Programmes and Module Approval Board

Minutes of the meeting of the Programmes Committee Wednesday 20th October 2010

CONFIRMED

Present:
Prof. Elizabeth Davenport (Chair)
Prof. Warren Boutcher Angie Raymond Dr Mark Carroll
Prof. Peter McOwan Dr Theo Kreouzis Dr Henri Huijberts
Peter Rosenberg Prof. Omar Garcia-Obregon
Prof. Olwyn Westwood Dr. Andy Robinson

In attendance:
Ken Chow (Secretary) Jane Pallant Dr Leon Vinokur
Prof. Joy Hinson (on behalf of Sam Creighton (on behalf of Dr Nick Croft
Prof. Anthony Warrens) Vraj Domali)
Raluca Vasiliu-Mclver Noam Shemtov Ms Sharon Averill
Jane Reid Dr. Simon Eaglestone

Apologies:
Prof. Ray Croucher Sam Brenton
Prof. Susan Dilly Vraj Domali
Prof. Anthony Warrens

Part 1 – Preliminary Items

Terms of Reference and Membership PMAB2010-001

2010:001 The Board discussed the Terms of Reference and Membership and noted the following:

i. Senate, the parent committee of Programme and Module Approval Board, had recently met and discussed and approved a number of revisions to the existing Terms of Reference and Membership of the Board. These amendments included: removal of the nominee of the Warden of SMD and removal of the Deans of Research from the terms of reference and membership. It was agreed that the number of nominated members of academic staff from each Faculty would be increased from one to two.

ii. Through discussion it was suggested that Dr. Andy Robinson, SIS Project Analyst, would be a co-opted member of the Board. This would ensure that issues relating to the Student Information System were considered and addressed in tandem with the meetings of the Board.

Minutes of the previous meeting PMAB2010-002
2010:002 The Board considered and confirmed the minutes of the previous meeting held on Wednesday 23\textsuperscript{rd} June 2010 subject to a change to minute 2009:395, which reflected the incorrect academic year.

Matters Arising from the previous meeting

2010:003 The Board received a paper on the matters arising from the minutes of the previous (June) meeting of Programmes Committee and noted that all outstanding actions had been addressed.

Part 2 – For Information

Programme and Module Development Procedures and Guidelines

2010:004 The Board received the new guidelines relating to Programme and Module Development Procedures that had been produced to aid staff with the completion of proposal documentation and noted the following:

i. The new guidelines contained comprehensive and detailed information and easy to understand flowcharts on the programme/module development processes. The guidelines were available on the Quality Assurance website.

ii. Dedicated web pages had been created for Programme Development and Module Development. A web page for the Programme & Module Approval Board had also been created and would contain the agendas, papers, and minutes of the Board meetings. This page would also include a record of all academic developments progressed through the Board and its delegated structures (in the case of module updates) in the form of an Academic Development Log.

iii. The various programme and module related approval, amendment and withdrawal forms had all been revised in order to make them easier to complete, particularly where additional guidance and information would be incorporated into the form (such as around learning outcomes) and hyperlinks, drop-down boxes and auto-complete fields had been utilised. The new forms had been devised through consultation with academic colleagues and had taken due consideration of information requirements of the new Student Information System.

iv. In the case of SMD programmes, there was a separate Part 1 form for SMD programmes because additional information was required for various statistical data returns to HEFCE.

Part 3 – Programme Proposals

Faculty of Humanities and Social Sciences

Centre for Commercial Law Studies

LLM/PgDip/PgCert Intellectual Property Law
The Board considered a Part 1 programme proposal for the LLM/PgDip/PgCert Intellectual Property Law and noted the following:

i. The proposed tuition fee for the programme was unclear and required clarification, given that only one fee was specified for the full LLM, Postgraduate Diploma and Postgraduate Certificate. The Board was informed that the tuition fee would be calculated on a pro-rata basis.

ii. The Board was advised that the award of the Postgraduate Certificate would be based on a combination of any four optional modules from the existing Intellectual Property Law programme.

iii. The aims and learning outcomes required further work, particularly in order to fully reflect that the programme was a level 7 programme.

iv. The maximum length of the programme was specified as 6 years. This would require approval as a special regulation as the maximum duration under the Academic Regulations for this programme would normally be 4 years. However, a special regulation for the 6 year duration had already been approved for the LLM in Computer and Communications Law so in effect an exception already existed elsewhere within CCLS.

