

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on 14 June 2007

Present: Professor M Whitby (Chair), Professor L Bridges (Chair from item 93/06-07 forward); Ms S Bennett, Professor J Davis, Dr K Flint, Professor M Harrison, Ms C Longworth, Professor M Luntley, Dr R Moseley, Dr P O'Hare, Dr T Price, Professor S Swain (*vice* Professor A Caesar)

Apologies: Mr B Duggan, Professor E Peile, Dr P Roberts, Professor M Smith

In attendance: Miss J Bradfield; Ms K Gray, Senior Assistant Registrar (Planning) (for item 93/06-07); Dr J Moss

87/06-07 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on 17 May 2007 be approved.

88/06-07 Matters arising

(a) Assessment and Degree Classification Conventions (minute 78/06-07 referred)

REPORTED:

- (i) That since the last meeting of the Committee the final report of the AQSC Assessment Conventions Working Group with associated proposals has been amended as paper AQSC 78/06-07 (revised) and considered by Faculty Boards and Heads of Department.
- (ii) That the Sub-Faculty of Science, at its meeting on 16th May 2007, had considered a proposal from the Mathematics Institute to change regulations relating to Year 2 Resit students, as set out in paper SFS 43/06-07, and had recommended that this proposal be adopted at University level, it having been noted that it had had the unanimous support of the Sub-Faculty of Science.
- (iii) That the Board of Undergraduate Studies at its meeting on 6 June 2007 considered the above proposal from the Mathematics Institute as set out in paper SFS 43/06-07, and resolved that the Board approved the principle that students successful in a resit examination should be permitted to carry forward the minimum pass mark appropriate to the examination for the purposes of their final degree credit, and recommended that, in the light of the above and the proposal from the Sub-faculty of Science set out in paper SFS 43/06-07, the Boards of the Faculties of Arts and Social Studies be asked to

reconsider the terms of Regulations 8.1 (7) (c) and 8.9 (8) (c).

(BUGS minute 32/06-07, unconfirmed)

CONSIDERED:

A version of the final report and associated proposals further amended in the light of discussion and comment elsewhere, paper AQSC 78/06-07 (revised 2).

RESOLVED:

- (iv) That the proposals set out in paper AQSC 78/06-07 (revised 2) be distilled into a shorter form and the rationales for their introduction be bolstered before consideration by the Senate, this shorter form to be labelled AQSC 78/06-07 (revised 3);
- (v) That the rationale for introducing the grade point-based marking scale and consequential changes to degree classification conventions include:
 - (A) increasing the equity of treatment for students on different courses, especially inter-disciplinary degrees;
 - (B) enhancing ways of rewarding intellectual merit through the marking scheme;
 - (C) reconsidering the current Arts and Social Studies degree classification conventions which permit the exclusion of one module from the classification process;
 - (D) extending the potential for flexibility in degree courses and removing one barrier to the creation of more multi and inter-disciplinary degree courses;
 - (E) saving time for staff in the marking and classification process;
 - (F) responding to recommendations in QAA audit reports;
- (vi) That it be reiterated that degree classification conventions and board of examiners meetings should be as short as is consistent with fairness;
- (vii) That the Senate be informed in paper AQSC 78/06-07 (revised 3) of the likely consequence of the introduction of a new grade point-based marking scale that degree classification conventions will need to be revised, and that the Committee broadly supports the Assessment Conventions Working Group's recommendations that a mean-based averaging convention be adopted for all classified Honours degrees, whilst recognising that other options require further consideration;
- (viii) That work on revised degree classification conventions be continued during the autumn term 2007, with a view

to adopting revised conventions in time to inform first year students in the Faculties of Arts and Social Studies before the end of the 2007-08 academic year, it being noted that the classification of degree courses in these faculties does not depend on results in first-year modules;

- (ix) That consideration be given in the implementation phase of the new marking scale and any mean-based (or other) degree classification system to ensuring that a computer-based mark collection system is designed so that any late changes made to module or examination results immediately before meetings of Boards of Examiners can be instantly reflected in marks grids;
- (x) That the Committee support the principle proposed by the Sub-Faculty of Science that in cases of a resit students are permitted to carry forward a bare pass mark rather than the original fail, it being noted that should all Faculties support this principle, amendments will be required to Regulation 8.1 (7)(c), 8.3 (4)(d), 8.4 (4)(d), 8.7 (5)(b)(i), 8.8 (6)(d) and 8.9 (8)(c) and that such amendments should be considered together.

