



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

Friday 20 October 2017

MINUTES

PRESENT:

Dr M Stiasny (Pro Vice-Chancellor, International, and Chief Executive, International Academy; Chair, Academic Committee)
 Dr S Anderson (Chair, Complaints Resolution Panel)
 Mr S Askey (Director, Undergraduate Laws Programme, International Academy)
 Dr K Baker (Chair, Inclusive Practice Panel, and Chair, Scholarships, Bursaries and Awards Panel)
 Mr S Brenton (City University of London, Cass Business School, City University of London)
 Prof J Broadbent (Chair, Institutions Sub-committee)
 Dr J Clark (Chair, Quality Assurance & Student Lifecycle Sub-Committee)
 Prof M Cook (External member. Professor of Healthcare Leadership and Management, University of Bedfordshire)
 Dr P Frantz (Chair, EMFSS Board of Examiners, LSE)
 Mr J Ginman (Chair, Learning Teaching and Assessment Sub-committee)
 Ms M Hafredal (Student Member)
 Prof E Hill (Pro-Warden, Learning, Teaching & Enhancement, Goldsmiths)
 Prof K Ibeh (Pro-Vice-Master (Internationalisation), Birkbeck)
 Prof R Jackman, (Interim Academic Director of the International Programmes Office, LSE)
 Prof F Macmillan (Dean, Undergraduate Laws, Birkbeck)
 Mr N Meuer (Student Member)
 Prof W Morrison (Professor of Law, Queen Mary University of London)
 Prof N Pachler (Pro-Director: Teaching, Quality and Learning Innovation, Institute of Education)
 Prof N Poole (Chair, CeDEP Board of Examiners, SOAS)
 Prof C Rust (Emeritus Professor of Higher Education, Oxford Brookes University)
 Dr J Stockdale (Chair, Assessment Offences Committee)
 Mr T Wade (Director of Student Services, International Academy)

IN ATTENDANCE

Dr L Amrane-Cooper (Strategic Educational Consultant)
 Mr J Berry (Head of Student Affairs, International Academy, Secretary)
 Dr N Charlton (Learning Technologist, International Academy)
 Ms L Devlin (Programme Manager, International Academy, Assistant Secretary)
 Ms J Harris (Associate Director, Student Experience, International Academy)
 Ms IL Moen (Deputy Director of Quality, Standards and Governance, International Academy)
 Ms P Roberts (Director of Student Recruitment & Enrolments, International Academy)
 Ms K Kontos (Student Experience Manager, International Academy)

APOLOGIES

Mr C O'Callaghan (Director of Operations and Deputy Chief Executive, International Academy)
 Prof R Deem (Vice-Principal, Education, RHUL)
 Mr N Deyes (Chair, Systems and Technologies Sub-committee)
 Prof R Lingwood (Vice-Principal, Student Experience, Teaching & Learning, Queen Mary)

