



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

Friday 18 October 2019

MINUTES

PRESENT

Prof M Stiasny (Pro Vice-Chancellor and Chief Executive, UoL Worldwide; Chair, Academic Committee)
Dr A Asquer (Chair, CeFiMS Board of Examiners, SOAS)
Prof R Anderson (Chair, EMFSS Board of Examiners, LSE)
Mr S Askey (Dean of Undergraduate Laws, University of London)
Mr J Birkett (Deputy Director of Student & Academic Services, City, University of London)
Mr S Brenton (Director of Educational Innovation and Development, UoLW)
Prof M Cook (Independent External Consultant)
Prof E Hill (Deputy Warden (Learning, Teaching & Enhancement), Goldsmiths, University of London)
Prof K Ibeh (Pro-Vice-Master (Internationalisation), Birkbeck, University of London)
Mr S Jarvis (Chair, Inclusive Practice Panel)
Mr J Morgan (Chair, Quality, Learning & Teaching Committee)
Prof N Pachler (Pro-Director: Teaching Quality and Learning Innovation, UCL Institute of Education)
Mr C O'Callaghan (Chair, Teaching Centres Committee)
Ms P Roberts (Director of Student Recruitment and Enrolments, UoL Worldwide)
Ms A Stepanek (Student Member)
Dr J Stockdale (Chair, Assessment Offences Committee)
Mr T Wade (Chair, Programmes Board)

IN ATTENDANCE

Mr J Berry (Associate Director: Student Affairs, UoL Worldwide; Secretary, Academic Committee)
Mr A Freud (Academic Services Manager, UoL Worldwide; Assistant Secretary, Academic Committee)
Mr H Morgan Jones (Head of Surveys and Student Voice)
Ms A Dulson (Head of Quality)
Ms I Moen (Associate Director: Governance)
Ms S Akhtar (Head of Management Information & Business Intelligence)
Prof P Kelly (Dean, EMFSS, LSE)

APOLOGIES

Prof D Gilbert (Vice Principal (Quality and Standards), Royal Holloway, University of London)
Prof J Huysmans (Professor of International Politics, QMUL)
Prof F Macmillan (Dean, Undergraduate Laws, Birkbeck)
Prof W Morrison (Professor of Law, Queen Mary University of London)
Prof C Rust (Emeritus Professor of Higher Education, Oxford Brookes University)
Mr J Saddington (Student Member)
Prof Z Radnor (Vice President (Strategy and Planning, City, University of London))

APOLOGIES FOR ABSENCE

2861. The apologies for absence are recorded above.

ANNOUNCEMENTS BY THE CHAIR

2862. The Chair recorded thanks to outgoing member of Academic Committee, Professor Richard Jackman (LSE).

Noted

2863. That during the 2019 summer examination session, there were 93,968 examinations sat by 29,354 students, resulting in 6,621 awards:

- First Class: 455
- Distinction: 214
- Upper Second: 1462
- Merit: 914
- Lower Second: 2065
- Credit: 247
- Third: 595
- Pass: 669

That these figures do not reflect October examinations for the Undergraduate Laws programme, or remaining assessments and awards for 2019 programmes. A full list of awards made during the 2018-19 academic year, and 2019 calendar year, will be reported to the March meeting of Academic Committee.

