

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Monday 15 June 2015

Present: Professor C Hughes (Chair), Professor R Ball (Chair of the Faculty of Science), Ms S Bennett (Director of Student Careers and Skills), Dr C Constable (Representative of Senate (Arts)), Professor A Dowd (Academic Director of the Graduate School), Mr S Lamb (Senior Tutor), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee), Dr N Monk (Acting Director of IATL), Professor A Reeve (Representative of Senate (Social Sciences)), Professor L Roberts (Representative of Senate (Medicine)), Dr J Robinson (SSLC Coordinator (Science and Medicine)), Ms A Thomas (Service Owner (Academic Technology)), Mr A Thompson (Student Representative (Postgraduate Officer))

Apologies: Professor C Hughes (Chair of the Faculty of Social Science), Professor S Jacka (Representative of Senate (Science)), Professor C Jenainati (SSLC Coordinator (Arts and Social Science)), Professor R Leng (Chair of the Board of Undergraduate Studies), Professor J Palmowski (Chair of the Board of Graduate Studies), Professor P Winstanley (Chair of the Faculty of Medicine)

In Attendance: Ms K Gray (Secretary), Ms C Smith (Assistant Secretary), Dr M Glover (Academic Registrar) for item 117/14-15, Professor A Rodger (Head of Department of Chemistry) for item 111(e)/14-15, Mrs Y Salter Wright (Director of Delivery Assurance) for item 123/14-15

*Note: Items marked with an asterisk {\*} are classified as restricted, noting that all restricted business is confidential to members and attendees of the Academic Quality and Standards Committee.*

109/14-15 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting held on 14 May 2015.

RESOLVED:

That the minutes of the meeting held on 14 May 2015 be approved.

110/14-15 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

RESOLVED:

That no conflicts of interest were declared by members.

111/14-15 Matters arising

(a) First Year Board of Examiner Conventions (minute 68/14-15 referred)

REPORTED:

- (i) That, at its meeting held on 23 February 2015, the Committee considered proposed amendments to the First Year Board of Examiners' harmonised conventions, as set out in paper BUGS 9/14-15 (revised) and resolved (*inter alia*):
  - (A) That terminology used in these Conventions needed to be clear and consistent and that all regulations supplied to departments needed clear definitions embedded within them;
  - (B) That the Conventions be amended in light of comments from the Committee.
- (ii) That the Chair had taken action on behalf of the Committee to approve revised First Year Board of Examiners' Conventions, as set out in Paper BUGS 9/14-15 (revised 4), for recommendation to the Senate.

(b) Feedback on Examinations and Dissertations (minute 63/14-15 (b) referred)

REPORTED:

That at its meeting on 23 February 2015 the Committee resolved:

- (i) That the introduction of a standard set of cohort-level feedback did not intend to override practice where individual feedback was given but rather provide a minimum standard set of examination information, similar to that which was made available to examination boards, with minimal burden imposed on the department.
- (ii) That the Teaching Quality Office develop a template for a minimum standard of cohort-level feedback, noting that departments who did not provide individual feedback should be asked to provide further qualitative content.

(by the Representative of Senate (Arts):

- (iii) That a similar template for cohort level feedback had been introduced in the Department of Film and Television Studies but the mathematical analysis had proved burdensome for staff;

(by the Chair of the Faculty of Science):

- (iv) That in the Faculty of Science final marks were confirmed at the module level, based on a combination of assessed and examined

components, so cohort level feedback would need to be provided at the module level.

CONSIDERED:

A draft template for a minimum standard of cohort-level feedback by the Assistant Registrar (Learning and Teaching) (Paper AQSC.80/14-15).