APOLOGIES FOR ABSENCE

2205. The apologies for absence are recorded above.

ANNOUNCEMENTS BY THE CHAIR

2206. The Chair welcomed the following new members to Academic Committee;
- Professor Kevin Ibeh – Pro-Vice-Master (Internationalism), Birkbeck
 - Professor Elisabeth Hill (Deputy Warden, Learning, Teaching and Enhancement, Goldsmiths)
 - Mr Niklas Meuer (Undergraduate student member, LLB)
 - Ms Mariann Hafredal (Postgraduate student member, LLM)
 - Ms Louise Devlin (Programme Manager), Assistant Secretary, in attendance.
2207. The Chair noted the removal of the Executive Secretary role, following the recent early retirement of Dr Stephanie Wilson (Director of Quality, University of London). Members joined the Chair in paying tribute to Dr Wilson's outstanding leadership and significant contribution to quality at both the International Academy and University of London level.
2208. The Chair noted the departure of Mr Mike Kerrison (Director: Educational Innovation and Development) and recorded thanks for his inspirational leadership with regards to the development of the International Academy's Track C programmes.
2209. The Chair recorded further thanks for the following outgoing members;
- Hannah McHugh (Undergraduate G student member)
 - Rachel Knight (Postgraduate student member)
 - Professor Della Freeth (Chair of Scholarships, Bursaries and Awards Panel)
2210. The Chair reminded the Committee that due to the University of London's commitment to environmental sustainability, the International Academy is taking active steps to reduce the amount of printing completed for committees. The default position for all International Academy committees is that only electronic papers will be provided to members. However, printed copies can be provided on request to Louise Devlin (Assistant Secretary).
2211. The Chair noted that papers AC 23/5 Exam Hall Security and AC 23/24 Chair of the Boards of Examiners meeting notes were circulated as late papers.
2212. The Chair noted that during the 2016-17 academic year, there were 109,311 examinations sat by 38,430 students, resulting in 7604 awards:
- 764 firsts or distinctions
 - 4,891 upper seconds, merits, lower seconds, credits
 - 1,947 thirds or passes
- It was noted that these figures do not reflect October re-sits for the Undergraduate Laws programme, or remaining assessments and awards for 2017 calendar year programmes. A full list of awards made during the 2016-17 academic year, and 2017 calendar year, will be reported to the spring meeting of Academic Committee.
2213. The Chair also noted that following the successful launch of the MSc Professional Accountancy programme in 2016, 595 awards have been made in total so far. In 2016-17:
- MSc Professional Accountancy (Pathway 1) – 12 awards
 - MSc Professional Accountancy (Pathway 2) – 461 awards
 - Postgraduate Certificate in Professional Accountancy – 1 award
- It was further noted that for the two 2017 sessions there are a total of 2491 active students.
2214. The Chair provided an update on the Global MBA programme, which launched in April 2017. Across all three intakes there are currently 169 registered students. Although no students can complete the MBA yet, the Chair noted that results so far are very encouraging, with a

provisional median pass rate percentage of 80.65 and average pass rate percentage of 77.2, across all modules which were available in the April to September study session.

2215. The Chair also noted that the Chartered Management Institute (CMI), a professional accreditation body associated with the Global MBA, conducted their first moderation exercise on 13 October and were satisfied with their review, both in terms of the content of the assessments and the standard of student's work.
2216. The Chair gave an overview of academic priorities for 2017-18. In line with the International Academy's Operating and Strategic Plans, work continues on scoping and developing a range of new programmes. This includes programmes proposed directly from Member Institutions as well as potential programmes proposed by the International Academy. Ongoing developments include:
- Postgraduate programmes in Data Science, Global Supply Chain Management and International Sports Management
 - A doctoral programme
 - A new undergraduate programme in Computer Science
 - Several current programmes (UG Laws, EMFSS suite) are in the process of re-developing key features and/or key modules.
 - Postgraduate Certificate in Learning and Teaching in Higher Education will launch in 2018. This has been designed principally to enhance the knowledge, understanding, and skill of institutional and online tutors supporting University of London International Programme students.
2217. The Chair provided the following update on the University of London's Massive Open Online Courses (MOOCs):
- In partnership with Coursera, the University has launched 35 MOOCs to date and registered 1.4 million learners.
 - Under its 2017 strategy, nine new MOOCs are under development,
 - 'Virtual Reality' Specialisation of five MOOCs (Goldsmiths)
 - Introduction to who wrote Shakespeare? (Goldsmiths)
 - Corporate Strategy (UCL)
 - Probability and Statistics (UoL)
 - Global Citizenship (SOAS)
 - The University continues to monitor the number of students (so far, over 1000) who have registered on a MOOC and subsequently registered on a programme within the International Programmes. A project looking at this area has been commissioned by the Centre for Distance Education (CDE).
2218. A member requested further detail on the scale of the University of London's MOOC operation, particularly in comparison to other providers. It was agreed that a report would be submitted to the next meeting to provide further context.
2219. The Chair provided an update on the imminent rebranding of the International Academy and International Programmes, which at the time of the meeting had received approval from Collegiate Council and was awaiting final approval from the Board of Trustees. It was agreed that a summary paper on the background to the rebranding exercise will be shared with members.
2220. The Chair noted that the 2017-18 International Programmes Student Experience Survey will run over 6 week periods for each programme between the end of October and mid-January. Updates on this activity will be provided from the February meeting onwards.

TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP FOR THE ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES (AC 23/1)

Received

2221. Paper AC 23/1 Terms of Reference, Constitution and Membership for the Academic Committee which were approved by the Chair of the Board of the University of London International Academy; the updated committee structure for 2017-18; and the Terms of Reference, Constitution and Membership for the Sub-Committees of the Academic Committee

Noted

2222. That the following corrections to the Terms of Reference were required:
- Page 4 Professor Richard Jackman is now Academic Director, no longer 'Interim'.
 - Page 22 should be titled 'Terms of Reference for the Assessment Quality Panel', not the 'Student Scholarships, Bursaries and Awards Panel'.
 - Page 32 (Constitution and Membership for the LPB Examinations Panel, 2017-2018); Professor Wayne Morrison is Professor of Law at Queen Mary, not Royal Holloway. It should also be noted that he is Chair of the LLB Examination Board there.

MINUTES

Received

2223. Minutes of the twenty-second meeting of the Academic Committee held on 19 May 2017 (AC 23/2).

Noted

2224. That minute 1969 of the action sheet refers to item 25 of the AC23 agenda. This should refer to item 26.

Agreed

2225. **That the minutes of the twenty-second meeting of the Academic Committee, held on 19 May 2017, be approved.**

MATTERS FOR DISCUSSION

Inclusive Practice Policy and Solutions

Received

2226. Papers AC 23/3a (Inclusive Practice Policy) and AC 23/3b (Inclusive Practice Solutions) were presented to the Academic Committee by Nic Charlton, Learning Technologist, International Academy.

Noted

2227. That Academic Committee previously endorsed the development of a Virtual Learning Environment (VLE) Inclusive Practice Policy at its October 2016 meeting. The International Academy Learning Technology Team and colleagues have since developed the policy, which was discussed and subsequently approved, with minor amendments, by the Inclusive Practice Panel in September 2017.
2228. That a solutions document has also been developed, and this will be shared with stakeholders that have responsibility for or interaction with University of London International

Programmes VLEs. The document is intended to act as a guide to ensure content is accessible and provides simple, clear and concise instructions for different user needs.

- 2229. Members welcomed the document noting that it was a well-developed guide that academics would find useful when developing materials for the VLE.
- 2230. In reflecting on the stakeholder groups identified in the policy, a member suggested that it may also be beneficial to consider consultation with representatives from visual and/or hearing loss charities.
- 2231. A member asked how quickly Member Institutions would be expected to implement the guidance in the Inclusive Practice Policy. The learning technologist informed members that implementation is seen as a long-term process, and that it was hoped that positive outcomes would be seen within the next two years. It was noted that new content would be the initial priority, with a plan in place to bring existing content up to standard, with non-compliance addressed on a case by case basis.
- 2232. That the Inclusive Practice Policy will be shared with students, who are also content creators in some contexts, so that they have an understanding of what to expect from the VLE in terms of Accessibility.
- 2233. A member queried whether the Inclusive Practice Policy would become an integral part of the programme approval process. It was noted that although this matter had not been specifically addressed at the time of the meeting, there was an expectation that this would be the case in the future.

Agreed

- 2234. **That the Inclusive Practice Policy and Solutions documents be approved.**

Accessibility Survey and VLE Review 2016-17

Received

- 2235. Paper AC 23/3c Accessibility Survey and VLE Review 2016-17 was presented to the Academic Committee by Nic Charlton, Learning Technologist, International Academy.

Noted

- 2236. That analysis of the Student Experience Survey in 2015-16 resulted in a proposal to address inconsistency in programme VLEs through the Annual Programme Planning and Review (APPR) process, and a review methodology was developed by the Learning Technology team. This included a list of criteria that all VLEs should meet, and identified areas for improvement that Member Institutions could consider.
- 2237. That the VLE Review was conducted alongside an Accessibility survey, which asked Programme Directors about their learning materials, and how accessible they were for disabled students, or students with learning difficulties.
- 2238. That the VLE Review will be conducted annually, and the Accessibility survey will be running again in 2018-19 to allow comparisons and to measure improvements in VLE accessibility.
- 2239. A student member informed the Committee that the Student Voice Group had previously noted many differences between programmes' VLE provision. The learning technologist confirmed that one of the aspirations of these processes, and the production of the Solutions document, was to address this variability and that the identification of good practice will be cascaded with the aim of raising the standard across the board.

