BOURNEMOUTH UNIVERSITY   **Confirmed**
ACADEMIC STANDARDS COMMITTEE

MINUTES OF A MEETING HELD ON 29 JULY 2013

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice Chancellor
Prof Keith Phalp (KP) (Deputy Chair)	Associate Dean, HOAG Computing and Informatics (DEC)
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Mr John Gusman (JG)	Vice President (Education) 2013/14, Students' Union (SUBU)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
Ms Jacky Mack (JM)	Academic Partnerships Manager, Student & Academic Services (SAS)
Prof David Osselton (DO)	Head of Forensic and Biological Sciences, School of Applied Sciences (ApSci)
Prof Elizabeth Rosser (ER)	Deputy Dean for Education (HSC)
Dr Philip Ryland (PR)	Deputy Dean (Education), School of Tourism (ST)
Mr Murray Simpson (MS)	SU President 2013/14, Students' Union (SUBU)
Dr Rick Stafford (RS)	Associate Dean (Quality) (ApSci)
Ms Catherine Symonds (CS)	Institutional Facilitator, School of Tourism (ST)
Dr Xavier Velay (XV)	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)
Dr Geoff Willcocks (GW)	Director of Quality and Accreditations, Business School

In Attendance:

Ms Marianne Barnard (MB)	Partnerships Academic Administration Manager (SAS)
Mr Bill Beetham (BB)	International Pathways – Academic Co-ordinator (M&C) [Agenda Item 4.1]
Prof Jenni Bolton (JB)	Vice- Principal (Postgraduate Studies and Research), AECC
Ms Nikki Finnes (NF)	Senior Quality & Enhancement Officer (SAS)
Ms Maxine Frampton (MF) (Clerk)	Policy and Committees Officer (SAS)
Ms Kirsty Randall (KR)	Assessments Co-ordinator (SAS)[Agenda Item 3.1]
Dr Mark Readman (MR)	Lecturer in Media and Education (MS)[Agenda Item 4.4.16]
Ms Netta Silvennoinen (NS)	Senior Quality & Enhancement Officer (SAS)[Agenda Item 3.1]
Dr Sue Way (SW)	Lead Midwife for Education (HSC) [Agenda Item 4.4.1]

1   APOLOGIES

Apologies were received from:

Mr Ian Carter	Member of University Board, Observer
Mr David Foot	Market Research and Development Manager, Marketing and Communications (M&C)
Mr James Holroyd	Student Journey Process Workstream Manager (OVC)
Dr Sherry Jeary	Senior Lecturer, School of Design, Engineering and Computing (DEC)
Prof John Oliver	Deputy President EMMA, Programme Director (MS)
Ms Pamela Rouse	Educational Development and Quality Manager EDQ), Student & Academic Services
	President 2012/13, Students' Union (SUBU)
Mr Murray Simpson	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)
Mr Arvid Thorkeldsen	
Prof Tiantian Zhang (TZ)	Head of the Graduate School, Research and Knowledge Exchange Office (RKEO)

2.   MINUTES OF THE MEETING HELD ON 2 MAY 2013

2.1.1.1 The Committee welcomed Mr John Gusman, the newly appointed SUBU Vice President (Education) for 2013/14.

2.1.2   Accuracy

The minutes (ASC-1213-167) were approved as an accurate record, with the exception of Section 3.4.16, which should have read "in order to rectify failure".

2.2   Matters Arising (ASC-1213-168)

2.2.1   Minute 3.11.1 – Student Population Statistics
Completed. The updated information had been presented to ESEC on 29 May 2013 and members had disseminated the information to Schools and Student Support within SAS.

2.2.2   Minute 3.11.1 – Student Population Statistics
Completed. A summary response from the Additional Learning Support Manager had been provided to members as an Appendix to the Actions Log.

2.2.3   Minute 3.1.4 – BU Mapping to QAA Quality Code for HE: Chapter B3 – Learning and Teaching
Completed. This was being considered as part of overall induction planning. Enhancing induction was also a theme being progressed in the SAS Delivery Plan.

2.2.4   Minute 3.1.7 - BU Mapping to QAA Quality Code for HE: Chapter B3 – Learning and Teaching
Completed. The updated document was presented to ESEC on 29 May 2013 for discussion.

2.2.5   Minute 3.2.2 – Academic Offences Annual Report – Update on Actions
Completed. All Schools confirmed that plagiarism and self-plagiarism warnings had been included in assignment briefs.

2.2.6   Minute 3.2.5 – Academic Offences Annual Report – Update on Actions
Completed. This item was listed on the agenda for discussion at the ASC meeting on 29 July 2013.

2.2.7   Minute 3.2.5 – Academic Offences Annual Report – Update on Actions
Completed. This had been considered as part of SAS delivery planning. A review of English language support would be carried out in the next academic year and enhanced plagiarism support for international students was also being offered through the library.

2.2.8   Minute 3.3.9 - Standard Assessment Regulations: Recommendations for Change from Quality Assurance Standing Group (QASG)
Completed. Guidance regarding Board discretion to be included in 6L – Assessment Board Decision-Making was approved by Senate at its meeting on 19 June 2013.

2.2.9   Minute 3.5.2 - 3B Admissions (Research Degree Programmes): Policy and Procedure
Completed. The suggested amendments were made to 3B – Admissions (Research Degree Programmes): Policy and Procedure and approved by Karen Pichlmann. Senate approved the document on 19 June 2013.

2.2.10   Minute 4.4.3.2 - AECC Proposal: New Programme – BSc (Hons) Human Sciences/MSc – Graduate Diploma Human Sciences
Completed. This new programme proposal was listed on the ASC agenda for discussion on 29 July 2013.

