



The twenty-fifth meeting of the University of London Worldwide Academic Committee (Confirmed)

Friday 18 May 2018

MINUTES

PRESENT:

Dr M Stiasny (Pro Vice-Chancellor and Chief Executive, UOL Worldwide; Chair, Academic Committee)
Dr S Anderson (Chair, Complaints Resolution Panel)
Mr S Askey (Director, Undergraduate Laws Programme, UOL Worldwide)
Dr K Baker (Chair, Inclusive Practice Panel, and Chair, Scholarships, Bursaries and Awards Panel)
Prof J Broadbent (Chair, Institutions Sub-committee)
Mr S Brenton (City University of London, Cass Business School, City University of London)
Dr J Clark (Chair, Quality Assurance & Student Lifecycle Sub-Committee)
Prof M Cook (External member. Professor of Healthcare Leadership and Management, University of Bedfordshire)
Mr N Deyes (Chair, Systems and Technologies Sub-committee)
Dr P Frantz (Chair, EMFSS Board of Examiners, LSE)
Mr J Ginman (Chair, Learning Teaching and Assessment Sub-committee)
Prof E Hill (Pro-Warden, Learning, Teaching & Enhancement, Goldsmiths)
Prof K Ibeh (Pro-Vice-Master (Internationalisation), Birkbeck)
Prof R Jackman, (Academic Director of the International Programmes Office, LSE)
Mr N Meuer (Student Member)
Prof W Morrison (Professor of Law, Queen Mary University of London)
Mr C O'Callaghan (Director of Operations and Deputy Chief Executive, UOL Worldwide)
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)
Mr T Wade (Director of Student Services, UOL Worldwide)

IN ATTENDANCE

Mr J Berry (Head of Student Affairs, UOL Worldwide, Secretary)
Ms L Devlin (Programme Manager, UOL Worldwide, Assistant Secretary)
Dr D Koufopoulos (Programme Director, Global MBA)
Ms E Lauchlan (Shift Learning)
Mr H Morgan Jones (Student Affairs, UOL Worldwide)
Ms P Roberts (Director of Student Recruitment and Enrolment, UOL Worldwide)
Ms R Sutton (Head of Quality Assurance and Enhancement, UOL Worldwide)

APOLOGIES

Prof D Gilbert (Vice Principal, Quality & Standards, RHUL)
Ms M Hafredal (Student Member)
Prof R Lingwood (Vice-Principal, Student Experience, Teaching & Learning, Queen Mary)
Prof F Macmillan (Dean, Undergraduate Laws, Birkbeck)
Dr J Stockdale (Chair, Assessment Offences Committee)

APOLOGIES FOR ABSENCE

2446. The apologies for absence are recorded above.

ANNOUNCEMENTS BY THE CHAIR

2447. The Chair thanked outgoing Academic Committee member Professor Rebecca Lingwood, who is leaving Queen Mary, University of London, to become Provost of Brunel. Her post on Academic Committee will be filled in due course.

MINUTES**Received**

2448. Minutes of the twenty-fourth meeting of the Academic Committee held on 23 February 2018 (AC 25/1).

Agreed

2449. **That the minutes of the twenty-fourth meeting of the Academic Committee, held on 23 February 2018, be approved.**

MATTERS FOR DISCUSSION**Received**

2450. Student Experience Survey 2017-18 (AC 25/2) [Reserved business], a highlights report of the survey findings.

[AC Minutes 2451-2461 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]

Agreed

2462. **That Academic Committee will receive updates on Student Experience Survey 2017-18 follow-up activity at future meetings**

Received

2463. The approval report for the Graduate Diploma in Commercial Law (AC 25/3)

Noted

2464. That there are a number of programme approvals to consider alongside the LTAS minutes in the usual way. This paper, and the following paper (programme changes for CeFIMS), are considered as a separate items because they have gone through the member institution led approval process.

Agreed

2465. **That the Graduate Diploma in Commercial Law be recommended for approval to the Board of the University of London Worldwide.**

Received

2466. Details of changes to programmes offered through the Centre for Financial and Management Studies (CeFIMS) (AC 25/4)

Noted

2467. That as part of a wider project to align SOAS's distance learning provision with the Common Awards Framework, since 2016, CeFiMS has been working on the formulation of a new credit framework where all programmes will be offered with 30-credit modules in replace of their current 22.5 credit module offering.
2468. That as part of that project, from 2018-19 onwards, CeFiMS will start offering restructured MSc and Postgraduate Diploma awards, in addition to offering eight new 60-credit Postgraduate Certificate awards, comprised of two 30-credit modules.
2469. That the new Postgraduate Certificate awards are presented to Academic Committee to be recommended for approval.

