

UNIVERSITY OF ULSTER

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

Minutes of a meeting held on 22 October 2018 by video-conference

PRESENT

Professor P Bartholomew (Chair), Dr D Barr, Professor R Fee, Professor M Giles, Professor D Hazlett, Ms A Honan, Professor A McKillop, Mrs M Paris

APOLOGIES

Dr M Black, Ms M Downey, Mr C Keenan, Professor B Murphy

IN ATTENDANCE

Miss J Clements (for mins 18.100 - 18.101), Mr A G Faulkner, Mr G Kendall, Ms R Ross (for min 18.98), Ms L Gray (Jisc observer), Ms S Knight (Jisc observer).

UNRESERVED

18.75 VIDEO-CONFERENCE LINK

The Committee noted that there had been problems with the University's computer network and that the video-conference link to the Jordanstown campus was not functional. Members agreed that the meeting should progress but that items which required wider discussion should be deferred or dealt with outside the meeting.

18.76 MINUTES

The confirmed minutes of the meeting held on 6 June 2018 were noted.

18.77 TERMS OF REFERENCE AND MEMBERSHIP

The Committee received its Terms of Reference and Membership (Paper No ASQEC/18/25). The Chair welcomed Professor Giles, the new nominee from the Faculty of Life and Health Sciences, to her first meeting, and noted that Mr Conor Keenan would be a new student member.

MATTERS ARISING

18.78 Involvement of Postgraduate Students in Assessment (Min 18.42)

The Committee had referred the topic of the involvement of PhD students in assessment of modules contributing to final classification to Learning and Teaching Committee for discussion (mins 18.6ii and 18.42 refer). In view of the introduction of the new Honours degree classification algorithm, which included

a Level 5 contribution, alongside the existing regulation for continuing students from 2018/19, the Code of Practice on Tutoring and Demonstrating by Postgraduate Students (2002) needed review, as it currently debarred postgraduate students from undertaking summative assessment in modules contributing to the final classification. Dr Davies (CHERP) had prepared a report on the review of the Code and revisions to the Code of Practice, papers No ASQEC/18/32ai and 32aii, for consideration later in the meeting.

AGREED: that as this item warranted wider consultation than was possible in the circumstances, Associate Deans (Education) and student members be asked to comment on the papers for further discussion at the next meeting.

18.79 Course Approvals (Mins 18.43 and 18.15)

The Chair reported that he had taken action in early September on behalf of the Committee to allow admission of students to all courses which had not yet been signed off by chairs of evaluation/revalidation panels, as the risks to standards and the quality of the student experience were deemed low. He advised that, in similar future circumstances, if a fundamental risk to quality and standards might exist, he would not authorise student admission.

18.80 Competition and Markets Authority (CMA) Guidance (Mins 18.48 and 17.42)

The Committee noted that an Internal Audit held during the last academic year had raised concerns about progress of bolstered University oversight of the work of faculties and departments to implement CMA guidance. Professor Murphy had agreed to chair an oversight group which was being established through the Education portfolio. It was expected to hold its first meeting this semester.

18.81 Academic Planning Advisory Group (Min 18.49)

The Committee noted that the report on minimum and maximum cohort sizes was considered later on the agenda (see min 18.89) and that a report on non-University staff involvement at University outcentres would come to a later meeting. It was also noted that a proposal from the Open University for a collaboration to reintroduce Chinese at Magee would not be progressed at this time.

18.82 Annual Report on Appeals and Cheating in Examinations (Min 18.65)

The Committee noted that the report would be received at its November meeting.

18.83 Myanmar Institute of Business (Min 18.72)

Further to due diligence by SLT and meetings with staff, the Ulster University Business School had decided not to proceed with the proposed partnership.

COURSE APPROVAL

18.84 Academic Planning Advisory Group

Mr Faulkner presented the report from the meeting of the Advisory Group held on 27 September 2018 (Paper No ASQEC/18/26a) on behalf of Professor Murphy.

18.85 Collaborative Strategy (item 2)

The Advisory Group had noted the Principles and Objectives of the recently approved Collaborative Strategy (min 18.70 refers), in particular those which related to its business (Principles 3 and 6), and which were embedded in its modus operandi.

18.86 Principles Governing Chair's Action (item 4)

In view of the volume of business which had missed the bimonthly APAG meetings and for which faculties had requested Chair's action, the Advisory Group had considered and approved Principles Governing Chair's Action. Mr Faulkner reported that the Group was keen that the benefits of collective decision-making and discussion with faculties were not lost. He clarified that, in principle 8, 'normally' allowed for Chair's action in a timeframe of less than four weeks. Faculties were to address the principles when requesting Chair's action through a supporting statement. APAG had also decided in future to hold its September meeting earlier in the month.

18.87 Course Planning (item 5)

The Committee received one recommendation for changes of course titles and noted that action had been taken by the chairs of both APAG and ASQEC to approve three additional locations, two changes of course titles, the introduction of a new named pathway within a course, and a new PgCert course without an evaluation event as set out at Appendix 1.

The Committee also noted programme suspensions and withdrawals approved by faculties (Appendix 1).

The Committee noted that the Ulster University Business School had made a proposal to offer the executive MBA and a Level 7 module in New York and Chicago for Axiom employees. Approval would be considered through Chair's action, following the Senior Leadership Team's decision on the new outcentre. Professor Bartholomew informed the Committee that the current procedure expected due diligence and a risk assessment of all new outcentre locations to be provided to SLT, the University's risk committee. The process was under review with the intended development of a new template for outcentre proposals which would assist faculties' consideration of associated issues and ensure SLT involvement where there were ethical or staff/student safety concerns.

AGREED that:

- i) the recommendation to change the title of BSc Hons and PgCert/PgDip/MSc Stratified Medicine to 'Personalised Medicine', be approved, subject to the forthcoming revalidation panel's decision;
- ii) Chair's action to approve other recommendations from APAG for September 2018 start be endorsed (Appendix 1).

18.88 Admission Requirements (item 6)

The Advisory Group had supported proposed revisions to admission standards.

AGREED that:

- i) additions to the list of acceptable English language qualifications from India as proof of competency in English language be approved:
 - a. for entry to undergraduate degree courses: second level (High School Senior Certificate) Indian examination boards for **West Bengal, Maharashtra, Tamil Nadu and Karnataka** with a mark of over 70% in English language in Standard XII;
 - b. for entry to postgraduate degree courses: where an undergraduate degree is taught through the medium of English and from a recognised institution, a mark of over 70% in English language in Standard XII from **any** board.
- ii) from 2019 entry, the initial offer standard for BSc Hons Sports Studies and BSc Hons Sport and Exercise Science be reduced from AAB to BBB or equivalent and that the use of an additional selection test be approved.

18.89 Minimum and Maximum Cohort Sizes

Mr Faulkner presented the report from the Task and Finish Group on Minimum and Maximum Cohort Sizes (Paper No ASQEC/18/26b) on behalf of Professor Murphy. The Group had been established by the Committee (min 18.49 refers) in light of earlier decisions that validation panels for both internal and external provision should set minimum and maximum cohort sizes, and a minimum cohort size of 15 (full and part-time combined) be applied in colleges. Policy Guidelines which had been endorsed by APAG were proposed.

The guidance was divided into two sections covering internal and external provision. Members were advised that minimum and maximum cohort sizes set for internal courses would be indicative to allow for appropriate faculty discretion at Admissions, and that permanent increases should be formally approved. It was noted that the guidelines for external provision were stricter for under and over-recruitment.

AGREED that:

- i) the policy statements be approved, subject to the following amendments to Policy II (for external provision):
 - that the language be reviewed to support a rebalancing of intake numbers rather than sanctions for under or over-recruitment (iii and v);
 - that the minimum cohort statement (ii) clarify that the cohort size of 15 represents a combined student count for part-time and full-time study modes;
- ii) Professor Bartholomew be consulted to confirm the final version of the statements.

Course Approval

18.90 Recommendations from Validation Panels

The Committee received Paper No ASQEC/18/26c which covered the outcomes of validation events since the report made to the last meeting. Panel chairs had confirmed that conditions and recommendations had been satisfactorily addressed.

AGREED: that the recommendation of the panel in respect of approval of MA TESOL and Chair's action to approve eight new courses and provision within 26 revalidation units be endorsed (Appendix 2).

18.91 Final Evaluation/Revalidation Documents 2017/18

The Committee received a statement on progress made in relation to the submission of final evaluation/revalidation documents from the 2017/18 cycle of events (Paper No ASQEC/18/26d). Although the Pro-Vice-Chancellor (Education) had permitted, on 6 September, all provision which had not completed the process to admit students (min 18.79 refers), the report showed that, as at 11 October, documentation from five events had not been signed-off by Panel Chairs as follows:

BA and MA Product Design (revalidation unit 2K)
MSc Fashion and Textile Retail Management (evaluation)
History (revalidation unit 14)
Journalism (revalidation unit 19Aii)
Computing (Magee) (revalidation unit 16D) and BEng Hons Artificial Intelligence (evaluation)

Professor Fee expressed confidence that work was progressing well to complete final corrections to documentation for three validations but advised that progress with History was slower. The Chair asked Associate Deans

(Education) to ensure that the completion of the final amendments to the documentation was expedited.