RESOLVED:

- (v) That the Committee's preference was Option 2, as set out in Paper AQSC.80/14-15;
  - (vi) That, if departments already provided cohort level feedback, they could continue to do so in the format used currently;
  - (vii) That, while it was recognized that individual and cohort level feedback served different purposes, it would not be necessary for departments to offer both;
  - (viii) That the form be revised to remove maximum and minimum marks, given the risk of identification of individual students in small cohorts;
  - (ix) That the revised form be brought to the next meeting of the Committee in 2015/16 for consideration;
  - (x) That further consideration be given to proposals for the use of IT systems to provide the data for cohort level feedback.
- (c) Student Staff Liaison Committee Code of Practice (minute 93/14-15 referred)

REPORTED:

- (i) That at its meeting on 14 May 2015, the Committee considered the proposed Code of Practice between the University of Warwick and the Students' Union for the coordination of Student Staff Liaison Committees (SSLCs) (Paper AQSC.55/14-15) and resolved that the Student Staff Liaison Committee Code of Practice be approved subject to amendments to reflect the fact that courses could start throughout the year and were not all campus-based.
  - (ii) That the Chair had taken action on behalf of the Committee to approve an amended version of the Student Staff Liaison Committee Code of Practice, as set out in AQSC.55/14-15 (revised), for recommendation to the Senate).
- (d) Policy on the Employment of Postgraduates as Teachers (minutes 94 and 31/14-15 referred)

REPORTED:

- (i) That, at its meeting on 14 May 2015 the Committee considered:

- (A) A report by the Senior Assistant Registrar (Graduate School) on progress made since the first consideration of the policy by AQSC at its meeting on 3 December 2014 (Paper AQSC.46/14-15);
- (B) The revised proposed policy on the Employment of Postgraduates as Teachers (Paper BGS.3/14-15 (revised));

And resolved:

- (C) That the Policy on the Employment of Postgraduates who Teach, as set out in Paper BGS.3/14-15(revised) be amended in light of the comments made in minute 93/14-15 (d to e) above.
- (D) That the Chair be authorized to take action on behalf of the Committee to approve an amended version of the Policy on the Employment of Postgraduates who Teach for recommendation to the Senate.
- (ii) That the Chair had taken action on behalf of the committee to approve an amended version of the Policy on the Employment of Postgraduates who Teach for recommendation to the Senate, as set out in Paper BGS.3/14-15 (revised 2).
- (e) Professional Development for Doctoral Researchers (minute 95/14-15 referred)

REPORTED:

- (i) That, at its meeting on 14 May 2015, the Committee considered a paper from the Skills Working Group of the Board of Graduate Studies outlining a proposed framework for professional development for doctoral students (paper BGS 47/14-15) and resolved that comments be provided to the Chair of the Board of Graduate Studies following the meeting and an amended version of the paper be brought to the next meeting of the Committee.

(by the Secretary):

- (ii) That, in light of comments received, the Policy had been amended to include a proposal to review the implementation of the Policy annually and to undertake a more substantial review after three years.

(by Professor Rodger):

- (iii) That the proposed framework was intended to provide increased consistency in provision of professional development for doctoral students, with the flexibility to allow for differing levels of skills amongst students;
- (iv) That the Research Councils UK (RCUK) expected students to undertake 10 days of professional development;

- (v) That it was recognized that it would be challenging to ensure that all students engaged with the framework but that it would set the expectation of engagement;
- (vi) That the benefits of undertaking professional development were not always clear to doctoral students until a later point in their career;
- (vii) That the thematic area of Academic Skills could be included in both the five days of professional development in an academic context and the three formal days of professional development.

CONSIDERED:

The proposed Policy on Professional Development for Doctoral Researchers (Paper BGS.47/14-15 revised).

RECOMMENDED (to the Senate):

That the Policy on Professional Development for Doctoral Researchers be approved as set out in Paper BGS.47/14-15 (revised).

- (f) Minimum Requirements for Supporting Transition (minute 82/14-15 referred)

REPORTED:

- (i) That at its meeting on 14 May 2015 the Committee considered a paper from the Induction Strategy Steering Group on Minimum Requirements for Supporting Transition at Warwick, as set out in Paper 51/14-15 and resolved:
  - (A) That comments be provided on the proposal to the Secretary to the Committee by 22<sup>nd</sup> May 2015.
  - (B) That further clarity on the status of the document be provided, noting that it appeared to be a work in progress.

(by the Secretary):

- (ii) That no comments had been provided.

