Quality Assurance and Enhancement Committee (QAEC)
Minutes from the meeting held on
Wednesday 23 November 2022

Present
David Ashton, Academic Registrar – Chair
Dr Lorraine Craig, Faculty of Engineering representative
Prof Richard Green, Business School representative
Shangyi Liu, ICU PGT Representation Chair
Prof Jonathan Mestel, Senior College Consul
Prof Jason Riley, Faculty of Engineering representative
Claire Stapley, CLCC/CHERS representative
Dr Mike Tennant, Faculty of Natural Sciences representative
Dr Jeffrey Vernon, Faculty of Medicine representative
Judith Webster, Head of Academic Services
Chengning Yao, ICU PGR Representation Chair
Jason Zheng, ICU Deputy President (Education)
Scott Tucker, Deputy Director (Academic Quality and Standards) – Secretary

In Attendance
Leila Guerra, Vice Dean (Education), Business School
Prof Peter Haynes, Vice Provost (Education and Student Experience)

Apologies
Dr Clemens Brechtelsbauer, Chair of Programmes Committee
Laura Lane, Head of Strategy and Operations, Graduate School
Martin Lupton, Faculty of Medicine representative
Rebecca Middleton, Faculty of Natural Sciences representative

1.   Welcome, apologies and announcements

1.1   The Chair welcomed attendees to the first meeting of the academic year, including new
         members, as noted in Item 2.2. Apologies for absence were noted.

2.   Minutes of the previous meeting and terms of reference

2.1   The Committee confirmed the minutes of 1 June 2022 as an accurate record.   QAEC.2022.01

2.2   QAEC membership, constitution and terms of reference   QAEC.2022.01b

2.2.1   The Committee confirmed the following:
- Updated membership (five new members)
  - Senior College Consul: Prof Jonathan Mestel (replacing Prof Richard Jardine)
  - Faculty of Natural Sciences Nominee: Dr Mike Tennant (replacing Prof Richard Thompson)
  - ICU Deputy President (Education): Jason Zheng (replacing Daniel Lo)
  - ICU PGT Representation Chair: Shangyi Liu (new position on QAEC, replacing GSU President)
  - ICU PGR Representation Chair: Chengning Yao (new position on QAEC, replacing GSU President)
- Updated composition (two new positions)
  - ICU PGT Representation Chairs
  - ICU PGR Representation Chairs
- Minor amendments to the Terms of Reference

2.2.2   The Committee approved the updated membership, constitution and terms of reference, subject to the following addition:
- Reference to the new Admissions Subcommittee, which now reported relevant business to QAEC (whilst acting as a formal subcommittee of the Education and Student Experience Committee).

Action: Secretary

3.   Matters arising from the minutes

Actions from the minutes were added to the QAEC action list (Item 4).

4.   Update on QAEC actions

4.1   The Committee received an update on outstanding QAEC actions, as noted in the action list. It was noted that actions with a target milestone/completion date not yet confirmed would be updated, where possible, for the next meeting.

QAEC.2022.02

5.   Module Evaluation Questionnaire

QAEC.2022.03

5.1   The Committee received an update, including the background of the move from Student Online Evaluation (SOLE) to the MEQ and some of the resulting issues.

5.2   The Committee focused on the proposed short-term solutions for the Autumn term MEQ, which would open on 6 December 2022 and close on 10 January 2023.

QAEC approved the following interim changes for the 2022-23 MEQ as follows:
- Where a module was delivered by more than one lecturer in clearly distinct elements, Departments would be asked whether they wanted to 'split' the module to have separate questionnaires for each element
- Two extra questions would be added to enable 'overall satisfaction' to be evaluated, as requested by departments (Q8. 'Overall, I am satisfied with the teaching on this module', Q9. 'Overall, I am satisfied with the content of this module')
- All (moderated) free text comments for each module would be returned to a single designated 'lecturer', agreed by the DUGS/DPS in advance
- Students would be informed that all responses will be included in the results analysis, regardless of module enrolment numbers

Action: Secretary

5.3   The Committee noted that the Senior College Consul had been asked to chair a working group to review and improve the MEQ, with representation from across College. The first meeting would take place in January 2023. The group would make recommendations for 2023-24 and beyond, with consideration of the needs of all stakeholders and the available technology.

