



Relations, and the MSc programmes in Medical Statistics, Infection and Immunity and Chronic Disease and Immunity.

- b) H Williams had been appointed the Deputy Academic Director for the College of Science and Engineering, with a particular focus on PGT.
- c) The NSS for 2018 would close on the day of the meeting and that the University response rate had exceeded the reporting requirements in all departments. The final institutional response rate was 72.2%, which was above the sector average.

#### 18/M55 **DALIAN-LEICESTER INSTITUTE**

The Committee considered a further response to the various conditions set out in the Programme Approval Panel report for the partnership with Dalian University of Technology (DUT). The Committee noted that the initial conditions had been met before approval and launch, and those under consideration at this meeting were longer term considerations.

The Committee welcomed the significant progress that had been made, noting that the timescale in some areas had been extended in light of the experience of operating the programmes. The Committee approved the response and noted that this completed the programme approval process for the initial establishment of the partnership with DUT, and the first suite of programmes offered through the Dalian-Leicester Institute (DLI).

The Committee also considered a document which set out the actions that had been taken in response to the recommendations made by the Panel of APC that visited the DLI in June 2017. The Committee noted that the recommendations had been wide ranging. A number had been completed, a number were in progress and a number had been superseded as a result of the experience of the first year of programme delivery.

The Committee was pleased to note that the majority of the recommendations had been addressed. The Committee noted the progress against other recommendations which, whilst not yet complete, were developing in line with the operational experience of managing the DLI. The Committee noted that some contractual discussions between the partners were ongoing, but was satisfied that this did not present a significant risk to the delivery of learning, teaching and assessment on the programmes.

The Committee noted that discussions were ongoing regarding the systems development that was necessary to fully integrate some of the student lifecycle processes for the DLI into UoL systems. There would, in the short term, be a need to retain a manual process for some aspects of registration and records management. The Committee noted that some specific systems were not in use for the DLI at present, and recommended that the team engage with colleagues in the LLI to support their introduction for the DLI, where possible. The Committee was pleased to note that the VLE was a highly effective tool both for supporting learning and teaching in the DLI, but also for facilitating collaboration between staff of both institutions.

The Committee noted that some of the core partnership and programme documentation had been translated or made bilingual, but as the processes were still developing the Operational Handbook had not yet been translated. The Committee agreed that amendments should, where possible, be made before June and the document translated to be made bilingual by the commencement of the next academic year.

The Committee thanked E Hope and the wider DLI team for the huge amount of work that had gone into the establishment and developing operations of the DLI.

18/M56 **EDUCATION EXCELLENCE**

## a) TEF Subject Level Consultation

The Committee received the draft University response to the Teaching Excellence subject level consultation response. The response was due in late May and the Committee made a number of comments to feed into the final document.

Following the experience of the pilot the draft response proposed that overall Model B was the preferred approach to subject level consideration. Within this, it recommended that the Common Aggregation Hierarchy should remain, but the subject groupings should be removed and a greater level of granularity introduced. The Committee considered whether, in light of the future emphasis upon subject level submission, there was value to retaining a provider level submission. The Committee agreed that, on balance, the provider level submission should be retained as it reduced the requirement for duplication of contextual information across subject level submissions, but that it would be helpful for this to be allowed to address all 10 criteria, rather than only a sub-set.

The Committee supported the response in the document recommending that the current award period and opportunities for resubmission be retained, as any alteration could allow institutions to maintain a high rating despite subsequent falls in their metrics.

The Committee noted the range of issues in the consultation relating to the metrics. The Committee agreed that the proposals for the measurement of teaching intensity in the consultation would not present data that was accurate and meaningful for students. The Committee recommended that the response should highlight the previous data on contact hours collected for publication on the Unistats website as a potential source. The Committee also agreed that the response should further emphasise that the current calculation of continuation metrics did not accurately reflect overall student outcomes.

The Committee agreed that it would be helpful to highlight that the focus upon individual subject areas arguably hardened the perceived boundaries between different subjects and therefore did not support interdisciplinarity. Given 15% of the undergraduate cohort at the university was undertaking an interdisciplinary programme this structure did not account for the nuances of this significant proportion of university provision.

