



University of London Worldwide Academic Committee
Friday 1 March 2019

Minutes (Confirmed)

- PRESENT:**
- Prof M Stiasny (Pro Vice-Chancellor and Chief Executive, UoL Worldwide; Chair, Academic Committee)
 - Prof R Anderson (Chair, EMFSS Board of Examiners, LSE)
 - Mr J Birkett (Deputy Director of Student & Academic Services, City, University of London)
 - Prof M Cook (Independent External Consultant)
 - Prof D Gilbert (Vice Principal (Quality and Standards), Royal Holloway, University of London)
 - Prof J Huysmans (Professor of International Politics, QMUL)
 - Prof K Ibeh (Pro-Vice-Master (Internationalisation), Birkbeck, University of London)
 - Prof R Jackman (Emeritus Professor of Economics, LSE)
 - Mr S Jarvis (Chair, Inclusive Practice Panel)
 - Prof F Macmillan (Dean, Undergraduate Laws, Birkbeck)
 - Mr J Morgan (Chair, Quality, Learning & Teaching Committee)
 - Prof W Morrison (Professor of Law, Queen Mary University of London)
 - Mr C O'Callaghan (Chair, Teaching Centres Committee)
 - Prof N Pachler (Pro-Director: Teaching Quality and Learning Innovation, UCL Institute of Education)
 - Prof Zoe Radnor (Vice-President (Strategy & Planning), City, University of London)
 - Ms P Roberts (Director of Student Recruitment and Enrolments, UoL Worldwide)
 - Prof C Rust (Emeritus Professor of Higher Education, Oxford Brookes University)
 - Mr J Saddington (Student Member)
 - Dr J Stockdale (Chair, Assessment Offences Committee)
 - Mr T Wade (Chair, Programmes Board)
- IN ATTENDANCE:**
- Mr J Berry (Head of Student Affairs, UoL Worldwide; Secretary)
 - Mr A Freud (Academic Services Manager, UoL Worldwide; Assistant Secretary)
 - Ms Jo Harris (Associate Director: Student Experience, UoL Worldwide)
 - Ms Inger-Lise Moen (Associate Director: Student & Academic Services – Governance, UoL Worldwide)
 - Ms Rachel Sutton (Head of Quality Assurance and Enhancement, UoL Worldwide)
- APOLOGIES:**
- Mr S Askey (Director, Undergraduate Laws Programme, University of London)
 - Dr A Asquer (Programme Director, MSc Public Policy and Management (CeFiMS), SOAS)
 - Mr S Brenton (Director of Educational Innovation and Development, UoLW)
 - Prof E Hill (Deputy Warden (Learning, Teaching & Enhancement), Goldsmiths, University of London)
 - Ms A Stepanek (Student Member)
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ANNOUNCEMENTS BY THE CHAIR

2681. The Chair welcomed the following new members to Academic Committee:
- a. Mr J Morgan (Chair, Quality, Learning & Teaching Committee)
 - b. Prof Zoe Radnor (Vice-President (Strategy & Planning), City, University of London)
2682. The Chair thanked members for their engagement with the new SharePoint system for online distribution of committee papers. This is intended to standardise the way documentation is delivered across University of London Worldwide governance, to support sustainability commitments and to be more user-friendly and flexible than previous systems.
2683. That the University of London Worldwide annual graduation ceremony at the Barbican in London was due to take place on Tuesday 5 March with a record 4,000 attendees expected. Official guests include emissaries from Sri Lanka, Mauritius, France and Jamaica amongst others. The Chair also acknowledged additional ceremonies that had been run over recent months in Hong Kong and Sri Lanka, and the work that had been undertaken to overcome visa issues for many students attending the London ceremony.

MINUTES

Received

2684. Paper AC27/1, minutes of the twenty-sixth meeting of the Academic Committee held on 19 October 2018.

Noted

2685. That with regards to action 2654, the Laws Programme Board provided clarification to Academic Committee on the matter of the board model used for July and December meetings, as follows: “The Model used for UG Laws Exam Boards is Model A. The possibility of changing the composition of members for the Exam Boards was raised at the Exams Panel on 3rd October 2018 but this was not approved by the Exams Panel so remains unchanged”.

