, regarding a proposal to provide early-degree, detailed feedback to first year undergraduate and taught postgraduate students;

- (b) That reforms to the SSLC system are currently under discussion, particularly focussing on:
 - (i) improving communication between SSLCs and the Education Officer and Students' Union President (as student representatives on university committees);
 - (ii) interventions from the Students' Union where SSLCs become dysfunctional (such as through low participation);
- (iii) That interest continued in 'contact time' and that more qualitative research was required in this area to inform a plan of how to improve satisfaction in this area;
- (iv) That the 'feel good campaign' was now underway with a guide available online to encourage students to eat well during the examinations period and to give tips on de-stressing;

RESOLVED:

That the Students' Union President provide information about the 'feel good campaign' to the University Senior Tutor, noting that the Senior Tutor operates a system during the examinations periods for identifying students who may be vulnerable.

77/10-11

Erasmus Mundus Grand Committee

REPORTED:

- (a) That three bids have been submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University:
 - (i) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
 - (ii) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
 - (iii) A Joint degree in Particle Physics (PCUBE), led by Physics.
- (b) That a review of the Erasmus Mundus approval process would be undertaken in the coming weeks with recommendations for a revised schedule for next year, primarily to ensure bidders had sufficient time to draw together the relevant documentation;
- (c) That the Graduate School would look into the level of detail required for approval of Erasmus Mundus bids in future years;
- (d) That the University's refreshed Strategy contains an aim to '*expand cooperation in teaching using external funding like Erasmus Mundus where possible, to develop joint masters and PhD programmes*' but that sufficient time needed to be devoted to ensuring that bids submitted were of high quality.

RESOLVED:

- (a) That the Assistant Secretary be thanked for his work in support of the process;
- (b) That the Chairs of the Collaborative, Flexible and Distributed Learning Sub-Committee and Graduate School be thanked for their work in considering the proposals, particularly at short notice;
- (c) That the internal deadlines for preparing to submit a bid be brought forward, starting in the Autumn term of a given year.

78/10-11 International Student Barometer (ISB)

RECEIVED:

A paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Autumn Wave 2010 results (Paper AQSC 53/10-11).

REPORTED:

- (a) That the findings of the Autumn wave 2010 of the ISB survey were very positive overall, particularly regarding the learning experience;
- (b) That best practice was shared amongst departments – no one department was in the ‘top scorers’ for all indicators;
- (c) That the main areas highlighted for further work were:
 - (i) Performance feedback
 - (ii) Marking criteria
- (d) That the results of the ISB had been presented in detail to Senior Management and to a wider audience, noting that attendance was higher from central administrative staff than representatives of academic departments;

CONSIDERED:

- (a) Areas of the learning experience to be prioritised for further improvement;
- (b) Suggestions on how to share best practice between academic departments regarding the learning experience to help achieve greater consistency in student satisfaction across the University;
- (c) How best to disseminate the results of the International Student Barometer.

RESOLVED:

- (a) That paper AQSC 53/10-11 be shared with departments (as a useful commentary on the results for teaching and learning) alongside specific detailed results for that department, for discussion in appropriate fora such as departmental meetings;
- (b) That the 'open comments' be provided to departments where the anonymity of the respondents could be ensured (so 'country' information should always be removed ;
- (c) That the potential to summarise (on a single webpage) all upcoming events on teaching and learning, such as those focussed on sharing of best practice, be investigated;
- (d) That colleagues be reminded of the upcoming Teaching and Learning Showcase on Wednesday 29 June 2011;
- (e) That the Board of Undergraduate Studies be invited to consider ways to encourage sharing of information between departments and across faculties, such as through informal lunch meetings between groups of three Directors of Undergraduate Studies from a range of disciplines (to allow for easy arrangement of suitable dates and for a collegial atmosphere to discuss best practice) for which a topic could be suggested, such as 'feedback' or 'marking criteria';
- (f) That the Assistant Director (Planning & Student Experience) be asked to prepare (and keep updated with progress) an action plan in response to the ISB Autumn Wave 2010 results;

79/10-11

PSRB Review of the Warwick Business School by EQUIS

CONSIDERED:

A report from EQUIS (European Quality Improvement System) regarding the peer review undertaken in January 2011 of the Warwick Business School, including a cover paper from the Senior Assistant Registrar, WBS (Papers AQSC 54/10-11 and 55/10-11).