2240. A member asked the learning technologist for reflections on why Q12 of the accessibility survey, which asked Programme Directors if they would be interested in developing a section on the VLE specifically on accessibility and inclusive practice and received a number of negative responses. It was acknowledged that time is a limited resource for programme teams, but that issues such as this have been addressed in follow up meetings and that working together much has been achieved in a short time.
2241. That thanks be recorded on behalf of Academic Committee and the Inclusive Practice Panel to the Learning Technology team for their work on improving accessibility within the VLE.

Guidelines for Examinations

Received

2242. Paper AC 23/4 Guidelines for Examinations 2017/18 was presented to the Academic Committee by the Director of Student Services.

Noted

2243. That the Chairs of the Boards of Examiners considered the amendments to the Guidelines for Examinations for 2017-18, including the replacement of Aegrotat award provision in the General Regulations with a new section 'Awards in exceptional circumstances' providing Boards with appropriate flexibility. The Chairs were supportive of the amendments.

Agreed

2244. **That the Guidelines for Examinations 2017/18 be approved.**

Examination Hall Security [Reserved Business]

[AC Minutes 2245-2254 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]

Student Experience

Received

2245. The Associate Director: Student Experience presented an update on the work of the Student Experience team.

Noted

2246. That a Digital Student Experience Manager has been appointed to take forward the 'My Digital Student' project, building on research conducted by independent academic consultants to understand students' digital expectations and improve the delivery of the services offered.
2247. That 67% of International Programmes students study with Teaching Institutions. An orientation pack has been developed to outline programme specific and student lifecycle information and allow institutions to more effectively support a student's induction in-country.
2248. That members were shown rushes of a new welcome video, which is under development and which will be viewed by students when they log on to the portal for the first time, and a further short video welcome from staff of the International Programmes, delivered in a range of languages spoken in Stewart House.

2249. That further induction elements are also under development and will be made available within the student portal in an accessible and mobile-friendly format, featuring the ability to confirm whether a student has accessed the material, to ensure that as many students as possible receive the full available induction. This includes the development of soft skills induction module (time management, academic writing), which is the subject of a current Centre for Distance Education project.
2250. That students now have access to 'Nightline', an international service that provides students with access to pastoral support 24 hours a day, 365 days a year. Students will be informed about this service as part of their induction.
2251. Academic Committee welcomed clear evidence of progress made to improve the student experience. Members recorded their thanks to the Student Experience directorate and suggested opportunities to further enhance, and make more inclusive, the welcome videos by including additional languages and considering the presence of member institution logos.

Agreed

2252. **That the Student Experience directorate consider feedback provided by Academic Committee to further refine and improve the student welcome videos as they are finalised.**

STATUTORY RETURNS

2253. The Chair requested that item 7 (Teaching Excellence Framework – AC 23/6) and Item 8 (HESA Return – AC 23/7) were presented in reverse order.

HESA Return

Received

2254. Paper AC 23/7 an update on progress made towards submitting a University of London International Programmes HESA return in academic year 2019-20 was presented to Academic Committee by Dr Linda Amrane-Cooper, Strategic Educational Consultant.

Noted

2255. That under Section 79 of the Further and Higher Education Act 1992, the University of London International Academy has been required to submit HESA data returns but has not traditionally done so and this situation is no longer acceptable to HEFCE.
2256. That a HESA Project Board is overseeing the identification and resolution of issues and establishing readiness for the submission of HESA student data returns from 2019/20.
2257. That a review of student data processes and practices has been undertaken and a number of key challenges identified in preparing the International Academy for the submission of a HESA return. This includes the requirement to verify entry requirements and collect further demographic data.
2258. That the submission of student data will be for UK students and as such not representative, applying to student body with particular demographic characteristics.
2259. The Chair further noted that the International Academy's educational model is unique in the sector; many of the requirements of HESA do not comfortably fit this model.
2260. Responding to a question from a member, the Chair confirmed that Tribal, the provider for the SITS student management system used by the International Academy, are also part of ongoing consultations.

Teaching Excellence Framework**Received**

2261. Paper AC 23/6, an outline of developments in relation to the Teaching Excellence Framework (TEF), was presented to Academic Committee by Dr Linda Amrane-Cooper, Strategic Educational Consultant.

