Taught Programmes Board

Minutes of the meeting of the Taught Programmes Board held on Wednesday 18th March 2015 at 2pm in the Colette Bowe Room, Queens’ Building, Mile End Campus.

CONFIRMED

Present:
Professor Susan Dilly (Chair) Dr Madeleine Davis Stella Ekebuisi
Professor Omar Garcia-Obregon Professor Colin Haslam Carolina Mantzalos
Dr Alastair Owens Dr Lawrence Pettit Professor Julia Shelton
Professor Olwyn Westwood Dr Matthew Williamson

In attendance:
Dr Katherine Bevan Daniel Bland (Course Rep) Ms Anna Boneham
Ms Rachel Davies Professor Adam Fagan Dr Mark Glancy
Dr Gemma Harvey Dr Alfred Hiatt Dr Saskia Hufnagel
Professor Martin Laffin Dr Tony Michael Ms Jane Pallant
Dr Eyal Poleg Dr Angela Rowlands Professor David Schalkwyk
Dr Tony Stockman Dr Leon Vinokur Ruth Wilkinson (Secretary)

Apologies:
Ms Holly Carolan (Course Rep) Professor Laurie Cuthbert Mr Simon Hayter
Professor Anthony Warrens

Part 1 – Preliminary Items

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1. Welcome and Apologies

2. Minutes of the Previous Meeting

The Board considered the minutes of the meeting held on 25th February 2015. The following points were noted:

i. It had been noted at the meeting that the Reports of the Proposals Approved by Schools/Institutes [Paper TPB2014-036] had included programme amendments that required consideration by the Board.

ii. It was reported that the programme amendments had been included on the Agenda for consideration by the Board and the minutes would be amended to reflect the above.

Action: ARCS

The Board approved the Minutes of the meeting held on 25th February 2015,
subject to the amendment noted above.

Action: ARCS

3. **Matters Arising**

TPB2014-038

2014:064 The Board received a paper on the matters arising from the minutes of the previous meetings of Taught Programmes Board. The following points were noted:

i. It was reported that the School of Biological and Chemical Sciences had been in discussion with the Field Studies Council regarding the MSc Freshwater and Marine Ecology [2013:058]. Concerns had arisen due to different students being charged different levels of fees. The School was in the process of resolving this with the Field Studies Council.

ii. There had been no update on the inclusion of the Professional Doctorates within the Assessment Regulations [2014:024]. The Chair requested that an update be provided at the next meeting.

iii. It was reported that the timeline for the General Medical Council Application for Accreditation for the MBBS Malta [2014:032] had been received, and would be provided to the Board following approval from the Head of School.

iv. The removal of the dissertation from the MSc Finance CFA Pathway [2014:015] had been discussed at the Educational Quality Board (EQB), and distributed to Faculties for feedback. It had then returned to the EQB, and the outcome was to be communicated to the School of Economics and Finance and to Senate.

v. The Dean for Taught Programmes (HSS) had discussed the History Study Abroad proposal [2014:060] with the School and clarification had been provided on the issues raised by the Board. Following the discussion the updated information had been circulated to Board members, and approved by Chairs Action.

4. **MSc Freshwater and Marine Ecology Joint Working**

TPB2014-039

2014:065 The Board noted the Joint Working Statement between the School of Biological and Chemical Sciences, and the School of Geography.

Part 2 – Programme Proposals/Amendments

**School of Medicine and Dentistry**

5. **Foundation Studies FT into MB BS [Year 0]**

TPB2014-040

2014:066 The Board considered the part 2 programme proposal for the Foundation Studies FT into MB BS [Year 0]. The following points were noted:

i. The proposal had previously been submitted to the Board in June 2014 as part of the integrated MBBS programme [2013:125] and had not received approval. Following the comments of the Board the proposal was now for a standalone Foundation Year programme. The Chair advised the Board to consider the proposal without reference to the previously approved London MBBS Year 0.
ii. The proposal offered a one year Level 3 Foundation Year in Malta to those wishing to progress to the MBBS [Malta]. The programme would be open to those students who had the equivalent of AS Levels, but needed additional training prior to enrolling on the MBBS. Due to the nature of the programme as a Foundation Year students would be able to study elsewhere on completion of the programme if they did not wish to enrol on the MBBS [Malta].

