Taught Programmes Board

Minutes of the meeting of the Taught Programmes Board held on Wednesday 26th November at 2pm in the Colette Bowe Room, Queens' Building, Mile End Campus.

CONFIRMED

Present:
Professor Omar Garcia-Obregon (Chair)  Professor Laurie Cuthbert  Professor Colin Haslam
Dr Theo Kreouzis  Carolina Mantzalos  Dr Alastair Owens
Dr Lawrence Pettit  Professor Julia Shelton  Professor Olwyn Westwood
Dr Matthew Williamson  Professor Ferranti Wong

In attendance:
Dr Katherine Bevan  Dr Tina Loverdou  Professor Francis Breedon
Ms Ruth Wilkinson (Secretary)  Ms Laura Edgar  Ms Jane Pallant

Apologies:
Dr Madeleine Davis  Professor Susan Dilly  Stella Ekebuisi
Professor Anthony Warrens

Part 1 – Preliminary Items

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<th>Paper</th>
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<td>1. Welcome and Apologies N/A</td>
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<td>2. Minutes of the Previous Meeting TPB2014-001</td>
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<td>3. Matters Arising TPB2014-002</td>
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2014:002 The Board approved the Minutes of the meeting held on 26th July 2014.

2014:003 The Board received a paper on the matters arising from the minutes of the previous meeting of Taught Programmes Board. The following points were noted:

i. Concern was expressed with regard to the completion of the Action relating to MSc Freshwater and Marine Ecology [2013:058]. It was reported that SBCS intended to run the programme, and was in the process of completing all relevant actions.

   Action: ARCS

ii. Following discussion it had been agreed that the intercalated MSc programmes [2013:157] would no longer be offered. The intercalated BSc programmes would instead continue to run in 2014/15 and onwards.

iii. MSc Reconstructive Microsurgery by Distance Learning [2013:148] was
currently under review, and SMD hoped to finalise the paperwork in December.

iv. MBBS Malta Programme [2013:123] was under development and the Year 0 proposal would be developed alongside further discussion.

4. **Terms of Reference for Membership for 2014-15**

2014:004 The Board approved the Terms of Reference for the 2014-15 academic year. It was noted that confirmation of the Course Representatives was required.

**Action: SU VP Education**

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<th>Part 2 – For Discussion</th>
<th>Paper</th>
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<td>5. <strong>TPB Chair’s Actions (to note)</strong></td>
<td>TPB2014-004</td>
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<td>2014:005 The Board received a paper detailing the Chair’s Actions which had been undertaken since the last meeting of Taught Programme Board:</td>
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<td>i. Amendment to the MA Global Shakespeare Programme Regulations. The modules for this programme were now on SITS.</td>
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<td>ii. LLB Law in Practice had been approved by circulation. The Part 2 Programme proposal was approved subject to recommendations.</td>
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<td>iii. MSc Genomic Medicine [Modernising Scientific Careers] was approved by circulation with recommendations.</td>
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6. **Regulation Amendment for UoL PG Laws External LLM Academic Regulations**

2014:006 The Board considered a paper detailing the amendments to the University of London Postgraduate Laws External Academic Regulations.

The Board noted that when the regulations referred to ‘courses’ this was the equivalent to a QMUL ‘module’.

The Board approved the amendments to the Academic regulations for the UoL PG Laws External LLM Academic Regulations.

7. **Conversion Scales Hong Kong University**

2014:007 The Board received a paper on the conversion scales for assessment undertaken at Hong Kong University. The Chair expressed apologies from Mr Andrew George who was unable to present the paper. The Chair reported to the Board that in lieu of Mr George the Chair would lead the discussion but brought to the attention of the Board that a conflict interest should be noted in the minutes. The conflict being the Chair’s input into the development of the paper. The following points were noted:

i. The aim of the conversion scale was to ensure fairness to students and the systems used abroad.

ii. A similar conversion scale had been introduced for converting assessment scales in USA institutions. The same model had been used for this paper.
2014:008 The Board approved the Conversion Scale.

### Part 3 – Programme Proposals/Amendments

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<th>Centre for Commercial Law Studies</th>
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<td><strong>8.</strong> Pre Sessional Legal Systems</td>
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2014:009 The Board considered the part 2 programme proposal for the Pre Sessional Legal Systems. The following points were noted:

i. The Board agreed that it was appropriate for the programme to contain the same assessment as a Level 7 award bearing module since its learning outcomes had been designed to prepare students for a Level 7 programme.

ii. The Board noted that the programme specification did not contain reference to the academic support provided to students. It was reported that the programme would contain a large amount of academic support in the form of online resources and interaction. The programme team would be asked to update the specification to include this information.