REPORTED:

- (a) That the 'quality profile' of WBS according to EQUIS had changed between 2006 (when the last review was undertaken) and 2011 as follows:

	2006	2011
<i>Above standard</i>	34	7
<i>Meets standard</i>	51	83
<i>Below standard</i>	13	4

- (b) That the report included praise for:
 - (i) the personal tutoring system;
 - (j) the interdisciplinary work in which WBS was engaged;

- (k) That other areas highlighted in the report included:
 - (i) The underperformance of the Executive Education programmes;
 - (ii) The upcoming review of the MBA;
 - (iii) A recommendation for more cross-use of modules between degree courses.

RESOLVED:

That the report be noted.

80/10-11 QAA Institutional Review

REPORTED:

- (a) That at its meeting on 18 April 2011, the Steering Committee considered a report from the Senior Assistant Registrar (Teaching Quality) outlining the key points of the new QAA Institutional Review Process, and notification of the University's Institutional Review in 2012/13 (Paper SC.410/10-11)

and reported (by the Academic Registrar):

- (i) That the University's QAA Institutional Review would take place in 2012/13, the second year of operation of the new process.
- (ii) That the role of the "institutional facilitator" would likely rest in the Teaching Quality team, and the role of the "lead student representative" with the Students' Union Education Officer.

and resolved:

That the Teaching Quality team would complete the pro forma to inform the size and constitution of the QAA review team, for submission to the QAA by the deadline of 3 May 2011.

- (b) That the pro forma to inform the size and constitution of the QAA review team was submitted to the QAA by the deadline of 3 May 2011.

81/10-11 Degree Classification Conventions

REPORTED:

- (a) That the Chair of the Board of Undergraduate Studies wrote to exam correspondents, exam secretaries and departmental secretaries on 14 March 2011 regarding implementation of the new degree classification conventions in 2011 (Paper AQSC 56/10-11);
- (b) That the Teaching Quality Team would shortly be sending out answers to Frequently Asked Questions (FAQs) about the new conventions (also making them available online);

- (c) That responsibility for the operation of the examinations process is retained by the Examinations Office so queries on procedural aspects should continue to be directed to this team;
- (d) That, should there be questions of policy about the implementation of the new conventions during the upcoming exam period, the Teaching Quality Team could be contacted for advice by email on quality@warwick.ac.uk or by telephone on 024 765 22065.

RESOLVED:

- (a) That where matters of interpretation were raised, a small working group be consulted to make decisions on the consistent application of the conventions;
- (b) That the working group be constituted of members of the Assessment Conventions Working Group, augmented by the Chairs of the Boards of the Faculties;
- (c) That examinations secretaries and undergraduate studies secretaries be contacted and invited to raise any concerns they have to the Teaching Quality Team prior to the meetings of examination boards.

82/10-11 UUK-GuildHE Review of External Examining Arrangements

CONSIDERED:

- (a) The final report and recommendations from the UUK review of external examining arrangements in universities and colleges in the UK (Paper SC.419/10-11);
- (b) A paper from the Secretary on potential changes in response to the recommendations (Paper AQSC 57/10-11).

RESOLVED:

- (a) That the names of external examiners *not* be included in course literature as the reason for this recommendation in the UUK review report was not clear and the Committee was unanimously *not* in favour of adopting this recommendation without a demonstrable reason as it was felt that it could lead to a misunderstanding by students of the role of the external examiner;
- (b) That the online 'checklist for supporting external examiners' be reviewed to ensure it is fit for purpose and in line with best practice but that a formal physical induction *not* be universally adopted, though informal departmental visits by new external examiners prior to the examinations process continue to be welcomed;
- (c) That the recommendation to make external examiners reports available to students be further considered at the Boards of Undergraduate and Graduate Studies, noting that the report on changes to the Academic Infrastructure (following the recent

consultation considered by the Committee) was expected to be published shortly;

- (d) That the Committee supported the introduction of a model for identifying a 'Chief External Examiner', normally to be based on the length of experience at examining (across the sector), who can then act as a point of reference or mentor for less experienced external examiners, and that this development be taken forward by the Examinations Office and Teaching Quality Team;

