

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Tuesday 11 June 2013

Present: Professor C Hughes (Chair, except where indicated below), Ms S Bennett, Ms A Chowcat, Professor S Jacka, Professor J Labbe, Mr S Lamb, Dr D Lamburn (Chair, for items 108/12-13, 110/12-13, 112/12-13 and 114-115/12-13), Professor R Leng, Professor A Reeve, Dr J Robinson, Professor S Swain, Dr P Taylor, Professor P Thomas

Apologies: Mr J Entwistle, Professor N Holdsworth, Professor C Hughes, Dr C Jenainati, Professor N Johnson, Dr J Kidd

In attendance Ms K Gray, Mr R McIntyre, Ms A Thomas (for item 117/12-13), Ms R Wooldridge Smith (for item 112/12-13).

108/12-13 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 20 May 2013 (available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>) be approved.

109/12-13 Matters arising

(a) Away "Day" (minute 91(c)/12-13 referred)

REPORTED:

That, at its last meeting on 20 May 2013, it was reported to the Committee that the Chair wished to hold an Away "Day" before the Summer vacation to discuss the strategic priorities for the Committee over the coming year, and its terms of reference, and that members of the Committee would be contacted in due course to arrange a suitable date;

RECEIVED:

An update from the Chair on arrangements for the Away "Day", noting that:

- (i) The precise date was still to be confirmed, but would be circulated to members of the Committee as soon as possible;
- (ii) The Away "Day" would provide an opportunity for members to reflect on the way in which the Committee currently operates, and to consider ways in which the constitution, structure and aims of the committee for the coming year might be more appropriately set out to provide adequate space to discuss issues of fundamental strategic importance;

- (iii) A number of themes had been identified for discussion, as outlined at the meeting, but that members of the Committee should feel empowered to make suggestions for other topics.

RESOLVED:

- (i) That, in order to ensure that the Committee is able to consider issues spanning the totality of the student experience from recruitment to graduation, the membership of the Committee be augmented to include suitable individuals able to contribute across this complete range of activity, and that possible members be discussed further at the Away "Day";
 - (ii) That the President elect of the Students' Union be invited to attend the Away "Day".
- (b) Review of the "50% Rule" (minute 98/12-13 referred)

REPORTED:

That, at its last meeting on 20 May 2013, the Committee considered a paper and oral report from the Assistant Registrar (Learning and Teaching) on the "50% rule" (paper AQSC 56/12-13), and recommended (to the Senate):

- (i) That the "50% rule", relating to the proportion of a student's total assessment across a degree programme which must be carried out under examination conditions, be discontinued, noting the view of the Committee that:
 - (A) Any alterations to course regulations arising from the discontinuation of the rule should be departmental led; and
 - (B) There should be no obligation for departments to reduce the number of examinations in the absence of a clear, departmental driven, academic rationale to do so;
- (ii) That a small sub-group of AQSC be convened to consider an implementation plan for discontinuing the "50% rule" and the appropriate timescales for so doing, together with the implications of discontinuing the "50% rule" in relation to:
 - (A) Ensuring that the assessment of students continues to be conducted at course level through a cohesive and strategic approach;
 - (B) Concern around the potential for increased incidences of plagiarism, and the means to mitigate against this;
 - (C) The prospect of an increased module and course approval burden on academic and administrative departments in the short term, and the means to effectively alleviate such load if necessary.

CONSIDERED:

Arrangements for the convening of a sub-group to consider the implementation of the discontinuation of the “50% rule”, as resolved by the Committee at its last meeting.

RESOLVED:

- (i) That a small working-group be convened to consider:
 - (A) The articulation of a University “Assessment Strategy”;
 - (B) The timeline for the abolition of the “50% rule”, and the implications for departments;
 - (C) Any measures necessary to ensure that assessment can be appropriately designed to reduce opportunities for plagiarism to a minimum;
- (ii) That the working-group be Chaired by the Chair of the Committee, and include one representative from each Faculty together with a student representative.
- (c) Regulation 8 Appeals: Scope of preliminary review panels (minutes 95/12-13 and 50(a)/12-13 referred)

REPORTED:

- (i) That, at its last meeting on 20 May 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 recommended (to the Senate) that the proposed amendments to Regulation 8.12 be approved with immediate effect, and resolved:
 - (A) That Regulation 37 Governing Taught Postgraduate Courses be amended to ensure that the remit of the Preliminary Review Panel for appeals relating to postgraduate taught courses be aligned to the amended version of Regulation 8.12.
 - (B) That proposed amendments to institutional policies and regulations applying to taught courses should be aligned across undergraduate and postgraduate taught provision, as appropriate, to ensure consistency in approaches.
- (ii) That, at its meeting on 6 June 2013, the Board of Graduate Studies considered a paper from the Assistant Registrar (Graduate School) on the remit of the Preliminary Review Panel in the postgraduate appeals process (paper BGS 86/12-13), and resolved:
 - (A) That the ability for the Preliminary Review Panel to

make qualitative judgements about appeals at the review stage is essential to their remit as intended by the University, noting that this avoids the unnecessary use of the Graduate Appeals Committee's resources;

- (B) That the proposed amendment to Regulations 37.5 and 38 is open to too much interpretation as to when the Preliminary Review Panel would exceed the scope of its brief in making a qualitative judgement.