## b) Education Excellence update

The Committee received an updated on the Education Excellence project from G Wynn. The programme team had presented the aims and scope of the programme to all College Academic Committees and was working closely with the Students' Union to establish mechanisms to promote and reward student engagement with the programme.

The headline projects for 2018/19 had been agreed and would be published shortly. The Committee also noted that the final meeting of the Curriculum Transformation Steering Group had taken place, at which it had been agreed that the programme of PGT Curriculum Transformation would proceed as originally agreed and that this would feed in subsequently to the wider review of PGT provision to be undertaken by M Peel.

18/M57 **OFFICE FOR STUDENTS SUBMISSION**

The Committee received for information the documentation that constituted the University's submission for registration with the Office for Students (OfS) as an Approved

(fee cap) provider. Registration was required under the Higher Education and Research Act and would ensure that the University remained eligible for public and research grant funding, and that students would have access to funding to study at the University. The documentation had been approved by Council and had been submitted to the OfS.

Registration required that the University meet a number of conditions. Some were met through existing mechanisms such as Annual Provider Review, whereas others required the development and submission of additional documentation. The Committee noted the four specific documents that had been developed for this purpose:

a) Access and Participation Plan

The Plan articulated a stronger sense of ambition in widening participation and improving social mobility for under-represented groups. This included a commitment to spending at least 20% of its tuition income on access and participation, and the Plan set out a series of scholarships and bursaries to support this. The Plan also included a greater emphasis upon student outcomes, which in turn would contribute to the improvement of key continuation metrics which fed into the TEF.

The plan addressed issues such as access, achievement gaps, progression, engagement and destinations. It analysed the data associated with these themes for individual groups to assess where the University was meeting or exceeding its benchmarks. This fed into the setting of priorities for action in terms of supporting under represented student groups in the key areas of access, success and progression.

The Committee agreed that it would be helpful for this component of the submission to be circulated to College Academic Committees in the autumn term once the output of the registration process was known.

b) Consumer Law Self-Assessment

This self-assessment document required the University to outline the mechanisms in place to ensure compliance with consumer rights law. This set out current processes for compliance and how these would be reviewed and enhanced in the future.

c) Student Protection Plan

This document set out an assessment of the range of risks to the University's ability to continue to deliver its programmes, both at the level of the institution and for individual subject areas. It also set out the commitments and mitigation that the University had in place to ensure that students could complete their awards. The document would be reviewed and updated annually, and a version published for students.

d) Management and Governance Self-Assessment

This document required the University to reflect on the effectiveness of its management and governance structures and addressed a number of themes including academic freedom, accountability, student engagement, academic governance and risk management. The Committee noted a significantly greater expectations set by the OfS with regard to student engagement and value for money.

The Committee noted the documentation that had been submitted to the OfS, and that the outcome of the process was expected in mid-July. The Committee thanked the team that had managed and produced the submission.

Following initial registration the University would be required to meeting a significant number of ongoing conditions of registration, which included significant reporting requirements around changes to any of a range of pre-defined activities regarding the University' structure, strategy and provision.

**18/M58 MITIGATION FOR INDUSTRIAL ACTION**

The Committee received a paper which set out the actions underway to mitigate the impact of the recent industrial action on students' assessments.

The Committee noted that during the action data was collected on all planned teaching events to establish whether they had taken place, and the University therefore had a robust data set upon which to base future actions.

The Committee noted that a regular and positive dialogue had taken place with Heads of Department during and after the period of the action, and that guidance had been issued regarding amendments to assessment patterns on the basis of the impact of industrial action. The change control process was managed through the Division of Student and Academic Services and, to date, the number of required amendments had been modest. The Committee also noted the advice that had been issued regarding the content of examination papers, and that further guidance on the operation of Panels and Boards would also be provided.

The Committee welcomed the clear and consistent approach to the management of issues arising from the action, and in particular the quality of advice and support provided to Heads of Department during this period.

