The twenty first meeting of the University of London International Academy Academic Committee (Confirmed)

Friday, 3 March 2017

MINUTES

PRESENT:
Dr M Stiasny (Pro Vice-Chancellor, International, and Chief Executive, International Programmes; Chair, Academic Committee)
Dr S Anderson (Chair, Complaints Resolution Panel)
Mr S Askey (Director, Undergraduate Laws Programme, International Academy)
Prof J Broadbent (Chair, Institutions Sub-committee)
Dr J Clark (Chair, Quality Assurance & Student Lifecycle Sub-Committee)
Dr P Frantz (Chair, EMFSS Board of Examiners, LSE)
Prof Mike Cook (External member. Professor of Healthcare Leadership and Management, University of Bedfordshire)
Mr J Ginman (Chair, Learning Teaching and Assessment Sub-committee)
Ms Rachel Knight (PG student member – Postgraduate Diploma in Law)
Prof F Macmillan (Dean, Undergraduate Laws Programme)
Mr C O’Callaghan (Director of Operations and Deputy Chief Executive, International Academy)
Dr C Rust (Emeritus Professor of Higher Education, Oxford Brookes University)
Dr N Wilson (Director, QSG, International Academy and Executive Secretary, Academic Committee)
Prof N Pachler (Pro-Director: Teaching, Quality and Learning Innovation, Institute of Education)
Dr J Stockdale (Chair, Assessment Offences Committee)
Prof W Morrison (Professor of Law, Queen Mary University of London)
Prof Della Freeth (Pro-Director (Learning & Teaching), LSHTM)
Mr M Kerrison (Director, Educational Innovation and Development, International Academy)

IN ATTENDANCE
Mr J Berry (Head of Student Affairs, International Academy, Secretary)
Ms A Asare (Programme Manager, International Academy, Assistant Secretary)
Ms P Roberts (Director of Student Recruitment & Enrolments, International Academy)

APOLOGIES
Prof R Deem (Vice-Principal, Education, RHUL)
Ms Hannah McHugh (UG student member – LLB graduate)
Dr N Poole (Chair, CeDEP Board of Examiners, SOAS)
Prof R Lingwood (Vice-Principal, Student Experience, Teaching & Learning, Queen Mary)
Mr N Deyes (Chair, Systems and Technologies Sub-committee)
Sam Brenton (City University of London, Cass Business School, City University of London)
Prof R Jackman, (Interim Academic Director of the International Programmes Office, LSE)
Dr K Baker (Chair, Inclusive Practice Panel)
APOLOGIES FOR ABSENCE

1977. The apologies for absence are recorded above.

ANNOUNCEMENTS BY THE CHAIR

1978. The Chair welcomed External member, Prof Mike Cook (Professor of Healthcare Leadership and Management, University of Bedfordshire) to his first meeting of the Academic Committee and acknowledged the extensive comments he submitted to the October meeting alongside his apologies.

1979. The Chair noted one late item of tabled business, AC 21/19 ‘Examination Centres: Current Challenges and the Role of Teaching Institutions (update)’, which would be handled under Matters Arising.

1980. The Chair noted a revision to paper AC 21/7a – MA Global Diplomacy, approved by LTAS Chair’s Action, to remove commercially sensitive information.

1981. The Chair noted the electronic circulation of two late papers:
   • Programme Approvals (AC 21/2)
   • Scholarships, Bursaries and Awards Panel minutes (AC 21/11b)

1982. The Chair advised members that were referring to their papers digitally that they had been provided with a bookmarked PDF document to assist navigation through the papers.

1983. The Chair drew members’ attention to recent coverage regarding plagiarism and the growth of ‘essay mills’.
   • The QAA published a report in August 2016 on ‘Plagiarism in Higher Education’. Its recommendations included HE providers working in partnership to tackle custom essay writing services, and the possibility of introducing legislation to tackle the problem.
   • Universities Minister Jo Johnson has been reported as saying he “wanted ‘tough action’ against the spread of plagiarism and the commercial industry it has spawned” (BBC).
   • Academic Committee should be assured that the International Programmes takes academic misconduct in all its forms very seriously. An annual report on assessment offences is provided routinely to QASL’s spring meeting.
   • The International Programmes is also gaining its own experience of handling allegations of contract cheating through a limited number of plagiarism cases currently under consideration. Academic Committee should expect a report in due course giving broad consideration to the issue and including case studies.

