

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 20 June 2018, in Committee Room 2, the Council House.

Refreshments will be available outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
13 June 2018

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 18 June. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Learning and Teaching Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can also be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2017-2018>)

2. MINUTES

To confirm
the Minutes of the meeting held on 9 May 2018 (**PAGE 1**)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To report
confirmation of Chair's action taken since the last meeting of LTC

- (1) BSc Economics with a Placement Year New Course Proposals -all issues raised by LTC at its meeting on 24 January 2018 have been satisfactorily addressed

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- (2) MSci Economics and Finance New Course Proposal- all issues raised by LTC at its meeting on 14 March 2018 have been satisfactorily addressed
- (3) Procedures For Investigating Allegations Of Research Misconduct Made Against Students:
updates to the the *Procedure for Dealing with Allegations of Misconduct in Research Against Students*, which is currently Research Degree Policy Document 5, to ensure that it is practicable for both taught and research students, and that it works with (and is informed by) the new General Regulations and Disciplinary Procedures. Recommended approval by Senate

SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

A1. TEF SUBJECT LEVEL PILOTS

To consider
the following recommendations

- 1) ensure that a core group (including faculty representation) with TEF specific knowledge remains in existence (perhaps linked to TEPS) to ensure what we have learnt is not lost;
- 2) simplify the process and link to TEPs where practical. This simplification should cover a range of areas covered in this document, but include issues like PLN support, filing structures, the numbers of subject leads, for example;
- 3) consider measures to speed the process (e.g. a writers retreat, earlier sense of a 'menu' of institutional initiatives to consider linking to subject narratives, initiatives to choose from where there is a strong sense of evaluation and impact, create a submissions template);
- 4) use resource saved by slimming down PLN documentation to provide greater 'stand by' resource for answering ad-hoc queries from subject/faculty leads. This will help facilitate a more narrative, rather than data, led approach.
- 5) the above to be formed into a reviewed and documented process to be complete Autumn 2018.

To receive
UEA Provider Submissions for Modes A and B. LTC17D146 (**PAGE 9**)

A2. PATTERN OF CHANGES IN THE AWARD OF FIRST CLASS DEGREES BY SCHOOL

To consider
the following recommendation

two examples are used to illustrate the use of available data to isolate courses contributing to areas of UEA performance which differ significantly from sector benchmarking. LTC invited to consider whether school-by-school identification of courses in this category is helpful at this stage.

LTC17D147 (**PAGE147**)

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A3. UNIVERSITY ACCESS AND PARTICIPATION PLAN

To note

- (1) Office for Student requirements for Higher Education Institutions to ensure success and for students from all backgrounds, especially those from disadvantaged and/or underrepresented groupings (widening participation students);
- (2) UEA context and performance trends in terms of success and progression for widening participation students including areas for action and commitments made in Access and Participation Plan (APP) 2019/20

To agree

members of WP team to attend FLTQCs to consider the Faculty and Schools level performance trends and support to meet the commitments in the Access and Participation Plan annually at the first meeting of the academic year.

To consider

approaches to enhance Learning and Teaching and support for WP student groups to address performance gaps. These should then be discussed with the WP manager and Academic Director. LTC17D148 (**PAGE 157**)

A4. INDIVIDUALISED EXAMINATION FEEDBACK PILOTS

To consider

the following recommendations

- (1) that generic feedback continue as per University policy;
- (2) that individual exam feedback, by any mode, is not progressed further at this stage;
- (3) to clarify that students can have access to their exam scripts on request to their Hub

LTC17D149 (**PAGE 201**)

A5. INSTITUTIONAL STUDENT REPRESENTATION – A NEW APPENDIX TO THE STUDENT REPRESENTATION CODE OF PRACTICE

To report

that the Chair of University Council has formally approached the SU Trustee Board seeking a University member of this Board

To consider

- (1) that the draft be adopted as an appendix to the Student Representation Code of practice
- (2) that a change be made to the Standing Orders of School Boards 2. (5). The active membership of the School Board shall be constituted as follows:
“At least one student representative drawn from each major level of study at which the School delivers programmes (ie undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee (SSLC) of the School from within its number and which will include the elected School Convenor.”