RESOLVED:

That the Minimum Requirements would be considered at the Committee's next meeting.

- (g) External Examining (minute 102/14-15 referred)

REPORTED:

- (i) That at its meeting on 14 May 2015 it was reported to the Committee that a report on revisions to the external examining system would be brought to the next meeting of the Committee.

(by the Chair):

- 112/14-15      (ii) That proposals would be deferred until the next academic year.  
Chair's Action

REPORTED:

(a) MA in Professional Education

- (i) That at its meeting on 7 April 2015 the Collaborative, Flexible and Distributed Learning Sub-Committee recommended to the Academic Quality and Standards Committee that a proposal from the Centre for Professional Education to introduce a new MA in Professional Education, with a collaborative route to be delivered in conjunction with Bilton School, be approved, subject to the receipt of amendments to papers CFDLSC.114b/14-15 and 114j/14-15 and approval of the course by the Graduate Studies Committee of the Board of the Faculty of Social Sciences and the Board of Graduate Studies;
- (ii) That, following consideration of the above and subsequent to fulfilment of the outstanding conditions, the Chair, acting on behalf of the Collaborative, Flexible and Distributed Learning Sub-Committee, took action to recommend to the Academic Quality and Standards Committee that the proposal be approved;
- (iii) That the Chair, acting on behalf of the Academic Quality and Standards Committee, recommended to Senate that the proposal from the Centre for Professional Education to introduce a new MA in Professional Education, with a collaborative route to be delivered in conjunction with Bilton School, be approved as set out in papers GFSS.122a(revised), b, c(revised), d(revised),h, i, u, v and w/14-15 be approved;
- (iv) That the proposal included approved prior learning for Postgraduate Certificate in Education (PGCE) graduates from the University of Warwick as follows (paper GFSS.122s/14-15):
  - A) For 2007-08 to 2010-11 cohorts, the exemption from two modules on the MA in Professional Education (60 credits at FHEQ level 7);
  - B) For the 2011-12 cohort and all thereafter, three modules on the MA in Professional Education (60 credits at FHEQ level 7 and 30 credits at level 6).

(b) Postgraduate Taught Conventions

REPORTED:

That the Chair has taken action on behalf of the Committee to approve an amendment to the Postgraduate Taught Conventions for the Warwick Business School, as set out in Paper AQSC.81/14-15.

RESOLVED:

That the wider application of the decision be considered further.

113/14-15 Progress of Committee Recommendations

REPORTED:

That the Chair of the Senate has taken action on behalf of the Senate to approve recommendations from the Committee under the following headings be approved:

Revised First Year Board of Examiners' Conventions

114/14-15 Chair's Business

REPORTED (by the Chair):

- (a) That the Alliance Education Strategy had been implemented and that funding was available for projects;
- (b) That in 2015/16 committee papers would include clearer information on the consultation pathway for proposals;
- (c) That it was intended that an awayday for the Committee be held during the summer vacation but that a date was yet to be finalized.

115/14-15 Students Union Update

REPORTED (by the Education Officer):

- (i) That Students' Union activities had focused on mental health and wellbeing during the exam period;
- (ii) That the Students' Union was currently running a campaign on feedback on examinations;
- (iii) That students had been surveyed on examination conditions and a report would be forthcoming on this;
- (iv) That a report on her research into the attainment gap of minority ethnic students would shortly be published;

- (v) That she would be leaving her post as Education Officer at the end of June to take up a job.

(by the Postgraduate Officer):

- (vi) That work was ongoing on fair pay for postgraduate students who teach.

RESOLVED:

- (vii) That the Department of Politics and International Studies be encouraged to share at future showcase events the good practice in the Department relating to individual feedback on examinations.
- (viii) That the reports on the attainment gap of minority ethnic students and on examinations conditions would be shared with the Committee.

116/14-15 Report on Equality Matters

REPORTED:

That Warwick Students' Union had been awarded the Equality in Education award at the NUS Black Students' Conference in recognition of a series of campaigns in relation to educational equality, including Black History Month, the Open Education Series, Challenge Islamophobia and the RAAE research into Race, Academic Attainment & Equality.

