

UNIVERSITY OF ULSTER

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

Minutes of a meeting held on 4 June 2020 by Skype

PRESENT

Professor B Murphy (Acting Chair), Dr D Barr, Ms C Cassidy, Professor H Farley, Professor R Fee, Professor M Giles, Dr M Keenan, Professor A McKillop, Dr A Moore, Mrs M Paris, Ms N Parkinson-Kelly, Ms C Reid, Professor C Turner

APOLOGIES

Professor P Bartholomew

IN ATTENDANCE

Mr A Faulkner, Mr G Kendall, Mrs L Verner (observer)

UNRESERVED

20.16 MINUTES

The confirmed minutes of the meeting held on 10 March 2020 were approved.

MATTERS ARISING

20.17 National Degree Classification Descriptions (Min 19.91)

The QAA and UK Standing Committee for Quality Assessment published in October 2019, as Annex D to the Framework of Higher Education Qualifications (FHEQ), a set of common degree classification descriptions which set out agreed general criteria that students across the UK should meet in order to achieve the different classes of qualification at bachelor's honours degree level.

Professor Farley had previously confirmed that the University's generic assessment criteria broadly aligned with the descriptions. She provided an update further to discussion of the new descriptions with other Associate Deans and the Academic Office. She advised that minor adjustments had been made including revisions to headings for Levels 3 - 7. There had been no changes made to quantitative criteria.

It was noted that that the External Examiners' Handbook and report forms and the Assessment Handbook had been updated to include references to the QAA resource and the July 2020 editions would include the new version of the University's assessment criteria.

20.18 Resubmission Opportunities following Failure in Assessment (Mins 19.89, 20.03)

Associate Deans (Education) had intended to propose revision to regulations to increase resubmission opportunities following failure in assessment but, in the current operational context of the pandemic with increased automatic first-sit opportunities allowed, it was considered an inappropriate time to discuss this matter. A paper would be brought to a future meeting.

20.19 Two Year Part-Time Foundation Degree Task and Finish Group (Mins 19.100, 20.05)

Professor Murphy informed the Committee that the new Head of Apprenticeship Development and Hub was collating information and that he would report further at the next meeting.

20.20 Deregistration Task and Finish Group (Min 20.06)

Members noted that Student Administration had established a task and finish group to review the current Deregistration Policy. There had been some progress and a paper would be presented to a future meeting.

CHAIR'S COMMUNICATIONS

20.21 Committee Membership

Professor Murphy welcomed Professor Turner as the representative for CHERP. Further to the appointment of Interim Deans and the reorganisation of CHERP it was proposed that the composition of the Committee be revised with the 'Director of CHERP' being replaced by the Interim Dean of Learning Enhancement.

AGREED: that the proposal be endorsed and that it be recommended to Senate that the composition of the Committee be revised accordingly.

20.22 ACADEMIC PLANNING ADVISORY GROUP

Professor Murphy presented the reports from the meetings of 26 March 2020 (Paper No ASQEC/20/7a) and 20 May (Paper No ASQEC/20/7b).

Membership (item 1, 26.3.20, item 4, 20.5.20)

It was noted that Mrs Scanlon was the new representative for Employability and Careers, and that from 2020/21 the Executive Dean and Finance representatives would change.

Resourcing Plans for programmes undergoing revalidation (item 2, 26.3.20, item 1, 20.5.20)

Professor Murphy confirmed that, for all courses coming forward for revalidation, resourcing plans would be received by APAG. It was anticipated

that these would be received at the November meeting of the Group in respect of courses scheduled for revalidation in the following academic year. This would ensure that they were considered before detailed preparations for revalidation were made, so that Faculties would not spend time and resources on courses which might be withdrawn. He advised that his intention was to develop a dashboard of sustainability metrics comprising information on financial matters, student history, recruitment, and quality enhancement statistics. This would then link in to the subsequent issuing of CA6 revalidation preparation forms through which Faculties confirmed the courses to be revalidated.

Course Planning

The Committee received recommendations for two new course proposals for September 2020 start, and two for September 2021 to proceed to planning and evaluation, and for four to be approved without evaluation for 2020. Recommendations were also made for approval of a new mode of attendance for four courses, two additional course locations, two courses to have a September intake in addition to the current January intake, revision to five course titles, and a new named pathway. The Advisory Group had noted that the proposal to offer the undergraduate subject, Education (Minor strand), at Magee campus as well as Coleraine, would not lead to internal competition as it would join with different Major subjects on each campus. It was noted that recommendations relating to approval for September 2020 entry were made with the caveat that plans might be affected by the Covid-19 pandemic.

The Committee noted that, in order to allow evaluation arrangements to be made in good time for September 2020 start, Professor Murphy had taken Chair's action on behalf of ASQEC to approve recommendations that other proposals from proposed new partners proceed to planning and evaluation. One, at McTimoney College of Chiropractic¹, comprised a foundation pathway course, an integrated Master's and two other Master's degrees and a Graduate Certificate. APAG had considered these course proposals before SLT had approved development of the new validated partnership (Due Diligence Stage A) but SLT approval had subsequently been given. The University was expected to take over responsibility from BPP University for making awards and oversight of standards and quality. (See also min 20.29.)

The second proposal, BSc Hons International Hospitality Management (Level 6) (FT) at HTMi Hotel and Tourism Management Institute, Singapore, was approved subject to SLT approval of Stage A of the Due Diligence process. Although the evaluation event had been provisionally rescheduled to 25 June it was noted that the SLT decision on Due Diligence A could not be taken until the completion of a legal process in Singapore and that the outcome from the evaluation event would also remain conditional on SLT's decision. Professor Murphy considered that the Singapore proposal was an example of the difficulties that might arise if proposals were not brought forward in good time in accordance with the normal sequencing of due diligence processes.

