Minutes of the meeting of the Taught Programmes Board held on Wednesday 29 February 2012 at 13.00 in the Colette Bowe Room at Mile End Campus.

CONFIRMED

Present:
Professor Susan Dilly (Chair)
Professor Omar Garcia-Obregon
Dr Theo Kreouzis
Professor Peter McOwan
Jane Pallant
Dr Martha Prevezer

Professor Julia Shelton
Dr Alastair Owens
Professor Olwyn Westwood
Sam Brenton
Professor Joy Hinson

Dr Matthew Williamson
Oscar Williamson
Professor Ray Croucher
Professor Elizabeth Davenport

In attendance:
Dr Katherine Bevan
Professor Atholl Johnston
Ken Chow (Secretary)
Dr James Lancaster

In attendance:

Apologies:
Professor Anthony Warrens

Part 1 – Preliminary Items

1. Welcome and Apologies
   N/A

2. Minutes of the Previous Meeting
   TPB2011-033

   2011:041 The Board considered and confirmed the minutes of the previous meeting held on Tuesday 31st January 2012.

3. Matters Arising From the Previous Meeting
   TPB2011-034

   2011:042 The Board received a paper on the matters arising from the minutes of the previous meeting of Taught Programmes Board. It was noted that there were a number of actions still to be addressed.

Part 2 – For Discussion

4. Key Information Sets 2012/13
   Oral Report

   2011:043 The Board received an oral report summarising recent progress in the area of Key Information Sets (KIS) since the January 2012 meeting. The following points were noted:

   i. The data collection deadline had now passed and the majority of schools had submitted the requested data.
ii. Further work was needed with the Marketing and Communications department as to how the information obtained from KIS would be published.

5. Integrated Masters Programmes

The Board received an oral report on the progress of making changes to the regulations for integrated masters programmes. The following points were noted:

i. A paper was being presented at the March meeting of Senate regarding the proposal to change the academic credit framework.

ii. The issue of progression hurdles was discussed, particularly as the School of Mathematical Sciences did not operate a progression hurdle. The School was consulted regarding the possibility of amending the standard academic regulations to establish an institution wide progression hurdle and there was no objection to this.

iii. It was agreed that Professor Peter McOwan would clarify the position of developing a threshold progression hurdle with the School of Mathematical Sciences.

Action: PMcO

iv. Consultation with Laurie Cuthbert, Co-Director of the BUPT Join Programme, was required.

Action: ARCS

v. The School of Geography had asked if there was flexibility in terms of when the progression hurdle was applied, as this would have implications on the dissertation route for the MSci Environmental Science programme and whether students undertook a dissertation over the summer period. It was expressed that there would be flexibility to allow this.

vi. All MSci programmes had a progression hurdle and these were defined in the Academic Regulations. The School of Mathematical Sciences did not operate a progression hurdle for its MSci programmes.

vii. It was agreed that a formal note regarding progression hurdles would be prepared so that Professor Susan Dilly could provide an oral update on progress at the March meeting of Senate.

Action: ARCS

viii. The change being implemented for level 7 MSci Physics modules had raised a question regarding the module mark scheme that should be used. The mark scheme options available were presented in a tabled paper.

ix. Option 3 was favoured by the School of Physics and Astronomy for the final year students who are completing their degree in 2011/12. Under this proposal a new mark scheme would be introduced which is identical to the undergraduate mark scheme (U40M01), although the 'D' and 'E' grades would be replaced by 'F' for marks of 49.9 and lower.

x. The Board approved option 3 subject to receiving any comments or objections from Board members following the meeting.

