



University of London Worldwide Academic Committee
Friday 24 May 2019

Minutes (Confirmed)

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

ANNOUNCEMENTS BY THE CHAIR

2760. The Chair provided an update on examination rescheduling due to the tragic events in Sri Lanka in April 2019. Thanks were extended to staff at UoLW and the member institutions who worked very hard to make alternative arrangements.
2761. The Chair provided an update on the March 2019 graduation ceremony. This year's graduation ceremony included over 1,300 graduates and 2,700 graduate guests. There were over 100 special guests, including the incoming UoL Vice Chancellor, Professor Wendy Thomson. A record number of over 100 countries were represented from around the world. The afternoon ceremony was presided over by the University's Chancellor, HRH The Princess Royal. The next graduation ceremony is being held on Tuesday 3 March 2020.
2762. The Chair provided an update on the Coursera Conference, held between 2 and 4 April 2019, hosted by UoLW. The conference was attended by over 400 Coursera partners. The keynote speaker was Thomas Friedman, journalist and three-time Pulitzer Prize winner.
2763. The Chair provided an update on the Leading Women Campaign 2018 which celebrated the introduction of Special Examinations for Women 150 years ago. The campaign had won the Guardian award in the communication and marketing category. UoLW also held a "Worldwide Conversation", through the Recognised Teaching Centres, about equality for women and how education achievements translate in the world of work.
2764. The Chair informed members that there will be a presentation at the next Academic Committee meeting on modern approaches to programme delivery and pedagogy adopted by UoLW.
2765. The Chair informed members that the Gender Identity Healthcare (Royal College of Physicians) programme will be considered by the Quality, Learning and Teaching Committee on 12 July 2019. Academic Committee members agreed that consideration for approval to the Board of UoLW can be via correspondence towards the end of July to allow a proposed launch date of November 2019.

MINUTES

Received

2766. Paper AC28/1, the minutes of the twenty-seventh meeting of the Academic Committee held on 1 March 2019.

Agreed

2767. **That the minutes and updated action sheet of the twenty-seventh meeting of the Academic Committee, held on 1 March 2019, be approved.**

MATTERS FOR DISCUSSION

Assessment Offence procedures

Received

2768. Paper AC 28/2 'Procedures for the Consideration of Allegations of Assessment Offence'.

Noted

2769. That the revised Procedures for the Consideration of Allegations of Assessment Offence align with the OIA's Good Practice Framework: Disciplinary Procedures, taking into account an emphasis on clarity and student participation in the process.

2770. That the Procedures are clearly hyperlinked within the General Regulations and communications will be sent to students informing them of the changes, in line with Competition and Markets Authority guidance.
2771. That the Procedures are only one part of the University of London Worldwide's approach to academic integrity and that work in this area is ongoing. The Procedures will be referred to, as appropriate, within any communications regarding academic integrity.
2772. That there may be benefits in monitoring the effects of the revised Procedures and that this would be reported to Academic Committee in due course.
2773. Arising from a query on the phrase 'no report', it was noted that this is an academic penalty, equivalent to a fail mark, but also means that the assessment attempt will not be recognised as valid for the purposes of progression or completion of an award. A zero will appear on the student's transcript, and it will reduce the number of permitted attempts at the assessment or module by one.
2774. That the operation of the Procedures involves much coordination with programme teams who provide the academic judgement on whether offences have been committed, particularly with detection of plagiarism.

Agreed

2775. **That Academic Committee approves the changes to the 'Procedures for the Consideration of Allegations of Assessment Offence' for University of London Worldwide students.**

Student Complaints and Academic Appeals

Received

2776. Paper AC 28/3a, an updated annual report on cases considered under the 'Procedure for Student Complaints and Academic Appeals'.