Action: CCLS

iii. The Board noted that the reading lists were not displayed in line with current referencing standards. The programme team would be asked to amend the programme specification.

Action: CCLS

2014:010 The Board approved the part 2 programme proposal for Pre Sessional Legal Systems subject to completion of the actions listed above.

9. Computer and Communication Law (Distance Learning)  

TPB2014-008

2014:011 The Board considered the programme amendment alongside Agenda Item 13 and paper TPB2014-011. The following points were noted:

i. The Board noted that the proposal of the new module [TPB2014-011] would provide students from a non-law background with an introduction to legal procedures.

ii. The Board noted that it was unclear on the programme specification that the module would be compulsory for non-law entrants. The Board recommended that the programme specification should be updated to provide greater clarity.

Action: CCLS

2014:012 The Board approved the Programme Amendment to Computer and Communications Law (Distance Learning) subject to completion of the actions listed above.

10. LLM in International Shipping Law (Piraeus, Greece)  

TPB2014-009

2014:013 The Board considered the part 2 proposal for the LLM in International Shipping Law (Piraeus, Greece). The following points were noted:
i. The programme would be based in Greece. QMUL staff would spend three non-consecutive weeks in Greece each semester to deliver lectures. Lectures for each 22.5 credit module would be delivered in one week of teaching. Dissertation supervision would also take place during this time.

ii. The Board noted that delivering 22.5 credits of lectures across one week whilst also offering supervision could be problematic. It was reported that this was currently the mode of delivery on the LLM in Paris programme.

iii. It was reported to the Board that although the partner in Greece, Hellenic Management Centre (HMC), may be utilised to deliver guest lectures, the teaching would be undertaken by QMUL staff to ensure that quality assurance was maintained. Academic staff from the HMC would be available to offer local support to students.

iv. It was reported to the Board that although the lectures would be delivered in one week for each module, the examination schedule would align with the LLM cohort.

v. The programme specification stated a number of hours dedicated to lecture preparation. It was reported that the preparation would take the form of students utilising published reading lists prior to the lectures. The Board recommended that the programme specification should be updated to clarify this.

Action: CCLS

vi. The Board noted that the contact time provided in the programme specification reflected that of a QMUL 15 credit module. The programme specification should be amended to ensure the programme specification states 220 hours rather than 150 hours to ensure consistency with other QMUL programmes.

Action: CCLS

vii. The Board noted that in the programme specification the term 'half module' was used rather than 22.5 credit module. The Board required CCLS to amend this to align with QMUL definitions.

Action: CCLS

viii. The Board noted that the module proposal form for Maritime Arbitration Law incorrectly stated the lectures/seminars would take place over 11 weeks. The Board required CCLS to correct this.

Action: CCLS

The Board approved the part 2 programme proposal subject to completion of the actions listed above.

School of Economics and Finance

11. MSc Finance CFA Pathway

The Board considered the programme amendment to the MSc Finance CFA Pathway. The following were noted:
The Board noted that the amendment requested the removal of the dissertation from the programme, and the introduction of a current core module to replace it.

The Board noted that the academic regulations currently require a dissertation or research element for a Masters programme, and therefore further discussion would be required before a proposal of this nature could be approved;

The Board noted the School would have to provide further information on the replacement module to ensure that it would meet the requirements of a Masters programme. The proposal would be put forward to the Board and the Quality Board for approval.

**Action: SEF**

2014:016 The Board did not approve the programme amendment to the MSc Finance CFA Pathway.

12. **BSc FT Biological Sciences (with Nanchang)**

2014:017 The Board noted that the paper had not been received as School approval was pending.

**Part 4 – Module Proposals**


2014:018 The Board noted that the module proposal had been considered earlier in the meeting with Item 9. The Board considered the proposal and made the following notes:

i. The Board noted that the reassessment specified seemed inappropriate as it would be problematic to provide reassessment of weekly tasks. It was reported that this would be amended.

**Action: CCLS**

2014:019 The Board approved the module proposal Legal Principles and Concepts in Computer & Communications Law subject to completion of the action listed above.

**Part 5 – Report of Proposals Approved by Schools/Institutes to Note**

14. **Programme Amendments**

Module Proposals
Module Amendments
Module Withdrawals

TPB2014-012

2014:019 The Board noted a report of decisions made by Schools/Institutes of changes to their curricula for the period 11/07/2014 to 05/11/2014.

**Part 6 – Other Business**

15. **Date of Next Meeting**
The next meeting of Taught Programmes Board would be held on Wednesday 4th February 2015 (1-3pm).

The deadline for papers would be Wednesday 14th January 2015.

Ruth Wilkinson, ARCS
r.wilkinson@qmul.ac.uk