iii. The Board noted that the module, Practical Skills 1, delivered by the School of Languages, Linguistics and Cultures, did not appear to be relevant to those with high English Language skills. It was reported that the module offered training relating to the culture of academic work, and academic skills, in addition to English Language training. It was also reported that the module would be streamed to allow those with pre-existing English language skills to benefit. The School noted that it did not expect to receive applications from those with English as their native language.

iv. The Board queried whether the admissions criteria would allow applications from those who would be under the age of 18 at the time of enrolment. It was reported that those under the age of 18 would not be allowed to enrol in the programme. The countries that would be targeted for recruitment offered schooling until the age of 18. The Board recommended that the age limit be made explicit in the programme specification and marketing material.

Action: SMD

v. The Board noted that the documentation, including the Joint Working Statement with the School of Languages, Linguistics and Cultures included reference to the International Medical School in London. The Board recommended that the paperwork be amended to remove all references to the International Medical School in London.

Action: SMD

vi. It was reported that all teaching would be undertaken by staff teaching on the MBBS [Malta] programme, and therefore staff would be subject to the quality assurance procedures in place across QMUL.

vii. The Board queried whether students would be eligible for an Exit Award on partial completion of the programme. It was reported that students would be eligible for an Exit Award. The Board recommended that the paperwork be updated to provide details of the available Award.

Action: SMD

viii. The Board noted that the inclusion of the UKCAT in the Admissions criteria was beneficial, as it ensured consistency with other admissions criteria within the School of Medicine and Dentistry.

ix. The Board noted that the re-assessment for the Practical Skills 1 module was inconsistent with the other modules offered on the programme. The Board recommended that this be amended.

Action: SMD

x. The Board queried the reference to a pre-sessional course in the Joint
Working Statement. The School confirmed a pre-sessional course would not be provided for students. The Board recommended that the statement be amended to reflect this.

Action: SMD

xi. The Board queried whether the closing date for applications was correct. It was confirmed that this required amending.

Action: SMD

xii. The Board recommended that the School put in place provisions to review the Joint Working Statement on an annual basis.

Action: SMD

2014:067 The Board approved the part 2 programme proposal for the Foundation Studies FT into MB BS [Year 0] subject to completion of the actions listed above.

School of Law

6. LLB FT with a Year Abroad – Global Law
LLB FT in English and Chinese Law

2014:068 The Board considered the part 2 programme proposal for the LLB FT with a Year Abroad – Global Law and the part 2 programme proposal for the LLB FT in English and Chinese Law. The following points were noted:

i. The programmes followed the same model as the LLB FT Law with a Year in Hong Kong. Students would have the opportunity to apply to undertake a year of study at an overseas institute, and students from these institutes would be given the opportunity to spend a year at QMUL. The year abroad would be considered on a pass/fail basis, and failure of the year would lead to students being transferred onto the standard LLB programme.

ii. The Board noted that Exchange Agreements existed between two institutions – Osgoode Hall, Canada; and Remnin University, China. The School intended to develop further partnerships in the future. The LLB FT in English and Chinese Law would be specific to institutions in China.

iii. The Board queried the admissions criteria for transfer onto the programmes. It was reported that students would be required to have a 2.1 average in their programme, and English language proficiency of IELTS 7. If the number of applicants exceeded the available places then students would be required to submit an essay, and their admissions would be assessed on this. The Board recommended that the programme specifications be amended to specify the admissions criteria.

Action: SoL

iv. The Board queried the reference to students studying for a Semester abroad. It was confirmed that all QMUL students would be expected to undertake a year abroad, but incoming students may wish to spend a semester at QMUL.

v. The Board noted that the paperwork for the LLB FT with a Year Abroad – Global Law implied that students were able to take postgraduate modules. It
was reported that students were only able to take modules that were open to both undergraduate and postgraduate students.