MINUTES

Received

1984. The minutes of the nineteenth meeting of the Academic Committee held on 14 October 2016 (Paper AC 21/1 – AC20), was received by Academic Committee.

Noted

1985. The Chair referred to the action sheet, noting that actions for minutes 1927 and 1944-1946 would receive updates during the meeting.

Agreed

1986. That the minutes of the twentieth meeting of the Academic Committee be approved.
MATTERS FOR DISCUSSION

Academic Approvals

Received

1987. Paper AC 20/2 ‘Academic Programme Approval’ was presented to the Academic Committee by the Director of Quality, Standards and Governance.

Noted

1988. That the paper builds on a proposal which QASL spent significant time considering during the 2015-16 academic year, which is included as an appendix to paper 20/2. It addresses the University of London’s obligations for programme approval as the registering and awarding body, making reference to the Quality Assurance Agency’s (QAA) UK Quality Code for Higher Education.

1989. That the QASL paper proposed two alternative but complementary models of academic programme approval; Member Institution led and International Academy led. The new paper discusses the practicalities of implementation, identifies practical measures to reduce risk and provide reassurance, and also confirms that chief consideration of new programme approval will remain with LTAS.

1990. A member noted that the language on pages 11 and 12 state that LTAS “may” convene an approval panel and requested a strengthening of the language as it was not clear how permissive the guidance is. Another member commented that under the procedure outlined in the paper there is not the requirement for LTAS to convene a panel where the Member Institution leads the approval and that the elimination of such procedural duplication was the benefit of the double approach.

1991. With reference to the QAA Quality Code’s requirement that “Degree-awarding bodies establish and consistently implement processes for the approval of taught programmes…” it was clarified that the University of London would delegate practical responsibility to a college of the federation under the Member Institution led approach, but retain oversight and that all new programmes would require recommendation for approval from LTAS. This would be regardless of who had convened the approval panel.

1992. It was suggested that further clarification of the role of LTAS would be beneficial.

1993. A member noted that in the table on page 5, which maps alignment with the QAA Quality Code for each approach, indicator 4 ("Higher education providers evaluate their processes for programme design, development and approval and take action to improve them where necessary") did not have an entry for Member Institution led approvals. It was stated that the necessary arrangements for evaluation and review at the Member Institution are clarified in the Quality Schedule for each Programme.

1994. A member questioned what arrangements were in place to ensure that all staff at both the International Academy and Member Institutions are familiar with the requirements of the new process. It was confirmed that there are plans to invite quality practitioners from the Member Institutions to sessions after Easter and that the matter would also be addressed at the Programme Deans and Directors Forum.

1995. A member noted a lack of consistency in the document regarding reference to Vice Chancellor’s sign off for new programmes or amendments to existing programmes. It was clarified that the Vice Chancellor is Chair of the Board of the University of London International Academy and that VC sign off would take place during consideration at the Board if it was not otherwise explicitly stated.
AGREED

1996. That Academic Committee supports the implementation of the proposed Academic Programme Approvals process, subject to minor amendments to clarify the role of LTAS.

1997. That the Director of QSG liaises with appropriate members to make amendments, and that Chair’s Action subsequently be taken to approve the updated document.

[Secretary’s note: subsequent to further consideration of the issue – taking into account the alternative views expressed regarding the role of LTAS during discussions at Academic Committee 21 – the following was clarified;
(a) that LTAS will convene a panel, if required, and recommend approval to Academic Committee under the QSG-led model only
(b) that the Member Institution-led model would utilise on-campus processes
(c) that Academic Committee would retain oversight and recommend approval to the Board in all instances, regardless of who had led the approvals process. Chairs Action was taken to approve amendments prior to submission to the Board.]