And recommended (to the Academic Quality and Standards Committee) that the proposed amendment to the wording of Regulations 37.5 and 38 be reviewed in order to provide the Preliminary Review Panel with clearer guidance on its remit in making qualitative judgements

- (iii) That, subsequent to the meeting of the Board of Graduate Studies, the Chairs of the Boards of Graduate and Undergraduate Studies had agreed a form of words to be used in the appeals regulations covering study at undergraduate, postgraduate taught and postgraduate research levels, and had taken action, on behalf of their respective Committees, to recommend (to the Academic Quality and Standards Committee) that the proposal to amend the wording of regulations 8.12, 37.5 and 37.8 be approved as set out in paper BGS 86/12-13, with the following minor change (additions underlined): "...may also consider the substance and merits of the case..."

RECOMMENDED (to the Senate):

- (iv) That the proposal to amend the wording of regulations 8.12, 37.5 and 38 as set out above, be approved;

RESOLVED:

- (v) That, in light of the above, the alteration to the recommendation made by the Committee at its previous meeting on 20 May 2013 be reported orally to the Senate by the Chair at its meeting due to take place on 12 June 2013, in order that the changes might be approved for adoption during the current cycle.

110/12-13 Chair's Action

- (a) Harmonisation of the First Year Boards of Examiners' Conventions (minutes AQSC 72/12-13 and BUGS 30/12-13 referred)

REPORTED:

- (i) That the Undergraduate Studies Committees of the respective Faculty Boards, at their meetings of 30th January 2013, considered the harmonised conventions drafted by the Chair of the First Year Boards of Examiners' Working Group;

- (ii) That in light of comments received from the Undergraduate Studies Committees of the Faculty Boards and a written report from the Sub-Faculty of Science, the First Year Boards of Examiners' Working Group met again on 15th February 2013 and considered a further draft of the harmonised conventions;
- (iii) That, at its meeting on 19 February 2013, the Board of Undergraduate Studies considered the revised draft of the First Year Boards of Examiners' Conventions (paper BUGS 18/12-13) and recommended (to the Academic Quality and Standards Committee) that the proposed First Year Boards of Examiners' Conventions, as set out in paper BUGS 18/12-13, be approved, it being noted that:
 - (A) The new conventions would apply to first-year students first enrolling with the University in the academic year 2013/14, and that the existing conventions would apply to students first enrolling on the first-year of their course before then;
 - (B) That departments be asked to identify "required core modules" in good time for both their first-year entrants in the Autumn Term 2013 and for the First-Year Boards;
- (iv) That, at its meeting on 28 February 2013, the Committee considered the revised draft of the First Year Boards of Examiners' Conventions (paper BUGS 18/12-13), and resolved that the proposed revisions to the First Year Boards of Examiners' Conventions, as set out in paper BUGS 18/12-13, be approved by the Chair of the Committee, acting on its behalf, subject to:
 - (A) Consideration of minor amendments to the Conventions to clarify the differences in procedure expected at June or September Boards of Examiners' meetings;
 - (B) Further consideration of the date of introduction of the policy, and how this might impact on students on a period of temporary withdrawal or who are resitting without residence at the point of introduction;
 - (C) Further discussion of the Conventions with the Centre for Lifelong Learning to discuss the implications for students on part-time degrees
- (v) That, subsequent to the meeting, the issues raised by the Committee had been explored further and resolved by the Chair of the Board of Undergraduate Studies, and that the Chair had therefore taken action, acting on behalf of the Committee, to recommend (to the Senate) that the proposed revisions to the First Year Boards of Examiners' Conventions, as set out in paper BUGS 18/12-13, be approved, noting that the harmonised FYBOE progression conventions will be applied in all first year boards sitting in academic year 2013-14 and thereafter, except that in any case in which a student

commenced his or her programme of study prior to 2013, the Board should ensure that the student is not prejudiced by the application of the harmonised conventions.

(b) Undergraduate Progression Requirements on Intermediate Years of Study

REPORTED:

That the Chair had taken action on behalf of the Committee to approve minor revisions to the Undergraduate Progression Requirements on Intermediate Years of Study to reflect existing requirements set out in Regulation 8.3, as set out in paper AQSC 79/12-13.

111/12-13 Update from the Students' Union

REPORTED:

- (a) That the Students' Union were preparing to receive a large number of queries from students following the main examination period;
- (b) That work was on-going in analysing and disseminating the results of the "Postgraduates Who Teach" survey;
- (c) That the outgoing Sabbatical Officers were currently preparing their handover notes for the newly elected Officer positions.

112/12-13 Report on Student Academic Complaints and Appeals: Summer Term 2012/13

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 Summer Term 2012/13 (paper AQSC 66/12-13).

RESOLVED:

- (a) That training and guidance material on handling appeals and complaints be prepared for departments, incorporating anonymised case studies from real student cases to demonstrate key concepts;
- (b) That the Deputy Academic Registrar prepare some illustrative models of the use of mediation in resolving appeals and complaints, for consideration at a future meeting of the Committee, noting that the Committee was strongly supportive of the use of alternative dispute resolution where appropriate.
- (c) That future reports to the Committee include information on disciplinary cases as well as complaints and appeals.

113/12-13 QAA Institutional Review (minute 93/12-13 referred)

REPORTED:

That, at its last meeting on 20 May 2013, the Committee considered 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), together with an oral report from the Senior Assistant Registrar (Teaching Quality), and resolved that the final report be brought to the next meeting of the Committee, together with a timeline of any follow-up action that might be required.

CONSIDERED:

The Quality Assurance Agency (QAA) final report of the Institutional Review of the University of Warwick concluding in February 2013, together with a cover paper and oral report from the Lead Academic Co-ordinator for the QAA Review (paper AQSC 67/12-13).