Agreed

2470. **That the new Postgraduate Certificates offered through the Centre for Financial and Management Studies (CeFIMS) are recommended for approval to the Board of the University of London Worldwide.**

Received

2471. The Assessment Offence Regulations 2018-19 (AC 25/5)

Noted

2472. That members were asked to approve the continued use of the Assessment Offence Regulations for 2018-19.
2473. That the Assessment Offences Regulations were recently amended by Chair's Action to reflect changes in personnel, following the Quality Standards and Governance Directorate restructure and University of London Worldwide nomenclature. The Regulations have received no further amendments.
2474. That there were comments concerning the burden of proof set out in the Regulations ("beyond reasonable doubt"), made with reference to discussion at Academic Committee 18 (minute 1753 refers). It was agreed that no changes should be made to this at the present time. The Head of Student Affairs confirmed that the matter would be considered when the procedure is reviewed this summer.

Agreed

2475. **That the Assessment Offence Regulations for 2018-19 be approved.**

STATUTORY RETURNS**Received**

2476. An oral update from the Chair of the Academic Committee on the following matters concerning Statutory Returns:

HESA Return**Noted**

2477. That there has been minimal progress made on the HESA project due to delays in information releases from HESA.
2478. That 'Tribal' (provider of the Student Information System) are expected to provide the University of London Worldwide with the information required for building a curriculum design in May 2018. Once provided, the project can progress. The design is scheduled to be available for July.
2479. That a qualifications coding package has been purchased from the UK National Recognition Information Centre to allow the University of London Worldwide to code qualifications listed on student applications. It is taking some developmental work to enable it to be compatible with internal systems and operations. This is on schedule to be in use within the next few weeks.
2480. That all Member Institutions have been informed that from 2020, the University of London Worldwide will be making returns for distance learning students. The exceptions for this are the London School of Hygiene and Tropical Medicine (LSHTM), who wish to make the returns for Distance Learning students themselves, and SOAS who already make the returns for Distance Learning students due to existing registration arrangements.
2481. That to date, no Member Institution has raised any areas of concern.

Office for Students (OfS) registration**Noted**

2482. That the OfS task-force has engaged staff across the University of London to prepare our Registration submission for 23 May 2018.
2483. That colleagues within the University of London Worldwide have contributed to the development of the submission, and have focused on areas including consumer protection, student complaints and student protection, and risk assessment. As required, the University informs students that we are registering as a provider, and are waiting for notification.

Teaching Excellence Framework (TEF)**Noted**

2484. That following discussion with the Department for Education, the University of London Worldwide is aiming to be included in the TEF subject level pilot next year.
2485. That a TEF project is being initiated to take forward preparation for the early 2019 submission timeline.
2486. That work continues to support improvement planning linked to student outcomes and student experience, with a particular focus on UK Undergraduate students, who will be sampled by the National Student Survey and Graduate Outcomes surveys

once the HESA student return has been submitted for University of London Worldwide students.

SUB-COMMITTEES OF THE ACADEMIC COMMITTEE

Institutions Sub-Committee (ISC)

Noted

2487. That the next meeting of the ISC will take place on 16 May 2018. Minutes will be reported to the next meeting of Academic Committee.
2488. That the Chair of the Institutions Sub-Committee noted that the recent meeting held a long and useful discussion on transitional arrangements when moving into the new iteration of the Teaching Institution Recognition Framework (TIRF) and made a formal note of thanks to the team who worked hard to progress the TIRF and to address the range of teaching institution needs in an equitable way.

Received

2489. Institutions Sub-Committee Appeals Panel (AC 25/6)

Noted

2490. That in January 2018, the Institutional Annual Monitoring Executive Group recommended that 33 teaching institutions be de-recognised and removed from the TIRF. Four teaching institutions indicated that they wished to appeal.
2491. That an Appeals Panel was convened comprising representatives from the relevant programmes and the ISC and this was chaired by the Pro-Vice Chancellor (International).
2492. That one appeal was upheld due to the Appeals Panel considering that insufficient notice was given by the University that the levels of recruitment and examination performance were unsatisfactory.
2493. That a lack of notice will not be an issue when the new contracts for the revised TIRF are in place, since these will include agreed performance levels and timelines.
2494. That this interim process will be developed to produce a formal appeals procedure for use with the revised TIRF.

