

LONDON'S GLOBAL UNIVERSITY



UCL

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**EDUCATION COMMITTEE**

**25 June 2013**

**MINUTES**



**Reported:**

- 60.2 EdCom was asked to consider whether UCL should put in place a Fitness to Study Policy for all UCL students. The paper sought permission to draw up a draft policy for further consideration at EdCom in the coming session 2013-14.

**Discussion:**

- 60.3 Members queried the appropriate process for referring students during the transitional phase between the disestablishing of the role of Dean of Students' (Welfare) and confirmation of new arrangements. It was established that during this time, referrals should be made to the Director of Student Support and Welfare, Ms Denise Long.
- 60.4 The Chair resolved to check with the Registrar whether a note would shortly be forthcoming with details of the role which would replace that of the Dean of Students' (Welfare) from 1 October 2013.
- 60.5 Members noted that any preliminary proposals for a Fit to Study policy should include explicit reference to disciplinary sanctions if a student's state of health should create behaviour which impacted on the learning of other students, particularly in group work situations.

**RESOLVED:**

- 60.6 That the Chair contact the Registrar as per Min. 60.4 above. **[Action: Professor Mike Ewing]**
- 60.7 That a draft Fit to Study policy should explicitly mention the impact of a student's ill health on others, as per Min. 60.5 above. **[Action: Mr David Ashton]**

**61 SCHEDULED LEARNING HOURS – ISSUES ARISING FROM UCL PREPARATIONS FOR THE KEY INFORMATION SET [EdCom Min.25, 12-13]**

**Received:**

- 61.1 At EDCOM 5/43 (12-13) – a paper, introduced by the Chair of the KISSG.

**Reported:**

- 61.2 The Chair of the KISSG summed up the results of research into the issues as follows:
- x The definitions set by HESA (at Para. 8 of the paper) seemed to map on to 1200 hours.
  - x The majority of other Russell Group universities (23 out of 28) defined their scheduled learning hours per year as 1200 two institutions (Imperial and Southampton) used 1500 hours; one (LSE) used 1480 hours; while for two institutions (Oxford and Cambridge) it had not been possible to obtain any relevant information.
  - x If the requirements of Bologna, and the need to ensure comparability of UK awards with those of European HEIs remained a pressing issue, it was clearly not one which troubled the majority of Russell Group universities and it had, in any case, been largely overtaken by the requirements of the KIS.

- x In light of the above, EdCom was invited to recommend that UCL should define 'scheduled learning and teaching activity' for the purposes of the KIS as being 1200 hours per year.

***Discussion:***

61.3 EdCom agreed that no major policy change was actually being proposed in terms of



***Reported:***

64.3 The Chair reported that at the QMEC meeting the Director of Estates had spoken of

**66 APPROVAL OF NEW PROGRAMMES OF STUDY**

***Noted:***

- 66.1 The PMASG Chair, acting on behalf of EdCom and on the recommendation of PMASG, had approved the following programmes of study since the meeting of EdCom on 30 April 2013:

*MRes Physics of Cancer Therapy*

half an hour each, due to a fire alarm. The arrangement of a separate room for the collection of scripts had, however, worked well and would be continued.

## **68B Faculty issues with Portico functionality 2012-13**

### ***Noted:***

68B.1 At EDCOM 5/47 (12-13) – the issues, as reported by faculties, arising from a discussion at the UCLBE on 6 March 2013.

### ***Discussion:***

68B.2 Representatives from each faculty had now met separately with Portico Services and had fed in their observations. Domain governance groups would decide how money was to be spent but ISD also received a lump sum which it divided up as it thought appropriate.

68B.3 The most recent meeting of the LTISG, Chaired by the Vice-Provost (Education), had recommended moving to a three year budgeting period.

68B.4 It was noted that EdCom should be more mindful, when approving proposals with implications for Portico functionality, of the time needed to secure funding and begin work. For example, the proposals for a GPA would require a great deal of system change and a lead-in time of at least 12-18 months would need to be factored in. Often proposals were approved and only once this had happened, were the Portico implications considered.

68B.5 EdCom requested a review of staff with access to SITS; and suggested giving departments 'read-only' access. Only faculty-level staff had originally been given this access in 2004. However, there was a considerable training requirement and currently no resource to train extra staff to use SITS. It was resolved that the Chair would take the matter up with the Registrar.

### ***RESOLVED:***

68B.6 That the Chair discuss with the Registrar, Mr Tim Perry, the possibility of access to SITS for departmental staff. **[Action: Professor Mike Ewing]**

## **69 DATE OF NEXT MEETING**

### ***Noted:***

69.1 There would be no further meetings of EdCom in 2012-13.

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October 2013