v. The JACS code for the programme was missing and was required for completeness.

vi. The Part 2 form would need to clearly identify which modules were already approved and would form part of the programme (along with their associated module codes), as well as detail any new modules and would need to incorporate new module proposal forms.

vii. The LLM/PgDip/PgCert Intellectual Property Law programme did have the same structure as the current LLM programme. However, the proposed programme aligned more closely to Queen Mary standard practices and with existing distance learning programmes.

viii. The Board approved the Part 1 programme proposal subject to the clarification of the points detailed above and the submission of a revised Part 1 Programme Proposal form. The revised documentation would be considered outside of the Board by Chair’s Action.

Action: CCLS / Chair

Faculty of Science and Engineering

School of Electronic Engineering and Computer Science

MSc Digital Music Technology and MSc Digital Signal Processing PMAB2010-006
PMAB2010-007

The Board considered Part 1 programme proposals for the MSc Digital Music Technology and MSc Digital Signal Processing and noted the following:

i. Both programmes would be delivered via the University of London (UoL) International Programmes system and would build on the existing strength and expertise within the School of School of Electronic Engineering and Computer Science (SEECS).

ii. Student administration would be handled by UoL. This was not clear within
the proposals and required further clarification. It was understood that UoL would award the degree but that Queen Mary would function as the lead College.

iii. The maximum duration for both programmes was specified as 5 years. Under Queen Mary Academic Regulations this would be approved as a special regulation.

iv. The learning outcomes for both programmes required significant attention, as they did not accurately reflect level 7 learning outcomes. Learning outcomes should be more detailed in order to articulate the level of the programmes. The number of learning outcomes could also benefit from attention to ensure that the expectations of student learning on the programmes were better reflected.

v. It was expressed that both MSc programmes would need to comply with UoL and Queen Mary regulations but this would be clarified by SEECS. The MSc programmes would comply with the normal SEECS regulations for award of Distinction and Merit and for progression.

vi. Representatives from UoL would attend the Board when the Part 2 Programme Proposals were submitted in order to discuss issues further and confer approval from a UoL perspective.

vii. The Board approved the Part 1 programme proposals subject to clarification of the points detailed above and the submission of a revised Part 1 Programme Proposal form to address the issues raised. The revised proposal would be considered outside of the Board by Chair’s Action.

Action: SEECS / Chair

The Board considered a Part 1 programme proposal for the BSc Multimedia and Arts Technology and noted the following:

i. Students without A-level Maths would still be considered for the programme, though the entrance requirements stated that A-level Maths was recommended due to the nature of the programme.

ii. The modules Production Skills (FLM016) and Creativity and Technique would not be offered on the programme, as further clarification with the School of Languages, Linguistics & Film regarding any possible module contributions was required. Given that these modules would be removed, it was understood that they would be replaced by two newly created SEECS modules.

iii. The module Emergent Multimedia Applications and Technologies (ELEM040) was a level 7 module and as such could not be offered on a level 6 programme.

iv. Some of the learning outcomes, such as those relating to for transferable / personal skills, required further expansion, as they did not accurately reflect level 6 learning outcomes. Learning outcomes should be more detailed in order to articulate the level of the programme.

v. The programme was not accredited by any professional body.
vi. All modules were compulsory, there were no core modules.

vii. The Board approved the Part 1 programme proposal subject to the clarification of the points detailed above and the submission of a revised Part 1 Programme Proposal form. The revised proposal would be considered outside of the Board by Chair’s Action.

Action: SEECS / Chair

BSc Multimedia and Arts Technology with Industrial Experience PMAB2010-009

2010:008 The Board considered a Part 1 programme proposal for the BSc Multimedia and Arts Technology with Industrial Experience and noted the following:

i. The module Production Skills (FLM016) and Creativity and Technique would not be offered on the programme, as further clarification with the School of Languages, Linguistics & Film regarding any possible module contributions was required. Given that these modules would be removed, it was understood that they would be replaced by two newly created SEECS modules.

ii. The module Emergent Multimedia Applications and Technologies (ELEM040) was a level 7 module and as such should not be offered on a level 6 programme.

iii. Some of the learning outcomes, such as those relating to transferable / personal skills, required further expansion, as these did not accurately reflect level 6 learning outcomes. Learning outcomes should be more detailed in order to articulate the level of the programmes.

iv. The programme was not accredited by any professional body.

v. The correct programme duration was 4 years, not 3 years as specified on the original form.

vi. The industrial placement took place during the 3rd year of the programme, although there was currently no credit value associated with the module.

vii. The Board approved the Part 1 programme proposal subject to the clarification of the points detailed above and the submission of a revised Part 1 Programme Proposal form. The revised documentation would be considered outside of the Board by Chair’s Action.

