

**SEN14D024**

**Title:** Learning and Teaching Committee  
**Author:** Michele Pavey  
**Date:** 9 February  
**Circulation:** The Senate –18 February  
**Agenda:** SEN14A003  
**Version:** Final  
**Status:** Open

---

**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 3 December 2014 and 28 January 2015

**Recommendation**

None

**Resource Implications**

None

**Risk Implications**

None

**Equality and Diversity**

None

**Further Information**

Dr Jon Sharp, Head of LTS Quality, ext: 7374, e-mail: [jon.sharp@uea.ac.uk](mailto:jon.sharp@uea.ac.uk).

**Background**

N/A

**Discussion**

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

**Attachments**

Summary report as attached below.

## **Report of the Meeting of the Learning and Teaching Committees of Senate on 3 December 2014**

The following items were considered by the Learning and Teaching Committee of Senate **3 December 2014** and are presented here for the Senate's information.

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

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015#3dec14>

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

Members heard that Chair's action was taken to approve the following Bursaries, Scholarships and Prizes, LTC14D063 refers:

- i. the Dr Fergal O'Driscoll Pre-elective Prizes
- ii. revised rules for the John Jarrold Scholarships
- iii. the Wilkinson Scholarship
- iv. the Ethicon Student Bursary
- v. the B. Braun Melsungen AG Student Bursary
- vi. the Chris Gooch Fund
- vii. the John and Pamela Salter Charitable Trust Skills Awards
- viii. revised rules for the Colonel Charles L. Walker Scholarship

### **2. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2014**

The Committee considered the results of the 2013 PTES survey, LTC14D064 refers.

### **3. UEA SKILLS AWARD**

Members received a presentation on the UEA Skills Award from the Joint Head of the Careers Service, Mr James Goodwin, LTC14D065 refers. They learned that a pilot of between 200 to 300 students was being run from January 2015 with a view to rolling out the award in September 2015. It was agreed that that PGR and Careers Service staff would have ongoing discussions on whether the award might, in future, be applicable to PGR students.

### **4 PEER OBSERVATION**

4.1 The Committee considered reports on the operation of Peer Observation in 2013/14 in SSF, SCI and HUM, LTC14D066, LTC14D067 and LTC14D068 refers. Members were reminded that teaching staff must be subject to Peer Observation at least once every two year and 100% compliance with the policy was required. All Schools should have a plan in place to ensure this. Observation could include online courses, laboratory work, IT labs, PhD supervisions as well as teaching.

4.2 It was agreed that the Peer Observation forms PO2 and PO3 would be amended by the Associate Deans (L&T) to record the number of people reviewed in the previous year as well as the current year and the number of staff on probation, who must be observed every year. The Academic Director of Taught Programmes (ADTP) would revise the guidelines on Peer Observation to make it clearer how much teaching an Associate Tutor had to do to require Peer Observation to be undertaken. Clearer milestones and deadlines within the process would also be added. The ADTP would revise the guidelines and disseminate best practice via the LTS website;

5. PLAGIARISM: GUIDANCE FOR PLAGIARISM OFFICERS AND GUIDANCE FOR ACCOMPANYING PERSONS AT PLAGIARISM MEETINGS

LTC considered and approved, subject to minor amendments, Guidance for Plagiarism Officers and Guidance for Accompanying Persons at Plagiarism meetings, LTC14D069 refers. The guidance was intended to help with the induction of new Plagiarism Officers (POs) and act as a source of key information for existing PO's. This was in addition to the CSED training offered for PO's. The guidance highlighted the developmental and educative role of the PO as well as its policing role.

6. PROPOSED UNIVERSITY MODULE OUTLINE TEMPLATE

6.1 The Committee approved a University Module Outline Template, subject to minor additions to the guidance for academic staff section, LTC14D070 refers. Members heard that the template was required to meet the requirements of Part C of the QAA Quality Code, as part of the University's commitment to student engagement. It would also help to ensure that the loop on responding to student feedback would be closed by demonstrating, where appropriate, how student feedback was taken into account in the delivery of a module;

6.2 The main focus of the Module Outline was to provide information to students but it would help with providing data required by LTS and would obviate the need for academic staff to be contacted for module related information on several different occasions. It could be adapted as required by Module Organisers, providing all the sections within the template were retained in the document that was given to students.

