

UNIVERSITY OF ULSTER

TEACHING AND LEARNING COMMITTEE

Minutes of a meeting held on 14 October 2009 at the Coleraine campus

PRESENT

Professor D A McAlister (Chair), Ms S Alexander, Professor R R Barnett, Dr D Barr, Professor T Cook, Mrs H Farley, Professor P Fleming, Mr I Hanna, Ms A Honan, Mr M Houston, Professor D Hunter, Professor P Ó Dochartaigh, Mr D McGivern, Professor M McHugh, Mr M McKinney, Professor A Moran

APOLOGIES

Professor A Adair, Professor J M Allen, Professor N D Black, Miss C Cochrane, Professor C Curran, Mr L McCurry, Professor R J Millar, Professor I Montgomery, Mr C Quinn, Mrs A J Zacharopoulou

IN ATTENDANCE

Mrs C G Avery, Mr A G Faulkner

UNRESERVED BUSINESS

09.111 MEMBERSHIP

Professor McHugh, Dean, Ulster Business School, and Mr Houston, Students' Union representative, were welcomed to their first meeting of the Committee. It was noted that Mrs A J Zacharopoulou was the new Faculty of Social Sciences' representative in place of Dr C Gormley-Heenan. The other Students' Union representative was Mr C Quinn. Senate representatives would be advised after the October meeting of Senate.

The Committee noted that Professor Fleming was leaving the University in November and expressed its appreciation for his contribution to the work of the Committee and the wider University. Thanks were also extended to Dr Gormley-Heenan for her work during the year.

09.112 MINUTES

The confirmed minutes of the meeting held on 17 June 2009 were signed by the Chair.

MATTERS ARISING

09.113 Review of Regulatory Framework (Min 09.58)

The Committee noted that Senate at its meeting on 24 June 2009 had approved the original timetable for the implementation of the new definition of the pass standard and the removal of condonement so that they applied for current students as well as new entrants from the 2009/10 academic year. Deans would

be asked to monitor the operation of the new rules at June 2010 Boards of Examiners meetings and to report briefly to the Committee at the June meeting.

09.114 Joint Awards (Mins 09.101-102)

The Committee noted that Senate had approved the proposed principles for joint courses and awards, and a case from the Faculty of Life and Health Sciences to make the Postgraduate Certificate in Veterinary Public Health a joint award with University College Dublin (see also min 09.152).

09.115 BSc Hons Accounting (Min 09.105)

The Committee, at its June meeting, had agreed to a two year pilot in 2009 and 2010 for a Level 5 contribution to the degree classification for all students entering year 1 and, subject to the consent of each cohort, continuing full-time students entering year 2 and continuing part-time students at Jordanstown and Southern Regional College (Newry campus) at Level 4 or commencing Level 5.

The Chair reported that the School had now confirmed that all current year 2 full-time students and all appropriate part-time students at Jordanstown and SRC had consented to the change. One student was on leave of absence and six full-time students repeating Level 5 assessments in 2009/10 would fall under the old regulations (classification based on final year only) as they had already successfully completed some Level 5 modules.

During the pilot the Faculty would report regularly to the Committee on the impact on student performance.

CHAIR'S COMMUNICATIONS

09.116 Student Competition 2009/10

The Chair reported that the CHEP Advisory Board would be considering possible topics for the 2010 competition at its November meeting and members were invited to forward suggestions to Professor Hunter. In addition to the topic of "Social Learning Spaces" (min 09.24 refers), "Feedback on Assessment" and "Student Representation and Feedback to the University" were proposed.

09.117 Recognition of English for Prospective Teachers (Republic of Ireland)

The Chair reported that the Registration Council for post-primary teachers in the Republic of Ireland had approved undergraduate English (Single Honours and Major and Main strands) at the University as a suitable curriculum for prospective teachers. Professor O'Dochartaigh advised that the Faculty would be seeking similar recognition for Drama and History in the current academic year. Geography, Irish, Biomedical Sciences and Nutrition (the latter two in respect of Biology) had previously been recognised.

09.118 JISC Study on Timetabling

The Committee, at its meeting in October 2008, had noted that the University would participate in a study on timetabling and resource scheduling undertaken

by Oakleigh Consulting Ltd on behalf of JISC (min 08.172 refers). JISC had published its report in February 2009 and a National Conference was to be held on 20 November to discuss insights and recommendations for good practice. The Head of Planning and Development (Physical Resources) had advised that meetings had since been held with Faculties to identify issues around teaching practice and timetabling, and potential technology advances had been discussed with a timetabling software provider. The use of web-data collection would be investigated together with the possibility of conducting a trial.