Received

2495. The minutes of the Quality Assurance and Student Lifecycle Sub-Committee (QASL) meeting held on 20 April 2018 (QASL 42 – 25/7).

Noted

2496. The Chair of QASL provided a summary of discussions held at the last meeting, including:
- Student Voice Group (SVG)
 - MOOC Annual Monitoring Process

- Period of Registration
- VLE Review process

2497. That members of QASL were pleased to note the increasing sense of purpose within the SVG. The student member of Academic Committee present also commented that there is a need to further promote student engagement and student voice opportunities to all students, and that increasing the visibility of the SVG could be of assistance to this agenda.
2498. That QASL received a paper confirming that only a small number of students were affected by operational issues relating to the reduced maximum period of registration, which was previously approved at Academic Committee. Further evidence has been requested to assure the sub-Committee on this matter.
2499. That the Chair of QASL noted the good work of the Assessment Quality Panel in its first year. In particular, the Chair was pleased to see the group addressing key quality matters, such as quoracy at examination board meetings.

Agreed

2500. **That the recommendations and actions of the meeting of the QASL meeting held on 20 April 2018 be endorsed.**

Noted

2501. That the STSC meeting scheduled for 9 April 2018 was cancelled. The next meeting is scheduled for 2 July 2018.

Received

2502. The minutes of the Learning, Teaching and Assessment Sub-Committee (LTAS) meeting held on 12 April 2018 (LTAS 31 – AC 25/8)

Noted

2503. That the Chair of LTAS provided an update on the programme approval reports that were received and discussed at the meeting on 12 April 2018.
2504. Throughout the programme approval discussions, members considered the issue of sub-standard learning outcome drafts, recognising that sector practice is changing and that educational literacy in this respect is not consistent.
2505. It was recommended that University of London Worldwide should consider providing clear guidance to Programme Teams, and developing a house style for undergraduate and postgraduate programmes. This should take in to account University of London structures and the different approaches of the Member Institutions that provide academic direction.

Agreed

2506. **That the recommendations and actions of the meeting of the LTAS meeting held on 12 April 2018 be endorsed.**

[excluding confidential information at AC minutes 2451-2461]

2507. **That recommendations regarding the drafting of learning outcomes are provided to the Educational Innovation and Development Directorate, the Quality and Enhancement Team and the Academic Services team at the University of London Worldwide.**

Received

2508. BSc Computer Science Programme Approval Report (25/8a)

Noted

2509. That the introduction of the BSc Computer Science, the first undergraduate Track C programme, is a highly significant development and is commended for its innovative approach.
2510. That computer based assessment is an area of development that the programme and the University of London Worldwide are exploring, and that this was endorsed by LTAS.

Agreed

2511. **That the BSc Computer Science and the following associated awards are recommended for approval to the Board of the University of London Worldwide:**
- **Certificate of Higher Education (exit award only)**
 - **Diploma of Higher Education (exit award only)**
 - **Graduate Certificate (with a named Specialism)**
 - **Graduate Diploma (with a named Specialism)**

Received

2512. MSc Supply Chain Management Programme Approval Report (25/8b)

Noted

2513. That the approval panel recommended approval, subject to fulfilment of conditions. The Chair of the panel has now considered the Programme Team's response and revised documentation, and confirmed that the remaining conditions have been met.
2514. That learning outcomes, which were not uniformly satisfactory across the programme, will be subject to annual review and should not prevent recommendation.

Agreed

2515. **That the MSc Supply Chain Management and Global Logistics and the following associated awards are recommended for approval to the Board of the University of London Worldwide:**
- **Postgraduate Diploma Supply Chain Management and Global Logistics**
 - **Postgraduate Certificate Supply Chain Management (exit award only)**

- **Postgraduate Certificate Strategic Supply Chain Management Postgraduate Certificate Supply Chain Analytics**

Received

2516. Professional Graduate Certificate in Education: Teacher Development (PGCE Teacher Development) Programme Approval Report (25/8c)

Noted

2517. That LTAS recommended approval subject to the fulfilment of all conditions to the satisfaction of the approval panel.
2518. That the Chair of the approval panel is currently undertaking a review of outstanding queries in the approval documentation.

