

H/02/27/02
CSPC: 14.04.16

**Minutes of the Senatus Curriculum and Student Progression Committee (CSPC)
held on Thursday 14 April 2016 at 2.00p.m. in the Board Room, Chancellor's Building,
Little France**

Present:

Professor Alan Murray (Convener)	Assistant Principal, Academic Support
Mr Alan Brown	Associate Dean (Academic Progress), (CHSS)
Dr Theresa McKinven	Head of PG Section (CHSS)
Ms Joy Candlish	Head of Academic Affairs (CSCE)
Dr Sheila Lodge	Head of Academic Administration (CMVM)
Professor Helen Cameron	Director, Centre for Medical Education (CMVM)
Mr John Lowrey	Dean of Undergraduate Studies (CHSS)
Dr Antony Maciocia	Dean of Students (CSCE)
Ms Imogen Wilson	Vice President Academic Affairs, EUSA
Mr Ed Auckland	Academic Adviser, EUSA
Dr Adam Bunni	Head of Governance and Regulatory Team, Academic Services
Dr Ewen Macpherson	School of Engineering
Ms Anne-Marie Scott	IS Learning, Teaching and Web
Professor Susan Rhind	Assistant Principal, Assessment and Feedback

In attendance:

Ms Ailsa Taylor (Secretary)	Academic Policy Officer, Academic Services
Mr Tom Ward	Director, Academic Services

Apologies for absence:

Professor Allan Cumming	Dean of Students (CMVM)
Dr Soledad Garcia-Ferrari	ESALA, Edinburgh College of Art
Dr Neil Lent	Institute for Academic Development (IAD)
Mr Barry Neilson	Director of Student Systems
Professor Graeme Reid	Dean of Learning and Teaching (CSCE)
Professor John Stewart	Director, Biomedical Teaching Organisation
Professor Lesley McAra	Assistant Principal, Community Relations

Professor Alan Murray extended his thanks to Professor Reid, Vice-Convener of the Committee, for convening the last two meetings when Professor Murray was unavailable due to teaching commitments.

Professor Pirie was also thanked for his extremely valuable contribution to the Committee as previous Convener.

1. Minutes of the Previous Meeting

The minutes of the previous meeting held on Thursday 17 March 2016 were approved as an accurate record, subject to the following amendments:

Mr Ed Auckland was present, and Mr Alan Brown was not present.

2. Matters Arising

Item 6 - Zhejiang Task Group Remit and Membership

An updated version of some of the regulatory documentation was expected soon, and the Task Group was to take responsibility, on behalf of the Committee, for finalising this information.

Item 10 - Double Award PhDs; Item 14 – Visiting and Non-Graduating Student Policy and Procedure

Two action points in relation to revision of the Dual, Double and Multiple Awards policy, and revision of the Visiting and Non-Graduating Student Policy and Procedure were due to be actioned later in the week. The revised policies would be available at:

<http://www.ed.ac.uk/files/atoms/files/dualawards.pdf>

<http://www.ed.ac.uk/files/atoms/files/visitingandnongraduatingstudentpolicy.pdf>

<p>ACTION: Ailsa Taylor to publish the revised Dual, Double and Multiple Awards Policy, and the Visiting and Non-Graduating Student Policy and Procedure on the website at the above locations.</p>
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Item 18 - Academic Year Dates

The review of the structure of the University's academic year, to determine whether any changes could be made to better meet the needs of the University community, was underway. A Task Group established by the Senate Learning and Teaching Committee had developed a proposal for an alternative model for the academic year, and was intending to seek the views of staff and students. A consultation was scheduled to begin the following week. Any changes would take effect no earlier than 2018/19.

A website had been developed (<http://www.ed.ac.uk/academic-services/projects/review-of-the-academic-year>) with materials which had been designed to help people to understand what the proposed structure was, and how any changes might affect staff and students. A short survey had been designed, to gather opinion from across the University. Once the feedback from the consultation had been digested, an update would be published on the project website.

The survey could be found at (<https://www.surveymonkey.co.uk/r/PLDBXZC>) and was due to close on 3 May 2016. "Town hall" meetings had also been scheduled (details were available at: <http://www.ed.ac.uk/academic-services/projects/review-of-the-academic-year>).

Item CSPC 14/15 3 F (Assessment Boycott)

The Committee was informed that there was a possibility of industrial action in the near future which could have an impact upon assessment later this semester. The earliest that strike action was understood to be possible was from 11 May 2016, as this was when the relevant ballots were due to close. A group was currently being established to advise on any action that may be required in order to mitigate the impact of any boycott; this group

contained representation from across Colleges and Services. CSPC had last agreed guidance in January 2015 for Boards of Examiners that supported them in the consideration of any issues resulting from an assessment boycott. This had involved the agreement of some temporary variations to assessment regulations which had been carefully revised at the time in order to maintain appropriate academic standards (see Paper F at <http://www.docs.sasg.ed.ac.uk/AcademicServices/Committees/CSCP/2014-15/20150122Agenda.pdf>)

If it became necessary, this guidance would be revised and circulated to members of the Committee for approval by electronic business, before publication/communication across the University.