RECOMMENDED (to the Senate):

- (xi) That a new marking scale of seventeen grade points be introduced for the assessment of undergraduate work at the start of the 2007-08 academic year, as set out in paper AQSC 78/06-07 (revised 3);
 - (xii) That departments be consulted on the outline proposals for degree classification conventions and invited to consider current practice in the operation of degree classification conventions, including the purpose of classifying Honours degrees.
- (b) Annual Course Review report summaries (minute 63/06-07 referred)

CONSIDERED:

Summaries of annual course review reports for the following courses:

- (i) Undergraduate courses in the Faculty of Social Studies, paper UFSS 78/06-07 (revised);
- (ii) Postgraduate taught courses in the Faculty of Social Studies, paper GFSS 278/06-07;
- (iii) Postgraduate research courses in the Faculty of Social Studies, paper GFSS 278(a)/06-07;
- (iv) Undergraduate courses in the Faculty of Medicine, paper MUSC 10/06-07;

- (v) Research postgraduate courses in the Faculty of Medicine, paper GCFM 8/06-07.

RESOLVED:

That the summaries of annual course review reports for the following courses be approved:

- (vi) Undergraduate courses in the Faculty of Social Studies, paper UFSS 78/06-07 (revised);
 - (vii) Postgraduate taught courses in the Faculty of Social Studies, paper GFSS 278/06-07;
 - (viii) Postgraduate research courses in the Faculty of Social Studies, paper GFSS 278(a)/06-07;
 - (ix) Undergraduate courses in the Faculty of Medicine, paper MUSC 10/06-07;
 - (x) Research postgraduate courses in the Faculty of Medicine, paper GCFM 8/06-07.
- (c) Accreditation of Prior Learning policy (minute 76/06-07 referred)

REPORTED:

- (i) That at the last meeting the Committee considered a paper drafted by the Secretary proposing a process for approving requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy, paper AQSC 77/06-07, and resolved that the draft process for considering requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy be further discussed at the next meeting of the Committee, along with proposals for clarifying the University's policies and procedures for APL and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications.
- (ii) That the Board of Graduate Studies at its meeting on 7 June 2007 considered the University's policy on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, paper AQSC 77/06-07, and recommended that a number of changes be made.

CONSIDERED:

Revised policies on the accreditation of prior learning and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications, paper AQSC 77/06-07 (revised 2).

RECOMMENDED (to the Senate):

That the policies on the accreditation of prior learning be revised as set out in paper AQSC 77/06-07 (revised 2), including the accumulation of modules towards qualifications and a process to consider proposals for blanket exemptions for holders of named qualifications from specified elements of particular Warwick courses, subject to amendments along the lines discussed at the meeting.

- (d) Erasmus Mundus bids (minute 74/06-07 referred)

REPORTED:

That at the last meeting of the Committee it was reported that the Chair had taken action on behalf of the Committee to approve, subject to minor modifications, proposals for two new collaborative courses for which bids had been submitted to the European Commission for Erasmus Mundus funding and support:

- (i) MA in International Performance Research proposed by the School of Theatre, Performance and Cultural Policy, in collaboration with the Universities of Amsterdam and Tampere;
- (ii) MA in Economic Development: Growth, Institutions and History proposed by the Department of Economics, in collaboration with Lund University, Universidad Carlos III, Madrid and Sciences-Po, Paris.

RECEIVED:

Revised versions of the following:

- (iii) School of Theatre – Part 1 Course Proposal form, paper BGS 59/06-07, and Part 4 Collaborative Course Proposal form, paper AQSC 93/06-07;
- (iv) Department of Economics – Part 1 Course Proposal form, BGS 49/06-07.

89/06-07 Chair's Action

REPORTED:

That the Chair had taken action on behalf of the Committee since its last meeting to approve minor changes to external examiners' report forms to delete the summary form previously required for the TQI website and make consequential changes to reflect its demise.

