

## UNIVERSITY OF ULSTER

### ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 23 January 2020 by video-conferencing

#### PRESENT

Professor B Murphy (Chair), Dr S Crothers, Professor M Durkin, Mr A G Faulkner, Ms R McCart, Mrs C McCarthy, Mr S McConomy, Mrs R McEvoy, Mrs J Peden, Mrs E Thompson

#### IN ATTENDANCE

Mrs A Garland (Secretariat), Mr P Doherty (Mins 20.18 – 20.26), Dr M Keenan (Mins 20.18 – 20.26), Dr J Harkin (Mins 20.19 & 20.25), Dr J Quinn (Mins 20.19 & 20.25), Mrs M Paris (Min 20.21), Dr D Dixon (Mins 20.22 – 20.23), Dr M Morgan (Mins 20.22 – 20.23), Dr N Ayre (Min 20.24), Professor A McKillop (Mins 20.27 – 20.28), Professor G Armstrong (Min 20.29), Professor H Farley (Mins 20.29 – 20.30)

APOLOGY: Ms Shauna McCloy

#### 20.1 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 13 November 2019 were confirmed as an accurate record of the meeting, subject to the heading of minute 19.154 being amended to read:

MSc Artificial Intelligence (**Full-time only**) and MSc Internet of Things (**Full-time only**) (APAG/19/30c)

MSc Civil and Infrastructure Engineering (APAG/19/30d)

MSc Energy Storage (Full-time only) (APAG/19/30e)

MSc Fire Safety Engineering (Full-time only) (APAG/19/30f)

MSc Real Estate (**Full-time only**) (APAG/19/30g)

#### MATTERS ARISING

BSc Hons Planning, Regeneration and Development (FT/PT) (JN) (Min 19.127)

- 20.2 At the meeting of the Advisory Group in September 2019, the Faculty of Computing, Engineering and the Built Environment had advised that the proposed BSc Hons (common entry point with MSci Hons) would replicate Levels 4, 5 and 6 of the MSci programme and that the optional placement year would be taken after Level 5 instead of Level 6. It was noted that the BSc Hons had subsequently been established as a three-year programme without placement, which would be available after Level 6 for those students who progressed to MSci Hons. The Faculty would revisit the timing of the placement year at the next revalidation (2020/21).

In light of the issues raised in the proposal considered at the meeting of the Advisory Group in November 2019 to change placement from compulsory to optional in four Hospitality programmes (Min 19.172 refers), the Chair would discuss the absence of placement in BSc Hons Planning, Regeneration and Development with the Deputy Vice-Chancellor (Academic).

20.3 MSc Business Development and Innovation (Mins 19.142, 19.110, 19.68, 19.33, 19.6, 18.129, 18.117)

It was noted that a copy of the Agreement with China Resources University (CRU) had not yet been received by the Academic Office. Professor Durkin advised that this proposal was likely to be withdrawn as a change in leadership at CRU had resulted in the proposal not being progressed.

20.4 Postgraduate Certificate of Professional Development Framework (Mins 19.143, 19.111, 19.71, 19.38, 19.22)

It was noted that the Faculty of Life and Health Sciences had advised that a signed copy of the Memorandum of Understanding for the provision of two Psychology short-course modules offered at a new outcentre (hotel) in Abu Dhabi had not been retained and could therefore not be provided to the Academic Office. An unsigned copy had been received. Mrs McCarthy would check whether a signed copy was held by Global Engagement.

20.5 International Foundation Year (Mins 19.147, 19.120)

It was noted that, since the last meeting of the Advisory Group on 13 November 2019, the integrated International Foundation Year had been authorised in CMS for BSc Hons Accounting (Pathways) and BSc Hons Finance and Investment Management, which completed all the Ulster University Business School proposals approved by Chairs' actions in July 2019. A CMS submission for the inclusion of the International Foundation Year in BSc Hons Computing Science had now been received.

20.6 Proposed Postgraduate Certificate of Education – International Schools China (Mins 19.148, 19.121)

It was noted that the Faculty of Arts, Humanities and Social Sciences had confirmed that the start date for this programme was now August 2020.

20.7 Proposed MEng Hons Biomedical Engineering (with DPP) (FT) (JN) (Min 19.152)

It was noted that the Resourcing Plan, requested by the Advisory Group at its meeting on 13 November 2019, had not yet been provided for this proposal.