The Chair reported that timetabling had also been raised in discussions on the Greater Belfast Development Plan and at the Senior Management Group in relation to student retention. Senate (28 October) was to consider the establishment of a Working Group to review the issue with particular reference to its role in student engagement, and this had been identified as an institutional activity in the draft 2009/10 Teaching and Learning Action Plan (Paper TLC/09/38b refers). Mr McKinney had agreed to Chair the Working Group.

09.119 PgDip/MSc Dietetics

The Committee noted that regulations for Master's degrees with more than 200 credit points base summary grading on the final 120 credit points. Senate in June 2009 had approved an amendment to the regulations to allow two Level 6 modules to contribute to the grading of the MSc Dietetics (min 09.28 refers).

In order to align with the new principle of classification based on modules studied at the highest level only, the Faculty had since approved a course revision to replace the two contributing Level 6 modules with Level 7 modules; the final award would be based on results from modules amounting to 185 credit points out of 300 in total.

AGREED: that it be recommended to Senate that the exception clause in Regulation 22 for Master's degrees be revised, as follows:

With the exception of the MSc Dietetics, in programmes of more than 200 credit points' value, the assessment results from the final 120 credit points shall determine the final degree result. In the MSc Dietetics, the final result shall be determined by all Level 7 modules.

09.120 QAA Consultation on Draft Master's Degree Characteristics

The Committee noted that the QAA had issued a consultation document on a new reference point for 'Master's degree characteristics' (<http://www.qaa.ac.uk/academicinfrastructure/benchmark/masters/default.asp>). Three categories had been identified: research; specialised/advanced study; and professional/practice. It had been circulated separately to Deans and Faculty Teaching and Learning Committee representatives. The deadline for responses was 27 November 2009.

09.121 Full-Time Master's Degree Attendance Requirements

The Vice-Chancellor's Advisory Group had discussed the completion requirements for full-time students on one year Master's degrees. The fact that

not all Faculties required students to complete before the start of the following academic year had particular implications for availability of accommodation in halls of residence for new intakes as some students sought to remain in for a few weeks into Semester 1. It was noted that VCAG considered that only a small number of students were affected, and international students in the main.

Rather than the University setting formal dates of attendance for the full summer semester, it was considered preferable that Faculties should ensure that the assessment requirements for one year full-time programmes were completed within 50 weeks, which was the practice elsewhere in the sector. Thus, for students starting in late September the submission date for dissertations should normally be no later than the end of the first week in September of the following year. The same principle would apply for students commencing in September or January. Any student planning to stay beyond the 50 week period might be assisted in finding short-term accommodation. Faculties would need to give consideration to the availability of international students who might be required to attend viva voce examinations involving external examiners, which were commonly scheduled with meetings of Boards of Examiners.

AGREED: that the assessment requirements for full-time Master's degree students should be completed within 50 weeks.

09.122 Plagiarism Offences – Annual Report 2008/9

The Committee noted that, to facilitate the operation of the new plagiarism policy and procedures (2006/7), plagiarism offences from 2008/9 were to have been recorded in the new Student Records System by Faculty/School office staff. The plagiarism register was to be used to source information for future annual reports. As no reports of plagiarism had been recorded by three Faculties, it was thought that the record for 2008/9 was incomplete, and consequently the annual report had been delayed. There also appeared to be inaccuracies in records with, for example, 'undergraduate' plagiarism being recorded against postgraduate students.

AGREED:

- i) that Faculties ensure that all plagiarism offences in 2008/09 be entered on the central register no later than 6 November 2009, so that a full report could be considered by the Committee at its 2 December meeting;
- ii) that Faculties check the accuracy of information entered on the register.

09.123 UniversitiesUK/GuildHE Review of External Examining Arrangements

The Chair reported that, as part of the commitment to ensuring that the external examining system remained robust and effective, a sector-led review of arrangements was being undertaken. It aimed to report within twelve months. It was noted that the expert group established to support the review group would represent the broad diversity of UK higher education and might be called upon to contribute to the work of the QAA in reviewing the section of the Code of Practice dealing with External Examining.