Noted

2262. That this summer saw the release of the TEF2 awards for Higher Education providers across the UK. The majority of Universities took part, including some alternative providers. Based on centrally compiled data sets and a provider statement, the TEF2 assessment panels gave ratings of Bronze, Silver or Gold. It was noted that within the University of London federation the results were variable.
2263. To engage with the TEF exercise, the University of London requires the data sets that drive the judgements; Undergraduate progression and completion data, National Student Survey (NSS) data and Destination of Leavers in Higher Education (DLHE) data. The School of Advanced Study already submits the HESA student return but with no Undergraduate students, they do not currently generate the relevant TEF data, nor are they required to submit for the TEF.
2264. That following the submission of a HESA return in 2019/20 and subsequent participation in NSS and DLHE (or the Graduate Outcomes survey as it will become), the University of London International Academy will be eligible to submit a full proposal for a TEF rating in 2022/23.
2265. That as with HESA returns, participation in the NSS and the TEF carries with it potential reputational risk. 0.6% of students (UK based, 'final year') would be eligible to complete the NSS, and taking into account the NSS publication threshold of 50%, there is a danger of the International Academy's story being told by an unrepresentative 0.3% subset of the student body.
2266. That, taking into account these concerns, the International Academy should consider how data is captured and what other data sources are available to tell the story of student experience in better terms than allowed by the NSS.
2267. That currently representations are being made to the Department of Education focussed on the uniqueness of the International Programmes' model. While participation in the TEF is voluntary this is less of a problem; should it become compulsory the University of London will face serious issues and reputational risk.

SUB COMMITTEES OF THE ACADEMIC COMMITTEE**Institutions sub-committee****Received**

2268. Paper AC 23/8 the confidential minutes of the meeting of the Institutions Sub-Committee held on 17 May (ISC 34).

Noted

2269. The ISC 34 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 on 15 June 2017 approved the following:
- The change in programme recognition of one recognised centre
 - One candidacy institution to offer the Global MBA
 - The recognition status of ten institutions
2270. That Chair's Action on behalf of the Board of University of London International Academy (the Board) was approved on 5 June 2017 for the following ISC recommendations:
- One candidacy application to offer the International Foundation Programme
 - The recognition status of one institution for the EMFSS suite of programmes

Agreed

2271. **That the minutes, recommendations and agreed actions Institutions Sub-Committee (ISC 34) be endorsed.**

Quality Assurance and Student Lifecycle Sub-Committee**Received**

2272. Papers 23/9 and 23/10, the confidential minutes of the Quality Assurance and Student Lifecycle Sub-Committee meetings held on 30 June 2017 and 22 September 2017.

Noted

2273. That at its meeting on 30 June 2017 QASL considered reports and discussions on a number of topics including:
- Examination Centre Policy
 - External and Intercollegiate Examiners Reports annual summary
 - Heythrop programmes
 - Annual Programme Reports from;
 - MBA/MSc International Management/International Business 2015-2016
 - Combined Degree Scheme 2015-16
 - Postgraduate Laws Programme 2015-16
 - MA Global Diplomacy 2015-16
 - MSc Information Security 2015-2016
 - LSHTM programmes 2015-2016
 - MSc Applied Educational Leadership and Management 2015-2016
 - MA Education 2015-2016
 - Periodic Programme Reports from:
 - School of Finance and Management, SOAS 2016 (incl. CeDEP and CeFiMS)
2274. That at its meeting on 22 September 2017 QASL considered reports and discussions on a number of topics including:
- Thematic Reviews
 - Diploma Supplement Working Group
 - Annual Programme Reports from:
 - CeFiMS 2015-2016
 - CeDEP 2016

2275. That QASL members considered a proposal for a Thematic Review addressing increasing concerns and risks around contract cheating and the use of essay mills. This work will be complemented by research projects being undertaken by the CDE. It was requested that QASL liaise with the Chair of the Assessment Offences Committee on this Thematic Review.