Professor Bartholomew considered that the current period allowed for course teams to submit final documents after an event was too long (see also min 18.97). He emphasised course teams' responsibility to take full ownership of the documentation and highlighted the importance of staff engagement with course validation to ensure that documentation was the best it could be, in order to do justice to their expertise as practitioners. It was noted that this expectation applied to internal and external provision.

AGREED: that the table for the progress report be revised to include the names of Panel Chairs.

18.92 Extensions of Approval

The Committee considered two proposals for one-year extensions of approval and consequent deferral of revalidation to 2019/20 (Papers No ASQEC/18/26e and f).

BSc Hons Interactive Media

Professor Fee commented that revalidation of all undergraduate provision in Media had been brought forward by one year, but BA Hons Media Studies and Production, which had been in special measures, and Media Studies in combination were now to be withdrawn. The Faculty intended to develop new provision and proposed to review the degree next year in that context. The one-year extension of approval would return Interactive Media to its normal timing in the revalidation schedule.

Advanced Certificate and Postgraduate Certificate in Non-Medical Prescribing

Professor McKillop reported that the request was driven by Regulatory Body (Nursing and Midwifery Council) changes in indicative content in the course for registered nurses to align with that for pre-registration provision. The Committee noted that this provision had previously received a two-year extension.

AGREED: that the requests for one-year extensions be approved.

18.93 Course Revisions and New Short-Course Modules

The Committee noted revisions and new modules approved by faculties and ADDL since the last meeting (Paper No ASQEC/18/26g) (Appendix 3).

The Chair commented that it was gratifying to see the scale of the enhancement work being undertaken by colleagues and congratulated them on the engagement with that agenda.

18.94 Professional, Statutory and Regulatory Body (PSRB) Accreditation

The Committee noted the annual report on accreditation in 2017/18 and the expected schedule for 2018/19 (Paper No ASQEC/18/26h). The 2018/19 schedule would be amended to reflect the extension of approval granted to Non-Medical Prescribing courses (min 18.92 refers).

In 2017/18 21 courses had been (re)approved through nine events. All but one event had taken place as a joint University (re)validation and PSRB (re)accreditation. There had been one separate PSRB re-accreditation for MSc Applied Psychology and Professor Giles commented that the event had gone well.

Professor Fee reported that the re-accreditation of undergraduate Law identified in October 2017 had also taken place and that the relevant information would be sent to Ms Dooher in Quality Enhancement.

It was noted that a supplementary re-accreditation visit to the Coleraine campus in summer 2018 for Allied Health Professions courses to inspect new facilities did not take place in light of the ongoing review of the proposed location for this provision.

The Committee noted that, in the light of the experience of the evaluation of FdSc Paramedic Practice, it had been decided not to conduct future evaluations of new courses jointly. University evaluation should take place before a separate accreditation visit/approval process. (See also min 18.97)

AGREED: that Associate Deans (Education) advise Ms Grainne Dooher of any PSRB visits or activity expected in 2018/19 which were not listed in the paper.

18.95 Validated Provision: 2018 Intake

The Committee received Paper No ASQEC/18/26i, Schedule to Ordinance XXVIII: Recognition of Institutions, the annual statement of courses offered by partner institutions under validation or franchise arrangements, from the 2018 intake (Appendix 4).

It was considered that 2017/18 had been an unusual year as only two new courses had been proposed.

18.96 DEPARTURES AND VARIATIONS FROM THE UNIVERSITY'S REGULATORY FRAMEWORK: BSc Hons Community Development

It was noted that Chair's action had been taken to approve the 'Community Studies' exit award title.

AGREED: that Chair's action be endorsed.

18.97 EVALUATION AND REVALIDATION ACTIVITY 2017/18

Mr Kendall presented the annual report on evaluation and revalidation activity in 2017/18 (Paper No ASQEC/18/27). The report noted the extent of activity in the year, deferrals to 2018/19, reviewed the operation of the processes, and highlighted key issues raised by panels and student groups.

Mr Kendall highlighted that the late submission of initial documentation and revised documentation following an event had given rise to difficulties in the process with consequent impact on timely review, checking and final approval. The report included four recommendations for Committee consideration.

PSRB Joint Events (Section 2)

Recommendation: A review of operation of joint revalidation/reaccreditation with PSRBs this year in discussion with chairs of panels with possible separation in future.

While joint revalidation events have worked satisfactorily, it was noted that there was a concern that the PSRB presence might dominate an event and diminish due scrutiny of University priorities. In general, members were supportive of the continuation of joint revalidations with PSRBs but noted that there may be a benefit from separation in some cases, particularly those events where the professional body had a regulatory role or a regulatory body was also involved.

AGREED that:

- i) Associate Deans (Education), Academic Office and Quality Enhancement review all revalidation units associated with PSRBs;
- ii) the Committee give further consideration to this matter at its June meeting in light of experience in 2017/18 and 2018/19.

Late events (Section 4a)

Recommendation: that Academic Office prioritise checking of documents which meet deadlines.

Mr Kendall explained that the high volume of event postponements and late submission of revised documents had resulted in excessive pressure on workload for the Academic Office in Semester 2 and therefore a basis for prioritising the checking of revised documents needed to be established.

AGREED: that during peak workload periods the Academic Office give priority to checking documents for those units which had adhered to deadlines.

Submission of Revised Documents (Section 4m)

Recommendation: that the time allowed to submit revised documentation be reduced to six weeks after the event and four weeks for events taking place in May or later.

It was noted that the post-event process to achieve final approval often involved a number of iterations, and that it would be preferable for Course Teams to complete revision of documentation more promptly, in order to avoid the need to seek approval to admit students before final documentation had been signed-off by chairs of panels, as had happened this summer (min 18.79 refers).

AGREED: that the proposed reductions be approved.

Panel Recommendations (Section 5b)

Recommendation: that course teams be required to provide a reflective response if they do not accept panel recommendations.

It was noted that, while most Course Teams did respond to panel recommendations, there had been instances when recommendations had seemed to be ignored.

AGREED: that course teams be required to provide a reflective response if they do not accept panel recommendations.

General Topics Raised by Panels and by Students

The Committee noted the range of recurring topics at events.

AGREED: that Faculties take account of these matters in their preparation for forthcoming events.

18.98 CURRICULUM MANAGEMENT SYSTEM

Ms Ross presented Paper No ASQEC/18/28 which provided a summary statement on CMS development since the last meeting.

Ms Ross commented that 10 issues had been resolved and 12 logged items had been delivered, some of which were sizeable pieces of work. The addition of hyperlinks between programmes and modules and the facility to add non-University staff to the staff record were welcome developments.

It was noted that 40 items remained on the backlog of work and that a development budget was needed to support their delivery. It was noted that a Change Authority Board comprising Professor Turner, an academic user and representatives from ISD and Academic Office prioritised this work for manageable 'Statements of Work' for the system supplier.

The final section of the report included reference to 'championing' within faculties so that such experts would assist less experienced colleagues when necessary.

Professor Bartholomew mentioned that, at its last meeting, Senate had noted reports of member of staff having lost data in CMS after saving their work. Ms Ross had only encountered one such report which transpired to relate to work not being saved by the member of staff. She noted that it was essential that any occurrence of data loss be reported quickly. She was willing to accept these reports directly rather than through the Service Desk. Any delay in reporting made it more difficult to investigate the cause.

AGREED that:

- i) Ms Ross meet with the Chair to provide a fuller understanding of the outstanding backlog items and their development cost;
- ii) Professor Bartholomew attend the next meeting of the CMS Change Authority Board;
- iii) Associate Deans (Education) advise staff to inform Ms Ross directly of any data loss immediately.

18.99 COLLABORATIVE PARTNERSHIPS FORUM

Mrs Paris presented the report from the meeting of the Forum held on 3 October 2018 (Paper No ASQEC/18/29).

Prerequisites (item 1)

Mrs Paris reported that a review of course regulations had been initiated to remove prohibitions which prevented the carrying of failure in modules identified as prerequisites if such a stipulation was not required by a professional body.

Student Enrolment (item 2)

It was noted that colleges had rarely updated on time the enrolment status for their students who were asked to repeat part or all of a year, which had led to enrolment status inaccuracies. HE Co-ordinators in colleges were to ensure that the record was reviewed to remove early leavers and non-returners.

A review of college-published information had noted that the expectations of Consumer Protection law in regard to a 'cooling off' period were not always met. Colleges had been asked to check their arrangements.

