

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on
29 May 2018.

Present: Professor D Lamburn (Deputy Pro-Vice Chancellor (Education), (Chair), Professor A Clark (Academic Director, Undergraduate Studies), E Dunford (Postgraduate Officer, Students' Union), Dr M Gifford (Representative of the Board of Faculty of Science), Dr L Hammond (Representative of the Board of Faculty of Medicine), Dr T Grant (Representative of the Board of Faculty of Arts), L Jackson (Education Officer, Students' Union), Professor E Jones (Representative of the Board of Faculty of Social Sciences), Dr J Lee (co-opted member of academic staff in quality assurance role), Dr M Leeke (Representative of the Board of Faculty of Science), Professor C Sparrow (Academic Director, Postgraduate Studies), Dr E Ushioda (Representative of the Board of Faculty of Social Sciences) and Professor G Van der Velden (Chair of the Student Learning Experience and Engagement Committee).

Apologies: Professor G Cooke (co-opted member of academic staff in quality assurance role), Dr W Curtis (Academic Director, Partnerships), Dr D Davies (Representative of the Board of Faculty of Medicine), Professor L Gracia (Dean of Students), Professor C Hughes (Pro-Vice Chancellor (Education), Professor C Jenainati (Representative of the Board of Faculty of Arts), Dr N Monk (Director of IATL) and Professor P Tissington (Academic Director, Employability).

In Attendance: K Gray (Secretary), C Gray (Assistant Secretary), M Davies (Head of Immigration Services) for items 118 & 119, D Derricott (Assistant Registrar, Monitoring and Review) for item 121, K Harris (Internship Manager, Careers and Skills Service) for item 110, C Henrywood (Assistant Registrar, Learning and Teaching) for item 109 (b), C Pearson (Assistant Registrar, Teaching Quality) for items 110 & 116, Professor J Smith (Chair of the Sub-Group Exam Board Procedures) for item 109 (b) and Dr P Young (Chair of the Sub-Group Remediating Failure and Progression) for item 109 (a).

106/17-18 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting of the Academic Quality and Standards Committee held on 9 May 2018.

RESOLVED:

That the minutes be approved.

107/17-18 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Academic Quality and Standards 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, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

No conflicts of interests were declared.

108/17-18 Matters arising

(a) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.68/17-18 referred)

REPORTED:

- (i) That at its meeting on 14 February 2018, the Committee considered a report from the Assistant Registrar (Learning and Teaching) outlining proposals on how the Committee might secure oversight of CMA compliance in departments; (AQSC 50.17/18);
- (ii) That the Committee resolved that further proposals on how it would discharge its responsibility for CMA compliance would be presented to a future meeting;
- (iii) That proposals would be brought to a meeting of the Committee in the autumn term.

(b) Credit and Module Framework (minute 59 (d).17/18 referred)

REPORTED:

- (i) That at its meeting on 23 November 2017 and on 14 February 2018, the Academic Quality and Standards Committee resolved that (*inter alia*) some work needed to be carried out across the sector to inform the review of the framework;
- (ii) That the Chair had approached the Strategic Planning and Analytics Office with a view to carry out research across the UK HEI sector to start this work and updates on this issue would be reported to future meetings of the Committee;
- (iii) That work in this area was ongoing and an initial report was included under minute 111/17-18.

(c) Fitness to Practise Operational Procedures (minute 59 (e)/17/18 referred)

REPORTED:

- (i) That at its meeting on 22 January 2018, it was noted that the Operational Procedures for Fitness to Practise cases in the Warwick Medical School should be used as a model to carry out an audit of other subject areas subject to Fitness to Practise requirements which would also benefit from having harmonised operational procedures aligned to Regulation 34 (Determination of Fitness to Practise);
- (ii) That work was ongoing in this area and that revised Operating Procedures for courses subject to Fitness to Practise requirements in the Centre for Teacher Education (CTE) were presented for the Committee's consideration in document AQSC 93.17/18;
- (iii) That further work was ongoing with CLL and revised procedures would follow in due course for the consideration of the Committee at a future meeting.

RESOLVED:

- (iv) That the Operational Procedures for CTE Fitness to Practise cases would need to be considered further by the Committee as a new concept of suitability to practise had been introduced in the document and had added further complexity to the process;
- (v) That the Chair of the Fitness to Practise Committee would discuss this issue further with representatives from CTE, the Deputy Academic Registrar and Administrative Officer (Complaints Resolution);
- (vi) That the Chair be permitted to take action on behalf of the Committee to approve the Operational Procedures for Fitness to Practise Cases in CTE.