20.8 MSc Civil and Infrastructure Engineering (Min 19.154)

It was noted that confirmation of external examiner support for the proposal to introduce a 240-credit point pathway (Applied Research) from 2020/21 had not yet been received.

20.9 FdEng Civil and Environmental Engineering at South West College (Omagh) (Min 19.155)

It was noted that the revised title of the programme to FdEng Civil Engineering and the introduction of a new part-time three-year, two-semester mode from September 2020, which had been endorsed by the Advisory Group, had also been approved by the revalidation panel on 18 November 2019.

20.10 Deadline for Hard-Copy Prospectus (Min 19.156)

It was noted that the deadline for submissions for September 2021 entry or withdrawals from the hard-copy prospectus had been 4 November 2019 and that the deadline for new / withdrawn courses or final amendments had been 20 December 2019. Ms McCart confirmed that the deadline for the undergraduate prospectus was two years in advance of entry and the deadline for the postgraduate prospectus was one year in advance. She advised that the process was currently being reviewed and that workshops would be held for faculties in the Spring. Discussions would be held with Directors of Faculty Operations to ensure responsibilities were clear. A review was also being undertaken to examine how the Online Prospectus could work better.

There was discussion around the usefulness of a hard-copy prospectus. Ms McCart and Mrs McCarthy confirmed that feedback from schools and international agents indicated that they preferred a hard copy in addition to online resources. Given the costs involved in international shipping, options of in-country printing or provision of a concise hard-copy prospectus were being investigated for international markets.

AGREED:

- (i) that Ms McCart provide a report on the calendar for prospectus development, deadlines, work flows and responsibilities to the next meeting of the Advisory Group;
- (ii) that the deadlines for the hard-copy prospectus be taken into consideration when setting dates for meetings of the Advisory Group in 2020/21.

20.11 MSc Applied Behaviour Analysis (FT) (CE) (Min 19.159)

It was noted that the Faculty had advised that it no longer proposed to have a one-off January 2020 intake to the full-time mode, which had been approved by the Advisory Group at its meeting on 13 November 2019. The next full-time intake would now be in September 2020.

20.12 MSc Orthodontics (FT) at the College of Dentistry, Birmingham (Outcentre) (Min 19.160)

It was noted that to date there were no students for the January 2020 intake, which had been approved by the Advisory Group at its meeting on 13 November 2019. Given the urgency of the request, the Faculty had been asked to report on intake.

20.13 Proposed BSc Hons Marine Science (with optional DPP/DIAS) (FT) (CE) (Min 19.162)

It was noted that, following receipt of the revised Resourcing Plan and consultation with the Deputy Vice-Chancellor (Academic), approval for the reintroduction of the course had been confirmed on behalf of the Advisory Group and by the Academic Standards and Quality Enhancement Committee.

20.14 Asking Grade / Entry Requirements Amendments (Min 19.175)

It was noted that Dr Crothers had prepared a summary of the entry requirements amendments approved by the Admissions Monitoring and Recruitment Group (AMRG) during the 2019 Admissions cycle (for 2020/21 entry). This report included the changes approved by the Advisory Group.

Mrs McEvoy highlighted the need to ensure that applicants who had made their choices prior to required grades being lowered were not disadvantaged.

AGREED that Dr Crothers' report be circulated to members for information.

20.15 Terms of Reference (Min 19.176)

It was noted that the Academic Standards and Quality Enhancement Committee had revised the Advisory Group's term of reference 3 to add "To keep under review the University's Admissions Policy". The Chair would discuss with Mrs McEvoy how this would be managed.

CHAIR'S COMMUNICATIONS

20.16 Resourcing Plans for Programmes Undergoing Revalidation

The Chair reported that the Deputy Vice-Chancellor (Academic) had suggested that the Resourcing Plan requirement be extended to courses coming through revalidation, as a non-viable course had been brought to revalidation in 2018/19. It was noted that faculties were expected to monitor the viability of courses on an ongoing basis and identify and process course withdrawal forms for courses where appropriate. The periodic revalidation preparation process (CA6) was a further opportunity for this review. Professor Murphy would discuss a suggestion that a Resourcing Plan be required only if a Faculty proposed to present a course with persistent low numbers of students.

COURSE PLANNING

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/20/3)

20.17 PgDip/MSc Community Youth Work (PT) (ME) (APAG/20/3a)

It was noted that Chair's action had been taken on behalf of the Advisory Group to recommend to the Academic Standards and Quality Enhancement Committee approval of a proposal for a one-off January 2020 intake instead of September 2019. The Advisory Group noted that subsequent annual intakes would be in September, with the next intake in September 2021.