The Committee noted the proposed membership of the working group and agreed the following additions:
- Associate Provost (EDI)
- Associate Provost (Academic Promotions)
- CLCC/CHERS Representative

Action: Secretary

6.   PGT Annual Monitoring

6.1   The Committee considered the Faculty PGT Annual Monitoring Reports (reporting on 2020-21). All the issues raised in the Faculty reports were reported in the College summary (Item 6.2).

QAEC.2022.04

6.2   The Committee considered the PGT Annual Monitoring College Report 2021-22 (reporting on 2020-21), which included an update on the ongoing impact of Covid.

QAEC.2022.05

Good practice and development were identified by departments in the following areas:
- Assessment and feedback
- Student support
- Admissions
- Project allocation

The predominant cross-College theme continued to relate to resources.

6.3   The Committee discussed the current challenges with student casework administration. It was confirmed that the Student Casework Team was undergoing recruitment and not yet fully resourced.

6.4   The College level action plan would be updated by service providers and/or relevant committees and considered by QAEC in March 2023 before being disseminated to FECs.

<div align="right">**Action: Secretary**</div>

6.5   Department representatives reiterated the need for a review of annual monitoring, an ongoing action on the QAEC action list, to ensure it was fit for purpose.

6.6   The Chair thanks Departments and Faculties for their continued engagement in annual monitoring.

7   **Sub-Committees**

7.1   **Regulations and Policy Review Committee (RPRC)**

7.1.1   The Committee noted the report from the RPRC meeting held on 29 June 2022, including the following items: QAEC.2022.06

- Programme Suspension and Withdrawal Policy
- Non-Submission by Doctoral Students
- Posthumous and Aegrotat degrees for Postgraduate Research students
- Module outcome management
- Postgraduate taught Programmes Extension to Registration

7.1.2   The Committee noted the report from the RPRC meeting held on 27 July 2022, including the following items: QAEC.2022.07

- Calculation of Programme/Year Overall Weighted Averages
- Exceptional Exit Awards
- Review of College Examiner, Assistant Examiner and Assessor's Roles and Responsibilities documents.
- Review of External Examiners and Marking and Moderation practices
- Proposed amendment to sanctions for Academic Misconduct Policy and Procedures
- Module coding

7.1.3   The Committee considered the use of the College Examiner, Assistant Examiner and Assessor's Roles and Responsibilities documents. It was the view of RPRC that the documentation was obsolete, given that the information was provided within the College regulations. QAEC agreed that these roles and responsibilities documents should be rescinded as they have essentially been superseded.

7.1.4   The Committee noted the report from the RPRC meeting held on 2 November 2022,   QAEC.2022.08
including the following items:

- Terms of Reference and Membership
- Post-nominal Awards of the College
- Data Modelling of Postgate Taught outcomes – alternative algorithms
- Posthumous and Aegrotat provision in Doctoral Study
- Calculation of year and programme weighted averages
- Clarification regarding progression decisions

7.1.5   The Committee approved the updated RPRC Terms of Reference and Membership,
subject to the following revision:

- That the 'Member of QAEC' was changed to 'Academic Registrar'.

Action: Secretary

7.1.6   (i) Post-nominal awards of the College, as recommended by RPRC   QAEC.2022.09

QAEC previously requested that the Director of Student Administration, with the support
of relevant departments, conducts a review into the criteria for award of postnominals,
their purpose and standing, and perceived or actual value it adds for those students that
have been granted them, to be reported back to the Committee. QAEC considered a
paper that set out existing logic for awarding associateships and noted that further
clarification was required in relation to some iBSc programmes.

QAEC endorsed the recommendation to update the Regulations for Taught Programmes
of Study with the table to set out which post-nominals are available to students.

