

**SEN12D016**

**Title:** Learning and Teaching Committee  
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**Issue**

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee covering the meetings of the Learning and Teaching Committee on 5 December 2012 and 30 January 2013.

**Recommendation**

None

**Resource Implications**

None

**Risk Implications**

None

**Equality and Diversity**

None

**Further Information**

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**Background**

N/A

**Discussion**

The report is for information only and no discussion is anticipated.

**Attachments**

Summary reports as attached below.

## **Report of the Meeting of the Learning and Teaching Committee of Senate on 5 December 2012**

The following items were considered by the Learning and Teaching Committee of Senate on 5 December 2012 and are here presented for the Senate's information.

For all documents referred within this report, please refer to LTC agendas at:  
<https://intranet.uea.ac.uk/committeefice/ueacombds/ltc/ltc1213/051212>)

### **1. STATEMENTS BY THE CHAIR**

In his report the Chair drew the attention to the Committee to the following issues:

- 1.1 the introduction of the New Academic Model for postgraduate taught masters programmes had been indefinitely postponed until further notice as the University needed to clarify a number of issues in relation to recruitment and marketing before embarking on significant regulatory changes. He noted though that this should not prevent the University implementing good practice/improvements in relation to other areas of postgraduate taught provision;
- 1.2 the Associate Dean for Teaching and Learning for the Faculty of Health and Medical Sciences, Mrs Rosie Doy, was chairing a working group on Safeguarding issues and would report the findings of this group back to the Learning and Teaching Committee later in the academic year 12/13;
- 1.3 he had initiated a major timetabling review by establishing a large and consultative group which comprised academic and administrative staff and was considering how to improve timetabling in the near future. The group was particularly focussing on reducing the time which students currently spend moving between different teaching rooms and how to get a better fit between the size of the group and the size of the teaching room;
- 1.4 the University's Executive Team had decided that a second graduation event should be offered to eligible students from winter 2014 onwards; this event would be for students who had been unable to attend the July congregation event due to outstanding assessments and examination board decisions;
- 1.5 the need to update the University's Student Charter as this document had been held over pending the Integration Project. A working party would consult widely with staff and students and present the Committee with a proposal for a revised Student Charter later during the current academic year.

### **2. CONFIRMATION OF CHAIR'S ACTION**

- 2.1 Members have confirmed that Chair's action has been taken since the last meeting of this Committee set out in document LTC 12D032, including
  - (a) Approval of the A.I.M. Conference Prize;
  - (b) Approval of programmes delivered by LAD in Rome for first cohort and publication of these programmes;
  - (c) Changes to African scholarship programme in relation to composition of the selection Committee;
  - (d) Amendment to word count policy for assessed work (taught programmes) from spring semester 2013 in response to requests from members of the Learning and Teaching Committee. The major change approved concerned footnotes/endnotes which would be included in the

word count from spring semester 2013 unless they were part of the bibliographic referencing section.

3. UNION OF UEA STUDENTS – UEA STUDENTS EXPERIENCE REPORT 2012

- 3.1 The Committee considered a progress report on the University's response to recommendations made in the UEA Students Experience Report 2012. (LTC12D033).
- 3.2 Members notes that this document was work in progress and would be returned to the Committee at a later meeting in the academic year once more comprehensive information in relation to each section had been obtained from the relevant University Service area.
- 3.3 The Committee heard that stakeholders would be assigned to each section of the report and would be responsible for fleshing out the final responses for each section.

4. TAUGHT PROGRAMMES POLICY GROUP

- 4.1 The Committee considered the TPPG report from the Academic Director of Taught Programmes (LTC 12D034) and approved the NAM Undergraduate Classification Algorithm for Borderline candidates and agreed that rule 2 as set out in the document should be used to classify borderline candidates under NAM.
- 4.2 The Committee endorsed the guiding principles on examination feedback on formal University examinations from summer 2013. Members stressed that examination feedback should also include the principle of feeding forward to ensure students received maximum benefit when preparing for future timed assessments. The Committee also agreed that feedback should be extended to course tests to ensure students received comprehensive feedback as some Schools did not assess via formal University examinations, but used course tests instead. It was recognised that giving feedback on course tests may prove challenging for some Schools and that therefore there was a need for some flexibility in relation to feedback for course tests which would need to be explored further by the Academic Director of Taught Programmes in liaison with the Associate Deans for Teaching and Learning to ensure feedback was tailored appropriately while bearing in mind available resources.
- 4.3 Members were informed, that although the introduction of NAM for postgraduate taught programmes had been indefinitely postponed due to the volatility of the national and international postgraduate taught programmes environment, key developments to improve the PGT regulatory framework should not be held up due to postponement of PGT NAM. In line with best practice in the Higher Education sector, TPPG was working on the introduction of a "Merit" classification for PGT awards, new marking scales to reflect the introduction of a "Merit" classification and rounding up of marks for PGT programmes in line with UG NAM. Detailed proposals relating to these regulatory changes will be presented to LTC at its next meeting on 30 January 2013.