2014:069 The Board approved the part 2 programme proposal for the LLB FT with a year Abroad – Global Law subject to completion of the actions listed above.

2014:070 The Board approved the part 2 programme proposal for the LLB FT in English and Chinese Law subject to completion of the actions listed above.

*School of English and Drama*

7. **MA Global Shakespeare**

2014:071 The Board considered the programme amendment to MA Global Shakespeare. The following points were noted:

i. The MA Global Shakespeare was introduced in 2014/15, and students had taken a non-credit bearing module from the School of English and Drama in academic skills. Following the first semester of the programme it had been agreed that a more specialised module was required. The proposal was to offer a non-credit bearing module tailored specifically to the Global Shakespeare programme.

ii. The Board queried the methods for monitoring participation on the module, as students were not required to undertake an assessment. It was reported that student engagement within the module was monitored.

iii. The Board noted that the module specification offered extremely detailed information about the content, and therefore minor amendments to the content would require formal approval. The Board recommended the module specification be amended to provide greater flexibility for minor amendments.

*Action: SED/Global Shakespeare*

iv. The Board noted that the programme specification did not include the new module, and required updating.

*Action: SED/Global Shakespeare*

2014:072 The Board approved the programme amendment to the MA Global Shakespeare subject to the actions listed above.

8. **MA English Studies**

2014:073 The Board considered the programme amendment to the MA English Studies. The following points were noted:

i. The MA English Studies offered six specialist pathways, the amendment proposed the introduction of an additional pathway: ‘Post-Colonial Global Literatures’. The pathway would include previously approved modules, and was being provided to allow greater specialisation and improve recruitment.

ii. The Board noted that the programme contained a non-credit bearing compulsory module, where attendance was monitored. It was recommended that the attendance monitoring be included in the module specification.
The Board **approved** the programme amendment to the MA English Studies subject to the actions listed above.

**School of Geography**

**10. PgCert London Studies**

The Board **considered** the part 2 programme proposal for the PgCert London Studies. The following points were **noted:**

i. The PgCert London Studies had been offered as an Exit Award for the MA London Studies. The proposal was to allow students to apply directly to the PgCert. The proposal was intended to encourage applications from those who may not wish to undertake the full MA.

ii. The Board noted that the admissions criteria required applicants to have achieved a 2.1 at undergraduate level. It was recommended that the criteria be amended to allow greater flexibility in recruitment.

**Action: SoG**

The Board **approved** the part 2 programme proposal for the PgCert London Studies subject to the actions listed above.

**11. PgCert/PgDip Environmental Science: Integrated Management of Freshwater Environments**

The Board **considered** the part 2 programme proposal for the PgCert and PgDip Environmental Science: Integrated Management of Freshwater Environments. The following points were **noted:**

i. The PgCert and PgDip Environmental Science: Integrated Management of Freshwater Environments had been offered as Exit Awards for the MSc Environmental Studies: Integrated Management of Freshwater Environments. The proposal was to allow students to apply directly to the PgCert and PgDip. The MSc programme had been designed to allow students to enter employment in environmental consultancies, and provided professional development for those already in employment, it was intended that the standalone awards would recruit more students wishing to undertake professional development.

ii. The Board noted that the External Advisory Group for the MSc had reported the demand for options in addition to the MSc. The PgCert allowed students to design their qualification. The PgDip offered the MSc without the expectation of the dissertation.

iii. The Chair of the Board reported that Elite Apprenticeships were being offered at some institutions, and the School may wish to consider this in relation to the programmes.

iv. The Board noted that the Plagiarism stated within the programme specification was incorrect and required amending.

**Action: SoG**
2014:078 The Board approved the part 2 programme proposal for the PgCert/PgDip Environmental Science: Integrated Management of Freshwater Environments subject to the actions listed above.