Action: Secretary

QAEC agreed to continue with current practice regarding certification with a view to
adding electronic versions of the certificates to the SLAB worklist.

7.2   **Postgraduate Research Quality Committee (PRQC)**

7.2.1   The Committee considered the report from the PRQC meeting held on 26 October 2022   QAEC.2022.10
and agreed the following:

- PRQC Terms of Reference and Membership 2022-23
- Chair's Action to update the Policy on Research Degree Supervision
- Matters arising - the use of Turnitin for submission of all PhD theses
- PGR Periodic Review of Department of Chemistry
- Posthumous and aegrotat policy for research degrees
- Modality of Final Thesis Research Degree Vivas Working Group
- PGR student leave policy
- Graduate Teaching Assistant framework
- Research Degree Precepts

7.2.2   The Committee approved the updated PRQC Terms of Reference and Membership.

7.2.3   At its meeting on 1 June 2022, QAEC endorsed PRQC's recommendation that the use of Turnitin for the submission of PhD theses should be deferred. The number of technical issues identified through a pilot was significant, both in the need for resource development and the corresponding burden on students, administrative staff, supervisors and internal examiners.

The Committee noted that PRQC had reaffirmed its decision that the use of Turnitin for the submission of all PhD theses was problematic. PRQC recommended that this is no longer pursued. QAEC subsequently endorsed PRQC's recommendation and recommended to Senate that the use of Turnitin for the submission of all PhD theses was no longer pursued and that the College could reserve the right to use Turnitin in specific cases where there was suspected plagiarism.

Action: Secretary

(i) The Committee considered the draft Research Degree Student Leave Policy, as recommended by PRQC and RPRC, and approved the Policy subject to the following:

QAEC.2022.11

- To confirm that the Policy does not apply to research degree students who are employed by the College. These students are subject to the staff terms and conditions for annual leave entitlement.
- To make clear that students are entitled to receive both holiday and mandatory leave (bank holiday and College closure days), during their parental leave period.

Action: Secretary

7.3   **Programmes Committee**

7.3.1   The Committee considered the report from the Programmes Committee meeting held on 26 October 2022. The following curriculum review proposals submitted by the Business School were approved, subject to the recommendations set out in the report:

QAEC.2022.12

- Executive MBA (for February 2023)
- Weekend MBA (for April 2023)
- Weekend MBA (Saudi Aramco) (for October 2024)

7.3.2   The Committee noted that Prof Richard Green had replaced Dr Mike Tennant as Deputy Chair of the Programmes Committee. The Chair thanked Dr Mike Tennant for acting as Deputy and Prof Richard Green for chairing the first Programmes Committee of the academic year.

7.3.4   The availability of module specifications was discussed and the link with programme specifications and student handbooks. It was felt that dynamic, web-based handbooks would be a positive development and will form part of the Student Lifecycle and Administration Board (SLAB) roadmap.

8.   Student Survey Results

8.1   Postgraduate Taught Experience Survey

8.1.1   PTES 2022 results summary

(i) QAEC considered the College PTES 2022 results summary. There were 971 respondents. The overall satisfaction they had with their studies was 82%, this was 2% higher than the score for London institutions, 2% higher than the score for Russell Group institutions and 1% higher than the score for Pre-92 institutions.

QAEC.2022.13

It was noted that the College results, and Departmental breakdown, would be circulated to Departments. The Committee would receive Department level results at the next meeting.

Action: Secretary

8.1.2   UG and PG MEQ 2021-22 results summary

(i) The Committee noted that the MEQ was used to evaluate modules on undergraduate and postgraduate taught programmes delivered by the Faculty of Engineering (including iBSc students) and the Faculty of Natural Sciences. I-Explore modules (BPES, Horizons, STEMM, Multidisciplinary Project) were also within the scope of the MEQ. Modules were normally evaluated in the term in which they ended. However, there were some examples of in-module evaluation for modules spanning more than one term, where this was requested by Departments.

