

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee held on
19 November 2003

Present: Professor M Whitby, (Chair), Dr P Blackmore, Professor M Cooper, Dr E Gallafent, Professor A MacFarlane, Professor A Mullender, Dr S Hill, Professor M McCrae, Professor G Lindsay, Dr P O'Hare, Professor M Harrison, Mr R Watson.

Apologies: Professor A Easton, Professor I Lauder, Professor R Dyson,

In attendance: Ms K Penner, Ms R Wooldridge Smith.

12/03-04 Minutes

RESOLVED:

That the Minutes of the meeting held on 23 October 2003 be approved.

13/03-04 Matters Arising on the Minutes

(a) Assessment Practices and Examination Load and Late Submission of Assessed Work (Minute 3/03-04 referred)

REPORTED:

(i) That at its meeting held on 23 October, the Committee considered the resolution of the Senate concerning the imposition of penalties for the late submission of work and resolved:

(A) That it be noted that the matter had originally been raised by the Board of Undergraduate Studies but had not been formally considered by the Board of Graduate Studies and to that end be referred by the Committee to the Board for consideration at its next meeting.

(B) That whilst the Committee noted the rationale advanced by Professor Bridges for a sliding scale of penalties determined by the proportion that each piece of work contributed to a module or course, (noting also that there were areas of the University in which pieces of work were not attached to specific modules), the view of the Committee remained:

(1) that students should be made aware that failure to submit work to an advertised deadline would lead to the imposition of a penalty, which was intended to act as a deterrent

- (2) that use of a single penalty tariff would be most clearly communicated to students and would facilitate implementation
 - (3) that use of a single penalty tariff, irrespective of the relative contribution of a piece of work to a course of module, would prevent students considering the relative benefit of delaying submission against a potential loss of marks
- (ii) That at its meeting held on 13 November, the Board of Graduate Studies considered the issue and resolved:
- (A) That, given that the mark for a single piece of work or module at postgraduate level has a much greater impact on the overall mark and the qualification achieved than at undergraduate level, it was the view of the Board that a penalty of 5% per day for taught postgraduate courses was too high, noting that:
 - (1) Some modules at postgraduate level were assessed by a single piece of assessed work and that should a student fail one piece of work as a result of late penalties this could result in the failure of the course.
 - (2) The imposition of an overly harsh penalty was likely to lead to increased numbers of extensions, including those granted retrospectively, which was not desirable.
 - (B) That it was not essential to have the same penalty for undergraduate and taught postgraduate students, given that the vast majority of departments have different administrative systems and different literature for these two groups of students.
 - (C) That the Board appreciated there were particular issues for part-time postgraduate students who were typically in full-time employment but would encourage departments to address this through the use of differing deadlines for full-time and part-time students rather than through the use of extensions.

The Board of Graduate Studies further recommended:

- (D) That a maximum penalty of 2% per day be imposed for the late submission of assessed work for all taught postgraduate courses.

- (E) That Chairs of Department be permitted to impose a lesser penalty in individual cases, but that if imposing a penalty of less than 2%, the reasons for doing so should be explained in writing and documented for future reference.
- (F) That all Departments be reminded that policies on the late submission of assessed work and extension requests should be made clear to students at the start of a course.
- (G) That it be made clear that Departments would retain their discretion to approve extensions in extenuating circumstances.

Minute 26/03-04

CONSIDERED:

The recommendations of the Board of Graduate Studies.

RESOLVED:

That consideration of this item be deferred until the meeting of the Committee to be held on 29 January 2004; it being noted that no change would be implemented before the academic year 2004-05 thus deferral of consideration would not be problematic.

- (b) Additional Course Costs (Minute 3/03-04 (b) referred)

REPORTED:

- (i) That at its last meeting held on 23 October, the Committee considered a response from the Chair of the School of Law to the Committee's queries concerning additional costs to students levied in their respective departments and resolved:
 - (A) That it be noted that additional information provided by the Law School indicated that the costs of photocopied materials on a module-by-module basis was clearly communicated to students
 - (B) That a bid be made to the Estimates and Grants Committee to seek partial relief of the charges levied upon students for photocopied materials, subject to further clarification from the School.
- (ii) That an analysis of the information provided by the School of Law indicated that students in the School were not paying significantly more for photocopied materials than students in Law or other departments for set texts and that consequently, the Chair of the Committee had written to the Chair of the Law School suggesting alternative means of providing materials to students and indicating that in view of the level of

charges finally established, the Committee would not be submitting a bid on behalf of the Law School to the Estimates and Grants Committee, paper AQSC 42/03-04.

RESOLVED:

- (iii) That it be noted that the course handbook considered by the Chair of the Committee had not provided exhaustive information on a module by module basis concerning photocopying costs
- (iv) That further feedback from Law on the School's progress towards implementing means suggested to reduce costs be sought at the end of the current academic year.

14/03-04 Chair's Action

REPORTED:

That Professor Whitby, acting on behalf of the Committee, had taken action since the last meeting to approve a Course Specification submitted by the School of Law for the Certificate in English Law, paper AQSC 15/03-04.

15/03-04 Academic Satisfaction Review

REPORTED:

That the Academic Satisfaction Review conducted of the student body was circulated, among others, to Chairs of Departments and Directors of Academic Service Departments, on 26 June with a request for submission of responses to the Review from Departments by late October 2003.