LTC17D150 (**PAGE 213**)

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A6. LTC REVIEW OF EXTENUATING CIRCUMSTANCES

To consider
the revised Policy and Regulations on Extenuating Circumstances (Taught Programmes). LTC17D151 (**PAGE 221**)

A7. PROPOSED AMENDMENTS TO THE 2018/19 BACHELORS, INTEGRATED MASTERS AND CERTIFICATE REGULATIONS (BIM)

To consider
proposed amendments to BIM for 2018/19. The substantive amendments are:

- (1) reference to programme specifications have been removed;
- (2) Module Assessment Boards have been discontinued. Marks will be confirmed by Stage Boards;
- (3) clarification regarding delayed assessment and which mark counts if first attempt completed;
- (4) Progress Boards have been discontinued except where there is a PSRB requirement to hold them

LTC17D152 (**PAGE 235**)

A8. LTC REVIEW OF INTERNAL MODERATION AND DOUBLE MARKING

To consider
the following recommendations:

- (1) To approve in principle the new Policy on the Moderation of Assessment with especial reference to
 - (a) the introduction of Assessment-Moderation
 - (b) the mandating of Assignment Briefs;
 - (c) the Marking-Moderation of all summative assessments;
 - (d) the changes to sample size;
- (2) recognise that, if approved, the Policy will not come into effect until 2019-20;
- (3) provide guidance on which version of 4.1 should be adopted;
- (4) recognise that there is still work to be done around the writing of guidance documents and the working through of implementation issues;
- (5) approve the need for a University Policy on Assessment Design.

LTC17D153 (**PAGE 265**)

A9. REVISIONS TO THE ACADEMIC APPEALS AND COMPLAINTS POLICY

To consider
the following revisions to the Academic Appeals and Complaints Policy:

- (1) clarification of role holders and offices to aid understanding, for example replacing relevant Director of University Services with specific role titles;

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- (2) replacement of gender specific terms such as he/she with they;
- (3) general editing to tidy up, correct and update but with no material changes;
- (4) clarification in 3.2. that work which has been double-marked can be the subject of an Appeal if the Appeal relates to circumstances affecting the submission rather than concerns about marking;
- (5) clarification in 8.1.iii) of how the ADTP makes decisions to approve late submission of extenuating circumstances as advised by the OIA

LTC17D154 (**PAGE 289**)

A10. INTERNAL QUALITY ASSURANCE

To receive

an update on implementation specifically relating to the set- up of task and finish groups to explore the detail of the project. LTC17D155 (**PAGE 303**)

A11. UNIVERSITY SAFEGUARDING POLICY

To consider

a UEA Safeguarding Policy, Procedure and Guidance for the Safeguarding of children, vulnerable adults and prevention of exploitation. LTC17D156 (**PAGE 307**)

A12. TIMETABLE SLOTTING SYSTEM

To consider

the introduction of a revised UEA timetable slotting matrix for use commencing in 2019/20. LTC17D157 (**PAGE 321**)

A13. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

the granting approval of:

FMH

- (1) MSc Advanced Clinical Practitioner Degree Apprenticeship
LTC17D158 (**PAGE 331**)
- (2) Approval in principle of a FdSc Health Studies for Nursing Associate Apprentices

EDU

- (1) MA Teaching English to Speakers of Other Languages (TESOL)
LTC17D159 (**PAGE 353**)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Please look under 1. Business of the Agenda for details of how to view these documents.