7. REPORT ON ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY COMMITTEE CASES (SSDC) IN 2013/14

Members received reports and statistics on academic appeals, complaints, OIA and SSDC cases for 2013/14, LTC14D071 refers. The excellent working partnership between colleagues in UUEAS and UEA on matters relating to appeals was noted.

8. TAUGHT PROGRAMMES POLICY GROUP

The Committee received a report from TPPG, LTC14D072 refers

9. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT

Members received an update from the Academic Director of Learning and Teaching Enhancement, LTC14D073 refers.

10. MBBS: PROPOSALS FOR AN AMENDMENT TO THE BACHELORS AND INTEGRATED MASTERS REGULATIONS

The Committee approved proposals for the introduction of an additional year grade for the MB BS degree from 2015/16, LTC14D074 refers. Approval was subject to clarification of a couple of issues, and this clarification was subsequently provided. The proposals would take effect for new students in 2015/16 and also for first year students on an MBBS course who registered in 2014/15.

11. NEW AWARDS AND COURSE PROPOSALS

11. The Committee approved the proposals for the MEng/BEng Energy Engineering and the MEng/BEng Engineering, LTC14D075 refers.

11.2 Proposals for a Diploma of Higher Education in Paramedic Science LTC14D076 refers, run jointly between the School of Health Sciences and the East Anglia Ambulance Trust were approved in principle but were referred back to the next LTC meeting when a number of issues raised by stakeholders and Committee members were required to have been addressed. (A copy is filed in the Minute Book, ref. LTC14D076).

12. REASSESSMENT UNDER THE NEW BACHELORS AND INTEGRATED MASTERS REGULATIONS: CONSIDERATION OF REASSESSMENT EVENTS FROM 2014/15 ONWARDS

The Committee approved arrangements for reassessment in the second year of the Bachelors and Integrated Masters (BIM) Regulations, LTC14D078 refers.

13. UEA PARTNERSHIPS STRATEGY

Members approved a University Partnerships Strategy, LTC14D079 refers.

14. INSTITUTIONAL REVIEW OF EASTON & OTLEY COLLEGE

The Committee approved a recommendation to Senate that Easton & Otley College be re-approved as a partner institution of the University for a period of up to five years commencing October 2014, LTC14D080 refers.

15. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON

The Committee received an update on arrangements for the withdrawal from validated provision at UEA London, LTC14D081 refers.

**Report of the Meeting of the Learning and Teaching Committees of Senate on 28 January 2015**

The following items were considered by the Learning and Teaching Committee of Senate **28 January 2015** and are here presented for the Senate's information.

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

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015#28jan15>

1. CONFIRMATION OF CHAIR'S ACTION

1.1 Members noted that the Chair had taken Chair's action to approve new prizes, bursaries and scholarships and amendments to existing prizes, scholarships and bursaries as detailed below, LTC14D095 refers:

- i. The Paul Head Memorial Scholarship
- ii. The Amar-Franses and Foster-Jenkins Trust Scholarships
- iii. School of Mathematics: Best Final Year BSc Project Prize
- iv. Best Final Year Master of Mathematics MMath Project Prize
- v. School of Mathematics: Project Poster Prize
- vi. School of Health Sciences Prize for Best Overall Academic Performance –
  - i. BSc Hons pre-registration programmes
- vii. School of Health Sciences Prize for Best Overall Academic Performance –
  - i. pre-registration Dip HE programmes
- viii. School of Health Sciences Prize for Best Overall Academic Performance –
  - i. pre-registration MSc programmes
- ix. Norwich Business School: School Prize for best performance –
  - i. MSc Advanced Business Management