AGREED that Chair's action to recommend approval of this proposal to the Academic Standards and Quality Enhancement Committee be endorsed. [Secretary's Note: Chair's action has subsequently been taken on behalf of the Academic Standards and Quality Enhancement Committee to approve the recommendation.]

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT (APAG/20/4)

20.18 Proposed MSc Planning Resilient Cities (FT/PT) (JN/DL) (APAG/20/4a)

It was noted that Chair's action had been taken on behalf of the Advisory Group to recommend to the Academic Standards and Quality Enhancement Committee approval of a proposal to introduce MSc Planning Resilient Cities in full-time and part-time modes at the Jordanstown campus and by distance learning from September 2020 to proceed to planning and evaluation, subject to a Distance Learning Resource Agreement (DLRA)

being completed with the Office for Digital Learning prior to evaluation in January 2020. It noted that:

- a DLRA had now been signed;
- the title of the proposed programme had been revised to MSc Planning and City Resilience.

AGREED that Chair's action to recommend approval of the proposal to the Academic Standards and Quality Enhancement Committee be endorsed.

20.19 Proposed BEng Hons Electronic Engineering with Enterprise Development (FT/PT) (ME) (APAG/20/4b)

Proposed BEng Hons Mechanical Engineering with Enterprise Development (FT/PT) (ME) (APAG/20/4c)

The Advisory Group considered proposals and Resourcing Plans to introduce BEng Hons Electronic Engineering with Enterprise Development and BEng Hons Mechanical Engineering with Enterprise Development in full-time and part-time modes at the Magee campus from September 2020. It noted that:

- discussions with students and employers had indicated a need for courses in engineering with enterprise skills development, which was currently unrepresented in undergraduate education;
- the programmes would be jointly delivered by the School of Computing, Engineering and Intelligent Systems and the Department of Global Business and Enterprise;
- all modules were shared with existing courses in the two schools; no adjustments would be required to the current timetabling of the modules;
- no additional resources were required;
- the enterprise / product innovation-centred modules would provide a different flavour to the business modules previously incorporated in the Mechanical Engineering degree;
- different entry criteria and less mathematical content meant that the two new courses would not compete with existing undergraduate engineering courses for the same pool of applicants;
- the Faculty proposed that these programmes be considered as part of the revalidation event for Unit 16E scheduled for March 2020; this would require an external panel member for this revalidation with expertise to cover the enterprise development modules.

Given that the programmes had missed the UCAS deadline for September 2020 entry, the Advisory Group queried where the applicants would come from for 2020 entry. It was advised that each year a number of applicants were turned down for entry to other courses in the School and that these applicants could be offered the new programmes. Mrs McEvoy stated that the programmes could be promoted in Clearing and that schools would be informed of these options. The programmes could also be promoted at events for applicants in February. Mrs McEvoy highlighted the importance of the programmes attracting additional students and not simply spreading existing students over more courses.

Professor Durkin confirmed that the Ulster University Business School welcomed the proposals which supported the Faculty's interdisciplinary strategy at Magee and advised that there was dedicated Faculty expertise on this campus.

Mrs McCarthy was of the view that the interdisciplinary nature of the programmes would be attractive in international markets but suggested that slight adjustments to the titles might be considered. Dr Quinn confirmed that current students had been consulted about the titles and the majority had been of the view that they accurately conveyed the content of the programmes. Mrs McCarthy stated that she would assist the Faculty in testing these titles in the international market.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposals be approved to proceed to planning and evaluation as part of the revalidation event for Unit 16E in March 2020.

20.20 Proposed MSc Artificial Intelligence (PT) at Hong Kong University SPACE (APAG/20/4d)  
Proposed MSc Internet of Things (PT) at Hong Kong University SPACE (APAG/20/4e)

The Advisory Group considered proposals and Resourcing Plans to offer MSc Artificial Intelligence and MSc Internet of Things in part-time mode at Hong Kong University School of Professional and Continuing Education (SPACE) from September 2020. It noted that:

- the University had a long-standing relationship with HKU SPACE and that the proposal aligned with the overall Global Engagement Strategy;
- the Faculty's BEng Hons Energy and Building Services Engineering was currently delivered at HKU SPACE under a validated model;
- HKU SPACE was hoping to become an autonomous degree-awarding institution, independent of Hong Kong University;
- as HKU SPACE was now an established partner of the University, the Faculty should consider negotiating a higher fee base.