2864. That the following University of London Worldwide priorities for 2019-20 were reported to members:

- a. That the Recognised Teaching Centre network has grown from 80 in 2016 to 120 in 2019; and is responsible for around 60% of students (80% of UGs, 10% of PGs). Growth areas for this academic year include Pakistan and Russia (notable for the introduction of parallel degrees with elite universities), with longer term investment in India, China, Nigeria, Egypt, Thailand and UAE.
- b. That there are regulatory challenges to overcome in India, China and Nigeria, and downward pressure on recruitment due to Goods and Service Tax (GST) in India, Singapore and Malaysia.
- c. That in the UK, there has been a long-term decline in undergraduate part-time recruitment. The main opportunities are in postgraduate provision where initial registrations have more than doubled since 2014. The UK strategy is focused on: marketing the postgraduate portfolio; developing new vocationally-oriented postgraduate programmes; investing in Business-to-Business marketing and engagement including professional bodies and employers; and growing Teaching-Centre-based provision in particular subject areas.
- d. That the Education, Innovation and Development (EID) directorate has a busy programme pipeline including:
 - BSc Psychology with Kings College London, launching April 2020;
 - MSc in Marketing with Birkbeck, launching October 2020;
 - PGCert International Sports Management with World Academy of Sport, launching February 2020;
 - PGCert/Dip Gender Identity Healthcare qualifications with the Royal College of Physicians, launching February 2020;
 - BSc Data Science and Business Analytics with LSE and 2U, launching October 2020;
 - MSc Data Science with Goldsmiths, launching April 2020;
 - Continuing to produce modules for the BSc Computer Science with Goldsmiths and the MSc Supply Chain Management and Global Logistics with City, which both launched in April 2019;
 - Launching in autumn 2019 redevelopments of the BSc Business Administration with Royal Holloway, the MA in Advanced Educational Leadership with UCL IoE, and the Bachelor of Divinity;

- Launching four new SOAS programmes in autumn 2019;
 - Launching a new Health specialism on the Global MBA in October 2019, as well as provision for standalone Individual modules; and
 - Producing a number of MOOCs, both as standalone short open courses and as tasters for larger programmes
- e. That potential opportunities for 2021 onwards are under consideration, with early stage conversations taking place with several Member Institutions, and an exploration of domains within healthcare and medical education as possible new areas of activity.

TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP FOR THE ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

Received

2865. Paper AC 29/1 Terms of Reference, Constitution and Membership for the Academic Committee which were approved by the Chair of the Board of the University of London Worldwide; and the Terms of Reference, Constitution and Membership for the Sub-Committees of the Academic Committee.

Noted

2866. That Dr Julie Clark appeared on the constitution due to an administrative oversight. It was agreed in 2018-19 that Academic Committee membership would not be a requirement for the role of Chair of Complaints Resolution Panel.
2867. That Jorn Rothe has stepped down as Academic Director of the EMFSS programmes. An appropriate replacement is being sought. Professor Paul Kelly (LSE) attended this meeting in his place.
2868. That Professor Ronald Anderson has stepped down as Chair of the EMFSS Board of Examiners. An appropriate replacement for the Academic Committee role of Chair of the Board of Examiners for an Undergraduate Programme is being sought.

Agreed

2869. **That the Terms of Reference, Constitution and Membership for the Sub-Committees of the Academic Committee be approved.**

MINUTES

Received

2870. Minutes of the twenty-eighth meeting of the Academic Committee held on 24 May 2019 (AC 29/2).

Noted

2871. That minute 2764 referenced a future presentation on programme delivery and pedagogy which did not subsequently appear on the action sheet.

Agreed

2872. **That the requirement for a presentation on programme delivery and pedagogy at a future meeting be added to the current action sheet.**

2873. **That the minutes of the twenty-eighth meeting of the Academic Committee, held on 24 May 2019, be approved.**

MATTERS FOR DISCUSSION

Zonal Paper Working Group

[AC Minutes 2874-2892 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]

Guidelines for Examinations 2019-20

Received

2893. Paper AC 29/4 'Guidelines for Examinations, 2019-20 (2020)' was presented to Academic Committee by the Associate Director: Governance.

Noted

2894. That updates for 2019-20 are minor, but that a fuller review of the Guidelines is required and will be taken forward during this academic year.
2895. That updates will be required in line with the Zonal Paper Working Group's recommendations.
2896. That in response to a query regarding a new guideline directing examiners to alert the University to concerning content within an examination answer script (section 4.17), it was confirmed that this was part of a process currently being established by the Student Experience team to formalise existing practices. A member queried whether the same guideline would also be applicable to breaches of confidentiality with the introduction of health programmes to the University of London Worldwide portfolio. The Associate Director (Governance) agreed to review the Guidelines in this context.

Agreed

2897. **That the Guidelines for Examinations 2019-20 (2020) be approved.**
2898. **That Chair's Action be taken on behalf of the Academic Committee to approve any subsequent updates.**
2899. **That Academic Committee endorses a wider review of the Guidelines for Examinations.**

Risk Management for Teaching Centres

Received

2900. Paper AC 29/5 'Risk Management for Teaching Centres' was presented to the Academic Committee by the Associate Director: Governance.