RECEIVED:

A copy of the Academic Satisfaction Review, paper AQSC 16/03-04 previously considered by the Committee.

CONSIDERED:

Responses to the Review from the following departments:

- (a) Engineering, paper AQSC 17/03-04
- (b) French, paper AQSC 18/03-04
- (c) History, paper AQSC 19/03-04
- (d) History of Art, paper AQSC 20/03-04
- (e) Italian, paper AQSC 21/03-04

- (f) Physics, paper AQSC 22/03-04
- (g) Psychology, paper AQSC 23/03-04
- (h) Sociology, paper AQSC 24/03-04
- (i) Statistics, paper AQSC 25/03-04
- (j) Theatre Studies, paper AQSC 26/03-04
- (k) IT Services, paper AQSC 27/03-04
- (l) Library, paper AQSC 28/03-04

RESOLVED:

- (m) That it be noted that a number of departmental responses were pleasing in their demonstration of serious and thoughtful consideration of issues raised in the Satisfaction Review and means subsequently put in place to address weaker areas.
- (n) That communication had been highlighted as an issue in a number of cases where opportunities existed for students but were apparently imperfectly understood.
- (o) That consideration needed to be given in future surveys to means of ensuring a proportionate response from the postgraduate community which comprised 40% of the total student body.
- (p) That misgivings relating to the methodology be addressed, possibly through discussion with the Departments of Economics and/or Statistics, in planning the next survey and that the preamble to subsequent reports employ more cautious language about the nature of the conclusions drawn from the feedback.
- (q) That consideration be given to means of capturing indications of student participation and commitment in areas such as personal tutoring and seminar class participation.

16/03-04

Undergraduate Curriculum Review Group

CONSIDERED:

The final report of the Undergraduate Curriculum Review Group, paper AQSC 29/03-04; it being noted that, at its meeting on 27 October, the Steering Committee considered the report and resolved:

“That Professor Whitby bring forward, at regular intervals, reports for consideration by the Steering Committee on the progress being made by the Board of Undergraduate Studies and the Skills Working Group, with support as appropriate from the Careers Service, to implement the recommendations of the Review Group. (Minute 54/03-04)

RESOLVED:

- (a) That the broad recommendations made would, for the most part, be actioned by the Board of Undergraduate Studies; it being noted that this decision had taken on the grounds that whilst the Academic Quality and Standards Committee retained ultimate responsibility for strategic level policy-making in the areas of learning and teaching, in this instance the Board would serve as a more appropriate conduit for the implementation of the recommendations arising.
- (b) That consideration of curriculum development become an explicit area of coverage in departmental submissions for Periodic Review for discussions with Periodic Review panels from 2004 -05 and that documentation be updated accordingly.
- (c) That it be noted that the report had not been as widely circulated as considered appropriate and that it be sent to the Chairs of all Departments and the Director of the Careers Service as soon as possible.
- (d) That the skills set already identified, delivered through the Warwick Skills Certificate and in the process of being integrated into departmental curricula, was the appropriate focus of attention for the skills component of the report and that the step change in activity in this area envisaged by the report would have resource implications given the current skills strategy's TQEF funding was fixed for the next triennium.
- (e) That involvement of a wider constituency of staff in discussions about progressing recommendations made would be helpful to ensure a co-ordinated approach to implementation of the report.
- (f) That whilst responding to the Review Group's relatively narrowly-focussed terms of reference, consideration might properly also have been given to areas such as educational technologies and that, consequently, the report be referred to the e-Learning Steering Group.

17/03-04

Credit tariffs

CONSIDERED:

The conclusion reached by the Working Group on credit and CATS (AQSC 217/02-03, *Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme*) that from 2004 -05 departments should introduce differential assessment loads or additional module-level learning outcomes for students taking modules from a department operating a lower credit tariff than their home department.

RESOLVED:

- (a) That advice be provided to departments on the requirement to ensure, from the academic year 2004 -05, that differential assessment loads or additional module-level learning outcomes were required of students taking modules from a department operating a lower credit tariff than their home department for the award of the full credit volume required.
- (b) That consideration be given by the Director of the Language Centre and the Academic Office to the coding of Language Centre modules which was reported to be problematic in this context.

18/03-04 Integrated Undergraduate Master's Degrees

REPORTED:

That, following discussion by the CATS Working Group over the summer vacation, and in the light of the development of notes of guidance on credit and CATS, a letter was sent by the Senior Assistant Registrar (Teaching Quality) to Chairs of Departments in the Faculty of Science, paper AQSC 30/03-04, seeking information on the proportion of integrated undergraduate Master's degrees delivered at Master's level.

CONSIDERED:

Responses from the following Departments:

- (a) Computer Science, paper AQSC 31/03-04
- (b) Engineering, paper AQSC 32/03-04
- (c) Mathematics, paper AQSC 33/03-04
- (d) Physics, paper AQSC 34/03-04
- (e) Statistics, paper AQSC 35/03-04

RESOLVED:

- (f) That it be noted that the advice previously provided to departments had been based on early drafts of the Framework for Higher Education Qualifications which required 90 credits to be delivered at level M, and that following the removal of credit from the final draft of the Framework, national credit bodies had published guidance (such as the grid contained within paper AQSC 217/02-03) indicating that a higher proportion of M level credit (120) was appropriate.
- (g) That departments in the Science faculty offering integrated undergraduate Master's degrees consider means of ensuring delivery of 90 credits at level M where this requirement was narrowly missed and the feasibility and desirability of assessing at level M areas where teaching was delivered at level H.