RESOLVED:

That the Chair take action following the meeting, on behalf of the Committee, to approve the University action plan, to be prepared by the Lead Academic Co-ordinator in consultation with relevant stakeholders and submitted to the QAA in response to the recommendations set out in the review report.

114/12-13 Update Report on the Enhancing Student Satisfaction Programme

RECEIVED:

An update report from the Senior Assistant Registrar (Strategy and Change) on the Enhancing Student Satisfaction (ESS) Programme (paper AQSC 68/12-13).

REPORTED (by the Senior Assistant Registrar (Teaching Quality):

- (a) That it was expected that there would be one further meeting of the Programme Board as the majority of the actions originally agreed had been completed.

(by the Director of the Centre for Student Careers and Skills):

- (b) That the Centre for Student Careers and Skills had been undertaking a feasibility study on the introduction of a compulsory skills development scheme for students.
- (c) That consultation events had been held with faculties on the proposed scheme and feedback had been that a compulsory scheme would not be viable.

REPORTED:

- (a) That the Committee, at its meeting on 20 June 2012, considered a proposal “in principle” to amend the Undergraduate Degree Classification Conventions (paper AQSC 105/11-12) and recommended (to the Senate) that the proposed “in principle” amendments [to the conventions] be approved, noting that further work would need to be undertaken on the detail of the implementation;
- (b) That the Senate, at its meeting on 4 July 2012, resolved that the proposed ‘in principle’ amendments to the Undergraduate Assessment Conventions as set out in Paper AQSC.105/11-12 be approved subject to further amendments being made in the light of comments received and wider consultation, noting that further work would need to be undertaken on the detail of the implementation;
- (c) That the Sub-Faculty of Science, at its meeting on 30 January 2013, resolved that, given the extensive consultation with Departments on replacement to the “Seymour” formula, a paper [setting out the proposals] would now be produced to go forward to the Board of Undergraduate Studies;
- (d) That, at its meeting on 19 February 2013, the Board of Undergraduate Studies considered a note from the Sub-Faculty of Science (paper BUGS 21/12-13) concerning the proposed replacement for the “Seymour” Formula in the Faculty of Science, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved, noting that the second method of calculation of a candidate’s mean mark should be amended to read “The arithmetic mean of the subset of whole modules, weighted according to their credit weighting, which minimally satisfies the course regulations and results in the highest mark” [amendment underlined];
- (e) That, at its meeting on 28 February 2013, the Committee considered proposed amendments to the Undergraduate Degree Classification Conventions, and resolved that the proposed amendments to the Undergraduate Degree Classification Conventions, as set out in paper AQSC 43/12-13, be approved in principle and form the basis of a wider consultation with the other Faculty Undergraduate Studies Committees in the coming term, noting the views of the Committee that:
 - (i) It will be necessary to clarify whether the marks for “failed” modules taken as additional credit should be discounted from the calculation of the average where permitted under the proposed convention; *and*
 - (ii) If fail marks are to be discounted from the calculation of the average as outlined in (i) above, that further analysis be undertaken to ensure that there are no unintended consequences arising from the proposed amendments.

CONSIDERED:

Proposed amendments to the Undergraduate Degree Classification Conventions following consultation with the Faculty Undergraduate Studies Committees (paper AQSC 69/12-13).

RESOLVED:

That, in order to ensure consistency in the information presented to students, the Assistant Registrar (Teaching Quality) work with members of the Committee from the Faculty of Science and the Students' Union Postgraduate Officer, to produce clear and concise guidance for students on the application of the new convention.

RECOMMENDED (to the Senate):

That the proposed amendments to the Undergraduate Degree Classification Conventions, as set out in paper AQSC 69/12-13, be approved, to apply to all new undergraduate students commencing study in Autumn 2013 or later.

116/12-13 Good Practice Guide on Monitoring Student Attendance and Progression

CONSIDERED:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed amendments to the Good Practice Guide on Monitoring Student Attendance and Progression (paper AQSC 70/12-13).

RESOLVED:

That the University's approach to Monitoring Student and Attendance and Progression, specifically from the perspective of compliance with UKBA Immigration legislation, be discussed more fully at a future meeting of the Committee.

RECOMMENDED (to the Senate):

That the proposed amendments to the Good Practice Guide on Monitoring Student Attendance and Progression, as set out in paper AQSC 70/12-13, be approved, subject to completion of the minor alterations discussed at the meeting.

117/12-13 Report on the e-Learning Steering Group (minute 62/12-13 referred)

REPORTED:

That, at its meeting on 31 January 2013, the Committee received a report from the meetings of the e-Learning Steering Group held on 14 November 2012 and 17 January 2013 (paper AQSC 39/12-13) and resolved that the Service Owner (Academic Technology Support) be invited to a future meeting of the Committee to report on developments relating to technology enhanced learning.

RECEIVED:

- (a) A report of the meeting of the E-Learning Steering Group held on 1 May 2013 (paper AQSC 71/12-13);
- (b) A paper and oral report from the Service Owner (Academic Technology Support), IT Services on the implementation of IT systems to support teaching and learning administrative processes and the work of the Academic Technology Support team (paper EL 7/12-13).