- x. Medicine with a Foundation Year Course Directors' Prize (MED)
- xi. The Dean's prize for progression on to the MB BS (MED)
- xii. MSc in Health Economics (Full time) Bursaries
- xiii. The Ian Hunter Prize (EDU)
- xiv. The Richard Warn Memorial Prizes (BIO)
- xv. The John Whittaker Scholarship (BIO)
- xvi. The Dean's Prize for the Arts and Humanities
- xvii. The Tristan Clark Prize (LAW)
- xviii. The Sir Roy and Lady Catherine Goode Prizes (LAW)
- xix. The Thomson Reuters Law Prize (LAW)

Amendments to existing Prizes, Scholarships and Bursaries

- i. Level 1 MPharm School of Pharmacy\_Prize for Life Sciences Chemistry
  - ii. Level 2 MPharm Day Lewis Pharmacy Practice Prize for Year 2
  - iii. Level 3 MPharm Day Lewis Prize
  - iv. School of Pharmacy\_School of Pharmacy Prize for Advanced Drug Discovery and Drug Delivery (PHA)
  - v. School Prize for best performance – MSc Human Resource Management (NBS)
  - vi. British Computer Society Prize (CMP)
  - vii. Prizes for Distinguished Performance in Actuarial Science and Business Statistics
  - viii. British Psychological Society Undergraduate Award for Outstanding Degree Performance
  - ix. School of Psychology Award for Best Final Year Project (PSY)
- 1.2 In view of the volume of activity as a result of the sterling work of the Development team, members were advised that the Chair would be meeting with the Director of Development to explore the possibility of developing a standard model for new prizes, scholarships and bursaries.

2. CODE OF PRACTICE ON STUDENT REPRESENTATION

The Committee received an update on the work of the group which is developing a Code of Practice on Student Representation, LTC14D096 refers. The final proposals will be considered by LTC at its meeting on 18 March 2015.

3. INDIVIDUALISED EXAMINATION FEEDBACK

LTC was advised by the Chair that the University was considering the possibility of enhancing feedback on examinations beyond generic feedback. This was also one of the UUEAS Student Experience Report recommendations. The University's Executive Team had preliminary discussions on examination feedback and had sanctioned consideration of other models of feedback. The issue would be given further consideration at a future LTC meeting.

4. UPDATE ON THE MOVE TO A FOUR WEEK EXAMINATION PERIOD

Members considered an update on the move to a four week examination period, LTC14D097 refers. The Committee resolved that that the University would move to a five week examination period for 2015/16 with a view to moving to a four week period in 2016/17.

5. UEA RESEARCH DEGREE EDUCATION STRATEGY

The Committee considered and approved a University Research Degree Education Strategy, LTC14D099 refers. It was agreed that a number of useful points raised by LTC members would be incorporated into a revised strategy which would be submitted to Senate for its approval.

6. ENHANCING ACADEMIC STUDENT INDUCTION

The Committee endorsed proposals to develop and enhance academic student induction, LTC14D100 refers. A working group, chaired by the Academic Director of Taught Programmes (ADTP) would be established to develop and share best practice.

7. PEER OBSERVATION

The Committee considered the 2013/14 Peer Observation reports from the Faculty of Medicine and Health Sciences LTC14D101 refers. Members agreed that the proposed template used by some staff in FMH to observe online teaching should be given further consideration by TPPG.

8. UEA QUALITY ASSURANCE AND ENHANCEMENT GUIDE

A UEA Quality Assurance and Enhancement Guide was approved, LTC14D102 refers.

9. ACADEMIC SUPPORT FOR STUDENTS BETWEEN INITIAL ASSESSMENT AND REASSESSMENT

Members considered and approved proposals to ensure consistent academic support for students between initial assessment and reassessment, LTC14D103 refers. In response to issues raised by members a revised paper would be submitted for consideration at the March 2015 LTC meeting.

10. QUALIFICATION CHARACTERISTICS: CONSULTATION

LTC endorsed a proposal to establish a group to respond to the QAA's consultation document on Qualification Characteristics, LTC14D104 refers. The group would prepare a University response to the document.