School of Business and Management

12. MRes FT Business and Management TPB2014-047

2014:079 The Board considered the programme amendment to the MRes FT Business and Management. The following points were noted:

i. The MRes FT Business and Management offered a collaborative programme between QMUL and Goldsmiths through the ESRC Doctoral Training Centre.

ii. The Board noted that the School wished to include additional elective modules within the programme. All modules had been previously approved.

2014:079 The Board approved the programme amendment to the MRes FT Business and Management.

School of Electronic Engineering and Computer Science

13. MSc FT/PT Software Engineering with Security/MSc FT Software Engineering with Security with Industrial Experience TPB2014-048

2014:080 The Board considered the programme amendment for the MSc FT/PT Software Engineering with Security with Industrial Experience.

i. The proposal allowed students who had undertaken specific modules to be awarded with the degree of MSc Software Engineering with Security. The modules would be examined at the Subject Exam Board and students awarded with the pathway award if they had undertaken the relevant Security modules.

ii. The Board queried whether students would be given the choice of accepting the new award. It was reported that students would be asked whether they wished to change to the pathway before the award was given. The Board recommended that the School confirm with students prior to the Exam Boards, to ensure there was no delay in confirming the award.

Action: EECS

iii. The Board noted that the MSc Software Engineering was accredited by the British Computer Society (BCS), and queried whether the pathway would also be accredited. It was reported that as the pathway formed part of an already accredited programme it was unlikely to pose any problems. It was noted that students would not have to accept the new award if it would prevent them receiving a BCS accredited award. The Board recommended that the School confirm whether the pathway award would be included in the accreditation.

Action: EECS

2014:081 The Board approved the programme amendment to the MSc FT/PT Software Engineering with Security/MSc FT/PT Software Engineering with Security with
Industrial Experience subject to completion of the actions listed above.

**School of Politics and International Relations**

14. **MA/PgDip/PgCert FT International Relations (at University of London in Paris)**

2014:082 The Board **considered** the part 2 programme proposal for the MA/PgDip/PgCert FT International Relations (at University of London in Paris). The following points were **noted**:

i. The School wished to collaborate with the University of London in Paris (ULIP) to offer the MA International Relations in the form of a hybrid programme, blending the existing distance learning programme, with face-to-face master-classes. The programme would be offered in Paris at ULIP and all teaching would be undertaken by QMUL staff.

ii. The Board noted that a member of staff at ULIP would provide pastoral support for approximately 0.5 days to students enrolled on the programme. The ULIP staff member would not provide academic provision or support.

iii. The Board noted that the blended learning of the programme defined it as separate to the distance learning programme offered by the School. The Board recommended that the School submit module proposals to reflect any assessment changes for the new programme.

*Action: SPIR*

iv. The Board advised the School to ensure that the E-learning department were contacted in advance to provide support for the programme.

*Action: SPIR*

v. The Board noted that the master-classes would encapsulate aspects of the different modules offered on the programme, without being directly linked to specific modules. The Board recommended that the programme specification be updated to reflect the nature of the master-classes.

*Action: SPIR*

vi. The Board noted the fee structure had not been approved by the Faculty Executive, and would require approval before the programme could be advertised.

*Action: SPIR*

2014:083 The Board **approved** the part 2 programme proposal for the MA/PgDip/PgCert FT International Relations (at University of London in Paris) subject to completion of the actions listed above.

**Centre for Commercial Law Studies**

15. **MSc Law and Finance**

2014:084 The Board **considered** the programme amendment for the MSc Law and Finance. The following points were **noted**:
i. The School wished to introduce three new modules and two new pathways to the programme: Compliance in Global Markets; and Islamic Finance. The intention was to allow greater specialisation within the MSc Law and Finance.

ii. The Board noted that students would choose pathways when choosing their modules. It was necessary for students to satisfy certain conditions when taking certain modules to ensure they possessed the pre-requisite knowledge required by some modules.

iii. The Board queried whether students were advised to undertake the pre-sessional courses if they had not undertaken a degree in Law or Finance. It was reported that students were recommended to undertake the pre-sessional courses where relevant; however, they were not obligatory.

iv. The Board noted that the programme specification required updating to include the relevant support information, and correct module codes.

