Programme and Module Approval Board

Minutes of the meeting of the Programme and Module Approval Board held on
Wednesday 29 June 2011 at 13.00 in the Council Room.

CONFIRMED

Present:
Prof. Susan Dilly (Chair)
Peter Rosenberg  Dr Mark Carroll  Prof. Julia Shelton
Dr Andy Robinson  Dr Theo Kreouzis  Prof. Omar Garcia-Obregon
Prof. Ray Croucher

In attendance:
Ken Chow (Secretary)  Dr Na Yao  Jane Pallant
Prof. Peter McOwan  Claire Hackett  Raluca Vasiliu-Mclver
Dr Katherine Bevan  Dr Alastair Owens  Jane Reid

Apologies:
Prof. Anthony Warrens  Dr Warren Boutcher  Dr Henri Huijberts
Prof. Olwyn Westwood  Sam Brenton  Prof. Elizabeth Davenport

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<th>Part 1 – Preliminary Items</th>
<th>Paper</th>
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<td>2. Minutes of the previous meeting</td>
<td>PMAB2010-264</td>
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<tr>
<td>2010:211 The Board considered and confirmed the minutes of the previous meeting held on Wednesday 25 May 2011.</td>
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<td>3. Matters Arising from the previous meeting</td>
<td>PMAB2010-265</td>
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<td>2010:212 The Board received a paper on the matters arising from the minutes of the previous meetings of Programme and Module Approval Board. The Board noted that there were a number of outstanding actions still to be addressed from previous PMAB meetings.</td>
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<td>2010:213 The Board received confirmation that Senate had recently considered and approved the proposals made regarding the operation of Programme and Module Approval Board and noted the following:</td>
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<td>i. Taught Programmes Board would replace the Programme and Module Approval Board; its remit would be to consider the detailed academic case for new programmes (and associated modules), collaborative provision and modules incorporating study abroad, distance learning and work-based learning.</td>
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The Board noted that this would be the last meeting of PMAB that Dr Andy Robinson would be present for. The Board thanked Dr Andy Robinson for his contribution made to the work of the Board and to programme and module approval process.

2010:215

The Board discussed the pass mark for level 7 modules used on MSci programmes and noted the following:

i. The use of special regulations to adjust the pass mark from 40% to 50% for the current cohort of students on Physics MSci programmes had been approved outside of PMAB by Chair’s Action, although there were still a number of related issues that required attention in order for a solution to be fully implemented on the Student Information System (SIS). This included reconciling issues related to different marking schemes.

ii. The possibility of a manual solution that would operate outside of SIS for the MSci programmes was highlighted. However, it was expressed that such a solution could create further complications, particularly with regard to data reporting and statutory returns to HEFCE and HESA.

iii. Further work was required to ascertain the feasibility of any possible manual intervention made to accommodate the recording of MSci student records.

Action: KB

iv. The issue of differential pass marks for MSci/MEng programmes had previously been raised by ARCS and put to Faculty Boards but had not progressed.

v. It would be desirable to consider and implement any change to the pass mark for MSci programmes on a consistent basis across Queen Mary, particularly as a number of other Schools also offered MSci programmes in addition to Physics.

vi. It was agreed that a paper would be prepared by ARCS relating to a proposal to conform to practice elsewhere in the sector regarding integrated masters programmes.

Action: ARCS

Transfer of Students between Awards

2010:216

The Board discussed the transfer of students between different awards and noted the following:

i. Student progress and completion was currently only reported at undergraduate level, so the transfer of students between a Postgraduate Certificate, Postgraduate Diploma and MSc would not have significant implications in this respect.

ii. The transfer of student between different awards, particularly to higher level qualifications was likely to require manual intervention to resolve
issues relating to SIS, student diets and the calculation of appropriate fees.

iii. Further work was required to clarify a detailed process relating to the transfer of students between awards at level 7. This would be undertaken over the summer with a view to reporting back at the first meeting of Taught Programmes Board (formerly PMAB) of the 2011/12 academic year.

Action: JP / KB / PR

Dissertation Module Proposals for the Postgraduate Diploma / MSc Burn Care and MSc Aesthetic Plastic Surgery

2010:217 It was agreed that the phrasing of both modules above should be amended to reflect an assessment load of 'up to 15,000 words'. The minutes from the previous meeting of PMAB would also be amended to reflect this.

Action: BICMS / KC

Postgraduate Certificate in Trade Mark Law and Practice

2010:218 The Board discussed an issue relating to the potential to offer students a second resit attempt on the above programme which was considered at the April meeting of PMAB and noted the following:

i. Offering an additional opportunity for a resit was contrary to the academic regulations of QMUL.

ii. A resolution had been reached whereby students on the programme would not formally be entitled to a resit within the programme regulations, but would be able to make one further attempt at the examinations as an associate student. Under this arrangement students would not pay the full module fee, but only a suitable re-examination fee. Students who did resit as an associate student would not be eligible for a Queen Mary award but would receive a transcript detailing the outcome of their final attempt.