09.124 Distinguished Learning and Teaching Fellowships

The Chair reported that disappointingly only five applications had been received for the University's Distinguished Learning and Teaching Fellowships in 2009, of which only one had adequately demonstrated fulfilment of the criteria to progress to the second stage of the process. The internal process was used by the University to identify possible applications to the National Teaching Fellowship scheme.

Deans and Faculty Teaching and Learning Co-ordinators were encouraged to promote the scheme, to be proactive in identifying strong candidates, and to ensure adequate support in the preparation of applications. Faculties were reminded that, although guidance was available from the Centre for Higher Education Practice, this should be seen as supplementing the support provided within each Faculty.

09.125 COURSE APPROVAL

Professor McAlister presented the report of the meeting of the Course Approval Sub-Committee held on 17 September 2009 (TLC/09/34a).

09.126 Terms of Reference (Item 1)

The Committee noted that the University had designated the MRes, MClInRes, MRes Arts and Professional Doctorates as research degrees and that responsibility for these programmes had transferred to the Research Degrees and Research Innovation Committees.

AGREED: that the proposed amendments to clauses 2 and 5 of the terms of reference to clarify the Sub-Committee's responsibility for taught programmes of study be approved.

09.127 Course Approval (Item 2)

The Committee noted that evaluation and revalidation panel reports with recommendations for 2009 intakes had been approved by Chair's action. Chair's action had also been taken in respect of a one year extension to the period of approval for BSc Hons Applied Physiology to include the 2009 intake. The Committee noted revisions approved by Faculties and withdrawals.

Eleven new courses were recommended for approval. It was noted that provision based at CAFRE and Southern Regional College replaced courses leading to awards of other universities and that the proposed intake to the FdSc Retail at Northern Regional College had been postponed to January 2010 while the consortium continued to consider the arrangements for its intensive part-time delivery.

The Sub-Committee had recommended approval of a proposed Community Studies (Minor strand) at Magee campus, subject to a satisfactory response to Academic Planning Sub-Committee from the Faculty to issues raised in relation to the initial proposal.

The Committee noted that a proposed change in title for the MA Multi-disciplinary Design programme to MA Multi-disciplinary Practice was subject to further consideration in light of APSC comments, the outcome of which would be reported through the Academic Development and Enhancement Committee.

AGREED:

- i) that the course provision be approved and re-approved as set out in the Appendix;
- ii) that the following recommendations for approval be made to Senate:
 - a) a one year extension to the period of approval (to include 2009 intake) for BSc Hons Applied Physiology;
 - b) a change in course title from that originally proposed to the Academic Development and Enhancement Committee:

PgCert Prescribing for Allied Health Professionals (originally PgCert Independent/Supplementary Prescribing for Allied Health Professionals).

09.128 Submission of Final Documents (Item 3)

The Chair encouraged Faculties to continue to work to clear outstanding documents.

09.129 BSc Hons Community Development (JN/ME) and CertHE in Community Development and Education (BMC)

The Committee noted a report prepared by an endorsement team from the England Standards Board, which was the relevant PSRB and had been represented on the Ulster revalidation panel, and the Faculty's response (TLC/09/34b).

Conditional endorsement had been received for one year (2009/10) and, subject to the submission of a satisfactory response to the points raised, five years approval would be confirmed by the Board.

AGREED: that the subject team be commended on the very positive report and the comprehensive response provided.

09.130 Outcomes of PSRB Visits held in 2008/9

The Committee received paper TLC/09/34c summarising the outcomes of 13 PSRB (re)accreditation visits held in 2008/9.

A number of reports had still to be received and Faculties should forward reports to the Quality Management and Audit Unit as soon as they were available. It was noted that the BCS visit in November 2008 covered a range of programmes.

09.131 Schedule of Visits in 2009/10

The Committee noted the list of (re)accreditation visits scheduled for 2009/10 (TLC/09/34d). These included five joint evaluation or revalidation and accreditation visits. Confirmation was awaited from the NISCC that a visit would not be required in relation to BSc Hons Social Work.

AGREED:

- i) that the Quality Management and Audit Unit be asked to update the paper to include:

PGCE (Primary and Post-Primary) – Inspection February 2010
MPharm – RPSGB Stage 4;

- ii) that Faculties advise Ms G Doohar, QMAU, of any other PSRB visits not included in the paper.

