

UNIVERSITY OF WARWICK

Minutes of a meeting of the Academic Quality and Standards Committee  
held on 22 November 2006

Present: Professor M Whitby (Chair), Ms S Bennett, Professor L Bridges, Professor A Caesar, Professor J Davis, Mr B Duggan, Dr K Flint, Professor M Harrison, Ms C Longworth, Professor M Luntley, Dr R Moseley, Dr P O'Hare, Professor E Peile, Dr T Price, Professor M Smith

Apologies: Dr S Law, Dr P Roberts

In attendance: Ms J Bradfield, Dr J Moss

22/06-07 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on 25 October 2006 be approved.

23/06-07 Matters arising

(a) Risk (minute 8/06-07 referred)

CONSIDERED:

Risk register amended in line with discussions at the last meeting of the Committee, paper AQSC 6/06-07 (revised).

RESOLVED:

- (i) That the risk of achieving poor results in student surveys be added to the register as a specific risk, cross-referenced as appropriate to factors contributing to survey results, noting that the Academic Satisfaction Review questions are to be reviewed before the 2007 survey is carried out;
- (ii) That resources be added to the list of significant risks for the Committee to consider and manage;
- (iii) That a number of the scores recorded on the register be amended;
- (iv) That the register be approved subject to the amendments noted and that the Secretary circulate a revised version of the risk register before the next meeting of the Committee.

- (b) National Student Survey 2007 (minute 12/06-07 referred)

REPORTED:

That the University had selected to include questions from the trial banks in the following five areas:

- Careers
- Social Opportunities
- Feedback from Students
- Welfare Resources and Facilities
- Learning Community

- (c) MSc in Orthodontic Dentistry in collaboration with GIFT  
(minute 113/05-06 referred)

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered an update from Dr P O'Hare on arrangements for the MSc in Orthodontic Dentistry in collaboration with GIFT and recommended to the Academic Quality and Standards Committee that, as students taking the MSc in Orthodontic Dentistry are practising professionals registered with the General Dental Council and subject to the GDC's fitness to practice policies and procedures, they should not be subject to the University's Fitness to Practice Committee.

CONSIDERED:

The proposal from Warwick Medical School that as students taking the MSc in Orthodontic Dentistry are practising professionals registered with the General Dental Council and subject to the GDC's fitness to practice policies and procedures, they should not be subject to the University's Fitness to Practice Committee.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School that, as students taking the MSc in Orthodontic Dentistry are practising professionals registered with the General Dental Council and subject to the GDC's fitness to practice policies and procedures, they should not be subject to the University's Fitness to Practice Committee be approved.

- (d) Annual Course Review (minute 107/05-06 referred)

CONSIDERED:

Summary of Annual Course Review reports on postgraduate courses in the Faculty of Science for 2004-05, paper SGS 12/06-07 (revised 2).

RESOLVED:

- (i) That the Summary of Annual Course Review reports on postgraduate courses in the Faculty of Science for 2004-05 be approved as set out in paper SGS 12/06-07 (revised 2), it being noted that the issues identified concerning Warwick Manufacturing Group's overseas collaborative provision had been resolved since the relevant annual course review reports were written;
- (ii) That the operation of the Annual Course Review system be further reviewed, including consideration of how best to pre-populate data fields and how best to ensure departments carry out annual course reviews promptly and with a view to disseminating good practice.

24/06-07

Chair's Business

- (a) QAA Institutional Auditors

REPORTED:

That the Chair had recently taken part in training for Institutional Auditors, noting that the Institutional Audit process is likely to include a focus on three areas: postgraduate research students, collaborative provision and quality enhancement procedures.

- (b) National Student Survey 2006

REPORTED:

That the results of the National Student Survey 2006 had been discussed by the Steering Committee on a number of occasions and that the Chair would be writing to all Heads of Departments in connection with particular aspects of those results.

25/06-07

CFDLSC Terms of Reference

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 received the Constitution, Terms of Reference and Membership of the Sub-Committee for 2006-07, paper CFDLSC 1/06-07, considered the following addition to the Terms of Reference:

To make recommendations on proposals from departments to take part in collaborative courses leading to an award of another higher education institution.

and recommended to the Academic Quality and Standards Committee that the proposed addition be made to the Terms of Reference.