- (a) Guidance for external examiners, paper AQSC 98/02-03 (revised 2);

RESOLVED:

That further minor amendments be made to the Guidance for external examiners, to reflect recommendations recently made by the Office of the Independent Adjudicator.

- (b) Revised external examiners report form for undergraduate courses, paper AQSC 82/06-07;
- (c) Revised external examiners report form for undergraduate 2+2 courses, paper AQSC 83/06-07;
- (d) Revised external examiners report form for postgraduate courses, paper AQSC 84/06-07.

90/06-07

Chair's Business

Distinctiveness in learning and teaching at Warwick

CONSIDERED:

The latest draft of a report by the Chair, originally commissioned to investigate the distinctiveness of learning and teaching at Warwick, paper QEWG 36/06-07.

RESOLVED:

- (a) That further consideration be given to the purpose and methods of assessment;
- (b) That the Assistant Registrar (Examinations) be asked to investigate the extent to which examinations on postgraduate taught courses contribute to the congestion in the summer examination timetable;
- (c) That members of the Committee contact the Chair with any comments and suggestions concerning the report.

91/05-06

PSRB engagements

REPORTED:

That an investigation by the Internal Audit section of the University Secretary's Office identified a need to offer more guidance to departments preparing for engagement with or inspection by Public, Statutory and Regulatory Bodies (PSRBs), and to ensure that the University "centrally" is in a position to identify any potential problems with forthcoming engagement and inspections.

CONSIDERED:

Proposed process for the Teaching Quality section of the Academic Office to engage with departments in advance of PSRB inspections or accreditation events, paper AQSC 85/06-07.

RECOMMENDED (to the Senate):

That the proposed process for the Teaching Quality section of the Academic Office to engage with departments in advance of PSRB inspections or accreditation events be introduced as set out in paper AQSC 85/06-07.

92/06-07 Bologna: Ministerial Summit

RECEIVED:

- (a) UK HE Sector Position Statement on the Bologna Process London ministerial summit, paper AQSC 86/06-07.
- (b) London Communiqué after the ministerial summit, paper AQSC 87/06-07.

93/06-07 Academic Statistics

REPORTED:

That the Senior Assistant Registrar (Planning) and the Assistant Registrar (Planning) were initiating a review of Academic Statistics and other management and planning information related to current students.

RECEIVED:

A summary prepared by the Secretariat of references to the use of management information in the QAA Code of Practice, paper AQSC 92/06-07.

CONSIDERED:

Sets of management data that would be particularly valuable for this Committee to consider.

RESOLVED:

- (a) That members of the Committee forward comments and ideas on the use of statistical data relating to current students to the Senior Assistant Registrar (Planning);
- (b) That the Senior Assistant Registrar (Planning) consult with members of the Board of Graduate Studies on the use of statistical data relating to current students.

94/06-07 Mark Release Policy

CONSIDERED:

A paper by the Assistant Registrar (Student Records) clarifying the existing policy on the release of marks to students, paper AQSC 88/06-07.

RECOMMENDED (to the Senate):

That the policy on the release of marks to students be clarified as set out in paper AQSC 88/06-07, subject to minor modifications discussed at the meeting.

95/06-07 Warwick Medical School: Significant Event Review

CONSIDERED:

A Significant Event Review carried out by Warwick Medical School following a unusual pattern of results in recent MBChB Phase 1 Assessments, paper AQSC 89/06-07, along with an oral report from Dr P O'Hare, Warwick Medical School.

RESOLVED:

That the Significant Event Review and measures being taken by Warwick Medical School be approved.

96/06-07 Warwick Medical School: MBChB entry requirements

CONSIDERED:

A proposal from Warwick Medical School to broaden the range of graduates they seek to recruit to the MBChB programme, paper AQSC 90/06-07.

RESOVLED:

That the proposal from Warwick Medical School to broaden the range of graduates they seek to recruit to the MBChB programme be approved as set out in paper AQSC 90/06-07.