QAEC.2022.14

(ii) The Committee noted the percentage of respondents answering 'definitely agree' and 'mostly agree' for the College:

Question Categories	UG	PG
Teaching Delivery	79%	84%
Assessment and Feedback	67%	76%
Engagement with Staff and Students	79%	87%
Access and Support	83%	89%

9.   External Examiners

9.1   The Committee noted the list of outstanding External Examiner appointments for 2022-23.

QAEC.2022.15

10.   Office for Students Condition B3 and the Teaching Excellence Framework

10.1   The Committee noted an overview, submitted by the Strategic Planning Division, of the College's performance against OfS Condition B3 indicators and an update on the TEF 2023 submission.

QAEC.2022.16

It was noted that from 3 October 2022 the Office for Students (OfS) has set minimum

numerical thresholds for measures of continuation, completion and progression to assist their regulation of condition B3, that a provider must deliver positive outcomes for its students. The College has over 700 indicators and all are above the minimum threshold.

It was noted that the TEF2023 exercise was currently underway following the release of the guidance on 7 October 2022. The deadline for submissions was 24 January 2023, with outcomes to be published in September 2023. In terms of the TEF indicators, where judgement was made against benchmarks, the College performs well on the Student Outcomes indicators. Performance on the Student Experience indicators (from the NSS data) was more mixed with Assessment and Feedback being very weak.

11. Academic Regulations

11.1 The Committee considered a summary of proposed updates to the Regulations for Taught Programmes of Study 2022-23. The proposed updates were made to provide clarity and elaborate on existing College practice. Some of the proposed updates were not deemed appropriate due to the significant effect on Department operations. Following discussion, some of the proposed updates were agreed, as set out in Annex A, and recommended to Senate.

QAEC.2022.17

Action: Secretary

12. Chair's Actions

12.1 Admissions: English Entry Requirements

QAEC ratified amendments to the College English general entry requirements for 2023 entry, which had been approved by Chair's action.

QAEC.2022.18

12.2 Admissions: CfAE Pre-Sessional English Entry Requirement Changes 2022

QAEC ratified amendments to the Centre for Academic English's Pre-Sessional English entry requirements for 2023, which had been approved by Chair's action.

QAEC.2022.19

13 Any other business

13.1 No other business reported.

14. Dates of Meetings 2022-23

14.1 The Committee noted the dates of QAEC meetings to be held in 2022-23 (all 10:05-12:00).
- 8 February 2023 (reporting to Senate on 1 March 2023)
- 15 March 2023 (reporting to Senate on 10 May 2023)
- 26 April 2023 (also reporting to Senate on 10 May 2023)
- 7 June 2023 (reporting to Senate on 28 June 2023)

Annex A

Summary of proposed updates to the Regulations for Taught Programmes of Study 2022-23

Summary of proposed changes recommended by QAEC (excluding those to correct typos)

2.6 ~~Where a student is eligible for an Associateship, both the degree and the relevant Associateship will be awarded to the successful student provided that they have satisfied the requirements of the College and the attendance requirement for the award of Associateship (see Table 1). For Associateships, the minimum period of study at the College is two years in the case of three year programmes and must include the second and third years of the relevant programme; in the case of four year or five year programmes the minimum period of study is three years and four years respectively and must include the second, third and fourth year of a four year programme and the second, third, fourth and fifth year of a five year programme. A diploma of Associateship will be sent to each successful student.~~

A student registered for an undergraduate level programme shall be awarded an associateship (if relevant) upon successful completion of that programme (see Table 1).