117/14-15 Competition and Markets Authority: Advice on Consumer Protection to UK Higher Education Providers

REPORTED:

- (a) That on 12 March 2015 the Competition and Markets Authority (CMA) published advice informing higher education providers about their consumer law obligations to undergraduate students.

(by the Academic Registrar):

- (b) That, at its meeting on 15 June 2015, the Steering Committee had approved the proposals set out in paper AQSC.78/14-15 that the CMA guidance be added to the institutional risk register and that a working group be established to take forward a programme to address the requirements set out by the CMA;
- (c) That interpretation of legislation may depend on case law but a test of reasonableness should apply;

(by the Representative of Senate (Arts)):

- (d) That adequate time would need to be given by those preparing publicity materials for review in academic departments to ensure that information was accurate;



(by the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee):

- (e) That the University would be accountable for information provided by partner organisations about courses leading to awards of the University which would also be subject to this legislation and that processes for checking this information would need to be robust.

CONSIDERED:

A report by the Academic Registrar and Deputy Academic Registrar on the implications of the CMA advice for the University of Warwick (Paper AQSC.78.14-15).

RESOLVED:

That the Good Practice Guide on Providing Information for Students be reviewed in light of the CMA Guidance.

118/14-15 Review of Course Approval Process

CONSIDERED:

A report by the Deputy Academic Registrar on the review of the course approval process (Paper AQSC.41/14-15 revised).

REPORTED:

(by the Chair of the Faculty of Science):

- (a) That the Science Undergraduate Studies Committee was concerned at the prospective removal of the Faculty Sub-Committees from the course approval process;
- (b) That the Panel for course approval could include members of Faculty Sub-Committees and the Boards of Undergraduate and Graduate Studies who could then include share proposals with their committees;

(by the Academic Director of the Graduate School):

- (c) That the implications of the need for courses to be ready to run before full approval be given be considered further in the context of postgraduate taught courses;

RECOMMENDED (to the Senate):

That the report on the review of the course approval process be approved subject to amendments being made to reflect the need for committee representation in the Panel.

119/14-15 Report of the Monitoring and Review Working Group

CONSIDERED:

A report from the Monitoring and Review Working Group (Paper AQSC.40/14-15 revised).

REPORTED (by the Representative of Senate (Arts):

That in small departments the role of Course Leader may be undertaken by a Director of Undergraduate or Graduate Studies or by the Head of Department.

RESOLVED:

That further consideration be given in the implementation of the revised proposals for Annual Academic Monitoring to how these would apply to joint courses and courses with large numbers of staff involved in delivery.

RECOMMENDED (to the Senate):

That the report from the Monitoring and Review Working Group setting out proposals for revisions to the Annual Course Review process be approved subject to amendments being made to reflect the differing departmental roles that might undertake the function of a course leader.

120/14-15 Guidance on Mitigating Circumstances

CONSIDERED:

A paper from the Mitigating Circumstances Working Group providing an update on progress and draft Guidance on Mitigating Circumstances (AQSC.74/14-15 revised).

REPORTED (by the Representative of Senate (Arts) and Chair of the Mitigating Circumstances Working Group):

- (a) That the Guidance would be available to staff and students and it was expected that it would be included in student handbooks;
- (b) That the Working Group had considered that it would be useful for additional medical support, such as a nurse, to be available during the examination period, to treat students falling ill during this period.

RESOLVED:

That clarification be sought on the expectations of the Office of the Independent Adjudicator (OIA) with respect to notifying students of the outcome of consideration of mitigating circumstances by Boards of Examiners.

RECOMMENDED (to the Senate):

That the Guidance on Mitigating Circumstances be approved as set out in Paper AQSC.74/14-15, subject to minor amendments being made as agreed in the meeting.

121/14-15 International Sub-Group

(a) Recording of marks for inbound visiting students

REPORTED:

That, at its meeting on 20 May 2015, the International Sub-Group considered a paper by the Departmental Administrator (History) on the examination and marks recording process for inbound international visiting students (Paper ISG 16/14-15) and recommended to the Academic Quality and Standards Committee that the paper be considered for approval.