(d) Termly report on complaints and appeals (minute 83.17/18)

REPORTED:

- (i) That at its meeting on 9 May 2018, the Committee requested a breakdown showing the nature of stage 2 complaints relating to accommodation requests, and a comparison of complaints figures for stage 1 and stage 2 with those of previous years;
- (ii) That further work was ongoing in this area and that a progress report on matters arising in this area would be considered at a future meeting of the Committee.

(e) PGT External Examiners' Reports (minute 85.17/18 referred)

REPORTED:

- (i) That at its meeting on the 9 May 2018, the Committee resolved that the external examiners' report form and process be reviewed after the first year of operation and that outstanding responses to PGT external examiners' reports be requested by Teaching Quality;
 - (ii) That a report on these matters be considered by the Committee at a future meeting.
- (f) Student Module Feedback (minute 86.17/18 referred)

REPORTED:

- (i) That at its meeting on 9 May 2018, the Committee resolved that principles on the Student Module Feedback process be summarised in a policy document to be produced by Teaching Quality for approval by the Committee and Senate in early autumn 2018;
 - (ii) That work was ongoing in this area and a policy document would be presented to the Committee at its first meeting of the academic year 2018/19.
- (g) Turnitin and Contract Cheating Authorship Investigation (minute 91.17/18 referred)

REPORTED:

- (i) That at its meeting on 9 May 2018, the Committee resolved that more information would need to be obtained before a decision be made as to whether the University should pilot or purchase a new software tool on authorship investigation from Turnitin;
- (ii) That members of the Committee had been invited to a demonstration of this new software tool by Turnitin on 21 May 2018.

REPORTED (by the Chair):

- (iii) That a demonstration of the new authorship software tool would not now be available until August 2018 and the proposed pilot project would have taken place over the summer when no students were undertaking assessments at the University;
- (iv) That in view of this situation, the University was looking to make progress in this area internally and would be working with WBS and WMG which were both investigating alternative authorship software tools.

(h) IET report (minute 92.17/18 referred)

REPORTED:

That the IET report and action plan from the School of Engineering would be discussed at the next meeting of the Committee in September 2018 once the report had been ratified by the IET on 31 May 2018.

109/17-18

Review of Assessment

CONSIDERED:

Proposals from the Sub-Groups of the Review of Assessment to approve principles emerging and to make policy changes as follows:

- a) A proposal to approve principles emerging from the Sub-Group on Remedying Failure and Progression, as set out in paper AQSC.72.17/18;

REPORTED (by the Chair of the Sub-Group, Dr Phil Young):

That the Sub-Group was dealing with principles on remedying failure, progression requirements and timing of examinations and had mainly focused on undergraduate issues in these areas;

RESOLVED:

That the following proposals from the Sub-Group be approved in principle with a date of implementation yet to be agreed and further work to be undertaken on modelling and the detail of implementation:

- (i) That progression requirements for undergraduate students be raised to 90 credits including core modules with an overall mark of 40% for every year of study;
- (ii) That the number of credits required for a Honours degree be raised from 168 credits to 180 credits over the final two years for a three year degree course and from 258 credits to 270 credits over the final three years for an Integrated Masters course;
- (iii) That undergraduate students have the right to remedy failure on one occasion for all modules;
- (iv) That postgraduate taught students have the right to remedy failure in all failed modules as long as 50% of the taught element had been passed as set out in the existing Requirements for Taught Postgraduate Awards;
- (v) That postgraduate taught students have the right to remedy failure on one occasion if they were registered on single module PGAs;

- (vi) That the method of re-sits be specified on module approval forms at the module approval stage if different from the original method of assessment;
- (vii) That the module mark for any module in which a student had to take a re-sit be capped at 40% for level 4, 5 or 6 modules and at 50% for level 7 modules;
- (viii) That further discussions would need to be held about internal progression hurdles on the Integrated Masters courses as these were operated locally and varied across the University;
- (ix) That the Sub-Group still needed to examine research carried out about final year further first sits and re-sits across the UK HEI sector before final recommendations could be made;
- (x) That in principle a January examination period be introduced; noting that this would need to include a dedicated week for examinations in the University timetable;
- (xi) That further discussions in relation to the re-sit period at the University take place with members of the Examinations Office before making a recommendation about timing of re-sit examinations;
- (xii) That also further discussions take place about postgraduate taught assessment;
- (xiii) That Dr Young should be thanked for the hard work on this Sub-Group.