¹ Name of Recognised Institution to be confirmed.

The Committee noted programme withdrawals approved by Faculties as set out in Appendix 1.

AGREED: that the recommendations from the Academic Planning Advisory Group be approved and Chair's action be endorsed as set out in Appendix 1.

Enrolment on new programmes approved for 2017/18 and 2018/19

The Committee noted an appendix to the report which set out a statement of enrolments for new programmes approved in 2017/18 and 2018/19. APAG had agreed that it would receive an annual statement of three-year enrolment to new courses, that projected enrolments from resourcing plans would be entered in the academic plan and that the annual statement of enrolments be provided to ASQEC. The Chair noted that the annual statement was part of efforts to improve business planning at faculty and University levels, that often courses did not achieve recruitment targets in their first year but that for many, recruitment improved and a review of performance over three years was more appropriate.

Prospectus, Recruitment Windows and Late to Market Courses

Professor Murphy drew attention to a report from the Head of Strategic Marketing which had set out key recruitment and prospectus milestones and deadlines for domestic undergraduate and postgraduate recruitment, the key steps in creating the prospectus, the implications for course marketing when key dates were not met and the mitigations which could be deployed if courses were launched late in the recruitment cycle. As well as presentations to Faculty Leadership Teams it was planned that training would be provided on course marketing which would also address compliance with consumer protection law and the guidance of the Competition and Markets Authority.

Dates of meetings 2020/21

Associate Deans (Education) were asked to note the schedule of meetings for the Advisory Group during 2020/21 and that papers should be provided two weeks in advance.

COURSE APPROVALS

20.23 Course Approval

The Committee received Paper No ASQEC/20/8a setting out recommendations for course approvals for a period of five years. The Committee noted that the Panel Chairs of the evaluation panel for MSc Advanced Nursing Practice (with four pathways) and of revalidation panels for six units (10B1, 3C1b, 22A1, 22C, 5F1 and 5R) had confirmed that conditions and recommendations had been satisfactorily addressed.

AGREED: that the recommendations of the evaluation and revalidation panels be approved as set out in Appendix 2.

20.24 Outstanding Final Evaluation and Revalidation Documents for 2019/20

Mr Kendall presented a statement on progress made in relation to the submission of outstanding final evaluation/revalidation documentation from events held in 2019/20 (Paper No ASQEC/20/8b).

He reported on further documents approved since the previous meeting (Appendix 2 refers) and those which remained to be completed. It was noted that some events would take place relatively late in the year and these would have a short timeframe for completion of the process before student intake.

While there had been some delay in aspects of the revalidation process due to the impact of the Covid-19 pandemic, scheduled activities had generally progressed well and no events had been cancelled, although a small number of deferrals had been considered (min 20.26 refers). Colleagues in the faculties, colleges and the Academic Office had worked collaboratively and coped admirably with the switch to online events and the associated challenges.

Associate Deans (Education) endorsed the view that faculties and the Academic Office had worked well together to support quality and standards and complimented the Academic Office staff on their highly supportive approach.

AGREED: that Chair's action be permitted over the summer in respect of courses for which documentation was not yet signed off. Exceptionally the Chair might permit courses which had not completed the approval process by 31 July to admit students in September 2020.

20.25 Course Revisions

The Committee noted course revisions and new short-course modules approved by Faculties and ADDL since those noted at the previous meeting on 10 March 2020 (Paper No ASQEC/20/8c) as set out at Appendix 3.

20.26 Extensions of Approval

Chair's action had been taken on behalf of the Committee to approve requests for one-year extensions to approval to include the 2021/22 intakes and consequent deferral of revalidation for FdSc Health and Social Care (Subject Network) (Paper No ASQEC/20/8d), Access Diploma in Science (NWRC) (Paper No ASQEC/20/8e); and for one-year extensions to include 2020/21 intake for BSc Accounting and Management, MSc International Business and Extended MSc International Business at QAHE (Paper No ASQEC/20/8f) and Advanced Diploma in Policing (PSNI) (Paper No ASQEC/20/8g) (these currently scheduled for revalidation in 2019/20).

AGREED: that Chair's action be endorsed for the approval of one-year extensions.

PGCE (Unit 9A1)

Professor Fee presented a request for a two-year extension of approval to include 2021/22 intake and consequent deferral of revalidation in respect of unit 9A1, PGCE Education (Paper No ASQEC/20/8h). The revalidation had been scheduled for May 2020 and a two-year extension was requested to support a broad-based review of the operation of the courses and consultation with stakeholders.

Professor Murphy advised that the duration of the extension was exceptional. Professor Fee and Dr Barr outlined the case for the request and explained that they had identified a need to restructure the programme and that the course team would take forward a project involving a full review of the provision that could not be completed in 2020/21. Professor Fee considered that the review would ensure the long-term sustainability of the PGCE provision. Professor Murphy thanked the Faculty for providing a clear rationale for the extension.

No issues around quality and standards had been identified for the course.

AGREED: that the request for a two-year extension be approved.

Built Environment Provision

Dr Keenan presented a request for a one-year extension to the period of approval to include 2021/22 intake and consequent deferral of revalidation for provision within five revalidation units in the former School of the Built Environment (Paper No ASQEC/20/8i).