Agreed

2519. **That Chairs Action will be taken to recommend for approval to the Board of the University of London Worldwide the Professional Graduate Certificate in Education: Teacher Development, further to fulfilment of all conditions.**

Received

2517. Notification of name change from MA in Understanding and Securing Human Rights to MA Human Rights (AC 25/8d)

Agreed

2518. That the name change from MA in Understanding and Securing Human Rights to MA Human Rights is recommended for approval to the Board of the University of London Worldwide.

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE

Full minutes available on request. Please contact the Secretary or Assistant Secretary

Noted

2519. That the next meeting of the Laws Programme Board will be held on 16 May. Minutes of that meeting will be received at Academic Committee 26.

Received

2520. An executive summary of the International Foundation Programme Board held on 21 February 2018 (AC 25/9).

Noted

2521. That the 2017-18 academic year saw an increase in student numbers on the International Foundation Programme of 38% on the previous year.
2522. That the number of students applying to Russell Group Universities after completing the programme is increasing; this is recognised as a high quality foundation

[excluding confidential information at AC minutes 2451-2461]

programme. Approximately 80% of those students applying through UCAS are receiving offers to Russell Group Universities.

2523. That a member suggested further work should be undertaken to explore these achievements, noting that in addition to providing access to education, it is important for the University to also track successful outcomes. The Director of Student Services confirmed that work is ongoing to look in to this currently.
2524. The Director of Operations and Deputy Chief Executive, University of London Worldwide commended the programme team, recognising the International Foundation Programme as an important part of the University of London Worldwide portfolio.

PANELS OF THE ACADEMIC COMMITTEE

Received

2525. The minutes of the Inclusive Practice Panel (IPP) meeting held on 19 April 2018 (AC 25/10).

Noted

2526. That the panel discussed the challenges associated with sharing sensitive information disclosed by students with Member Institutions, noting that this was occasionally necessary in order to provide appropriate support to those with specific access requirements.
2527. That the panel discussed a recent piece of research; 'Disability – The Student Voices': A report on disabled students' experiences studying via distance learning with the University of London, conducted by Ormond Simpson (former Centre for Distance Education fellow).
2528. That of the 700 students contacted, just over a quarter of students responded. Of those students who responded, approximately 70% indicated that they were happy with the level of support they were receiving through their programme of study.
2529. That further research is required to understand the reasoning behind the experiences conveyed through the 'Disability – The Student Voices' research.
2530. The Chair of the Inclusive Practice Panel noted that she is stepping down as Chair. Thanks to all members of the Panel were recorded, in particular to the Secretary, the Inclusive Practice Manager and the Director of Student Services.

Noted

2531. That the next meeting of the Scholarships, Bursaries and Awards Panel will be held on 13 June 2018. Minutes will be provided to Academic Committee 26.

MATTERS ARISING

Examination Hall Security

Noted

2532. That following the approval at Academic Committee 23, of a firmer policy position on student identification requirements for examinations [minutes 2245-2254 refer], the University has communicated new instructions to examination centres on the enforcement of these requirements.
2533. That reports received during the May-June 2018 examination session, concerning students arriving without satisfactory identification, will be monitored and reviewed over the summer and reported back to Academic Committee in due course.

Teaching Institutions Recognition Framework (TIRF) update

Noted

2534. That the TIRF review is progressing in line with planned timelines.
2535. That the finalised contract is being reviewed by tax lawyers to ensure that the likelihood of UOL being liable for tax in overseas jurisdictions is minimal.
2536. That work is ongoing to establish the status of candidate institutions within the new TIRF, and a proposal for a revised approach to quality assurance of institutions has been developed for consideration by the Institutions sub-committee. It is hoped that work on disseminating the revised contract can start in June. It is acknowledged that some institutions will require some time to consider the revised contract.
2537. That whilst the new framework will apply from 1 August, recognised centres have until 31 December to consider and sign the revised contract to confirm their new status as a University of London Recognised Teaching Centre which will enable them to use the associated new University logos.