2.2.11   Minute 4.4.6.3 - New Partner Proposal: Mercy College, USA – Student Exchange (Level 2)
Ongoing. Dr Shipway provided an update to members as requested, which showed details of programmes and departments at Mercy College which appeared to be aligned with BU. Following discussion, it was thought the original proposal should have been extended to all

Schools and it appeared that further dialogue with other Schools had not taken place. Members requested Dr Shipway to provide further clarification.

Action: RS

2.2.12   Minute 6.4.2 - DEC SASC Minutes of the meeting held on 6 February 2013
Completed. This item was listed on the ASC agenda for the meeting on 29 July 2013.

2.2.13   Acceptable Evidence for Mitigating Circumstances: Update
Ongoing. An update had been provided to members by Ms Barron, however it was noted that a meeting had not been arranged for further dialogue to take place. It was agreed that this issue should be finalised by the next ASC meeting on 20 September 2013, therefore a bespoke meeting would be arranged by Ms Barron, following further communication with the Doctors' Surgery.

Action: MB

3   PART ONE: FOR DISCUSSION

3.1   Principles Determining the Rounding of Marks in the Student Record System/at Assessment Board Meeting (ASC-1213-169)
Received: Principles Determining the rounding of marks in the Student Record System, including unit and credit-weighted aggregate marks

3.1.1   Ms Silvennoinen introduced the paper which aimed to adopt a transparent and consistent approach to the rounding of marks which would help inform implementation of the new student record system. The key areas for consideration were the marking process, the input of marks, the calculation of marks, the presentation of marks on the Board report and the automatic rounding of borderline marks and Board discretion.

3.1.2   **Recommendation 1 and 2 – Marking**
Ms Randall gave an overview of the first recommendation, which was to maintain the principle to carry out marking to a whole number, where possible, or one decimal place where it is not. This recommendation would be enforced from September 2013.

3.1.3   Following discussion, members agreed that it was very important to capture student performance as accurately as practicable. The group **revised** the recommendation and agreed that work should be marked to a whole number, where possible, and to no more than **two** decimal places where it is not.

3.1.4   **Recommendation 3 – Input of Marks**
Ms Randall gave an overview of the third recommendation which was to input all marks into the student record system as whole numbers, or within one decimal place i.e. enter the same number format to which the mark was marked. This recommendation would be enforced from September 2013.

3.1.5   Following discussion, members **revised** the recommendation (in line with decision made for the first two recommendations) and agreed that marks would be entered in the student record system as whole numbers, where possible, and to no more than **two** decimal places where it is not i.e. enter the same number format to which the work was marked. It was highlighted that the provision of entering a mark rounded to two decimal places would be extensive enough to minimise rounding errors happening, and that this in turn was manageable by administrative staff.

3.1.6   **Recommendation 4 – Calculation of Marks in the Student Record System**
Ms Randall gave an overview of the fourth recommendation which advised that UNIT-e (the current student record system) currently calculates unit, stage and programme aggregate marks to an accuracy of two decimal places. Moving forward, formal element marks which contain informal sub-elements may also be recorded and calculated in the new student record system (dependant on the capabilities of the system that is purchased). It was highlighted that the cumulative effect of this additional layer of marks could inflate/deflate a grade, which in turn would make a difference to students' results in borderline cases.   Members were requested to approve the recommendation that the new student record system would carry out

all calculations with real (unformatted) numbers but that they would continue to be presented on the Board Reports and student transcripts to an accuracy of two decimal places. This recommendation would be enforced when the new student record system is introduced.

3.1.7 Following discussion on Recommendation 4, members **approved** the decision that marks would be calculated with real (unformatted) numbers within the new student record system but presented to two decimal places on Board Reports and student Transcripts.

3.1.8 **Recommendation 5 – To align the new student record system to the Standard Assessment Regulations and to clarify classification boundaries**
Ms Randall explained that in UNIT-e unit marks that fall 0.5% or less below the pass mark are automatically considered to be a unit pass and that credit-weighted aggregate marks which fall 0.5% or less below a classification boundary are automatically awarded the higher classification. This has previously caused some confusion at Boards as element marks that fall 0.5% below the pass mark are **never** considered to be a pass and the profile regulation **never** considers marks lower than the classification boundaries. This issue has arisen because the standard assessment regulations have a 1% gap between the classifications and so inconsistent discretion has been exercised. The group were therefore asked to consider the wording in the assessment regulations to remove this discrepancy. This recommendation would be enforced when the new student record system is introduced.

3.1.9 Members were reminded that there should be transparency and consistency across the institution and it was noted that some areas of the university had been rounding marks before final classification takes place.

3.1.10 Members agreed that it was very important to capture student performance as accurately as practicable, and that mark rounding and any exercising of discretion should only be exercised when the student has completed their studies and we are giving them an award. Assessment Boards would continue to have discretion when making decisions on student performance.

3.1.11 Following discussion, members **agreed** to align the new student record system with the standard assessment regulations such that a units that fall 0.5% or less below the pass mark are **not** automatically considered to be a pass and credit-weighted aggregate marks which fall 0.5% or less below the classification boundary will **not** be automatically awarded the higher classification. Members also **agreed** to amend the assessment regulations such that the 1% gap in the classification boundaries is closed.

3.1.12 In summary, it was agreed that the **revised** recommendations 1, 2, and 3 would come into effect from September 2013 and that the **agreed** recommendations 4 and 5 and would come into effect when the new student record system is in place. Guidance on the recommendations approved would be disseminated to all staff via the republished 6L Assessment Board Decision-making, Including the Implementation of Assessment Regulations: Procedure.

Action: DDEs

3.1.12 The Committee **approved** the recommended principles relating to the rounding of marks.

3.2 Commissioning Research (ASC-1213-170)
Received: Commissioning Research – Contract Cheating

3.2.1 Dr Willcocks introduced the Commissioning Research report and confirmed that although contract cheating was not typically considered a major issue nationally, it was identified as an emerging problem. It was agreed that detection of contract cheating was very difficult, although software was available that could detect changes in writing style.