The revalidation of units in the Built Environment was scheduled for 2020/21 and the request indicated that the revalidation of Civil Engineering should proceed as expected in that year on account of the timing of the professional body visit but a one-year extension was sought for the remaining Built Environment provision (including BSc Energy and Building Services Engineering offered by HKU SPACE). The request was made on account of the impact of the Covid-19 pandemic on revalidation preparation as staff had focussed on course delivery in Semester 2 and were now preparing for the next academic year. It was noted that the undergraduate first year had been substantially redesigned through the CA3 course revision process and that the School was engaged with the continuous enhancement process which had resulted in much-improved outcomes in NSS.

No fundamental standards and quality issues had been identified with the provision.

AGREED: that the request for a one-year extension be approved.

Advanced Diploma in Social Enterprise (Unit 5C4)

Professor Farley presented a request for extension of approval by one year to include the 2021/22 intake and consequent deferral of revalidation for Advanced Diploma in Social Enterprise (Paper No ASQEC/20/8j).

The basis of the request was the significant number of revalidation events being undertaken within the Department of Management, Leadership and Marketing in 2020/21. Professor Farley advised that the programme had a bespoke design and deferral would help the Department focus on the priority programmes.

No fundamental standards or quality issues had been identified.

AGREED: that the request for a one-year extension be approved.

Access Diplomas - NRC (30B1), NWRC (30B3), SRC (30B2) and SWC (30B4)

Professor Fee presented requests for extension of approval by one year to include 2021/22 and consequent deferral of revalidation for Access Diplomas offered by four regional colleges (NRC (30B1), NWRC (30B3), SRC (30B2) and SWC (30B4)) (Paper No ASQEC/20/8k-n).

The revalidation of the access provision was scheduled for 2020/21 and it was to be conducted using a single panel so that an overview could be achieved. The requests indicated that the revalidations should be delayed because of the implications of the Covid-19 pandemic for revalidation preparations and for co-ordination across the colleges in particular. Professor Fee advised that the programmes were mature and there was a high level of care given to students.

No standards or quality issues had been identified.

AGREED: that the request for a one-year extension be approved.

20.27 DEPARTURES AND VARIATIONS FROM THE UNIVERSITY'S REGULATORY FRAMEWORK

BSc Hons Healthcare Science (Cardiac Physiology), and (Respiratory and Sleep Physiology)

Professor McKillop presented a request from the Faculty of Life and Health Sciences following revalidation and relating to departures from commonality of the parent award and CertHE exit award titles and the consequences of failure at the second attempt in the work-based experience module in each course (Paper No ASQEC/20/9a).

It was noted that Healthcare Science was a protected title based on the academic requirements of the National School of Healthcare Science, the accrediting body, and the CertHE was not an accredited qualification.

It was also proposed that the consequence of failure in the Year 2 work-based experience module in each course at the second attempt should be non-progression to final year (not permitted to carry the module).

Mr Faulkner advised that the variations requested were common in such health-related professional courses a body with statutory regulation in view of public safety concerns.

AGREED: that the variations be approved.

BSc Hons Nursing (Adult) and (Mental Health)

Professor McKillop presented a request from the Faculty of Life and Health Sciences regarding a variation to regulations relating to the commonality of parent award and exit award titles (Paper No ASQEC/20/9b). The BSc award enabled registration with the Nursing and Midwifery Council as a registered nurse and the AB and CertHE Healthcare exit awards did not.

It was noted that this was a continuation of a variation last approved by the then Teaching and Learning Committee in June 2012.

AGREED: that the variation be approved.

20.28 STUDENT PARTICIPATION IN NATIONAL SURVEYS 2020

The Committee noted a paper from Quality Enhancement on the 2020 response rates for the National Student Survey and the Postgraduate Taught Experience Survey (Paper No ASQEC/20/10).

National Student Survey (NSS) 2020 – Response Rates

The survey had been open from 27 January - 30 April 2020 and the University's eligible population was 4,080.

The report detailed a wide range of activities that had been undertaken to encourage students to respond. It noted that the University had closed campuses due to the Covid-19 pandemic approximately half-way through the response period but most responses had been made before that point. A response rate of 75.59% was achieved (77.95% in 2019). It was noted that the publication threshold for the public dataset was 50% of the JACS subject/course sample. This year, of 123 eligible courses, 93 had met the threshold and of the 63 'CAH3' subjects at Ulster eligible for publication on the 'Discover Uni' website, 58 had met the threshold.

It was noted that results would be released to institutions on 1 July 2020 and would be published in the national press and on the Office for Students website. The University would receive an internal dataset of results disaggregated to a lower level than that published (minimum of 10 responses).

A full report on the outcomes would be received by Senate in October.

Postgraduate Taught Experience Survey 2020

It was noted that the survey was open from 8 April - 15 June 2020, while last year it had closed on 3 May. Consequently, response rates were not yet available.

Members noted that the survey was run in association with Advance HE to provide institutions with useful quality-enhancement information. Results would not be published and did not inform league tables.

Course Directors would receive results if the threshold of 10 respondents was exceeded. It was noted that, while aggregate School and Faculty level data were provided, the survey was designed to support course enhancement.

A report on results would be presented to the Committee's next meeting.

20.29 INSTITUTIONAL APPROVAL

Hotel and Tourism Management Institute, HTMi Singapore

Professor Murphy presented a report from a Due Diligence Stage B1 Faculty Scrutiny event (Paper No ASQEC/20/11a). He had taken Chair's action on behalf of the Committee to approve the completion of this stage and to allow the institution to proceed to Stage B2. He noted that HTMi Singapore was a sister institution to HTMi Switzerland, a current University partner, and that it was proposed that the same course be delivered by HTMi Singapore and that similar arrangements would be put in place to manage its courses.