Undergraduate Laws period of registration

Received

1998. Paper AC 21/3 ‘Undergraduate Laws period of registration’ was presented to Academic Committee by the Director of the Undergraduate Laws Programme.

Noted

1999. That the key driver for a change in maximum registration period for the LLB, from eight to six years, is to align with the Bar Standard Board’s registration requirements of a Qualifying Law Degree (QLD).

2000. That the majority of LLB students currently complete within three or four years.

2001. That the coherence and currency of the award, and the ability to both respond to innovations and introduce programme changes in a timely manner, is likely to be assisted by the proposed reduced maximum registration period.

2002. A member requested clarification on the issue of support for the small but consistent group of students that are currently using the maximum registration period to complete, and beyond in some cases. The Director of the Undergraduate Laws Programme responded by offering context for the figures provided in the paper, stating that those students had been enrolled on various schemes under old regulations that offered much greater flexibility, for example, by allowing for multiple referrals on examination entries. Existing students operating under the new regulations would not be substantially affected by the introduction of reduced registration periods for new students.

2003. It was stated that extensions to registration will remain a possibility for students with particular circumstances and that as the LLB was now modular in structure, and had introduced exit awards, the benefit of a longer registration period to students was much less pronounced.

2004. A member queried whether there were any established intervention points to support students who appear unlikely to complete. It was agreed that such an approach is important and that clear, fair and proportionate criteria should be developed for which extension to registration would be applied, particularly within the context of shorter registration periods.
2005. The Director of the Undergraduate Laws Programme stated that in the programme’s view, progression should be prioritised over revenue from continuing registration and that extended registration periods are not in the best interests of most students.

2006. A member commented that time to completion is becoming more important, particularly in the context of increased engagement and partnership with professional bodies across the International Programmes.

AGREED

2007. That the Academic Committee approves the change in the maximum period of registration for the LLB programme from eight years to six years.

2008. That the invitation to make recommendations regarding the adoption of shorter periods of registration for all undergraduate programmes be deferred, with a paper submitted for discussion to the next meeting of the Academic Committee.

2009. That the matter also be referred to the Programme Deans and Directors Forum.

2010. That criteria be developed for targeting Undergraduate Laws students who are not progressing and for circumstances where an extension of registration could be approved.

SUB - COMMITTEES AND PANELS OF THE ACADEMIC COMMITTEE

Institutions Sub-Committee

Received

2011. The confidential minutes of the Institutions Sub-Committee meetings held on 28 September 2016 (AC 21/4a – ISC 32) and 25 January 2017 (AC 21/4b – ISC 33) were received by Academic Committee.

Noted

2012. The ISC 32 minutes included a number of recommendations and agreed actions. The Academic Committee was invited to note that the Board of the University of London International Academy, at its meeting held on 17 November 2016 approved the following:
- Changes in programme recognition of three recognised centres
- One candidate institution’s application to add a campus
- One candidacy application to offer the EMFSS programme
- One candidacy application to offer the International Foundation Programme.
- An upgrade in status for two institutions
- Updates on Undergraduate Laws programme recognition for two recognised centres
- The renewal of recognition for 11 recognised centres
- The de-recognition of programmes for seven institutions
- The de-recognition of one institution
- The change of name of one institution

2013. The ISC 33 minutes included a number of recommendations and agreed actions. Academic Committee were invited to note that Chair’s Action on behalf of the Board of University of London International Academy (the Board) was approved on 9 February 2017 for the following:
- Changes in programme recognition of three recognised centres
- One recognised centre’s application to add a campus
- Three candidacy applications
- Two candidate institutions adding a programme
- One candidate institution moving campus
• Outcomes and recommendations from the Institution Annual Monitoring exercise

2014. The Chair of the ISC thanked the secretariat of the sub-committee for their work following a heavy workload

2015. A member noted that ISC 32 was not quorate. In response it was stated that the sub-committee is often borderline quorate, due in part to the nature of its membership who may travel frequently and hold senior responsibilities. Members not in attendance traditionally submit written comments and all papers considered to date have had a reader present at the meeting.