3.2.2 The greater use of exams and viva voce linked to dissertations was suggested, along with tutors requesting to see methodology, evidence of work carried out and evidence of research undertaken within a few weeks of a student commencing an assignment as confirmation that the work being submitted was 'in fact' a student's own work.

3.2.3 Mr Simpson confirmed that discussions were taking place with EDQ to discuss how students would be advised of the penalty for contract cheating.

3.2.4 It was agreed that further thought/discussion would need to take place regarding contract cheating and how this issue should be defined within Policies and Procedures. Members were requested to disseminate the paper discussed within the meeting and for staff to give thought to the type of work being set to students as per Recommendation 4. DD(E)s were also asked to add contract cheating to the agendas of the next School Academic Standards Committee (SASC) meetings.

Action: DD(E)s

3.3 **BU Mapping to QAA Quality Code for HE: Chapter B10 – Managing Higher Education Provision With Others** (ASC-1213-171)
Received: BU Mapping to QAA UK Quality Code for HE: Part B: Assuring and enhancing academic Quality, Chapter B10: Managing Higher Education Provision with Others

Partnership Models and Definitions

3.3.1 Ms Barnard gave an overview of the updated document whereby mapping had been undertaken in relation to the current BU partnership models, alongside the consideration of a range of other enhancements which could potentially be streamlined. As a result of the mapping undertaken, various actions for Academic Partnerships were proposed and each Indicator was listed for members' information along with the work to be carried out by the Academic Partnerships Team.

3.3.2 It was suggested that the Student Exchange definition would change to merge what was previously Level 1 and Level 2 Student Exchange models to now cover all student exchanges, including those through the Erasmus and Erasmus Mundus programmes.

3.3.3 The Off-campus delivery definition would change to cover only what was previously the Level 2 Off-campus delivery model. In ensuring oversight of our own courses the previously known Level 1 Off-campus delivery partnership model, would no longer include external delivery such as where hotel rooms were hired and teaching was by BU staff. This would now be managed through Schools in line with current practice in HSC.

3.3.4 The Shared Delivery definition would be updated to clarify that the delivery did not have to be with another awarding body.

3.3.5 Following discussion it was agreed that all information available regarding placements should be recorded as currently happens with a validated or franchise partner.

3.3.6 It was also agreed that all transcripts and diploma supplements should include the Partner name and the Award Certificate should include the Partner location.

Partnership Approval Process

3.3.7 If the Level 1 and Level 2 categories were removed, the approval process would be determined by the partnership model. Student Exchange currently requires approval by IUPC, ASC and a Partner Approval event. Following sector research and the QAA mapping, it was proposed that moving forward, approval for Student Exchange would be given by IUPC. IUPC would be responsible for approving Student Exchange, Research/Staff Exchange, Recognition and Endorsement. IUPC would continue to give initial approval for franchise, validation, Off-campus delivery, shared delivery and articulation for onward approval by ASC.

3.3.8 The Committee **approved** the proposed actions and changes.

3.4 **Partner Institution Review (PIR) Action Plan Annual Monitoring Report** (ASC-1213-172)
Received: Partner Institution Review (PIR) Action Plan Annual Monitoring Report

3.4.1 Ms Barnard introduced the paper which provided an update of the PIR Action Plans which had been completed during the 2012/13 academic year. The Kingston Maurward Action Plan had been signed off by the Partnership Board in October 2012.

3.4.2 The Committee **noted** the report.

4 PART TWO – FOR APPROVAL AND ENDORSEMENT

4.1 International Students Pathway Project, Kaplan International College (KIC) – Articulation Agreement Schedule A – Confidential Item (ASC-1213-173)
Received: International Students Pathway Project, Kaplan International College (KIC) – Articulation Agreement Schedule A

4.1.1 Mr Beetham presented the updated paper which summarised the development of the final Schedule A document for articulation from KIC's Academic Pathways onto named BU degree programmes. The articulation routes within the appendix had been re-presented to each individual SASC and in turn had been formally approved by EDQ.

4.1.2 The Committee **endorsed** the current Schedule A document.

4.2 Quality Assurance and Enhancement Group (QAEG) – New Nomination Received
Received: Quality Assurance and Enhancement Group (QAEG) Nominations

4.2.1 <u>Dr Hywel Dix, Lecturer in English and Communication, MS (ASC-1213-174)</u>

The nomination of Dr Hywel Dix for QAEG membership was **approved.**

4.2.2 <u>Ms Sharen Everitt, School Quality Enhancement Officer, MS (ASC-1213-175)</u>

The nomination of Ms Sharen Everitt for QAEG membership was **approved.**

4.2.3 <u>Mr Tim Orman, Senior Lecturer, DEC (ASC-1213-176)</u>

The nomination of Mr Tim Orman for QAEG membership was **approved.**

4.2.4 <u>Ms Andrea Lacey, Programme Co-ordinator for Mental Health, HSC (ASC-1213-177)</u>

The nomination of Ms Andrea Lacey for QAEG membership was **approved.**

4.3 Review of Approval Processes for Student Exchange Partnership (ASC-1213-178)
Received: Review of Approval Processes for Student Exchange Partnerships

4.3.1 This agenda item had been previously been discussed during agenda item ASC-1213-171 and members agreed there was nothing further to add.