It was noted that this Chair's action and that in respect of the specific course proposal progressing to planning and evaluation were conditional upon SLT approval of Due Diligence Stage A, and that SLT approval had been delayed as the company had been bought over and the incorporation process in Singapore was ongoing. The evaluation event had been postponed because of this delay (min 20.22 refers).

AGREED: that Chair's action be endorsed.

Change to Model of Collaboration: Dongbei University of Finance and Economics (DUFE)

Professor Murphy presented a report from a Due Diligence Faculty Scrutiny event (Paper No ASQEC/20/11b) and noted that a strong business case had been presented.

It was noted that current arrangements were a '2+2' model with students coming to Ulster for the final two years of BSc (Hons) Finance and Investment Analysis or BSc (Hons) Accounting. In addition to the current articulation, the proposal sought to deliver Levels 5 and 6 at DUFE because of a change in the rules of the Chinese Ministry of Education whereby only partnerships with overseas universities which grant degrees in-country would be approved. As the University did not wish to support a 'flying-faculty' arrangement, it was proposed that a third-party company, China Intellectual Education Institute (CIEI), would be engaged to recruit and manage teaching staff who would be accorded Recognised Teacher status by Ulster. DUFE would become an outcentre location of the University for these courses.

Professor Murphy noted that the extent to which Recognised Teachers would be used meant that a high level of ongoing Faculty oversight and supervision would be required. Ms Reid advised that the selection and training of personnel were key in mitigating risks and that a successful pilot had been operated in the previous year. Well-qualified staff with satisfactory English language competence had been appointed in a process involving the Faculty.

The Faculty was well experienced in such arrangements particularly through the University's partnership with QAHE.

It was noted that the University's 14-year relationship with DUFE was well established and that the proposed involvement of CIEI had been endorsed by DUFE.

AGREED: that it be recommended to Senate the proposal for an outcentre model of collaboration for teaching of two years (Levels 5 and 6) of the degrees at DUFE, using Recognised Teachers, be approved.

20.30 INSTITUTIONAL RE-APPROVAL

The Committee received a report on institutional re-approval (Paper No ASQEC/20/12) which recommended continuing approval as a Recognised Institution of Southern Regional College (SRC).

The College had been assessed as 'low risk' and the recommendation was based upon the findings of a desk-based review by Quality Enhancement and was supported by the Faculty Partnership Manager.

Approval was subject to a condition relating to informing students of their ultimate right of appeal to the University. [Secretary's note: Quality Enhancement has subsequently confirmed that the condition has been fulfilled.]

AGREED: that the report be endorsed and that it be recommended to Senate that Southern Regional College be granted continuing approval as a Recognised Institution of the University under Ordinance XXVIII, for a further period of five years: 2019/20 to 2023/24.

20.31 CONTINUOUS ASSURANCE OF QUALITY ENHANCEMENT (CAQE): COLLABORATIVE PROVISION

The Committee received a report on the findings of a pilot Continuous Assurance of Quality Enhancement (CAQE) exercise for collaborative provision in 2018/19 (Paper No ASQEC/20/13). The report recommended that the process be retained for the 2019/20 academic year.

The pilot adopted a largely desk-based approach to review and Quality Enhancement (QE) had provided faculties with enrolment, success and progression data for each approved programme of study. Faculties scrutinised the data and where additional information was required, or where the faculty had concerns about a programme, course teams in partner institutions were required to complete an Action Plan. Provision was made for follow-up visits but none was required in 2018/19.

Ms Reid reported that the pilot methodology had reduced the amount of paperwork and provided a greater focus on metrics and action plans and that it had worked well for both partner colleges and the University. Professor Farley also endorsed the process as she considered that it had been more action-

orientated than previously and the outcomes had provided a more strategic narrative for the University.

The report indicated a wide range of matters for the University to consider further, including the impact of the reduction in the school-leaver population on competition between the University and its regional partners, increased active interest from other higher education institutions to become the validating partner, ways to strengthen partnerships, an urgent need to review the fee model, development of an Fd model for Higher Level Apprenticeships, and articulation from HNDs which were returning in some colleges. These would be considered at meetings of Associate Deans (Education) with the Interim Dean of Learning Enhancement.

AGREED: that the recommendation that the CAQE model be adopted for 2019/20 academic year be approved.

20.32 STUDENT ADMINISTRATION: REPORT ON APPEALS IN 2018/19

Dr Moore presented the annual report on appeals in 2018/19 (Paper No ASQEC/20/14a).

Appeals on the basis of new evidence (SA1 Appeal) (Item A)

Dr Moore reported that the total number of SA1 appeals (219) had been similar to that for the previous year and continued the general decline in the number of SA1 appeals over the period from 2014/15. Most of the appeals had been from final year students (131). The total number of appeals at each campus were also broadly similar to the previous year's total. It was noted that the percentage of cases in which the original decision was changed remained consistent during the period since 2014/15 at around 84% and that such a high percentage was to be expected given that new evidence had been provided to inform the decision.

Members commented that there seemed to be an increasing proportion of SA1 appeals on account of mental health issues and it was noted that their full extent might be judged from an analysis of the information disclosed to course directors/schools and appeal boards about extenuating circumstances in EC1 Forms, as well as through a review of applications for Leave of Absence.

AGREED: that Student Administration be asked to provide, if possible, a breakdown of the reasons for SA1 appeals in its annual report next year.

Appeals on the basis of procedural irregularity (SA2 Appeal) (Item B)

It was noted that these appeals were reviewed initially by the Executive Dean of the Faculty and their assessment and the appeal were then considered by another Senior Officer.

Dr Moore noted that in 2018/19 there were 24 SA2 Appeals of which six resulted in amended decisions (corresponding figures were 27 and five in

2017/18). She reported that totals had ranged between 20 and 33 since 2014/15 with a slight decline over the last four years.