Noted

2777. That, in response to the request made by the Committee, the revised report included a more detailed categorisation and analysis of the types and nature of complaints and appeals. A section was added identifying improvements to policy and practice through consideration of cases. Future improvements relate to how data is recorded to enable better analysis and reporting.
2778. That the categories of submission might benefit from further distinction.
2779. That the revised document gave assurance to Academic Committee that the procedure is working well, and the further information about the issues students were raising was useful.
2780. That it may be beneficial to ascertain whether there are particular types or groups of students who make appeals and complaints, and whether the procedure is accessible to all students.

Agreed

2781. **That the Academic Committee approves the updated annual report on cases considered under the 'Procedure for Student Complaints and Academic Appeals'.**

Received

2782. Paper AC 28/3b, 'Procedure for Student Complaints and Academic Appeals'.

Noted

2783. That following a full review of the Procedure, several changes have been made. The changes increase alignment with the OIA Good Practice Framework and make the processes clearer and more transparent to students. Notable changes relate to the elimination of a conflict of interest between stages 2 and 3 of the Procedure, and reference to the new procedure for handling student complaints against teaching centres.

Agreed

2784. **That the Academic Committee approves the changes to the 'Procedure for Student Complaints and Academic Appeals' for University of London Worldwide students.**

MSc Public Health: Health Economics pathway

Received

2785. Paper AC 28/4 'Programme Approval: MSc Public Health (Health Economics Stream) (LSHTM)'.

Noted

2786. That the MSc Public Health campus version has a similar Health Economics pathway, a very popular subject area which LSHTM is keen to replicate for distance learning students.
2787. That the approval process followed the Member Institution-led route. The review panel was held via correspondence on the basis there are already four existing pathways, and that the new pathway meant the addition of just three new modules.
2788. That the programme is due to be approved through LSHTM governance in early June. The review panel recommended approval. There were several recommendations, although no conditional requirements.
2789. That the recommendations mostly relate to the module learning outcomes which are currently appropriate but could be enhanced. The Programme team decided to postpone the launch from October 2019 to 2020 to work thoroughly on the recommendations.
2790. That the review panel will have oversight of the revisions before the programme is launched.

Agreed

2791. **That Academic Committee recommends for approval to the Board of the University of London Worldwide the MSc Public Health: Health Economics pathway**

STATUTORY RETURNS

Received

2792. An oral update from the Chair on the following matters:
- HESA Return
 - Office for Students (OfS) registration
 - Teaching Excellence Framework (TEF) update

Noted

2793. That UoLW does not submit data yet to HESA although is due to submit data once new methodology has been rolled out. HESA has announced a delay to Data Futures and is due to make an announcement in May with further information. Field level analysis has been undertaken but this has been paused until more is known from HESA.

2794. Transparency information on UK applications will be required by the OfS. The development work required in SITS to enable the collection of the information has been undertaken and the required data is now being collected. Enhanced contact detail collection has been developed on SITS and is live.
2795. That the delay to the HESA return means any formal UoL engagement with TEF will be delayed as a UoL TEF submission will be based on three years of HESA data. Exploratory work is underway to develop a set of UoLW specific student experience and student outcome metrics that map against TEF metrics in order to facilitate development of the UoLW narrative.
2796. That UoL is a Registered Provider on the OfS listing. Annual monitoring and review of relevant documentation and requirements for ongoing registration is underway this summer 2019.

SUB COMMITTEES OF THE ACADEMIC COMMITTEE

Teaching Centres Committee

Noted

2797. That the minutes of the Teaching Centres Committee (TCC 3) meeting held on 15 May 2019 will be received at Academic Committee 29.