Student Retention (item 3)

The Committee noted that attrition of full-time students after June Boards of Examiners was higher in 2017/18 than in 2016/17 and that very few colleges had met the benchmark. Attrition for part-time and Access students was also a

concern. Colleges had been encouraged to manage attendance proactively, and to take measures to improve data quality. It was noted that the Pro-Vice-Chancellor (Education) was to address colleges on University initiatives to reduce attrition.

Student Success (item 4)

No college had met the benchmark in June following Boards of Examiners. It was noted that the University was concerned at the high level of 'first sit' failure despite significant improvement on resit. The Forum intended to model, in four courses, the inclusion of Level 4 results in the final degree result (as for Honours degrees) to assess its potential impact.

Audit of Admissions (item 5)

The Forum noted significant improvement from last year in colleges' adherence to University's General Entry Requirements. A number of issues were identified with anomalies recurring for some courses, suggesting a lack of understanding in particular teams. The Committee noted specific concerns around admission on the basis of a Pass or a Merit in one Subsidiary Diploma, which was below the offer standard, and consistency for Access Diploma equivalence for offers below CCD. Further work would be undertaken next semester to re-audit courses where the entry tariff had not been fulfilled.

Mrs Paris reported that an ongoing audit of GCSE English and Mathematics (or equivalent) admission requirements had been problematic as the evidence base for the qualifications had been weak. Those students whose qualifications had not been verified were yet to be registered with the University.

18.100 POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES)

Ms Clements presented the results of the 2018 PTES (Paper No ASQEC/18/30). There had been a 14% response rate, compared to 12% last year and a national average of 29% (32% last year). The Survey had been run earlier in 2018 (11 April - 4 May) in an effort to improve the response rate. As last year, most of the University's respondents (57%) were part-time students while nationally this figure was 29%. Results had been provided to course directors, schools and faculties.

The paper set out the University's results compared with the sector and Ulster's benchmark group of eight institutions. Results for Motivations and Overall Satisfaction were provided at institution level, and those for Quality of Teaching and Learning, Engagement, Assessment and Feedback, Dissertation or Major Project, Organisation and Management, Resources and Services, and Skills Development were also provided by faculty.

It was noted that the majority of Ulster students had selected their course to progress in their career path (a higher proportion than the benchmark).

Generally the results for Ulster exceeded the sector averages and benchmark group in all sections. For some statements within sections results were equal to or slightly below the sector and/or benchmark figure. While there was little change in Ulster's results in most categories over the last three years it was notable that the lead over the sector had extended to nine percent for Assessment and Feedback, with particularly high ratings for clarity and fairness of assessment.

The Committee noted that, despite the limited response rate at Ulster, the results were encouraging and, although they could not be considered definitive, gave an indication of strong postgraduate provision. The Survey continued to be a useful tool for obtaining feedback from postgraduate students. It was noted that a replacement survey was in development but the timeframe for implementation was not yet known.

AGREED: that faculties and schools continue to make use of the Survey results to support ongoing enhancement work.

18.101 MODULE FEEDBACK SURVEY

Ms Clements presented the summary results from the 2017/18 Module Feedback Survey (Paper No ASQEC/18/31).

The Survey had been live for nine weeks in Semesters 1 and 2 and for four weeks in Semester 3. The results were accessible online during the period to module co-ordinators to monitor response rates, and summary reports were available at school, faculty and University levels one week after the Survey closed.

The overall undergraduate results were largely unchanged from 2016/17 for eight of the 12 statements with a 1% decline in two statements and 1% increase in two others.

The results for schools were provided in ranked order and ranged from 69 to 86% overall positive rating, compared to 47 to 92% last year, which represented an improvement at the bottom end. As the 2016/17 rankings reflected old faculty and school structures, direct comparisons were not always easy to make.

Ms Clements highlighted that the overall response rate remained low at 13.5% although this had risen from 11.6% in 2016/17. Faculty rates had ranged from 9.5 to 17%. Last year (min 17.72 refers) the Committee had noted that various approaches were used to improve response rates, and it was agreed that faculties should set target response rates. Three had set a target of 20% with UUBS at 25%. Professor Fee considered that the target response rate for her faculty would have been achieved but for the impact of the strike action and she advised that the 20% target would remain this year. Professor McKillop concurred and advised that participation was improved by timetabling the survey in designated classes. Professor Fee stated that her Faculty would

mandate the Survey for courses in special measures, although she acknowledged that such targeting would be likely to distort results.

Ms Honan suggested that the timing of the Surveys be included in a Students' Union calendar which was used to promote student participation through the Partnership Framework.

AGREED: that Associate Deans (Education) confirm their Faculty participation targets for 2019 to Quality Enhancement and provide a brief outline of the measures they intend to use to achieve the target.

EXAMINATIONS AND ASSESSMENT

18.102 Plagiarism Offences

The Committee received the annual report on plagiarism offences for 2017/18, which compiled the instances of plagiarism recorded on the central Plagiarism Register, and provided Faculty commentaries on the data and measures taken (Paper No ASQEC/18/32b). The paper provided a five-year overview and set out summary information by faculty.

Professor Bartholomew noted that the downward trend in the number of offences had continued, with a total of 183 instances by the cut-off date (198 when late records added), amounting to less than 1% of the student population. He welcomed the significant reduction of offences in postgraduate courses where the number had returned to the level experienced in 2013/14 and 2014/15, and the fact that there were only nine second offences and no further offences.

There had been more offences at Level 5 than 4 or 6 in contrast to 2016/17 but in line with earlier years, and it was hoped that rationalisation of assessment would help in this regard.

The Committee noted that the highest proportions of offences had been detected in the Faculties of Computing, Engineering and the Built Environment (40%), and Life and Health Sciences (33%). It was further noted that two faculties had mentioned the beneficial effect of the implementation of the Electronic Management of Assessment and Feedback Policy (to be fully applied in 2017/18) in enabling more rigorous checking of student work.

Although reporting on contract cheating would commence formally from 2018/19, two faculties had made reference to it in their reports, with four occurrences mentioned (one MSc student at QAHE with three offences and one final year undergraduate student).

The Committee noted that the cut-off date for recording of 2018/19 offences was 9 September 2019, and that the annual report would be received at the Committee.

AGREED: that faculties continue to maintain vigilance and rigour in the application of the Plagiarism Policy.

18.103 External Examiner Nominations Annual Report

The Committee received the Annual Report on external examiner nominations in 2017/18, which covered the nomination process during 2016/17 and 2017/18 for appointments to take effect in 2017/18 (Paper No ASQEC/18/32c).

It was noted that, of the 117 nominations submitted, 14 departed from the University's Code of Practice and 31 were received late.

The level of departures from the University's Code of Practice which aligned to the UK Quality Code was 12% and continued to show a downward trend. Twelve were for extensions, mostly for discontinued courses. The proportions of late and incomplete nominations also showed a downward trend.

The report noted that nominees without previous external experience were no longer categorised as departures from the Code of Practice (min 17.88 refers) and that there had been 32 such nominations, with all but two approved.

The Chair commented that there was still excessive lateness in nominations with 26% made during the year in which duties were to commence. He also asked that colleagues engage fully with the Quality Code and, in particular, ensure that nominations provide evidence of relevant learning and teaching expertise.

AGREED: that the recommendations of the report be endorsed and that:

- i) faculties increase their efforts to ensure the timely submission of external examiner nominations for 2019/20 for consideration no later than the June meeting of the Committee (deadline of 31 May 2019) and to reduce late submission (except for unforeseeable circumstances);
- ii) faculties ensure that staff responsible for making, processing and checking nominations are aware of the expectations of the External Examining Code of Practice;
- iii) faculties remind such staff of the importance of providing all necessary information and ensuring that all issues, in particular departures from the Code, are addressed at the time of submission.

18.104 Penalties for Exceeding Word Limits

At the last meeting, Professor McKillop had sought clarity in some of the wording of the previously approved Word Limits Principles and Penalties to avoid ambiguity (mins 18.39 and 18.47 refer). She presented Paper No ASQEC/18/32d which set out proposed revisions.

Professor Bartholomew noted that one amendment clarified that the penalty would not be a proportion of the mark but a fixed reduction, which would represent a greater penalty for students who had achieved a lower mark than for those with a higher mark before reduction. Professor McKillop advised that the alternatives had been fully considered and while either approach was legitimate, the fixed reduction was preferred for ease of application.

AGREED: that the proposed amendments to the Word Limits Principles and Penalties be approved (revised statement at Appendix 5).

18.105 CONFIRMATION OF RECOGNISED TEACHER STATUS

The Committee received the Annual Report for 2017/18 (Paper No ASQEC/18/33).

The report showed that a total of 108 nominations were processed in 2017/18, the majority of which were associated with QAHE. Lateness continued to be the key concern with 89% submitted late. As in previous years, faculties attributed this to delays in particular institutions or administrative oversights.