Agreed

2686. **That the minutes and updated action sheet of the twenty-sixth meeting of the Academic Committee, held on 19 October 2018, be approved.**

MATTERS FOR DISCUSSION

Student Experience

Received

2687. A presentation from the Associate Director: Student Experience.

Noted

2688. That the Associate Director: Student Experience presented on current and future projects and initiatives relating to student onboarding, well-being and mental health, teaching centre support, study planning, pastoral care, sense of community, campaigns to engage lapsed students, the Consumer Service Excellence Standard, careers development, and work placements.
2689. That in response to a query regarding planned work on ‘micro-credentials’, it was confirmed by the Associate Director: Student Experience that this term describes the gamification of tasks designed to enhance the student experience. Consideration was being given to whether this approach could result in a distinct award upon completion and feed into graduation.

2690. That although the expansive work of the Student Experience team was impressive in scope and energy, the measurement of subsequent student engagement, and understanding the effectiveness of the various initiatives, is crucial. The Associate Director: Student Experience confirmed that monitoring had been limited to date, that much of the work was sentiment-based and thus difficult to measure, but that work would be undertaken in due course with the recently appointed Head of Management Information. It was further noted that retention had stabilised but that it was not yet clear whether this was directly attributable to the work of the Student Experience team.
2691. That the work undertaken on employability was commendable, with note made of Student Voice Group discussions on the subject over the past year.
2692. That the building of communities through social media presented challenges as it is difficult to bridge our own provision, which we can and do monitor, with students' individual use of external platforms. It was noted that work was ongoing with Member Institutions to harmonise our collective social media activity.

Agreed

2693. **That a report evidencing the success of Student Experience projects would be submitted to a future Academic Committee meeting.**

Higher Education consultation on degree classification

Received

2694. Paper AC 27/2 'Higher Education consultation on degree classification' was presented to the Academic Committee by the Associate Director: Student & Academic Services (Governance).

Noted

2695. That there is global awareness of this issue, which brings with it an element of reputational risk if not addressed adequately.
2696. That this issue is relevant to the University of London Worldwide's future obligations under the Teaching Excellence Framework. It was further noted that the University of London Worldwide had recently submitted a response to the recent independent review of the TEF, chaired by Dame Shirley Pearce.
2697. A member urged the committee to look beyond algorithms when considering the issue, to address the matter of standards more broadly and to engage in meaningful dialogue. Existing work within the sector that should be a starting point for discussions was also acknowledged, including;
- a. Graduate Standards Programme final report (1997)
<http://www.normanjackson.co.uk/graduatestandardsprogramme.html>
 - b. 'Comparability of degree standards?' by Brown, R (2014)
<https://www.hepi.ac.uk/wp-content/uploads/2014/02/47-Comparability-of-degree-standards-summary.pdf>

Agreed

2698. **That Academic Committee would revisit discussions at a later meeting**
2699. **That a copy of the recent submission to the TEF review would be made available to members on request. Members should contact the secretariat to request a copy.**

General Regulations 2019-20

Received

2700. Paper AC 27/3 'General Regulations, 2019-2020' was presented to the Academic Committee by the Director of Student and Academic Services.

Noted

2701. That concerns were expressed from an inclusive practice perspective regarding General Regulation 5.8 and requirements for the legibility of handwriting under examination conditions. The Director of Student and Academic Services confirmed that the General Regulations set the standard, but that special access arrangements can be requested by any individual if they are unable to complete their examination by hand. Approximately 400 candidates are provided with reasonable adjustments for this reason each year.
2702. That members queried the brevity of Section 9 – Assessment Offences. The Head of Student Affairs advised that this section should be read in conjunction with Section 7 (Rules for taking written exams) and Section 8 (Rules for Coursework, projects and dissertations). There was a further query concerning the circumstances under which a case would be considered under the Code of Student Discipline instead of the Assessment Offences procedure, as outlined in General Regulation 9.1. Consideration should be given to providing further clarity in both instances.
2703. That a distinct regulation prohibiting contract cheating should be added, in addition to the existing definition of plagiarism (General Regulation 8.7).
2704. That it was queried whether the University right to revoke an award (General Regulation 16.3) was time-unlimited. The Director of Operations and Deputy Chief Executive confirmed that it was, making reference to the previous revocation of a 60 year old thesis.
2705. That concerns were expressed regarding the compliance of General Regulation 1.7 (the removal of a module/course at short notice) with Competition and Markets Authority guidance.