5. POSTGRADUATE RESEARCH PROGRAMMES POLICY GROUP

The Committee approved the following (LTC12D035):

- 5.1 Changes to the Procedures for dealing with Allegations of Misconduct in Research (including the proposed changes to Section 5 of the Research

Policy Document reflecting the changes) be approved and be recommended to Senate;

- 5.2 Amendments to the Calendar Rules for Submission of Work for Higher Degrees, Consultation and Borrowing of Theses, Rules for the Form of Theses (Research Degrees) and to Section 3 of the Research Degree Policy Documents be endorsed to enable mandatory e-submission of theses from January 2013.

## 6. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

The Committee was informed by the Faculty Associate Deans about current priorities within their respective Faculties.

- 6.1 The Faculty of Humanities and Arts was currently exploring translation of marks for students studying abroad for a semester or whole year with a view to ensure equity of treatment of all students who had their marks translated. Proposals to ensure equity of treatment will be presented to the Learning and Teaching Committee in due course.
- 6.2 The Faculty of Science was concentrating on measures on how to improve its league table indicators and was particularly concentrating on improving good honours statistics by liaising with NBS to explore how best practice can be shared. An employability administrator would be appointed in the new year to assist in driving forward the Faculty's employability agenda.
- 6.3 The Faculty of Social Sciences is focussing on attendance monitoring and the Associate Dean is working with the Academic Director of Taught Programmes and the other Associate Deans first principles as attendance monitoring will feature heavily under NAM and will affect students' entitlement to reassessment. It is envisaged that the Students Union and the Dean of Students'Office will be consulted during this process and a report will be tabled at the meeting of the Learning and Teaching Committee in May 2013;
- 6.4 The Faculty of Medical and Health Sciences was preparing for the Performance Quality Assurance Framework (PQAF), an annual event held in February 2013. In preparation for this event, considerable work had been expended on understanding the different definitions of attrition figures (to be supplied to the Strategic Health Authority) and drop out figures which were supplied by the Business Intelligence Unit at UEA. The Faculty was also carrying out major work in relation to improve employability prospects for AHP and NSC students.

## 7. NEW AWARDS AND NEW COURSE PROPOSALS

- 7.1 The Committee approved the following courses in principle:

### **NBS, SSF**

- MSc Advanced Business Management (Norwich)
- MSc Investment and Financial Management (Norwich)
- MSc Sustainable Business (Norwich)
- MSc Advanced Management (London)
- MSc Entrepreneurship and Strategy (London)

(LTC12D037, refers)

## **HUM**

- BA Liberal Arts (LTC12D073)

7.2 The Committee did not approve the following courses:

### **LAW, SSF**

- Postgraduate Certificate in Multi-Jurisdictional Employment Law Practice - (LTC12D036)  
(Members expressed reservations about the structure of the course and concerns about satisfying QAA requirements, low proposed student numbers and course being vulnerable due to reliance on one course director).

### **Easton College**

- BSc Sport (one year top-up) (LTC12D038)  
(Members expressed reservations in relation to this proposal and asked that this course proposal should be discussed further with the School of Lifelong Learning and Education).

## 8. OTHER ITEMS FOR REPORT

Members have received reports on:

(a) the University's statistics for:

- academic appeals 2011-12 – (LTC12D044)
- academic appeals, equality and diversity 2011-12 – (LTC12D045)
- academic complaints 2011-12 – (LTC12D046)
- academic complaints, equality and diversity 2011-12 – (LTC12D047)
- academic discipline 2011-12 – (LTC12D048)
- concessions 2011-12 – (LTC12D049)
- professional misconduct and/or unsuitability – (LTC12D050)
- plagiarism and collusion 2011-12 – (LTC12D051)

(b) the Union of UEA Students Advice Centre statistics for:

- Academic appeals 2011-12 (LTC12D052);

(c) latest developments in the School of Music as discussed at the Music Monitoring Group (LTC12D039);

(d) a report on recent developments at UEA London (LTC12D040);

(e) a report on LTC priorities for the academic year 12/13 (LTC12D041);

(f) a report on the last meeting of the Student Experience Committee in October 2012 (LTC12D042);

(Members noted that they welcomed the fact that the Student Affairs Group would report to the Student Experience Committee which then reports to the Learning and Teaching Committee).