Action: All Board Members
School of Medicine and Dentistry

6. Blizard Institute

i. MSc International Primary Health Care (FT/PT), MSc Global Public Health and Policy (FT/PT), MSc Health Systems and Global Policy (FT/PT), and eighteen associated module proposals

2011:045 The Board considered a Part 2 programme proposal for three interrelated MSc programmes and 18 associated module proposals within the Blizard Institute. The following points were noted:

i. These new programmes had developed from successful programmes that previously ran at Edinburgh University and University College London.

ii. A significant number of applicants had been received for the programmes.

iii. The three programmes shared a number of common modules and the study of research methods was embedded within the 4 core modules.

iv. Students would be guided through their choice of optional modules in discussion with academic leads. However, some modules were compulsory depending on the route that students took.

v. The interdisciplinary nature of the programmes had meant that a range of modules were offered from a number of different schools, including the School of Business and Management, the School of Geography, and the School of Law. The respective Heads of School were also supportive of the development.

vi. The proposals being out forward for consideration contained a Postgraduate Diploma and a Postgraduate Certificate that would be offered in both full-time and part-time mode of study. However, it was expressed that the part-time route gave rise to different module options with regards to core modules that were not offered in both semesters. As such, it was suggested that the core modules could be offered in both semesters.

vii. The Postgraduate Diploma and a Postgraduate Certificate would not necessarily be used to recruit to as the main target was to recruit to the MSc. If the Postgraduate Diploma and a Postgraduate Certificate were to only function as interim exit awards then this required clarification.

Action: BICMS

viii. The Joint Working Statement for internal schools had highlighted the case of exam boards where modules offered on the proposed programmes were managed and owned within other schools. It was understood that these modules would be considered at the respective schools SEB.

ix. Issues surrounding internal collaborative arrangements would be added to the remit of the Collaborative Task and Finish group.

Action: ARCS
x. The Joint Working Statement with Tavistock and Portman NHS Foundation Trust had indicated that the Trust would be responsible for preparing and marking assessments. This was recognised as a risk to standards, as Queen Mary should ultimately be responsible for preparing and marking assessments. Consequently, this would be amended in a revised Joint Working Statement.

   **Action: BICMS**

xi. Board members sought clarity as to whether students would be doing dissertations at other organisations outside of Queen Mary, such as a Primary Care Trust. This had been considered but the primary supervisor would always be based at Queen Mary.

xii. It was understood that a distance learning version of the programmes had temporarily been put on hold, as the E-Learning platform was currently changing and the intention was to establish the home programme in the first instance.

xiii. The Joint Working Statements and overall standard of paperwork was commended by the Board as an exemplar of good practice.

xiv. The Board approved the Part 2 programme proposal for the three interrelated MSc programmes and 18 associated module proposals within the Blizard Institute of Cell and Molecular Science, subject to clarifying the points above. The Institute should clarify if the Postgraduate Diploma and a Postgraduate Certificate would be recruited to and ensure that this was clear within the associated documentation. The Joint Working Statement with Tavistock and Portman NHS Foundation Trust should also be amended and resubmitted. The revised documentation would be considered outside of the Board by Chair’s Action.

   **Action: BICMS / Chair**

7. **William Harvey Research Institute**

   i. MSc/PGDip Clinical Drug Development (DL)
   MSc/PGDip Healthcare Research Methods (DL)
   MSc/PGDip Clinical Drug Development programme amendment and one module proposal (DL and on-campus variants)

   **TPB2011-036**

   **2011:046**

   The Board considered a Part 2 programme proposal for the MSc/PGDip Clinical Drug Development, MSc/PGDip Healthcare Research Methods, and MSc/PGDip Clinical Drug Development programme amendment and one module proposal (DL and on-campus variants). The following points were noted:

   i. A change in government immigration rules had made it problematic to recruit students from India and so the distance learning programmes would enable the recruitment of students from India.

   ii. The programme would build on the success of the endocrinology course.

   iii. In terms of dissertation supervision, there was a need to develop relationships with organisations in India and this was recognised as a particular issue. In the event that no relationships were established with organisations based in India to facilitate supervision then supervision would be provided at a distance. However, this was not as effective as having a supervisor at ‘ground level’, which was the preferred approach.
iv. Dissertations would be literature or policy based and as such students would not require clinical access to laboratories.

v. It was agreed that the format of the dissertation and fact that it would essentially be literature or policy based should be made clear to students from the outset within the Programme Specification. The Programme Specification should, therefore, be revised.