2016. The Chair of Academic Committee referred members to the item concerning the governance review later in the agenda and suggested that the issue of quoracy could be considered as part of that review.

AGREED

2017. That the minutes, recommendations and agreed actions of the Institutions Sub-Committee held on 28 September 2016 and 25 January 2017, be endorsed.

Quality Assurance and Student Lifecycle Sub-Committee

Received

2018. The minutes of the Quality Assurance and Student Lifecycle Sub-Committee meeting held on 03 February 2017 (AC 21/5–QASL 37) were received by Academic Committee

Noted

2019. QASL considered reports and discussions on a number of topics including:
• BD Divinity and Theology
• Examination Centre Policy
• Assessment Quality Panel
• Thematic Review: Question Paper Processing
• Student Experience Survey
• Periodic Programme Reports
• Annual Programme Reports from:
  i. EMFSS 2015-2016
  ii. BSc Computing and Information Systems, BSc Creative Computing 2015-2016
  iii. BA English 2015-2016
  iv. International Foundation Programme 2015-2016
  v. BA Philosophy 2015-2016
  vi. BSc Business Administration 2015-2016
  vii. MSc Petroleum Geoscience 2015-2016

2020. It was noted that the balance of collaboration and responsibilities between QASL and LTAS may need clarification, particularly with regard to matters such as the Student Experience Survey which have been considered by both committees.

2021. A member noted that an Academic Committee action for the Assessment Quality Panel (AQP), concerning marking practices, was not reflected in the QASL minutes. The Chair of QASL stated that this was the panel’s first meeting, that the agenda was set in advance by the sub-committee and that the panel is expected to consider the matter fully in due course. It was further confirmed that the action was passed to the AQP secretary and is expected to be formally addressed at the next meeting.

2022. A member, noting reference in the QASL minutes to the use or misuse of social media, questioned whether this represented a wider issue that needed attention. The Chair of QASL
confirmed that discussion around the issue gave the sub-committee cause to believe it should be addressed more widely as part of the Thematic Review into communication with students scheduled this session.

AGREED

2023. That the remaining minutes, recommendations and agreed actions of the 37th meeting of QASL be endorsed.

Systems and Technologies Sub-Committee

2024. The minutes of the Systems and Technologies Sub-Committee meetings, held on 30 January 2017 (STSC 30 – AC 21/6), were received by Academic Committee.

Noted

2025. The STSC considered reports and discussions on a number of topics including:
- UOL ICT and CoSector activity taken on behalf of UOLIA
- IT strategy, innovation and forward-thinking
- Student Retention
- Identity and Access Management (IAM) Project
- SITS Assessment Lessons Learned Review
- User Experience Working Group
- Presentation
- Business Case Schedule and other workflows

2026. Academic Committee were informed that going forward there will be one IT strategy for the whole university rather than there being a separate strategy for the International Programmes.

AGREED

2027. That the minutes, recommendations and agreed actions of the Systems and Technologies Sub-Committee meeting on 30 January 2017 be endorsed.

Learning, Teaching and Assessment Sub-Committee

Received

2028. Academic Committee received the following papers:
- The minutes of the Learning, Teaching and Assessment Sub-Committee meeting held on 2 February 2017 (AC21/7 – LTAS 26)
- MA Global Diplomacy: SOAS Regional Pathways Scheme and MA Global Diplomacy: Middle East and North Africa (AC 20/7-a)

Noted

2029. LTAS 26 considered reports and discussions on a number of topics including:
- Programme Approvals - Global Diplomacy pathway scheme and Global Diplomacy: Middle East and North Africa
- MOOC approval – Information Security: Context and Introduction (Royal Holloway)
- Student Experience Survey 2015-16
- Review of Assessment Criteria

2030. That the Chair of LTAS described the Global Diplomacy pathway scheme as an innovative response to requests from the Foreign and Commonwealth Office (FCO) to extend the successful Global Diplomacy programme by providing new specialist pathways. The
framework, which allows the programme to rapidly respond to approaches from the FCO, was approved by LTAS with a review proposed in two years.