09.132 SUB-COMMITTEE ON WORK-BASED LEARNING (23.9.09)

Mr McGivern presented, on behalf of Professor Millar, the report of the meeting held on 23 September 2009 (TLC/09/35).

09.133 Student Placements – Health and Safety Issues (Item 1)

The Committee noted that, in the context of the review of the University's Health and Safety Policy, a paper relating to duty of care of students on placement would be circulated to Faculties for comment.

09.134 Rebranding of Placement Awards (DIS, DPP) (Item 2)

The Committee noted that the Sub-Committee had expressed its disappointment that the Student Marketing Division had not assigned priority in 2009/10 to undertaking research into the possible rebranding of the University placement awards further to its initial evaluation in 2008/9 (min 09.74 refers).

AGREED: that, as this was not considered to be a major exercise, the Committee record its support for this activity to be undertaken within existing resources in the current academic year.

09.135 Indemnity Insurance (Item 5)

The Committee noted that a Working Group would be established to produce a set of guidelines to assist University staff in determining the suitability of placement opportunities, using a risk-management approach.

09.136 Implications for Placement of UK Border Agency's insistence on University's monitoring of non-EEA International Students (Item 7)

The Sub-Committee had noted that there were no clear guidelines about the sponsor responsibility for monitoring international students who participate in

work placement. Advice had been sought from the International Office on the University's role, with a view to updating guidance for placement tutors.

AGREED: that Governance Services also be consulted regarding the appropriate tier of licence for such international students undertaking employment.

09.137 Forthcoming Events: Work Experience Development (Item 8)

It was noted that the Placement Employer of Year Awards event would be held on 22 April 2010. This year, staff would only be allowed to nominate one employer from each category. A series of events was planned for Work Experience Week between 22 – 26 February 2010. The Committee noted the dates for briefings for placement staff in October.

09.138 Non-availability of Placement

The Committee noted that there had been no discussion on the question of the non-availability of placements and exceptional progression to final year (min 09.40 refers). It was assumed that, despite the current economic conditions, this had not proved to be a major concern this year.

09.139 Graduate Placement Programme

Mr McGivern outlined the development of a new Graduate Certificate in Professional Practice as part of a regional initiative to enhance the employment prospects of recent graduates in the current global economic downturn. The proposed course which would be available in 2009/10 was part of a Graduate Advancement Placement Programme (GAPP) sponsored by DEL and was offered in collaboration with 'Business in the Community'. The overall aim of GAPP, which was available at both Ulster and QUB, was to provide unemployed graduates with opportunities to enhance their existing skills and knowledge and develop new skills and knowledge in order to help them compete more effectively in the graduate labour market. GAPP comprised an internship in industry coupled with an academic programme. It was anticipated that the University's proposed course would remain attractive to graduates in the longer term.

The Chair welcomed the new development and thanked Mr McGivern and Ms Alexander and their teams, and Professor J McCoy, Ulster Business School, and Dr P Hanna, Computing and Engineering, for their rapid response to the initiative. The course was scheduled for evaluation this semester.

09.140 SUB-COMMITTEE ON EMERGING TECHNOLOGIES

The Committee, at its June meeting, had received the report of the Working Group on this topic and had agreed that a Sub-Committee be established to take forward its recommendations (min 09.86 iii) refers).

The Committee considered the draft terms of reference and proposed composition of the Sub-Committee (TLC/09/36).

AGREED:

- i) that the draft terms of reference and composition be approved;
- ii) that Faculties and departments advise Access and Distributed Learning of their representatives;
- iii) that Professor O'Dochartaigh approach identified individuals from the Faculty of Arts who might chair the Sub-Committee.

09.141 STUDENT FEEDBACK ON THE QUALITY OF TEACHING

The Committee, at its June meeting, had received an interim report from the Working Group on Student Feedback and had endorsed a number of recommendations (mins 09.82 – 09.85 refer).

Mrs Farley presented the final report of the Working Group on implementation issues (TLC/09/37).