The Chair noted that, as Recognised Teachers were teaching University students on behalf of the University, faculties had responsibility for the ongoing oversight of the quality of teaching by these staff even though they were not employed by the University. Although there had been a reduction in the number of late nominations, the perceived risk to quality and standards remained high and he proposed to refer this matter to the Internal Auditors.

AGREED: that the Internal Auditors be asked to review the operation of the nomination process for Recognised Teachers.

PRIZES AND AWARDS

18.106 Annual Report for 2017/18

The Committee received the Annual Report on Prizes and Awards for 2017/18 (Paper No ASQEC/18/34a). There were currently 503 approved prizes with 19 new prizes introduced and 13 discontinued during the year.

Five University-wide prizes had been awarded and the Committee congratulated the prize winners.

18.107 Proposals for new and amended prizes

The Committee received Paper No ASQEC/18/34b which set out proposals for three new prizes for consideration by the Committee and five prizes which had been approved by Chair's action.

New Prizes

Funds-Axis First Year Excellence Award

Funds-Axis Final Year Excellence Award
Funds-Axis Global Investment Management Top Student Award

New Prizes Approved by Chair's Action

Carson McDowell Award
Legal Island Prize
FP McCann Civil Engineering Infrastructure Prize
RTPI Book Prize
Abacus Group Career Planning and Development Award

AGREED that:

- i) the three new prizes be approved on behalf of Senate and recommended for approval on behalf of Council to the Pro-Vice-Chancellor (Education);
- ii) Chair's action in respect of five new prizes be endorsed.

18.108 DATES OF MEETINGS

The Committee noted that the 3 December meeting has been rescheduled to 30 November at 1 pm, and that the remaining meetings were scheduled for 13 March, and 11 June 2019 at 2.15 pm.

Duration 2 hours 35 minutes

31 October 2018

GK/AGF/lv

ACADEMIC PLANNING ADVISORY GROUP (27.09.18)

RECOMMENDATIONS TO ASQEC FOR APPROVAL

NEW COURSE PROPOSAL TO BE APPROVED WITHOUT EVALUATION

SEPTEMBER 2018 START

Ulster University Business School

Proposed Postgraduate Certificate in Global Capital Markets (Financial Risk Management) (PT) (JN/Irish Times Training (Dublin)).

PROPOSAL TO ADD NEW PATHWAY FROM SEPTEMBER 2018

Faculty of Life and Health Sciences

PgCert/PgDip/MSc Nursing (FT/PT) (JN/ME)

To introduce a new Advanced Nursing Practice pathway in Adult Medicine and Older People Care.

PROPOSALS FOR NEW LOCATION / MODE

Faculty of Arts, Humanities and Social Sciences

Access Diploma in Social Science at Northern Regional College (FT/PT)

To offer the programme, in full-time and part-time mode, at the College's Ballymoney campus from 2018/19. [Note: Faculty has advised it will now not run at this campus until 2019/20.]

Certificate in Community Youth Studies

To offer the programme at Youth Action NI at East Belfast Community Development Agency (Outcentre) from 2018/19.

Ulster University Business School

MSc Business Development and Innovation

To offer the programme at China Resources University (CRU), as an outcentre, in full-time mode from January 2019 [Note: SLT approval has been granted].

PROPOSALS FOR TITLE CHANGE

Faculty of Life and Health Sciences

From: Postgraduate Certificate in Education for Nurses and Midwives
To: Postgraduate Certificate in Education for Healthcare Professionals [effective from 2018/19].

From: BSc Hons Biomedical and Healthcare Sciences
To: BSc Hons Biomedical Science (Life Sciences) [effective from 2018/19].

From: BSc Hons Stratified Medicine
To: BSc Hons Personalised Medicine [effective from 2019/20]. [Subject to approval by revalidation panel on 16.11.18]

From: PgCert/PgDip/MSc Stratified Medicine
To: PgCert/PgDip/MSc Personalised Medicine [effective from 2019/20]. [Subject to approval by revalidation panel on 16.11.18]

ADMISSION REQUIREMENTS AMENDMENT

Faculty of Life and Health Sciences

BSc Hons Sports Studies (FT) (JN)
BSc Hons Sport and Exercise Sciences (FT) (JN)
To reduce the asking grades from AAB or equivalent to BBB or equivalent and to introduce an additional assessment as part of the selection process for entry from 2019/20.

English Language Admission Requirements

To extend the list of English language qualifications accepted from India as proof of competency and meeting the University's English Language requirement.

WITHDRAWN PROPOSALS

Faculty of Arts, Humanities and Social Sciences / Ulster University Business School

Undergraduate Honours Subject: Chinese: reinstatement of Chinese (Minor), transfer to Magee and approval of BSc Hons Business with Chinese Combination (FT) (ME).

Ulster University Business School

Proposed BSc Hons Business Studies (FT) and MBA (FT) at Myanmar Institute of Business (MIB).

FOR INFORMATION: PROGRAMME SUSPENSIONS [noted by the Academic Planning Advisory Group]

Ulster University Business School

No intake 2018/19 – Southern Regional College

FdSc International Hospitality and Tourism (FT) (Newry campus);
FdSc International Travel and Tourism (FT/PT) (Newry campus);
BSc Hons Accounting and Management (PT) (Newry campus).

FOR INFORMATION: PROGRAMME WITHDRAWALS [noted by the Academic Planning Advisory Group]

Faculty of Arts, Humanities and Social Sciences

Last intake 2018/19

FdA Interactive Design (FT) at Northern Regional College (Newtownabbey campus).

Faculty of Computing, Engineering and the Built Environment

Last intake 2017/18

FdSc Computing Infrastructure at Belfast Metropolitan College (Castlereagh campus).

Ulster University Business School

Last intake 2017/18

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

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE
22 October 2018

COURSE APPROVAL 2017/18

COURSE APPROVALS

1 Recommendation

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

COURSE RE-APPROVAL

FACULTY	REVAL UNIT	COURSE TITLE	MODE		INTAKES (Years)	LOCATION	INTAKE	
			FT	PT			FT	PT
ARTS, HUMANITIES AND SOCIAL SCIENCES	9B	MA Teaching English to Speakers of Other Languages (TESOL) (with PgCert and PgDip exit awards)	✓	✓	2018 – 2022	CE		

2 Approved by Chair's Action

Professor Bartholomew has taken Chair's action, on behalf of the Academic Standards and Quality Enhancement Committee, to endorse the following recommendations for approval:

COURSE APPROVAL

FACULTY	COURSE TITLE	MODE		INTAKES	LOCATION	INTAKE	
		FT	PT			FT	PT
ARTS, HUMANITIES	BA Hons Modern Irish (with AB and CertHE exit awards) (with		✓	2018 - 2022	BT		

AND SOCIAL SCIENCES	optional DIAS)						
	MA International Journalism: Hostile Environment Reporting (with PgDip exit award)	✓	✓	2018 - 2019	CE and DL (both modes)		
	PgDip/MSc Development and Co-Production of Social Care Research (with PgCert exit award)		✓	2018 - 2022	JN		
COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT	MSc Internet of Things (with PgDip exit award)	✓	✓	2018 – 2022 [September & January intakes]	JN		
LIFE AND HEALTH SCIENCES	FdSc Paramedic Practice (with CertHE Ambulance Studies exit award) [Note: approved by Chair's action, subject to PSRB sign-off]	✓		Approved for two intakes. First intake: January 2019	NIAS (Knockbracken Healthcare Park, Belfast)	48	
	MSc Strength and Conditioning	✓	✓	2018 - 2022	JN		
	FdSc Food and Drink Manufacture (with CertHE exit award)		✓	2018 - 2022	CAFRE (Loughry)		Min 10 Max 20
ULSTER UNIVERSITY BUSINESS SCHOOL	MSc Global Capital Markets (with PgCert and PgDip exit awards)		✓	2018 - 2022	JN		Min 30 Max 65

COURSE RE-APPROVAL

FACULTY	REVAL UNIT	COURSE TITLE	MODE		INTAKES	LOCATION	INTAKE	
			FT	PT			FT	PT
ARTS, HUMANITIES AND SOCIAL SCIENCES	9C2	PgDip/MSc Library and Information Management (with PgCert exit award)		✓	2018 - 2022	DL		
	11	Undergraduate Honours Subject: English (Single Hons/Major/Main/Minor) (with CertHE and AB exit awards) Undergraduate Honours Subject: English (Main) (Level 6 only)	✓	✓	2018 – 2022 2018 – 2022	CE Southern Regional College (Newry) [outcentre]		