2031. Acknowledging the overlap between sub-committees regarding consideration of the Student Experience Survey, the Chair stated that LTAS’ particular focus had been exploring how different programmes responded in diverse ways to the findings. An analysis of programme level responses to the survey was conducted and reported to LTAS, which will result in the proposed guidance for future surveys.

2032. The Chair drew Academic Committee’s attention to a recent renewal of the Centre for Distance Education’s (CDE) research activity. Members were also informed of the upcoming CDE conference on Digital Training in a Modern Age.

2033. With reference to LTAS’ consideration of assessment criteria, a member noted some overlap with QASL’s remit. The point was acknowledged and consideration will be given to how the sub-committees can best work together on shared concerns in the future.

2034. A member queried the number of conditions attached to the Global Diplomacy: SOAS Regions Pathway Scheme and MA Global Diplomacy: MENA pathway. It was subsequently noted that activity had taken place following the approval event to ensure that the listed conditions were met.

AGREED

2035. That the following be recommended for approval:
   • MA Global Diplomacy: SOAS Regions Pathway Scheme
   • MA Global Diplomacy: Middle East and North Africa

2036. That the minutes, recommendations and agreed actions of the Learning, Teaching and Assessment Sub-Committee meetings held on 30 January 2017 be endorsed.

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE

1977. The Chair informed members that due to the increasing volume of minutes under consideration by Academic Committee, for future meetings executive summaries will be provided for Subject Committees, with full minutes available on request.

Laws Programme Board

Received

2037. The minutes of the Laws Programme Board meeting, held on 09 November 2016 (LPB 7), were received by the Academic Committee.

Noted

2038. The Laws Programme Board considered reports and discussions on a number of topics including:
   • Inclusion of Accreditation of Prior Learning
   • Move to modular system
   • Move to semester system

International Foundation Programme Board

Received
2039. The minutes of the first two meetings of the International Foundation Programme Board (IFPB) were received by Academic Committee:
- 12 October 2016, IFPB 1 (AC 21/9a)
- 24 January 2017, IFPB 2 (AC 21/9b)

Noted

2040. That management of the International Foundation Programme (IFP) transferred from LSE in early 2016 and is now under the academic direction of University of London International Academy.

2041. The International Foundation Programme Board considered reports and discussions on a number of topics including:
- Agreement of Terms of Reference
- Phase II Development
- Terms of Reference for Warning Letters
- Examinations Working Group
- Agreement of Terms of Reference for the Examinations Working Group
- Appointment of New Chief Examiner

2042. The Chair of QASL stated that the IFP Annual Programme and Planning Review report was well received and that it was a reassuring report in spite of it being a transition year for the programme.

2043. A member commented, with reference to minutes 108–114, that it was critical for foundation students to understand marking criteria. The Chair of the IFPB noted the comment and provided reassurance that the matter would be considered further by the Examinations Working Group and IFPB.

PANELS OF THE ACADEMIC COMMITTEE

Inclusive Practice Panel

Received

2044. The minutes of the Inclusive Practice Panel meeting held on 26 January 2017 (IPP 12) were received by Academic Committee.

Noted

2045. IPP considered reports and discussions on a number of topics including:
- Range of disabilities and access requirements disclosed by students of the International Programmes
- Inclusion of accessibility and VLE surveys in the APPR process
- VLE Content Policy and Guidelines
- Changes to the DSA Guidelines
- Thematic Review of Special Arrangements

2046. That the main focus of the Panel was to ensure the accessibility provision of the International Academy was anticipatory rather than reactive. In reviewing the range of disabilities and access requirements disclosed by students, dyslexia was the most common concern, with the total number in the hundreds.