CONSIDERED:

A paper on the examination and marks recording process for inbound international visiting students (Paper ISG 16/14-15).

RESOLVED:

That the proposed process be approved as set out in Paper ISG.16/14-15, noting that consideration of marks by the Board of Examiners could be done by Chair's Action and that a 'virtual examination board' should not be undertaken by email.

(b) Criteria for Approval of New Exchange Partners

REPORTED:

That at its meeting on 20 May 2015 the International Sub-Group considered a draft paper on Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15) and recommended to the Committee that this be approved.

CONSIDERED:

A paper setting out Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15).

RESOLVED:

- (i) That further amendments be made to the Criteria and Approval Process for New Exchange Programmes, as agreed in the meeting.
- (ii) That guidance on student representation be included in the document.

122/14-15 \*Erasmus Plus Exchange Scheme

CONSIDERED:

A paper regarding the Erasmus Plus exchange scheme and credit recognition for the intercalated and year abroad (paper AQSC.82/14-15 {restricted});

REPORTED (by the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee):

- (a) That the Steering Committee at its meeting on 15 June 2015 had approved the proposal that all undergraduate students would be awarded credit for placement years from 2016/17, but that the component of study that students had taken would be recognized on the HEAR from 2015/16.
- (b) That a consistent approach would enhance the experience for all, noting that this would support the University's strategic objective to enhance mobility of students.
- (c) That it was critical that students would not be disadvantaged as a result of this proposal.

(by the Education Officer):

- (d) That the Students' Union would be willing to assist with communications with students on this matter.

123/14-15 Student Complaints Resolution Framework

CONSIDERED:

A paper from the Director of Delivery Assurance on the Student Complaints Resolution Framework: Summary of Implementation of the Pathway to Date and Proposed Refinements (paper AQSC.43.14-15 revised).

REPORTED (by the Director of Delivery Assurance):

- (a) That reporting on Stage 1 complaints will be challenging and will require the development of local infrastructures.
- (b) That the Framework provides the flexibility to take Stage 2 cases centrally where complaints are between students, for instance;
- (c) That the timings set out in the Framework can be flexible if a student wishes to seek advice and guidance but it is not possible to achieve this within the timescales specified, provided that the student notifies the University in advance.
- (d) That visits and guidance to academic departments could be offered to raise awareness of the need for stage 1 recording and reporting.

(by the Representative of Senate (Arts):

- (e) That it was necessary to ensure that staff training was offered on a regular basis to ensure that there were recently trained members in each department.

(by the University Senior Tutor):

- (f) That the document is to be welcomed.

RECOMMENDED (to the Senate):

That the paper on the Student Complaints Resolution Framework: Summary of Implementation of the Pathway to Date and Proposed Refinements (paper AQSC.43.14-15 revised) be approved.

124/14-15 Credit and Module Framework

REPORTED:

That, at its meeting on 2 June 2015, the Board of Undergraduate Studies considered proposed changes to the Credit and Module Framework as set out in Paper AQSC.48/14-15 (revised) and recommended that the paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed changes to the Credit and Module Framework, be approved (draft minute BUGS 41/14-15 referred).

CONSIDERED:

The revised Credit and Module Framework as set out in paper AQSC.48/14-15 revised).

RECOMMENDED (to the Senate):

That the revised Credit and Module Framework be approved as set out in Paper AQSC.48/14-15 revised.

125/14-15 Good Practice Guide on Monitoring Student Attendance and Progression

REPORTED:

That at its meeting on 1 June 2015 the Compliance Working Group considered proposed changes to the Good Practice Guide on Monitoring Attendance and Progression as set out in CWG.16/14-15 and recommended that these be approved.

CONSIDERED:

A paper by the Senior Assistant Registrar (Teaching Quality) on amendments to the Good Practice Guide on Monitoring Attendance and Progression as set out in Paper CWG.16/14-15).

RECOMMENDED (to the Senate):

That amendments to the Good Practice Guide on Monitoring Attendance and Progression be approved as set out in Paper CWG.16/14-15.