97/06-07 Warwick Medical School: General Dental Council inspection report

CONSIDERED:

A report from the General Dental Council on their recent inspection of Implant Dentistry courses at Warwick Medical School, paper CFDLSC 88/06-07, along with a response from the Medical School, paper CFDLSC 89/06-07.

RESOLVED:

- (a) That the report from the General Dental Council on their recent inspection of Implant Dentistry courses at Warwick Medical School, paper CFDLSC 88/06-07, be noted.
- (b) That the response from Warwick Medical School to the General Dental Council's report be approved as set out in paper CFDLSC 89/06-07.

New and Extended Collaborative Courses

REPORTED:

That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 25 May 2007 considered a number of proposals for new and extended collaborative courses and recommended that those proposals be approved.

CONSIDERED:

- (a) School of Law, Warwick Manufacturing Group and Warwick Medical School: Collaboration with Health and Safety Executive (HSE)

A proposal from the School of Law, Warwick Manufacturing Group and Warwick Medical School to introduce a new Postgraduate Diploma in Regulatory Occupational Health and Safety, as set out in:

- (i) Introductory paper, paper GFSS 203/06-07;
- (ii) Part 1, paper GFSS 204/06-07;
- (iii) Part 4, paper CFDLSC 73/06-07;
- (iv) Covering letter from HSE, paper CFDLSC 92/06-07.

RECOMMENDED (to the Senate):

That the proposal from the School of Law, Warwick Manufacturing Group and Warwick Medical School to introduce a new Postgraduate Diploma in Regulatory Occupational Health and Safety be approved as set out in papers GFSS 203 & 204/06-07 and CFDLSC 73 & 92/06-07.

- (b) Warwick Medical School and MSHP, Hong Kong

A proposal from Warwick Medical School to set up a new collaboration with the Management Society for Healthcare Professionals, Hong Kong, to deliver the existing MSc in Health Services Management, as set out in:

- (i) Course regulations for the existing MSc in Health Services Management, paper CFDLSC 80/06-07;
- (ii) Part 4 Course approval form, paper CFDLSC 81/06-07.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School to set up a new collaboration with the Management Society for Healthcare Professionals, Hong Kong, to deliver the existing MSc in Health Services Management be approved as set out in papers CFDLSC 80 & 81/06-07, subject to the submission of a covering letter from the Management Society for Healthcare Professionals, Hong Kong.

(c) SHSS: Postgraduate Diplomas in Specialist Social Work with Coventry University

A proposal from the School of Health and Social Studies to include a module taught by Coventry University, Enabling Others, in two courses offered by the School of Health and Social Studies, a Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers) and a Postgraduate Diploma in Specialist Social Work (Adults), as set out in paper CFDLSC 60/06-07.

RECOMMENDED (to the Senate):

- (i) That the proposal from the School of Health and Social Studies to include a module taught by Coventry University, Enabling Others, in two courses offered by the School of Health and Social Studies, a Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers) and a Postgraduate Diploma in Specialist Social Work (Adults) be approved as set out in paper CFDLSC 60/06-07.
- (ii) That the module taught by Coventry University, 'Enabling Others', not be offered as a free-standing Warwick Postgraduate Award (PGA), as no part of this module will be delivered by the University.

(d) Department of Classics and British School at Rome

A proposal from the Department of Classics to incorporate an eight-week course delivered by the British School at Rome into a new MA in the Visual and Material Culture of Ancient Rome, as set out in:

- (i) Covering memo, paper CFDLSC 63/06-07;
- (ii) Part 1 Course Approval Form, paper AGSC 33/06-07.

RECOMMENDED (to the Senate):

That the proposal from the Department of Classics to incorporate an eight-week course delivered by the British School at Rome into a new MA in the Visual and Material Culture of Ancient Rome be approved as set out in papers AGSC 33/06-07 and CFDLSC 63/06-07.