It was also noted that the Costings did not include the cost of the validation event or the external examiner's annual visit to HKU SPACE. Mr Faulkner sought assurance from the Faculty that HKU SPACE would cover the cost of the airfares (full-economy) and other expenses for the evaluation panel visit and that the Faculty would pay the difference in airfare to business class, as for previous events with this partner. Dr Keenan and Mr Doherty stated that the Faculty would expect to and they would clarify this with Professor Paul Hanna.

AGREED:

- (i) that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposals be approved to proceed to planning and evaluation;
- (ii) that the Faculty provide confirmation to the Academic Office regarding validation costs.

20.21 FdEng Civil Engineering at Belfast Metropolitan College (Millfield) (APAG/20/4f)

The Advisory Group considered a proposal to reinstate, for this course only, the two-year, three-semester attendance pattern for part-time HLA students from 2019/20 in a pilot scheme. It noted that:

- the two-year, three-semester part-time mode had not been approved at revalidation in April 2018; subsequently the College had worked with the Office of the Pro-Vice-Chancellor (Education) in 2018 to adapt the Foundation degree in a pilot HLA;

- there were no immediate physical resource implications for this pilot and staff had been identified for the modules.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, as a pilot.

20.22 Postgraduate Diploma in Advanced Composites and Polymers (FT/PT)  
MSc Advanced Composites and Polymers (FT/PT)  
Postgraduate Diploma in Manufacturing Management (FT/PT)  
MSc Manufacturing Management (FT/PT)  
Postgraduate Diploma in Biomedical Engineering (FT/PT)  
MSc Biomedical Engineering (FT/PT) (APAG/20/4g)

The Advisory Group considered a proposal to replace in CMS and prospectuses separate Postgraduate Diploma and MSc entries for each programme with linked PgDip/MSc entries from 2020/21. It noted that:

- the Faculty's aim was to simplify marketing by reducing the number of course codes used;
- there was no change to the content of the programmes;
- faculties could choose, depending on entry criteria, whether they held in CMS separate PgDip and MSc entries, a linked PgDip/MSc entry or an MSc (with PgDip exit award) entry;
- the Faculty intended to review how their postgraduate programmes were maintained in CMS in order to achieve greater consistency;
- the programmes were scheduled for revalidation in May 2020 (Unit 10A2).

AGREED:

- (i) that the proposal be approved;
- (ii) that the Faculty seek advice from Planning, Student Administration and Marketing on the potential consequences of changing the programmes to linked PgDip/MSc, including in regard to Banner course codes.

20.23 MSc Advanced Composites and Polymers (FT)  
MSc Biomedical Engineering (FT) (APAG/20/4h)

The Advisory Group considered a proposal to introduce a 240-credit point pathway (Applied Research) in the full-time version of each programme from 2020/21. It noted that:

- the proposal was to introduce a 'specialism' to allow a longer Master's whereby students could choose to take a 120-credit point dissertation module in place of the traditional 60-credit point dissertation;
- external examiner support had been obtained;
- such proposals had already been accepted by the Advisory Group for MSc Data Science from September 2019 (Min 19.124 refers) and for MSc Artificial Intelligence, MSc Internet of Things, MSc Civil and Infrastructure Engineering, MSc Energy Storage, MSc Fire Safety and MSc Real Estate from September 2020 (Min 19.154 refers).

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved.

20.24 BSc Hons Computing Science (FT) (JN) (APAG/20/4i)

The Advisory Group considered a proposal and Resourcing Plan to add an Integrated Foundation Year (IFY) in the full-time mode of BSc Hons Computing Science at the Jordanstown campus from 2020/21. It noted that:

- this was distinct from the integrated International Foundation Year approved for 21 Honours degrees (including this degree) from September 2019;
- the proposal had arisen from the successful pilot of a bridging module at Jordanstown in 2019 and past experience of an IFY for a short period from 2007;
- the new IFY would be delivered through four 30-credit point modules; all modules were compulsory and assessed by 100% coursework;
- an exit award of Diploma in Computing Science would be available for those who successfully completed the IFY but did not continue their studies;
- the IFY would be delivered within the existing resources of the School using current staff and facilities;
- the entry standard was 64 UCAS points, which Mrs McEvoy confirmed as appropriate;
- the external examiners had provided statements of support for the concept of the Integrated Foundation Year but had not confirmed the suitability of the individual modules.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to confirmation from the external examiner that the modules were appropriate.