The reasons for SA2 appeals being upheld were as follows:

- Assessment irregularity and feedback issues which Faculty was addressing
- Problem with group work mark being uploaded
- Issues around communication/management of assessment

Appeals from Associate Students of the University (Item C)

No appeals were received.

Late Appeals (Item D)

Learning and Teaching Committee had asked the Committee to determine the latest date for submission of late appeals at its December 2019 meeting (ASQEC min 19.90 refers), and it had requested a report on late appeals to assist its consideration of the matter. Student Administration did not make a recommendation, as the variety of reasons for late appeals suggested that each case needed to be considered on its merits. Dr Moore advised that the normal deadline for receipt of appeals was seven working days from publication of results on the portal.

Professor Murphy noted that the report provided useful contextual background and that formally late appeals had been accepted exceptionally since 2009 when a student had submitted an appeal nine months after having been discontinued but, unknown to the University, the student had been hospitalised with a serious illness. It had been decided at the time not to set an absolute deadline for receipt of such appeals but that Faculties should have discretion to decide whether or not a student had provided an acceptable reason for the late appeal to be heard. Members also recognised the genuine reasons for late appeals in the cases in which they had been involved.

The report detailed that, in 2018/19, 39 (16%) of appeals were late, 28 of which were upheld and the reasons for lateness were mostly health-related or personal. Of the 39 late appeals, 21 were received up to 3 weeks late, 7 were received 4 - 6 weeks late and 11 7 - 10 weeks late.

AGREED: that faculties should retain discretion on whether to consider a late appeal and that the current deadline for submission of appeals remain.

20.33 STUDENT ADMINISTRATION: REPORT ON ACADEMIC MISCONDUCT IN EXAMINATION VENUES IN 2018/19

Dr Moore presented the report on academic misconduct in examination venues in 2018/19 (Paper No ASQEC/20/14b).

Breach of Examination Regulations (Item 1)

It was noted that the number of cases was small, with 12 cases in total (21 in 2017/18). Three took place at QAHE; half involved final year students; six incidents were for mobile phone use. No one had appealed the outcome of the disciplinary hearing.

Report on Toilet Breaks (Item 2)

At its December 2019 meeting (min 19.87 refers), the Committee had requested a report on toilet breaks in examinations, noting, as had been discussed previously, that the number of breaks being taken was excessive and asking Student Administration to review practice with a view to resetting expectations for student behaviour.

Student Administration's report reflected wider sector concerns about toilet breaks as an opportunity for cheating and indicated that there had been no reports from invigilators that toilet breaks were associated with student anxiety, which Students' Union representatives had suggested as a possible explanation (min 19.77 refers). It was noted that students who reported anxiety were now taken to a quiet room.

The report noted that Faculties might consider reviewing examinations to ensure that the duration was appropriate, as shorter examinations were less disruptive, and that questions did not simply test memory and facts. It also noted that some institutions required students to empty their pockets before going to the toilets, to help safeguard against cheating, and asked if the University would wish to introduce such an arrangement.

The Committee considered that the suggestions around examinations were already being addressed through the implementation of the University's curriculum design principles. It noted the possibility of students having a mobile device or other material on their person but the Students' Union voiced concern about privacy and questioned how it might operate in practice.

The Committee noted that it had previously discussed the rules on mobile phone in examination venues in the context of the annual misconduct reports and it was reported that more recently the Provosts (who heard SA2 appeals) had undertaken some work on the topic.

AGREED: that Student Administration provide proposals for policy in relation to student mobile phones in examination venues for consideration at the next meeting.

20.34 PRIZES AND AWARDS

The Committee received a proposal for a new prize, the Pramerica Business Intelligence Award, from the Faculty of Computing, Engineering and Built Environment, which had been approved by Chair's action on behalf of the Committee and Council, as it was to be awarded in the current year. (Paper No ASQEC/20/15)

AGREED: that Chair's action in respect of the Pramerica Business Intelligence Award be endorsed.

20.35 DATES OF SEMESTERS 2020/21 – 2025/26

Mr Faulkner presented the proposed dates of semesters for 2025/26 (Paper No ASQEC/20/16). He noted that the dates were set six years in advance and that those for 2020/21 – 2024/25 had already been approved. The standard pattern of semesters had been followed for 2025/26.

AGREED: that dates of semesters for 2025/26 be approved as follows:

Introductory period Monday 15 September 2025 - Friday 19 September 2025

Autumn Semester Monday 22 September 2025 – Friday 23 January 2026
(15 weeks)

(Christmas vacation Monday 15 December 2025 – Friday 2 January 2026)

Examinations begin Monday 5 January 2026

Spring Semester Monday 26 January 2026 – Friday 29 May 2026 (16
weeks)

(Easter vacation Monday 30 March 2026 – Friday 10 April 2026)

(Revision week Tuesday 5 May 2026 – Friday 8 May 2026)

Examinations begin Monday 11 May 2026

Summer Semester
(intensive) Monday 20 July 2026 – Friday 11 September 2026 (8
weeks)

Examinations begin Monday 31 August 2026

Supplementary
Examinations Wednesday 12 August 2026 – Thursday 20 August 2026

20.36 DATES OF MEETINGS 2020/21

The dates of meetings 2020/21 were noted as follows:

Thursday 22 October 2020, 10.15 am

Thursday 3 December 2020, 2.15 pm

Thursday 11 March 2021, 10.15 am

Thursday 3 June 2021, 2.15 pm

Duration 1 hour 50 minutes

11 June 2020

GK/AGF/lv

REPORT FROM ACADEMIC PLANNING ADVISORY GROUP (26.3.20 & 20.5.20)

RECOMMENDATIONS TO ASQEC FOR APPROVAL

NEW COURSE PROPOSALS TO BE APPROVED TO PROCEED TO PLANNING AND EVALUATION

AUGUST 2020 START

Ulster University Business School

Proposed BSc Hons International Hospitality Management (Level 6) (FT) at HTMi Hotel and Tourism Management Institute, Singapore **[Approved by Chair's action, subject to SLT approval of Stage A of the Due Diligence process]**.