2047. Updated guidance for the UK Disabled Student Allowance increases the obligation of Higher Education providers to make reasonable adjustments to support disabled students. The International Programmes has approximately a dozen students receiving DSA, but the IPP’s approach is that making the offering as accessible as possible for all can only pay dividends.
2048. That the Head of Disability Services at UCL is now a member of the panel. The University has also established an Equality and Diversity Committee and the Equality and Diversity Officer will be invited to be a part of the IPP.

2049. Accessibility has been added as a category to the Annual Programme Planning and Review process this year and includes a light-touch accessibility survey and VLE review.

AGREED

2050. That the minutes, recommendations and agreed actions of the Inclusive Practice Panel meeting held on 26 January 2017, be endorsed.

Scholarships, Bursaries and Awards Panel

2051. The minutes of the following Scholarships, Bursaries and Awards Panels were received by Academic Committee:
- 29 November 2016, Extraordinary meeting (AC 21/11a)
- 1 February 2017, SSBA 2 (AC 21/11b)

Noted

2052. SSBA considered reports and discussions on a number of topics including:
- Scholarship establishment and selection process.
- University of London’s Donation Acceptance Policy
- Generic expectations document drafted by the Development Office
- Sir John Cass Foundation Distance Learning Scholarship Programme
- Ede & Ravenscroft Award
- Convocation Trust
- Assessment of Financial hardship and mechanisms for comparison globally
- Expectations for recipients of Scholarships, Bursaries or Awards and Termination of award

2053. That the panel were currently in the process of establishing details of the relationship between the University of London Development Office, who raise funds, and the International Academy’s criteria for allocating said funds.

2054. A member commented that the reference to ethics in the University of London’s Donation Acceptance Policy was to be welcomed.

AGREED

2055. That the minutes, recommendations and agreed actions of the Scholarships, Bursaries and Awards Panel, be endorsed.

MATTERS ARISING

Teaching Institution Recognition Framework

Received

2056. Paper AC 21/12 ‘Update on the ongoing review of the University of London’s Teaching Institution Recognition Framework’ was received by Academic Committee.

Noted
2057. That the TIRF Working Group has met on three occasions to date and continues to meet on a fortnightly basis. Project plans are in place, the Senior Leadership Team level is engaged with the process and EMFSS, Undergraduate Laws and the Computing programmes are playing an especially active role.

2058. That the Director of Operations will provide a brief update on the revision of the TIRF as part of the Institutions Symposium on 8-9 March 2017.

2059. A member queried the move to a more risk-based approach, the possibility of commissioning an external auditing company, and what this means in terms of the commitment to Institution Periodic Review. It was stated in response that proportionality was key and that with the large number of new institutions seeking access to the framework, a third party auditing company may provide a solution. It was added that the integrity of the process was important, but that it must be cost effective.

2060. That some due diligence visits to institutions have already been undertaken by external auditors.

2061. That paper AC 21/12 outlines core principles and that a detailed paper and consultation period will follow in due course. The feasibility of all proposals remains under review and no final decisions have been made at this stage. It was confirmed that once a new framework is agreed, all current contracts will be replaced and transitional arrangements would be agreed.

Key Principles of Provision for Examination centres

Received

2062. Paper AC/21/19 ‘Examination Centres: Current Challenges and the Role of Teaching Institutions (update)’ was tabled and received by Academic Committee

Noted

2063. That the issue of the relationship between teaching institutions and the examination process was discussed at the last meeting of Academic Committee (minutes 1926-1928 refer), in addition to receiving detailed consideration at QASL over a number of meetings. The new ‘Key Principles of Provision’ appendix to the Guide for Examination Centres is in answer to concerns raised as part of these discussions.

2064. A member commented that the recommendations could be viewed as aspirational, but that it was a positive step to clearly set down the principles.

2065. A member stated that the expectation should be that all staff responsible for the invigilation and co-ordination of examinations should be demonstrably independent of International Programmes provision at the teaching institution. The word “preferably” should accordingly be removed from Principle 3.