Quality, Learning & Teaching Committee

Received

2798. Paper AC 28/5, the minutes of the Quality, Learning & Teaching Committee held on 15 May 2019 (QLTC 3).

Noted

2799. That QLTC members were reassured on the level of engagement from programme teams and noted broader developments and enhancements, often supported by colleagues in the Centre for Distance Education.
2800. That the following Annual Programme Reports (APRs) were accepted:
- International Foundation Programme 2017-18
 - EMFSS 2017-18
 - Divinity and Theology 2017-18
 - Business Administration 2017-18
 - Global MBA 2017-18
 - OPHRM 2017-18
 - Educational and Social Research 2017-18
 - Refugee Protection and Forced Migration Studies 2017-18
 - Human Rights 2017-18
2801. That, in relation to the EMFSS APR 2017-18, QLTC minute 193, stating that “student numbers across the Graduate Diplomas had shown a continual downward trend over recent years”, was misleading. There had actually been an increase in Graduate Diploma new registrations in 2016-17, although a further decline in 2017-18. This will be considered before the next meeting of the QLTC and the minute amended as applicable.
2802. That the following Periodic Programme Reviews (PPRs) were accepted:
- Undergraduate Laws 2018;
 - Public Health 2017.
2803. That the following PPRs will be further considered by QLTC once additional details have been provided:

- Global Health Policy 2017 – further details requested on how recommendations were being taken forward;
- Veterinary Epidemiology and Public Health and Livestock Health and Production 2018 – further details requested on how recommendations were being taken forward;
- Information Security 2018 – further details requested on how recommendations were being taken forward;
- Business Administration and MBA/MSc International Management 2018 – further details requested from RHUL on concerns regarding lack of audit trail for BSc Business Administration.

2804. That QLTC recommended for approval the following:

- Bachelor of Divinity and related awards (redevelopment);
- Global MBA Health specialism.

2805. That QLTC recommended the Bachelor of Divinity redevelopment for approval, although also asked that a paper be submitted to the July meeting addressing some concerns on the consideration of the conditions and recommendations. Since then, there has been further engagement with the Programme team and a detailed response on the matters raised.

Agreed

2806. **That the minutes, recommendations and agreed actions of the Quality, Learning & Teaching Sub-Committee (QLTC 3) be endorsed, subject to review and amendment of minute 193 as applicable.**

2807. **That Academic Committee recommends for approval to the Board of the University of London Worldwide the redeveloped Bachelor of Divinity and related awards.**

2808. **That Academic Committee recommends for approval to the Board of the University of London Worldwide the Global MBA (Health specialism).**

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE

Programmes Board

Received

2809. Paper AC 28/6, the minutes of the Programmes Board meeting held on 21 March 2019 (PB 2).

Noted

2810. That the PB is in the process of establishing itself and there is a need to review its operations. This is with a view to streamlining the process across the three programmes. There is also a need to decrease duplication of business across committees; for instance, consideration of the Annual Programme Reports.

2811. That there are currently no Annual Collaboration Review meetings at which to consider business and strategy matters for the programmes under UoL academic direction. The PB will be considering an appropriate mechanism for oversight of the budgets and financial health.

Agreed

2812. **That the minutes, recommendations and agreed actions of Programmes Board meeting (PB 2) be endorsed.**

Laws Programme Board

Noted

2813. That the minutes of the Laws Programme Board (LPB) meeting to be held in June 2019 will be received at Academic Committee 29

PANELS OF THE ACADEMIC COMMITTEE

Inclusive Practice Panel

Received

2814. Paper AC 28/7, the minutes of the Inclusive Practice Panel meeting held on 5 April 2019 (IPP 19).

Noted

2815. That the Programme Teams' Forum took place on 26th March, with a theme of 'Enhancement opportunities: a creative approach'. It featured a keynote presentation from Dr Annie Hughes from Kingston University on 'Enhancing opportunities through an Inclusive Curriculum Framework', as well as updates on the VLE Accessibility Policy and the deployment of the VLE accessibility checker Blackboard Ally.
2816. That work remains ongoing on the production of an Inclusive Practice chapter in the upcoming Centre for Distance Education publication on distance learning.
2817. That an Inclusive Academic Practices Working Group has been established to promote a "comprehensive and consistent approach" to academic practices with Equality Act protected characteristics in mind. The first meeting took place in February 2019.
2818. That a draft Accessibility Policy for the System Support and Development team has been produced in light of the Digital Accessibility Regulations which come into force in September 2019. It is a comprehensive document which will be refined and finalised in the business of the first IPP meeting of academic year 2019-2020.