Agreed

2706. **That the General Regulations 2019-20 be approved by Chair's Action on behalf of the Academic Committee, subject to amendments being made to address feedback by members.**

SOAS programme approvals

Received

2707. Paper AC 27/4 'SOAS programme approvals' was presented to the Academic Committee by the Head of Quality Assurance and Enhancement.

Noted

2708. That the following new awards are submitted for the Academic Committee's consideration, under the Member-Institution led programme approvals process:
- MSc Humanitarian Action
 - MSc International Development
 - MA Global Security and Strategy
 - MSc Global Public Policy
 - PG Certificate in International Business Administration
 - PG Diploma in International Business Administration

Agreed

2709. **That Academic Committee recommends for approval to the Board of the University of London Worldwide the MSc Humanitarian Action, MSc International Development, MA Global Security and Strategy, MSc Global Public Policy, Postgraduate Certificate in International Business Administration and Postgraduate Diploma in International Business Administration.**

MA Applied Educational Leadership and Management: Change of Programme Name

Received

2710. Paper AC 27/16 'AELM: Change of Programme Name' was presented to the Academic Committee by the Head of Quality Assurance and Enhancement.

Noted

2711. That there were typographical errors under the 'Recommended Action' section of the paper, which should read "endorse the change of programme title from MA Applied Educational Leadership and Management to MA Applied Educational Leadership".

Agreed

2712. **That Academic Committee recommends for approval to the Board of the University of London Worldwide the change of programme and award name.**

STATUTORY RETURNS

Received

2713. An oral update from the Chair on the following matters:
- HESA Return
 - Office for Students (OFS) registration
 - Teaching Excellence Framework (TEF) update

Noted

2714. That field level analysis on SITS is in progress to ensure data is being captured in the correct places and the correct format, and that anomalies or inconsistencies are identified. Potential issues are being discussed at the HESA Board.
2715. That recruitment is due to begin for a new post, Head of Statutory Returns. The postholder will manage preparation for the first University of London Worldwide trial return in a year, provide support to the School of Advanced Study for their return and contribute to TEF related work amongst other responsibilities.
2716. That SAS made a HESA return in 2018 with data extracted from SITS for the first time. Support for this was provided by Worldwide and from HESA project resource.
2717. That transparency information required for the Office for Students regarding UK applications is due in August. Development work to allow us to collect the complete data set has been undertaken.
2718. That as a result of making HESA returns we will be included in various surveys including Graduate Outcomes and the National Student Survey. In light of this, some business analysis has been completed and improved contact details requirements made on the application and registration forms.

2719. That a TEF Working Group will be convened in spring 2019, drawing in relevant colleagues from across UoL with the aim of continuing dialogue with external stakeholders, developing a narrative for a potential UoL TEF submission, and to review and enhance our approach to data informed improvement planning to support enhanced student experience and student outcomes.
2720. That reference to the Office for Students submission at the last meeting stated that a review of the University of London Worldwide refunds policy would be undertaken before December 2018 (minute 2623 refers). The Director of Operations confirmed that development was ongoing, following consideration as to whether a unified University of London refunds policy would be produced and the subsequent determination that Worldwide and SAS would publish separate policies. The final draft is currently receiving legal consideration.
2721. That the profile of the UK cohort, which accounts for only 10% of the total University of London Worldwide student body, presents challenges in this context of HESA and TEF and that work is being undertaken in order to use the data tell our best story. It was suggested that the Open University would be an obvious partner in attempting to overcome the challenges.
2722. With regards to the TEF, a member made reference to the Committee minutes presented to Academic Committee and noted that although there was student representation in most cases, the student voice does not come through strongly enough. It was suggested that a concerted effort should be made to address this deficit.

Agreed

2723. **That consideration be given to improving the visibility of the student voice throughout University of London Worldwide governance.**

SUB COMMITTEES OF THE ACADEMIC COMMITTEE

Teaching Centres Committee

Received

2724. Paper AC 27/5, the minutes of the Teaching Centres Committee meetings held on 3 October 2018 (AC 27/5a) and 6 February 2019 (AC 27/5b), and policies to support the Teaching Centre Recognition Framework (AC 27/5c and AC 27/5d) were presented by the Chair.