2066. A member gave the view that the training of invigilators should be a stated desire. It was confirmed that a separate document, Instructions for Examination Centres and Invigilators, addressed this concern. A subsequent suggestion was that the Key Principles appendix instead make reference to ‘appropriately trained’ staff.

2067. A member queried whether there should be reference to special examination arrangements, but it was suggested that it was not a principle of provision in this context and was dealt with in depth and on a case by case under separate provision.

2068. A member highlighted the importance of auditing the process during the first pilot phase.
2069. A member queried the integrity and security of the process detailed on page 4 of the policy document, regarding the dispatch of diplomas and degree certificates to examination centres for onward transmission to students. It was confirmed that this practice is being phased out and that a small group of established centres in particular jurisdictions still offer this service. In the future all degree certificates will be sent directly to students.

UNIVERSITY OF LONDON GOVERNANCE

Board of the University of London International Academy and Collegiate Council

Noted

2070. Discussions from the Board of the University of London International Academy on 17 November 2016 highlighted:
- Increased regulatory control around the World
- MOOC’s
- HEFCE and HESA
- Teaching Excellence Framework
- Differential pricing

Collegiate Council

Noted

2071. Discussions from the Collegiate Council meetings on 9 December 2016 and 17 February 2017 highlighted:
- University status and the Law

International Academy Finance Committee

Noted

2072. Discussions from the International Academy Finance Committee’s meetings held on 2 November 2017 and 28 February 2017 included:
- Revision of financial results
- Relation of student numbers
- Student fee increase
- Review of examination fees in London
- Private investment proposals

MATTERS FOR REPORT

Governance Review

Received

2073. The Chair provided an oral update on the forthcoming Governance Review.

Noted

2074. That an audit of all International Academy committees, sub-committees, panels and groups has been commissioned. Once the initial factual audit is complete, a review and the recommendation phase will be conducted by an external panel.

2075. That the review will make reference to the University of London governance structure.
That comments regarding the governance structure, and in particular overlap of responsibilities between sub-committees, raised at this meeting will be noted.

**Notice of withdrawal: Information Systems and Management**

**Received**

Paper AC 21/13 ‘Notice of withdrawal: Information Systems and Management (EMFSS) was received by Academic Committee.

**Appeals and Complaints**

**Received**

The following papers were received by Academic Committee:

- ‘Stage two appeals and complaints overview report, 2015-16’ (AC 21/14a)
- ‘Complaints escalated to the Office of the Independent Adjudicator 2016’ (AC 21/14b)

**General Regulations**

Paper AC 21/15 ‘General Regulations updates 2017-18’ was received by Academic Committee.

**Overview of awards 2015 - 16**

Paper AC 21/16 ‘Overview of Awards 2015 - 16’ was received by Academic Committee

**Noted**

That the list does not include MSc Professional Accountancy graduates who have very recently been confirmed by the Board of Examiners. The list will be amended following release of results and the additional statistics provided to members.

**CHAIR’S ACTIONS**

**Noted**

Members were asked to note that Chair’s Action was taken on the following matters:

- 19.12.2016: Changes to Degree Certificates and Postgraduate Awards issued for LSHTM students who study through the International Programmes, in recognition of the dual registration status of this cohort of students:
  - The name ‘London School of Hygiene and Tropical Medicine’ to be included at the top of the document
  - The inclusion of the Director of LSHTM’s signature at the bottom of the certificate, alongside the Vice Chancellor of the University of London. All other wording in respect of the award remains unchanged.

Members were asked to note that Chair’s Action has been taken to approve suspensions of regulations for:

- LSE: 12
- Goldsmiths: 2
- RHUL: 2

Members were reminded that full details of all suspensions of regulations are reported to Academic Committee annually, at the first meeting of the academic year.
ANY OTHER BUSINESS

Dates of forthcoming Academic Committee meetings

2085. Members were asked to note the dates of forthcoming meetings:
   • Friday, 19 May 2017, 10am

RESERVED ITEMS OF BUSINESS

[AC Minutes 2086-2088 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]