Action: SEECS / Chair

School of Electronic Engineering and Computer Science PMAB2010-010

Curriculum Review Programmes:
- BEng Electronic Engineering & Computing
- BEng Electronic Engineering & Computing with Industrial Experience
- BEng Electronic Engineering & Telecommunications
- BEng Electronic Engineering & Telecommunications with Industrial Experience
- BSc Computing and Information & Communications Technologies
- BSc Computing and Information & Communications Technologies with Industrial Experience
- BSc Computing and Information & Communications
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Technologies with Business Management
- BSc Computing and Information & Communications
- Technologies with Business Management with Industrial Experience
- MEng Audio Systems Engineering
- MEng Electronic Engineering & Computing
- MEng Electronic Engineering & Telecommunications

2010:009 The Board considered a paper outlining the proposed changes to the titles of a number of SEECS programmes detailed above and noted the following:

i. These title changes formed part of a wider curriculum review within the School.

ii. At this stage no changes to modules were planned and it was recognised that any further changes would require the submission of appropriate documentation.

iii. All of the above programmes would be allocated new programme codes. Similarly, new UCAS codes would be issued for the programmes where necessary.

iv. The Board approved the changes to the programme titles detailed above.

School of Medicine and Dentistry

The Blizard Institute of Cell and Molecular Science

MSc/PgDip Trauma Science and MSc/PgDip Military & Austere Trauma
PMAB2010-011
PMAB2010-012

2010:010 The Board considered Part 1 programme proposals for the MSc/PgDip Trauma Science and MSc/PgDip Military & Austere Trauma and noted the following:

i. The area of trauma had recently seen an upsurge in interest, both locally and globally, and was seen as a priority area for both SMD and the Trust.

ii. Through consideration of the documentation and discussion it was clear that there was a market demand for the programme. This was further illustrated by the lack of direct competitor provision with the area of trauma.

iii. The JACS code A300 was not appropriate for a distance learning programme and it was suggested that this should be replaced with the JACS code A900.

iv. The Postgraduate Diploma was specified as part-time over 1 year. However, this was actually the duration for the full-time rate of study. This issue required further clarification.

v. It was not clear how the MSc/PgDip Trauma Science differed from the MSc/PgDip Military & Austere Trauma as both programmes appeared to offer the same set of modules. The Board was informed that students studying on the MSc/PgDip Trauma Science would have to complete the module Trauma Nursing, whereas students on the MSc/PgDip Military & Austere Trauma would have to complete the module Mass Casualty/Austere and Military Trauma. Students would also attend a different, specialised
vi. There was no clear reference to the development and acquisition of research skills within the programme and it was suggested that this should be considered.

vii. Through discussion it was articulated that the programme structure should be viewed as an umbrella programme with distinct specialisations.

viii. The module selection statuses required clarification, particularly with reference to the designation of core and compulsory modules.

ix. A number of comments were tabled at the meeting from the Head of E-Learning, which sought clarification regarding the operation, learning materials and assessment practices used on the programme. Consequently, it was suggested that the programme proposer should seek further guidance from Head of E-Learning.

x. The Board was advised that the programme was non-clinical.

xi. Support would be offered from SMD members of PMAB to reconcile some of the issues discussed at the Board.

xii. Both programmes would follow the standard Queen Mary Academic Regulations regarding the degree classification and award of Pass, Merit and Distinction. The standard regulations regarding condoned failure would also apply in both cases.

xiii. The Board did **not approve** the Part 1 Programme Proposals, as further work and discussion was needed to address a number of points detailed above. It was agreed that revised Part 1 Programme Proposals for both programmes would be reconsidered at the November meeting of the Board.