**Action:** CCLS

2014:085 The Board **approved** the programme amendment for the MSc Law and Finance subject to completion of the actions listed above.

**School of Engineering and Material Science**

**16. BEng Material Science and Engineering (Northwestern Polytechnical University)**

2014:086 The Board **considered** the part 2 programme proposal for the BEng Material Science and Engineering (Northwestern Polytechnical University). The following points were **noted**.

i. The proposal was to offer a joint programme with Northwestern Polytechnical University (NPU) in China’s Shaanxi province leading to the award of BEng in Material Science from NPU and QMUL. A steering committee had been established to finalise the financial model, and the contractual agreements.

ii. The Board noted that all teaching would be undertaken in English, additional language support would be provided by the School of Languages, Linguistics and Film. A Joint Working Statement was in development. The Board recommended that the Joint Working Statement be completed prior to advertisement of the programme.

**Action:** SEMS

iii. The Board noted that QMUL had longstanding Memorandums of Understanding in place with NPU for Research projects, and Memorandums of Agreement had been set up with other Schools within the College. It was noted that NPU was a 985 institution, and the programme hoped to recruit 240 students, who would be based in NPU.

iv. The Board noted that the programme would run for four academic years, students would undertake a preliminary year to ensure they matched the standards required for the joint programme. Failure of the first year of study would result in a transfer to the Chinese programme.
v. The Board noted that the model would follow that of the BUPT and Nanchang arrangements, but would be developed based on the experience learnt from these agreements.

vi. The Board noted that the Academic Regulations and Marking Schemes were under development. The Board required these to be finalised prior to recruitment.

Action: SEMS

vii. The Board noted that the programme was intended to run in the 2016/17 academic year. Following approval at the Board the programme would require approval by the Shaanxi Provincial Education Authority, and the Chinese Ministry of Education.

viii. The Board discussed the possibility for recruitment outside China, as the paperwork provided stated that only the top 10% of Chinese students would be eligible. It was reported that the programme may not appeal to students from outside China due to the compulsory Chinese modules required. The Board recommended that the paperwork be amended to allow applications from outside China.

Action: SEMS

ix. The Board queried the provision for QMPlus and internet resources as there had been difficulty with other Chinese agreements. It was reported that although there had been difficulties previously, these were in the process of being resolved, and the steering group would ensure that the internet provisions were included in the final contract with NPU.

Action: SEMS

2014:087 The Board approved the part 2 proposal for the BEng Material Science and Engineering (Northwestern Polytechnical University) subject to completion of the actions listed above.

Part 3 – Module Proposals

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2014:088 The Board considered the module proposal for the Global Shakespeare: Research Concepts, Skills and resources alongside the programme amendment for MA Global Shakespeare.

2014:089 The Board approved the module proposal for the Global Shakespeare: Research Concepts, Skills and resources.

Part 4 – Report of Proposals Approved by Schools/Institutes to Note

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TPB2014-053
2014:090  The Board noted a report of decisions made by Schools/Institutes of changes to their curricula for the period 05/02/2014 to 25/02/2015.

Part 6 – Other Business  Paper

2014:091  The Board noted that changes to the Disabled Students Allowance would require the programme and module form templates to be updated for the 2015/16 academic year.

Action: ARCS

2014:092  The Board discussed the possible inclusion of further information relating to syllabi within the module proposal forms. The following points were noted:

i. The Board noted that the form allowed for teaching and learning details of the module to be included. It was noted that providing information that was too specific may lead to minor changes to the curriculum requiring official module amendments.

ii. The Board noted that Schools had different processes for monitoring the curriculum, and Schools may wish to establish a process to ensure that the syllabi were monitored, and updated when required.

19. Date of Next Meeting

2014:093  The next meeting of Taught Programmes Board would be held on Wednesday 20th May 2015 (2-4pm).

The deadline for papers would be Wednesday 29th April 2015.

Ruth Wilkinson, ARCS
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