RECOMMENDED (to the Senate):

That, in the light of feedback from both External Examiners and Professional and Statutory bodies indicating that the courses concerned were recognised as delivering material at the appropriate level and enabling students to achieve appropriately high standards, the University revise its own credit guidelines to require 90 credits to be delivered at level M on integrated undergraduate Master's courses; it being noted that Dr S Hill, Centre for Lifelong Learning had offered support to departments to enable them to identify how this could be achieved.

19/03-04

Bologna

REPORTED:

- (a) That at its meeting held on 14 July, the CATS Working Group considered a report received from the International Office that a number of departments had independently translated their courses into the ECTS framework and resolved that the issue be referred to the Academic Quality and Standards Committee in order for the Committee to take a view on a University-wide approach to Bologna; it being noted that the ECTS tariff proposed adopted a different relationship to learning hours to the CATS system currently in use at the University.
- (b) That at its meeting on 18 September 2003, the Committee considered briefing papers from Universities UK on the Bologna Process and the Convention on the recognition of Qualifications concerning Higher Education (Lisbon Convention) (papers AQSC 224 and 225/02-03 respectively) and resolved:

“That the University’s ECTS Co-ordinator, in conjunction with appropriate staff in the International Office, be asked to provide the Committee with a paper on support and advice available to departments on the requirements for the translation of courses to the ECTS framework and associated European documentary requirements, with a view to recommending a University-wide position on the process.”

(Minute 114/02-03)

CONSIDERED:

- (c) A paper drafted by the Director, Student Recruitment and Admissions Office in conjunction with the International Office, in response to the issues raised by the Committee, paper AQSC 36/03-04.
- (d) Information on the European Credit Transfer System, noting the relationship between ECTS credits and learning effort, paper AQSC 37/03-04.

RESOLVED:

- (e) That it be noted that the Committee felt strongly that responsibility for the issuing of transcripts should reside with the Academic Office and that the transfer of this responsibility from the International Office should be arranged with due regard for resourcing implications.

RECOMMENDED (to the Senate):

- (f) That departments should consider translation of their courses into the ECTS framework at an appropriate time.
- (g) That the Committee was satisfied that the University should proceed on the basis of translating Warwick courses from CATS points to ECTS points at the ratio of 2:1, it being the view of the Committee that the disparity between the notional learning effort attached to the achievement of 1 ECTS, as opposed to 1 CATs, credit need not lead to a re-calibration of courses and that this conclusion had been reached by other UK HEIs.
- (h) That the University monitor progress towards the implementation of the Diploma Supplement in the UK.

20/03-04

Cooke Report

CONSIDERED:

Final guidance published by the HEFCE on *Information on quality and standards in higher education*, setting out the how UK HEIs should meet the teaching quality information requirements of the Cooke Report and providing details of the HERO portal which will be the conduit for the publication of qualitative and quantitative information, paper AQSC 38/03-04 together with an oral report from the Senior Assistant Registrar (Teaching Quality).

RESOLVED:

- (a) That it be noted that the information contained in paper AQSC 38/03-04 provided an indication of the means by which data would be published to the HERO portal to enable the University to meet its commitments under the terms of the Cooke Report, (HEFCE 02/15).
- (b) That HESA would be responsible for the publication of the qualitative dataset, and was currently consulting about related issues.
- (c) That the University would be responsible for the publication of the qualitative data and that changes made before the start of the academic year 2003-04 to the External Examining and Periodic Review reporting arrangements and information sought from departments through Annual Course Review facilitated this process; it being noted that it was the view of the Committee that External Examiners reports should not be

published until such time as a formal response and action plan to address any issues identified had been received from departments and could be published simultaneously.

- (d) That HEIs were being encouraged to link local websites providing access to their course specifications to the HERO portal
- (e) That there was no retrospective requirement for compliance, but an active encouragement to use the HERO portal for the publication of additional data which was not felt desirable at this stage
- (f) That HERO would produce an annual report on the completeness of each HEI's dataset and non-compliance would be addressed by the QAA.
- (g) That a review of the operation of the HERO portal would be conducted by the Better Regulation Task Force after two years.

21/03-04 Course Specifications

REPORTED:

That Professor Whitby has recently circulated a request for departments to bring forward course specifications for Pass Degrees, located at level I in the Framework for Higher Education Qualifications.

CONSIDERED:

An oral report on issues relating to credit levels and volumes for Pass Degrees from the Senior Assistant Registrar (Teaching Quality), informed by an extract from the Framework for Qualifications of Higher Education Institutions in Scotland, paper AQSC 39/03-04.

RESOLVED:

- (a) That it be noted that no student of the University enrolled for a Pass Degree and that award of the qualification was restricted to those students who, at the end of their undergraduate course of study failed to achieve the necessary standard for the award of an Honours degree.
- (b) That the Committee favoured the retention of the Pass degree since it played a small but useful part in retaining students in Higher Education and ensuring that as many as possible graduated with an award, but that, in the light of discussions, information be sought from Chairs of Departments concerning departmental practice in terms of the volume of credit required of students for the award of a Pass degree, it being noted that practice at other HEIs indicated that most required 300 credits, distributed either 100,100,100 or 120, 120, 60 across the three years of study.