*Action: Blizard Institute of Cell and Molecular Science*

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### Part 4 – Programme Amendments

#### Faculty of Humanities and Social Sciences

**School of Business Management**

- MSc Marketing (N1Q2)  
- MSc International Financial Management (N1Q6)  
- MSc International Human Resource Management and Employment Relations (N1S3)  
- MSc Management and Organisational Innovation (N1Q1)  

PMAB2010-013

2010:011 The Board **considered** a programme amendment to apply to the programmes above and **noted** the following:

i. The proposed programme amendment had previously been enacted on the Student Information System.
ii. Members of the Board recognised that this arose from a SIS exercise but expressed that programme amendments should follow the prescribed process and be considered and approved by the Board.

iii. The Board approved the programme amendment to the programmes detailed above.

Centre for Commercial Law Studies

LLM/PgDip/PgCert Computer and Communications Law (M3S3 PMAB2010-014 / M3DL)

2010:012 The Board considered a programme amendment to apply to the LLM/PgDip/PgCert Computer and Communications Law programme and noted the following:

i. The proposed amendment related to the addition of a PgCert to the current LLM/PgCert programme, as a separate recruitment stream. Prospective students would therefore be able to enrol on any one of the three programmes.

ii. The PgCert would comprise of the following 30 credit modules:
   - Digital Media Law
   - IT/IP Law
   - E-commerce Law
   - Communications Law

iii. The fee for the PgCert was not specified and required clarification, though it was expressed that the fee charged would be calculated on a pro-rata basis.

iv. The Board approved the programme amendment to the LLM/PgDip/PgCert Computer and Communications Law programme.

MSc Law and Finance (M3S7, M3S8) PMAB2010-015

2010:013 The Board considered a programme amendment to apply to the MSc Law and Finance and noted the following:

i. The programme had been running for its second consecutive year.

ii. The two collaborating schools, CCLS and the School of Economics and Finance, involved in the programme applied different regulations regarding the methodology used for a student’s degree classification.

iii. The rationale for the programme amendment was therefore to harmonise the different sets of regulations used by CCLS and the School of Economics and Finance. Under the proposed amendment a student would not be able to fail any law modules but they could fail two of the modules from the School of Economics and Finance.

iv. The programme amendment form contained an error with regard to credit values. All students must pass 150 credits (not 160) in order to obtain a pass, merit or distinction, with additional criteria applied for each classification (as detailed in the form).

v. The Board approved the programme amendments to the MSc Law and
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Finance programme.

Faculty of Science and Engineering

School of Electronic Engineering and Computer Science

BSc Business Computing (GS06) PMAB2010-016
BSc Business Computing with Industrial Experience (GSOS)
BSc Business Computing with Management (G5N2)

The Board considered a programme amendment to apply to the BSc Business Computing programmes detailed above and noted the following:

i. The proposed amendment had arisen through issues identified through Student-Staff Liaison Committees during the previous academic year. As such, it was proposed that ELE041 (Machine Learning) would be changed from a compulsory to an optional module.

ii. Following discussion outside of the meeting it was agreed that students already registered on ELE041 who wanted to amend their diet of modules would be dealt with on a case-by-case basis.

iii. The programme amendment would apply from September 2011.

iv. The Board approved the programme amendment to the BSc Business Computing programmes detailed above.

School of Medicine and Dentistry

The Blizard Institute of Cell and Molecular Science

MSc/PgDip/PgCert Translational Neuroscience (A3F1) PMAB2010-017

The Board considered a programme amendment to apply to the MSc/PgDip/PgCert Translational Neuroscience and noted the following:

i. The nature of the proposed amendment field on the programme amendment form had not been completed. A revised form was therefore required.

ii. The proposed change of title from Translational Neuroscience to Neuroscience and Translational Medicine would necessitate recoding of the programme.

iii. The Board approved the programme amendment to the MSc/PgDip/PgCert Translational Neuroscience programme, subject to submission of a revised Programme Amendment form. The revised form would be considered outside of the Board by Chair’s Action.

Action: ICMS / Chair

MSc Gastroenterology PMAB2010-018

The Board considered a programme amendment to apply to the MSc Gastroenterology and noted the following:

i. In order to get a distinction a student would have to achieve a mark of 70 or over within the dissertation/project module.
ii. In terms of the three specialisations (Neurogastroenterology, Hepatology, and Paediatric), it was expressed that the taught element of the programme would remain generic and that the choice of project would serve to differentiate between routes.

iii. It was agreed that there did not need to be separate modules for the projects under each specialisation but that the structure for the programme and its specialisations required clarification.

iv. The Board approved the programme amendment to the MSc Gastroenterology.