RECOMMENDED (to the Senate):

That the Requirements for Taught Postgraduate Awards be revised for 2018/19 to allow students registered on single module PGAs an automatic right to remedy failure on one occasion.

CONSIDERED:

- b) An update report and a proposal to approve principles emerging from the Sub-Group on Examination Board Operations, as set out in paper AQSC 73.17/18 and in an oral report by the Chair of the Sub-Group, Professor Jeremy Smith;

RESOLVED:

- (i) That a standard examination board grid be adopted across the University for undergraduate and postgraduate taught Board of Examiners' meetings as shown on the document which was tabled (AQSC 73.17 Appendix D); the timing of the introduction of the standard paperwork had yet to be decided, but it was hoped that this could be in place for the academic year 2019/20;

- (ii) That the Sub-Group would carry on working on identifying a common IT solution allowing all departments to store marks and extract reports for examination board administration to facilitate standard examination board paperwork;
- (iii) That consideration of students achieving overall marks between 70.0% and 70.9% as borderline students be abolished from the academic year 2018/19;
- (iv) That standard rules to classify undergraduate borderline candidates within 2% of the boundary of the higher class of a degree as set out in AQSC 73.17/18 be accepted in principle subject to further modelling of impact of revised borderline classification rules and additional consultation with departments;
- (v) That the side rule that the University disregard up to 30 credits of module marks which end in 9 in the lower degree classification and to treat them as marks achieved in the higher degree classification, be further consulted upon with departments;
- (vi) That, despite the standard rules to classify undergraduate borderline candidates being accepted, the Committee noted that Board of Examiners still retained discretion, but that any decisions outside the standard rules needed to be carefully minuted and should be internally consistent with local practice;
- (vii) That Professor Smith should be thanked for the hard work of the Sub-Group.

RECOMMENDED (to the Senate):

That the University's Undergraduate Degree Classifications Conventions (Section III (3)) be amended for 2018/19 to remove the first class borderline range of 70.0% to 70.9.

CONSIDERED:

- c) A proposal to implement a new mitigating circumstances process and associated policy from the Sub-Group on Mitigating Circumstances and Reasonable Adjustments as set out in paper AQSC 74.17/18;

REPORTED (by the Chair of the Sub-Group, Professor A Clark):

- (i) That documents E and F on deferral of examinations and new principles on self-certification for assessed work were for the Committee's information and would be used in further consultation sessions with academic departments;
- (ii) That the guidance documents for students and staff on mitigating circumstances were similar in content, but different in style as they had been written for different audiences;

- (iii) That during the work of the Sub-Group, it was discovered that consideration of mitigating circumstances worked differently in different departments and the revised Policy was therefore intended to ensure there was some flexibility, taking into account departmental constraints in terms of size and timing;

RESOLVED:

- (iv) That the Policy be amended to ensure that students discussed any visa issues with the International Students' Office rather than their Personal Tutor;
- (v) That the Mitigating Circumstances Policy be revised taking into account further editorial changes;
- (vi) That the Chair be authorised to take action on behalf of the Committee to approve a revised version of the Mitigating Circumstances Policy for recommendation to the Senate;
- (vii) That the impact of mitigating circumstances on a student's performance needed to be considered by the Sub-Group on Exam Board Procedures and the Sub-Group on Remediating Failure and Progression;
- (viii) That members of the Committee send their comments on the documents E and F (deferral and self-certification) to the Chair of the Sub-Group, Professor A Clark;
- (ix) That a common IT system allowing all departments to record mitigating circumstances information and reasonable adjustments information in one place be developed and recommended for introduction from the start of the academic year 2019/20;
- (x) That Professor Clark should be thanked for all the hard work of this Sub-Group.

RECOMMENDED (to the Senate):

That the revised mitigating circumstances policy be approved for introduction from the academic year 2018/19 as set out in Paper AQSC.74/17-18.

110/17-18 Work Based Learning Framework

CONSIDERED:

A proposal from the Teaching Quality Project Manager (Degree Apprenticeships) on how to develop the University's work based learning framework further as set out in AQSC 75.17/18 and AQSC 75.17/18 Appendix A.