3. College Reports: CMVM MBChB (CSPC 15/16 5 A)

Professor Helen Cameron tabled copies of this report from the College of Medicine and Veterinary Medicine.

At the last meeting of CSPC (March 2016), the College of Medicine and Veterinary Medicine had been asked to report back to the next meeting on any revisions to the MBChB proposals. It had now been agreed that students would not be able to gain a BMedSci Honours degree at the end of Year 3 of the new programme (which was to begin in 2016/17) –students would only be able to be awarded with this Honours degree at the end of Year 4, as an exit qualification. CSPC had noted concerns at the last meeting that students would be short of Scottish Credit and Qualifications Framework (SCQF) credit requirements for an honours degree at the end of Year 3, and this had been taken into account by the College.

The College of Medicine and Veterinary Medicine had also agreed to revert to three learning outcomes per course, thus withdrawing the previous request made to CSPC for 12 learning outcomes per course.

The College had also reached agreement about how it proposed to award partial credits for students exiting after Year 3 and Year 4 of the new programme, and this was outlined in the report.

The Committee approved the MBChB report. CSPC asked the College to ensure that they embarked upon discussions with partner Schools about the implications of the proposals for the honours degrees.

It was suggested that the forthcoming teaching programme review of this School (and the General Medical Council inspection) would provide good opportunities for reflection on these changes.

ACTION: Ailsa Taylor to include tabled paper with the rest of the agenda and papers for the meeting and re- publish on the website at:
<http://www.ed.ac.uk/files/atoms/files/20160414agendapapers.pdf>

ACTION: CMVM College members to ensure that CMVM embarked upon discussions with partner Schools about the implications of the MBChB proposals

4. Review of the Code of Practice on Abuse of Alcohol by Students and the Code of Practice on the Abuse of Drugs by Students (CSPC 15/16 5 B)

Dr Adam Bunni presented this item. The Committee agreed to remove and archive both of these Codes as they are no longer needed, due to the existence of other policies and information provided for students and staff. This would lead to a simplification and rationalisation of processes. Accommodation Services and Legal Services had been consulted and they were content with the proposals.

ACTION: Academic Services to remove and archive both of these Codes from 2016/17, and expand the Code of Student Conduct guidance to incorporate related information. The revised guidance to be publicised to staff as part of the Academic Services' new and revised policies updates.

5. Programme and Course Handbooks Policy (CSPC 15/16 5 C)

Mr Tom Ward presented this item. The suggested minor amendments to the policy were approved by CSPC.

Mr Ward reminded the Committee about an Accessible and Inclusive Learning Policy matter that had been raised at a previous CSPC meeting. It was understood that the Programme and Course Handbooks Policy stated that final versions of the handbooks must be available to students "at the start of their course". However, the Accessible and Inclusive Learning Policy stated that course outlines and reading lists were to be made available at least four weeks before the start of the course. Therefore the timing of publication of course and programme handbooks could be dependent on these factors, depending on the method used for transmitting the course outline and reading list information.

6. Draft Taught Assessment Regulations 2016/17 (CSPC 15/16 5 D)

This paper contained draft Taught Assessment Regulations for 2016/17, as proposed by the relevant working group. A "key changes" document was included, which would be published on the website for use across the University.

The draft taught assessment regulations and key changes document were approved (subject to the amendment of some minor typographical/formatting errors) and the following amendments:

Regulation 16 Feedback Deadlines

Amend '...At the **start of the academic year**, Schools will publish their timetable for returning feedback and marks for in-course work' by replacing with '...At the **start of the semester in which the course is taught**, Schools will publish...'

Regulation 27 Resit Assessment

Remove the suggested additional final sentence that read 'Taught postgraduate students are entitled to one attempt for all courses'.

Regulation 47 Publication of Results

Amend 47.3 so that it refers to the 'host School' rather than the 'host School/College' and add sentence at the end so that it states 'Students will be notified in advance of the date on which they can expect to hear their results'.