Noted

2901. That the paper proposes a revised approach to managing risks associated with the University's relationships with Recognised Teaching Centres. It builds on the agreed principle of adopting a risk-led approach to quality assessment of teaching centres that have been granted Recognised Teaching Status within the Teaching Centre Recognition Framework (TCRF).

2902. That the paper was considered by the Teaching Centres Committee on 2 October 2019, and the committee confirmed its support for the proposals. Risk management will continue to constitute a key quality assurance mechanism within the TCRF as a key feature of the UoL Worldwide's quality assurance policies and procedures.
2903. That the risk management approach is embedded in the wider institutional approach to risk management. The revised teaching centre risk assessment matrix aligns with other University of London risk registers, adopting the same scores for risk rating keys; the probability of their occurrence, their impact, and risk tolerances.
2904. That development of a revised risk management approach is a stepping-stone to scoping and shaping additional monitoring of Recognised Teaching Centres. The risk register is a work in progress and will be further consolidated in the future.

Agreed

2905. **That Academic Committee approves the revised approach to risk management for Teaching Centres.**

Student Voice

Received

2906. Paper AC 29/6 'Student Voice' was presented to the Academic Committee by the Head of Surveys and Student Voice.

Noted

2907. That the report contains a commitment to raising the profile of the student voice through governance, and summarises mechanisms for collecting feedback from students, in particular:
- An overview of student engagement in governance and notable developments in this area;
 - The outcomes of the 2017-18 edition of the Student Experience Survey;
 - Other institutional-wide survey activity undertaken to support educational development and quality assurance.
2908. That recent enhancements to the Student Voice Group (SVG) include the publication of SVG meeting notes on the Portal, the expansion of SVG membership allowing virtual attendance to broaden coverage in terms of domicile, and an increase in volume of meetings (now two per term).
2909. That the report included suggestions for strengthening the visibility of student participation on committees.
2910. That the student members of the Academic Committee supported the proposals, viewing them as enhancing the student voice. The recent changes already provided opportunities for a wider spectrum of student input in relation to the University of London issues put before them. The recommendations made to emphasise student contributions to committees will further help to underline the involvement of students in governance.
2911. A student member observed that there are no student members on the Finance Committee or Teaching Centres Committee. It was noted that this is due to commercial sensitivity. A member noted that there is a student member on the Finance Committee of their member institution.

Agreed

2912. **That consideration be given to appointing student members to Finance Committee and Teaching Centres Committee**

2913. **That Academic Committee endorses the initiatives outlined in the Student Voice report.**
2914. **That an evaluation of the impact of enhancements to the Student Voice be submitted to Academic Committee in one year.**

MA Global Diplomacy: East Asia pathway

Received

2915. Paper AC 29/7 'MA Global Diplomacy: East Asia pathway' was presented to the Head of Quality.

Noted

2916. That the MA Global Diplomacy: East Asia pathway is an amendment to the existing MA Global Diplomacy and constitutes the third pathway to be included in this suite of programmes.
2917. That the new pathway was considered at the SOAS Curriculum Quality Assurance Committee (CQAC) on 29 May 2019. University of London representatives were in attendance. Some questions and issues were raised regarding the paperwork submitted. The Committee conditionally approved the programme subject to completion of the actions. The Quality team has now confirmed with SOAS that the actions have been completed.

Agreed

2918. **That Academic Committee recommends for approval the MA Global Diplomacy: East Asia pathway to the Board of the University of London Worldwide.**

STATUTORY RETURNS

Noted

2919. That the HESA Data Futures project has been paused. An update is expected from HESA on next steps at the end of the calendar year. HESA are currently consulting on a new data model and curriculum model for Data Futures. The requirements are still the same: A data return at three snapshots in time. The initial plan was that this dataset was going to build up over a period of time but this is no longer the plan. There will be three purely discreet collections which would be more or less complete submissions.
2920. That HESA is exploring the introduction of an individualised HESA Offshore Record. This could involve returns on aggregated numbers of students studying abroad. In the future, there may be a return to HESA on individualised student data.