4.3.2 The Committee **noted** the report.

4.4 New Programme/Framework Developments Proposals

4.4.1 **HSC Proposal: New Programmes – PGDip Midwifery and BSc (Hons) Paramedic Science** (ASC-1213-179)
Received: New Programme Development Proposals – PGDip Midwifery <u>and</u> BSc (Hons) Paramedic Science

4.4.1.1 Dr Way presented the report following approval from the HSC School Academic Board meeting.

The three new awards included:

- Masters in Midwifery (with professional registration)
- Postgraduate Diploma in Midwifery (with professional registration)
- BSc (Hons) in Paramedic Science

4.4.1.2 The new programme proposals were due to changes within the NHS and the current economic climate and the wishes of the commissioners of the programmes for future workforce development, as well as the need for students to be more academically minded. It was confirmed there would not be an increase in Midwifery commissioned numbers and the proposed addition of the MSc Midwifery and PGDip Midwifery with professional registration would split the current commissioned numbers between the BSc (Hons) Midwifery and the MSc/PGDip Midwifery. However, for the Paramedic Science programme there would be an extra 30 students in its third year, due to the proposed addition of a third year for the proposed BSc (Hons) Paramedic Science against the current two year FdSc Paramedic Science programme.

4.4.1.3 It was noted the current Paramedic Science foundation degree programme would close and the new BSc (Hons) in Paramedic Science programme would be its replacement. It was questioned how this would fit with the Paramedic Science programme which is planned to be delivered in conjunction with Pearsons. Prof Rosser confirmed that the students on the new BSc (Hons) Paramedic Science programme would be drawn from new students whilst the Pearsons' Paramedic Science programme would be aimed at candidates already be employed by the Ambulance Service. Following this explanation, it was suggested that it could be confusing to have two programmes with the same title (BSc (Hons) Paramedic Science), and, therefore, the proposed title should be amended. Prof Rosser would have a discussion with Pearsons to advise them of the BU portfolio development.

Action: ER

4.4.1.4 It was thought that the additional 30 Paramedic Science students would be in addition to the current HEFCE numbers in the Student Number Controls (SNC) for year 3, and therefore this should be considered under the HSC portfolio. Prof Rosser would look into this issue and update Prof McIntyre-Bhatty.

Action: ER

4.4.1.5 In conclusion, it was agreed that the proposed Midwifery programmes are approved but that a discussion should take place with Pearsons regarding the proposed BSc (Hons) Paramedic Science before a final decision could be made by the Committee. Upon receipt of the information requested for the BSc(hons) Paramedic Science proposals from Prof Rosser, the Chair would take the appropriate action under Chair's Action.

4.4.2 **AECC Proposal: New Programme – Graduate Diploma Human Sciences**
(ASC-1213-180)
Received: AECC Proposal: New Programme – Graduate Diploma Human Sciences

4.4.2.1 Prof Bolton presented the new programme proposal following the provision of additional information previously requested by the Committee. The AECC would like to offer an alternative pathway to serve a select sub-group of the graduate population who were suitably qualified in human or exercise sciences. The Graduate Diploma Human Sciences pathway would be a full time two year programme providing students with an accelerated route to the existing MSc Chiropractic degree in parallel with the current standard entry BSc (Hons) Human Sciences pathway. The advantage of this proposed pathway would be a cost saving of a full academic year's tuition and associated expenses.

4.4.2.2 The Committee **approved** the new Graduate Diploma Human Sciences programme for development.

4.4.3 **BS Proposal: Change of Title – BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up)** (ASC-1213-181)
Received: BS Programme Development Proposal – Change of Title: BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up)

4.4.3.1 Dr Willcocks introduced the paper which proposed to change the title of the BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up). This change of title was in reaction to the changing global market to overseas students and the decline in current student numbers. The new programme name better described the content of the course.

4.4.3.2 It was commented that the documentation provided had not included the number of units of the programme or a programme diagram. It was agreed that Dr Willcocks would forward this information to the Chair for circulation.

Action: GW

4.4.3.3 Members were requested to send any comments following receipt of the units information to the Chair.

Action: ALL

4.4.3.4 It was noted that in 'Section 3.1 – Partnership Arrangements', that Vietnam National University students would be eligible to apply for entry to this programme. Ms Barnard commented that BU had been processing recognition agreements with them and although this probably would not be an issue, this would be checked and confirmed.

Action: MB

4.4.3.5 In conclusion, it was agreed that upon receipt of comments from members regarding the programme units, the Chair would take the appropriate action under Chair's Action.

4.4.4 **BS Proposal: BS UG Programme Development Proposals: LLB (Hons) Law with Economics; LLB (Hons) Law (International); BA (Hons) Law (Top Up)** (ASC-1213-182)
Received: Business School Undergraduate Programme Development Proposal

4.4.4.1 Dr Willcocks presented the proposal for three new Law degrees which was hoped to improve BU's market position.

LLB (Hons) Law with Economics

4.4.4.2 The LLB (Hons) Law with Economics programme would provide a qualifying Law degree and also allow students to study 5 units of economics. The students would be part of the Law Framework and would undertake a compulsory placement. The four year programme would provide a mixture of Law units and existing economics units. Over the last 6 or 7 years, there had been a decline in the number of Law students and it was anticipated this programme would help to increase the number of Law students studying at BU.

4.4.4.3 The Committee **approved** the new LLB (Hons) Law with Economics programme for development.

LLB (Hons) Law (International)

4.4.4.4 The LLB (Hons) Law (International) programme would provide a qualifying Law degree in three years of study. The programme had been designed for the overseas market where there was a demand for a qualifying Law degree without a placement year. This programme had been considered a good programme for the development of the international market by BU's International Officers. Members queried the academic English units and whether these should be credit-weighted. The programme content, programme title and the international content of the programme was also discussed.

4.4.4.5 As this information was not able to be provided to members, it was agreed this programme proposal should be re-submitted to the Committee in September 2013 for discussion and re-consideration.

<u>BA (Hons) Law (Top Up)</u>

4.4.4.6 This BA (Hons) Law (Top Up) programme was designed to build upon the educational experience of students who had completed a relevant Foundation programme and would be targeted at overseas students due to the number of requests received by the International Office. This programme had the potential for diversification within the student population at BU.