20.25 BSc Hons Computer Science (FT) (ME)  
BEng Hons Mechanical and Manufacturing Engineering (FT) (ME)

The Advisory Group considered a proposal and Resourcing Plan to add an Integrated Foundation Year (IFY) in the full-time mode of BSc Hons Computer Science and BEng Hons Mechanical and Manufacturing Engineering at the Magee campus from 2020/21. It noted that:

- the proposal had arisen from the successful pilot of a bridging module at Magee from 2017;
- the concept of the IFY year had been approved by SLT in September 2018;
- four common modules would differentiate between the computing and engineering cohorts through assessment design and, in particular, in the Semester 2 project module;
- an exit award of Diploma in Foundation Studies would be available for those who successfully completed the IFY but did not continue their studies;
- the external examiners had confirmed support for the concept of the Integrated Foundation Year; BEng Hons Mechanical and Manufacturing Engineering was subject to revalidation in 2019/20 and the proposal would be considered by the panel at that time.

AGREED:

- (i) that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal to introduce the IFY in BSc Hons Computer Science

- be approved, subject to confirmation from the external examiner that the modules were appropriate;
- (ii) that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal to introduce the IFY in BEng Hons Mechanical and Manufacturing Engineering be approved, subject to approval by the revalidation panel for Unit 16E in March 2020.

#### 20.26 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2015/16

Access Diploma in Computing, Business and Multimedia at Belfast Metropolitan College (Titanic Quarter).

Last intake 2016/17

FdEng Software Engineering at Belfast Metropolitan College (Castlereagh and Titanic Quarter).

#### FACULTY OF LIFE AND HEALTH SCIENCES (APAG/20/5)

#### 20.27 Proposed BSc Hons Horticulture (FT/PT) at the College of Agriculture, Food and Rural Enterprise (CAFRE) (APAG/20/5a)

The Advisory Group considered a proposal and Resourcing Plan to introduce BSc Hons Horticulture in full-time and part-time modes at CAFRE from September 2021. It noted that:

- there was currently no progression route available in Northern Ireland for students who completed the University-validated Foundation degree in Horticulture;
- CAFRE had consulted with a range of prospective students, Foundation degree graduates, employers and industry bodies;
- 10 credit points of bridging for FdSc graduates was proposed;
- there were currently 73 (57 part-time) students enrolled on CAFRE's Foundation degree; the majority of the part-time students would have met the entry standard for an Honours degree;
- there was a commitment from CAFRE for additional staff;
- Mrs McEvoy would meet with CAFRE staff to discuss the admissions process, which was the responsibility of the College;
- the Faculty Assessment had been missing from the original CA2 form but a positive report from the Faculty had subsequently been received and would be circulated to members;
- the proposal should be presented as a 360-credit point Honours degree for evaluation.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation.

## 20.28 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake: 2019/20

BSc Hons Developing Practice in Healthcare (JN);

PgDip/MSc Developing Practice in Healthcare (JN).

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/20/1)

## 20.29 Proposed MSc Business and Technology (MBT) (with PgCert Business Analysis and Consulting and PgDip Transformation Management and Leadership exit awards) (PT) (BT/JN)

Proposed Postgraduate Certificate in Business Analysis and Consulting (PT) (BT/JN)

Proposed Postgraduate Diploma in Transformation Management and Leadership (PT) (BT/JN) (APAG/20/1a)

The Advisory Group considered a proposal and Resourcing Plan to introduce the programmes in part-time mode at the Belfast and Jordanstown campuses from September 2020. It noted that:

- the proposal had involved significant engagement with a range of large employers;
- the combination of business analytics, consultancy, management and leadership development, all within a technology context, was relatively unusual and would ensure that the programme had a Unique Selling Point for the marketplace;
- the provision would initially be launched in part-time mode in Northern Ireland, with the possibility of the programmes being offered full-time for a broader market once established;
- PwC would sponsor 15 graduate employees to begin the Postgraduate Certificate in September 2020; this sponsorship would be on an ongoing basis for a minimum number of employees;
- the programmes would also be marketed as open provision;
- '(MBT)' would not be part of the title of the MSc Business and Technology;
- Professor Armstrong would discuss the narrative for the Online Prospectus with Marketing to ensure an accurate description of how the three discrete programmes fitted together.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation.