Table 1: Associateship Eligibility Across Faculties

Degree	Business School	Medicine	Natural Sciences	Engineering (Group 1)	Engineering (Group 2)	Non-faculty
Undergraduate						
CertHE	None	None	None	None	None	
DipHE	None	None	None	None	None	
BSc (Ordinary)	None	None	None	None	None	
BEng (Ordinary)				None	None	
BSc (Hons)	None	AICSM	ARCS	ACGI	ARSM	
BEng (Hons)				ACGI	ARSM	
MSci			ARCS		ARSM	
MEng				ACGI	ARSM	
MBBS		AICSM				
Taught Postgraduate						
PGCert	None	None	None	None	None	None
PGDip	None	None	None	None	None	None
MSc	DIC	DIC	DIC	DIC	DIC	DIC
MBA	DIC					
MPH		DIC				
MEd						DIC
MRes	DIC	DIC	DIC	DIC	DIC	DIC

Engineering Departments Group 1: Aeronautics, Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Computing, Design Engineering, Electronic and Electronic Engineering, Mechanical Engineering. [The only BSc degree awarded in this group is B800, Biomedical Technology Ventures]

Engineering Departments Group 2: Earth Science and Engineering, Materials. [At undergraduate level ESE award BSc/MSci and Materials BEng/MEng]

- Rationale: Student eligibility of associateships is clearer when set out in table form. The new Table 1 sets out what the previous paragraph 2.6 described.

3.35 Terminating a Student's Registration from a Taught Programme on the Grounds of Academic Grounds Unsatisfactory Engagement

~~The College's regulations on the termination of a student's registration from a taught programme on academic grounds are codified in the College's policies and procedures.~~

- Rationale: Removed, as this refers to academic failure rather than unsatisfactory engagement.

(New) 3.38 Under the College's procedures for **Student Discipline**, **Academic Misconduct, Fitness to Practise Medicine** or **Fitness to Study** where they apply, a student may be required to withdraw from their studies where it is deemed necessary to protect the College community or as a penalty/sanction, or where it is considered to be within the best interest of the student.

- Rationale: Clearer signposting to associated policies and procedures.

6.12 Co-curricular modules are those offered College-wide to broaden the curriculum. These modules are numerically graded but will be treated as pass/fail modules and as such will not contribute to the ~~in the~~ calculation of the programme ~~will be recorded on a pass/fail basis and as such do not contribute to the~~ overall weighted average for degree classification. Co-curricular modules can be compensated. Where a programme allows a student to take an additional co-curricular module for degree credit, this would be graded and contribute to the degree classification. *(Note: 'Degree Credit' and 'Extra Credit' added to Glossary)*

- Rationale: To provide further clarity and confirm that additional co-curricular modules (i.e. not taken as I-Explore) that are part of an approved programme contribute towards degree classification.

(New) 8.5 Students will not normally be permitted to take more than 90 ECTS to complete a Master's programme. Where programme design means that students are able to choose between modules of different sizes and as a result will exceed 90 ECTS, the maximum additional credit which a student can obtain over the course of their programme of study is 2.5 ECTS.

- Rationale: To provide parity with undergraduate degree programmes, which allow an additional 5 ECTS to be taken. *(Note: Previously recommended by QAEC).*

(New) 8.6 Where a full time Master's programme extends over more than one academic year, the programme can be approved with additional Level 7 ECTS in the programme structure.

- Rationale: To allow further flexibility in programme design, where this is deemed appropriate.

10.4 Unless specific assessment components have been designated as 'must pass' ~~Normally~~ a module will be considered as passed even where one or more of the assessment components have been failed, should the module pass mark be achieved. However, where a student has accepted Mitigating Circumstances and a deferred piece of assessment, they should be provided with the opportunity to take any outstanding assessment components before a module pass is confirmed. ~~A module may be validated to additionally require designated specific assessment component(s) as essential to pass in order to pass the module. The module mark will be provided to two decimal places.~~

- Rationale: To ensure that students who have accepted mitigating circumstances are provided with an opportunity to demonstrate achievement of the module learning outcomes through the successful completion of all module assessment opponents. The Board of Examiners Notes will be updated to reiterate that that the deferred assessment component(s) could be an alternative assessment component(s), in line with Regulation 10.20 'Re-assessment may take the same format as the original assessment or may take an alternative format at the discretion of the relevant Board of Examiners.'