- (g) a report on partnerships programme approvals (LTC12D043);
- (h) a report on fast track approvals for the following courses:
- EDU - PGCert CBT Skills Programme (LTC12D053);
  - EDU - PGCert PCC Skills Programme (LTC12D054);
  - LAW - LLM International Commercial and Competition Law (LTC12D055);
  - DEV - MA in Globalisation Business and Sustainable Development (LTC12D056);
  - DEV - MSc in Development Economics. (LTC12D057);
  - SCI- BSc Natural Sciences with a year abroad - (LTC12D058)

a report on course closure for the following courses:

- DEV - BSc/BA International Development with Overseas Experience and DEV - BSc/BA International Development. (LTC12D059);
- CHE – MChem with Analytical and Forensic Science - (LTC12D060);
- CHE – BSc Chemistry with a year in North America – (LTC12D061);
- CHE – MChem with a year in Europe – (LTC12D062);
- CHE – BSc Pharmaceutical Chemistry – (LTC12D063);
- CHE – BSc Chemistry with Analytical Science – (LTC12D064);
- SCI – BSc Natural Sciences with a year in Australasia – (LTC12D065);
- SCI – BSc Natural Sciences with a year in Europe – (LTC12D066);
- SCI - BSc Natural Sciences with a year in North America – (LTC12D067)

- (i) an update from the Partnerships Office (LTC12D068);
- (j) minutes of the meeting of the Faculty Learning, Teaching and Quality Committee for the following meetings: HUM - 10 October 2012 – (LTC12D069); SSF – 3 October 2012 – (LTC12D070); SCI – 4 July 2012 – (LTC12D071);
- (k) the course review schedule for the academic year 2012/13 (LTC12D072)
- (l) recent QAA publications on consultations on the QAA Quality Code Chapter B4:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B4%20-draft-consultation.pdf>

and chapter B9 - Appeals and Complaints:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B9-complaints-appeals-consultation.pdf>

## **Report of the Meeting of the Learning and Teaching Committee of Senate on 30 January 2013**

The following items were considered by the Learning and Teaching Committee of Senate on 30 January 2013 and are here presented for the Senate's information.

For all documents referred within this report, please refer to LTC agendas at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213/300113>

### **1. STATEMENTS BY THE CHAIR**

In his report the Chair drew the attention to the Committee to the following issues:

- 1.1 consideration of the University's reply to the UEA Union of Students Experience Report 2012 had been postponed until the meeting of the Learning and Teaching Committee on 20 March 2013 due to some outstanding replies from stakeholders;
- 1.2 new fast track course approvals process needed to be developed urgently which would allow a swift approval of fast track courses to respond quickly to changes in market demand posed by the fast changing external environment;
- 1.3 the UEA Learning and Teaching Day in the academic year 2012/13 will take place on the 23 May 2013 and further details will follow in due course.

### **2. CONFIRMATION OF CHAIR'S ACTION**

- 2.1 Members of the meeting confirmed that Chair's action had been taken since the last meeting of this Committee set out in Document LTC 12D073, including:
  - (a) Mr Nick Lewis, Director of Library Services, had become a full member of the Learning and Teaching Committee with immediate effect and would act as Mr Jonathan Colam-French's official deputy; this will be recommended to Senate for approval at its next meeting on 20 February 2013;
  - (b) Amendments to Simon Warmby scholarship in School of Environmental Sciences;
  - (c) Amendment to Ian Gardiner expedition scholarship rules;
  - (d) Amendments to NBS prizes;
  - (e) Introduction of a new prize in LDC, poetry-next-the sea prize

### **3. LEARNING ENHANCEMENT TEAM REPORT – 2011/12**

- 3.1 Members considered the annual report from the Learning Enhancement Team from the Dean of Students' Office. (LTC12D074).
- 3.2 Members were informed that the Learning Enhancement Team experienced significant demand for its services from the student body; it was a challenge to provide sufficient support needed given the constraints of limited resources and the ever changing external environment whilst aiming to cater appropriately for an increasingly diverse student body.
- 3.3 Members expressed their gratitude to the Dean of Students' Office for providing such a valuable service.
- 3.4. The Committee also noted that the service of the Learning Enhancement Team should also be extended to Postgraduate Research Students and

discussions will be held with the Associate Deans for Postgraduate Research Students to ensure a tailored service for Postgraduate Research students could be offered by the Learning Enhancement Team.