SEPTEMBER 2020 START

Faculty of Arts, Humanities and Social Sciences

Proposed Advanced Diploma in Intelligence Management (PT) at Specialist Operations Branch (SOB) Training, PSNI.

Faculty of Life and Health Sciences

Proposed BSc Hons Nursing Science (FT) (ME/JN);

McTimoney College of Chiropractic, Oxfordshire **[Approved by Chair's action]**

Proposed 'Pathway to HE in Health' (FT/PT);

Proposed Master's in Chiropractic (MChiro) (FT/PT);

Proposed MSc Chiropractic (Paediatrics) (PT);

Proposed Graduate Certificate in Animal Therapy (PT).

JANUARY 2021 START

Faculty of Arts, Humanities and Social Sciences

Proposed BSc Hons Policing and Criminology (Applied Practice) (PT) (BT / CE / ME / locations of Police College of Northern Ireland (Outcentre)).

Faculty of Life and Health Sciences

McTimoney College of Chiropractic, Oxfordshire **[Approved by Chair's action]**

Proposed MSc Animal Manipulation (Chiropractic) / MSc Animal Manipulation (Osteopathy) (PT).

SEPTEMBER 2021 START

Faculty of Life and Health Sciences

Proposed BSc Hons Paramedic Science (FT) (ME);
Proposed BSc Hons Sustainable Agriculture with Land Management / Agri-Business pathways (FT/PT) (with optional DPP) at College of Agriculture, Food and Rural Enterprise (CAFRE – Greenmount campus).

NEW COURSE PROPOSALS TO BE APPROVED WITHOUT EVALUATION

SEPTEMBER 2020 START

Faculty of Arts, Humanities and Social Sciences

Proposed Certificate in Community Youth Studies (PT) (ME / YouthAction Northern Ireland (Outcentre) / East Belfast Community Development Association (Outcentre));
Proposed LLM/MSc Corporate Law and Computing (FT/PT) (BT).

Faculty of Life and Health Sciences

Proposed PgDip/MSc Remote Sensing and Geographic Information Systems (PT) (DL) [Note: change in award from proposed PgCert/PgDip/MSc to PgDip/MSc (with PgCert exit award)].

Ulster University Business School

BSc Hons Business Studies (Levels 4 and 5) (FT/PT) at City College, Doha, Qatar
[subject to review by the Academic Office and submission of required documentation].

PROPOSAL FOR NEW MODE OF STUDY FROM 2020/21

Faculty of Life and Health Sciences

BSc Hons Health and Wellbeing

To offer the programme additionally in full-time mode at the Jordanstown campus.

PROPOSAL FOR NEW MODE OF STUDY FROM 2021/22

Faculty of Life and Health Sciences

MSc Pharmaceutical Sciences

To change from fully online delivery in full-time mode to on-campus delivery [Note: proposal approved by APAG for 2020/21 but Faculty subsequently advised postponement until 2021/22].

PROPOSAL FOR NEW LOCATION FROM 2020/21

Faculty of Arts, Humanities and Social Sciences

Undergraduate Hons Subject: Education (Minor)

To offer the programme additionally at the Magee campus.

Faculty of Life and Health Sciences

Postgraduate Certificate in Education for Healthcare Professionals (Part-time)

To offer the programme by distance learning.

PROPOSAL FOR NEW OUTCENTRE FROM APRIL 2020

Ulster University Business School

Postgraduate Certificate of Professional Development Framework

To offer a 15-point module BMG850, Mini MBA, at ITT Dublin.

PROPOSAL FOR NEW MODE AND NEW LOCATION FROM 2020/21

Ulster University Business School

Postgraduate Certificate in International Business (Part-time)

To offer the programme in full-time mode by distance learning.

PROPOSAL TO CHANGE FROM JANUARY TO SEPTEMBER INTAKE FROM 2020/21

Faculty of Computing, Engineering and the Built Environment

Access Diploma in Mathematics and Physics (PT) and Access Diploma in Mathematics and Finance (PT) at Belfast Metropolitan College (Millfield).

Ulster University Business School

MSc Strategic Accounting (Extended) [Note: Faculty to consider retention of January intake as well].

PROPOSAL TO ADD A NEW NAMED PATHWAY FROM 2020/21

Faculty of Life and Health Sciences

MSc Advanced Nursing Practice

To add a new named pathway: Mental Health through the Lifespan.

RETROSPECTIVE PROPOSAL TO INTRODUCE AN INTEGRATED INTERNATIONAL FOUNDATION YEAR FOR 2019/20 ONLY

Faculty of Computing, Engineering and the Built Environment

BA Hons Architecture.

PROPOSALS FOR TITLE CHANGE FROM SEPTEMBER 2020

Faculty of Computing, Engineering and the Built Environment

From: PgCert/PgDip/MSc Construction Business and Leadership (with Management Specialisms)

To: PgCert/PgDip/MSc Construction Management.

Ulster University Business School

From: FdSc Leadership and Management (South Eastern Regional College – Lisburn)

To: FdSc Management;

From: BSc Hons Business Information Systems

To: BSc Hons Business Analytics.