- (c) That the matter be reported to the Senate for information, since course specifications for Pass degrees would not be forthcoming prior to the University's Institutional Audit.
- (d) That the requirement to develop course specifications for Pass Degrees be referred to the Better Regulation Review Group.

22/03-04 Plagiarism Working Group

CONSIDERED:

The final report of the Plagiarism Working Group, paper AQSC 40/03-04.

RESOLVED:

- (a) That the Guidelines for Departments on considering cases of improperly acknowledged reproduction of the work of another person(s) in essays or other forms of assessed work be amended as follows:
 - (i) Point 3 to read "A ~~further~~ subsequent offence ..."
 - (ii) Point 6 to read "If in a particular case the Chair of Department feels that a penalty exceeding ~~3 (d)~~ 4 (d) ..."
- (b) That consideration be given by the Secretary to the Working Group to the provision of guidance to departments on communicating information to students about approaches to scholarship and that such guidance be brought forward for consideration by the Committee at its next meeting.
- (c) That departments be asked to ensure that information on plagiarism was contained in all course or departmental student handbooks.

RECOMMENDED (to the Senate):

That the proposed amendments to Regulation 12 be approved as set out in paper AQSC 40/03-04.

23/03-04 Higher Quality

RECEIVED:

A copy of the latest edition of the QAA's publication, Higher Quality, paper AQSC 41/03-04.

24/03-04 Membership of the Partnerships and Distance Learning Sub-Committee

REPORTED:

That at its meeting held on 6 November, the Partnerships and Distance Learning Sub-Committee considered the terms of reference,

constitution and membership of the Committee for 2003-04 and recommended to the Academic Quality and Standards Committee that the Students' Union Education Officer be invited to serve, or nominate a representative of the student body to serve, on the Committee.

CONSIDERED:

Student representation on the Partnerships and Distance Learning Sub-Committee.

RESOLVED:

That the Students' Union Education Officer be invited to serve, or nominate a representative of the student body to serve, on the Committee.

25/03-04 Terms of Reference of the Board of Lifelong Learning

REPORTED:

That at its meeting held on 31 October the Board of Lifelong Learning considered its terms of reference and recommended to the Academic Quality and Standards Committee that revised Terms of Reference be approved as set out in paper BLL 2/03-04 to reflect the Board's oversight of additional widening participation activities in the University.

CONSIDERED:

The amended Terms of Reference for the Board of Lifelong Learning proposed by the Board, paper BLL 2/03-04.

RECOMMENDED (to the Senate):

That the revised Terms of Reference for the Board of Lifelong Learning be approved as set out in paper BLL 2/03-04.

26/03-04 University Policy on Collaborative Provision

REPORTED:

That at its meeting held on 6 November, the Partnerships and Distance Learning Sub-Committee received a copy of the University's policy on collaborative provision and resolved, *inter alia* that it was the view of the Committee that it would be helpful for the University to undertake a strategic review of its collaborative provision and develop a more proactive strategy for the development of specific areas of such provision; it being noted that the current statement that the development of a wide portfolio of collaborative provision *per se* was not a strategic goal of the University led to a more reactive approach, with departments generating initiatives in an *ad hoc* manner rather than working to a clearly-developed institutional brief which might be advantageous and which should also take account of the University's strategy relating to Widening Participation.

CONSIDERED:

The University's current policy with respect to collaborative provision as set out in paper PDLSC 9/03-04.

RESOLVED:

That the University's policy on collaborative provision be considered at the next meeting of the Committee to be held on 29 January 2004.

27/03-04

Amendments to Regulation 33, Regulations Governing Courses of Study Validated or Franchised by the University

CONSIDERED:

Proposed amendments to Regulation 33 as set out in paper PDLSC 13/03-04 (revised).

RECOMMENDED (to the Senate):

That the proposed amendments to Regulation 33 be approved as set out in paper PDLSC 13/03-04 (revised).

28/03-04

WMG Partnership with Warwick Institute, South Africa

REPORTED:

(a) That at its meeting held on 6 November Partnerships and Distance Learning Sub-Committee considered a proposal from Dr A Dowd, Warwick Manufacturing Group, to amend the partnership arrangement with Warwick Institute in the light of discussions with the South African Department of Education, paper PDLSC 17/03-04 and resolved:

(i) That the proposal to amend the partnership arrangement with Warwick Institute as set out in paper PDLSC 17/03-04 be not approved.

(ii) That in the light of the implications of the recently-introduced legislation prohibiting institutions and organisations not established as legal entities in South Africa from delivering courses and conferring awards, and taken with the Committee's decision not to approve the proposed amendment to the partnership, urgent consideration be given to means of supporting continuing students and that to this end:

(A) A paper be prepared by Dr Dowd setting out the position of students currently enrolled on the courses concerned indicating the extent of their progress and their outstanding teaching and supervisory requirements as at 1 November 2003

- (B) A paper be prepared for the University Steering Committee by the Secretary to the Committee setting out background information concerning the collaboration with Warwick Institute; the implications of the cessation of the contract with Warwick Institute and issues arising from the requirement for the University to fulfil its duty of care in connection with the existing student cohort.

- (b) That a report was submitted to the Steering Committee for its meeting on 17 November, paper SC. 49/03-04 (reserved).