126/14-15 Timeliness Reports

(a) Faculty Timeliness Reports

REPORTED:

That at its meeting on 14 May 2015 the Committee received a composite timeliness of feedback report covering all Faculties from Spring term 2013/14, Summer term 2013/14 and Autumn term 2014/15 (paper AQSC.49/14-15) and resolved that consideration of the composite timeliness of feedback report, as set out paper AQSC.49/14-15 be deferred to the next meeting of the Committee.

RECEIVED:

A composite timeliness of feedback report covering all Faculties from Spring term 2013/14, Summer term 2013/14 and Autumn term 2014/15 (paper AQSC.49/14-15).

RESOLVED:

- (i) That members of the Committee be asked to send comments on the report to the Secretary.
- (ii) That the Chair and Secretariat to the Committee would review the report following the meeting.

(b) Faculty of Arts

REPORTED:

- (i) That, at its meeting on 18 May 2015 the Board of the Faculty of Arts received a composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty of Arts (paper BFA.19 (revised)/14-15) and it was reported (*inter alia*) that all departments in the Faculty of Arts were encountering problems with Tabula, with each department using the system in different ways and for different purposes.
- (ii) That the Board recommended to the Academic Quality and Standards Committee that clarification be provided on why Tabula had been selected as the administration system for departments to use.

(draft minute BFA.56(g)/14-15 referred)

RESOLVED:

That the issue be referred to IT Services to clarify the nature of the concerns raised by the Faculty.

REPORTED:

- (a) That at its meeting on 22 May 2015, the Collaborative, Flexible and Distributed Learning Sub Committee considered and resolved the following with respect to Collaborative courses:
  - (i) That the proposal from Warwick Manufacturing Group for the extension of the collaboration with Yildiz Technical University (YTU), Istanbul (paper CFDLSC.132.14-15e) to be extended to include the delivery of the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering and the approval of several additional local supervisory staff be recommended to the Academic Quality and Standards Committee, subject to the condition that where proposed supervisors do not have previous experience at the relevant level, with one of the approved, experienced supervisors for a probationary period of eighteen months;
  - (ii) That a proposal from the Department of Psychology for the extension of the existing collaboration with Coventry University to deliver the placement element of the existing course MSc in Clinical Applications of Psychology as set out in papers (SGS.58a-e/14-15 and CFDLSC134a-b) be recommended to the Academic Quality and Standards Committee.

CONSIDERED:

- (b) A proposal to extend the collaboration with Yildiz Technical University (YTU), Istanbul, to include the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering as set out, in Paper CFDLSC.132/14-15);
- (c) A proposal from the Department of Psychology for the extension of the existing collaboration with Coventry University to deliver the placement element of the existing course MSc in Clinical Applications of Psychology as set out in papers SGS.58a-e/14-15 and CFDLSC134(a-b).

RECOMMENDED (to the Senate):

- (d) That a proposal to extend the collaboration with Yildiz Technical University (YTU), Istanbul, to include the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering, be approved as set out in Paper CFDLSC.132/14-15);
- (e) That a proposal from the Department of Psychology for the extension of the existing collaboration with Coventry University to deliver the placement element of the existing course MSc in Clinical Applications of Psychology be approved as set out in papers SGS.58a-e/14-15 and CFDLSC134(b).

128/14-15 Committee Effectiveness

CONSIDERED:

A report by the Assistant Secretary, mapping the agenda items against the terms of reference of the Academic Quality and Standards Committee (paper AQSC.79/14-15).

RESOLVED:

That a report by the Assistant Secretary, mapping the agenda items against the terms of reference of the Academic Quality and Standards Committee be approved as set out in paper AQSC.79/14-15.

129/14-15 Committee Membership

REPORTED:

- (a) That Dr J Robinson, SSLC Co-ordinator (Science and Medicine) would be retiring from the University before the next meeting of the Committee.

RESOLVED:

That the Committee thanked the SSLC Co-ordinator (Science and Medicine) for his work in support of the Committee and its business and wished him well on his retirement.