CONSIDERED:

The following addition to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee:

To make recommendations on proposals from departments to take part in collaborative courses leading to an award of another higher education institution.

RESOLVED:

That the following addition be made to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee:

To make recommendations on proposals from departments to take part in collaborative courses leading to an award of another higher education institution.

26/06-07

Collaborative Course Approval

(a) Collaborative Courses leading to other HEIs' awards

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered a process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions, paper CFDLSC 13/06-07, and recommended to the Academic Quality and Standards Committee that a process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions be introduced as set out in paper CFDLSC 13/06-07.

CONSIDERED:

A process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions, paper CFDLSC 13/06-07.

RECOMMENDED (to the Senate):

That a process for departments to propose participation in collaborative partnerships leading to awards made by other higher education institutions be introduced as set out in paper CFDLSC 13/06-07.

(b) Collaborative Module Approval

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 considered a draft process for approving new or extended collaborations which cover only a module, paper CFDLSC 14/06-07, and recommended to the Academic Quality and Standards Committee that a process for approving new or extended collaborations which cover only a module be introduced as set out in paper CFDLSC 14/06-07.

CONSIDERED:

A process for approving new or extended collaborations which cover only a module, paper CFDLSC 14/06-07.

RECOMMENDED (to the Senate):

That a process for approving new or extended collaborations which cover only a module be introduced as set out in paper CFDLSC 14/06-07.

27/06-07 National Quality Assurance Framework and TQI website

CONSIDERED:

- (a) A report from QAA, 'Review of aspects of Teaching Quality Information in England', paper AQSC 22/06-07 (also available at [www.qaa.ac.uk/reviews/institutionalAudit/TQIreport/TQIreport06.asp](http://www.qaa.ac.uk/reviews/institutionalAudit/TQIreport/TQIreport06.asp));
- (b) A report from HEFCE, 'Review of the Quality Assurance Framework Phase two outcomes', paper AQSC 23/06-07 (HEFCE publication 2006/45, also available at [www.hefce.ac.uk/pubs/hefce/2006/06\\_45/](http://www.hefce.ac.uk/pubs/hefce/2006/06_45/));
- (c) A cover paper drafted by the Secretary outlining some implications of proposed changes to the national quality assurance framework, paper AQSC 25/06-07.

RESOLVED:

That the Board of Graduate Studies and the Board of Undergraduate Studies consider introducing a summary of external examiners' reports for discussion in the non-reserved business of Board meetings.

28/06-07 GMC accreditation (minute 104/05-06)

CONSIDERED:

Full report from the GMC on their recent accreditation process of Warwick Medical School, paper AQSC 24/06-07, noting that the Medical School is in the process of preparing a response.

29/06-07 Membership of Validation and Franchise Groups and Collaborative Course Management Committees

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 recommended to the Academic Quality and Standards Committee that the Membership of Validation and Franchise Groups and Collaborative Course Management Committees be approved as set out in paper CFDLSC 5/06-07, noting that in accordance with Regulation 32 appointment to these Groups and Committees is formally carried out by the Senate annually.

CONSIDERED:

Membership of Validation and Franchise Groups and Collaborative Course Management Committees, paper CFDLSC 5/06-07.

RECOMMENDED (to the Senate):

That the membership of Validation and Franchise Groups and Collaborative Course Management Committees be approved as set out in paper CFDLSC 5/06-07, once revised to clarify the University department responsible for each course.

30/06-07 QAA Overseas Audit

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 9 November 2006 reported that QAA have selected the University's link with Hong Kong Polytechnic University to deliver collaborative courses offered by WMG for audit as part of this year's programme of overseas collaborative audits in Hong Kong and Russia, paper CFDLSC 6/06-07; considered a draft Commentary on the operation of the link, paper CFDLSC 7/06-07, and resolved that a number of amendments and enhancements be made to the draft Commentary as discussed at the meeting.