29/03-04 Collaboration with the University of Renmin, China

CONSIDERED:

A Part 4 course proposal form and associated Site Visit form, papers AQSC 43 and 44/03-04 respectively, from the Director of the Centre for English Language Teacher Education, for a partnership with the University of Renmin, China, to deliver the 2+2 BA in English Language, Translation and Cultural Studies previously approved by the Committee for delivery with the Beijing Foreign Studies University.

RECOMMENDED (to the Senate):

That the partnership with the University of Renmin, China, to deliver the 2+2 BA in English Language, Translation and Cultural Studies be approved as set out in papers AQSC 43 and 44/03-04.

30/03-04 Annual Course Review Reports, Academic Year 2002-03

CONSIDERED:

- (a) The summary reports of the Annual Review of Undergraduate Courses 2002/03 for the following faculties, it being noted that the Board of Undergraduate Studies, at its meeting on 12 November, recommended that the summary reports be circulated to departments in advance of the relevant meetings of the Faculty Boards, it being noted that this may mean the deadline for submission of Annual Review reports by departments would have to be brought forward:

- (i) Faculty of Arts, paper BUGS 6/03-04.
- (ii) Faculty of Science, paper BUGS 7/03-04.

- (b) The following Annual Course Review Reports for 2002-03 considered by the Partnerships and Distance Learning Sub-Committee:

- (i) Higher Education Foundation Programme (HEFP), paper PDLSC 18/03-04.

(ii) Franchised first year of the MEng/BEng in Electronic Engineering, Electronic and Communications Engineering and Electrical Engineering, delivered by the Institute of Technology Management, India, paper PDLSC 20/03-04; it being noted that the PDLSC resolved that a letter be sent to the Course Convenor for the franchised first year of the MEng/BEng in Electronic Engineering, Electronic and Communications Engineering and Electrical Engineering noting:

(A) that the initial response made in the Resources section of the report concerning parity of facilities provided for Warwick and ITM students was not borne out by the account subsequently provided of the quality of the learning environment at ITM which the Committee deemed to be entirely appropriate.

(B) That it be noted that the establishment of an SSLC or system for student feedback responding to the principles underlying the operation of SSLCs was a requirement of Warwick courses and that appropriate provision be made for ITM students.

(C) That the Committee had noted the account provided of students' response to the delivery of teaching in a style closer to the Indian, rather than the typical UK, style and the approach taken by staff in the School of Engineering to raise this with colleagues at ITM with the result that a swift remedy had been achieved.

(c) The following Annual Course Review Reports for 2002-03 considered by the Board of Lifelong Learning:

(i) Open Studies courses, paper BLL 6/03-04; it being noted that, at its meeting held on 31 October the Board of Lifelong Learning reported that:

(A) extra staff development sessions have been implemented for Open Studies tutors;

(B) the entire Open Studies programme was revalidated and reassessed in 2002-03 and there are now clearer guidelines in place on assessment procedures, feedback processes and learning outcomes;

(C) the Counselling team has begun to investigate the process of BACP accreditation for the Open Studies Diploma in Counselling;

(D) the possible loss of performing space on the Westwood Campus would have consequences

for Open Studies provision and other venues would have to be considered;

- (E) in addition to the Open Studies figures in Appendix 1 of the report, a further 79 students registered for Open Studies Language Certificates;
 - (ii) Foundation Degree in Community Enterprise and Development, paper BLL 7/03-04.
 - (iii) Foundation Degree in Early Years, paper BLL 8/03-04.
 - (iv) Part-time and 2+2 courses in Social Studies and European Studies, paper BLL 9/03-04.
- (d) A recommendation from the Board of the Faculty of Social Studies that departments be permitted to submit their undergraduate Annual Course Review forms in December for consideration by the sub-faculty committee in the Spring, (Minute 12/03-04 (c) (ii) unconfirmed).

RESOLVED:

- (e) That Annual Course Review reports should not identify individual students.
- (f) That the Partnerships and Distance Learning Sub-Committee and the Board of Lifelong Learning provide a composite report of Annual Course Review reports for consideration by the Committee.
- (g) That Annual Course Review reports on course falling within the remit of the Board of Lifelong Learning not also be considered by the relevant Faculty Board.
- (h) That the Annual Course Review reports listed above be approved.
- (i) That in the light of feedback received from the Board of the Faculty of Social Studies about the compression of the period during which departments were required to conduct Course Review and the desirability of permitting greater reflection at departmental level prior to the submission of reports, the deadline for the submission of Undergraduate Annual Course Review reports be moved back to 1 December, with the operation of the system being monitored by the Committee.

31/03-04

PhD Viva examinations by Video-Conferencing

REPORTED:

- (a) That at its meeting on 7 July 2003, the Committee considered proposed procedures for the conduct of PhD viva examinations using video-conferencing (paper BGS 24/02-03) and resolved:

- (i) That the proposed procedures for the conduct of viva examinations for research degrees using video conferencing be approved as set out in paper BGS 24/02 -03(revised); it being noted that the operation of the system should be kept under review.
 - (ii) That External Examiners' reports on viva examinations conducted by video-conference should state this clearly and note any issues associated with the conduct of the examination.
 - (iii) That consideration be given by the Board of Graduate Studies to the inclusion of an independent person in the viva examinations to act as a Chair.
- (b) That at its meeting on 6 October, the Board of Graduate Studies considered the proposal that an independent person act as Chair in viva examinations and resolved that the Board of Graduate Studies review the guidance currently given to Internal Examiners about the examination process and recommended that the proposal to appoint independent Chairs for viva examinations be not adopted, noting that:
- (i) The potential benefits of the introduction of an independent chair were not clear and the proposal did not seem to be in response to any perceived difficulties or inadequacies with the current examination system.
 - (ii) The impact of the introduction of such a system in terms of cost and workload for departments and the members of academic staff involved would be considerable.