10.8~~7~~ A module that has been passed, and for which credit has been awarded, may not be repeated in order to improve a mark or gain additional credit, except where required following the application of a penalty under the Academic Misconduct Procedures or where the Board of Examiners has agreed that a student is permitted to ~~given~~ re-take the year as if for the first time ~~a retake year~~ under para 11.5 c

- Rationale: To align with the approved Academic Misconduct Procedure and existing Regulation 11.5c.

(New) 10.13 For undergraduate programmes, a module(s) may only be compensated if the year weighted average mark meets the minimum required (40.00%). For postgraduate programmes, a module(s) may only be compensated if the year weighted average mark meets the minimum required (50.00%).

- Rationale: To articulate existing practice and ensure that compensation is applied appropriately.

10.16~~18~~ Where a student has been awarded a compensated pass they cannot re-attempt that module. The mark achieved will be recorded against the module and used for the calculation of the year and programme weighted averages.

- Rationale: To articulate existing practice.

10.17~~19~~ A student who fails a module ~~may~~ will, subject to regulations concerning maximum numbers of attempts, maximum numbers of credits, maximum periods of registration and credit thresholds be permitted at least one further attempt at the module.

- Rationale: To clarify existing practice.

11.5 ~~Normally following an in year reassessment opportunity, w and the Where~~ Where the requirements for progression have not been met, normally following the in-year re-assessment opportunity, the Board of Examiners may offer the student the opportunity to either:

    a. Re-take the module(s) they have failed
    b. Re-take the entire year
    c. Re-take the year as if for the first time. This may be exceptionally offered to students at the end of year one (Level 4) or Year 2 (Level 5) and may be offered only once during a programme. For MBBS programmes a re-take as if for the first time may only be offered for year 1.

- Rationale: To clarify that outcomes a-c, are normally offered after an in-year re-assessment opportunity. These outcomes are listed in the 'Progression: Undergraduate Awards' section

11.7 A Board of Examiners has the authority to require a student to withdraw on academic grounds in any of the following circumstances:
c. where a student has demonstrated significant failure (normally less than 30 credits passed at the first assessment opportunity) within the year of study.

- Rationale: To clarify that the 30 ECTS threshold relates to a year of study (additional wording that can accommodate mixed levels of study).

12.5 The Module Leader must ensure that:
(New) a. A clear marking scheme/model answers are provided to the markers, the internal moderator (where required) and the External Examiner.

- Rationale: To confirm a role of the Module Leader

13.1720 Candidates whose Programme Overall Weighted Average is between n8.00 and n9.49 (inclusive) will be considered for a higher classification band where applicable based on their overall academic performance. Each Board of Examiners is required to have its own approved algorithmic criteria for application to borderline candidates this will be approved in advance by the College and will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to the next classification band.

- Rationale: To align with current practice whereby Faculties have delegated responsibility to approve borderline criteria.

13.1821 Candidates who have a Programme Overall Weighted Average of 70.00 or above or 60.00 or above but have not achieved a minimum of a distinction (70.00%) mark or a minimum of a merit (60.00%) mark in a designated dissertation or final major project module will be considered for the next classification band where their mark in a designated dissertation or final major project module falls within 2.00 1.50% of the boundary for a distinction or merit mark respectively (68.00-69.99 69.49 %; 58.00-59.99 59.49%).

- Rationale: To correct a typo. This revision does not change the existing thresholds for uplift consideration (i.e. distinction or merit remain at 68.00 and 58.00 respectively).

13.1922 Each Board of Examiners is required to have its own approved algorithmic criteria for application to borderline candidates this will be approved in advance by the College and will be made clear to students. Each Board of Examiners is required to have its own approved algorithmic criteria for application to borderline candidates; this will be chosen from one of the approved College algorithmic approaches and will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to the next classification band. Students will be informed as to these reasons.

- Rationale: To align with current practice whereby Faculties have delegated responsibility to approve borderline criteria.

(New) 13.35 A Posthumous award may be made with or without classification and can be awarded at the discretion of a Board of Examiners to a student who has passed away before completing the full period of study or the requirements for their target award.

- Rationale: To confirm that the award can be made with or without classification.