Part 3 – Programme Proposals

Faculty of Science and Engineering

5. School of Electronic Engineering and Computer Science

BSc (Eng) Internet of Things Engineering (Part 2) and 7 associated module proposals:

- Ad hoc and broadband wireless
- Cloud Computing
- Signal Theory for IoT
- Networks and Protocols
- Control Theory
- Middleware
- Databases

PMAB2010-266

2010:219 The Board considered a Part 2 programme proposal for the BSc (Eng) Internet of Things Engineering and 7 associated module proposals and noted the following:
i. This proposed programme had been designed by Queen Mary and BUPT (Beijing University of Posts and Telecommunications) and built upon an existing and well-established collaborative partnership between both institutions.

ii. The programme was seen as strategically important in China and was supported by the Chinese Ministry of Education (MoE) and Beijing Education Commission. The final decision regarding MoE approval was due to be announced in September 2011. Any significant changes required to the documentation would initially be handled by Professor McOwan and then by Professor Susan Dilly as Chair of the Board using Chair’s Action.

iii. If approval was not granted by the MoE students would be transferred over to other BSc (Eng) programmes offered jointly by Queen Mary and BUPT. It was expressed that this arrangement should be made clear to students in any publicity material.

iv. Special Regulations that were already developed and approved for the Joint Programme would apply to this programme. This included the condition for students studying on the Joint Programme to pass every module.

v. The final element of assessment for the modules Cloud Computing; Signal Theory for IoT; Networks and Protocols; Control Theory; Middleware; Databases would be the examination only. This required clarification on the module proposals submitted.

   Action: NY

vi. A list of the Chinese modules taken in addition to the technical modules was requested in order to view the structure of the programme in its entirety.

   Action: NY

vii. The Board approved the Part 2 programme proposal for the BSc (Eng) Internet of Things Engineering (Part 2) and the 7 associated module proposals.

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**Part 4 – Programme Amendments**

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<tr>
<th>Faculty of Humanities and Social Sciences</th>
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<tr>
<td>6. School of Geography</td>
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<tr>
<td>i. MSc Physical Geography by Research (Full Time and Part Time - F8S1/ F8S2) and one associated module proposal:</td>
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<tr>
<td>• Environmental Science Research and Practice</td>
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2010:220 The Board considered a programme amendment to the MSc Physical Geography by Research and one associated module proposal and noted the following:

i. It was proposed that the title of the MSc Physical Geography by Research would change to MSc Environmental Science by Research. This reflected the broader expertise within the School of Geography and was also intended to appeal to a wider student market with interests beyond physical geography.
ii. The proposed amendment to the diet of modules would allow for more flexibility and, by employing modules already offered on the MSc Integrated Management of Freshwater Environments, for a more efficient delivery of the programme. The amendments would also provide a more structured taught component that enhanced the employability of graduates.

iii. The associated module proposal, Environmental Science Research and Practice, would form part of the integral research training within the programme.

iv. The Board **approved** the programme amendments and associated module proposal.

<table>
<thead>
<tr>
<th>ii.</th>
<th>BA/BSc/BSc (Econ) Undergraduate Geography Programmes (Various Codes)</th>
<th>PMAB2010-268</th>
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<tbody>
<tr>
<td>2010:221</td>
<td>The Board <strong>considered</strong> a programme amendment to various BA/BSc/BSc (Econ) Undergraduate Geography Programmes and <strong>noted</strong> the following:</td>
<td></td>
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<tr>
<td>i.</td>
<td>The amendment related to a series of changes for BA/BSc/BSc (Econ) programmes within the School of Geography and the withdrawal of the module GEG4201 (Earth Portrait of a Planet) and reintroduction of the module selection status of GEG4202 (Earth Surface Processes and Landforms) and GEG4207 (Planet Earth: Global Systems).</td>
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<td>ii.</td>
<td>The Board <strong>approved</strong> the programme amendment.</td>
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**Faculty of Science and Engineering**