It was noted that the Semester 1 survey had achieved a response rate of 80%. In the Semester 2 survey the 'neutral' default response had been removed and access to module level data (qualitative and quantitative) had been extended to Deans and Heads of School. Preliminary analysis showed a response rate of approximately 40%. On-line University/Faculty/School level reports were available and a targeted email had been sent to module co-ordinators, Deans, Heads of School and Faculty Teaching and Learning Co-ordinators with a recommendation that important issues be discussed at course/subject committee meetings. The development of a reporting mechanism at course level was in progress. Provision had been made for trend analysis year-on-year which would be functional for 2009/10.

Management, oversight and development of the survey now resided with the Quality Management and Audit Unit.

AGREED:

- i) that Mrs Farley and the Working Group, in particular Ms S Alexander and Mr A Jaffrey, be thanked for their work;
- ii) that the following recommendations be endorsed:
 - a) that the Survey be rolled out to all students in the 2009/10 academic year;
 - b) that aggregated Survey results be reported at University, Faculty, School and Course levels;
 - c) that Faculties work closely with the Examinations Office to ensure that the database of Course/Subject Directors was kept up-to-date;
 - d) that a link from WebCT to the Survey be set up, to facilitate further promotion and completion opportunities;
 - e) that students continue to be incentivised to complete the Survey; it was suggested that the most effective incentive was likely to be the

- early release of marks, as utilised in the first year of implementation;
- f) that the Director of Access and Distributed Learning liaise with the Director of Information Services over the longer term implications of storage and access to survey data.

TEACHING AND LEARNING STRATEGY

09.142 Achievement of 2008/9 Objectives

The Committee, at its meeting in October 2008, had endorsed specific objectives for 2008/9 which were to be reported on through the Committee and other relevant committees (min 08.185).

The Committee considered paper TLC/09/38a which provided summary statements from lead agents and Faculty reports. The Committee was impressed by the substantial progress which had been made in meeting the objectives. Some of the work would continue into the current academic year and these activities would be rolled over to the 2009/10 action plan. The diversity of approaches taken by Faculties could assist other Faculties in developing their activities further. The Committee discussed the Ulster Business School's practice in monitoring student attendance and also the matter of medical certification as evidence of extenuating circumstances.

It was proposed that in future an interim report be considered at the June Teaching and Learning Committee in order to assist in the identification of activities that might need to be carried over to the next academic year and also in the setting of new activities for the following year, with a view to finalising the action plan at the first meeting of the year.

09.143 Draft 2009/10 Action Plan

In September 2009, Faculties and central departments had been asked to forward proposed new teaching and learning activities for the 2009/10 Action Plan.

The Chair presented paper TLC/09/38b which set out the key activities identified for the current session. It was noted that a number of responses were awaited. It was also noted that the Pro-Vice-Chancellor (Information and Student Services) planned to review the contribution for his whole portfolio, and had provided an interim response. The Chair indicated that a number of institutional activities such as the implementation of HEAR and the 'Steps to Work' programme would be added to the Action Plan.

09.144 Evaluation

It was noted that the Committee was responsible for monitoring and evaluating the annual action plans, which identified faculty/departmental performance measures. The Strategy also included a list of key indicative performance measures against each Aim. Professor McAlister reported that she intended to bring to the Committee before the end of the academic year a framework and

methodology for evaluating the Strategy, drawing on the various datasets available.

AGREED:

- i) that outstanding responses for 2008/9 (Director of Finance and Chair of Continuing Professional Development Sub-Committee) be considered at the December meeting;
- ii) that outstanding responses for 2009/10, activities to be carried over from 2008/9 and additional activities identified at the meeting be included in the final version of the Action Plan for 2009/10, for consideration at the December meeting;
- iii) that in future years an interim report on progress be received at the June meeting with a final report in October;
- iv) that a framework for evaluating progress in the achievement of the objectives in the University's Teaching and Learning Strategy be considered by June 2010.

09.145 QAA AUDIT 2010: DRAFT INSTITUTIONAL BRIEFING DOCUMENT

The Chair reported that the Assistant Director, QAA, had visited the University in September to discuss the arrangements for the Institutional Audit visits in January and March 2010.

The Committee received the draft Institutional Briefing Document (TLC/09/39) and members were invited to forward any comments to the Quality Management and Audit Unit, for consideration by the Institutional Audit Management Group prior to its submission to Senate for approval on 28 October.

09.146 EXTERNAL EXAMINER NOMINATIONS AND APPOINTMENTS 2008/9

Professor McAlister presented the 2008/9 report on external examiner nominations and appointments (TLC/09/40).