118/12-13 Regulation 11: Cheating in University Tests (minute BUGS 46/12-13)

REPORTED:

That, at its meeting on 5 June 2013, the Board of Undergraduate Studies received summary data from departments regarding any cases of cheating in University tests dealt with by Heads of Department under Regulation 11 (B) (2) (b) in the academic year 2011/12 (paper BUGS 26/12-13), and recommended (to the Academic Quality and Standards Committee) that, in light of the changing technical and commercial environment affecting plagiarism and cheating:

- (a) The University be asked to consider the provision of training for departmental staff (via IT Services and the Learning and Development Centre as appropriate) in the best use of Turnitin and any other appropriate plagiarism detection techniques;
- (b) That the Committee should review and revise the information on plagiarism and cheating that is made available to students at University level.

CONSIDERED:

The recommendations from the Board of Undergraduate Studies set out above, based on discussions arising from consideration of the summary data from departments on cases of cheating in University tests dealt with by Heads of Department under Regulation 11(B)(2)(b) in the academic year 2011/12 (paper BUGS 26/12-13).

RESOLVED:

- (a) That the Board of Undergraduate Studies consider further:
 - (i) How duplication in the reporting of plagiarism cases dealt with by departments, through BUGS and Annual Course Review, can be avoided and how data can best be presented to inform the work of the Committee;
 - (ii) How incidences of plagiarism on joint degree programmes can best be reported at departmental level;
- (b) That the current ITS training course on interpreting Turnitin Originality reports be publicised more widely;

- (c) That the need to monitor cases of plagiarism across the University be taken into account in considering how best to manage the abolition of the “50% rule”, as set out in minute 109(b)/12-13 above.

119/12-13 Innovation in the Market Assurance of Programmes (i-MAP)

CONSIDERED:

The final report from the Knowledge Partnership’s project entitled “Innovation in the Market Assurance of Programmes (i-MAP)”, with cover letter (paper AQSC 72/12-13).

RESOLVED:

That the report be noted.

120/12-13 Quality Assurance Agency: UK Quality Code for Higher Education

REPORTED:

That the Quality Assurance Agency is currently consulting upon several new or revised chapters of the UK Quality Code for Higher Education, with a deadline for responses of 1 August 2013.

CONSIDERED:

Draft new or revised chapters of the UK Quality Code for Higher Education, as follows:

- (a) Part A – Setting and Maintaining Academic Standards (paper AQSC 73/12-13);
- (b) Chapter B1 – Programme Design and Approval (paper AQSC 74/12-13);
- (c) Chapter B2 – Recruitment and Admission to Higher Education (paper AQSC 75/12-13);
- (d) Chapter B6 – Assessment of Students and recognition of prior learning (paper AQSC 76/12-13);
- (e) Chapter B8 – Programme Monitoring and Review (paper AQSC 77/12-13).

RESOLVED:

That responses be prepared by the relevant administrative offices, and submitted to the QAA on behalf of the University in advance of the consultation deadline.

121/12-13 Committee Effectiveness

CONSIDERED:

A paper by the Assistant Registrar (Teaching Quality) mapping the terms of reference of the Committee against agenda items (paper AQSC 78/12-13).

RESOLVED:

That the paper be considered further at the forthcoming away "day", as set out in minute 109(a)/12-13 above.

122/12-13 Collaborative Course Proposals

- (a) School of Life Sciences Collaboration with Hangzhou Normal University, China (minute CFDLSC 31(b)/12-13 referred)

REPORTED:

That, at its meeting on 23 April 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the School of Life Sciences to enter into a new collaboration with Hangzhou Normal University, China (paper CFDLSC 104/12-13) and recommended (to the Academic Quality and Standards Committee) that the proposal from the School of Life Sciences to enter into a new collaboration with Hangzhou Normal University, China, as set out in paper CFDLSC 104/12-13, be approved, noting that (*inter alia*) this is not an award of the University of Warwick and that the procedures for approving the contribution by the University to awards of other institutions had been followed in this instance;

CONSIDERED:

A proposal from the School of Life Sciences to enter into a new collaboration with Hangzhou Normal University, China (paper CFDLSC 104/12-13).

RECOMMENDED (to the Senate):

That the proposal from the School of Life Sciences to enter into a new collaboration with Hangzhou Normal University, China (paper CFDLSC 104/12-13), be approved, noting that this is not an award of the University of Warwick and that the procedures for approving the contribution by the University to awards of other institutions had been followed in this instance.

- (b) School Direct (minutes CFDLSC 35(a)/12-13 and CFDLSC 23(b)/12-13 refer)

REPORTED:

That, at its meeting on 24 May 2013, it was reported to the Collaborative, Flexible and Distributed-Learning Sub-Committee:

- (i) That, at its meeting on 28 January 2013, the Graduate Studies Committee of the Faculty of Social Sciences considered a proposal from the Institute of Education for revising the delivery of Initial Teacher Education (ITE) at the University of Warwick, as set out in paper GFSS 97/12-13, and resolved that the Chair of the Committee, acting on its behalf, consider course proposal paperwork outside of the Committee meeting and make recommendation to the Board of Graduate Studies on behalf of the Committee in light of the information set out in paper GFSS.97/12-13;
- (ii) That, subsequent to the meeting of the Graduate Studies Committee of the Faculty of Social Sciences on 28 January 2013, further documentation outlining the proposal had been received from the Institute of Education [outlined below], and it was reported to the meeting of the Sub-Committee that took place on 7 February 2013, that the documentation would be considered by the Chairs of the Graduate Studies Committee of the Faculty of Social Sciences, the Board of Graduate Studies and the Sub-Committee, acting on behalf of their respective committees, at a meeting scheduled to take place on 8 February 2013;
- (iii) That, at its meeting on 7 February 2013, the Sub-Committee considered a proposal from the Institute of Education to revise the delivery of Initial Teacher Education (ITE) at the University of Warwick, as part of a collaborative arrangement to deliver the School Direct and School Direct (Salaried) initiatives [as set out in the papers], and resolved that the proposal from the Institute of Education to revise the delivery of Initial Teacher Education (ITE) at the University of Warwick, as part of a collaborative arrangement to deliver the School Direct and School Direct (Salaried) initiatives be approved by the Chair, subject to satisfactory information being presented by the Institute at the meeting of the Chairs of the Graduate Studies Committee of the Faculty of Social Sciences, the Board of Graduate Studies and the Sub-Committee scheduled to take place on 8 February 2013, noting the views of the Sub-Committee that:
 - (A) The issues of principle arising from the proposal that the University collaborate with an alliance of partner schools would need to be fully considered by the Academic Quality and Standards Committee;
 - (B) A robust framework for quality assurance of partner schools and external tutors would be required.
- (iv) That, following the meeting of the Chair of the Graduate Studies Committee of the Faculty of Social Sciences, the Board of Graduate Studies and the Sub-Committee that took place on 8 February 2013, and the submission of revised and additional documentation by the Institute of Education, the Chair of the Sub-Committee, acting on its behalf, had subsequently taken action to approve the proposal from the

Institute of Education to revise the delivery of Initial Teacher Education (ITE) at the University of Warwick, as part of a collaborative arrangement to deliver the School Direct and School Direct (Salaried) initiatives, as set out in the following papers:

- (A) A paper from the Institute of Education regarding revisions to the Initial Teacher Education Programme (paper GFSS 97/12-13);
- (B) Additional information from the Institute of Education regarding the School Direct programme (paper GFSS 107.a/12-13)
- (C) Collaborative Risk Assessment (paper CFDLSC 60/12-13);
- (D) "Part 4" course approval form (paper CFDLSC 61/12-13 (revised));
- (E) "Part 5" course approval form (paper CFDLSC 127/12-13);
- (F) Course specification for "Primary PGCE – School Direct" (paper GFSS 107.b/12-13);
- (G) Course specification for "Primary PGCE – School Direct (Salaried)" (paper GFSS 107.c/12-13);
- (H) Course specification for "Secondary PGCE – School Direct" (paper GFSS 107.d/12-13);
- (I) Course specification for "Secondary PGCE – School Direct (Salaried)" (paper GFSS 107.e/12-13);
- (J) Draft Template Collaborative Agreement (with appendices) (paper CFDLSC 66/12-13 (revised));
- (K) External report (paper CFDLSC 128/12-13);
- (L) Checklist setting out the minimum requirements of partner schools under the School Direct programme (paper CFDLSC 129/12-13).

CONSIDERED:

The proposal from the Institute of Education to revise the delivery of Initial Teacher Education (ITE) at the University of Warwick, as part of a collaborative arrangement to deliver the School Direct and School Direct (Salaried) initiatives, as set out in the following papers:

- (i) A paper from the Institute of Education regarding revisions to the Initial Teacher Education Programme (paper GFSS 97/12-13);
- (ii) Additional information from the Institute of Education regarding the School Direct programme (paper GFSS 107.a/12-13)
- (iii) Collaborative Risk Assessment (paper CFDLSC 60/12-13);
- (iv) "Part 4" course approval form (paper CFDLSC 61/12-13 (revised));
- (v) "Part 5" course approval form (paper CFDLSC 127/12-13);
- (vi) Course specification for "Primary PGCE – School Direct" (paper GFSS 107.b/12-13);
- (vii) Course specification for "Primary PGCE – School Direct (Salaried)" (paper GFSS 107.c/12-13);
- (viii) Course specification for "Secondary PGCE – School Direct" (paper GFSS 107.d/12-13);

- (ix) Course specification for “Secondary PGCE – School Direct (Salaried)” (paper GFSS 107.e/12-13);
- (x) Draft Template Collaborative Agreement (with appendices) (paper CFDLSC 66/12-13 (revised));
- (xi) External report (paper CFDLSC 128/12-13);
- (xii) Checklist setting out the minimum requirements of partner schools under the School Direct programme (paper CFDLSC 129/12-13).

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to revise the delivery of Initial Teacher Education (ITE) at the University of Warwick, as part of a collaborative arrangement to deliver the School Direct and School Direct (Salaried) initiatives, as set out in papers GFSS 97/12-13, GFSS 107.a-e/12-13, CFDLSC 60-61/12-13, CFDLSC 66/12-13 and CFDLSC 17-128/12-13, be approved.

- (c) MA in Educational Leadership (Future Leaders) (minutes CFDLSC 35(d)/12-13, CFDLSC 23/12-13 and GFSS 30(a)(ii)/12-13 referred)

REPORTED:

That, at its meeting on 24 May 2013, it was reported to the Collaborative, Flexible and Distributed-Learning Sub-Committee:

- (i) That, at its meeting on 28 January 2013, the Graduate Studies Committee of the Faculty of Social Sciences considered a proposal from Warwick Institute of Education for a new course entitled “MA in Educational Leadership (Future Leaders)” as set out in papers GFSS 48(a-g)/12-13, and resolved that the proposal be approved;
- (ii) That, at its meeting on 7 February 2013, the Sub-Committee considered a proposal from Warwick Institute of Education for a new course entitled “MA in Educational Leadership (Future Leaders)” delivered collaboratively with Future Leaders [as set out in the papers], and resolved that the proposal from the Warwick Institute of Education for a new course entitled “MA in Educational Leadership (Future Leaders)”, delivered collaboratively with Future Leaders, be approved by the Chair of the Sub-Committee, acting on its behalf, subject to:
 - (A) Submission of appropriate “due diligence” documentation in support of the collaboration;
 - (B) Receipt of a report from an external advisor;
 - (C) Revision of the learning outcomes to ensure that they are demonstrably at level 7 in the Framework for Higher Education Qualification;
 - (D) Reconsideration of the proposed student numbers to confirm that they are a realistic long term aspiration;