CONSIDERED:

Revised Commentary on the operation of the link between Warwick Manufacturing Group and Hong Kong Polytechnic University, paper CFDLSC 7/06-07 (revised), noting that the Commentary must be submitted to QAA by Thursday 30 November.

RESOLVED:

That the Revised Commentary be referred for comment to members of the AQSC Working Group on Quality Assurance Processes in Warwick Manufacturing Group's Overseas Provision.

31/06-07 Course and Module Approval

CONSIDERED:

A report from the Secretary outlining work on reviewing the existing course and module approval mechanisms, paper AQSC 26/06-07.

RESOLVED:

- (a) That the Secretariat convene meetings of the Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees, to be chaired by Professor M Smith and Professor L Bridges respectively, to review the existing course and module approval mechanisms and report to the next meeting of the Committee;
- (b) That these meetings consider the issues highlighted in paper AQSC 26/06-07, in particular the scrutiny of proposals (paragraph 3(a) refers), and in addition, the content of the forms involved in the course and module approval system.
- (c) That any reform of the course and module approval system be taken forward with due consideration of the relevant sections of the QAA Code of Practice.

RECOMMENDED (to the Registrar and the University Secretary):

That the resourcing and location of the Faculty Board secretariat role be reviewed (paragraph 2(f) of paper AQSC 26/06-07 refers).

32/06-07 Policy on Use of Postgraduate Students for Teaching

REPORTED:

That the Board of Graduate Studies at its meeting on 12 October 2006 considered a proposed policy on the use of postgraduate students for teaching, paper BGS 6/06-07, and resolved that the proposed policy be approved subject to minor amendments.

CONSIDERED:

A policy for the use of postgraduate students for teaching, paper BGS 6/06-07 (revised).

RESOLVED:

That paper BGS 6/06-07 (revised) be referred to the Faculty Boards for comment, before further consideration at the second meeting of the Committee in the Spring Term 2007.

33/06-07

Amendment to Regulation 13: Continuation of Registration

REPORTED:

That the Board of Graduate Studies at its meeting on 12 October 2006 considered proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, paper BGS 4/06-07, and resolved that these amendments be approved.

CONSIDERED:

Proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, paper BGS 4/06-07.

RECOMMENDED (to the Senate):

That proposed amendments to the membership of Continuation of Registration Committees contained in Regulation 13 Governing the Continuation of Registration be approved as set out in paper BGS 4/06-07.

34/06-07

Proposed Procedures on Early Submissions and Extensions for PhD Students

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed Procedures on Early Submissions and Extensions for PhD Students, paper BGS 15/06-07 (revised), and resolved:

- (a) That the revised procedures for extensions for research degree students be approved as set out in paper BGS 15/06-07 (revised), noting that these procedures would apply to all cohorts from those who entered their final year in October 2006, subject to the following amendments agreed at the meeting [which had been incorporated into the paper circulated for AQSC's consideration]:
  - (i) Within point 2, inclusion of a provision that the detailed timetable for completion be subject to the agreement of the departmental Director of Graduate Studies prior to forwarding to the Graduate School.
  - (ii) That a proposal for charging fees as set out below for the first extension year be recommended for approval by the Fees Working Group, noting that this would apply to all students who enrolled after the approval of the fee structure:



First three months	No charge
Second period of three months	£100
Third period of three months	£150
Any three month period thereafter, including any extensions beyond the fourth year	£200

- (b) That an increase to the current extension fee of £110 for students requesting an extension that would take them beyond 12 months from the end of their period of study be recommended to the Fees Working Group, noting that this should apply to all extensions granted with effect from October 2007.
- (c) That the amended procedures for students requesting an extension that would take them beyond 12 months from the end of their period of study be implemented with immediate effect.
- (d) That the procedures with regard to Early Submission be approved and implemented with immediate effect.

CONSIDERED:

Proposed Procedures on Early Submissions and Extensions for PhD Students, paper BGS 15/06-07 (revised 2).

RESOLVED:

- (e) That the proposals to tighten existing processes for granting and monitoring extensions for research degree students be approved as set out in paper BGS 15/06-07 (revised 2), subject to clarifications and amendments noted at the meeting.
- (f) That further consideration be given to the relative merits of temporary suspension of registration compared with extensions in the light of discussions on the facilities available to students who have temporarily withdrawn from their course.