RECOMMENDED (to the Senate):

- (a) That the length of appointment for external examiners be changed to four years (formally three years);
- (b) That the current form for nominating external examiners for undergraduate and taught postgraduate degrees to the Senate Steering Committee (included as Annex A to this paper) be amended to include reference to the recommended 'national criteria for appointment' (Annex B of the report), asking Heads of Department to confirm that their recommendation is in line with the listed requirements, subject to:
 - (i) Addition of a clarification to item 8 in the criteria to state that there should not be more than one person from a single department of the same institution appointed to act as external examiner at one time;
 - (ii) Inclusion of an exception to the ninth bullet point of item 5 in the criteria to allow for the appointment of suitable external examiners from within fields in which large-scale collaborative research projects are common and integral to the field (such as particle- and astro-physics);
 - (iii) Inclusion of the expectation of the University that, for a person to be nominated for an external examiner position at Warwick, they should normally have experience of a role in a university (or department) that is comparable in reputation to that of Warwick in the criteria for appointment of external examiners (in response to the requirement in the recommended 'national criteria for appointment' that every external examiner should have '*sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of colleagues*').

83/10-11 Internal Audit follow-up: Student Academic Complaints

RECEIVED:

An extract from the internal audit of 'Student Complaints – Academic Matters' (Paper AQSC 58/10-11).

CONSIDERED:

The desirability of imposing time limits for acknowledgement of complaints, escalation of complaints and completion of procedures for both students and the University within the formal part of the Academic Complaints Process, noting that no sector-wide benchmarking had yet taken place.

RESOLVED:

- (a) That the principle of introducing reasonable time limits for handling academic complaints be supported, noting the importance placed on maintaining a good relationship with the student body through clear communication and the management of expectations;
- (b) That the issue be investigated further by the Chair of the Board of Graduate Studies and the Secretary (in consultation with colleagues in the Graduate School) to establish what is reasonable and achievable;
- (c) That a proposal for specific time limits be brought forward for consideration at the next meeting of the Committee.

84/10-11 National Student Survey

RECEIVED:

A report from the Assistant Secretary and Teaching Quality Support Officer on the National Student Survey final response rates for 2011 (paper AQSC 59/10-11), noting that the completion rate had increased by 2.5% on last year (despite the Easter vacation period falling very close to the closing date of the survey).

REPORTED:

That the results of the survey were expected to be available in August 2011 and that (following this) a report would be brought to the Committee for consideration in the Autumn term.

RESOLVED:

That the Committee's thanks to the Assistant Registrar (Teaching Quality) and the Students' Union for supporting the survey be noted.

85/10-11 Personal Tutoring (minute 58/10-11 referred)

REPORTED:

- (a) That, at its meeting on 2 March 2011, the Committee received a discussion paper from the Senior Tutor on the current position of the personal tutor system and proposals to achieve enhanced consistency of guidelines' implementation (paper AQSC 45/10-11), noting (*inter alia*) that a formal evaluation would be undertaken of the personal tutoring system next term to provide an independent view on the

current system and to allow for plans to be made for any enhancement of the system (as referenced during the refreshing of the Vision 2015);

and resolved:

- (i) That the Students' Union Education Officer would remind academic convenors, at the briefing session held during the summer vacation, of the need to discuss the practice and policy of student tutoring arrangements (not individual instances) at SSLCs;
- (ii) That the University Senior Tutor would circulate the website search findings to Departmental Senior Tutors along with guidance (and/or a template document or webpage content) on the information expected to be covered (and maintained as up-to-date) on departmental websites.;
- (b) That an internal review was now planned for over the Summer term and vacation, with a report to be brought forward to the Autumn term meeting of the Committee;
- (c) That the Students' Union would assist with survey information about the personal tutoring system;
- (d) That the desirability of an external review would be considered in the light of the findings of the internal review;
- (e) That contact had been made with departments regarding information for departmental websites, inviting views on the timescale required for provision of this information ahead of the start of the 2011/12 academic year;
- (f) That a 'Strategy Bites' session was scheduled for 19 May 2011 on personal tutoring, forming part of the consultation exercise.