In considering the 2007/8 report, the Committee had asked Faculties to ensure more timely submission of nominations in 2008/9 and greater awareness of the expectations of the University's Code of Practice by staff involved in making, processing and checking nominations (min 08.23 refers).

The Committee noted that of the 156 nominations made in 2008/9, 77 (49%) had been late. Although an improvement on earlier years, the high incidence of late nominations was a concern. Thirty-seven of the nominations (34 in 2007/8) did not accord with the Code, of which ten were not approved and three were withdrawn by the Faculty.

Given the Committee's practice to refer late nominations which departed from the Code to the Chair for review, the Committee considered options for a revised process for all nominations which did not accord with the Code.

AGREED:

- i) that Faculties again be reminded of the importance of timely appointments and of the requirement that nominations be processed in time for consideration by the June meeting of the Teaching and Learning Committee;
- ii) that Faculties be encouraged to take steps to reduce further the number of queries regarding accuracy and completeness;
- iii) that Faculties ensure awareness of the existence and expectations of the Code by staff involved in making, processing or checking nominations;
- iv) that in future all nominations which did not accord with the Code be referred to the Pro-Vice-Chancellor (Teaching and Learning) for consideration; the Committee would receive regular reports on the outcomes of such consideration;
- v) that progress in relation to 2009/10 appointments be reviewed in October 2010.

09.147 CONFERMENT OF RECOGNISED TEACHER STATUS 2008/9

The Committee noted that the new procedure for the conferment of recognised teacher status under delegated authority from Senate had been in operation since September 2007 and had been reviewed in October 2008. Professor McAlister presented the annual report for 2008/9 (TLC/09/41) which included a summary of the 71 nominations submitted.

The Committee noted that, while the process had operated successfully, the majority of nominations had been made during the academic year in which duties commenced. It was also noted that the time lapse between Council approval and the issuing of a letter from Human Resources ranged from one week to three months.

Faculties were reminded of the need to ensure that nominations were forwarded in good time and preferably in the preceding academic year/semester. It was suggested that the process could be further speeded up if Council delegated its responsibility for conferring the status to the Pro-Vice-Chancellor (Teaching and Learning), as it had done previously for external examiner appointments. Council could receive a report of approved nominations.

It was noted that the term of appointment was for four years and that, in due course, it would be important to develop a timely process for review and renewal.

AGREED: that Council be asked to consider delegating its authority for the conferment of recognised teacher status.

PRIZES AND AWARDS

09.148 Annual Report 2008/9

The Committee noted paper TLC/09/42a, the annual report on prizes for 2008/9. Thirty-seven new prizes had been established during the year and 18 discontinued. All University-wide prizes had been awarded.

09.149 Proposals for New Prizes

The Committee received paper TLC/09/42b which proposed two new prizes in the Faculties of Art, Design and the Built Environment and the Ulster Business School: the Alice Berger Hammerschlag Award (BA Hons Fine and Applied Arts, BA Hons Photography (Year 2)) and the Bank of Ireland/Bushmills Whiskey Prize (MSc International Business).

AGREED: that it be recommended to Council, through Communications and External Affairs Committee, that the prizes be approved.

09.150 PROTOCOL FOR IDENTIFYING AND RESPONDING TO REQUESTS FOR REASONABLE ADJUSTMENTS FOR DISABLED STUDENTS

The Committee noted the Protocol for identifying and responding to requests for reasonable adjustments for disabled students (TLC/09/43) which had been approved by Information and Student Services Committee (ISS min 09.10 refers).

The Chair expressed appreciation to Student Support for their work in developing the revised protocol.

09.151 ETHICAL REVIEW OF STUDENT PROJECTS

The Committee, at its meeting in December 2008, had considered the report of the Social Sciences Working Group on its proposed procedures and guidelines for the ethical review of student projects, which aimed to facilitate the approval process for empirical research projects, particularly for undergraduate students. The Committee had welcomed the guidance and had made a number of suggestions (min 08.240 refers).

The Committee considered Dr A M Gray's report on the pilot (TLC/09/44) and noted that very positive feedback from 11 students (four courses) had been received. Course Directors in the Faculty had also welcomed the new process and considered that more students would be encouraged to undertake such projects. The Faculty Teaching and Learning Committee had recommended to the Faculty Board that the pilot be extended to all Schools in 2009/10.