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B1. REVIEW OF THE TAUGHT PROGRAMMES POLICY GROUP

To consider
the recommendations outlined below:

- (1) to approve the closure of Taught Programmes Policy Group (TPPG)
LTC17D160 (**PAGE 391**)
- (2) to thank all members of TPPG for their contribution over the year

B2. EFFICIENCY OF TEACHING DELIVERY AND COURSE CLOSURE

To note

- (1) the work being undertaken to review the PGT course offer;
- (2) the criteria which need to be satisfied for a module to continue running with low enrolment

To consider

- (1) the closure of
 - a) the Graduate Diplomas in Chemical Sciences and History with effect from the end of 2017/18 as there are no applicants in the pipeline
 - b) the Graduate Diploma in World Art Studies from the end of 2018/19 as there are a small number of applicants and offer holders in the pipeline.
- (2) the continuation of
 - a) the Graduate Diploma in Ecology with a revised course profile and refreshed marketing and to review it again if student registrations do not exceed 10 students per year by 2019/20.
 - b) the Graduate Diploma in Economics with it being kept under review
 - c) the Graduate Diploma in Legal Studies

LTC17D161 (**PAGE 393**)

B3. UPDATE ON PEER ASSISTED LEARNING

To consider
the following recommendations

- (1) the PAL scheme will continue to be run by the Learning Enhancement Team (LET);
- (2) the Academic Director of Learning and Teaching Enhancement will work with LET to evaluate the impact and effectiveness of PAL with the aim of reporting to LTC in 2019/20

LTC17D162 (**PAGE 413**)

B4. REVIEW OF THE BACHELORS AND INTEGRATED MASTERS REGULATIONS

To consider
the content of the report noting that specific recommendations on changes to the BIM regulations for 2018/9 will be considered separately as agenda item A7.
LTC17D163 (**PAGE 415**)

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B5. ACADEMIC INTEGRITY

To note

- (1) the issue of Contract Cheating;
- (2) the University's current position on the QAA recommendations of good practice;
- (3) the time line of the internal audit of the University's position as conducted by Price Waterhouse Cooper

LTC17D164 (**PAGE 435**)

B6. STUDY ABROAD ACADEMIC COORDINATOR ROLE DESCRIPTOR

To consider

a formal role descriptor for School Study Abroad Academic Coordinators.
LTC17D165 (**PAGE 447**)

B7. STUDENT AFFAIRS GROUP: REVISED TERMS OF REFERENCE AND MEMBERSHIP FROM 2018/19

To consider

revised terms of reference and membership of the Student Affairs Group from 2018/29. LTC17D166 (**PAGE 453**)

B8. PARTNER INSTITUTION ACADEMIC APPEALS AND ACADEMIC COMPLAINTS REGULATIONS

To consider

updates to the Academic Appeals and Academic Complaints regulations for implementation at partner institutions. LTC17D167 (**PAGE 455**)

B9. PARTNER INSTITUTION ASSESSMENT OF STUDENTS' FITNESS FOR STUDY PROCEDURE

To consider

updated procedures for the assessment of students' Fitness for Study for implementation at partner institutions. LTC17D168 (**PAGE 469**)

B10. CHANGES TO PhD BY PUBLICATION AWARDS REGULATIONS

To consider

a number of amendments to the PhD by Publication Awards Regulations including the following key changes, as recommended by PGR Executive:

- (1) inclusion of other types of published work for Schools within the Faculty of Arts and Humanities, in line with that already allowed for professional practice routes within the Award Regulations for the Degree of Doctor of Philosophy;
- (2) additional clarity regarding the extent of the published work where this is of a standard, written type, stating that the total length including a critical analysis of up to 15,000 words should be broadly comparable with that for a standard PhD (80,000 to 100,000 words). The critical analysis length has been changed from "10,000 to 20,000 words" to an upper limit of 15,000 words, to bring this in line with other research

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degree requirements which are expressed in terms of a single upper word length limit;

- (3) replacement of the requirement for “more than seven years” research experience with “extensive”, in line with the Equality Act 2010 and to mitigate against any potential for indirect discrimination on grounds of age;
- (4) clarification that only publications where the candidate has made a significant contribution will be considered.