- (E) Provisions of outline details about the location of study, or template criteria that might be used to determine the suitability of any off-site study locations to be utilised;
 - (F) Provision of CVs for any external members of staff to be involved in the delivery of the programme;
- (iii) That the requested additional information had subsequently been received from the Institute of Education, and that the Chair of the Sub-Committee, acting on its behalf, had therefore taken action to approve the proposal for a new course entitled “MA in Educational Leadership (Future Leaders)” delivered collaboratively with Future Leaders, as set out in the following papers:
- (A) Memo setting out the collaboration (paper CFDLSC 57/12-13);
 - (B) Collaborative risk assessment form (paper CFDLSC 58/12-13);
 - (C) “Part 1” course approval form (paper GFSS 48(a)/12-13);
 - (D) Course specification (paper GFSS 48(g)/12-13 (revised));
 - (E) “Part 4” course approval form (paper GFSS 48(e)/12-13);
 - (F) External advisor’s report (paper CFDLSC 163/12-13);
 - (G) CV for the following member of external staff: Catrina Plastow (paper CFDLSC 164/12-13);
 - (H) Draft collaborative agreement (paper CFDLSC 165/12-13);

CONSIDERED:

The proposal for a new course entitled “MA in Educational Leadership (Future Leaders)” delivered collaboratively with Future Leaders, as set out in the following papers:

- (i) Memo setting out the collaboration (paper CFDLSC 57/12-13);
- (ii) Collaborative risk assessment form (paper CFDLSC 58/12-13);
- (iii) “Part 1” course approval form (paper GFSS 48(a)/12-13);
- (iv) Course specification (paper GFSS 48(g)/12-13 (revised));
- (v) “Part 4” course approval form (paper GFSS 48(e)/12-13);
- (vi) External advisor’s report (paper CFDLSC 163/12-13);
- (vii) Draft collaborative agreement (paper CFDLSC 165/12-13);

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education for a new course entitled “MA in Educational Leadership (Future Leaders)” delivered collaboratively with Future Leaders, as set out in papers CFDLSC 57-58/12-13, GFSS 48(a)/12-13, GFSS 48(e)/12-13, GFSS 48(g)/12-13, CFDLSC 163/12-13 and CFDLSC 165/12-13, be approved.

- (d) Hong Kong Vocational Training Council (minute CFDLSC 39(b)/12-13 referred)

REPORTED:

That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the Vocational Training Council, Hong Kong, to deliver the existing, approved programme, the MSc in Service Management and Design (paper CFDLSC 148/12-13), and recommended (to the Academic Quality and Standards Committee) that the proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the Vocational Training Council, Hong Kong, to deliver the existing, approved programme, the MSc in Service Management and Design, be approved as set out in paper CFDLSC 148/12-13.

CONSIDERED:

The proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the Vocational Training Council, Hong Kong, to deliver the existing, approved programme, the MSc in Service Management and Design, as set out in paper CFDLSC 148/12-13.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the Vocational Training Council, Hong Kong, to deliver the existing, approved programme, the MSc in Service Management and Design, be approved as set out in paper CFDLSC 148/12-13.

- (e) National Defence University of Malaysia (minute CFDLSC 39(c)/12-13 referred)

REPORTED:

That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the National Defence University of Malaysia, Malaysia, to deliver the existing, approved programme, the MSc in Supply Chain and Logistics Management (paper CFDLSC 149/12-13) and recommended (to the Academic Quality and Standards Committee) that the proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the National Defence University of Malaysia, Malaysia, to deliver the existing, approved programme, the MSc in Supply Chain and Logistics Management, be approved as set out in paper CFDLSC 149/12-13.

CONSIDERED:

The proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the National Defence University

of Malaysia, Malaysia, to deliver the existing, approved programme, the MSc in Supply Chain and Logistics Management, as set out in paper CFDLSC 149/12-13.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to extend the existing collaborative partnership with the National Defence University of Malaysia, Malaysia, to deliver the existing, approved programme, the MSc in Supply Chain and Logistics Management, be approved as set out in paper CFDLSC 149/12-13.

(f) Ninestiles School, Birmingham (minute CFDLSC 39(f)/12-13 referred)

REPORTED:

- (i) That, at its meeting on 24 May 2013, it was reported to the Collaborative, Flexible and Distributed-Learning Sub-Committee that the Chair of the Sub-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;
- (ii) That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Institute of Education to significantly revise the School Centred Initial Teacher Training (SCITT) routes to a PGCE, entering into a new collaboration with a consortium of schools led by Ninestiles School, Birmingham, as set out in the following papers:
 - (A) Cover memo setting out the proposal (paper GFSS 167.a/12-13);
 - (B) Collaborative Risk Assessment (paper GFSS 167.h/12-13);
 - (C) "Part 1" Course Proposal form (paper GFSS 167.b/12-13);
 - (D) "Part 4" Course Proposal form (paper GFSS 167.i/12-13);
 - (E) Course specification (paper GFSS 167.d/12-13);

And recommended (to the Academic Quality and Standards Committee) that the proposal from the Institute of Education to significantly revise the School Centred Initial Teacher Training (SCITT) routes to a PGCE, entering into a new collaboration with a consortium of schools led by Ninestiles School, Birmingham, as set out in papers GFSS 167.a/12-13, GFSS 167.b/12-13, GFSS 167.d/12-13, GFSS 167.h/12-13 and GFSS 167.i/12-13, be approved.