		MA English Literature (with PgDip exit award)	✓	✓	2018 - 2022	CE		
17A		Diploma in Irish Language (with Certificate exit award)		✓	2018 – 2022	BT, ME and Burnavon Arts Centre (Cookstown)		
		Advanced Certificate in Irish Studies	✓		2018 – 2022	ME		
		Advanced Diploma in Irish Studies	✓		2018 – 2022	ME		
		BA Hons Irish Language and Literature (with CertHE and AB exit awards) (with optional DIAS)	✓	✓	2018 – 2022	ME		
		Undergraduate Honours Subject: Irish (Major/Minor)	✓	✓	2018 – 2022	ME		
		MA Irish Language Translating, Interpreting and Professional Language Skills (with PgDip exit award)	✓	✓	2018 - 2022	BT, ME		
17B		Diploma in Irish Language (with Certificate exit award)		✓	2018 – 2022	Southern Regional College (Newry campus)		Max 20
26Ai		Certificate in Community Youth Studies		✓	2018 – 2022	Youth Action NI, Belfast [JN location withdrawn]		Max 25
		BSc Hons Community Development (with Certificate, CertHE and AB exit awards)		✓	2018 – 2022	JN		
		BSc Hons Community Youth Work (with CertHE and AB exit awards)	✓	✓ [Also PT fast-track from March 2017 – one-off EA funded prog]	2018 – 2022	JN [ME location withdrawn]		
		PgDip/MSc Community Youth Work (with PgDip exit award)		✓	2018 - 2022	ME [JN location withdrawn]		

26C	Undergraduate Honours Subject: Criminology (Minor) (with CertHE and AB exit awards) (with optional DIAS)	✓	✓	2018 – 2022	JN		
	Undergraduate Honours Subject: Politics (Single Hons/Major/Minor) (with CertHE and AB exit awards) (with optional DIAS)	✓	✓	2018 – 2022	JN		
	Undergraduate Honours Subject: Social Policy (Single Hons/Major) (with CertHE and AB exit awards)	✓	✓	2018 – 2022	JN		
	BSc Hons Criminology and Criminal Justice (with CertHE and AB exit awards) (with optional DIAS)	✓	✓	2018 – 2022	JN		
	BSc Hons Health and Social Care Policy (with CertHE and AB exit awards)	✓	✓	2018 – 2022	JN		
	MSc Peace and Conflict Studies (with PgCert and PgDip exit awards) [formerly MSc Applied Peace and Conflict Studies]	✓	✓	2018 – 2022	JN		
	MSc Social Policy (with PgCert and Pg Dip exit awards and PgCert in Research Methods exit award)	✓	✓	2018 – 2022	JN		
	Master of Public Administration (MPA) (with PgCert and PgDip exit awards)	✓	✓	2018 - 2022	JN		
26D	Postgraduate Diploma in Health and Social Care Management		✓	2018 – 2022	Regional Development Consortium: Western Health and Social Care Trust AND Health and Social Care Leadership Centre, Belfast		
26G	PgDip/MSc Professional Development in Social Work (with PgCert exit award)		✓	2018 - 2022	JN and outcentres		
26J	Certificate in Custody Prison Officer Practice		✓	2017 - 2021	Northern Ireland Prison Service College		120 [4 or 5 cohorts of 20-25 students]

								per calendar year]
COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT	2G	BSc Hons Architectural Technology and Management (with CertHE and AB exit awards) (Full-time with compulsory DPP(I))	✓	✓	2018 – 2022	JN		
		BA Hons Architecture (with CertHE and AB exit awards) (with optional DIAS)	✓		2018 – 2022	BT		
		MArch Architecture (with PgCert and PgDip exit awards)	✓		2018 - 2022	BT		
	4G	FdEng Civil Engineering (with CertHE exit award)	✓	✓	2018 - 2022	Belfast Metropolitan College (Millfield)	Max 20	Max 24
LIFE AND HEALTH SCIENCES	3C2Ai	PgCert Biomedical Professional Practice		✓	2018 - 2022	DL		
		PgCert Diabetes		✓	2018 - 2022	DL		
		PgCert Stem Cell Biology		✓	2018 - 2022	DL		
		MSc Biomedical Science (with pathways: Cellular Biology / Clinical Chemistry / Haematology / Medical Microbiology) (with PgCert and PgDip exit awards)		✓	2018 - 2022	DL		
	3C2Aii	MSc Biotechnology Research (with PgCert and PgDip exit awards)	✓		2018 - 2022	CE		
	3G	PgCert Veterinary Public Health (Joint award: UU and UCD)		✓	2018 – 2022	DL		
		PgCert/PgDip/MSc Food Regulatory Affairs (Joint award: UU and UCD) (UUC contributes)	✓	✓	2018 – 2022	DL		
		PgDip/MSc Food Regulatory Affairs (Joint award: UU and UCD)		✓	2018 - 2022	DL		
22B2	BSc Hons Specialist Community Public Health Nursing (with pathways in Health Visiting and School Nursing)	✓	✓	2018 – 2022	JN			
		✓	✓	2018 - 2022	JN			

		PgDip Specialist Community Public Health Nursing (with pathways in Health Visiting and School Nursing)						
	22H	FdSc Responding to Alcohol and Drug Use (with Certificate of Higher Education in Studies in Alcohol and Drug Use exit award) [previously FdSc Responding to Alcohol and Drug Misuse]		✓	2018 - 2022	North West Regional College (Strand Road campus)		2018/19: 14 2019/20: 15 2020/21: 16 2021/22: 17 2022/23: 18
	28Gi	AdvCert Performance Analysis and Coaching Practice		✓	2018 – 2022	JN		
		BSc Hons Football Coaching and Business Management (with CertHE and AB exit awards)		✓	2018 – 2022	National Football Stadium, Windsor Park, Belfast		
		BSc Hons Sport and Exercise Sciences (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓		2018 – 2022	JN		
		BSc Hons Sport, Physical Activity and Health (with CertHE and AB exit awards) (with DPP)	✓		2018 – 2022	ME		
		BSc Hons Sports Studies (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓		2018 – 2022	JN		
		BSc Hons Sports Coaching and Performance (with CertHE and AB exit awards) [Note: FT only available to FE college Foundation degree graduates articulating to Level 6 of the Honours programme.]	✓	✓	2018 - 2022	JN		
	28Gii	PgDip/MSc Sport and Exercise Nutrition (with PgCert exit award)	✓	✓	2018 – 2022	DL		
		MSc Sport and Exercise Psychology (with PgDip exit award)	✓	✓	2018 – 2022	JN		
		MSc Sports Coaching and Performance (with PgCert and PgDip exit awards)	✓	✓	2018 - 2022	JN		
	28Giii	PgDip/MSc Sport and Exercise Medicine	✓	✓	2018 – 2022	JN		
	28M	BSc Hons Diagnostic Radiography and Imaging (with CertHE and AB exit awards in Applied Health Studies)	✓		2018 – 2022	JN		
		BSc Hons Occupational Therapy (with CertHE and	✓		2018 – 2022	JN		

		AB exit awards in Applied Health Studies)						
		BSc Hons Physiotherapy (with CertHE and AB in Applied Health Studies exit awards)	✓		2018 – 2022	JN		
		BSc Hons Speech and Language Therapy (with CertHE and AB in Applied Health Studies exit awards)	✓		2018 – 2022	JN		
		BSc Hons Podiatry (with CertHE and AB exit awards in Applied Health Studies)	✓		2018 – 2022	JN		
		BSc Hons Radiotherapy and Oncology (with CertHE and AB exit awards in Applied Health Studies)	✓		2018 - 2022	JN		
ULSTER UNIVERSITY BUSINESS SCHOOL	1B	BSc Hons Economics (with CertHE and AB exit awards)	✓		2018 – 2022	JN		
		BSc Hons Economics (with CertHE and AB exit awards)	✓		2018 – 2022	JN		
		MSc Advanced Accounting (with PgCert and PgDip exit awards)	✓		2018 – 2022	JN		
		MSc Global Investment Management (new title – formerly MSc Applied Finance) (with PgCert and PgDip exit awards)	✓		2018 - 2022	JN, HKU		
	1E	FdSc Accounting (with CertHE exit award)	✓		2018 - 2022	Belfast Metropolitan College (Titanic Quarter campus)	Min 12 Max 24	
	5Dii	Graduate Certificate in Business	✓		2018 - 2022	QAHE (London & Birmingham)	<u>Max</u> <u>Sept '18 /</u> <u>Jan '19 /</u> <u>Sept '19</u> London: 50 B'ham: 25	

							Max Jan '20 London: 25 B'ham: 15	
	5Gii	Master of Business Administration (non-executive) (with PgCert and PgDip exit awards)	✓		2018 - 2022	QAHE (London)	Max 45	
	5P	FdSc Marketing (with CertHE exit award)	✓		2018 – 2022	Belfast Metropolitan College (Titanic Quarter campus)	Min 12 Max 24	
	15A	BSc Hons Consumer Management and Food Innovation (with CertHE and AB exit awards) (with optional DPP(I)/DIAS)	✓	✓	2018 – 2022	CE		
		BSc Hons Leisure and Events Management (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 – 2022	CE		
		BSc Hons International Travel and Tourism Management (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 – 2022	CE		
		Undergraduate Honours Subject: International Travel and Tourism (Major) (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 – 2022	CE		
		Undergraduate Honours Subject: Travel and Tourism (Minor) (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 – 2022	CE		
		BSc Hons Culinary Arts Management (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 – 2022	BT		
		BSc Hons International Hospitality Management (with specialism in Tourism) (with CertHE and AB exit awards) (with DPP(I)/DIAS)	✓	✓	2018 - 2022	BT		

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE
22 October 2018

1 COURSE REVISIONS AND NEW SHORT COURSE MODULES 2018/19

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 6 June 2018.