11. ASSURING QUALITY FOR INTERNATIONAL STUDENTS STUDYING IN THE UK: GUIDANCE FOR HIGHER EDUCATION PROVIDERS

Members were invited to consult their constituents and submit any comments on this consultative document, to the ADTP, LTC14D105 refers.

12. UNIVERSITY TEACHING FELLOWSHIP SCHEME

12.1 Members considered a proposal to introduce a University Teaching Fellowship Scheme. The ADTP advised members that the proposal aligned its criteria with the criteria for the National Teaching Fellowship Award Scheme. It would replace existing UEA teaching fellowships, LTC14D106 refers.

12.2 It was agreed that, although LTC endorsed the principles outlined in the proposed scheme, further work was needed on its resource implications, in particular academic and administrative staff time needed to be costed. A suitably revised proposal would be considered at the March 2015 LTC meeting.

13. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT

LTC considered an update from the Academic Director of Learning and Teaching Enhancement, LTC14D107refers.

14. A CONFIDENTIAL REPORT FROM THE PARTNERSHIPS OFFICE ON THE PARTNERSHIPS WITH THE INSTITUTE OF HEALTH AND SOCIAL CARE STUDIES

Members considered a confidential report on the partnerships with the Institute of Health and Social Care Studies, LTCD108 refers.

15. INSTITUTIONAL APPROVAL OF ROYAL MARSDEN SCHOOL

The Committee considered and approved a recommendation to Senate that Royal Marsden School be approved as a partner institution of the University for a period of up to five years, commencing September 2015, LTC14D109 refers.

16. NEW AWARDS AND NEW COURSE PROPOSALS

16.1 Members considered and approved the award of Diploma of Higher Education in Paramedic Science, LTC14D110 refers. The proposal to introduce an MSc Enterprise and Business Creation was also approved, LTC14D112 refers.

16.2 The Committee scrutinised proposals for the introduction of Health Online Phase 1, LTC14D111 refers. The FMH Associate Dean (L&T) advised the Committee that Health Online Phase 1 was a new and different method of course delivery for the University. Phase 1 was intended to test the market and ensure that the online learning and teaching facilities were effective and scalable. The Director of Human Resources had been consulted on contractual implications for staff and it might be necessary to revisit this with her as the courses develop.

16.3 A number of required actions were identified by LTC before approval could be given to the proposal. It was agreed that once these actions had been undertaken and the revised proposal scrutinised by the Director of University Services (LTS) and the Academic Director of Learning and Teaching Enhancement, Chair's action would be taken to approve the proposal.

16.4 The Committee granted approval in principle, to proceed to validation, of: the following Royal Marsden School courses, subject to Institutional Approval, LTC14D098 refers

- i. BSc Cancer Practice, LTC14D113 refers.
- ii. Graduate Diploma Cancer Practice, LTC14D114 refers.
- iii. BSc Supportive and Palliative Care, LTC14D115 refers.
- iv. Graduate Diploma Supportive and Palliative Care refers, LTC14D116
- v. MSc Cancer Care, LTC14D117 refers
- vi. MSc Cancer Care: Advanced Practice LTC14D118 refers.

17. RECOMMENDATIONS FROM THE UNIVERSITY CAMPUS SUFFOLK- JOINT ACADEMIC COMMITTEE

The Committee approved a report and recommendations from the UCS Joint Academic Committee, LTC14D119 refers.

18. REVISIONS TO PARTNER INSTITUTION APPEALS AND COMPLAINTS PROCEDURES

The Committee approved revisions to partner institution appeals and complaints procedures, LTC14D120 refers.

19. REVISIONS TO INTO REGULATIONS: PASS REQUIREMENTS

The Committee approved revisions to INTO regulations: Pass requirements, LTC14D121 refers.

20. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON

Members received an update on arrangements for the withdrawal from validated provision at UEA London, LTC14D122 refers.

21. SUMMARY OF EXTERNAL EXAMINER APPOINTMENTS 2014-15: UPDATE

Members received an updated summary of External Examiner Appointments for 2014/15, LTC14D149 refers.