#### 4. TAUGHT PROGRAMMES POLICY GROUP

- 4.1 The Committee considered a report from the Academic Director of Taught Programmes, Dr Adam Longcroft, (LTC12D075).
- 4.2 Members approved the marking scales for postgraduate taught programmes for introduction for students registering in the academic year 2013/14. In addition, marks awarded on postgraduate taught programmes will be rounded up in line with conventions for presentation of marks as agreed for the New Academic Model. This means that item and module marks will be presented in integers and for the intermediate assessment stage as well as final awards, marks will be presented to one decimal. The Committee also agreed to introduce a Merit Classification for postgraduate taught awards for any student registering from the academic year 2013/14 onwards and achieving an overall aggregate mark of between 60.0% to 69.9%.
- 4.2 Members were informed that the Taught Programmes Policy Group was in the process of defining the role of the course director, this was work in progress and it is anticipated that a definitive description of the role of the course director would be approved by the Learning and Teaching Committee at its next meeting on the 20 March 2013.
- 4.3 Members heard that final preparations for the introduction of the New Academic Model were progressing well. There were a number of issues which would still need consultation with the Associate Deans in Faculties, these centred around the introduction of a robust process to monitor attendance to meet the minimum 20% attendance threshold to be eligible for reassessment, the award of marks for engagement and the circumstances under which a student should become eligible for reassessment if he/she has not met the minimum overall 20% module mark threshold at the first attempt to secure automatic eligibility for reassessment. It is envisaged that firm proposals around these issues will be returned to the Learning and Teaching Committee at its next meeting on 20 March 2013.
- 4.4 The Committee will receive an interim evaluation of the New Academic Model in January 2015 and a full evaluation in September 2018.

#### 5. NEW COURSE APPROVALS/CLOSURE PROCESS

- 5.1 The Committee considered a report on the proposed new course approvals and closure process and approved it with immediate effect. (LTC12D76). The Committee welcomed the fact that a full business had been integrated into the new course approvals documentation.

#### 6. PG RESEARCH PROGRAMMES POLICY GROUP

- 6.1 Members were informed that the Postgraduate Research Programmes Policy Group was working on streamlining the process on attendance and engagement for postgraduate research students as well as standardising the transfer process to PhD routes across UEA.

#### 7. NEW AWARDS AND NEW COURSE PROPOSALS

- 7.1 Members granted approval for the following courses:

- BA Humanities with a Foundation year (Sept 2013 intake) (HUM), (LTC12D077);
- MA Public Policy and the Environment (HUM), (LTC12D078);
- BSc Sports Coaching (top-up) (Easton College), (LTC12D079)

## 8. OTHER REPORTS

Members received other reports, including:

- a minor amendment to point 6 of the Terms of Reference (LTC12D080);
- a report on the role and function of the Fitness to Practice panel (LTC12D081);
- a report on the Academic Appeals' Review 2011/12 (LTC12D082);
- a report on Senate Student Discipline Committee matters arising from 2011/12 (LTC12D083);
- a report from the Partnerships Office on recommendations from the Joint Academic Committee (LTC12D084);
- a report on UEA Awards and Credits (LTC12D085);
- the minutes of the meetings of the Faculty Learning, Teaching and Quality Committees:

HUM – 28 November 2012 – (LTC12D086);

SSF – 14 November 2012 – (LTC12D087);

FMH – 3 October 2012 – (LTC12D088);

- a report on recent activities in the Partnerships Office (LTC12D089);
- fast-track approval for the MSc Business Information Systems (LTC12D090);
- course closure for the PGCE Religious Education (Sept 2012 last intake) (LTC12D091);
- the OIA pathway report towards early resolution and more effective complaints handling at:

<http://www.oiahe.org.uk/media/75192/oia-pathway-3.pdf>

- recent QAA circulations on:
  - (1) Publication of a new subject benchmark statement for bachelor's with honours degrees and master's degrees in forensic science (22/12)
 

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-forensic-science.aspx>
  - (2) UK Quality Code for Higher Education Chapter B4: Supporting student achievement (LTC12D092);
  - (3) UEA's response to the UK Quality Code for Higher Education Chapter B9: Complaints and appeals on academic matters - introduction (LTC12D093).