ACCESS, DIGITAL AND DISTRIBUTED LEARNING

Course Revisions

Postgraduate Certificate in Professional Practice

To change the title of module FCE704.

Credit-bearing Short Courses

Certificate of Personal and Professional Development Framework

To revise the learning outcomes in module PPD037; to add a semester 2 instance at all campuses.

ARTS, HUMANITIES AND SOCIAL SCIENCES

Course Revisions

FdSc Counselling at BMC, NRC, NWRC, SRC, SERC, SWC

To change semester of module CMM357 from semester 1 to long-thin semester 2 and 3 and CMM118 from semester 2 to semester 1; to identify modules CMM156 and CMM356 as prerequisites which must be passed for progression to CMM357 and CMM360 respectively;

FdA Digital Arts and Technologies at SWC

To change the status of module CRE331 to optional; in part-time mode to make all modules available in both semesters; in part-time mode to move CRE330, 'Studio Photography', to Year 3;

Undergraduate Hons Subject: Criminology and Criminal Justice

To add a new Level 6 module, PUP546, 'Preparing for Your Criminology Dissertation' (Single Hons); to add a new Level 5 module, PUP313, 'Exploring Crime and the Media'; to make PUP529 optional and available to Minor students;

Undergraduate Hons Subject: English

To revise the assessment strategy in module ENG510;

Undergraduate Hons Subject: Law (JN and ME)

Jordanstown and Magee

To add two new optional modules, LAW557, 'Legal Technology in Innovation and Informatics', and LAW555, 'Legal Practice' (UG Law Clinic) (also to be offered at Belfast campus);

Jordanstown

To revise the assessment schemes in modules LAW310, 328, 505, 506, 515, 555;

Magee

To make LAW528 available as an optional module (currently JN only); to swap semesters of modules LAW323, 324, 532, 541; to revise learning outcomes of LAW107, 109, 532; to revise assessment strategy in LAW109;

Undergraduate Hons Subject: Media Studies

To remove modules FLM101, MED102, 302, 321, 323, 328, 513, 519, 529, PHO102 and 301; to add MED111, 112, 115, 302 (with revised title), 330, 334 (new), 503, 520 and 521; to revise MED101 (including title);

Undergraduate Hons Subject: Sociology

To add a new optional module, SOC332 'Racism and Diverse Societies'; to remove SOC331; to revise semester of SOC516; JN - to identify a bespoke pathway for students transferring from Magee to Jordanstown campus to complete their degrees either as Single Honours or Major candidates, and consequently for 2018/19 only to make dissertation module SOC517 available in semester 1 and reduce the word limit to 8,000 words, and to offer Magee module SOC503 at Jordanstown in semester 1 for students transferring from Magee campus in 2018/19 only; to remove the identified prerequisite for modules SOC103, 308, 502 and 505;

BSc Hons Cinematic Arts

To remove modules CRE115 and 301; to add module DRA107 as a compulsory module and LAW547 as an optional module; to reinstate CIN305 as a 20-point optional module; to make CIN306 an optional module; to introduce a new optional module, CIN309, 'Independent Film';

BSc Hons Communication, Advertising and Marketing

To replace module DES301 with new module, CMM382, 'Design Technology', delivered by the School of Communication and Media;

BSc Hons Community Development

To provide the revalidated curriculum to current students;

BSc Hons Interactive Media

To remove modules MED102 and 323; to add two new modules MED131, 'Visual Cultures', and MED334, 'Preparation for Placement and Work-Based Learning'; to revise (rather than replace) MED330, including its title;

BSc Hons Language and Linguistics

To add a new optional module, CMM380, 'Introduction to TESOL for Linguists', and to remove CMM349;

BSc Hons Media Studies and Production

To introduce five new modules in Year 1: MED127, 128, 129, 131 and 132 and four new modules in Year 2: MED301, 330, 334 and 335; to revise MED506 and 520; to remove FLM101, MED102, 103, 121, 302, 305, 306, 312, 321, 323, 513, 522, PHO102 and 305;

BSc Hons Professional Development in Counselling

To add a new optional module, CMM564, 'Integrative Counselling – Ethics, Theory and Skills';

BSc Hons Social Work

To revise the assessment strategy in modules SWK111, SWK305 and SWK317;

BA Hons Textile Art, Design and Fashion

To change delivery of module TDF501 to 'front-load' it in semester 1;

BSc Hons Therapeutic Communication and Counselling Studies

To change semesters of modules CMM322 and 379; to add new compulsory module, CMM563, 'Psychosocial Issues in Psychotherapy and Counselling: Difference and Diversity in the Consulting Room'; to make CMM515 compulsory in semester 1; to add CMM526 and 529 as optional modules in the CMS record; to replace CMM153 with new module CMM171, 'Media and Mental Health';

PgDip/MSc Counselling Studies and Therapeutic Communication;

PgDip/MSc Counselling and Therapeutic Communication with Professional Practice

To revise module CMM719 including change from 30 credit points to 15;

LLM International Commercial Law and ADR

To correct the status of LAW712 to optional; to revise title of LAW755; to offer the dissertation module in two parts, LAW761 and LAW762, for the part-time mode and to update LAW850 accordingly;

MSc Peace and Conflict Studies

To provide a part-time mode at Jordanstown from 2018/19, following Professor Bartholomew's approval (subject to final sign-off in the revalidation process) [note: revalidation process now complete].

Credit-bearing Short Courses

Certificate of Personal and Professional Development Framework

To add to the framework two new 20-point Level 4 modules, PPD283, 'Community Voices: Radio Presenting Skills' (to be available in each semester from 2018/19) and PPD092, 'Breakthrough: Community Performing Arts'; to introduce a new 10-point Level 4 module PPD298, 'Traditional Arts Pedagogy (TAP): An Introduction to Traditional Music Teaching';

Postgraduate Certificate of Professional Development Framework

To revise title, learning outcomes and assessment in module CYW715.

COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT

Course Revisions

Access Diploma in Computing at SWC (Dungannon, Omagh)

To remove prerequisite for module MAT026;

FdEng Civil Engineering at NWRC (Strand Road)

To remove prerequisites for modules CIV351 and CIV352;

FdEng Civil and Environmental Engineering at SWC (Dungannon, Omagh, Enniskillen)

To remove prerequisites for modules CIV128, CIV343, CIV346;

FdSc Computing at SERC (Bangor, Downpatrick)

To remove prerequisite for module COM237;

FdEng Electrical and Electronic Engineering at NRC (Ballymena) and SERC (Bangor); FdEng Mechanical and Manufacturing Engineering at NRC (Ballymena) and SERC (Bangor)

To remove prerequisites for modules EEE164, MEC127, MEC345, EEE370, MEC338 and EEE371;

FdEng Engineering (with specialisms: Automotive Engineering, Manufacturing Engineering, Mechatronics) at SWC (Dungannon, Omagh)

To remove prerequisites for modules EEE191, EEE391 and EEE117;

FdEng Mechanical Engineering at NWRC (Strand Road);

FdEng Electrical and Electronic Engineering at NWRC (Strand Road)

To remove prerequisites for modules EEE382, EEE378, EEE383, MEC347, MEC349 and MEC351;

FdEng Mechatronic Engineering at SERC (Lisburn) and SRC (Portadown, Newry)

To remove prerequisite for module EEE372;

BA Hons Architecture

To introduce the revalidated curriculum (2017/18) for all students from September 2018;

BSc Hons Building Surveying;

BSc Hons Construction, Engineering and Management;

BSc Hons Quantity Surveying and Commercial Management;

BEng Hons Safety Engineering and Disaster Management

To revise learning outcomes and assessment strategy in module BEN501;

BSc Hons Civil Engineering (Geoinformatics)

To remove from regulations the identification of eight prerequisite modules, failure in which may not be carried;

BEng / MEng Hons Civil Engineering

To identify 13 modules, failure in which will no longer debar progression to the next year of study (carrying failure in up to 20 credit points), under the consequences of failure regulation;