SUB COMMITTEES OF THE ACADEMIC COMMITTEE

Teaching Centres Committee

Received

2921. Paper AC 29/8, the confidential minutes of the Teaching Centres Committee meeting held on 15 May 2019 (TCC 3)

Noted

2922. The TCC 3 minutes included a number of recommendations and agreed actions. The Academic Committee was invited to note that the Board of the University of London Worldwide, at its meeting on 12 June 2019, approved the following:
- Proposals for granting Recognised Teaching Centre status to four new centres;
 - Proposals to extend the scope of recognition in respect of campuses to four current Recognised Teaching Centres;
 - A proposal to extend the scope of recognition in respect of programmes to one current Recognised Teaching Centres.
2923. That global developments were discussed in respect of Sri Lanka, Nigeria, Singapore, China, India and Russia.
2924. That the Student Experience Survey in the 2019-20 academic year will feature a pilot branch of questions targeting students at Recognised Teaching Centres.

Agreed

2925. That the minutes, recommendations and agreed actions of the Teaching Centre Committee meeting (TCC 3) held on 15 May 2019 are noted.

Quality, Learning & Teaching Sub-Committee

Received

2926. Paper AC 29/9, the minutes of the Quality, Learning and Teaching Committee meetings held on 12 July 2019 (QLTC 4) and 27 September 2019 (QLTC 5)

Noted

2927. That QLTC 4 considered reports and discussions on a number of topics including:
- Business information and corporate performance;
 - First Destination Survey outcomes;
 - Annual summary of External Examiner reports;
2928. That QLTC 4 recommended approval to the Academic Committee for the PGDip/PGCert Gender Identity Healthcare Practice and PGCert Theoretical Foundations of Gender Identity Healthcare, and the PGCert International Sports Management. Academic Committee considered these programme proposals by correspondence in August 2019 and recommended approval to the Board of the University of London Worldwide.
2929. That the following Annual Programme Reports (APRs) were accepted:
- English 2017-18
 - Computing and Information Systems / Creative Computing 2017-18
 - London School of Hygiene & Tropical Medicine 2017-18
 - Petroleum Geoscience 2017-18
 - Information Security 2017-18
 - Centre for International Studies and Diplomacy 2017-18
 - Centre for Development, Environment and Policy 2017-18
 - Climate Change and Development 2017-18
 - Education 2017-18
 - Postgraduate Laws 2018
2930. That the following Periodic Programme Reviews (PPRs) were considered:
- Global Health Policy 2017 – accepted following receipt of updated report
 - Veterinary Epidemiology and Public Health and Livestock Health and Production 2018 – accepted following receipt of updated report

- Information Security 2018 – not accepted as update did not contain much information; points raised in relation to RHUL periodic reviews will be shared with colleagues at RHUL separately.
2931. That QLTC 5 considered reports and discussions on a number of topics including:
- Student Advice Centre response times
 - Question paper processing
 - Induction for External Examiners
 - Centre for Distance Education projects
2932. That the following Annual Programme Reports (APRs) were accepted:
- Combined Degree Scheme 2017-18
 - Professional Accountancy 2017-18
2933. That the following Annual Programme Reports (APRs) were accepted subject to receipt of further information or documentation:
- Business Administration 2017-18
 - Centre for Financial and Management Studies 2017-18
 - International Management & International Business 2017-18
2934. That QLTC recommended for approval to Academic Committee the BSc in Psychology.
2935. An Academic Committee member recommended that a BSc Psychology module should be changed from 'Women's mental health' to 'Gender and mental health' to ensure it is gender neutral.
2936. An Academic Committee member noted that it is important for the programme that British Psychological Society (BPS) accreditation is obtained.

Agreed

2937. **That the minutes, recommendations and agreed actions of the Quality, Learning & Teaching Sub-Committee (QLTC 4 and QLTC 5) be endorsed.**
2938. **That Academic Committee recommends for approval the BSc Psychology to the Board of the University of London Worldwide.**
2939. **That the suggestion to change the title of a BSc Psychology module from 'Women's mental health' to 'Gender and mental health' be considered by the academic development team.**