(e) Centre for Lifelong Learning: PCET

A proposal from the Centre for Lifelong Learning to introduce new qualifications in Post Compulsory Education and Training (PCET) to replace existing Cert Ed (PCET) qualifications, working with existing partner institutions and Warwickshire College on either a validated or a franchised basis (to be agreed in due course with each partner institution), as set out in:

- (i) covering memo, paper CFDLSC 76/06-07;
- (ii) Proposal form for an Open Studies Certificate in Teaching in the Lifelong Learning Sector, paper UFSS 110/06-07;
- (iii) Proposal form for a Diploma in Teaching in the Lifelong Learning Sector, paper UFSS 106/06-07;
- (iv) Part 4 Course Proposal form proposing an extension to the University's existing partnership with Warwickshire College to cover the new PCET qualifications, paper CFDLSC 77/06-07;
- (v) covering letter from Warwickshire College, paper CFDLSC 78/06-07.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning to introduce new qualifications in Post Compulsory Education and Training (PCET) to replace existing Cert Ed (PCET) qualifications, working with existing partner institutions and Warwickshire College on either a validated or a franchised basis (to be agreed in due course with each partner institution) be approved as set out in papers UFSS 106 & 110/06-07 and CFDLSC 76, 77 & 78/06-07.

99/06-07

New, revised and discontinued postgraduate courses

(a) New courses

REPORTED:

- (i) That at its meeting on 7 June 2007 the Board of Graduate Studies approved the following new course proposals:
 - (A) Postgraduate Diploma in Specialist Social Work (Adults);
 - (B) MA in Applied Social Research with specialism in Islam in Contemporary Societies;
 - (C) Postgraduate Award, 'Understanding Sexual Dysfunction';
 - (D) LLM in Socio-Legal Studies;
 - (E) Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers);
 - (F) Four-year PhD in Economics;
- (ii) That at its meeting on 7 June 2007 the Board of Graduate Studies considered a proposal for a new course 'Graduate Diploma in English Language and Engineering Management' (to be delivered by WMG and CELTE), as set out in paper SGS.57/06-07, subject to the clarifications requested by the Graduate Studies Committee of the Faculty of Science, and resolved *inter alia* that the Chair raise the qualification name of the

proposed course with the Academic Quality and Standards Committee, noting that the course was neither a Postgraduate Diploma nor a Diploma.

CONSIDERED:

The qualification name of the proposed Graduate Diploma in English Language and Engineering Management.

RESOLVED:

- (A) That, pending the adoption of the national qualifications framework proposed by the Burgess Group and subsequent consideration of the inclusion of "Graduate Diploma" in the University's list of qualifications, set out in Ordinance 14, the Committee not recommend the introduction of a qualification name of "Graduate Diploma", it being noted that a number of Diplomas consisting of 120 credits at level H are already offered by the University;
- (B) That a new course 'Diploma in English Language and Engineering Management' be approved as set out in paper SGS 57/06-07, subject to the clarifications requested by the Graduate Studies Committee of the Faculty of Science.

(b) Revised courses

REPORTED:

That at its meeting on 7 June 2007 the Board of Graduate Studies approved amendments to the following existing course:

- (i) Economics 4-year PhD;
- (ii) Postgraduate programmes in Academic and Professional Practice;
- (iii) MA in Academic and Professional Practice;
- (iv) Postgraduate Award, 'Introduction to Academic and Professional Development';
- (v) Postgraduate Award, 'E-Learning in Academic and Professional Practice';
- (vi) MA in English Literature;
- (vii) MSc Health Services Management.

(c) Renamed courses

REPORTED:

That at its meeting on 22 February 2007 the Board of Graduate Studies approved changes to the titles of the

Community Gynaecology Masters, Certificate and Diploma courses be changed to 'Sexual and Reproductive Health Care (Community Gynaecology)'.

(d) Discontinued courses

REPORTED:

That at the meeting of the Board of Graduate Studies on 7 June 2007 it was reported that the MA in Philosophy and Social Theory will no longer be offered to students.

100/06-07 New and revised undergraduate courses

REPORTED:

- (a) That the Board of Undergraduate Studies at its meeting on 6 June approved the following new courses:
- (i) Open Studies Advanced Diploma in Cognitive Behavioural Practice for Person-centred Therapists
 - (ii) Undergraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)
 - (iii) Undergraduate Diploma in Specialist Social Work (Adults)
- (b) That the Board of Undergraduate Studies at its meeting on 6 June approved the retitling of the existing BA (Hons) Comparative American Studies to BA (Hons) History, Literature and Cultures of the Americas.