BSc Hons Civil Engineering (Geoinformatics);
BSc Hons Construction Engineering and Management;
BEng / MEng Hons Civil Engineering

To revise the assessment strategy in modules CIV104 and CIV136;

BSc Hons Civil Engineering

To remove from the regulations the identification of eight prerequisite modules, failure in which may not be carried;

BSc Hons Computer Science;
BSc Hons Computer Technologies;
BEng Hons Software Engineering

To revise content and assessment strategy in module COM327;

BSc Hons Computer Science;
BSc Hons Computer Science (Software Systems Development);
BSc Hons Information Technologies;
BEng Hons Computer Science;
BEng Hons Computer Games Development;
BEng Hons Computer Engineering

To introduce, as applicable, revalidated curriculum for progressing students in modules COM417, 320, 321, 414, 535 and 540; to revise assessment strategy in modules COM316, 419, 540 and 580; to replace COM350 with COM336 in identified courses; to replace COM326 with EEE404, COM328 with EEE370 in BEng Hons Computer Engineering;

BSc Hons Computing Systems (FT) at QAHE (London)

To incorporate an optional placement year (module COM367) leading to the award of the degree with DPP, from September 2018 intake [Note: approved by APAG (31.5.18) and ASQEC (6.6.18)];

BSc Hons Computing Systems (JN, SWC outcentre, QAHE)

To revise assessment in module COM357 and COM337 for current students from 2018/19;

BSc Hons Energy

To revise the assessment strategy in module ENE115;

BSc Hons Environmental Health

To revise learning outcomes, content and assessment for module ENH117, to increase chemistry practicals to 12 hours and to replace lectures with seminars;

BSc Hons Mathematics;
BSc Hons Mathematics with Computing

To replace MAT502 with new module, MAT519, 'Statistics for Data Science';

BEng Hons Mechanical and Manufacturing Engineering;
BEng Hons Renewable Energy Engineering

To swap semesters of modules MEC360 and 363; to revise the learning outcomes, content and assessment strategy in MEC360;

BSc Hons Quantity Surveying and Commercial Management

To replace BEN301 and 302 with a new 20-point module, BEN312, 'Quantification and Costing of Construction Works'; to revise the assessment strategy in module BEN509;

BSc Hons Real Estate

To revise the assessment strategy in module SUR143;

BSc Hons Real Estate;**MSci Hons Planning, Regeneration and Development**

To revise the assessment strategy in module SUR107;

BEng Hons / MEng Hons Safety Engineering and Disaster Management

To record accreditation information for the Energy Institute; to revise learning outcomes and assessment strategy in module BEN307; to revise the assessment strategy in module SAF102;

PgDip/MSc Housing Studies

To replace BMG744 with new module SUR702, 'Leadership and Change', delivered by the School of Architecture and the Built Environment; to change modules SOP702 and SUR844 to semester 1;

MArch

To introduce the revalidated (2017/18) curriculum for all students from September 2018;

MEng Hons Civil Engineering;**MSc Civil and Infrastructure Engineering**

To revise content, learning and teaching methods, hours and assessment strategy in module ENE820;

MEng Hons Electronic Engineering;**MEng Hons Mechatronic Engineering**

To add a new optional module EEE836, 'Electronic Systems Design';

MEng (Hons) Mechanical Engineering

To replace module EEE537 with new module EEE605, 'Microeconomics', from 2017/18.

Credit-bearing Short Courses**Certificate of Personal and Professional Development Framework**

To add to the framework a new 5-point, Level 4 module, PPD091, 'Introduction to Computing and Engineering', as a pilot bridging scheme;

Postgraduate Certificate of Professional Development Framework

To add to the framework module BEN701, 'Inclusive Engagement Methods'.

LIFE AND HEALTH SCIENCES

Course Revisions

FdSc Health and Social Care at SRC, SWC, SERC, BMC, NWRC, NRC

To revise the assessment strategy in module NUS311, 'Innovative Practices to Support Health and Well-being';

FdSc Responding to Alcohol and Drug Use at NWRC (Strand Road)

To apply the revised assessment strategy in module NUR404 to current students (Years 2/3);

Undergraduate Hons Subject: Psychology;

BSc Hons Social Psychology

To introduce PSY561 and 565 earlier, from 2018/19;

BSc Hons Adult Nursing

To revise the assessment strategy in module NUR372;

BSc Hons Applied Pharmaceutical Sciences

To replace module PHA512 with PHA541;

BSc Hons Biology;

BSc Hons Biomedical Science;

BSc Hons Dietetics;

BSc Hons Food and Nutrition;

BSc Hons Human Nutrition;

To revise learning outcomes and strategy in module BMS105;

BSc Hons Biomedical Science

To combine modules BMS108 and 109 into a 20-point module, BMS108, 'Scientific Communication and Statistics' and, as a result, to withdraw and permanently archive module BMS109;

BSc Hons Developing Practice in Healthcare

To revise regulations to allow failure in modules NUS397 and NUS579 to be carried into the next year of study;

BSc Hons Diagnostic Radiography and Imaging

To revise content of module RAD101 and to revise reading lists for RAD102 and 104;

BSc Hons Dietetics;

BSc Hons Human Nutrition;

BSc Hons Food and Nutrition

To revise the assessment strategy in module NUT314;

BSc Hons Dietetics;

BSc Hons Human Nutrition;

BSc Hons Food and Nutrition;

MSc Human Nutrition;

MSc Dietetics

To revise the assessment strategy in module NUT500 and 809;

BSc Hons Food and Nutrition

To replace HTM168 with HTM188, HTM344 with HTM388 (revised version of HTM305), CST502 with HTM550 in semester 2, CST504 and CST520 with CST522 (semester 1);

**BSc Hons Health and Wellbeing;
PgCert Health and Wellbeing**

To revise modules NUS506, 507, 701 and 702;

**BSc Hons Football Coaching and Business Management;
BSc Hons Sports Coaching and Performance;
BSc Hons Sport and Exercise Science;
BSc Hons Sports Studies**

To remove identified prerequisites in modules SLS314, 511, 512, 517, 523, 537, 538, 544; to revise regulations (Sport and Exercise Science; Sports Studies) to reduce the list of modules, failure in which may not be carried into the next year of study (regulation 14.2); to introduce the revalidated curriculum from 2018/19;

BSc Hons Occupational Therapy

To apply the revised Year 2 curriculum in 2018/19 to continuing first year students;

BSc Hons Pharmaceutical Sciences

To replace module PHA518 with PHA515; to revise module PHA520 (now fully online, revised learning outcomes);

BSc Hons Podiatry

To revise the assessment strategy in modules POD315, 319 and 511;

BSc Hons Psychology

To withdraw and permanently archive module PSY521;

**BSc Hons Specialist Community Public Health Nursing;
PgDip Specialist Community Public Health Nursing**

To correct the PSRB record;

**BSc Hons Sports Studies;
BSc Hons Sport and Exercise Sciences**

To apply the revalidated curriculum to all students in 17 identified modules from 2018/19;

BSc Hons Stratified Medicine

To increase the contact time in module BIO541 through an increase in tutorial hours;

MPharm (Hons)

To replace PHA711 with a new 10-credit point module, PHA743, 'Zoonoses and Public Health', from 2018/19; to remove identified prerequisite modules which must be passed for progression in non-professional modules and to revise regulations accordingly; to revise assessment strategy in PHA105, 107, 108, 316, 317, 737 and 739 and other Level 7 modules

(705, 706, 712, 736, 738); to revise workload and credit value of PHA530 and 532; to make minor formatting changes to other modules;

MSci Hons Pharmaceutical Biosciences

To change identified prerequisites for modules; to reduce the number of learning outcomes in all modules; to revise assessment strategies in PHA307, 528, 535, 737 (and also BIO329); to replace BIO386 with BMS303 and NUT305 with new module PHA322, 'Methodologies in Pharmacy Research'; to rename PHA525; to revise content of BIO543 and PHA729; to revise regulations in respect of finding a compulsory placement, module PHA729; to revise module PHA711 to 15 credit points and to offer it as an option within the final level from 2018/19;

PgCert in Education for Healthcare Professionals

To revise the title of module NUR776;

PgCert in Education for Nurses and Midwives

To revise the structure of the course from one calendar year to one academic year and to revise its content to make it inter-professional from September 2018;

PgCert/PgDip/MSc Nursing

To add two new modules NUR823 and NUR873; to add distance learning attendance (in addition to current campus) for module NUR857; to add NUR776 and NUS735 to the course as optional modules; to add two optional modules HEP813 and 814; to make NUR862 optional; to clarify examination duration in NUR867 and 871; to reduce the IELTS English Language standard to the University minimum;

PgDip/MSc Environmental Toxicology and Pollution Monitoring

To add information on the associated professional body;

PgDip/MSc Physician Associate Studies

To combine BMS703 and 704 into new module BMS713, 'Research Methods and Evidence-Based Medicine'; to combine BMS701 and 709 into new module BMS711, 'Clinical and Professional Competence in Physician Associate Studies'; to combine BMS702 and 705 into new module BMS712, 'Foundations in Clinical Medicine and Pharmacology', effective from January 2018;

PgCert/PgDip/MSc Sensory Integration

To identify the programme's outcentre locations; to revise OTH818 to 20 credit points and to make it fully online;

MSc Applied Psychology (Mental Health and Psychological Therapies)

To withdraw and permanently archive modules PSY821, 845 and 847;

MSc Health Psychology

To revise the assessment strategy in module PSY856.