Agreed

2276. **That QASL liaise with the Chair of the Assessment Offences Committee on the Thematic Review of contract plagiarism.**
2277. **That the minutes, recommendations and agreed actions of the Quality Assurance and Student Lifecycle Sub-Committee meetings held on 30 June 2017 (QASL 39) and 22 September 2017 (QASL 40) be endorsed.**

Systems and Technologies Sub-Committee

Received

2278. Paper 23/11, the confidential minutes of the Systems and Technologies Sub-Committee meeting held on 18 September 2017 (STSC 35).

Noted

2279. That the STSC considered reports and discussions on a number of topics including:
- UOL Governance
 - Online Registrations Re-engineering Project
 - UOLIA ICT Risk Assessment Update
 - Student Retention Project
 - SITS Assessment Lessons Learned Review
 - IT Roadmap for UOLIA
 - Contemporary Diploma Production Project
 - Business Case Schedule and other workflows

Agreed

2280. **That the minutes, recommendations and agreed actions of the Systems and Technologies Sub-Committee meeting on 18 September 2017 be endorsed.**

Learning, Teaching and Assessment Sub-Committee

Received

2281. Academic Committee received the following papers:
- Papers 23/12 and 23/13 the confidential minutes of the Learning, Teaching and Assessment Sub-Committee meeting held on 10 July 2017 (LTAS 28) and 28 September 2017 (LTAS 29).
 - Introduction of a new option to the Undergraduate Laws Programme: Alternative Dispute Resolution (ADR)
 - Approval Report for the BSc (Hons) Data Science and Business Analytics, Graduate Diploma in Data Science and Graduate Diploma in Business Analytics (LSE)
 - Recommendation for approval of a new Postgraduate Certificate in Learning and Teaching in Higher Education with academic direction from the Centre for Distance Education, University of London.

Noted

2282. That LTAS 28 considered reports and discussions on a number of topics including:
- BSc Data Science and Business Analytics
 - International Foundation Programme
 - MSc Climate Change and Development
 - LTAS Terms of Reference 2017-18
 - Review of Assessment Criteria
2283. That LTAS 29 considered reports and discussions on a number of topics including:
- Review of Assessment Criteria
 - BSc Data Science and Business Analytics
 - Postgraduate Certificate in Learning And Teaching in Higher Education
 - Laws 'Alternative Dispute Resolution' Module Assessment Toolkit
2284. That Academic Committee recommended approval to the Board by correspondence over the summer for new courses on the International Foundation Programme and major revisions to the MSc Climate Change and Development (Matters Arising, minute 2314 refers).
2285. The Chair of LTAS noted that the BSc Data Science and Business Analytics, and accompanying graduate diploma, had met the conditions set by the approval panel who were satisfied that the provision was appropriate to the title of the overall programme and to the specific named awards.

Agreed

2286. **That the following new programmes be recommended to the Board of UoLIA for approval:**
- **BSc Data Science and Business Analytics, and Graduate Diploma in Business Analytics**
 - **Postgraduate Certificate in Learning and Teaching**
2287. **That the following is approved by Academic Committee:**
- **Undergraduate Laws module: Alternative Dispute Resolution**
2288. **That the minutes, recommendations and agreed actions of the Learning, Teaching and Assessment Sub-Committee meetings held on 10 July 2017 (LTAS 28) and 28 September 2017 (LTAS 29) be endorsed.**

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE**Laws Programmes Board****Received**

2289. Paper 23/15, an executive summary of the Laws Programme Board meeting, held on 10 May 2017 (LPB 9).

Noted

2290. That the Laws Programme Board discussed a number of topics including:
- MCQ data – Criminal Law Examination
 - Foundation Module
 - Revised marking scheme
 - Changes to the regulations for 2017/18,
 - New ADR module
 - Implementation of new scholarships

Agreed

2291. **That the executive summary, recommendations and agreed actions of the Laws Programme Board (LPB 9) be endorsed.**

International Foundation Programme Board**Received**

2292. Paper 23/16 an executive summary of the International Foundation Programme Board meeting, held on 25 May 2017 (IFPB 3).

Noted

2293. That the International Foundation Programme Board discussed a number of topics including:
- Benchmarking for IFP
 - Programme regulatory recognition
 - Programme development: Phase II
 - Student progression
 - Terms of reference for teaching institutions
2294. That a typographical error was noted on paragraph 1: 'reports' should read 'report'.