7. **School of Electronic Engineering and Computer Science**

<table>
<thead>
<tr>
<th>i.</th>
<th>Various BSc (Eng), BEng and MEng programmes (to replace Programming Modules)</th>
<th>PMAB2010-269</th>
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<tbody>
<tr>
<td>2010:222</td>
<td>The Board <strong>considered</strong> a programme amendment to various BSc (Eng), BEng and MEng programmes and <strong>noted</strong> the following:</td>
<td></td>
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<tr>
<td>i.</td>
<td>The proposed change in the diet of modules formed part of the ongoing Electronic Engineering and Computer Science Curriculum Review, and would rationalise the programming teaching provision across the 2 former departments of Electronic Engineering and Computer Science.</td>
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<tr>
<td>ii.</td>
<td>The Board <strong>approved</strong> the programme amendment.</td>
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<tr>
<td>ii.</td>
<td>Various BSc (and 1 MSci) programmes (to replace DCS 124 Computers in Society with ELE104 Professional Applications)</td>
<td>PMAB2010-270</td>
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<tr>
<td>2010:223</td>
<td>The Board <strong>considered</strong> a programme amendment to various BSc and MSci programmes and <strong>noted</strong> the following:</td>
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<tr>
<td>i.</td>
<td>The proposed change in the diet of modules formed part of the ongoing Electronic Engineering and Computer Science Curriculum Review, and would rationalise the programming teaching provision across the 2 former departments of Electronic Engineering and Computer Science.</td>
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iii. Various MEng programmes ref IET requirements

2010:224 The Board considered a programme amendment to various MEng programmes and noted the following:

i. The proposed amendment related to increasing the business-related content in a number of MEng programmes in order to fulfil the requirements of the accrediting body, the IET (Institute of Engineering and Technology), which was communicated following their last accreditation visit.

ii. A mapping of programmes to the newly developed Queen Mary Graduate Attributes was part of the curriculum review project.

iii. The Board approved the programme amendment.

iv. BSc, MSci, BEng and MEng Programmes (various Systems modules changes)

2010:225 The Board considered a programme amendment to various BSc, MSci, BEng and MEng programmes and noted the following:

i. The proposed change in the diet of modules formed part of the ongoing Electronic Engineering and Computer Science Curriculum Review, and would rationalise the programming teaching provision across the 2 former departments of Electronic Engineering and Computer Science.

ii. The Board approved the programme amendment.

School of Medicine and Dentistry

8. William Harvey Research Institute

MSc in Sports and Exercise Medicine

2010:226 The Board considered a programme amendment to the MSc in Sports and Exercise Medicine programme and noted the following:

i. Currently it was a requirement that students completed 2 ‘combined clinic sessions’, which were multidisciplinary sports medicine clinics at Mile End Hospital. However, a 25% increase in the student intake during 2010/11 had meant that this arrangement had become impractical to deliver.

ii. The proposal related to reducing the requirement of the combined clinic sessions to one session rather than two. It was expressed that this change would have no detrimental impact on the student experience.

iii. A revised Programme Specification to detail the above changes was required.

Action: WHRI

iv. The Board approved the programme amendment.
<table>
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<th>Part 5 – Module Proposals</th>
<th>Paper</th>
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<tr>
<td><strong>Faculty of Humanities and Social Sciences</strong></td>
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<td><strong>10. School of English and Drama</strong></td>
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<tr>
<td>Renaissance Literary Culture (Half Module)</td>
<td>PMAB2010-274</td>
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2010:227  The Board **considered** a module proposal for Renaissance Literary Culture and **noted** the following:

i. The qualifying mark of 40% specified for the contextualisation exercise element of assessment was incorrect and required addressing.  
   **Action: SED**

ii. The Board **approved** the module proposal subject to the clarification of the
<table>
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<th>11. School of Politics</th>
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<tr>
<td>i. Theories of State, Economy and Society (Half module)</td>
<td>PMAB2010-275</td>
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2010:229 The Board **considered** a module proposal for Theories of State, Economy and Society and **noted** the following:

i. The proposed module would provide a single semester version of the full year already approved module POL245 to enable students to study the module in the Autumn term only.

ii. The Board questioned the rationale for keeping both the 30 credit version and the 2 x 15 credit versions of the module. It was expressed that the main reason that this was done was to recruit associate students.

iii. The Board **approved** the module proposal.

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<th>12. School of History</th>
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<tr>
<td>i. Islam is the Solution? The History of Modern Islamism</td>
<td>PMAB2010-277</td>
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2010:231 The Board **considered** a module proposal for Islam is the Solution? The History of Modern Islamism and **noted** the following:

i. The use of a 50% qualifying mark was incorrect.

ii. The total notional study hours for the module should be 300 hours, not 150 hours and required addressing. The proposed number of formal seminar contact hours (22 hours in total) was raised as a cause for concern. This would require further attention by the School of History with a view to increasing the current contact hours.

iii. The use of a single 4,000 word assessment for a 30 credit level 7 module was debated but was understood to be in keeping with the assessment load for other comparable modules within the School.
iv. Given the significance of coursework elements of assessment in contributing to students’ overall grades, the Board sought clarification as to how plagiarism was tackled within the School and whether *Turnitin* was used to screen assignments. It was expressed that the use of *Turnitin* was not widespread and this raised concern by members of the Board.

v. It was **agreed** that the Chair would liaise with the Head of the E-Learning Unit regarding the role of plagiarism software in assisting with maintaining standards and the possibility of adopting a policy and associated guidance on its use. This would include guidance on how to interpret and use the information provided by the software and any training implications for staff.

