

LONDON'S GLOBAL UNIVERSITY



UCL

---

**EDUCATION COMMITTEE**

**14 October 2011**

**MINUTES**

1 **TERMS OF REFERENCE, CONSTITUTION AND 2011-12 MEMBERSHIP**

**Received**

- 1.2 At APPENDIX EDCOM 1/01 (11-12) - the Terms of Reference, Constitution and 2011-12 Membership<sup>1</sup>.

**Approved**

- 1.3 The above.

2 **MINUTES**

**Approved**

- 2.1 The Minutes of the meeting of EdCom held on 6 July 2011 [*EdCom Mins. 47-63, 06.07.11*], issued previously, were confirmed by the Committee and signed by the Chair, subject to a minor amendment at Min. 52.5, bullet 3, which should read '*It was resolved that Professor Vince Emery should be appointed as Academic Champion*'.

3 **MATTERS ARISING FROM THE MINUTES**

*[See minutes 4, 5, & 8 - 11 below]*

4 **ENGAGEMENT MONITORING**

*[EdCom Min. 50, 10-11]*

**Received**

- 4.1 At APPENDIX EDCOM 1/02 (11-12) – a note from the Director of Student Services and at Appendix A, a memo setting out the overarching principles and procedures for Engagement Monitoring for 2011-12.
- 4.2 An oral report from the **Director of Student Services, Mr David Ashton**.

**Reported**

- 4.3 UCL had been accorded Highly Trusted Sponsor status by the UKBA. As part of this agreement, UCL was governed by UKBA regulations, including monitoring requirements. Highly Trusted Status was renewed annually and in assessing renewal, UCL's ability to monitor in particular the engagement of its Tier 4 students would be scrutinised. An online engagement monitoring system had been developed in Portico to assist with the monitoring of students. Named departmental/divisional staff are required to indicate where students have not been engaging with their studies. The arrangements for engagement monitoring in the 2011-12 session were set out at Appendix EDCOM 1/02 (11-12) Appendix A. This document also included useful FAQs on engagement monitoring. As per last session, monitoring would be

---

<sup>1</sup> Professor Vince Emery will serve as Acting Chair of the Committee in place of the Dean of Students (Academic)/ Acting Vice-Provost (Education) pending the appointment of a permanent Vice-Provost (Education).



-

- 5.9 That EdCom review the situation again in 2012-13, paying particular attention to the operation of PT for PGT students. **[Action: Ms Sandra Hinton]**

## 6 DRAFT ANNUAL REPORT FROM EDCOM TO AC

### *Received*

- 6.1 At APPENDIX EDCOM 1/04 (11-12) – the draft Annual Report.

### *Discussed*

- 6.2 EdCom approved the above Annual Report for submission to AC's December 2011 meeting.

## 7 HANDLING OF NON-COMPLETES WHEN CONSIDERING STUDENTS FOR AWARD

### *Received*

- 7.1 At APPENDIX EDCOM 1/05 (11-12) – a paper from the Dean of Students (Academic).
- 7.2 An oral report from **the Dean of Students (Academic) Professor Mike Ewing**.

### *Reported*

- 7.3 In order to achieve a degree under UCL's Harmonised Scheme of Award, students must have completed 12 course units and have passed at least 11. In the 2010 11 session, the large number of suspensions of regulations requested to allow incomplete students to pass showed that Examination Board Chairs remained unfamiliar with UCL regulations and that departments had given misleading oral and written advice to students.

### *Discussed*

- 7.4 EdCom's RRG had considered the issues in June 2011<sup>2</sup> and had ruled that students must be complete in all course units in their first and second years but were not obliged to have *passed*



*least a 2(i) performance as determined by the Harmonised Scheme and any additional requirements of the receiving faculty.*

- c. A supportive reference, preferably from the faculty or department at which the student is currently or was last based.*
- d. Detailed comparison of the degree programme and the modules taken showing the equivalence or otherwise in the accompanying case for APL.*
- e. Sufficient capacity within the Department and Faculty in terms of student numbers.*

*For **intra-faculty** transfers the above criteria should also apply. However, if a student does not satisfy one or more of the criteria, a case should be made to the Dean of Students (Academic).'*

- 8.6 That the above criteria once enshrined in the regulations should be circulated as appropriate. **[Action Ms Irene Morley]**

10 **SPECIAL PROVISIONS AEGROTAT**

[EdCom Min. 61.3, 10-11]

**Noted**

10.1 A Special Provisions Aegrotat meeting was held on 7 July 2011.

**Received**

10.2 At APPENDIX EDCOM 1/08 (11-12) – a paper from the Director of Student Services.

10.3 An oral report from the **Director of Student Services, Mr David Ashton**.

**Reported**

10.4 Edcom was asked to note the recommendations of the Sub-group on Awards under the Special and Aegrotat Provisions, which had been approved by Chair's Action. The Sub-group had discussed the the quality of medical evidence/documentation submitted to it and when it should be deemed appropriate for a student to be advised to withdraw rather than be considered for an award under the Special and Aegrotat Provisions. It was clear that some students had been given poor advice in this respect.

**Discussed**

10.5 The Vice-Provost (Education) stressed that Special and Aegrotat Provisions should be considered as a final resort in the case of, for example, a chronic illness where there was no reasonable prospect of the student being able to complete examinations at a future date. However, a single, acute event or illness might be dealt with by withdrawing or, in certain instances, by an complete examinatio theSub-gr the Sub-groupAegrotatable ed as a fiim12 Tcd toces,(ipec me



- 11.3 It was noted that EdCom's PMASG also monitored the range of assessment types proposed in the PIQs it scrutinised and often referred proposals back to their authors for further work if the assessment methods proposed were considered insufficiently diverse.

**Resolved**

- 11.4 That a report on key assessment types be submitted to EdCom on 8 December 2011. **[Action: Mr David Ashton]**

**12 ACTION TAKEN BY THE VICE-CHAIR**

**12A Approval of new programmes of study**

**Noted**

- 12A.1 The EdCom Vice-Chair (also Acting Chair), Professor Vince Emery, acting on behalf of EdCom and on the recommendation of PMASG, approved the institution of the following programmes of study:

- BA Geography (International)
- BSc Geography (International)
- BSc Anthropology (with a Year Abroad)
- MRes Healthcare Engineering for an Ageing Population
- BSc Planning and Real Estate
- MRes in Organic Chemistry: Drug Discovery
- MA in Early Modern Studies
- MSc Financial Risk Management
- PG Cert/MRes Risk and Disaster Reduction
- PG Dip/MSc Infrastructure Investment and Finance
- MA Transnational Studies

**12B Change of Title**

**Noted**

- 12B.1 The EdCom Vice-Chair (also Acting Chair) had approved a change of title for the Doctorate in Clinical Communication Science (replacing Doctorate in Speech and Language Therapy). The Chair of RDC had previously also approved this change of title by Chair's Action.

**13 MINUTES FROM STEERING GROUPS**

**13A.1 Programme and Module Approval Steering Group**

**Received**

- 13A.2 At APPENDIX EDCOM 1/09 (11-12) - the Minutes of the meeting of PMASG held on 29 June 2011.