Agreed

2819. **That the minutes, recommendations and agreed actions of the Inclusive Practice Panel meeting (IPP 19) be endorsed.**

Scholarships, Bursaries and Awards Panel

Received

2820. An oral update on the new Scholarships, Bursaries and Awards Panel, which is due to meet for the first time in May.

Noted

2821. That the role of the panel will be to assess applications received for scholarships and, where required, to assign criteria for any new incoming scholarships. The panel will review its role on an ongoing basis. Terms of reference are to be confirmed. Steps have also been taken to consider all UoLW scholarships/bursaries through this panel.
2822. That a scholarship has been named in tribute to a recent MSc Professional Accountancy graduate, Mercy Ndivo, who was travelling home from the graduation ceremony in London on the Ethiopian Airlines flight from Addis Ababa to Nairobi that crashed on Sunday 10 March, killing 157 people.

UNIVERSITY OF LONDON GOVERNANCE

Board of the University of London International Worldwide and Collegiate Council

Received

2823. An oral update on the relevant matters arising from the meeting of the Board of the University of London Worldwide on 28 March 2019 relating to student fees, overseas tax considerations, operating plans, and student metrics.
2824. An oral update on the relevant matters arising from the meeting of the Collegiate Council on 3 May 2019 relating to a report on BAME attainment, a members inclusion network, facilities management, ULIP, and the UoL Bill.

University of London Worldwide Finance Committee

Received

2825. An oral update on relevant matters arising from Finance Committee meetings held on 8 March and 21 May 2019 relating to financial capital, student numbers, improvements in student achievement, and new programmes in development.

MATTERS ARISING

Minute 2010: Criteria for UG Laws students not progressing

Noted

2826. That, with reference to the previous approval of a six-year period of registration for the LLB, the Director of Undergraduate Laws has provided the following updates:
- that the programme is developing a project on defining and measuring progression and using data analytics to track and measure student engagement to evaluate the type of interventions that could be made;
 - that an extension to the six-year period of registration will be considered where the student has, within their period of registration, completed and passed at least eight modules in the case of a Standard entry student, or at least six modules in the case of a Graduate entry student, and is likely to be able to complete the award within one academic year. The consideration will also take into account any interruption of studies and relevant mitigation.
2827. That LSE has also considered the criteria for extension of registration on EMFSS programmes, and that consideration for granting an extension takes account of previous attainment. Differences between the pace of study of independent and institution-supported learners can also affect decision-making.

Agreed

2828. **That a further update will be provided to Academic Committee once the project on defining and measuring progression has been completed.**

Minutes 2594: Zonal Paper Working Group [Reserved business]

[AC Minutes 2829-2834 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]

Minute 2693: Student Experience

Received

2835. Paper AC 28/8, a paper responding to Academic Committee's request for evidence of the success of Student Experience projects.