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

- a) That this early draft of this paper was being presented to the Committee to raise the profile of work based learning and that the final document would be considered by the Committee in the autumn;
- b) That the work being carried out to establish a quality framework for degree apprenticeships would be embedded in a wider framework on work based learning;

RESOLVED:

- c) That the action plan needed to be more detailed;
- d) That the document was repetitive in some places and that the definition section needed to be clarified;
- e) That more consultation on the document needed to be carried out with the Students' Union and the Faculty Education Committees and further consideration would be given to when final approval would be sought;

111/17-18 Credit and Module Framework

CONSIDERED:

Initial research conducted by the Administrative Officer (Strategic Planning and Analytics) on credit and module frameworks in other UK HEIs as set out in AQSC 76.17/18;

REPORTED:

- a) That one of the ILTR 2017 recommendations from departmental reviews strongly advised that the University review its Credit and Module Framework to introduce a more consistent framework;
- b) That the research conducted by a member of Strategic Planning and Analytics (SPA) showed that the universities surveyed had a consistent module structure and provided a starting point for further discussions at the University of Warwick;
- c) That some departments at the University of Warwick had already introduced revised module and credit sizes;
- d) That some departments had encountered difficulties in trying to agree standard module and credit sizes due to PRSB requirements;

(By the Chair of the Student Learning Experience and Engagement Committee, Professor G Van der Velden):

- e) That, while the process of standardising the module and credit structure was considered, it was important to make clear to students how much time they should be spending on assessments set within a module;

(By the Education Officer (Students' Union), L Jackson):

- f) That the Students' Union supported the move towards a more standardised Credit and Module Framework;

RESOLVED:

- g) That further work to progress a review of the Credit and Module Framework would be undertaken over the summer.

112/17-18 Students' Union Update

REPORTED:

That the Student's Union had replied to the TEF subject level consultation in line with its policy which opposed the TEF;

RESOLVED:

That Emily Dunford and Liam Jackson be thanked for their valuable contributions to the Committee's discussions over the last academic year and that they be wished well for their future.

113/17-18 Revised Regulation 8.10 for the MBChB programme

CONSIDERED:

Revisions to Regulation 8.10 for the MBChB programme as proposed by the Faculty Education Committee of the Faculty of Medicine to align regulatory changes with revised student support mechanisms and evidence of engagement for MBChB students as set out in AQSC 77/17-18.

REPORTED:

That changes to Regulation 8.10 were required to take account of the following changes:

- a) A change of name of the review group initially considering Fitness to Practise issues which had been renamed from the "Fitness to Practise Review Group" to the "Health, Welfare and Professionalism Group";
- b) A change in terminology of the "fit to sit criteria" to "evidence of engagement";
- c) A change in locus of consideration of the evidence of engagement by the relevant Board of Examiners rather than the Academic Progress Group (APG) which previously considered the fit to sit criteria under the previous process which was considered not defensible;
- d) A change in timing of the delivery of the Student Selected Component 1 (SSC1) within the MBChB programme, having moved from Phase 1 to Phase 2;

- e) An option for the Board of Examiners, if relevant, to recommend a repeat of year 4 rather than to repeat the whole of Phase III which started in year 3;

RECOMMENDED (to the SENATE):

That the changes to Regulation 8.10 for the MBChB programme be approved for all students with effect from the academic year 2018/19.

114/17-18 Revisions to the Requirements for Taught Postgraduate Awards

CONSIDERED:

A proposal from the Assistant Registrar (Teaching and Learning) that the Requirements for Taught Postgraduate Awards be revised taking into account that automatic remedying of failure was not permitted for some PSRB accredited courses and to allow students to be registered on single module PGAs the right to remedy failure as a matter of course as set out in AQSC 67.17-18 (revised);

RESOLVED:

- a) That the inclusion of an automatic right to a re-sit for single module PGAs be included in paragraph 3 (a) of the Requirements for Taught Postgraduate Awards as recommended by the Sub-Group of the Review of Assessment on Remedying Failure and Progression;
- b) That the issue of not permitting the automatic remedying of failure for professional practice modules as set out in AQSC 67.17/18 in section 3 (b), should not be included in the PGT Conventions as this issue was already covered in Principle 1 (a) of the PGT Conventions; this exception should be stated in a footnote to the Requirements for Taught Postgraduate Awards or guidance elsewhere.