86/10-11

Guardian League Table

REPORTED:

That the Guardian had published its 'University League Table 2012' on 17 May 2011 in which the University had been rated sixth overall (down from third in the 2011 table), noting that:

- (a) The Management Information and Planning Office were undertaking work to understand the reason for the lower ranking this year;
- (b) The recurrent themes of 'feedback' and 'employability' were present as areas for improvement;
- (c) It is important for the University to compare itself not only against Russell Group institutions but also other competitors, such as those in the 1994 Group.

Chair's Action

REPORTED:

That, since the last meeting of the Committee, the Chair had taken action, acting on behalf of the Committee, to approve (Paper AQSC 60/10-11):

(a) Good practice guides

A recommendation that, where no issue of principle is concerned, future amendments to good practice guides (maintained by the Teaching Quality Team in the Academic Office) be reported 'below the line' at the following meeting of the Committee with a weblink provided to the updated version.

(b) Interim periodic reviews

A proposal for interim periodic reviews of taught and research courses (Paper SC.418/10-11 (revised), circulated electronically for consideration by the full Committee), but that the proposal to schedule reviews for the summer term of 2010/11 was not supported (due to concerns over capacity during peak periods for examinations and assessment) and a schedule should instead be taken forward for the Autumn and Spring Terms of 2011/12, noting that approval in principle had already been granted by the Steering Committee.

(c) Warwick Medical School

(i) A proposal detailing the process to be undertaken for the approval of modules and the subsequent audit of this process (Paper GCFM.1/10-11), noting that the Faculty of Medicine are a single-department faculty and so the module approval process (devolved to departments following the Harris report) is to be undertaken by the Directorate of Masters Programmes & Continuing Professional Development Committee (DMP & CPD) with the Graduate Studies Committee of the Faculty of Medicine (GCFM) undertaking the audit function. (This approval requires amendment of the terms of reference for GCFM and the DMP & CPD Committee to reflect this process.)

(ii) A proposal for the monitoring attendance scheme to be adopted for students on full-time postgraduate dentistry programmes (available on request from the Teaching Quality team of the Academic Office).

(d) Credit and module framework – Stage 1 language modules
(noting that there were amendments from paper AQSC 60/10-11, updated orally at the meeting of the Committee)

Requests for exemption (as allowed for within the policy) from the new requirement (to be introduced into the Credit and Module Framework from 2011/12) disallowing students from taking Stage 1 language modules in the final year from the following departments for the courses listed:

(i) Department of Classics and Ancient History

noting that the department uses 'scaling' to ensure that marks achieved by students in years 2 and 3 on 'beginners' language modules (in Latin or Greek) are appropriately weighted and that the cases are subject to approval by the Head of the Department of Classics and Ancient History, following discussion between the student and the departmental language tutor:

- (A) BA in Classical Civilisation – Q820
- (B) BA in Classical Civilisation with Study in Europe – Q821
- (C) BA in Classical Civilisation with Philosophy – Q8V7
- (D) BA in English and Latin Literature – QQ36
- (E) BA in Ancient History and Classical Archaeology – VV16

(ii) Department of Philosophy

noting that the department uses 'scaling' to ensure that marks achieved by students in years 2 and 3 on 'beginners' language modules (in Latin or Greek) are appropriately weighted and that the cases are subject to approval by the Head of the Department of Classics and Ancient History, following discussion between the student and the departmental language tutor:

BA in Philosophy with Classical Civilisation – V5Q8

(iii) Department of Italian Studies

noting that the department uses 'scaling' to ensure that marks achieved by students in years 2 and 3 on 'beginners' language modules (in Latin or Greek) are appropriately weighted and that the cases are subject to approval by the Head of the Department of Classics and Ancient History, following discussion between the student and the departmental language tutor:

BA in Italian and Classics – RQ38

(iv) Department of Chemistry

noting that restrictions on taking outside modules earlier in the degree course (to ensure pre-requisite chemistry modules are completed and to ensure eligibility for accreditation with the Royal School of Chemistry) make the final year potentially an appropriate time for studying a language on these courses:

- (A) BSc in Chemistry - F100
- (B) BSc Chemistry (with Intercalated Year) - F101
- (C) MChem in Chemistry - F105

