Imperial College London

Quality Assurance and Enhancement Committee (QAEC)
Confirmed Minutes from the meeting held on
Wednesday 5 June 2019

Present
David Ashton, Academic Registrar – Chair
Dr Lorraine Craig, Faculty of Engineering representative
Claire Stapley, CLCC/CHERS representative
Alejandro Luy, ICU Deputy President (Education)
Veronica Russell, Business School representative
Professor John Seddon, Faculty of Natural Sciences representative
Martin Lupton, Faculty of Medicine representative
Judith Webster, Head of Academic Services
Lucy Heming, Senior Assistant Registrar (Quality Assurance and Enhancement) - Secretary

In attendance
Kirstie Ward, Assistant Registrar (Academic Standards) - Deputy Secretary
John Neilson, College Secretary (item 6)

Apologies
Professor Peter Lindstedt, Senior College Consul
Karen Tweddle, Business School representative
Laura Lane, Head of Strategy and Operations, Graduate School
Dr Edgar Meyer, Chair of Programmes Committee
Ute Thiermann, GSU President

1   Welcome, apologies and announcements

1.1   The Chair welcomed the attendees to the meeting and apologies, as listed above, were noted.

2   Minutes of the Previous Meeting   QAEC.2018.76

2.1   The Committee confirmed the minutes of 10 April 2019 with no amendments.

2.2   Review of Committee Actions   QAEC.2018.77

The Committee noted the status of the points of the action sheet.

3   Matters arising from the Minutes

3.1   Update from Chair of PRQC with regards to PhD supervision (minute 11.2 March 2019)

3.1.1   The Chair of the Committee provided an update to the members of QAEC with regards to the consideration of members of the Teaching and Learning job family acting as research supervisors from the Chair of PRQC.

3.1.2   The Committee agreed that the wording of the supporting documentation in relation to supervision needed to be updated to better reflect the intention of the changes to be made in line with the suggestions made by Emma Caseley.

Action: Secretary to ensure the relevant documentation is updated

3.1.3   The Committee agreed that the assurances received from PRQC meant that the proposal could be agreed and recommended to Senate.

3.2   **Review of department action plans in relation to the Postgraduate Taught Experience Student survey (Faculty of Medicine, Centre for Languages, Culture and Communication, and the Centre for Higher Education Research and Scholarship).**   QAEC.2018.78 a, b,& c

3.2.1   CHERS/CLCC: Claire Stapley drew the Committee's attention to the disappointing score for the resources question, which was not reflected in the scores in other parts of the survey. It was noted that the Centre has discussed the utilisation of other resources at the University of London and the further development of the College's resources.

3.2.2   Faculty of Medicine: The Committee discussed measures to support and develop the academic feedback provided to students and better meet their expectations. Concern has been raised about ensuring that feedback is provided within the timescales set by the College that is also of good quality, particularly in the light of the significant pressures already on staff.

3.2.3   The Committee discussed the development of feedback champions, considered previously by the Committee at the meeting in March 2019, continuing to endorse this initiative. It was agreed that the paper provided to support this initiative should exclude the point H prior to dissemination as this falls outside the College expectations.

3.2.4   It was noted that the traffic light system for tracking feedback had not been in use across the College. It was agreed that this was a tool provided to assist with tracking and that each department should take those actions that are necessary and proportionate to ensure that students were in receipt of their feedback within the expected timeframes.

4   **Academic Regulations and Policy**

4.1   **Updated single set of regulations (2019/2020)**   QAEC.2018.79

4.1.1   The Chair provided an update to the Committee with regards to the recent meetings of the Regulations and Policy Review Group, which had included an expanded membership to seek agreement on key parts of the regulations, provided to the Committee for approval.

4.1.2   The Committee discussed the proposals put forward by the Regulations and Policy Review group with regards to assessment and reassessment. It was noted that the flowcharts provided would need to be updated to make clear the pass mark where level 7 is taken in undergraduate taught programmes, and conversely level 6 modules in Postgraduate Taught programmes.

Action: Deputy Secretary to update flow charts

4.1.3 The Committee discussed the clarity of the flowcharts and considered whether all modules failures should be considered together within one strand. It was agreed that they should be maintained as they stood at this time.

4.1.4 The Committee noted that the flowchart and regulatory wording in relation to the MBBS programme were currently in consultation and would be agreed by Chair's Action prior to Senate.

Action: Updates to regulations and flowcharts following consultation regarding MBBS

4.1.5 The Committee agreed that the wording of paragraph 13.7 and 13.2 should be updated to reflect that borderline for uplift in classification was n8.00 to n9.49 inclusive.

Action: Quality team to update the respective regulations

4.1.6 The Committee endorsed all recommendations of the Regulations and Review Policy Review group as presented in the paper (QAEC.2018.66a) without further amendment.