CONSIDERED:

The proposal from the Institute of Education to significantly revise the School Centred Initial Teacher Training (SCITT) routes to a PGCE, entering into a new collaboration with a consortium of schools led by Ninestiles School, Birmingham, as set out in the following papers:

- (i) Cover memo setting out the proposal (paper GFSS 167.a/12-13);
- (ii) Collaborative Risk Assessment (paper GFSS 167.h/12-13);
- (iii) "Part 1" Course Proposal form (paper GFSS 167.b/12-13);
- (iv) "Part 4" Course Proposal form (paper GFSS 167.i/12-13);
- (v) Course specification (paper GFSS 167.d/12-13).

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to significantly revise the School Centred Initial Teacher Training (SCITT) routes to a PGCE, entering into a new collaboration with a consortium of schools led by Ninestiles School, Birmingham, as set out in papers GFSS 167.a/12-13, GFSS 167.b/12-13, GFSS 167.d/12-13, GFSS 167.h/12-13 and GFSS 167.i/12-13, be approved.

- (g) Centre for Urban Science and Progress (CUSP) (minute CFDLSC 39(g)/12-13 referred)

- (i) MSc in Data Analytics (CUSP)

REPORTED:

That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Department of Computer Science to introduce a new course entitled "MSc in Data Analytics (CUSP)", delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in the following papers:

- (A) Collaborative Risk Assessment form (paper SGS 39(j)/12-13);
- (B) "Part 1" Course proposal form (paper SGS 39(a)/12-13);
- (C) "Part 4" Course proposal form (paper CFDLSC 151/12-13);
- (D) Course specification (paper SGS 39(b)/12-13);
- (E) External report on the proposal (paper SGS 39(c)/12-13);

And recommended (to the Academic Quality and Standards Committee)

That the proposal from the Department of Computer Science to introduce a new course entitled "MSc in Data Analytics (CUSP)", delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in

papers SGS 39(a)/12-13, SGS 39(b)/12-13, SGS 39(c)/12-13 and CFDLSC 151/12-13, be approved.

CONSIDERED:

The proposal from the Department of Computer Science to introduce a new course entitled “MSc in Data Analytics (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in the following papers:

- (A) Collaborative Risk Assessment form (paper SGS 39(j)/12-13);
- (B) “Part 1” Course proposal form (paper SGS 39(a)/12-13);
- (C) “Part 4” Course proposal form (paper CFDLSC 151/12-13);
- (D) Course specification (paper SGS 39(b)/12-13);
- (E) External report on the proposal (paper SGS 39(c)/12-13).

RECOMMENDED (to the Senate):

That the proposal from the Department of Computer Science to introduce a new course entitled “MSc in Data Analytics (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in papers SGS 39(a)/12-13, SGS 39(b)/12-13, SGS 39(c)/12-13 and CFDLSC 151/12-13, be approved.

(ii) MSc in Information Engineering (CUSP)

REPORTED:

That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the School of Engineering to introduce a new course entitled “MSc in Information Engineering (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in the following papers:

- (A) “Part 1” Course proposal form (paper SGS 54(a)/12-13);
- (B) Course specification (paper SGS 54(b)/12-13);
- (C) External report on the proposal (paper SGS 54(e)/12-13);

And recommended (to the Academic Quality and Standards Committee):

That the proposal from the School of Engineering to introduce a new course entitled “MSc in Information Engineering (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in papers SGS

54(a)/12-13, SGS 54(b)/12-13 and SGS 54(e)/12-13, be approved.

CONSIDERED:

The proposal from the School of Engineering to introduce a new course entitled “MSc in Information Engineering (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in the following papers:

- (A) “Part 1” Course proposal form (paper SGS 54(a)/12-13);
- (B) Course specification (paper SGS 54(b)/12-13);
- (C) External report on the proposal (paper SGS 54(e)/12-13).

RECOMMENDED (to the Senate):

That the proposal from the School of Engineering to introduce a new course entitled “MSc in Information Engineering (CUSP)”, delivered as part of a collaboration with New York University (NYU) as part of the CUSP initiative, as set out in papers SGS 54(a)/12-13, SGS 54(b)/12-13 and SGS 54(e)/12-13, be approved.

- (h) British School at Athens (minute CFDLSC 39(h) referred)

REPORTED:

- (i) That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Department of Classics to introduce a new supplementary stream on the existing course, the MA in Ancient Visual and Material Culture, delivered collaboratively with the British School at Athens (BSA), (paper AGSC 71/12-13), and resolved that the proposal from the Department of Classics to introduce a new supplementary stream on the existing course, the MA in Ancient Visual and Material Culture, delivered collaboratively with the British School at Athens (BSA), as set out in paper AGSC 71/12-13, be approved by the Chair following the meeting, subject to receipt of an appropriate report from an external advisor;
- (ii) That, subsequent to the meeting, an external report had been received from the Department, and that the Chair of the Sub-Committee, acting on its behalf, had therefore taken action to recommend (to the Academic Quality and Standards Committee) that the proposal from the Department of Classics to introduce a new supplementary stream on the existing course, the MA in Ancient Visual and Material Culture, delivered collaboratively with the British School at Athens (BSA), as set out in paper AGSC 71/12-13, be approved.

