Minutes of the meeting of the Taught Programmes Board held on Wednesday 28 March 2012 at 13.00 in the Colette Bowe Room at Mile End Campus.

CONFIRMED

Present:
Professor Susan Dilly (Chair)
Professor Omar Garcia-Obregón
Professor Peter McOwan
Dr Martha Prevezer

Dr Matthew Williamson
Oscar Williamson
Sam Brenton
Professor Ray Croucher

In attendance:
Alana Lythgoe
Sarah Cowls

Dr Roger Nix
Professor Richard Pickersgill

Apologies:
Professor Anthony Warrens
Ken Chow
Dr Alastair Owens
Dr Warren Boutcher

Jane Pallant
Dr Theo Kreouzis
Dr Martin Carrier
Professor Joy Hinson

Dr Katherine Bevan
Professor Elizabeth Davenport
Professor Olwyn Westwood
Professor Julia Shelton

Part 1 – Preliminary Items

1. Welcome and Apologies
   N/A

2. Minutes of the Previous Meeting
   TPB2011-040

   2011:053 The Board considered and confirmed the minutes of the previous meeting held on Wednesday 29th February 2012.

3. Matters Arising From the Previous Meeting
   TPB2011-041

   2011:054 The Board received a paper on the matters arising from the minutes of the previous meeting of Taught Programmes Board.

   It was noted that an updated version of the Memorandum of Agreement with the University of London for the LLM Paris was due to be submitted to the next meeting of the Board. This included schedules that formally detailed the resources and support that would be provided for the programme. It was proposed that as part of this process there should be an event at the University of London Institute in Paris in May; with the purpose of assessing and confirming the resources and support to be provided for the LLM.

   Action: ARCS
Part 2 – For Discussion

4. Key Information Sets 2012/13

The Board received an oral report summarising recent progress in the area of Key Information Sets (KIS) since the February 2012 meeting. The following points were noted:

i. That the calculation work on the data received from Schools on learning and teaching and assessment methods would be complete by the end of the month. ARCS had met with Schools to undertake an initial reasonableness review of the data.

ii. Marketing and Communications were going to set up central programme web pages which would host the KIS widget. A paper on this work was due to be submitted to the Recruitment and Admissions Task and Finish Group.

Part 3 – Programme Proposals

Faculty of Science and Engineering

5. School of Biological and Chemical sciences

MSci Biochemistry

The Board considered a Part 2 programme proposal for the MSci Biochemistry and three associated module proposals.

The following points were noted that:

i. An MSci was a relatively new award in the field of Biosciences - QMUL would be one of the leaders in the sector in offering this new programme.

ii. The content of the MSci programme was based on the corresponding BSc Biochemistry already offered by the School. The final year included a 75 credit research project module to meet the requirements of the Society of Biology in terms of the size of the project component.

iii. The year weightings for the degree classification calculation were the same as the MSci Chemistry in the School.

iv. It was confirmed that there would be the opportunity for students studying for an appropriate BSc award to transfer into the MSci programme, in the first, second and first semester of the third year; should they meet the requirements.

v. The Board sought clarification on the date for professional accreditation. It was anticipated that a review of the MSci Biochemistry programme in 2012 would lead to accreditation of the programme by the Society of Biology. However, it was the School's intention to secure accreditation as soon as possible. This should be clarified in an updated Programme Specification once the situation becomes clear, as it was likely to be of importance to students.

The Board approved the MSci Biochemistry and three associated module
proposals. An updated Programme Specification should be submitted when it was possible to confirm the accreditation issue.

**Action:** SBCS

### Part 4 – Programme Amendments

#### Faculty of Science and Engineering

6. **School of Physics and Astronomy**

MSci Astrophysics, MSci Physics, MSci Physics with Particle Physics, MSci Theoretical Physics (intercollegiate)

**TPB2011-043**

**2011:057** The Board **considered** a programme amendment for the MSci programmes in Physics and eight associated module proposals. Matching programme amendments had also been submitted for the corresponding bachelors degrees.