4.4.4.7 It was agreed the rationale of the programme proposal seemed to be clear, however further detail was requested within the proposal regarding the academic English unit and whether it was credit-weighted, and took into account the understanding of the target audience.

4.4.4.8 It was agreed this programme proposal should be re-submitted to the Committee in September 2013 for discussion and re-consideration.

4.4.5 **BS Proposals: BS Masters Programme Development Review** (ASC-1213-183)
Received: The Business School Masters Programme Development Proposal

4.4.5.1 Dr Willcocks advised the Committee that the BS was undertaking a six year review of its Master's framework in 2013/14 and as part of the process, some extant programmes were to be renamed and a number of new programmes being developed. The name changes had been based on feedback received from agents and market research.

<u>Finance Masters Framework</u>

4.4.5.2 The MSc Finance programme proposal was a specialised programme which would look to recruit students with a higher IELTS of 6.5 (minimum 6 in written English) and a minimum 2.1 degree in Finance, Accounting or Economics. In addition to this specialised programme, there was a proposal for three new Finance Masters programmes and two name changes.

4.4.5.3 It was agreed that a lot of information would be discussed and explored in depth at the Approval Events.

4.4.5.4 The Committee **approved** the following programme proposals for development:

- New programmes – MSc Finance; MSc International Accounting & Finance; MSc International Tax & Finance; MSc International Investment & Finance.
- Programme Name Changes – MSc International Business Finance to be named MSc International Finance; MA International Business with Economics to be named MSc International Economics & Finance; MSc Finance with Risk Management to be named MSc International Risk Management & Finance

<u>Law Masters Framework</u>

4.4.5.5 Dr Willcocks introduced the two new Law programmes to the Committee. Again, it was agreed that a lot of information would be discussed and explored in depth at the Approval Events.

4.4.5.6 The Committee **approved** the following new programmes for development:

- LLM Public International Law
- LLM International Tax Law

<u>Management Masters Framework</u>

4.4.5.7 Dr Willcocks introduced the Management Masters programmes and advised of the proposed closure of the MSc Management programme.

4.4.5.8 It was proposed to change the name of two programmes:

- MSc International Business Management to be named MSc International Management
- MSc Management with Marketing to be named MSc Marketing Management

4.4.5.9 The Committee **approved** the change of name of the MSc International Business Management to be named MSc International Management, and the MSc Management with Marketing to be named MSc Marketing Management for development.

4.4.5.10 Dr Willcocks advised the Committee that the two proposed new programmes had been designed due to information received from the University's market research and from its agenda. The two new proposed programmes were: MSc Consumer Behaviour; and MSc Innovation Management & Entrepreneurship.

4.4.5.11 Following discussion, it was agreed that more detailed information was required regarding the admission requirements of the two programmes, and a diagram should be provided for both programmes. It was agreed that Section 2 on both ASC Initial Approval Forms should provide further detail in order to be discussed further by the Committee.

4.4.5.12 It was agreed that both of the new programme proposals would be re-presented to the Committee in September 2013.

4.4.6 **HSC Proposals: New Top Up Degrees: BSc (Hons) Public Health with Professional Registration as a Specialist & Community Public Health Nurse (Health Visiting) and BSc (Hons) Public Health with Professional Registration as a Specialist & Community Public Health Nurse (School Nursing)** (ASC-1213-184)
Received: HSC Programme Development Proposal: BSc (Hons) Public Health with Professional Registration as a Specialist & Community Public Health Nurse (Health Visiting) and BSc (Hons) Public Health with Professional Registration as a Specialist & Community Public Health Nurse (School Nursing)

4.4.6.1 Prof Rosser introduced the two new programme proposals which had been running at M Level for some time, although they had not been running in recent years as the programmes had not been commissioned.

4.4.6.2 HSC had been asked to deliver the programmes again from September 2014 by the local Clinical Commissioning Groups and the commissioning Health Education Wessex. The new proposals were to deliver two Level H Top-Up programmes for Health Visiting and School Nursing both leading to professional registration with the NMC.

4.4.6.3 The Committee **approved** the two new programmes for development.

4.4.7 **DEC Proposal: Change of Title – Inclusion of the FdSc Electronic Programmes within the FdSc Engineering Framework at BPC** (ASC-1213-185)
Received: School of Design, Engineering & Computing: Change of Title – Change of title from HNC/FdSc Electrical Technology and HNC/FdSc Electronic and Computing Technology to become one new programme HNC/FdSc Engineering (Electronic Design) and subsequent inclusion of the new HNC/FdSc Electronics Programme in the HNC/FdSc Engineering Framework at Bournemouth & Poole College

4.4.7.1 Dr Velay summarised the proposed change of title *from* HNC/FdSc Electrical Technology and HNC/FdSc Electronic and Computing Technology to one new programme HNC/FdSc Engineering (Electronic Design) at Bournemouth & Poole College and confirmed this change of title would fit within the existing HNC/FdSc Engineering Framework at the College.

4.4.7.2 The Committee **approved** the change of title for development.

New Partner Developments

4.4.8 **Chulalongkorn University - Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-186)
Received: Chulalongkorn University – Student Exchange (Level 2) – Partnership Development Proposal

4.4.8.1 Following discussion at the recent International & UK Partnerships Committee (IUPC) meeting, members were requested to consider the proposed partner, Chulalongkorn University in Thailand for Student Exchange. This would be the first Asian partner for Student Exchange for the Media School and it was important that BU could offer students the opportunity to travel and study in Asia.

4.4.9 **Chulalongkorn University - Student Exchange (Level 2) – Due Diligence** (ASC-1213-187)
Received: Chulalongkorn University – Student Exchange (Level 2) – Due Diligence

4.4.9.1 Chulalongkorn University had initially been unwilling to sign a Memorandum of Understanding (MoU) under English Law. However, they had now accepted and signed the MoU under English Law and agreed to work with BU. The MoU states that should any disputes arise, they would be submitted to the International Court of Arbitration of the International Chamber of Commerce in Paris.