101/06-07 Amendments to University Regulations

- (a) Regulation 14 Governing Higher Degrees: Provisions Applying to the Degree of Doctor of Engineering (EngD)

REPORTED:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that a revised version of Regulation 14 Governing Higher Degrees: Provisions Applying to the Degree of Doctor of Engineering (EngD) be approved as set out in paper SGS 52/06-07.

CONSIDERED:

A revised version of Regulation 14 Governing Higher Degrees: Provisions Applying to the Degree of Doctor of Engineering (EngD), paper SGS 52/06-07.

RECOMMENDED (to the Senate):

That Regulation 14 Governing Higher Degrees: Provisions Applying to the Degree of Doctor of Engineering (EngD) be amended as set out in paper SGS 52/06-07.

(b) Regulation 14(F) Governing Higher Degrees

REPORTED:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that proposed amendments to Regulation 14(F) Governing Higher Degrees be approved as set out in paper BGS 51/06-07.

CONSIDERED:

Proposed amendments to Regulation 14(F) Governing Higher Degrees, paper BGS 51/06-07.

RECOMMENDED (to the Senate):

That proposed amendments to Regulation 14(F) Governing Higher Degrees be approved as set out in paper BGS 51/06-07.

(c) Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level

REPORTED:

That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that proposed amendments to Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level be approved, as set out in paper BGS 56/06-07, noting that the time limit for a student wishing to appeal against the decision that he/she be allowed to continue his/her registration only for the degree of MPhil had been reduced to 28 days.

CONSIDERED:

Proposed amendments to Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level, paper BGS 56/06-07.

RECOMMENDED (to the Senate):

That proposed amendments to Regulation 16.3(1): Regulations Governing Appeals at Postgraduate Research Level be approved as set out in paper BGS 56/06-07, noting that the time limit for a student wishing to appeal against the decision that he/she be allowed to continue his/her registration only for the degree of MPhil had been reduced to 28 days.

102/06-07 Academic Satisfaction Review and Exit interviews (minute 62/06-07 referred)

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 7 June 2007 recommended that the Postgraduate Research and Taught Academic Satisfaction Reviews be approved as set out in papers AQSC 111/05-06 (part) and AQSC 112/05-06 respectively, and resolved that the Chair ask the Academic Quality and Standards Committee for an immediate review of the mechanism of the Academic Satisfaction Review, noting that:
 - (i) There were very low rates of survey completion, reducing the reliability of the data;
 - (ii) Students could not easily see the value of participating in the survey;
 - (iii) If a Review Group was established it should have representation from the student body and from experts in survey design who were not currently involved in the Academic Satisfaction Review.
- (b) That the Board of Graduate Studies at its meeting on 7 June 2007 resolved that the Chair raise at the next meeting of the Academic Quality and Standards Committee a suggestion to conduct exit interviews for postgraduate taught students as an effective means of acquiring reliable information on student satisfaction.

CONSIDERED:

- (c) The request from the Board of Graduate Studies for an immediate review of the mechanism of the Academic Satisfaction Review;
- (d) The desirability of conducting exit interviews for postgraduate taught students as an effective means of acquiring reliable information on student satisfaction.

RESOLVED:

- (e) That a thorough review be conducted during the summer of the various questionnaires, reviews and surveys currently in use for gathering feedback from students, including the Academic Satisfaction Review, the National Student Survey, the International Student Barometer and surveys within departments, with a view to ensuring their utility and identifying mechanisms to prevent survey fatigue, while recognising the benefits of conducting surveys which ask the same questions of all students or all members of particular groups of students;

- (f) That the review take advantage of the wide range of expertise in survey design, implementation and analysis available across the University;
- (g) That the review also consider the Board of Graduate Studies' suggestion that departments conduct exit interviews with postgraduate taught students at or near the end of their courses.

103/06-07 QAA Consultation on doctoral degrees

REPORTED:

That the Board of Graduate Studies at its meeting on 7 June 2007 considered a consultation paper published by the QAA on doctoral degrees, paper BGS 55/06-07, and resolved:

- (a) That the Secretary of the Board collate any comments members of the Board wished to make;
- (b) That the Chair and Secretary of the Board draft a response on behalf of the Board and circulate this to members for further comment before sending it.