Regulation 59 Award of Postgraduate Merit

Amend the 'application of the regulation' section for this postgraduate merit regulation to mirror the relevant parts of the 'application of the regulation' section in regulation 60 (Award of postgraduate distinction). Revised text to state:

- 59.1 Merit may be awarded for postgraduate taught masters, diplomas and certificates, where these are a specifically named exit qualification.
- 59.2 A merit may not be awarded to a student leaving with a general postgraduate certificate or diploma for any reason due to academic shortfalls.
- 59.3 For degree programmes that permit resubmission of dissertations, merit can only be awarded based on the mark for the originally submitted dissertation.
- 59.4 For degrees which use letter grades in addition to numerical marks, the award of merit will be made where the student meets the above criteria using the numerical mark.
- 59.5 Borderline marks are defined as marks from two percentage points below the boundary up to the boundary itself, e.g. 58.00% to 59.99% for the dissertation and for the average of other courses. See also taught assessment regulation xx above.
- 59.6 The average for the courses is calculated on the basis of credit weighting. Courses where credit has been obtained by recognition of prior learning are excluded from the average. All courses must be passed at 40% or above for the award of merit.
- 59.7 The Postgraduate Common Marking Scheme can be found at: www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme

Regulation 67 Unsatisfactory academic progress

Amend 'The University **will** exclude students who do not make satisfactory progress or do not engage with their studies' to 'The University **may** exclude....'

Dr Bunni made reference to queries that had been raised during the annual review of the assessment regulations in relation to the current Taught Assessment Regulation 24 (2015/16) on resit assessment. The Committee discussed the possibility of amending the regulations, in the light of comments that had been received about the interplay between resit *entitlement* (as outlined in the Taught Assessment Regulations), the Undergraduate Degree Regulations ("Progression and Permissible Credit Load" Regulations 28-37 in 2015/16), and exclusion for failure to make academic progress. One of the options would be to amend the Taught Assessment Regulations to state that where a student had not attained the minimum number of credits required for progression as specified in the Undergraduate Degree Regulations following the August resit diet, the student was not automatically entitled to further resits for a given course, even if they had not had four assessment attempts for that course. The School could then determine whether further assessment attempts should be offered. In addition, as much of the current uncertainty seemed to stem from the word "entitlement" in relation to resit assessment, this could also be reviewed. One of the other possibilities would be to amend the Undergraduate Degree Regulations themselves to clarify the position further. The Committee agreed that further discussion on this was required before a decision could be made, therefore the status quo would be maintained with these particular regulations for 2016/17.

Queries had also been raised during the annual review of the assessment regulations in relation to re-assessment arrangements for postgraduate taught courses and dissertations. In some quarters it was believed that if a student marginally failed the dissertation and couldn't re-submit and received a diploma, this could be seen by students as unnecessarily harsh. However, feedback received from colleagues in other areas across the University had shown them to be very firmly in support of the regulation which prevented resubmission of revised dissertations for postgraduate masters programmes (Taught Assessment Regulation 55, 2015/16 – Postgraduate Dissertations).

It was noted that Academic Services would add the following to the draft forward-planning document for CSPC for 2016/17, to see whether any associated work could be taken forward for incorporation into regulations for 2017/18. This would be dependent on consideration of all priorities for the year:

Review of regulations regarding resits, in particular:

- The relationship between resit entitlement and exclusion for failure to make academic progress, and;
- Re-assessment arrangements for PGT courses and dissertations.

ACTION: Academic Services to add review of regulations regarding resits, as above, to the CSPC forward planner for possible consideration in 2016/17.
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7. Draft Postgraduate Assessment Regulations for Research Degrees 2016/17 (CSPC 15/16 5 E)

This paper contained draft Postgraduate Assessment Regulations for Research Degrees for 2016/17, as proposed by the relevant working group. A “key changes” document was included, which would be published on the website for use across the University.

The draft regulations and key changes document were approved as presented (subject to the amendment of some minor typographical/formatting errors).

[Following the meeting, the Convener approved the amendment of references to the “College of Humanities and Social Science” in the postgraduate degree regulations to the “College of Arts, Humanities and Social Sciences”. This reflected the forthcoming name change for the College from 2016/17, as approved by the Central Management Group.]

8. Draft Undergraduate Degree Regulations 2016/17 (CSPC 15/16 5 F)

The draft Undergraduate Degree Regulations 2016/17 and key changes document were approved (subject to the amendment of some minor typographical/formatting errors).

It was agreed that if any further substantive amendments to these regulations were required in relation to the MBChB programme for 2016/17, this would be delegated to the Convener to approve on behalf of the Committee by Convener's Action.

[Following the meeting, the Convener approved the amendment of references to the “College of Humanities and Social Science” in the undergraduate degree regulations to the “College of Arts, Humanities and Social Sciences”. This reflected the forthcoming name change for the College from 2016/17, as approved by the Central Management Group. It was also agreed to

amend regulation 60 (HSS General and Ordinary Degrees) to reflect the fact that the following award titles would be amended from 2016/17:

BA(Humanities and Social Science) to become BA(Arts, Humanities and Social Sciences) from 2016/17.