It was noted that the UK Research Integrity Office had recently published a *Code of Practice for Research: Promoting good practice and preventing misconduct*. It would be important for all Faculty/subject and institutional-level codes to take account of the principles and standards for the management and conduct of research. The Pro-Vice-Chancellors (Research and Innovation) and (Teaching and Learning) would give consideration to the extent to which it should apply to undergraduate researchers.

AGREED:

- i) that Dr Gray be thanked for the work undertaken in the pilot;
- ii) that other Faculties interested in the process should contact Dr Gray for further information.

09.152 PROPOSED JOINT AWARDS

Senate, at its special meeting on 24 June 2009, had approved principles for the designation of joint courses and awards. Senate had also approved a proposal from the Faculty of Life and Health Sciences that the PgCert Veterinary Public Health be made a joint award with University College Dublin and had agreed that the Teaching and Learning Committee should consider further the position with regard to the PgDip/MSc Food Regulatory Affairs (Senate min 09.81 refers).

Professor Fleming presented a detailed proposal from the Faculty of Life and Health Sciences that these courses be approved as joint awards with UCD (TLC/09/45).

The Committee noted that University College Cork contributed to the delivery of the courses, but not to the extent which fulfilled the University's criteria for recognition in a joint award.

AGREED: that it be recommended to Senate that the courses listed below be approved as joint awards with University College Dublin and be added to the Schedule to Ordinance XXXI:

Postgraduate Certificate in Food Regulatory Affairs
Postgraduate Diploma in Food Regulatory Affairs
Master of Science in Food Regulatory Affairs
Postgraduate Diploma in Food Regulatory Affairs (Veterinary Public Health)
Master of Science in Food Regulatory Affairs (Veterinary Public Health)

BASIS OF CLASSIFICATION OF HONOURS DEGREES

09.153 BSc Hons Podiatry

In accordance with the increased latitude permitted for Level 5 contributions to the classification of Honours degrees, the Committee, at its June meeting, had considered a case for a 25% contribution for BSc Hons Podiatry and had noted that, at the revalidation of the programme in April 2009, the professional body had recommended but not required such a contribution. The Faculty had been asked to re-visit its case to clarify whether it was proposing that all Level 5 modules contribute or only the profession-specific modules, as for the BSc Hons Clinical Physiology programmes (min 09.103 refers).

Professor Fleming presented paper TLC/09/46a which proposed that all Level 5 modules contribute to the classification. The Committee noted that, although the University had, in adopting its recent principles for classification, established a

norm for permitted exceptions of 25%, it was now also proposed to increase the Level 5 weighting to 40% in order to standardise across the School of Health Sciences.

AGREED: that the proposed 40% contribution from Level 5 be not approved and that the Faculty be asked to confirm either a 25% Level 5 contribution or base classification on Level 6 only.

09.154 Honours Degree with a Level 5 Contribution to Classification: Position Paper

The 8 April meeting had noted that course committees which had been permitted a level 5 contribution prior to 2009 would be asked to report on their intentions regarding continuation with a Level 5 contribution and its weighting, in light of the University's newly established principles and the 25% norm (min 09.51 (Proposal 5) refers).

The Committee received paper TLC/09/46b. It was noted that three course committees (one already with the 25% norm) proposed to make no change; one had changed the weighting to 100% Level 6 and two others proposed to adopt 25%, subject to professional body consent. Five responses had not been made.

AGREED: that Faculties provide outstanding responses so that a complete paper might be considered by the Committee at its December meeting.

09.155 SCHEDULE TO ORDINANCE XXIX: RECOGNITION OF INSTITUTIONS

The Committee received paper TLC/09/47, Schedule to Ordinance XXIX: Recognition of Institutions, for the purpose of offering approved programmes of study leading to University awards from the 2009 intake.

The Committee noted that Hong Kong University School of Professional and Continuing Education had now met the conditions of the Institutional Recognition Panel and that Senate in October would be considering a recommendation from Academic Development and Enhancement Committee that the School be added to the Schedule.

The Committee noted that the information formally contained in the Schedule was present on a new web page, 'Collaborative Partnerships', accessible from the University's home page. It gave public access to the Collaborative Courses Register.