4.4.9.2 The Committee **approved** the Level 2 Student Exchange proposal for development.

4.4.10 **University of Central Florida – Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-188)
Received: University of Central Florida, USA – Partnership Development Proposal for Research/Staff Exchange (Level 1) and Student Exchange (Level 2)

4.4.10.1 The proposed partnership with the University of Central Florida would provide Student Exchange opportunities for the MS, ST and BS. The proposed partnership would assist with the development of international research links in media, tourism and business and would have minimal risks for BU.

4.4.11 **University of Central Florida – Student Exchange (Level 2) – Due Diligence** (ASC-1213-189)
Received: University of Central Florida – Student Exchange (Level 2) – Due Diligence

4.4.11.1 Despite some media stories about the student experience, further scrutiny had found that there was no significant adverse information to communicate to members.

4.4.11.2 The Committee **approved** the Level 2 Student Exchange proposal for development.

4.4.12 **Hong Kong Polytechnic University – Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-190)
Received: Hong Kong Polytechnic University – Partnership Development Proposal for Level 1 Research/Staff Exchange and Level 2 Student Exchange

4.4.12.1 Hong Kong Polytechnic University (PolyU) was listed as a high-ranking university and BU has had a good relationship with PolyU for many years. The University had created the first teaching and research hotel of its kind in the world, known as Hotel ICON and was a purpose built hotel that integrated teaching, learning and research in a full-service environment.

4.4.13 **Hong Kong Polytechnic University – Student Exchange (Level 2) – Due Diligence** (ASC-1213-191)
Received: Hong Kong Polytechnic University – Due Diligence – Development Proposal for Level 1 Research/Staff Exchange and Level 2 Student Exchange

4.4.13.1 PolyU is a large public university with approximately 32,427 students within this high-ranking institution and no issues had been identified for this University.

4.4.13.2 The Committee **approved** the Level 2 Student Exchange proposal for development.

4.4.14 **Ryerson University – Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-192)
Received: Ryerson University, Canada – Partnership Development Proposal for Level 2 Student Exchange

4.4.14.1 This partnership development proposal proposed to continue the Media School's established partnership with Ryerson University for Level 2 Student Exchange. Ryerson University had been a regular exchange partner for the MS, with over 50 Student Exchanges in both directions having already taken place.

4.4.15 **Ryerson University – Student Exchange (Level 2) – Due Diligence** (ASC-1213-193)
Received: Ryerson University – Student Exchange (Level 2) – Due Diligence

4.4.15.1 Ryerson University is a high ranking institution in Canada and is a current partner of BU. Two positive references had been received and there were no issues of concern.

4.4.15.2 Legal Services were currently negotiating adding a written amendment to the existing Agreement after the partner requested this. Legal Services have confirmed this was an acceptable way forward, therefore the Agreement would have an addendum.

4.4.15.3 The Committee **approved** the Level 2 Student Exchange proposal for development.

4.4.16 **SAE, Off-campus Delivery (Level 2) – Partnership Development Proposal (Confidential Item)** (ASC-1213-194)
Received: SAE Institute – Partnership Development Proposal for Off-campus Delivery (Level 2)

4.4.16.1 Dr Readman introduced the School of Audio Engineering (SAE Institute) Partnership Development Proposal. The proposed Level 2 partnership with SAE was considered to be low risk to BU and would focus on the delivery of a selection of short courses in Oxford. SAE would provide facilities and pastoral support and would also market the programmes. It was anticipated that eventually, BU could become involved with their international facilities and international students. The first phase of the partnership with SAE would be to deliver Masters level programmes to their students, with the second phase including the upskilling of their staff who would enrol onto BU programmes.

4.4.17 **SAE, Off-campus Delivery (Level 2) – Due Diligence (Confidential Item)** (ASC-1213-195)
Received: School of Audio Engineering (SAE Institute) – Off Campus Delivery (Level 2) – Due Diligence

4.4.17.1 SAE was a private institution with all their degrees currently being validated by Middlesex University. As SAE was a private institution, no ranking information was available. SAE had requested that BU did not request a reference from their current partner as part of the approval process at present, as SAE's potential involvement with BU as an additional academic partner needed to be treated confidentially. It was confirmed that a reference would be requested shortly.

4.4.17.2 The Committee **approved** the Level 2 Off-campus Delivery proposal for development.

New Partner Developments Previously Considered by ASC

4.4.18 **University of Malaysia Pahang (UMP) – Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-196)

Received: University of Malaysia Pahang (UMP) – Student Exchange (Level 2) – Partnership Development Proposal

4.4.18.1 Ms Barnard advised that this Partnership Development Proposal should have been included within the New Partner Developments section of the agenda.

4.4.18.2 The proposed partnership would primarily be based on research collaboration between UMP and BU and would allow BU students to have exposure to an even a wider range of developments in the fields of engineering and technology. A discussion had taken place at IUPC around whether this proposed partnership would be for just staff or students. This was due to be confirmed shortly.

4.4.19 **University of Malaysia Pahang (UMP) – Student Exchange (Level 2) – Due Diligence** (ASC-1213-197)
Received: University of Malaysia Pahang (UMP) – Student Exchange (Level 2) – Due Diligence

4.4.19.1The University of Malaysia Pahang (UMP) was a public university founded in 2002 and has approximately 6,000 students. It was listed as a high-ranking university in Malaysia and mid-ranking worldwide, and was rated 'excellent' for the quality of its learning and teaching. No issues were identified with this institution.

4.4.19.2 The Committee **approved** the Level 2 Student Exchange proposal for development.

4.4.20 **University Sains Malaysia (USM) – Student Exchange (Level 2) – Partnership Development Proposal** (ASC-1213-198)
Received: University Sains Malaysia (USM) – Student Exchange (Level 2) – Partnership Development Proposal

4.4.20.1 This Partnership Development Proposal had previously been presented to ASC in May and October 2012, however the development was not approved to proceed due to missing information, particularly regarding the USM Health & Safety Policies.