RECOMMENDED (to the Senate):

That changes to the Requirements for Taught Postgraduate Awards in relation to the automatic right to a re-sit for single module PGAs be approved from the start of the academic year 2018/19.

115/17-18 Revisions to First Year Board of Examiners' Conventions

CONSIDERED:

A proposal to revise the First Year Board of Examiners' Conventions effective from the academic year 2017/18, due to professional body requirements for the School of Engineering, as set out in paper AQSC 78.17/18.

RESOLVED:

- a) That exceptions should not be included in the First Year Board of Examiners' Conventions and the proposal not therefore be approved;
- b) That the Conventions allowed for departments to require students to pass more than the minimum 80 credits but compensation was not permitted under University policy.

116/17-18

Revisions to University Regulations to incorporate requirements to award degree apprenticeships

CONSIDERED:

- a) A proposal from the Secretary to the Partnerships Committee to revise University Regulations to ensure that University Regulations had been appropriately adapted to include the award of degree apprenticeships as set out in AQSC 79.17/18.

CONSIDERED:

Revisions to the following regulations:

- b) Regulation 6 – Admission to the University (AQSC 80.17/18);
- c) Regulation 11 – Procedure to be Adopted in the Event of Suspected Cheating in a University Test (AQSC 81.17/18);
- d) Regulation 23 – Student Disciplinary Offences (AQSC 82.17/18);
- e) Regulation 34 – Fitness to Practise (AQSC 83.17/18);
- f) Regulation 36 – Continuation of Registration (AQSC 84.17/18);
- g) Regulation 42 – Academic Appeals (AQSC 85.17/18).

REPORTED:

- a) That Regulations 6 to Regulations 42 had been revised to ensure that degree apprenticeships requirements were appropriately reflected in the revised Regulations;
- b) That further work was necessary to revise Regulation 8 and 37 which would be carried out in a Sub-Group to be constituted by the Chair of the Committee;

(By the Education Officer, L Jackson):

- c) That when the University was revising Regulations, it was important to eliminate any gendered language;

RESOLVED:

- d) That the Chair be authorised to take action on behalf of the Committee to approve revisions to Regulation 8 and 37 once the Sub-Group had made proposals for changes and for changes to be recommended for approval to Senate at its last meeting on 4 July 2018;

RECOMMENDED (to the Senate):

That changes to Regulation 6, 11, 23, 34, 36 and 42 as set out in documents AQSC 80-85/17/18 be approved for implementation from the start of the academic year 2018/19.

117/17-18 Accreditation of Placement Year and Year Abroad

CONSIDERED:

A proposal from the Administrative Officer (Partnerships) to revise the Policy Statement for the Accreditation of the Placement Year and Year Abroad to recognise credit on a pass or fail basis for additional years of study abroad, to be implemented from the academic year 2018/19 as set out in paper AQSC 86.17/18.

REPORTED:

- a) That in October 2015, Senate approved a policy on recognition of credit for placement years and conversion of marks for students studying abroad on an integrated or additional year abroad;
- b) That conversion of marks had proved complex;
- c) That students on an additional year abroad should be awarded credits on a pass or fail basis for the relevant period of study, but not converted marks; this practice was still compliant with the Erasmus Charter for Higher Education as confirmed by the International Students Office;
- d) That students on an integrated year abroad should still be subject to marks conversion for marks achieved on the year abroad as before;

RECOMMENDED (to the Senate):

That the Policy Statement for the Accreditation of Placement Year in Industry and the Year Abroad be amended for students on an additional year abroad to be awarded credit on a pass or fail basis from the start of the academic year 2018/19.

118/17-18 Managing absence of Tier 4 undergraduate students

CONSIDERED:

A paper from the Head of Immigration Services to allow Tier 4 undergraduate students a period of absence from up to 3 weeks before the end of the summer term, provided they have completed all their coursework and examinations, to undertake an internship as set out in AQSC 87.17/18.

RECOMMENDED (to the Senate):

That Tier 4 undergraduate students be permitted to take a period of authorised absence from their studies from up to 3 weeks before the

end of the summer term if all assessment obligations had been fulfilled to undertake a period of internship.

119/17-18 Mandating the use of Tabula for attendance monitoring

CONSIDERED:

A paper from the Assistant Director, International Student Office, on mandating the use of Tabula for attendance monitoring as set out in paper AQSC 88.17/18.