**Part 5 – Module Proposals**

**Faculty of Humanities and Social Sciences**

**School of Languages, Linguistics and Film**

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<thead>
<tr>
<th>Module</th>
<th>Paper</th>
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<tr>
<td>Female Archetypes: Women Singers in Modern European Culture</td>
<td>PMAB2010-019</td>
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2010:017 The Board considered a module proposal for Female Archetypes: Women Singers in Modern European Culture and noted the following:

i. The Board questioned the assessment balance, which comprised of an essay accounting for 90% of the final mark and an in-class presentation accounting for the remaining 10%.

ii. The Board approved the module proposal.

**Centre for Commercial Law Studies**

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<tr>
<th>Module</th>
<th>Paper</th>
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<tr>
<td>International Protection of Human Rights A</td>
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<tr>
<td>Advanced Medical Negligence A</td>
<td>PMAB2010-021</td>
</tr>
<tr>
<td>International Law of Armed Conflict and Use of Force A</td>
<td>PMAB2010-022</td>
</tr>
<tr>
<td>Company Law A</td>
<td>PMAB2010-023</td>
</tr>
<tr>
<td>Company Law B</td>
<td>PMAB2010-024</td>
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<tr>
<td>Corporate Governance A</td>
<td>PMAB2010-025</td>
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<tr>
<td>The EU Criminal Law B</td>
<td>PMAB2010-026</td>
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<tr>
<td>EU Immigration Law A</td>
<td>PMAB2010-027</td>
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<tr>
<td>International Criminal Law A</td>
<td>PMAB2010-028</td>
</tr>
<tr>
<td>Taxation Principles and Concepts A</td>
<td>PMAB2010-029</td>
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2010:018 The Board considered half module proposals for the modules detailed above and noted the following:

i. A number of the half module proposals received were missing information from certain sections of the forms and the general quality of the paperwork received was not of an acceptable standard.

ii. Despite these modules being already approved in their full versions, the learning outcomes for a number of the half module proposals were not consistent with level 7 learning outcomes.
The Board approved the half module proposals detailed above, which had been considered and approved by Chair’s Action due to the need for students to register for these modules.

**School of Medicine and Dentistry**

**Institute of Health Sciences Education**

Sports Injury Management  
PMAB2010-030

2010:019 The Board considered a module proposal for Sports Injury Management and noted the following:

i. The learning outcomes did not reflect level 7 learning outcomes and required attention.

ii. It was unclear whether the module titled ‘Injection’ that Sports Injury Management was to replace had been withdrawn. The Board was informed that a module withdrawal form was yet to be submitted. The Board also sought clarification as to whether any students were currently enrolled on the Injection module.

iii. The date from which the module would be offered was not clear. It was suggested that it would be offered from September 2010 but would run from Semester B. This issue required clarification.

iv. A programme amendment form would need to be completed in order for the module to be added to the diet of the MSc Sports and Exercise Medicine. This amendment would need to be accompanied by a revised programme specification.

v. The Board did not approve the module proposal. It was agreed that the module proposal would be considered at the next meeting of Programme and Module Approval Board, once the points above had been taken into account.

Action: IHSE

**Part 6 – Module Withdrawals**

**Faculty of Humanities and Social Sciences**

**School of Business and Management**

Work, Employment and Society (BUS104)  
PMAB2010-031

2010:020 The Board considered and approved a module withdrawal for Work, Employment and Society.

**Part 7 – Other business**

Any other business  
N/A

Module Withdrawals
2010:021 The Board **discussed** whether module withdrawals should be considered in full by the Board or simply **noted** for information. It was suggested that a list of withdrawn modules could be prepared and presented to the Board in place of module withdrawal forms, which would be held by the Academic Secretariat. This would require further discussion with the Chair of Programme and Module Approval Board.

**Action: Chair**

**Dates of next meeting**

2010:022 The Board **noted** that the next meeting date for Programmes and Module Approval Board was Wednesday 24th November 2010 (1-4pm).