LTC17D169 (**PAGE 481**)

B11. PGR ADMISSIONS POLICY FROM 2018/19

To consider

the introduction of an Admissions Policy for postgraduate research degree programmes from 2018/19. LTC17D170 (**PAGE 489**)

B12. PGR REGULATIONS AND RESEARCH DEGREES POLICY DOCUMENT UPDATES

To consider

the following recommendations:

- (1) to endorse the attached updated documents, to take effect from the 2018-19 academic year;
- (2) to approve the EdPsyD continuing for further cohorts now that funding has been secured from the Department for Education beyond the 2018 cohort and HCPC and BPS have approved the course (subject to conditions we expect to be able to satisfy);
- (3) to note the setting up of a pilot exercise by the NBI Graduate School during 2018-19 for the introduction of a fully electronic final thesis deposit process and the setting up of a parallel consultation exercise with students and supervisors regarding a possible move to fully electronic final thesis submission.

LTC17D171 (**PAGE 495**)

B13. JOINT (CROSS- SCHOOL) DEGREES

To consider

a clarification to the definition of a “cross-School or joint degree”. LTC17D172 (**PAGE 509**)

SECTION C: ITEMS FOR REPORT

Please look under 1. Business of the Agenda for details of how to view these documents.

C1. ACADEMIC PARTNERSHIPS

To receive

a report from the Academic Partnerships Office. LTC17D173 (**PAGE 513**)

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C2. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive.
LTC17D174 (**PAGE 517**)

C3. DISABILITY SUPPORT UPDATE

To receive

an update on disability support at UEA. LTC17D175 (**PAGE 519**)

C4. EVALUATION OF THE 2018 LEARNING AND TEACHING DAY

To receive

an evaluation of the 2018 Learning and Teaching Day held on 17 May 2018 including participant evaluations and report observations. LTC17D176 (**PAGE 523**)

C5. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor (low risk) course changes for the following courses:

EDU

Change the current BA Physical Education to BSc Physical Education, with an additional three variants each including a Year Abroad:

- 1) BSc Physical Education, Sport and Health
- 2) BSc Physical Activity and Health
- 3) BSc Sport Development

LTC17D177 (**PAGE 531**)

a report on course closures for the following courses:

ENV

- 1) BSc Geophysical Sciences
- 2) BSc Geophysical Sciences With A Year In Europe
- 3) BSc Geophysical Sciences With A Year In North America
- 4) BSc Geophysical Sciences With A Year In Australia
- 5) BSc Geophysical Sciences With A Year In Industry

LTC17D178 (**PAGE 553**)

LAW

- 6) Employment Law LLM (full-time/part-time), Employment Law
- 7) Employment Law PG-CERT (part-time)

LTC17D179 (**PAGE 559**)

BIO

- 8) BSc Biochemistry
- 9) Biochemistry with a Year in Industry
- 10) MSci Microbiology
- 11) MSci Plant Sciences

LTC17D180 (**PAGE 565**)

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C6. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

- 1) SCI FLTQC Minutes 18 April 2018 – LTC17D181 (**PAGE 579**)
- 2) FMH FLTQC Minutes 18 April 2018 – LTC17D182 (**PAGE 595**)
- 3) HUM FLTQC Minutes 14 February 2018 – LTC17D183 (**PAGE 605**)

C7. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE

To receive

a report from the meetings of the Student Experience Committee meetings in 2017/18. LTC16D184 (**PAGE 613**)

C8. ANNUAL REPORT FROM THE TECHNOLOGY ENHANCED LEARNING COMMITTEE

To receive

the annual report from the Technology Enhanced Learning Committee. LTC17D185 (**PAGE 619**)

C9. LTC DATES 2018/19

To receive

dates of LTC meetings in 2018/19. All meetings start at 14:00 and take place in Committee Room 2 in the Council House

- 17 October 2018
- 28 November 2018
- 23 January 2019
- 13 March 2019
- 8 May 2019
- 19 June 2019

SECTION D: RESERVED AGENDA

Please look under 1. Business of the Agenda for details of how to view these documents.

No items have been received