Agreed

2295. **That the executive summary, recommendations and agreed actions of the International Foundation Programme Board (IFPB 3) be endorsed.**

PANELS OF THE ACADEMIC COMMITTEE**Inclusive Practice Panel****Received**

2296. Paper 23/17 minutes of the Inclusive Practice Panel meeting held on 1 September 2017.

Noted

2297. That the Inclusive Practice Panel (IPP) considered reports and discussions on a number of topics including:
- VLE Inclusive Practice Policy
 - Results of the accessibility and VLE surveys in the APPR process
 - Thematic Review of Special Arrangements
2298. The Chair of the IPP noted that as a result of the actions arising from the Thematic Review of Special Arrangements, the Inclusive Practice Policy and the Examination Access Arrangements Policy had been revised and would be made available on the new University of London website.

Agreed

2299. **That the minutes, recommendations and agreed actions of the Inclusive Practice Panel meeting held on 1 September 2017 be endorsed.**

Student Scholarships, Bursaries and Awards Panel**Received**

2300. Papers 23/18 and 23/19 minutes of the Student Scholarships, Bursaries and Awards Panel (SSBA) meetings held on 14th June 2017 (SSBA 3) and 6 September 2017 (SSBA 4).

Noted

2301. That the Student Scholarships, Bursaries and Awards Panel (SSBA 3) considered reports and discussions on a number of topics including:
- UOL Governance
 - Online Registrations re-engineering project
 - UOLIA Risk Assessment update
 - Student Retention Project
 - SITS Assessment Lessons Learned Review
 - IT Roadmap for UOLIA
 - Contemporary Diploma Production Project
 - Business Case Schedule and other workflows
2302. That the Student Scholarships, Bursaries and Awards Panel (SSBA 4) considered reports and discussions on a number of topics including:
- Proposal for SSBA Panel to consider applications without evidence of qualifications
 - Sir John Cass Foundation Distance Learning Scholarship Programme
 - SSBA Agenda
2303. The Chair of the SSBA noted that in the meeting on 14 June, the SSBA panel reviewed the Terms of Reference and recommended the following:
- That there should be a narrowing of Term 1 in the Terms of Reference to define which Scholarships, Bursaries and Awards the SSBA panel have oversight of.
 - That a report be written for Academic Committee which provides a summary list of the the SSBA panel's work.

Agreed

2304. **That the minutes, recommendations and agreed actions of the Student Scholarships, Bursaries and Awards Panel meetings held on 14th June 2017 and 6 September 2017 be endorsed.**

MATTERS ARISING**Programmes approved by correspondence****Noted**

2305. That following recommendation for approval at LTAS 28 on 10 July, two items were sent to Academic Committee for consideration by correspondence on 28 July 2017, and were subsequently approved by a majority of members:
- a) Major revisions to the MSc Climate Change and Development
 - b) The addition of five new courses to the International Foundation Programme (IFP)
- Chair's action was taken on behalf of the Academic Committee to confirm recommendation for approval to the Board of the University of London International Academy.

Governance Review**Received**

2306. An oral update from the Chair on the Governance Review within the University of London International Academy.

Noted

2307. That the first phase of the Governance Review within University of London International Academy is complete and that work is now underway with the central University to consider the structure and function of University of London committees and how they work together. It was noted that this work was placed on hold pending the outcome of a recent review of the Quality, Standards and Governance Directorate, which is now also complete and will result in a restructuring of that Directorate's functions.

Teaching Institution Recognition Framework (TIRF) review**Received**

2308. Paper AC 23/20, TIRF Review, was presented by the Deputy Director; Quality, Standards and Governance.

Noted

2309. That a key focus in the period June–September 2017 has been a thorough revision of the formal agreement with teaching institutions, as detailed in the paper. The launch of the new framework is planned for July/August 2018 and work is underway to liaise with Member Institutions and programme teams.
2310. That Academic Committee will continue to receive updates on progress with the development of the TIRF.

Enhanced Student Card**Noted**

2311. The Chair provided an update that the International Student Identity Card (ISIC) have demonstrated compliance to our IT security and data protection requirements, and contract negotiations with the (ISIC) are now complete.
2312. The Chair noted that Member Institutions were consulted with regarding the introduction. Programmes representing 94% of International Programmes students have signed up to offer the card. Where there is not agreement the card will not be offered.
2313. It is expected we will be issuing the student cards from the 30 October onwards.