From: BSc Hons Accounting and Management

To: BSc Hons Accounting with Management.

PROPOSAL FOR TITLE CHANGE FROM SEPTEMBER 2021

Faculty of Arts, Humanities and Social Sciences

From: Undergraduate Hons Subject: Politics (Single/Major/Minor)

To: Undergraduate Hons Subject: Politics and International Studies (Single/Major/Minor).

FOR INFORMATION [noted by the Academic Planning Advisory Group]

PROGRAMME WITHDRAWALS

Faculty of Arts, Humanities and Social Sciences

Last intake 2018/19

Postgraduate Certificate in Middle Leadership (CE).

Faculty of Computing, Engineering and the Built Environment

No intake

FdEng Engineering at South West College (Dungannon and Omagh) – Automotive Engineering and Wind Turbine Technology specialisms.

Last intake 2018/19

FdEng Civil Engineering at North West Regional College (Strand Road).

Faculty of Life and Health Sciences

Last intake: 2019/20

BSc Hons Developing Practice in Healthcare (JN);

PgDip/MSc Developing Practice in Healthcare (JN).

Ulster University Business School

It was noted that the following programmes had been withdrawn:

No intake

MSc Management and Corporate Governance at HKU SPACE.

Last intake 2017/18

FdSc International Culinary Arts Management (PT) at Southern Regional College (Newry).

Last intake 2018/19

FdSc International Hospitality Management (FT/PT) at Belfast Metropolitan College (Titanic);

FdSc International Travel and Tourism Management (FT/PT) at Belfast Metropolitan College (Titanic);

FdSc International Hospitality Management (SALTs Subject Network) (FT/PT) at North West Regional College (Strand Road), South West College (Enniskillen) and Southern Regional College (Newry);

FdSc International Travel and Tourism Management (SALTs Subject Network) (FT/PT) at North West Regional College (Strand Road), South West College (Enniskillen) and Southern Regional College (Newry);

FdSc Tourism Hospitality and Events (FT/PT) at South Eastern Regional College (Bangor, Downpatrick and Lisburn).

Last intake 2019/20

BSc Hons Business Studies at QAHE.

APPENDIX 2

UNIVERSITY OF ULSTER

COURSE APPROVALS

Recommendations

The Academic Standards and Quality Enhancement Committee under delegated authority from Senate is asked to endorse the recommendations for approval as indicated:

1 COURSE APPROVAL

FACULTY	COURSE TITLE	MODE		INTAKES (Years)	LOCATION	INTAKE	
		FT	PT			FT	PT
LIFE AND HEALTH SCIENCES	MSc Advanced Nursing Practice (with pathways in Adult Medicine and Older People Care; Children's Nursing; Emergency Care; Primary Care)(with PgCert and PgDip exit awards)		✓	2020 - 2024	JN	<u>Combined across all pathways:</u> Max 30 Min 6	

2 COURSE RE-APPROVAL

FACULTY	REVAL UNIT	COURSE TITLE	MODE		INTAKES	LOCATION	INTAKE	
			FT	PT			FT	PT
COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT	10B1	FdEng Engineering (with specialisms in Mechatronic and Manufacturing Engineering (with CertHE exit award)	✓	✓ + HLA PT	2020 - 2024	South West College (Dungannon and Omagh)	Max and Min cohort sizes not provided.	
LIFE AND HEALTH SCIENCES	3C1B	BSc Hons Biomedical Science (Life Sciences) (with FdSc Biomedical and Bio-industrial Studies and AB Biomedical and Bio-industrial Studies exit awards) [Ulster award]		✓	2020 – 2024	DL	<u>Combined total for all courses:</u> Max 50 Min 15	
		BSc Hons Biomedical and Bio-industrial Sciences [IT Sligo Award]		✓	2020 – 2024	DL		

		BSc Hons Applied Medical Sciences [Joint Ulster/ IT Sligo award]		ü	2020 – 2024	DL		
	22A1	BSc Hons Nursing (Adult) (with CertHE Healthcare and AB Healthcare exit awards)	✓		2020 - 2024	ME	258 commissioned places	
		BSc Hons Nursing (Mental Health) (with CertHE Healthcare and AB Healthcare exit awards)	✓		2020 - 2024	ME	64 commissioned places	
	22C	PgCert/PgDip/MSc Nursing (with pathways in Dementia Care; Education; Leadership; Palliative Care; Nursing Assessment)	✓	✓	2020 – 2024	JN	<u>Full-time and part-time combined across all pathways:</u> Max 24 Min 8	
		PgCert/PgDip/MSc Health Promotion and Public Health	✓	✓	2020 - 2024	JN	<u>Full-time and part-time combined:</u> Max 18 Min 8	
ULSTER UNIVERSITY BUSINESS SCHOOL	5F1	MSc Business Improvement (with PgCert and PgDip exit awards)		✓	2020 - 2024	JN and Health and Social Care (HSC) Leadership Centre, Belfast		Max and Min cohort sizes not provided.
	5R	FdSc Business and Enterprise (with CertHE exit award)	✓	✓	2020 - 2024	North West Regional College (Strand Road)	<u>Full-time and part-time combined:</u> Max 25 Min 15	

APPENDIX 3

COURSE REVISIONS AND NEW SHORT COURSE MODULES 2019/20

Authority for approval of course revisions, except for course titles, locations and modes of attendance, and short-course modules is delegated by Senate to Faculties and Access, Digital and Distributed Learning.

The following revisions have been approved by them since 10 March 2020.