CONSIDERED:

The resolutions of the Board of Graduate Studies.

RESOLVED:

That the resolutions of the Board of Graduate Studies be upheld.

32/03-04

New and Revised Master's courses

CONSIDERED:

(a) Department of Sociology

A proposal from the Department of Sociology for the introduction of the following variants of the MA in Social Research noting that the Board of Graduate Studies, at its meeting on 6 October, resolved that the proposals be approved subject to the approval of the course fees by the Finance and General Purposes Committee:

- (i) MA Social Research with Specialism in Socio-Legal Studies, paper BGS 6/03-04.
- (ii) MA Social Research with Specialism in Social and Political Thought, paper BGS 7/03-04.
- (iii) MA Social Research with Specialism in Sport, Politics and Society, paper BGS 8/03-04.
- (iv) MA Social Research with Specialism in Men and Masculinities, paper BGS 9/03-04.
- (v) MA Social Research with Specialism in Gender and International Development, paper BGS 10/03-04.

RESOLVED:

- (vi) That the Committee noted that the proposal for the MA in Social Research with Specialism in Sport, Politics and Society, paper BGS 8/03-04, was dated to take effect from October 2002 which the Committee determined to be a typographical error.
 - (vii) That the Committee noted that the proposals for the MA in Social Research with Specialism in socio-legal studies and in Social and Political Thought, papers BGS 6 and 7/03-04, were dated to take effect from October 2003 and that a letter be sent from the Chair of the Committee to the Chair of the Department of Sociology reminding him that new courses required the approval of the Senate, which could only be granted, at the earliest opportunity, three months after the submission of the proposal to the relevant sub-faculty committee and that awaiting Senate approval in future should be seen as a non-negotiable requirement.
 - (viii) That the Committee's understanding was that the variants in Socio-Legal Studies and in Social and Political Thought, papers BGS 6 and 7/03-04 were not partnership provision, and that the proposals be amended accordingly.
- (b) Faculty of Medicine
- (i) A proposal from the Faculty of Medicine to approve a full-time variant of the Masters in Applied Health Studies: Diabetes Care as set out in paper GCFM 1/03-04.
 - (ii) A proposal from the Faculty of Medicine to change the name of the MSc in Applied Health Studies: Implant Dentistry to MSc Implant Dentistry as set out in paper GCFM 9/03-04.

- (iii) A proposal from the Faculty of Medicine to change the name of the MA/MSc in Medical Education to MMedEd (Masters in Medical Education), it being noted that at its meeting held on 13 November, the Board of Graduate Studies had recommended for approval by the AQSC an amendment to University Ordinance 14 to provide for the introduction of a Masters in Medical Education as set out in paper BGS 23/03-04.

RESOLVED:

- (iv) That the proposals from the Faculty of Medicine be approved as set out in papers GCFM 1/03-04, GCFM 9/03-04 and BGS 23/03-04; it being noted that the proposed change to Ordinance 14 required to permit the introduction of the MMedEd should read:

“Master of Medical Education (MMedEd)”

- (c) German

A proposal from the Department of German Studies to establish a new MA in German Cultural Studies with effect from October 2004 (paper AGSC1/03-04 {revised 2}).

RESOLVED:

That the proposal from the Department of German Studies to establish a new MA in German Cultural Studies with effect from October 2004 be approved as set out in paper AGSC1/03-04 {revised 2}.

- (d) Theatre Studies

A proposal from the School of Theatre Studies to restructure its MA in Creative and Media Enterprises as set out in paper AGSC3/03-04 {revised 2} with effect from October 2004.

RESOLVED:

That the proposal from the School of Theatre Studies to restructure its MA in Creative and Media Enterprises be approved as set out in paper AGSC3/03-04 {revised 2} with effect from October 2004.

- (e) Engineering (WMG)

A proposal for a new MSc course in Programme and Project Management to be introduced from October 2004 as set out in paper SGS14/03-04.

RESOLVED:

That the proposal from Manufacturing Engineering for a new MSc course in Programme and Project Management to be

introduced from October 2004 be approved as set out in paper SGS14/03-04.

33/03-04 New and Revised Postgraduate Awards

REPORTED:

The approval of the following Postgraduate Awards by the Board of Graduate Studies:

- (a) A proposal from the Institute of Education for the introduction of a Postgraduate Award in Inspection and Evaluation (Adult Learning), paper BGS 12/03-04.
- (b) A proposal from the Language Centre for the introduction of a Postgraduate Award in Teaching Foreign Languages, noting that the paper BGS13/03-04.
- (c) A proposal from the Faculty of Medicine to introduce a new module and Postgraduate Award entitled Professional Skills in Healthcare as set out in paper GCFM.5/03-04 with effect from June 2004.
- (d) A proposal from the Faculty of Medicine to change the method of delivery for the Postgraduate Award in Clinical Primary Care: Underlying principles for practising as a General Practitioner, paper GCFM.6/03-04.
- (e) A proposal from the Faculty of Medicine to change the name of the module and Postgraduate Award entitled Palliative Care: HIV/AIDS – Diagnosis onwards, an optional module of the Masters in Applied Health Studies: Palliative Care, to “Non-Cancer Palliative Care” paper GCFM.8/03-04.
- (f) A proposal from the Institute of Education to establish three new Postgraduate Awards in Researching Drama in the Classroom, (paper GFSS12/03-04); Drama and Literacy, (paper GFSS 13/03-04) and the Drama Curriculum, (paper GFSS14/03-04).