Governance Review

Noted

2538. That Dr Linda Amrane-Cooper conducted a review of current governance structures in early 2017 with a view to make enhancements to the committees, most of which have been operating in the same way since 2010.
2539. That over the past six months, a working group has been considering the implementation of the review's findings. A proposal has been put forward to introduce some major changes to the committees governing the distance and flexible learning programmes, as well as to committees relevant to the University of London overall.
2540. That SAS and the Central Secretariat were consulted during the process which is aligned with the University's strategic 'One University' objective.
2541. That the implementation is planned for the beginning of 2019 to allow for a feedback loop during the summer cycle of committees. The proposal will be presented to the Vice-Chancellor's Executive Group, the Boards of SAS and UoL Worldwide, the Collegiate Council and the Board of Trustees for consideration and discussion.
2542. That in order to prepare for the full implementation, subject to approval by the relevant senior groups and committees within the University, by January 2019, a number of transitional arrangements have to be taken for the autumn. We will work

with current members to assure as smooth a transition as possible, including the appointment of new Chairs and members where relevant.

2543. Academic Committee were also asked to note the following points:

- A new Programmes Board for programmes without academic direction by a member institution of the University of London will be instigated from the beginning of the 2018-19 academic year.
- The Academic Committee will conduct one meeting in October with further dates planned subject to the implementation of any new structures.
- The most pertinent business of LTAS and QASL will be handled appropriately while the implementation of any new committee(s) is being rolled out.
- The Systems and Technologies Sub-Committee (STSC) will be closed down at the end of the 2017-18 academic year.
- The Inclusive Practice Panel (IPP) and Scholarships Panel, as well as the Complaints Resolution Panel, the Assessment Offences Committee, and the UG Laws Committees will continue business as usual.
- The ISC will undergo some changes in terms of remit and membership, and will continue business as usual.

2544. That current committee members will be informed of the changes in due course. Consideration is also being given to appropriate appointments to be made during the transitional phase and once the new structure is confirmed.

2545. That Chairs of Committees and Panels of the University of London Worldwide will engage in further discussion at the annual Chairs' meeting.

2546. That members can contact the Academic Committee Secretary if they have any specific questions/comments or if they would like any further information.

UNIVERSITY OF LONDON GOVERNANCE

Received

2547. An oral update from the Chair of Academic Committee on relevant matters arising from meetings of:

- The Collegiate Council of the University of London on 4 May 2018

Noted

2548. That it is expected an announcement confirming the new interim vice chancellor will be made by early June.

2549. That following the announcement in 2017 that Heythrop College will be closing, remaining PhD students have transferred to the School of Advanced Study, University of London.

[excluding confidential information at AC minutes 2451-2461]

2550. That undergraduate students are in the final stages of completing the programme, and any remaining students will transfer to the University of London, who will appoint supervision where necessary.

Received

2551. An oral report from the Director of Operations and Deputy Chief Executive, UOL Worldwide, on relevant matters arising from meetings of the University of London Worldwide Finance Committee held on 01 March 2018.

Noted

2552. That the meeting of the University of London Worldwide Finance Committee due to be held on 17 May 2018 has been postponed until 23 May 2018.

MATTERS FOR REPORT

Received

2553. Notification of Programme Closure: Cert HE in Philosophy. Religion and Ethics (AC 25/11)

Noted

2554. That Academic Committee were asked to note the withdrawal of the Certificate of Higher Education in Philosophy, Religion and Ethics programme.

CHAIR'S ACTIONS

Noted

2555. That Chair's action was taken:
- to approve minor changes, with immediate effect, to the Assessment Offence Regulations and Procedure for Student Complaints and Academic Appeals for students of programmes offered through the University of London Worldwide. These changes reflect (a) the transfer of authority from the Director of Quality, Standards and Governance to the Head of Student Affairs, following the realignment of the Quality Standards and Governance Directorate and (b) to remove 'International Programmes' and 'Academy' descriptors from University of London nomenclature following the rebranding exercise.
2556. That Chair's Action has been taken to approve the following number of suspension of regulations for:
- LSE: 13
 - UCL IOE: 1
- Full details of all suspensions of regulations are reported to Academic Committee annually at the first meeting of the academic year.

ANY OTHER BUSINESS

Noted

2557. That the Chair of Academic Committee noted her formal thanks to outgoing Chairs, Dr Kathy Baker (Chair, Inclusive Practice Panel), and Prof Jane Broadbent (Chair,

[excluding confidential information at AC minutes 2451-2461]

Institutions Sub-committee). Thanks were also recorded for Niklas Meuer who was attending his last meeting as Student Member.

2558. The dates of forthcoming meetings for academic year 2018-19:

- Friday 19 October 2018
- Friday 1 March 2019*
- Friday 24 May 2019*

*[*Secretary's note: October meeting to proceed as planned. Meetings in March and May to be confirmed, pending the outcome of the governance review.]*