Noted

2725. That, with reference to paper AC 27/5d, Principles for guiding decisions on withdrawal of a teaching centre's recognition status and/or limitation of its scope of recognition, it was confirmed that a 1 year notice period is usually served to allow the centre to address concerns, but that in the event of a fundamental breach of the Teaching Centre Recognition Framework, status could be revoked immediately. It was further confirmed that implicated students would be kept informed with refunds or compensation considered where relevant.

Agreed

2726. **That the minutes, recommendations and agreed actions of the Teaching Centres Committee (TCC 01 and 02) be endorsed.**
2727. **That the following policies to support the Teaching Centre Recognition Framework (TCRF) are approved:**
- **Guidelines for consideration of the scope of recognition at programme level**
 - **Principles for guiding decisions on withdrawal of a teaching centre's recognition status and/or limitation of its scope of recognition**

Quality, Learning & Teaching Committee

Received

2728. Paper AC 27/6, the minutes of the Quality, Learning & Teaching Committee held on 25 January 2019 (QLTC 2) were presented by the Chair.

Agreed

2729. **That the minutes, recommendations and agreed actions of the Quality, Learning & Teaching Sub-Committee (QLTC2) be endorsed.**

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE

Programmes Board

Received

2730. Paper AC27/7, the minutes of the Programmes Board meeting held on 8 November 2018 (PB 1) were presented by the Chair.

Noted

2731. That this first meeting of the Programmes Board examined and made amendments to its Terms of Reference and is aware that as a new body it will continue to develop. The three programmes under its remit are very different.

Agreed

2732. **That the minutes, recommendations and agreed actions of Programmes Board meeting (PB 1) be endorsed.**

Laws Programme Board

Received

2733. Paper AC 27/8, the minutes of the meeting of the Laws Programme Board meeting held on 24 October 2018 (LPB 11).

Agreed

2734. **That the minutes, recommendations and agreed actions of the Laws Programme Board meeting (LPB 11) be endorsed.**

PANELS OF THE ACADEMIC COMMITTEE

Inclusive Practice Panel

Received

2735. Paper AC 27/9, the minutes of the meeting of the Inclusive Practice Panel meeting held on 30 January 2019 (IPP 18) were presented by the Chair.

Agreed

2736. **That the minutes, recommendations and agreed actions of the Inclusive Practice Panel meeting (IPP18) be endorsed.**

Scholarships, Bursaries and Awards Panel

Noted

2737. That the management of scholarships, bursaries and awards is currently under review by the Senior Leadership Team. The outcome of this review will be reported to Academic Committee in due course.

UNIVERSITY OF LONDON GOVERNANCE

Board of the University of London International Worldwide and Collegiate Council

Received

2738. The Chair provided an update on the relevant matters arising from the meeting of the Board of the University of London Worldwide on 15 November 2018, including:
- Tax issues
 - VAT for digital services
 - Fees for the London examination centre
 - Registration payments
2739. The Chair provided an update on the relevant matters arising from the meeting of the Collegiate Council on 14 December 2018, including:
- Closure of Heythrop
 - SAS review
 - Arrival of new VC
 - Future of ULIP
 - Refugee initiatives
2740. That the meeting of the Collegiate Council on 15 February 2019 had been cancelled.

University of London Worldwide Finance Committee

Received

2741. An oral report from the Director of Operations on relevant matters arising from meetings of the Finance Committee held on 5 November 2018, including:
- Student payment behaviour
 - Growth in programme development
 - Student fees
 - Academic fees
 - London examination centre

MATTERS ARISING

Minute 1826: International regulators

Noted

2742. That the Teaching Centres Committee receives regular updates on the Teaching Centre Recognition Framework and Global Engagement activities, which includes engagement with international regulators, and reports onward to the Board of UoLW. To avoid duplication of

business under the new governance structure, these matters will not routinely be reported to Academic Committee.