UNIVERSITY OF LONDON GOVERNANCE**Board of the University of London International Academy and Collegiate Council****Noted**

2314. The Chair provided an update on the relevant matters arising from the meeting of the Board of the University of London International Academy on 15 June 2017 and the Collegiate Council on 7 July 2017.

2315. Discussions at the Board included Student Experience initiatives, HEFCE, and the University of London International Programmes and International Academy rebranding. Internal audit processes were also discussed.
2316. The meeting of the Collegiate Council included approval of the International Programmes and International Academy rebranding and discussions concerning estate matters, and future developments of Senate House library.
2317. The Chair informed members of plans to celebrate 150 years of women at the University of London, and a briefing note is available should members wish to see it.

International Academy Finance Committee

Received

2318. An oral update, provided by the Chair on relevant matters arising from the meeting of the International Academy Finance Committee held on Wednesday 10 May 2017.

Noted

2319. The Finance committee noted information on:
- Projected income for 2016-17
 - Student numbers
 - Progress from the 2017 operating plan
 - The launch of the Global MBA and new programme developments in the pipeline
 - Updates on programme development and investments funded by the Contingency Development Fund

MATTERS FOR REPORT

Notice of withdrawal: Accounting with Law and Management with Law

Received

2320. Paper AC 23/21, Notice of withdrawal from the London School of Economics and Political Science (LSE) for the BSc Accounting with Law and the BSc Management with Law programmes within the EMFSS suite.

Overall Annual Report (2015-16)

Received

2321. Paper AC 23/22, Submission to the Board of the University of London International Academy Overall Annual Report 2015-16.

List of Awards

Received

2322. Paper 23/23, Full list of awards offered by the University of London International Academy for 2017-18.

Chairs of Boards of Examiners meeting**Received**

2323. Paper AC 23/24 a summary of the notes from the Chairs of Boards of Examiners meeting held on 15 September 2017.

Noted

2324. A member commented that a closed action (minute 1969) did not appear to have been adequately addressed in this paper as suggested by the action sheet. The Secretary responded with the understanding that the discussion around the Terms of Reference for Boards of Examiners, and sharing of good practice between programmes, answered the action that a community of assessment practice be developed. Acknowledging that this may not be sufficiently articulated in the Chairs of Boards of Examiners meeting notes, it was suggested that the matter be explored further and an update provided to the next meeting.

Action

2325. **That Academic Committee receive an update on the development of a community of assessment practice**

Appeals and Complaints**Received**

2326. Paper 23/25, Stage 3 Annual Review Report for the University of London Student Complaints and Academic Appeals

Retention Working Group

2327. *Secretary's note: This item was not presented at the meeting due to time constraints*
2328. Academic Committee is asked to note that the Retention Working Group is a working group of the International Academy Senior Leadership Team, meeting monthly to monitor retention rates, to consider strategies for improvement in these and monitor success therein. Updates will be reported to future meetings of the Academic Committee.

Postgraduate Certificate Learning and Teaching: Recognised Tutor Status**Received**

2329. Paper AC 23/26, Postgraduate Certificate Learning and Teaching: Recognised Tutor Status was presented by Dr Linda Amrane-Cooper, Strategic Educational Consultant.

CHAIR'S ACTIONS**Noted**

2330. Members are asked to note that Chair's action was taken on the following matters:
- To approve the transition to a single set of University of London Assessment Offence Regulations, under the Single Quality Framework, for both International Programmes and School of Advanced Study students.
 - To approve the annual UoLIA Quality Enhancement Review (2015-16) for consideration at the University of London Academic Quality Advisory Committee (AC 23/27)

2331. That Chair's Action has been taken to approve the following number of suspension of regulations for:
- LSE: 17

ANY OTHER BUSINESS

Dates of forthcoming Academic Committee meetings

2332. Members were asked to note the dates of forthcoming meetings for 2017-18:
- Friday 23 February 2018
 - Friday 18 May 2018

RESERVED ITEMS OF BUSINESS

Suspension of Regulations 2016-17 Examination Issues

[AC Minutes 2343-2347 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]