   **Action:** WHRI

vi. The proposed start date for the programme was September 2012, although it had not yet been advertised.

vii. The Board questioned the business plan and whether the Institute had sufficient resource to successfully run the programme. This could not be confirmed and required further clarification from Professor Mark Caulfield, Institute Director (WHRI)/Centre Lead.

viii. Given the short time-frame, a formal email would be sent to Professor Mark Caulfield from Professor Dilly on behalf of the Board to clarify the resource position in order to ascertain that there were adequate resources in place to deliver the programme.

   **Action:** ARCS / Chair

ix. The Board approved the Part 2 programme proposal for the three above MSc programmes, subject to clarifying the points above. The Institute was required to submit a revised Programme Specification. The revised documentation would be considered outside of the Board by Chair’s Action.

x. The Board approved a programme amendment for the Postgraduate Diploma/MSc in Clinical Drug Development and the Postgraduate Diploma/MSc in Healthcare Research Methods.

   **Action:** WHRI / Chair

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**Part 4 – Programme Amendments**

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<td>i. Forty-two undergraduate degree programmes in the School with a language</td>
<td>TPB2011-037</td>
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2011:047  The Board **considered** a programme amendment for forty-two undergraduate degree programmes in SLLF with a language. The following points were noted:

i. The amendment related to removing the alternative exit title for students entering in 2012/13. Currently students who met the numerical module requirement for award but who had not passed the final year core language module are awarded a degree with the alternative exit title ‘French/German/Spanish/Russian Studies’.

ii. According to the proposed amendment students would not be eligible for an award even if they had passed 270 credits. Students would be required to re-sit out of attendance to meet the requirements.

iii. Where students had accumulated sufficient credits in their 3rd year they
would be eligible for the award of Certificate of Higher Education or Diploma of Higher Education.

iv. The Board approved the programme amendment, subject to formal confirmation from the School of English and Drama, School of Business and Management and School of History that they supported the proposed amendment.

Action: SLLF

ii. Fifty-five undergraduate degree programmes in the School with a year abroad/placement

2011:048 The Board considered a programme amendment for fifty-five undergraduate degree programmes in SLLF with a year abroad/placement. The following points were noted:

i. The amendment related to amending the year weightings for the four-year degrees to reduce the weighting given to the year abroad and increase the weighting given to the final year. This was proposed for new students entering in 2012/13 and for current students in years 1-3. A transitional compromise was proposed for students in their final year 4 in the current academic year (2011/12).

ii. There was an unfair treatment of students where Queen Mary had no control over the assessment of the year abroad and external examiners had raised this.

iii. The Board approved the programme amendment, subject to formal confirmation from the School of English and Drama, School of Business and Management, School of History, and School of Economics and Finance that they supported the proposed amendment.

Action: SLLF

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**Part 5 – Collaborative Provision**


TPB2011-038

The Board received the draft Memorandum of Agreement (MoA) relating to the relationship with the University of London in Paris (ULIP). The following points were noted:

i. CCLS had identified a number of issues that still required clarification and these were summarised in the note accompanying the MoA.

ii. The MoA was still being negotiated with the Director of ULIP.

iii. Schedules 1 and 2 of the contract that detailed arrangements for examinations, awards, discipline and directorship were incomplete and required further work.

iv. It was agreed that schedules 1 and 2 would come back to TPB once they had been completed. A covering letter would also be provided explaining how the queries identified within the main document had been addressed.
### Part 6 – Report of Proposals Approved by Schools/Institutes to Note

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<td>Module Withdrawals</td>
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2011:050 The Board noted a report of decisions made by Schools/Institutes of changes to their curricula for the period 10/01/2011 – 08/02/12.

### Part 7 – Other business

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2011:051 The Board noted that the regulations for the intercalated BSc programmes within the School of Medicine and Dentistry would come to a future meeting of TPB for approval.

12. Dates of next meeting

2011:052 The meeting date of the Taught Programmes Board was Wednesday 28th March 2012 (1-3pm).

The deadline for papers for this meeting was Wednesday 7th March 2012.