REPORTED:

- a) That currently attendance monitoring of Tier 4 students was devolved to departments and although most departments used Tabula for attendance monitoring, this was not the case for all;
- b) That the Compliance Working Group recommended that all departments should be mandated to use Tabula to monitor attendance to ensure prompt reporting and consistency of reporting and also allowing the Compliance Team to conduct regular checks of student attendance in departments;

(By the co-opted member of staff in a quality assurance role, Dr J Lee):

- c) That the use of Tabula was complex to set up and if appropriate training and support was offered, departments might be more likely to adopt the use of Tabula for attendance monitoring;

(By the Chair of the Student Experience and Engagement Committee, Professor G van der Velden):

- d) That there might be resistance from some departments which already used different systems locally to monitor attendance and therefore the recommendation should be for such departments to either use Tabula or give access to their local monitoring system for records to be viewed by the Compliance Team;

(By the co-opted member of staff in a quality assurance role, Dr J Lee):

- e) That it would be desirable for departments to use one system to ensure oversight which was important for joint degree programmes;

RESOLVED:

- f) That departments be strongly recommended to use Tabula for attendance monitoring and that departments be supported with training and appropriate set up arrangements by the Tabula Team;
- g) That it was imperative that attendance was recorded within one week of the agreed contact point at all times;
- h) That an urgent communication be sent out to departments on the use of Tabula; this would need to be done in liaison with the Academic Registrar, Chair of the Compliance Working Group;

120/17-18 Talis Aspire – Progress report on improving the use and visibility of Reading Lists

CONSIDERED:

A progress report from the Head of Client Services of the Library on the proposed approach to rollover of reading lists for the academic year 2018/19 as set out in AQSC 89.17/18.

RESOLVED:

That the proposal to roll over reading lists be approved as set out in document AQSC 89.17/18.

121/17-18 Update on Education Experience Monitoring (EEM) Meetings

CONSIDERED:

A progress report from the Assistant Registrar (Monitoring and Review) on progress made towards the delivery of the Education Experience Monitoring (EEM) meetings to date as set out in paper AQSC 90.17/18.

REPORTED:

(By the Assistant Registrar, Monitoring and Review, D Derricott):

- a) That the new process of the biennial EEM meetings, which had replaced the paper based annual course review process, had been undertaken in nine out of 13 academic departments chosen for review in the academic year 2017/18;
- b) That due to delay in staff recruitment in Teaching Quality and additional pressures experienced by academic departments, it was proposed that four EEM reviews scheduled for 2017/18 for Law, Mathematics, Sociology and Statistics, be deferred to the next academic year 2018/19;
- c) That the EEM meetings had proved useful to review the curriculum and assessment strategies and progress against ITLR recommendations and had led to a more holistic review of teaching provision than under the old annual course review process;
- d) That further work needed to be carried out on the use of the data on student outcomes to ensure panels and departments understood attainment of different student groups;

(By the co-opted member of staff in a quality assurance role, Dr J Lee):

- e) That some departments in the Arts Faculty had reported that they were not happy with the considerable amount of time taken to prepare and deal with EEMs and there had been overlap of themes and topics already explored in the TEF meetings;

(By the Chair, Professor D Lamburn):

- f) That the EEM meetings had been conducted to avoid discussing issues already explored in TEF meetings, however, the University was currently exploring how to combine the EEM and TEF meetings from the academic year 2018/9 to avoid duplication of effort and to take a more holistic approach;

RESOLVED:

- g) That the four EEM meetings as listed under b) above and which had not yet taken place, be postponed as requested in AQSC 90.17/18 to the next academic year 2018/19.

122/17-18 Mapping of AQSC business in 17/18

RECEIVED:

A report from the Secretary to map AQSC business considered in the academic year 2017/18 in AQSC 91.17/18.