4.4.21 **University Sains Malaysia (USM) – Student Exchange (Level 2) – Due Diligence** (ASC-1213-199)
Received: University Sains Malaysia (USM) – Student Exchange (Level 2) – Due Diligence

4.4.21.1The Health & Safety Policies had now been provided, although they were written in Malay. While it had not been possible to assess these documents, the fact they had been provided demonstrated their willingness to provide information as part of the approval process and that the appropriate local and legally required Health and Safety policies were in place.

4.4.21.2 The Committee **approved** the Level 2 Student Exchange proposal for development.

Partner Development/Contract Updates

4.4.22 **Anglo-European College of Chiropractic (AECC) – Shared Delivery (Level 2) – BSc (Hons) Clinical Exercise Science – Partnership Development Proposal** (ASC-1213-200)
Received: Anglo-European College of Chiropractic (AECC) – Shared Delivery/ Programme (Level 2) – BSc (Hons) Clinical Exercise Science

4.4.22 Following approval by IUPC, this proposal was presented to the Committee in order to formalise the partnership for Shared Delivery of the BSc (Hons) Clinical Exercise Science programme which had been successfully running since 2004. It was confirmed the new franchised agreement would be in place shortly.

4.4.23 **Anglo-European College of Chiropractic (AECC) – Shared Delivery (Level 2) – BSc (Hons) Clinical Exercise Science – Due Diligence** (ASC-1213-201)
Received: Anglo-European College of Chiropractic (AECC) – Shared Delivery (Level 2) – BSc (Hons) Clinical Exercise Science – Due Diligence

4.4.23.1 The AECC underwent a QAA Institutional Review in May 2012 which had a positive outcome. Financial Due Diligence was also carried out and there were no issues to note.

4.4.23.2 The Committee **approved** the Level 2 Shared Delivery of the BSc (Hons) Clinical Exercise Science programme.

4.4.24 **Anglo-European College of Chiropractic (AECC) – Franchised Provision (Level 2)** (ASC-1213-202)
Received: Anglo-European College of Chiropractic (AECC) – Renewal for Franchised Provision

4.4.24.1 Ms Barnard introduced the Partnership Agreement Renewal following the University's move to the Franchise and Validation Partnership models. A new Franchise Agreement was required for the franchise provision delivered at AECC. No significant issues were noted regarding the AECC. The AECC was a well-established partner.

4.4.24.2 The Committee **approved** the renewal of the Franchise Agreement with the Anglo-European College of Chiropractic (AECC).

4.4.25 **University of Economics & Law (UEL), Vietnam – Termination of Memorandum of Agreement** (ASC-1213-203)
Received: University of Economics & Law (UEL) – Vietnam National University (VNU), Memorandum of Agreement (27 June 2012)

4.4.25.1 Ms Barnard introduced the report which provided an update on progress with the development of a feeder programme at UEL, Vietnam and for members to note the termination of the UEL Memorandum of Agreement (MoA). It was confirmed that the current Recognition Agreement would still continue. A formal notification of BU's intention to terminate the MoA would shortly be sent to UEL.

4.4.25.2 The Committee **approved** the termination of the UEL MoA.

4.5 **Programme/Framework Review Deferral Requests**

4.5.1 **MS Deferral: BA (Hons) Multimedia Journalism Programme Revalidation – Request for Deferral** (ASC-1213-204)
Received: BA (Hons) Multimedia Journalism Programme Revalidation – Request for Deferral

4.5.1.1 Dr Eccles gave an overview of request to postpone the revalidation of the BA (Hons) Multimedia Journalism programme for one year in order to bring the programme in line with other undergraduate programmes within the Academic Group. The programme was last reviewed in 2008 and was compliant with the Common Academic Structure (CAS). Industry Councils have confirmed they were in agreement for the revalidation to be carried one year later than planned.

4.5.1.2 The Committee **approved** the deferral of the BA (Hons) Multimedia Journalism programme revalidation event for one year.

4.5.2 **ApSci Deferral: FdSc Marine Ecology and Conservation at Kingston Maurward College** (ASC-1213-205)
Received: Request for Deferral of Course Review FdSc Marine Ecology and Conservation at Kingston Maurward College

4.5.2.1 Dr Stafford introduced the request for deferral of the FdSc Marine Ecology and Conservation programme. The programme had been deferred on two previous occasions, however the third request had now been requested as the Head of Higher Education/Programme Co-ordinator at Kingston Maurward College had recently resigned his post and he had been a key lecturer to many of the units offered on the course.

4.5.2.2 The course has existing students studying and offers had been made through UCAS for the coming year, therefore it would be sensible to evaluate how the course performs during 2013/14 before a commitment was made for a further six years of validation. The appointment of new staff and their performance would be instrumental in 2013/14.

4.5.2.3 Following discussion, members agreed that revalidation of the programme should take place no later than February/March 2014. This would provide time for Kingston Maurward College to deal with operational issues and resources as appropriate.

4.5.2.4 The Committee **approved** the deferral of the FdSc Marine Ecology and Conservation programme revalidation event to take place by February/March 2014.

4.5.3 **HSC Deferral: FdA Early Years Programme** (ASC-1213-206)
Received: HSC Deferral: FdA Early Years – Deferral of Review for Closure Process

4.5.3.1 The FdA Early Years programme runs in three Partners and were due to be reviewed this academic year. During the Autumn term, the School of Health and Social Care had made the decision not to continue to support these programmes and instigated the 'review for closure' process, which unfortunately had taken longer than anticipated.