## 20.30 Advanced Certificate in Management Practice (Agri-Food) (PT) (APAG/20/1b)

The Advisory Group considered a proposal and Resourcing Plan to offer the Advanced Certificate in Management Practice in part-time mode at an off-campus hotel location (outcentre) for the Young Farmers Club from April/May 2020. It noted that:

- '(Agri-Food)' would not be part of the title;
- three modules from the existing Advanced Certificate / Diploma in Management Practice framework would be delivered to the client;
- the programme would be delivered, in residential style, by staff from the Department of Management, Leadership and Marketing and by recognised teachers;

- external examiner support had been obtained.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved.

## ASKING GRADE / ENTRY REQUIREMENTS AMENDMENTS

### 20.31 Diploma in International Foundation Studies (with Pathways) International Foundation Year in 21 Honours Degrees (APAG/20/6)

The Advisory Group considered a proposal from Access, Digital and Distributed Learning to amend the entry requirements from 2020/21 as follows:

#### Diploma in International Foundation Studies (with Pathways) (IFP) International Foundation Year (IFY)

##### To replace:

- Be aged 18 or over at the date of registration on the Diploma (subject to review of Admissions Policy for pre-18 year old students)

##### with:

- Be aged 18 years or over upon completion of the Diploma in International Foundation Studies.

#### International Foundation Year (IFY)

##### To remove:

- Hold 2 AS Levels or equivalent qualifications.

It was noted that:

- the month by which students were required to be 18 was not specified;
- for the International Foundation Year, a Diploma was only provided as an exit award; the revision should state 'upon completion of the Foundation Year';
- the IFY entry for BSc Hons Business Studies required GCSE Mathematics for admission but the IFP (BAHSS pathway) did not;
- other admission criteria for the IFY included 'Have completed High School education' and this might be better worded as 'Have successfully completed High School education'.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to amendments and/or clarification in relation to the four points noted above.

### 20.32 BSc Hons Environmental Science BSc Hons Environmental Science with Education BSc Hons Environmental Science with Psychology (APAG/20/7)

The Advisory Group considered a proposal from the Faculty of Life and Health Sciences to change the requirement of compulsory STEM / science A-Level to a preference for a STEM / science A-Level from September 2020 entry, in line with a revision approved for Geography programmes in November (Min 19.175 refers).

Members were of the view that the use of the word 'preference' implied that applicants holding a STEM / science A-Level would be ranked higher in the selection process, and it was noted that this was probably not the Faculty's intention; rather that a STEM / science A-Level would be useful and that students could still cope well on the programme without such a subject.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to the word 'preference' being reviewed and replaced with a suitable explanatory note. The use of the word 'preference' should also be reviewed for Geography programmes.

#### 20.33 ENROLMENT ON NEW PROGRAMMES EVALUATED OR APPROVED WITHOUT EVALUATION IN 2018/19 (APAG/20/8)

The Advisory Group received a statement of enrolments on new programmes validated or approved without validation in 2018/19 for 2019/20 start. It noted that:

- there had been a low development rate of new courses in the faculties with 16 new Faculty-based courses;
- 20 (out of 48) courses, of which 16 were with partner institutions, had no intake;
- late proposals generally resulted in a poor student intake in the first year;
- the projected numbers for new proposals presented by faculties for consideration by the Advisory Group did not always correspond with those recorded in the Academic Plan and more often were much lower in the first year of launch;
- it was important to have realistic expectations regarding the first year of intake to programmes.

The Chair had compiled an initial analysis which had been circulated in advance of the meeting (APAG/20/8 (b)). In light of discussion he would revise the review paper and it would be circulated to members.

The Group discussed the Chair's proposal that it should consider recruitment data over a three-year period. Professor Durkin stated that there were established systems in place for faculties and the University to monitor student numbers and that the faculties used the best evidence available to support the projected figures in CA1 and 2 forms, including for the first year of recruitment, and that some markets took time to become established. Dr Crothers informed the Advisory Group that faculties received information on how programmes were performing against projected Academic Plan numbers and that decisions about portfolio management were primarily the responsibility of the faculties. The faculties were expected to have sound reasons to retain programmes which might appear unviable on the basis of student numbers.

AGREED that a statement of enrolments on new courses for the first three years for courses approved for 2017/18 and the first two intakes for courses approved for 2018/19 be considered at the next meeting of the Advisory Group in March.

Duration: 2 hours 10 minutes

AG/AGF 28.1.20