RECOMMENDED (to the Fees Working Group):

That the financial aspects of proposals to tighten existing processes for granting and monitoring extensions for research degree students be approved as set out in paragraph 3 of paper BGS 15/06-07 (revised 2).

35/06-07

Proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* concerning the appointment of supervisors, and resolved that the amendments to

the *Guidelines on the Supervision and Monitoring of Research Degree Students* be approved as set out below:

Additions underlined, deletions struck through

“Academic Departments are responsible for:

The allocation of supervisors to research degree students, taking account of the subject expertise, skills and experience of staff and the provision of supervision throughout the period of registration, including any possible absences for study leave. ~~Supervision will normally be provided by a designated main supervisor assisted by a team.~~ If more than one supervisor is appointed for any student, the Department should check that the roles of the supervisors are clear to both supervisors and students.

Departments are advised to give particular care to arrangements involving an inexperienced supervisor. This applies to members of staff who are on probation and staff with little or no experience of supervising research students in a University environment (even if there is no period of probation).

A department should satisfy itself that a supervisor has received appropriate training and that a satisfactory method for supporting and monitoring all supervisors is in place. ~~At least one of the supervisors should have experience of supervising a research student to successful completion.~~

Retired members of staff or those on honorary appointments are not eligible to act as sole or main supervisors. ~~A member of staff who has retired from the University should not act as a main supervisor.~~ When allocating supervisors and arranging review panels for research students, departments should bear in mind the need to nominate an internal examiner for the candidate.”

CONSIDERED:

The amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* concerning the appointment of supervisors approved by the Board of Graduate Studies at its meeting on 16 November 2006.

RESOLVED:

That the Board of Graduate Studies be asked to further consider the role of a “main supervisor” within the *Guidelines on the Supervision and Monitoring of Research Degree Students* concerning the appointment of supervisors.

36/06-07 Proposed Guidelines for the Supervision of Research Students based away from the University

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS 7/06-07 (revised 2) and recommended that the Guidelines be approved as set out in paper BGS 7/06-07 (revised 2), subject to amendments agreed at the meeting, noting that they should apply to all students admitted with effect from January 2007.

CONSIDERED:

Proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS 7/06-07 (revised 3).

RESOLVED:

That the proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS 7/06-07 (revised 3), be referred to Heads of Department for comment.

37/06-07 Regulation 14 Governing Higher Degrees

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed amendments to University Regulation 14 Governing Higher Degrees to provide for the right of appeal for students admitted to a Postgraduate Diploma who are not permitted to upgrade to a Masters course and those admitted to a MPhil/PhD who are not permitted to upgrade to PhD, paper BGS 14 /06-07 (revised), resolved that the proposed amendments to provide for the right of appeal against the decision not to permit an upgrade to a Masters course be reviewed in light of discussions at the meeting and reconsidered in January, and recommended that the proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS 14/06-07 (revised).

CONSIDERED:

Proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil, paper BGS 14/06-07 (revised).

RECOMMENDED (to the Senate):

That proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS 14/06-07 (revised).

38/06-07

Award of Merit and Starred Distinction on taught Masters courses

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 reported:

- (a) That the Board, at its meeting of 31 May 2006, resolved that the proposal by the Board of the Faculty of Arts to introduce a merit classification at taught Masters level to distinguish those who have not achieved a distinction but have obtained a high pass mark should be referred to Faculty level for consideration, along with the suggestion that the University introduce a starred distinction.
- (b) That, following requests from the Faculties of Arts and Science, the Graduate School would investigate practice at other universities and report back on this issue to the Board, noting that within the Faculty of Science there was more support for a merit classification than a starred distinction.
- (c) That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, resolved:
  - (i) That the Committee did not support the proposal for a starred distinction.
  - (ii) That the Committee supported a permissive practice for awarding informal merit classifications within departments, but did not support the proposal to impose a prescriptive regulation across the Faculties and the Departments for the following reasons:
    - (A) Providing a transcript would detail the quality of a student's performance.
    - (B) The awarding of a merit could persuade students to be cautious in their choice of modules.
    - (C) Departmental choice rather than a centrally imposed policy was preferred.