REPORTED:

- a) That on an annual basis all Committees were required to review business considered to ensure that it was aligned with the Terms of References as set out for the Committee at the beginning of the academic year;
- b) That the Terms of Reference for the Academic Quality and Standards Committee had been revised for the academic year 2017/18 as a result of the Academic Governance Review;
- c) That the business considered by the Committee in 2017/18 for the majority of items was largely aligned to the Terms of Reference of the Committee;
- d) That the Committee had not considered items in relation to points 8, (metrics on student surveys, student progression and attainment and the student experience), point 12 (advise on matters in relation the HEAR) and point 13 (undertaking audits of undergraduate module approval processes within academic departments);
- e) That data in relation to point 8 of the Terms of Reference (student surveys, student progression, attainment and the student experience) was routinely considered by the Student Engagement and Experience Committee and the Widening Participation Committee which had both been created as part of the Academic Governance Review;

RESOLVED:

- f) That it was necessary to examine the Terms of Reference of the Academic Standards and Quality Committee, the Student Engagement and Experience Committee and the Widening

Participation Committee to ensure there was no overlap of business;

- g) That, at its next meeting in September 2018, the Committee consider a sample HEAR report and consider proposals on how to review the HEAR report to ensure it was fit for purpose;
- h) That the Committee should not conduct audits of the undergraduate module approval processes within academic departments as this was being undertaken by the Faculty Education Committees; instead the Committee should receive reports from the Faculty Education Committees on the outcome of the audits and point 13 of the Terms of Reference of the Committee would need to be revised accordingly from the start of the academic year 2018/19.

RECOMMENDED (to Senate):

That the Terms of Reference of the Committee be revised to remove the requirement that it undertake module audits.

123/17-18 Good Practice Guide on Providing Information to Students for 2018-19

RESOLVED:

That the revised Good Practice Guide on Providing Information to Students for the academic year 2018-19 be approved for implementation by departments when finalising information to students for the academic year 2018-19 as set out in paper AQSC 92.17/18.

124/17-18 Course approvals during the academic year 2017/18

RECEIVED:

A list of courses approved by the University during the academic year 2017/18 as set out in document AQSC 94.17/18.

125/17-18 Degree Apprenticeship Handbook for 2018/19

RESOLVED:

That the degree apprenticeship handbook be approved for introduction from the academic year 2018/19:

- a) For Employers (AQSC 95.17/18);
- b) For the Apprentice (AQSC 96.17/18).

126/17-18 Degree Apprenticeship course approval form and guidance

CONSIDERED:

A degree apprenticeship course approval form and associated guidance as set out in AQSC 97.17/18.

RECOMMENDED (to the Senate):

That the degree apprenticeship course approval form and associated guidance as set out in AQSC 97.17/18 be approved.

127/17-18 Minutes of the Faculty Education Committees

RECEIVED:

The minutes of the Faculty Education Committees held in May 2018 will be available on the governance pages at:

- (a) Faculty of Arts
<https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes/>
- (b) Faculty of Science
<https://warwick.ac.uk/services/gov/committees/bfs/fec/minutes/>
- (c) Faculty of Social Science
<https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/>
- (d) Faculty of Medicine
<https://warwick.ac.uk/services/gov/committees/bfm/fec/minutes/>

128/17-18 Chair's action

REPORTED:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Academic Quality and Standards Committee to approve the following:

(a) Revisions to Regulation 37.6

AQSC approved at its meeting on 14 February 2018 a revision to Regulation 37.6 relating to Joint Hong Kong PolyU degrees (document AQSC 42.17/18 and minute 71.17/18 referred). An amendment to paper AQSC 42.17/18 had to be approved to ensure that the change to Regulation 37.6 related to the "MSc in Manufacturing Systems Engineering and the MSc in Manufacturing Systems Engineering and Management" as previously the latter degree title was omitted from the revised Regulation 37.6.

(b) Variation to admissions criteria

Approved a variation in the admissions criteria relating to linguistic ability for a named applicant for a course in the School of Modern Languages and Cultures.

(c) Variation of assessment on disability or medical grounds:

- (i) Approved a variation to the method of assessment for a named student from the School of Law for module LA 214 Foundations of EU Law to be assessed by 100% examination instead of 100% of coursework as recommended by the University Disability Service.

- (ii) Approved an extension of a variation to the method of assessment for a named student in the School of Law to allow the student to vary the method of assessment in 60 credits to be assessed in coursework instead of examinations as recommended by the University Disability Service.
- (iii) Approved a variation to the method of assessment for a named student from the Department of Film and Television Studies to be assessed in an examination rather than by coursework in module FI336-15 Science Fiction: Theory as Film due to medical grounds.

(d) Variation of assessment on miscommunications grounds:

Approved a variation to the assessment methods for a named student in History in the Politics in UK module to allow the student to take an essay rather than a 3 hour examination as there had been a miscommunication when the student changed modules in January 2018.

129/17-18 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held in on 11 September 2018 from 1400 to 1600 hours in CMR 1.0.