BA(Humanities and Social Science) in a designated discipline to become BA (Arts, Humanities and Social Sciences) in a designated discipline from 2016/17.]

Queries had also been raised during the annual review of the degree regulations in relation to undergraduate degree regulation 19 (2015/16) on interruptions of study. It was agreed to maintain the status quo in relation to retrospective interruptions of study, that is, to state again in 2016/17 that interruptions of study will not be applied retrospectively. In practice it was expected that any exceptional concessions in relation to this regulation would need to be considered at College level, as there was nothing additional that CSPC would be able to bring to add value to this process. It had already been agreed that Colleges would report annually to CSPC on concessions, so this would incorporate any concessions approved in relation to retrospective interruptions of study.

9. Draft Postgraduate Degree Regulations 2016/17 (CSPC 15/16 5 G)

The draft Postgraduate Degree Regulations 2016/17 and key changes document were approved (subject to the amendment of some minor typographical/formatting errors, and the following amendments):

Regulation 75a) Master of Public Policy (MPP)

Amend so that it states that the prescribed period of study for the Master of Public Policy is 12 months, not 15 months as stated previously.

[Following the meeting, the Convener approved the amendment of references to the “College of Humanities and Social Science” in the Postgraduate Degree Regulations to the “College of Arts, Humanities and Social Sciences”. This reflected the forthcoming name change for the College from 2016/17, as approved by the Central Management Group.]

10. Draft Higher Degree Regulations 2016/17 (CSPC 15/16 5 H)

The draft Higher Degree Regulations 2016/17 were approved as presented.

11. Draft Degree Regulations and Programmes of Study Glossary 2016/17 5 I)

The draft Degree Regulations and Programmes of Study Glossary 2016/17 was approved as presented. Any further suggested changes over the next few weeks before the document was sent for publication were to be sent to Dr Adam Bunni on adam.bunni@ed.ac.uk

It was noted that it would be preferential to move to a model of regulations review whereby the regulations were only substantially revised every three years (rather than annually), given that the current model was not seen by the Committee to be sustainable – it was extremely resource intensive for everyone involved across the University, and constant change could also lead to a partly destabilising effect. It was agreed to move to a three-yearly review of any substantive corrections to the assessment and degree regulations. The regulations would all continue to undergo essential minor corrections on an annual basis, but this would only involve minor factual corrections/additions and amendment of broken links, which would be actioned by Academic Services. The next more substantive review of the regulations

would therefore be due in 2018/19 (for the 2019/2020 regulations). The move to a revised three-yearly review model would be communicated across the University by Academic Services in June 2016, in the annual publication of what was new in relation to regulations and policies.

ACTION: Revised three-yearly review of assessment and degree regulations to be communicated by Academic Services in the “what’s new for 2016/17” annual publication, due in June 2016.

12. Collaborative Concession (CSPC 15/16 5 J)

This concession request was approved, and exceptionally permitted the use of a different assessment process for students undertaking a Joint PhD leading to a single award at Macquarie University, as outlined in the Memorandum of Agreement (MoA). This MoA had been signed prior to the introduction of the approval processes for joint PhDs leading to a single award. Professor Bradshaw, Assistant Principal, Researcher Development had been consulted in advance of seeking approval for the use of this particular assessment process.

13. Credit for Study Abroad Task Group Update

Ms Joy Candlish provided a verbal update on the work of the Study Abroad Task Group, with particular reference to clarification of the role of the Exchange Co-ordinator and clarification of some credit equivalency matters.

14. Assessment and Progression Tools

Mr Barry Neilson had passed on an update on this item, which was summarised to the Committee by Dr Adam Bunni.

The update related to the Assessment and Progression Tools project and the recommendation made to CSPC in March 2016 to move to a single date for all ratified course marks to be in the student record system (two weeks after the end of the exam period). CSPC had asked for further consultation with Schools regarding the change, with some concerns raised about the ability to meet the deadline for non-honours courses. Feedback received from Schools had led to an understanding that it may be pragmatic to move to a clear deadline for ratified honours marks to be in the system (on or around the second Friday after the end of examinations) and a clear deadline for the ratified ordinary course marks to be in the system for the 2016/17 academic year (possibly the middle of June), to enable awards and progression decisions to be made. A short paper was to be produced for the Steering Group, summarising the feedback and proposing an option for 2016/17.

15. Knowledge Strategy Committee (CSPC 15/16 5 K)

The Committee received an update from the Knowledge Strategy Committee for information.

16. Any Other Business

There was no further business.

Ailsa Taylor, Academic Policy Officer, Academic Services, 21 April 2016