RESOLVED:

That members of the Committee consider the consultation paper and send any comments to the Secretary of the Board of Graduate Studies by 27 June.

104/06-07 Summary of External Examiners' reports for postgraduate courses for 2005-06 (minutes 60(f)/06-07 referred)

REPORTED:

That at the meeting of the Board of Graduate Studies held on 7 June 2007 it was:

- (a) reported that at its meeting on 18 January 2007 the Board had considered the introduction of a summary of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies and resolved that the Chair prepare summaries of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies; and
- (b) resolved:
 - (i) that summaries of external examiners' reports relating to the 2005-06 academic year (paper BGS 58/06-07) be approved, subject to the deletion of all External Examiners' names;
 - (ii) that the Chair raise the following issues with AQSC:

- (A) that there was doubt whether the University's source matching software license to assist with the detection of plagiarism would be renewed this summer, and the Board strongly endorsed the continuation of the license to ensure that all departments continued to have access to this facility;
- (B) whether postgraduate marking scales should be included in the review of undergraduate degree classification conventions and marking scales currently being undertaken by the Academic Quality and Standards Committee;
- (C) that CELTE be asked to develop academic writing programmes for international students to provide further support for their English language development.

CONSIDERED:

- (c) The summary of external examiners' reports for postgraduate taught courses relating to the 2005-06 academic year, paper BGS 58/06-07 (revised);

RESOLVED:

That the summary of external examiners' reports for postgraduate taught courses relating to the 2005-06 academic year be approved as set out in paper BGS 58/06-07 (revised);

- (d) The renewal of the University's source matching software license to assist with the detection of plagiarism;

RESOLVED:

That the Chair of the Board of Graduate Studies raise with the Registrar the renewal of the University's source matching software license to assist with the detection of plagiarism;

- (e) The possible revision of postgraduate marking scales as part of the review of undergraduate degree classification conventions and marking scales currently being undertaken by the Committee;

RESOLVED:

That no changes be proposed to postgraduate marking scales at the current time;

- (f) The possible development by CELTE of academic writing programmes for international students to provide further support for their English language development;

RESOLVED:

That the Chair of the Board of Graduate Studies raise with the Centre for English Language Teacher Education the possibility of developing academic writing programmes for international students to provide further support for their English language development.

105/06-07 Cheating in University Tests

REPORTED:

(a) That the Board of Undergraduate Studies at its meeting on 6 June 2007 reported that the Undergraduate Studies Committee of the Faculty of Social Studies, at its meeting on 9 May 2007, had resolved that:

- (i) That the Committee request a forum to discuss plagiarism and the issues surrounding it, particularly electronic software;
- (ii) That the Committee request that the University reconsider exam convention F7 in order that departments may use plagiarism software:

Departments may strongly recommend the use of word processors in the preparation of assessed work, but may not require such use, and the use of spell-checking and editing programmes in the preparation of assessed work should be encouraged, it being noted that students should not be penalised for not making use of such facilities. (Examinations Committee 10(b)/94-95).

(b) That the Board of Undergraduate Studies at its meeting on 6 June 2007 recommended that examination convention F7 be revised to read:

- (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
- (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

(BUGS minute 28/06-07, unconfirmed)

CONSIDERED:

The recommendation from the Board of Undergraduate Studies that examination convention F7 be revised to read:

- (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
- (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

RECOMMENDED (to the Senate):

That examination convention F7 be revised to read:

- (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
- (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

106/06-07 Strategic Departmental Review

CONSIDERED:

A paper outlining proposals currently under development to adjust the new Strategic Departmental Review process, paper AQSC 95/06-07.

RESOLVED:

That the Committee continue to be consulted about any proposals to adjust the new Strategic Departmental Review process, and that further consideration be given to ensuring that reports from such Reviews are considered by all relevant University bodies, including the Boards of Undergraduate and Graduate Studies, as soon as possible after the completion of the Review as practicable.

107/06-07 Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Wednesday 24 October 2007, subject to the approval of the University Committee Timetable by the Senate and the Council.