4.2 Update to existing regulations ("taught", "general" and "regulations for students") QAEC.2018.80

4.2.1 The Committee considered the updates to the existing suite of academic and examination regulations as recommended by the Regulations and Policy Review Group.

4.2.2 The Committee agreed the amendments as follows:
- Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificate: Remove the requirement to cap the overall degree at a pass where a student has been required to repeat assessment for a capped mark.
- Regulations for students: rewrite of paragraph 7 to ensure that it covers the fact that students should follow departmental policy if absent, that they should be advised of mitigating circumstances where appropriate, and why the College requires reporting of absence.
- General Regulations: Additional statement to 13.5 to encourage disclosure of a disability by students to the College so that reasonable adjustments can be put in place in a timely manner.
- Update supporting guidance to reaffirm 31st March deadline for transfer in year 3 to or from an integrated master programme, where offered.
- Definition of the terms 'Registration' and 'Enrolment', in line with the single set of regulations.
- Undergraduate Examination Regulations: update to paragraph 5.3 to reflect changes to the Mitigating Circumstances Policy.
- Taught Master Examination Regulations: Update to provide clarity for those programmes that are modular with regards to classification.

4.2.3 The Committee noted and accepted the recommendation of the Regulations and Policy Review Group that the policy with regards to withdrawals for unsatisfactory progress is reviewed in the year ahead, with updates to be completed for academic year 2020/2021.

4.3 Update to Research Regulations

4.3.1 The Committee noted the paper on updates to the regulations for Research programmes and accepted the recommendation from PRQC to provide definitions of the following terms in the regulations from 2019/2020:
- Enrolment.
- Registration.
- Student leave.

4.3.2 The Committee additionally noted the areas that had been identified as needing review as part of the full review of the regulations over academic year 2019/2020. A working party was being sought to consider the updates which would be shared with wider consultation groups prior to consideration through the committee structure and agreement after Easter 2020.

4.4 **Amendment to relevant undergraduate and postgraduate taught regulations– Aegrotat and Posthumous Awards**

4.4.1 The Committee considered the recommended changes to the College regulations (current and single set) to update regarding Aegrotat awards and to provide formally regulation in relation to posthumous awards made by the Regulations and Policy Review Group. The Committee noted that the research regulations working party would need to consider how the principles of Aegrotat or posthumous awards could be included in the regulations for research programmes.

4.4.2 The Committee accepted the changes and recommended them to Senate for implementation from 2019/2020.

5 **Student Casework**

5.1 **Casework panel membership** QAEC.2018.83

5.1.1 The Committee noted the paper provided for consideration in relation to student casework membership. It noted that development and support for panel members needs to be further developed.

5.1.2 The Committee considered and accepted the recommendation to amend the way in which nominations are sought to be for all casework, rather than split between 'appeals' and 'discipline'.

Action: Secretary to refer to Senate

5.1.3 It was discussed at length how College Consuls had come to be the Chairs of casework panels, following the decision not to continue with the College Tutor roles. It was noted that this has been expected to be on a temporary basis but had now become part of normal College procedures.

5.1.4 The Committee noted that any decisions on this matter were wider than the remit of the Committee, given the diverse roles of the Consuls and that there would need to be discussion with the wider College community.

5.1.5 The requirement to ensure that there was an adequately prepared and trained group to consider casework in a competent and professional manner, particularly in the light of the increasingly complex and legalistic landscape of student casework, was recognised by the Committee.

5.1.6 It was further considered that the College needs to support the administration adequately and recognise the need for highly trained and specialist expertise. Following discussion it was agreed that the Committee would recommend to Senate that College Consuls continue to consider casework for the year ahead and that this would be discussed with the Provost by the Chair of the Committee.

Action: Chair to arrange a meeting with the Provost

| **6** | **Research Degrees: Measures to check for academic misconduct** | QAEC.2018.84 |

6.1 The Committee was joined by the College Secretary, Mr John Neilson.

6.2 The proposed changes to research programmes with regards to obligatory plagiarism checks which had been developed by a working group were considered. It was noted that the proposal had been considered and endorsed by PRQC.

6.3 The Committee recommended the changes to Senate, subject to minor changes to wording to be discussed with the College Secretary by the Senior Assistant Registrar (Quality Assurance & Enhancement).