CONSIDERED:

The proposal from the Department of Classics to introduce a new supplementary stream on the existing course, the MA in Ancient Visual and Material Culture, delivered collaboratively with the British School at Athens (BSA), as set out in paper AGSC 71/12-13.

RECOMMENDED (to the Senate):

That the proposal from the Department of Classics to introduce a new supplementary stream on the existing course, the MA in Ancient Visual and Material Culture, delivered collaboratively with the British School at Athens (BSA), as set out in paper AGSC 71/12-13, be approved.

- (i) MA in International Performance Research (MAIPR) (minute CFDLSC 39(i)/12-13 referred)

REPORTED:

That, at its meeting on 24 May 2013, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the School of Theatre and Performance Studies to revise the existing collaborative course, the MA in International Performance Research, to include a new collaborative partner, Trinity College, Dublin, as set out in the following papers:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 155/12-13);
- (B) "Part 4" Course proposal form (paper CFDLSC 156/12-13);
- (C) Letter of support for the collaboration from the Head of the School of Drama, Film and Music, Trinity College, Dublin (paper CFDLSC 157/12-13);

And recommended (to the Academic Quality and Standards Committee) that the proposal from the School of Theatre and Performance Studies to revise the existing collaborative course, the MA in International Performance Research, to include a new collaborative partner, Trinity College, Dublin, as set out in papers CFDLSC 155-157/12-13, be approved.

CONSIDERED:

The proposal from the School of Theatre and Performance Studies to revise the existing collaborative course, the MA in International Performance Research, to include a new collaborative partner, Trinity College, Dublin, as set out in the following papers:

- (A) Collaborative Risk Assessment Form (paper CFDLSC 155/12-13);
- (B) "Part 4" Course proposal form (paper CFDLSC 156/12-13);
- (C) Letter of support for the collaboration from the Head of the School of Drama, Film and Music, Trinity College, Dublin (paper CFDLSC 157/12-13).

RECOMMENDED (to the Senate):

That the proposal from the School of Theatre and Performance Studies to revise the existing collaborative course, the MA in International Performance Research, to include a new collaborative partner, Trinity College, Dublin, as set out in papers CFDLSC 155-157/12-13, be approved.

123/12-13 Committee Membership

RESOLVED:

That the Committee extend its thanks and gratitude to Professor Labbe for her service to the Committee as Chair of the Board of Graduate Studies, and to Ms Chowcat for her service to the Committee as Postgraduate Officer.

124/12-13 New Undergraduate Courses of Study

REPORTED:

That the Board of Undergraduate Studies, at its meeting on 5 June 2013, approved the following new courses:

- BSc Accounting and Finance (Brightstart), noting that BUGS also approved a modification to the APL policy to grant a blanket exemption for students admitted to this course;
- BA Language, Culture and Communication
- BSc in Information Systems Management and Innovation
- BEng in Applied Engineering
- BSc in Data Science
- Diploma in Teaching Disabled Learners
- Diploma in Education and Training (Teaching Disabled Learners)
- Diploma in Teaching Functional English

125/12-13 Revised Undergraduate Courses of Study

REPORTED:

(a) That, at its meeting on 5 June 2013, it was reported to the Board of Undergraduate Studies that the Chair had taken action, on behalf of the Board, to approve revisions to the following course:

- BA Modern Languages

(b) That the Board of Undergraduate Studies, at its meeting on 5 June 2013, approved the following revised courses:

- MBChB, with intercalation of a Masters degree
- MBChB

126/12-13 New Postgraduate Courses of Study

REPORTED:

That the Board of Graduate Studies, at its meeting on 6 June 2013, approved the following new courses:

- PhD in Interdisciplinary Studies
- MSc Food and Environmental Safety

127/12-13 Revised Postgraduate Courses of Study

REPORTED:

That the Board of Graduate Studies, at its meeting on 6 June 2013, approved the following revised courses:

- MA in French and Francophone Studies
- MSc in Process Industry Business Management [name change]
- MSc in Innovation and Entrepreneurship
- MSc in Diabetes (Paediatrics)
- Warwick Medical School Masters' Programmes
- PhD in Interdisciplinary Biomedical Research
- MSc in Interdisciplinary Biomedical Research

128/12-13 Discontinued Postgraduate Courses of Study

REPORTED:

That the Board of Graduate Studies, at its meeting on 6 June 2013, approved a proposal to discontinue the following postgraduate courses:

- PGCE (Teach First) – Primary and Secondary
- MA/MSc in the Philosophy and Ethics of Mental Health

129/12-13 Revisions to Regulation 8.10 (minute BUGS 42/12-13 referred)

REPORTED:

That, at its meeting on 5 June 2013, the Board of Undergraduate Studies considered a proposal from the Warwick Medical School for revisions to regulation 8.10 (papers BUGS 23/12-13 and MUSC 36/12-13 (revised)), and recommended (to the Academic Quality Standards Committee) that the proposed revisions to Regulation 8.10, as set out in paper MUSC36/12-13 (revised), be approved.

CONSIDERED:

The recommendation from the Board of Undergraduate Studies to revise regulation 8.10 (papers BUGS 23/12-13 and MUSC 36/12-13 (revised)).

RECOMMENDED (to the Senate):

That the recommendation from the Board of Undergraduate Studies to revise regulation 8.10 (papers BUGS 23/12-13 and MUSC 36/12-13 (revised)) be approved.

130/12-13 Next meeting

REPORTED:

That the next meeting of the Committee would be held in the Autumn Term on a date to be confirmed.