Minutes 2571 – 2578: Membership of Committees

Noted

2743. That, further to approval of the Terms of Reference, Constitution and Membership for the Sub-Committees of the Academic Committee (minutes 2571 – 2578 refer), the following changes to committee memberships have been approved by the Chair of Academic Committee since the last meeting:

- a. Teaching Centres Committee:
 - i. Prof Julia Shelton, Professor of Biomechanical Engineering, Queen Mary University of London, filling vacancy in 'Senior Members from Member Institutions'
 - ii. Dr Jocelyn Page replacing Dr Sarah Barnsley (Programme Director BA English) – Deputy to PD, BA English (this role does not carry any voting rights)
 - iii. Nilufa Miah has now replaced Rob Boyd as the Secretary on the Teaching Centres Committee.
- b. Inclusive Practice Panel:
 - i. Amanda-Jane Asifo and Vicky Devaney (deputy for Amanda-Jane) replacing Dr Nic Charlton as 'member with technical expertise'
- c. Quality, Learning & Teaching Committee:
 - i. Mary Flynn, Deputy Registrar (Academic Quality), Cass Business School, City, University of London, filling vacancy in 'Senior Representatives from MI with responsibility for Quality'
- d. Academic Committee (signed off by Chair of Board):
 - i. Prof Zoe Radnor, Vice-President (Strategy & Planning), City, University of London, filling vacancy in 'Members with specific expertise'
- c. Programmes Board
 - i. 'PGCert in International Sports Management and Innovation' added to the list of programmes covered by the Programmes Board
 - ii. Dr Oscar Mwaanga appointed to the constituency of 'Programme Directors or nominees'
 - iii. 'One member of the Learning Solutions Team' added to the list of attendees without voting rights.

Minute 2577: QLTC Terms of Reference:

Received

2744. Paper AC27/10, updated Terms of Reference for the QLTC.

Agreed

2745. **That the Academic Committee approve the updated Terms of Reference for the QLTC.**

Minute 2594: Zonal Papers Working Group

Noted

2746. That initial preparatory work and information gathering has taken place, further to discussions at Academic Committee 26, and that the first meeting of the Working Group is expected to take place in the spring term. Academic Committee will be provided with updates to future meetings.

2747. That a member stressed the urgency of addressing this threat to the integrity of the University of London award and urged that a date for the first meeting in set soon.

2748. That revisions to the General Regulations 2019-20 include an amendment to clearly prohibit both the sharing and receiving of information relating to an examination paper whilst the examination is still live.

Minute 2576: SLT Terms of Reference

Received

2749. Paper AC 27/11, the Terms of Reference for the Senior Leadership Team of the University of London Worldwide (minute 2576 refers).

Minute 2677: Annual Report to the Board 2016-17

Received

2750. Paper AC27/12, the University of London Worldwide Annual Report to the Board 2016-17.

MATTERS FOR REPORT

Assessment Offences

Received

2751. Paper AC 27/13, the annual report on cases considered under the Procedures for the Consideration of Allegations of Assessment Offences.

Noted

2752. That the Chair of the Assessment Offences Committee requested that thanks be formally noted for the work of the Student Affairs team and commented that increased resource for the team has been utilised effectively.

Appeals & Complaints

Received

2753. Paper AC 27/14, 'annual report on cases considered under the Procedures for Student Complaints and Academic Appeals', Paper AC 27/14a 'Stage Two report' and Paper AC27/14b 'Stage Three report'.

Agreed

2754. **That a more detailed, analytical report on Student Complaints and Academic Appeals be submitted to the next meeting of Academic Committee, identifying where investigation has resulted in actions which improve systems and processes.**

Awards made in 2017-18 (2018)

Received

2755. Paper AC 27/15) a complete list of University of London Worldwide awards made for the 2017-18 academic year and 2018 calendar year.

Code of Student Discipline

Noted

2756. That no cases concerning students registered on University of London Worldwide programmes received formal consideration under Ordinance 17: Code of Student Discipline in 2017-18.

CHAIR'S ACTIONS

Noted

2757. That Chair's action was taken:

- 10.01.2019: to approve the Appeals Procedure for Recognised Teaching Centres, and the Procedure for Handling Student Complaints against Recognised Teaching Centres, following amendments made to clarify the definition of 'working day' (minute 2599 refers).
- 14.02.2019: to confirm amendments made to the Guidelines for Examinations 2018-19 following conditional approval at Academic Committee (minute 2607 refers)

2758. That Chair's Action has been taken since the last meeting to approve the following number of suspensions of regulations for:

- UoL: 1
- LSE: 1
- RVC: 1
- RHUL: 1

Full details of all suspensions of regulations are reported to Academic Committee annually at the first meeting of the academic year (see paper AC 26/18).

ANY OTHER BUSINESS

Dates of forthcoming Academic Committee meetings

2759. Members were asked to note the dates of forthcoming meetings for 2018-19:
- Friday 24 May 2019