Noted

2836. That the paper includes an evaluation of data used to measure the success of various Student Experience team projects including conversion campaigns, retention campaigns, student induction, careers advice, business placements, enhanced communications, responsive social media, student blogs, and the Customer Service Excellence exercise.
2837. That the Student Experience team was formed three years ago, and a longer period of time was needed to effectively measure successes.
2838. That the retention campaign has made a significant impact on individual students whose studies had previously lapsed. The work done around careers and business placements has also garnered positive feedback from students.
2839. That it is more difficult to measure the impact of some of the qualitative work. Further tools are being used to measure sentiment and the results can be shared with Academic Committee at a future meeting.
2840. That success can be demonstrated through the Student Experience team winning the 'Best Campaign Promoting International Study' at the Edurank Awards 2019. Furthermore, the University of London was a top five finalist from a field of 400 submissions in the 'Most Improved Commitment to Employability' category for the NUE Awards 2019.
2841. That evidence of how the Student Experience team works with programme developers, tutors and learning materials to support a high-quality student experience within individual academic programmes could factor in TEF submissions.
2842. That resources are included in VLEs to augment studies and provide a more immersive experience relating to wellbeing, soft skills, careers support. Metrics are used in VLEs to measure engagement which allows for identification of students at risk and where to provide pastoral support.
2843. That, through the work of the Educational Innovation and Development directorate, there is an emphasis on embedding employability and career-related resources at the early stages of programme development and VLE creation. It is less easy to retrofit these resources into existing programmes.
2844. That an employability module is being piloted to sit alongside programme curriculums, which is non-credit bearing.
2845. That care should be taken not to view employability as merely an add-on. Employability is not something separate to the curriculum per se; the ability for students to develop critical abilities and critical self-awareness is an essential part of employability.
2846. That there is an enormous amount of learning data present in the VLEs, particularly within the Coursera platform, to inform programme design. There is vast potential for data analysis to inform practice and themes for further research carried out by the Centre for Distance Education.
2847. That there is also a focus on improving digital literacy and research skills, for example, with programme-specific information literacy materials.
2848. That there is recognition of the need to continually improve and enhance programmes and learning materials. There are programme-specific contingency development funds which can be used to pilot new initiatives. Feedback from students is also used to identify areas for development.

2849. That the significance of tutor support in terms of human interaction should not be underestimated as it has a huge impact on retention. And that retention programmes are successful when there is positive intervention at key points, such as immediately after a student receives fail results. Vision pathways, such as graduate testimonials showing inspirational journeys, also provide students with encouragement to continue their studies.
2850. That the measurement of success and how value is assigned is important. Success that is more difficult to measure should not be lost sight of. Evidence of success reinforces the value and reputation of the organisation, and ensures money is being spent in the right way.

Agreed

2851. **That further evidence of the success of Student Experience projects be presented to Academic Committee at a future meeting.**

Minute 2698: Higher Education consultation on degree classification

Noted

2852. That the Board of UoLW discussed concerns relating to 'grade inflation' at their March meeting. Data for UoLW degrees awarded in recent years was considered with reference to the most-recent sector wide figures provided by the Office for Students. The Board were content that, from the figures provided, there appeared to be no significant concerns for UoLW, but that developments would be monitored and further consideration given when the next set of figures become available.

Agreed

2853. **That further data on University of London Worldwide awards will be provided to the Academic Committee at its October meeting.**

Minute 2723: Student voice in governance

Noted

2854. That the Associate Director: Student and Academic Services (Governance) and the Head of Surveys and Student Voice commit to considering the issue of improving the visibility of the student voice as part of the scheduled annual review process for UoLW governance. The matter will also be discussed at the next meeting of the Student Voice Group. A response will be provided to Academic Committee at its October 2019 meeting.

MATTERS FOR REPORT

EMFSS Programme Closure notification

Received

2855. Paper AC 28/9, 'EMFSS Programme Closure notification'.

Noted

2856. That LSE has approved the closure of the following EMFSS Graduate Diploma programmes:
- Graduate Diploma in Accounting
 - Graduate Diploma in Banking
 - Graduate Diploma in International Relations
 - Graduate Diploma in Politics

Programme Development

Received

2857. Paper AC 28/10, 'Programme Development 2019-2020 Update Report'.

CHAIR'S ACTIONS

Noted

2858. That Chair's action was taken to approve amendments to the General Regulations 2019-20, further to feedback from members at AC27 (03.05.19).

2859. That Chair's Action has been taken since the last meeting to approve the following number of suspensions of regulations for:

- SAS: 1
- Birkbeck: 1
- UG Laws: 1
- UCL IOE: 2

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

2860. Members were asked to note the dates of forthcoming meetings for 2019-20:

- Friday 18 October 2019
- Friday 28 February 2020
- Friday 22 May 2020