The following points were noted:

i. The School had undertaken an extensive review of its curriculum following the merger with the Astronomy Unit and the addition of new staff to the Centre for Condensed Matter and Material Physics. As a result the School was seeking approval to remove some modules and introduce a number of new modules to all its bachelors and integrated masters degrees.

ii. The integrated masters programmes were offered through a University of London intercollegiate arrangement. In the final year, students took a 45 credit project module based at QMUL and could choose the remained of their modules from the intercollegiate scheme, which included modules from UCL, KCL and Royal Holloway.

iii. Following consideration through QMUL's quality assurance processes, the new level 7 modules would be subject to further scrutiny at an intercollegiate Board, which oversaw the scheme and had membership from all Colleges.

iv. The changes to the programmes had also been submitted to the accrediting body – the Institute of Physics.

v. Revised Programme Specifications for all programmes were due to be submitted as further work was required.

vi. It was noted that as a general point, the syllabus for new modules was not submitted to the Board for consideration. However, it was discussed at School Learning and Teaching Committee’s prior to this, and the School/Institute level was felt to be the appropriate point to scrutinise subject detail.

The Board **approved** the programme amendment to the MSci Astrophysics, MSci Physics, MSci Physics with Particle Physics, MSci Theoretical Physics and the eight associated module proposals.

#### Faculty of Humanities and Social Sciences

7. **Centre for Commercial Law Studies**

PGCert/Dip/LLM Computer and Communications Law (Distance Learning)

**TPB2011-044**
The Board considered a programme amendment for the PGCert/Dip/LLM Computer and Communications Law and two associated module proposals.

The following points were noted:

i. That the proposal had been submitted to the Board because the programme was distance learning. CCLS had long-standing structures and levels of support in place to deliver programmes in distance-learning mode.

ii. The Board queried whether NSS data would actually be analysed for this kind of programme. It was agreed that this reference should be removed from the programme specification and that reference should instead be made to feedback received from module evaluations.

iii. The programme used a time-constrained open-book assessment method in a number of its modules. It was confirmed that this was classified as a kind of coursework and did not constitute a formal examination.

The Board approved the programme amendment for the PGCert/Dip/LLM Computer and Communications Law and two associated module proposals, subject to a minor revision required in the programme specification.

Action: CCLS

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<tr>
<th>Part 5 – Academic Regulations</th>
<th>Paper</th>
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<td>8. School of Medicine and Dentistry</td>
<td>N/A</td>
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<tr>
<td>i. Intercalated BSc Programmes</td>
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It was noted that work was underway to clearly articulate and clarify a number of aspects of the academic regulations for intercalated undergraduate programmes. These would be detailed in an updated Programme Specification, and where necessary, special regulations would be included in the Academic Regulations. They would be submitted for consideration at the May TPB meeting and Senate thereafter.

Action: OW

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<th>Part 6 – Collaborative Provision</th>
<th>Paper</th>
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<td>9. New Partner Due Diligence</td>
<td>TPB2011-46</td>
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<td>i. Macao Polytechnic Institute – Associate Partner for the Erasmus Mundus MA programme in Electronic Engineering and Computer Science</td>
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TPB considered the due diligence information regarding a proposal to form a new partnership with Macao Polytechnic Institute. It was noted that:

- It was proposed that MPI became an Associate Partner in an Erasmus Mundus consortium to offer a Joint Masters in Advanced Telecommunications.

- The programme was a re-submission to Erasmus Mundus and all other partners in the consortium had previously been approved by QMUL.
MPI’s role would be to contribute to student recruitment on the programme and they would not be involved in the delivery or award of the degree.

It was agreed that no further information was required on the good standing of the partner, and no risks were identified. The Board endorsed the proposal to establish a new partnership with the Macao Polytechnic Institute.

### Part 7 – Report of Proposals Approved by Schools/Institutes to Note

**10. Programme Amendments**
- Module Proposals
- Module Amendments
- Module Withdrawals

2011:061 The Board noted a report of decisions made by Schools/Institutes of changes to their curricula for the period 09/02/2012 – 07/03/12.

The Board requested that further information regarding changes that were being approved, be detailed for all proposals in the brief description/comments section of the report.

### Part 8 – from the Marketing, Recruitment and Admissions Group (MRAG) to Note

**11. Programme Withdrawals**

2011:062 The Board noted that a decision had been taken by MRAG to approve the withdrawal of two programmes.

It was also noted that the programme withdrawal form had now been revised, it included a section that consultation should take place with Marketing and Communications before proposals were submitted to MRAG.

### Part 9 – Other business

**12. Any other business**

2011:063 N/A

**13. Dates of next meeting**

2011:064 The meeting date of the Taught Programmes Board is Tuesday 22\textsuperscript{nd} May 2012 (1-3pm).

The deadline for papers for this meeting is Tuesday 1\textsuperscript{st} May 2012.