4.5.3.2 The Committee **approved** the deferral of the review for closure process to be delayed until the Autumn.

5 PART THREE – FOR NOTE

5.1 Review of KPIs (ASC-1213-207)
Received: Review of Key Performance Indicators

5.1.1 Prof McIntyre-Bhatty introduced the report which had been provided for information. The report had previously been presented to Senate and ESEC, and would also be presented to the Audit, Risk & Governance Committee on 1 November 2013. A review was in the process of being carried out to ensure the correct information was being collated and provided to the Board and Committees. Any comments or observations should be made direct to the Chair.

Action: ALL

5.1.2 The Committee **noted** the report.

5.2 Institutional Review Update

5.2.1 The QAA Institutional Review report had now been received and the university was responding to some minor factual inaccuracies in the report, which were to be reported back to the QAA by 9 August 2013. The content of the report was embargoed until September 2013 when the outcome would be made publicly available by the QAA. As noted in the email to all staff in June, BU did not anticipate any findings of major concern.

5.2.2 The Committee **noted** the Institutional Review Progress update.

5.3 Partnership Agreements (ASC-1213-208)
Received: New Partnership Agreements (April 2013 – June 2013)

The Committee **noted** the report.

5.3.1 **Academic Partnerships Reporting: 1 February 2013 to 30 April 2013** (ASC-1213-209)
Received: Academic Partnerships Reporting: 1 February 2013 to 30 April 2013

5.3.1.1 Ms Barnard gave a brief summary of the report which provided key data on partnership developments for the third quarter of the 2012/13 academic year. It was agreed that this report contained very useful information and could be added to meeting agendas for information within Schools.

5.3.1.2 The Committee **noted** the report.

5.4 **Completed Framework/Programme Reviews, Validations and Reviews for Closure** (ASC-1213-210)
Received: Completed Framework/Programme Reviews, Validations and Review for Closure

5.4.1 The Committee **noted** the report.

5.4.1 **Correspondence Review of MA/BA (Hons) Multimedia Journalism** (ASC-1213-211)
Received: Correspondence Review of MA/BA (Hons) Multimedia Journalism

5.4.1.1 The MA/BA (Hons) Multimedia Journalism programme had recently been through a small correspondence review and it had been agreed to remove the hyphen from the award title. The small amendment was regarded as a better fit with current usage of the term 'multimedia' and had been agreed with the EDQ representative.

5.4.1.2 The Committee **noted** the amendment.

5.5 **Pending External Examiner Appointments** (ASC-1213-212)
Received: Pending External Examiner Appointments

5.5.1 HSC were currently seeking a replacement for Janet Walker, the External Examiner for the Vulnerable Adults and Community Care Practice. It was noted that EDQ had not received an update from HSC, and due to the appointment ending at the end of July 2013, EDQ would need an urgent update from Prof Rosser.

Action: ER

5.5.2 The Committee **noted** the report.

5.6 **External Examiner Nominations and Examination Teams for Research Degrees** (ASC-1213-213)
Received: External Examiner Nominations and Examination Teams for Research Degrees

5.6.1 The Committee **ratified** the external examiner appointments.

5.7 **Kingston Maurward College – QAA Review of College of Higher Education Key Findings** (ASC-1213-214)
Received: QAA Review of College of Higher Education of Kingston Maurward College, April 2013

5.7.1 The Committee **noted** the report.

5.8 **Update on Edexcel (Pearsons) HN Awards** (ASC-1213-215)
Received: Update on EdExcel (Pearsons) Issue and Action Taken

5.8.1 Dr Velay advised that two courses had been reviewed and a report was due to be submitted to him by the end of July 2013 by the Head of Faculty. This issue was still ongoing and further updates would be provided to the Committee.

Action: XV

5.8.2 The Committee **noted** the report.

5.9   **Partner Approval: Kaplan International College (Confidential Item)** (ASC-1213-216)
Received: Confidential – Kaplan Partner Approval – Conditions completed

5.9.1   The table of Conditions and responses had been provided to members and it was confirmed the Panel had agreed to the content of the table. This now concluded all of the comments and the paper had been signed off.

5.9.2   The Committee **noted** the report.

6   **REPORTING COMMITTEES**

6.1   **International and UK Partnerships Committee Minutes** (ASC-1213-1271)
Received: International and UK Partnerships Committee Minutes of Meeting held on 16 May 2013

6.1.1   The minutes were **noted.**

6.2   **Partnership Board Minutes** (ASC-1213-218)
Received: Bournemouth & Poole College Partnership Board Minutes of Meeting held on 27 June 2013

6.2.1   The minutes were **noted**.

6.3   **Quality Assurance Standing Group Minutes** (ASC-1213-219)
Received: QASG Minutes of 28 May 2013 (confirmed) and 4 July 2013 (unconfirmed)

The minutes were **noted.**

 6.3.1   **To Approve a Proposed Addition to the Membership of QASG** (ASC-1213-220)
Received: Proposed Change to QASG Membership

6.3.1.1 The Committee noted the updated QASG Terms of Reference.

6.4   **School Academic Standards Committee (SASC) Minutes** (ASC-1213-221)

6.4.1   The following SASC minutes were **noted**.

ApSci Minutes of meeting held on 8 May 2013 (confirmed)
ApSci Minutes of meeting held on 3 July 2013 (unconfirmed)
BS Minutes of meeting held on 5 June 2013 (unconfirmed)
DEC Minutes of meeting held on 24 April 2013 (confirmed)
DEC Minutes of meeting held on 5 June 2013 (unconfirmed)
HSC Minutes of meeting held on 5 June 2013 (unconfirmed)
MS Minutes of meeting held on 24 April 2013 (unconfirmed)
ST Minutes of meeting held on 15 May 2013 (unconfirmed)

7   **ANY OTHER BUSINESS**

7.1   There was no other business.

8   **DATE AND TIME OF NEXT MEETING**

Friday 20 September 2013 – 10.00am to 1.00pm in the Board Room