21 October 2009

AGF/CA/lh

COURSE APPROVAL

FACULTY	COURSE TITLE	MODE		INTAKES	CAMPUS	MAX COHORT SIZE (Partner)	
		FT	PT			FT	PT
Life and Health Sciences	BSc Hons Food Technology (with optional DIS) (with CertHE and AB exit awards) at CAFRE	√	√	2009 – 2013	Loughry	15	5
	BSc Hons Food Design and Nutrition (with optional DIS) (with CertHE and AB exit awards) at CAFRE	√	√	2009 – 2013	Loughry	15	5
	BSc Hons Food Management and Marketing (with optional DIS) (with CertHE and AB exit awards) at CAFRE	√	√	2009 – 2013	Loughry	15	5
	PgCert in Prescribing for Allied Health Professionals		√	Jan 2010 – 2013/14	JN		
	PgCert/PgDip/MSc Advancing Practice (in AHP Specialism: Diagnostic Radiography/Occupational Therapy/Physiotherapy/Podiatry/Speech and Language Therapy/Therapeutic Radiography)		√	2009 – 2013	JN		
	PgCert/PgDip/MSc Advancing Practice in Preceptorship, Coaching and Supervision		√	2009 - 2013	JN		
Social Sciences	Certificate in Teacher Training		√	2009 – 2013	JN / ME		
	BSc Hons Business Economics (with optional DIS)	√		2009 – 2010	JN		
	Undergraduate Hons Subject: Community Studies (Minor) [Subject to APSC approval]	√		2009 - 2013	ME		
Ulster Business School	FdSc International Culinary Arts (with CertHE exit award) at Southern Regional College		√	2009 – 2013	Newry		18
	FdSc Retail (with CertHE exit award) at Belfast Metropolitan College, Northern Regional College, North West Regional College, South Eastern Regional College, Southern Regional College and South West College		√	Jan 2010 – 2013			20
	PgDip/MSc Applied Management	√	√	2009 - 2013	CE		

COURSE RE-APPROVAL

FACULTY	REVAL UNIT	COURSE TITLE	MODE		INTAKES	CAMPUS	MAX COHORT SIZE (Partner)	
			FT	PT			FT	PT
Life and Health Sciences	22C1	PgDip/MSc Interdisciplinary Dementia Studies (with PgCert exit award)		√	2009 – 2013	DL		
		PgDip/MSc Nursing	√	√	2009 – 2013	JN		
		PgDip/MSc Specialised Midwifery Practice	√	√	2009 – 2013	JN		
		PgDip/MSc Specialised Midwifery Practice (Ultrasound)		√	2009 – 2013	JN		
	22C2	PgDip/MSc Palliative Care		√	2009 – 2013	JN		
		PgDip/MSc Health Promotion and Population Health	√	√	2009 – 2013	JN / ME		
		MSc Primary Care and General Practice [replaces PgDip/MSc Health and Social Care]	√	√	2009 - 2013	DL		
Social Sciences	26A	CertHE Community Development [previously CertHE Community Development and Education] at Belfast Metropolitan College		√ Fast-Track	2009 – 2013	Millennium Community Outreach Centre, Springfield Road		Faculty to advise
		BSc Hons Community Development		√	2009 - 2013	JN / ME		

COURSE WITHDRAWALS

FACULTY	COURSE	LOCATION
Arts	Undergraduate Hons Subject: Philosophy (Main/Minor) BA Hons Languages, Business and Computing PgDip/MA American Studies	CE ME JN
Computing and Engineering	BSc Hons Computing Science (Mathematical Applications)	JN

	with DIS/DAS	
Life and Health Sciences	FdSc Food Production Innovation FdSc Food Studies PgDip/MSc Dementia Studies PgDip/MSc Health Promotion and Population Health MSc Health Science	CAFRE (Loughry campus) CAFRE (Loughry campus) JN Monaghan Education Centre (Outcentre only) JN
Ulster Business School	BSc Hons Human Resource Management (part-time provision only being withdrawn) BSc Hons Hotel and Tourism Management Level 5 link year (part-time) BSc Hons International Hotel and Tourism Management Level 6 (part-time) BSc Hons Hospitality Management Level 5 link year (part-time) BSc Hons Travel and Tourism Management Level 5 link year (part-time)	JN Belfast Metropolitan College, North West Regional College, Southern Regional College and South West College Southern Regional College Belfast Metropolitan College, North West Regional College and South West College Belfast Metropolitan College, North West Regional College and South West College