ACCESS, DIGITAL AND DISTRIBUTED LEARNING

Credit-bearing Short Courses

Certificate of Personal and Professional Development Framework

To revise the assessment strategy in module PPD359.

ARTS, HUMANITIES AND SOCIAL SCIENCES

Course Revisions

FdSc Counselling at Belfast Metropolitan College, Northern Regional College, North West Regional College, Southern Regional College, South Eastern Regional College, South West College

To adopt, for continuing students in years 2 and 3, the requirements of the new FdSc Integrative Counselling Practice in respect of 100 hours of clinical practice (currently 150) and 50 hours of personal therapy (currently 30);

FdA Interaction Design at Southern Regional College (Newry)

To swap semesters of modules IXD107 and IXD108; to retitle IXD108 'Web Authoring';

Advanced Diploma in Policing at NI Police College

To temporarily reduce the overall duration of the programme from 23 to 21 weeks and to replace non-assessed elements with online awareness packages (Covid-29 pandemic); to revise the assessment strategy in module PUP344;

Undergraduate Hons Subject: Communication;

BSc Hons Communication and Counselling Studies;

BSc Hons Communication Management and Public Relations;

BSc Hons Communication, Advertising and Marketing

To revise the assessment strategy in module CMM315;

Undergraduate Hons Subject: History

To move modules HIS504 and 530 to Semester 1, and HIS515 to Semester 2; to revise the assessment strategies in modules HIS325, 504, 515, 530; to withdraw from the Subject module HIS561;

BSc Hons Community Development

To revise the assessment strategy and reading list for module AED124.

Credit-bearing Short Courses

Certificate of Personal and Professional Development Framework

To add to the framework a new Level 4 module, PPD372, 'Human Trafficking and Modern Slavery'.

Postgraduate Certificate of Professional Development Framework

To add to the framework module EDU722, 'Transforming Leadership' and revise the hours, aims, learning outcomes, content, learning and teaching methods and assessment strategy.

COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT

Course Revisions

BEng Hons Computer Engineering;

BEng Hons Electronics and Embedded Systems;

BEng Hons Electrical and Electronics Engineering;

BEng Hons Mechanical and Manufacturing Engineering

To revise the content and assessment strategy in module EEE422.

LIFE AND HEALTH SCIENCES

Course Revisions

BSc Hons Biomedical Science with DPP (Pathology)

To apply the revised title of the programme, 'BSc Hons Applied Biomedical Science with DPP (Pathology)' (approved by APAG in November 2018) and to update the course regulations to reflect the new Honours classification algorithm;

BSc Hons Applied Medical Sciences;

BSc Hons Biomedical and Bio-industrial Sciences;

BSc Hons Biomedical Sciences;

BSc Hons Biomedical Sciences (Life Sciences)

To revise the content and assessment Strategy in module BIO318;

BSc Hons Dietetics;

BSc Hons Food and Nutrition;

BSc Hons Human Nutrition

To revise the assessment strategy in module NUT314;

PgDip/MSc Environmental Management with Geographic Information Systems

To add modules EGM702, 705, 713 to the range of optional modules.

Credit-bearing Short Courses

Postgraduate Certificate of Professional Development Framework

To add to the framework modules PHA705, 714, 715, 734, 736, 738 and 743.

Short Course Modules

NUS519

To revise the terminology for practice supervision and assessment in module NUS519 (Aims, content, and teaching and learning methods); to align with new NMC standards (2018 for 2020/21);

NUR532

To revise hours, learning outcomes and assessment strategy and to add a Semester 2 & 3 instance;

NUR666, 853; NUS553, 747

To update three of the above modules and to introduce new module NUS747, 'Community Nurse Practitioner Prescribing', which contribute to the NMC Community Practitioner Nurse Prescribing courses V100 and V150;

PPD376

To introduce a new 5 credit-point, Level 4 'bridging' module, PPD376, 'Introduction to Geography and Environmental Science'.

ULSTER UNIVERSITY BUSINESS SCHOOL

Course Revisions

CertHE Management Practice

To change Departmental ownership of the course and modules BMG158, 159, 161, 187, 188, 189;

BSc Hons Accounting (with Pathways)

To introduce earlier than scheduled revised versions of modules ACF360 from 2020/21, and ACF517 from 2021/22; to revise the admission criteria for the Integrated Foundation Year in line with changes made to the International Foundation Programme (Diploma in International Foundation Studies);

BSc Hons Accounting with Management at QAHE;

MSc International Business at QAHE

To introduce at QAHE the curriculum recently revalidated for home provision from September 2020;

BSc Hons Business Economics;

BSc Hons Economics

To revise content, assessment strategy and reading list in module ECO131;

BSc Hons Business Studies

To replace module ECO119 with ECO109; to revise the admission criteria for the International Foundation Year in line with changes made to the International Foundation Programme (Diploma in International Foundation Studies);

BSc Hons Business Studies;

BSc Hons Business Technology

To revise the assessment strategy in module BMG611;

BSc Hons Management Practice

To change Departmental ownership of the course and associated modules BMG341, 345, 379, 380, 381, 383, 533, 541, 542, 544, 600, 613, MKT320, 344 and ACF565 to Department of Management, Leadership and Marketing; to revise the assessment strategy in module ACF565;

MBA (including Advanced Practice option) at JN, ME, QAHE and City College Doha

To add BMG880 as an option from January 2021; to make ECO701 optional.

Short Course Modules

MKT357 and BUS318

To introduce two level 5 40-point bridging modules MKT357, 'Academic Research and Practice in Marketing' and BUS318, 'Academic Research and Practice in Business' for students articulating from a related Foundation degree or HND to BSc Hons Marketing or BSc Hons Business Studies