39/06-07

Higher Education Academy survey of postgraduate students

REPORTED:

That the Board of Graduate Studies at its meeting on 16 November 2006 considered a letter from the HEA proposing a survey of postgraduate students, paper BGS 16/06-07, and resolved that the Board did not support participation in the survey, noting that focussing on improving the response rate for the University's postgraduate Academic Satisfaction Review was of greater importance.

40/06-07

Report from the Board of Undergraduate Studies: Proposed Amendments to University Regulations

REPORTED:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 considered proposals to amend University Regulations as set out in paper BUGS 8/06-07, and recommended that the proposals to amend University Regulations as set out in paper BUGS 8/06-07, be approved, subject to minor amendments as notified at the meeting.

CONSIDERED:

Proposals to amend University Regulations, paper BUGS 8/06-07 (revised).

RESOLVED:

That appropriate University Officers be invited to consider the current operation of Regulation 11, Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test.

RECOMMENDED (to the Senate):

- (a) That amendments to Regulation 9, Regulations Governing the Constitution of Boards of Examiners, be approved as set out in paper BUGS 8/06-07 (revised) (part 1), subject to minor amendments noted at the meeting;
- (b) That amendments to Regulation 10, Examination Regulations, be approved as set out in paper BUGS 8/06-07 (revised) (part 2);
- (c) That amendments to Regulation 11, Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, be approved as set out in paper BUGS 8/06-07 (revised) (part 3), subject to minor amendments noted at the meeting.

41/06-07

Employment Equality (Age) Regulations 2006 and Undergraduate Admissions

REPORTED:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 considered a paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions, paper BUGS 9/06-07 and recommended that the paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions as set out in paper BUGS 9/06-07, be approved subject to minor amendment as notified at the meeting.

CONSIDERED:

A paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions, paper BUGS 9/06-07 (revised).

RESOLVED:

That the paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions be approved as set out in paper BUGS 9/06-07 (revised).

42/06-07

New and amended courses

(a) Postgraduate courses

REPORTED:

That the Board of Graduate Studies at its meetings on 12 October and 16 November 2006 resolved that the following new and revised courses be approved:

New postgraduate courses

- (i) Postgraduate Award in The Teaching of Shakespeare in Theory and Practice (for Actors and Artists), papers GFSS 80a and B/06-07.

Revised postgraduate courses

- (ii) Diploma in Applied Management, papers GFSS 30-32/06-07.
- (iii) Diploma in Service Leadership, papers GFSS 45-46/06-07.
- (iv) Postgraduate Award Introduction to Gifted and Talented Education (Science), papers GFSS 96-98/06-07.
- (v) Postgraduate Award Introduction to Gifted and Talented Education (Mathematics), papers GFSS 96, 99 and 100/06-07.
- (vi) MA Childhood in Society (open dissertation route), papers GFSS 81a and b/06-07.

(b) Undergraduate courses

REPORTED:

That the Board of Undergraduate Studies at its meeting on 15 November 2006 resolved that the following proposals for new, restructured and redesignated courses be approved:

New undergraduate course

- (i) That the proposal from the Centre for Lifelong Learning for a new course, "Career Management Certificate (HE Level 1)" as set out in paper BUGS 7/06-07 be approved for introduction in January 2007;

Restructured undergraduate course

- (ii) That the proposal from the Warwick Institute of Education for a restructured BA degree course in Early Childhood Studies as set out in papers UFSS 29 – 32/06-07 to replace the current full-time, part-time and 2+2 variants of this degree, be approved with effect from October 2007;

Re-designation of existing Integrated Undergraduate Masters' Degrees

- (iii) Proposals from the Departments of Physics and Statistics to re-designate the MPhys, MMathPhys, MMORSE and MMathStat degrees as BSc.MPhys, BSc.MMathPhys, BSc.MMORSE and BSc.MMathStat respectively, papers SFS 19/06-07 and SFS 20/06-07.

43/06-07 Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Thursday 1 February 2007 in the Council Chamber.