34/03-04 New Undergraduate Course of Study: Department of Classics

CONSIDERED:

A proposal from the Department of Classics for a new BA Honours degree in Classics starting in September 2005 as set out in paper AUSC 3/03-04.

RESOLVED:

That the proposal from the Department of Classics for a new BA Honours degree in Classics starting in September 2005 be approved as set out in paper AUSC 3/03-04.

35/03-04 New Open Studies Certificates

CONSIDERED:

Proposals for the following new Open Studies courses:

- (a) Certificate in Adult Numeracy Subject Specialists, paper BLL 10/03-04.
- (b) Certificate in Adult ESOL Subject Specialists, paper BLL 11/03-04.
- (c) Certificate in Community Research, paper BLL 12/03-04.
- (d) Diploma in Professional Development for Trainers of Adult Literacy Subject Specialists, paper BLL 13/03-04.

RESOLVED:

- (e) That it be noted that an assurance had been given that the proposals set out in papers BLL 10– 13/03-04 had no resource implications outside the allocation made for Open Studies provision; that future proposals course be provided on the revised documentation approved at the last meeting of the Committee and that signed copies of the proposals be obtained.
- (f) That in view of the Committee's decision that authority be delegated to the Board of Graduate Studies for the approval of Postgraduate Awards, authority be delegated to the Board of Lifelong Learning for the approval Open Studies Certificates which were of similar credit volume.

36/03-04 Centre for English Language Teacher Education: Naming of Research Degrees

CONSIDERED:

A proposal from CELTE on the naming of research degrees, paper GFSS 18/03-04.

RESOLVED:

That the proposal from CELTE on the naming of research degrees be approved as set out in paper GFSS 18/03-04.

37/03-04 Discontinuation of Courses of Study: Warwick Business School

CONSIDERED:

A proposal from WBS to withdraw N1PG management (PG Certificate) from University regulations as set out in paper GFSS19/03-04.

RESOLVED:

That the proposal from WBS to withdraw N1PG management (PG Certificate) from University regulations be approved as set out in paper GFSS19/03-04.

38/03-04 Carry forward of marks from a Foundation Degree to an Honours Degree

REPORTED:

That at its meeting held on 31 October the Board of Lifelong Learning considered a paper from the Director of the Centre for Lifelong Learning on the classification of Honours Degrees for students previously registered for Foundation Degrees, paper BLL 5/03-04, and resolved that degree classifications be calculated on the basis of all Honours Level work as this was consistent with the procedure used for existing Part-time Degrees.

CONSIDERED:

The proposal from the Director of the Centre for Lifelong Learning that, as with part-time degrees, the final honours classification for students 'topping up' from a Foundation Degree should be arrived at on the basis of the final mark made up of 50% of their level 2 (Foundation Degree) overall mark and 50% of their level 3 work.

RESOLVED:

That the proposal that the final honours classification for students 'topping up' from a Foundation Degree should be arrived at on the basis of the final mark made up of 50% of their level 2 (Foundation Degree) overall mark and 50% of their level 3 work be approved as set out in paper BLL 5/03-04.

39/03-04 Proposed Change of Course Title for 2+2 Theatre, Media and Text

CONSIDERED:

A paper proposing a change of course title from Theatre, Media and Text to Theatre, Film and Literature, paper BLL 19/03-04.

RESOLVED:

That the proposal to change the course title from Theatre, Media and Text to Theatre, Film and Literature be approved as set out in paper BLL 19/03-04.

40/03-04 Use of oral examinations in taught postgraduate courses

REPORTED:

- (a) That at its meeting on 13 November, the Board of Graduate Studies reported:

- (i) That it was proposed to introduce oral examinations as part of the assessment for modules on the MSc in Molecular Organisation and Assembly in Cells, which would also be offered to students on the MSc Instrumental and Analytical Methods in Biological and Environmental Chemistry.
 - (ii) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Science had approved the module proposals on behalf of the Committee.
 - (iii) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting held on 22 October 2003, recommended that further clarification be sought regarding the conduct and weighting of oral examinations.
- (b) That having considered the use of oral examinations at taught postgraduate level, guidelines prepared for the MSc in Molecular Organisation and Assembly in Cells, paper BGS 21/03-04 and an oral report from Dr A Rodger, the Board resolved:
- (i) That it had no objections to the use of oral examinations at taught postgraduate level and supported the reasons give by Dr Rodger for the use of oral examinations as part of the assessment for the MSc in Molecular Organisation and Assembly in Cells.
 - (ii) That audio records of the examinations be retained for six months after the meeting of the Board of Examiners for the course.
 - (iii) That point 5 of the Guidelines be amended to specify how far in advance of the meeting the student would be informed of the details of the format of the examination.
 - (iv) That the grading scheme used for the oral examinations and all other assessed work on the course be the same as the agreed harmonised percentage scale marking scheme for the Faculty.
 - (v) That as the grade descriptors developed with the harmonised marking scheme were intended for written work, descriptors appropriate to the method of assessment be developed and made available to students, noting that these would require approval by the Graduate Studies Committee of the Board of the Faculty of Science

CONSIDERED:

The proposals of the Board of Graduate Studies relating to the conduct of oral examinations.