> **Action: Senior Assistant Registrar (Quality Assurance & Enhancement) to discuss with College Secretary prior to paper deadline for Senate**

7 **Postgraduate Research Quality Committee**

7.1 The Committee received the report from PRQC of the meeting on 15 May 2019. It noted that a number of the items discussed at PRQC had been considered by the Committee. QAEC.2018.85

7.2 The Committee endorsed the recommendations of PRQC in relation to the interim management of Centres for Doctoral Training prior to a full review of procedures.

| **8** | **Programmes Committee** | QAEC.2018.86 |

8.1 The Committee received the report from Programme Committee held on 7 May 2019, and the finalised full reports of 26 March and 1 April 2019 for which summaries had previously been received and the decisions recorded in earlier minutes of QAEC.

8.2 The Committee noted that this predominately completed the work on curriculum review for this academic year, though some updates would be required following the final agreement of the single set of regulations.

8.3 The Committee extended its thanks to Programmes Committee for its consideration of the programmes presented for approval this year, alongside the usual business. The Committee formally recognised and thanked the Programmes Committee Secretary, Men-Yeut Wong, for her management of the process and clear presentation of the documentation to support the Committee.

8.4 It was noted by the Committee that there were no consistent funding models with respect to development work between departments, or for provision offered by departments outside that of the programme a student may be enrolled and registered for. This has an impact on developing the cross College provision envisaged as part of the Learning and Teaching Strategy.

8.5 The Committee also discussed whether the College appropriately acknowledged, supported and rewarded the development of full scale institutional change projects. It was considered that the College had developed good mechanisms for supporting an individual making progress, such as receiving high profile funding, but that the work such as curriculum review had not been treated in a similar way.

8.6 The following redesigned programmes as part of Curriculum Review were approved subject to meeting the conditions set:

Faculty of Engineering, UG Design Engineering
MEng Design Engineering

The above programme will be available to students with effect from October 2019.

8.7   The following Major Modifications were approved, subject to meeting the recommendations set:

Faculty of Engineering

MSc Applied Computational Science and Engineering
To make changes to the learning outcomes of the following core modules with effect from October 2019:
ACSE-1 Modern Programming Methods
ACSE-2 Modelling Dynamical Processes
ACSE-3 Numerical Methods
ACSE-4 Applying Computational Science
ACSE-5 Advanced Programming
ACSE-6 Patterns or Parallel Programming
ACSE-7 Inversion and Optimisation
ACSE-8 Machine Learning
ACSE-9 -Applied Computational Science Project

MEng Electrical and Engineering with Management
To make an in-session change in Year 4 of the above programme to change the core module BS0820 BPES Managing Innovation to an elective module choice, and to introduce the module to BPES Strategic Management as a core module with effect from October 2018.

Faculty of Medicine

School of Public Health
Mater of Public Health
MSc Epidemiology

To make an in-session change to the marking scheme of the above programmes to remove the exclusion of the Final Research Project within the compensation rules with immediate effect (April 2019).

8.8   The Committee approved the following suspension and withdrawals of existing programmes:

MRes Fluid Dynamics Across Scales
To withdraw the programme above with effect from October 2019 (to close 2019/20 recruitment cycle).

MBBS Medicine (Graduate Medicine)
To suspend the above programme for a further year with effect from October 2019 (to suspend the 2020-21 academic year).

8.9   The Committee approved the following short courses:

Data Science Summer School
To introduce the above short course with effect from July/August 2019.

IMPACTS - Inclusive Module for Professional and Critical Thinking Skills
To introduce the above short course with effect from October 2019.

AA - Attributes and Aspirations
To introduce the above short course with effect from October 2019.

Mendelian Randomisation in Medical Research
To introduce the above two-day short course with effect from May 2019

9 Faculty Education Committee

9.1 The Committee received reports for the Faculty of Education Committee from:
   - Faculty of Engineering: 15 February and 27 February 2019
   - Faculty of Medicine: 25 February 2019
   - Faculty of Natural Sciences: 30 April 2019

QAEC.2018.87
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10 Learning and Teaching Committee

10.1 The Committee noted the papers and minutes for Learning and Teaching Committee previously provided.

10.2 The attention of the Committee was drawn to the consideration being given to develop the physical space available, to the development of College dashboards which would include TEF metrics and that required for OfS continuing registration, and facilitation of student involvement in the postgraduate curriculum review process.

11 Senate

11.1 The Committee noted the papers and minutes for Senate previously provided.

11.2 The attention of the Committee was drawn to the approval of the single set of regulations to date and the presentation by the Provost with regards to the Academic Strategy.

12 Any Other Business

12.1 No other matters of business were raised.

13 Dates for Meetings

13.1 25 September 2019 (reporting to Senate on 9 October)
6 November 2019(reporting to Senate on 11 December)
15 January 2020 (reporting to Senate on 11 March)
26 February 2020 (also reporting to Senate on 11 March)
22 April 2020 (reporting to Senate on 6 May)
3 June 2020 (reporting to Senate on 24 June)

14 Reserved Areas of Business

14.1 There was no reserved business.