- (D) MChem in Chemistry with Professional Experience - F106
 - (E) MChem in Chemistry (with Intercalated Year) - F107
 - (F) MChem in Chemistry with Industrial Training - F108
 - (G) BSc in Chemistry with Medicinal Chemistry - F121
 - (H) BSc in Chemistry with Medicinal Chemistry (with Intercalated Year) - F122
 - (I) MChem in Chemistry with Medicinal Chemistry - F125
 - (J) MChem in Chemistry with Medicinal Chemistry (with Professional Experience) - F126
 - (K) MChem in Chemistry with Medicinal Chemistry (with intercalated year) - F127
 - (L) MChem in Chemistry with Medicinal Chemistry with Industrial Training - F128
- (e) Collaboration with East Mediterranean University, Northern Cyprus (minute CFDLSC.8(b)/10-11 referred).
- (i) That at its meeting on 11 November 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal to establish a collaboration with East Mediterranean University to deliver the MSc in Engineering Business Management and the MSc in Supply Chain & Logistics Management as set out in Part 4 course proposal (CFDLSC.6/10-11), noting that this would replace the collaboration with the European University of Lefke, which would be discontinued and reported that there remained a degree of uncertainty surrounding the legal aspects of the collaboration with the partner institution which were being explored further by the University's legal services team and resolved that, once the legal aspects of the collaboration have been resolved, that the Chair consider the proposal, on behalf of the Sub-Committee, following the meeting;
 - (ii) That, subsequent to the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee held on 11 November 2010, the Chair took action on behalf of the Sub-Committee to recommend the proposal to the AQSC;
 - (iii) That, since the last meeting of the Academic Quality and Standards Committee, the Chair had taken action, acting on behalf of the Committee, to approve the proposal.

88/10-11 New and Revised Courses

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 5 May 2011 resolved that the following new courses be approved:
 - (i) MSc in Intercultural Communication for Business and the Professions
 - (ii) Postgraduate Diploma in Intercultural Communication for Business and the Professions

- (iii) Postgraduate Certificate in Intercultural Communication for Business and the Professions
 - (iv) PGCE (Teach First), subject to approval by CFDLSC (not yet secured)
- (b) That the Board of Graduate Studies at its meeting on 5 May 2011 resolved that the following new course title be approved:

Master of Science in Public Leadership and Management (formerly Master of Science in Public Management)

89/10-11 Terms of Reference of the Committee (minute 73/09-10 referred)

REPORTED:

- (a) That a mistake in the draft Terms of Reference of the Committee in AQSC 58/09-10 had been noted, such that the recommended action in section 3(c) (supported by the Committee):

That consideration of External Examiners' reports, Annual Review reports, periodic review reports and SSLC reports be devolved to BUGS and BGS, together with the responsibility for intervening in departments where there were issues of concern. Serious issues of concern would also be raised with AQSC.

had not been fully incorporated into the amended Terms of Reference.

- (b) That the Terms of Reference had subsequently been updated to reflect the original recommendation of the Committee (approved by Senate) by the deletion of clause (f):

~~*To consider an annual report on the operation of the Student-Staff Liaison system.*~~

90/10-11 QAA: Doctoral degree reference point draft (draft unconfirmed minute BGS 65/10-11 and minute AQSC 66/10-11 referred)

REPORTED:

- (a) That, at its meeting on 2 March 2011, it was reported to the Committee that at its meeting on 24 February 2011, the Board of Graduate Studies considered a QAA Consultation paper on Doctoral degree characteristics (paper BGS 41/10-11).
- (b) That a response had been submitted on behalf of the University including the following comments and suggestions:
- (i) That in general the 'Rough Guide' be welcomed;
 - (ii) That the range of duration for part-time PhDs be explicitly included (typically between 5 and 7 years);
 - (iii) That the questions 'What kind of funding is available to support conference attendance?' and 'Will there be extra costs associated with the PhD (e.g. bench fees)?' be added to the suggested list of questions to consider before taking up a PhD;

- (iv) That a description of the types of examiners be included in the assessment section (including internal and external examiners and noting that the supervisor does not examine the thesis);
- (v) That the Guide include information about applying for a visa.

91/10-11 Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.00am on Wednesday, 22 June 2011 in the Council Chamber, University House.

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