SUBJECT COMMITTEES OF THE ACADEMIC COMMITTEE

Programmes Board

Received

2940. Paper AC 29/10, the confidential minutes of the Programmes Board meeting held on 26 September 2019 (PB 3).

Noted

2941. That PB 3 considered reports and discussions on a number of topics including:
- Appointment of student members
 - Financial matters for University of London-led programmes
 - Bachelor of Divinity redevelopment
 - International Foundation Programme student survey
 - External Examiner processes for University of London-led programmes

Agreed

2942. **That the minutes, recommendations and agreed actions of the Programme Board (PB 3) be endorsed.**

Laws Programme Board

Received

2943. Paper AC 29/11, the minutes of the meeting of the Laws Programme Board meeting held on 16 May 2019 (LPB 12).

Noted

2944. That LPB 12 considered reports and discussions on a number of topics including:
- The Periodic Programme Review report's recommendations and planning underway to incorporate them into future projects.
 - The Undergraduate Laws five-year Business Plan (2019-2024) following successful completion of all projects in the previous business plan (2014-19).
 - An Online Library report into student usage and statistics including correlation between usage and examination performance.

Agreed

2945. **That the minutes, recommendations and agreed actions of Laws Programme Board meeting (LPB 12) be endorsed.**

PANELS OF THE ACADEMIC COMMITTEE

Inclusive Practice Panel

Received

2946. Paper AC 29/12, the minutes of the meeting of the Inclusive Practice Panel meeting held on 19 September 2019 (IPP 20).
2947. That IPP 20 considered reports and discussions on a number of topics including:
- Centre for Distance Education (CDE) planned activity for 2019-20 focusing on Equality and Diversity.
 - The University Access and Participation Statement
 - Draft Accessibility Policy for the System Support and Development

Noted

2948. A member queried whether the University's Access and Participation Statement met the requirement for an Access and Participation plan. It was confirmed that an APP has not hitherto been submitted, but that a plan was under development for University of London Worldwide, to make it clear how we engage with UK-based students. This was a significant piece of work requiring amendment to our data gathering practices through the registration task, for example.

Agreed

2949. **That the minutes, recommendations and agreed actions of Inclusive Practice Panel meeting (IPP17) be endorsed.**

UNIVERSITY OF LONDON GOVERNANCE

Board of the University of London International Worldwide and Collegiate Council

Received

2950. The Chair provided an update on the relevant matters arising from the meeting of the Board of the University of London Worldwide on 20 June 2019 and the Collegiate Council meetings on 5 July 2019 and 27 September 2019.

University of London Worldwide Finance Committee

Noted

2951. That the next meeting of the University of London Worldwide Finance Committee will be held on 4 November 2019.

MATTERS ARISING

Programmes approved by correspondence

Noted

2952. That Academic Committee recommended the following new programmes for approval to the Board of the University of London Worldwide following consideration by correspondence between 30 July and 13 August:

- PGCert in International Sports Management;
- PGDip/PGCert in Gender Identity Healthcare Practice and PGCert in Theoretical Foundations of Gender Identity Healthcare.

18 out of 25 Academic Committee members responded indicating their approval.

Trends in Awards Gained

[AC Minutes 2953-2962 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]

MATTERS FOR REPORT

List of awards

Received

2963. Paper AC 29/14, a full list of awards offered by the University of London Worldwide for 2019-20.

Overall Annual Report

Received

2964. Paper AC 29/15 'the Overall Annual Report to the Board of University of London Worldwide'.

CHAIR'S ACTIONS

Noted

2965. That Chair's action was taken:

- 15.08.2019: To recommend approval of the PGCert in International Sports Management; PGDip/PGCert in Gender Identity Healthcare Practice and PGCert in Theoretical Foundations of Gender Identity Healthcare to the Board of the University of London Worldwide.
- 10.10.2019: To recommend approval of the annual UoLW Quality Enhancement Review (2018-19) to the University of London Academic Quality Advisory Committee.

2966. That Chair's Action has been taken since the last meeting to approve the following number of suspensions of regulations for:

- Birkbeck: 1
- QMUL/UCL: 1
- LSE: 39
- LSHTM: 8
- UCL: 3
- UoL: 2
- SAS: 3

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

Noted

2967. Members were asked to note the dates of forthcoming meetings for 2019-20:

- Friday 28 February 2020
- Friday 22 May 2020

RESERVED BUSINESS

[AC Minutes 2968-2975 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]