    **Action:** Chair

vi. The Board **approved** the module proposal subject to the clarification of the points detailed above and the submission of a revised Module Proposal form. The revised documentation would be considered outside of the Board by Chair’s Action.

    **Action:** CH / Chair

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<tr>
<th>ii. Islam in Medieval and Early Modern Iberia</th>
<th>PMAB2010-278</th>
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2010:232 The Board **considered** a module proposal for Islam in Medieval and Early Modern Iberia and **noted** the following:

i. The use of a 50% qualifying mark was incorrect.

ii. The module would only be available to students on MA Islam and the West programme.

iii. The Board **approved** the module proposal subject to the clarification of the points detailed above and the submission of a revised Module Proposal form. The revised documentation would be considered outside of the Board by Chair’s Action.

    **Action:** CH / Chair

13. **School of Business Management**

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<tr>
<th>Managing Knowledge-based Organisations</th>
<th>PMAB2010-279</th>
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2010:233 The Board **considered** a module proposal for Managing Knowledge-based Organisations and **noted** the following:

i. The Subject Exam Board responsible for the module required clarification.

ii. The anticipated student registrations only refer to year 2009/10, which was last academic year.

iii. The resource requirements for the school responsible for module were not documented and it was unclear if there were any resource requirements that need to be considered.

iv. The proposed JACS code required clarification as the proposed code was deemed not appropriate.

v. The Board did **not approve** the module proposals for Managing Knowledge-based Organisations due to the reasons detailed above. A revised module proposal that addressed the issues highlighted should be
submitted to the next meeting of PMAB on the 27th July.

**Action**: SBM / Chair

### Part 6 – Module Updates

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<th>14.</th>
<th><strong>Summary of Approved Module Updates</strong></th>
<th>PMAB2010-280</th>
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<tbody>
<tr>
<td></td>
<td>The Board received and noted a summary of approved module updates.</td>
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<tr>
<th>15.</th>
<th><strong>The Blizard Institute of Cell and Molecular Science</strong></th>
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<td></td>
<td>Research project in gastro-intestinal science and Programme Specification for the MSc/PgDip/PgCert Gastroenterology</td>
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**2010:234** The Board considered a module update for Research project in gastro-intestinal science and noted the following:

i. The module update and accompanying programme specification related to a programme amendment that was submitted to the May meeting of PMAB for the Postgraduate Diploma Gastroenterology (A3DL). This proposed the creation of a part-time distance learning Postgraduate Diploma in Gastroenterology that would be taken over 2 years and the creation of a distance learning part-time MSc in Gastroenterology.

ii. The Board approved the creation of a part-time distance learning Postgraduate Diploma in Gastroenterology that would be taken over 2 years and the creation of a distance learning part-time MSc in Gastroenterology.

iii. Under the current arrangements for Examination Boards it was understood that the Programme Organiser was also the Chair of the Subject Exam Board. This arrangement was not satisfactory and raised concern from members of the Board.

iv. It was agreed that a new independent Chair of the Subject Exam Board was required.

**Action**: BICMS

### Part 7– Module Withdrawals

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<th></th>
<th><strong>Summary of Module Withdrawals to Approve</strong></th>
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<td>16.</td>
<td><strong>School of Politics and International Relations:</strong></td>
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<tr>
<td></td>
<td>• Comparative Government and Politics (POL103B)</td>
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<tr>
<td>2010:235</td>
<td>The Board considered and approved the withdrawal of Comparative Government and Politics.</td>
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<td>17.</td>
<td><strong>School of Electronic Engineering &amp; Computer Science:</strong></td>
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<td>• Computers in Society (DCS124)</td>
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<tr>
<td><strong>Part 8 – Other business</strong></td>
<td><strong>Paper</strong></td>
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<tr>
<td>19. Any other business</td>
<td>N/A</td>
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**MSc Clinical Science (Infection Sciences)**

2010:238 The Board **discussed** the Part 1 programme proposal for a suite of MSc Clinical Science programmes that was approved at the May meeting of PMAB and **noted** the following:

i. Queen Mary had been successful in securing funding through the NHS Modernising Scientific Careers tender for one of the three streams; MSc Clinical Science Infection Sciences.

ii. It was envisaged that The Part 2 Programme Proposal form would be submitted at the July meeting of PMAB.

20. **Date of next meeting**

The next and final meeting date of the Programme and Module Approval Board is Wednesday 27th July (1-4pm) in the Council Room.

The deadline for papers for this meeting is Wednesday 6th July.