RESOLVED:

That the guidelines prepared for the MSc in Molecular Organisation and Assembly in Cells, (paper BGS 21/03-04) and the recommendations of the Board of Graduate Studies relating to the conduct of oral examinations be approved.

41/03-04 Institutional Audit

REPORTED:

That confirmation had been received from the QAA that the following departments had been selected for Discipline Audit Trails:

- (a) German
- (b) Theatre Studies
- (c) Computer Science
- (d) Civil & Mechanical Engineering
- (e) Sociology

RESOLVED:

That it be noted that the resourcing implications of supporting Discipline Audits Trails in these departments would be separately considered within the University.

42/03-04 Periodic Reviews 2002-03

- (a) Warwick Business School

CONSIDERED:

The Periodic Review report on the Warwick Business School's undergraduate provision, paper BFSS 17/03-04 and the School's response to the report, paper BFSS 18/03-04; it being noted that at its meeting held on 5 November, the Board of the Faculty of Social Studies considered the report and response and resolved that the report be approved and recommended to the Academic Quality and Standards Committee:

- (i) that consideration be given to the length of self-evaluation documentation required from departments, in light of the Business School's complaint that the current word limit inhibited a full and transparent response.
- (ii) That when joint degrees are under review, the opinions of partner departments be solicited and taken into consideration by the Review Panel.

RESOLVED:

- (iii) That the Periodic Review report on the Warwick Business School's undergraduate provision, paper BFSS 17/03-04 and the School's response to the report, paper BFSS 18/03-04, be approved.
- (iv) That the Committee favoured retention of the 2000-word limit on submissions for Periodic Review but that a letter be sent to the Dean of the Business School indicating that in the event that the word limit proved prohibitive on a future occasion, the School should confer with the Faculty Secretary.

(b) Centre for Research in Ethnic Relations

CONSIDERED:

The Periodic Review report on the Centre for Research in Ethnic Relations' postgraduate provision, paper BGS 17/03-04 and the Centre's response to the report, paper BGS 18/03-04; it being noted that the Board of the Faculty of Social Studies, at its meeting held on 5 November, had considered the report and response and resolved that the report be approved, noting that the over-dependence of the MA on one member of staff (referred to in paragraph 5 (a) (ii) of the Report) had been an issue for many years.

RESOLVED:

That the Periodic Review report on the Centre for Research in Ethnic Relations' postgraduate provision, paper BGS 17/03-04 and the Centre's response to the report, paper BGS 18/03-04 be approved; it be noted that the reliance of the MA on a single member of staff was being considered as part of a wider consideration of resourcing considerations for the Centre and that information on the resolution of the matter be sought from the Centre in due course.

(c) School of Engineering

CONSIDERED:

The Periodic Review report on postgraduate provision in the School of Engineering, paper BFS 19/03-04 together with a response from the School, paper BFS 20/03-04; it being noted that at its meeting held on 13 November, the Board of Graduate Studies approved the report, noting that WMG would continue to monitor turnaround times for the marking assessed work and that guidance on feedback to students was provided to WMG staff.

RESOLVED:

That the Periodic Review report on postgraduate provision in the School of Engineering, paper BFS 19/03-04 and the response from the School, paper BFS 20/03-04 be approved; it being noted that the School would need to keep under review the timeliness of feedback to students on assessed work.

(d) French Studies

CONSIDERED:

The Periodic Review report on the Department of French, together with the Department's response, paper BFA 10/03-04.

RESOLVED:

That the Periodic Review report on the Department of French, and the Department's response be approved as set out in paper BFA 10/03-04.

(e) Mathematics Institute

CONSIDERED:

The Periodic Review report on the Mathematics Institute, paper BFS 4/03-04 together with the Institute's response, paper BFS 5/03-04; it being noted that at its meeting held on 13 November, the Board of Graduate Studies considered the report and resolved that it be approved as set out in papers BFS 4/03-04, noting that the Department of Mathematics' Self-Evaluation Document could be used as an example of good practice.

RESOLVED:

That the Periodic Review report on the Mathematics Institute, paper BFS 4/03-04 and the Institute's response, paper BFS 5/03-04 be approved.

43/03-04 APL procedures for the University

REPORTED:

That the Board of Graduate Studies, at its meeting held on 13 November, considered proposed revisions to APL procedures for the University, paper BGS 19/03-04, and recommended:

- (a) That the proposed revisions to APL procedures for the University be approved as set out in Paper BGS 19/03-04, subject to the following amendment:

“That the prior learning which is used to provide a case for exemption should normally have taken place within the five years preceding commencement of the new course.”

- (b) That a fee be charged for APL applications, noting that the level of the fee would be discussed with the departments concerned.
- (c) That the proposal for exemptions to be granted for applicants to the MA in Educational Management who had achieved the specified qualifications from the National College of School Leadership be approved as set out in paper BGS 19/03-04.

RESOLVED:

That the proposed revisions to APL procedures for the University be referred to the Working Group recently constituted to consider AP(E)L.

44/03-04 Date of Next Meeting

REPORTED:

That the next meeting of the Committee would be held at 2.00pm on Thursday 29 January 2003 in the Council Chamber.

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