**18/M59 NEW CONTRACTUAL POLICIES**

The Committee considered two new policies which had been developed as part of the submission for registration with the Office for Students.

a) Compensation Policy

The policy was designed to formalise existing procedures in this area. It set out the circumstances under which compensation could be sought with relation to the delivery of programmes of study and established a clear framework for how claims would be evaluated and compensation calculated. The Committee noted that this would not be applied to claims that had already been received and were being assessed under existing processes. The new Compensation Policy would be implemented from the commencement of the 2018/19 academic year, for all new claims received after this point.

The Committee approved the policy for implementation on the above timescale.

b) Policy on Review and Amendment of Terms and Conditions

The draft policy set out the circumstances in which Terms and Conditions of an offer of admission to the University could be altered. The Terms and Conditions would be reviewed annually against standard reference documents and internal developments, and any proposed amendments considered by the CMA Steering Group. The policy also set out how amendments would be communicated to current and prospective students.

The Committee approved the policy for immediate implementation.

**18/M60 DIGITAL LEARNING ENVIRONMENT**

The Committee received an update on the Digital Learning Environment (DLE) programme from R Parry.

The Project Team was working with College Directors of Operations to plan for the summer migration of content for year 1 and 2 modules into the new standardised Blackboard templates, which would auto-register students onto the module via integration with the student records system. The Committee also noted that the VLE license was ending in the summer and that a paper regarding the options for continuation, amendment or tender would be presented to a future meeting.

It was also noted that the ongoing discussions at University level regarding resourcing had the potential to impact upon the next steps in the project. The Committee noted that it would be helpful to support current and future resource bids with quantifiable measures of the success of the DLE project to date.

**18/M61 QAA QUALITY CODE**

The Committee noted the publication of the revised UK Quality Code for HE. The new Code was very different in look and feel from the previous version, with only 2 Expectations underpinned by a limited number of broad core practices and common practices. The individual chapters providing significant detail on expectations and indicators of good practice that existed within the previous Code had been removed.

The Committee noted that the new risk based, metric driven approach to quality assurance meant that there would be no standard rolling programme of Higher Education Review (or equivalent) events for the majority of HEIs. Such reviews would only be triggered in the event that the risk profile of an institution changed.

**18/M62 PROGRAMME DEVELOPMENT, APPROVAL AND WITHDRAWAL**

The Committee considered a request to suspend the campus-based version of the MA Country House (Art, History and Literature).

Recent staffing changes within the University meant that it was no longer viable to deliver the programme on campus. A full teach out plan was in place for the small number of students currently on the programme and only one student was presently holding an offer for 2018/19 entry. The Committee noted that the distance learning version of the programme would continue to run. The Committee approved the request to suspend the programme for an initial period of one year.

**18/M63 COLLABORATIVE PARTNERSHIPS MANAGEMENT GROUP**

The Committee received a report of the meeting of the Collaborative Partnerships Management Group that had taken place on 26 March 2018.

**18/M64 COLLEGE ACADEMIC COMMITTEES**

The Committee received reports of the meetings of the College Academic Committees that had taken place on:

- a) College of Life Sciences, 12 April 2018
- b) College of Science and Engineering, 11 April 2018

18/M65 **APPOINTMENT OF EXTERNAL EXAMINERS**

The Committee considered and approved the nomination of the following External Examiners:

College of Science and Engineering

**Department of Chemistry**

Professor Helen Fielding, University College London

Period of Office: September 2018 to September 2022

Programme(s): BSc/MChem programmes in Chemistry, Pharmaceutical Chemistry, Chemistry with Forensic Science, including year abroad and industry variants, and Dalian variants

College of Social Sciences, Arts and Humanities

**School of Media, Communication and Sociology**

Dr James Graham, Middlesex University

Period of Office: September 2018 to November 2022

Programme(s): MA Media and Advertising

Dr Richard Waller, University of the West of England

Period of Office: September 2018 to November 2022

Programme(s): MSc Social Research, MA Contemporary Research, MSc Social Science Research

DURATION OF MEETING: One hour and Forty Five minutes

CHAIR