- (b) That the term of office of Ms M Mirza (Education Officer, Students' Union) and Mr A Thompson (Postgraduate Officer, Students' Union) would expire before the next meeting.

RESOLVED:

That the Committee thanked the Students' Union Education Officer and Postgraduate Officer for their contribution to the Committee and wished them well in their future careers.

- (c) That the term of office of Dr C Constable, Representative of Senate (Arts) on the Senate and the terms of office of the Chairs of the Faculties of Arts and Science would expire before the next meeting of the Committee.

RESOLVED:

That the Committee thanked the representative of Senate (Arts) and the Chairs of the Faculties of Arts and Science for their work in support of the Committee and its business.



130/14-15 Discipline Framework

REPORTED:

A paper from the Director of Delivery Assurance regarding the Student Discipline Framework (AQSC.83/14-15), noting that prior consultation has taken place with the Students' Union and at Faculty Board level.

RESOLVED:

That comments be provided to the Director of Delivery Assurance on the proposals.

RECOMMENDED (to the Senate):

That the proposals set out in the Student Discipline Framework be approved, subject to any comments being made to the Director of Delivery Assurance.

131/14-15 Distance-Learning Courses

REPORTED:

That at its meeting on 22 May 2015, the Collaborative, Flexible and Distributed Learning Sub Committee considered and approved a proposal for an online variant of the module and Postgraduate Award "Leading Educational Change and Improvement" as set out in papers CFDLSC.128a-d/14-15).

132/14-15 New Undergraduate Courses of Study

REPORTED:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies approved the following new courses:

Diploma: English Language, Media and Intercultural Communication  
BASC Economic Studies and Global Sustainable Development  
BASC Politics and International Studies and Global Sustainable Development  
MEng/BEng/BSc Computer Systems Engineering (with and without intercalated year)  
MEng Discrete Mathematics (with and without intercalated year)  
BA Theatre and Performance Studies (with or without intercalated year)  
BA Foreign Language and Culture (with or without intercalated year)

133/14-15 Revised Undergraduate Courses of Study

REPORTED:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies approved revisions to the following courses:

BA Liberal Arts

134/14-15 Discontinued Undergraduate Courses of Study

REPORTED:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies resolved that the following course be removed from recruitment:

BA History, Literature and Cultures of the Americas

135/14-15 New Postgraduate Courses of Study

REPORTED:

- (a) That, at its meeting on 2 June 2015, it was reported to the Board of Graduate Studies that the Chair had taken action on behalf of the board to approve the following new courses:

MSc Polymer Science  
MSc in Analytical and Polymer Science

- (b) That, at its meeting on the 2 June 2015, the Board of Graduate Studies resolved that courses of under the following headings be approved:

MSc/PGDip/PGCert/PGA Sustainable Automotive Engineering

136/14-15 Revised Postgraduate Courses of Study

REPORTED:

- (a) That, at its meeting on the 2 June 2015, it was reported to the Board of Graduate Studies that the Chair had taken action on behalf of the board to approve the following revisions to courses:

MSc in Interdisciplinary Mathematics

- (b) That, at its meeting on the 2 June 2015, the Board of Graduate Studies resolved that revisions to the following courses of study be approved:

MA Educational Studies  
PGCert Teaching Advanced Mathematics  
MSc Computer Science and Applications  
MSc Data Analytics  
MSc in International Trade, Strategy and Operations  
MSc in Tunnelling and Underground Space

137/14-15 Discontinuation of Postgraduate Courses of Study

REPORTED:

That at its meeting on 2 June 2015 the Board of Undergraduate Studies resolved that the following course be removed from recruitment:

MA/PGDip/PGCert Management of Student Work Experience  
PGDip/MA Academic and Professional Practice

PGDip/MA Post-Compulsory Education (HE)  
PGA E-Learning in Academic and Professional Practice  
PGDip Strategic Leadership (Network Rail)

138/14-15 Next meeting

REPORTED:

That the Committee Timetable for 2015/16 has yet to be published and that the next meeting date will therefore be confirmed in due course.