Credit-bearing Short Courses

Postgraduate Certificate of Professional Development Framework

To add six modules to the framework: PSY706, 707, 708, 709, 710 and 711;

Short-Course Modules

BMS334

To introduce a 15-point short course Level 5 module, BMS334, 'Microbiology';

NUR532

To introduce a 20-point Level 6 short-course module, NUR532, 'Principles of Learning and Teaching for Clinical Practice Education', for the NI Ambulance Service;

NUR585 and 870

To revise module learning outcomes in line with NIPEC requirement;

NUT319

To offer a new 15-credit point Level 5 free-standing short course module, 'Nutrition and Nutrients through the Lifecycle', to be available in semester 3;

PPD250

To revise semester, learning outcomes and assessment for module PPD250, from July 2018, as part of a summer school;

PPD269

To introduce a 10-point short-course Level 4 module, PPD269, 'Transition to Higher Education: Supports and Strategies for Parents of Pupils with Autism', from July 2018, as part of a summer school.

ULSTER UNIVERSITY BUSINESS SCHOOL

Course Revisions

FdSc Business and Enterprise at NWRC

To remove an identified prerequisite requirement for module BMG489;

FdSc International Culinary Arts at SRC

To remove an identified prerequisite requirement for modules HTM372 and 373;

FdSc International Hospitality and Tourism Management at NWRC, SWC and SRC

To remove an identified prerequisite requirement for module HTM379;

Undergraduate Hons subjects: Accounting; Business Studies; Marketing;

BSc Hons Accounting with Specialisms;

BSc Hons Business Information Systems

To amend regulations to introduce a Level 5 contribution to the Honours degree classification and to update programme specifications accordingly;

Undergraduate Hons Subjects: Accountancy Studies; Business Economics;

BSc Hons Business Studies;

BSc Hons Business Technology;

BSc Hons Business Economics

To revise the assessment strategy in module ACF321;

**Undergraduate Hons Subjects: Accounting; Advertising; Business Studies;
BSc Hons Accounting with Specialisms;
BSc Hons Business Information Systems;
BSc Hons Creative Advertising Technologies**

To revise the current strategy in the DPP module BMG300, in line with the recently revised (University standard) version;

**Undergraduate Hons Subjects: Business Economics; Economics
BSc Hons Accounting (Pathways);
BSc Hons Accounting and Law;
BSc Hons Accounting and Management;
BSc Hons Finance and Investment Management;**

To revise the module descriptions for DPP and DIAS modules ACF312 and ACF329 in line with recently updated University template descriptions; to amend regulations to introduce a Level 5 contribution to the Honours degree classification and to update programme specifications accordingly;

Undergraduate Honours Subject: Business Studies

To add a new optional module, BMG628, 'Managing and Leading People', in the Single Hons strand and full-time mode;

**Undergraduate Hons Subject: Consumer Management and Food Innovation;
BSc Hons Culinary Arts Management;
BSc Hons International Hospitality Management;
BSc Hons International Tourism and Travel Management**

To revise module CST506 (Consumer Management and Food Innovation); to revise Learning and Teaching Methods (hours) in HTM140 (other three degrees);

**Undergraduate Hons Subjects: Consumer Management and Food Innovation;
International Travel and Tourism Management;
BSc Hons Culinary Arts Management;
BSc Hons International Hospitality Management;
BSc Hons International Hotel and Tourism Management;
BSc Hons Business Studies;
BSc Hons Business Technology;
BSc Hons Accounting and Management;
BSc Hons Accounting (Pathways)**

To revise the assessment in module BMG402 and to reduce the number of pieces of coursework to one;

**Undergraduate Hons Subjects: International Travel and Tourism Management;
Consumer Management and Food Innovation;
BSc Hons Culinary Arts Management;
BSc Hons Leisure and Events Management;
BSc Hons International Hospitality Management;**

To amend regulations to introduce a Level 5 contribution to the Honours degree classification and to update programme specifications accordingly; to change the status of HTM388 to

compulsory and HTM550 to optional in BSc Hons Leisure and Events Management; to change the status of the placement year to optional (Study Abroad Year is alternative); to correct the name of the teaching institution (International Hospitality Management);

BSc Hons Business Administration

To revise semester of modules BMG423; MKT350, 351; ACF362; to add modules BMG558, 618, 624, 627 (in Semester 1) and MKT541 (ACF362, MKT350 and 351 also added as a restructured table); to remove BMG422, 547, 617 and ACF554;

BSc Hons Business Studies

To amend regulations to introduce a Level 5 contribution to the Honours degree classification and to update the programme specification accordingly;

BSc Hons Business Studies;

BSc Hons Human Resource Management;

BSc Hons Marketing

To revise modules associated with years of placement and study abroad, BMS356, 385, 412, 473; MKT343; IAS302 in line with recently updated University template descriptions;

BSc Hons Business Technology

To replace module COM519 with new module ACF505, 'Digital Transformation and Innovation', effective from June 2018;

BSc Hons Consumer Management and Food Innovation;

BSc Hons Culinary Arts Management;

BSc Hons Leisure and Events Management;

BSc Hons International Hospitality Management;

BSc Hons International Travel and Tourism Management;

Undergraduate Hons Subject International Travel and Tourism Studies (Major);

Undergraduate Hons Subject: Travel and Tourism Studies (Minor);

Undergraduate Hons Subject: Consumer Studies (Minor)

To apply the revised curriculum following revalidation to all continuing students in 2018/19;

BSc Hons Leisure and Events Management

To revise the assessment strategy in module HTM313;

MSc Human Resource Management

To swap semester of module BMG701 and 728; to revise content of BMG701;

BSc Hons Human Resource Management;

BSc Hons Management and Leadership Development

To amend regulations to introduce a Level 5 contribution to the Honours degree classification and to update programme specifications accordingly;

MSc International Business;

MSc International Business (Extended)

To revise regulations to take account of the Advanced Practice pathway;

MSc International Business (ME, DL, and ITT outcentre, QAHE)

To revise the delivery of the new Advanced Practice pathway so that it is taken after the taught modules and before the dissertation; to remove the pathway for part-time mode;

MSc Management and Corporate Governance

To revise the assessment strategy in module LAW707;

MSc Marketing;

MSc Marketing (Extended)

To revise regulations to take account of the Advanced Practice pathway;

MSc Marketing (standard and extended), JN and QAHE

To change the sequencing of the final modules for students taking the optional Advanced Practice pathway, so that either the Internship and Professional Development Project or the Applied Consulting Project is taken before the Dissertation, rather than after it as previously proposed; to remove the Advanced Practice pathway for part-time students; to add QAHE London Semester 3 instances for MKT730, 715, 724. (MKT735 yet to be added);

MBA (Executive)

To realign delivery of modules in part-time mode at Magee campus so that BMG738 moves to semester 1, BMG758 to semester 2, ACF734 to semester 3, and to make BMG856 available in Years 1 and 2, and to change BMG911 to run across three semesters in Year 2; to correct the year selection of module BMG735 in PT mode.

Credit-bearing Short Courses

Postgraduate Certificate of Professional Development

To add to the framework modules BMG863, BMG738 and MKT703.

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

22 October 2018

SCHEDULE TO ORDINANCE XXVIII: RECOGNITION OF INSTITUTIONS FOR THE PURPOSE OF OFFERING APPROVED PROGRAMMES OF STUDY LEADING TO UNIVERSITY AWARDS (from 2018/19) (as at 12 October 2018)

(New programmes which have been approved for the 2018 intake are in bold)

(Exit awards are not included)

EDUCATIONAL INSTITUTION (CAMPUS)	APPROVED PROGRAMME OF STUDY
BELFAST METROPOLITAN COLLEGE Castlereagh Gerald Moag (Millfield) Titanic Quarter	<p>CertHE Tour Guiding FdEng Software Engineering</p> <p>Access Diploma in Computing, Business and Multimedia Certificate in Counselling Studies CertHE Combined Social and Behavioural Sciences FdSc Architectural Technology FdEng Civil Engineering FdSc Construction Engineering with Surveying FdSc Counselling FdSc Health and Social Care FdSc Planning, Property and Housing FdEng Software Engineering BSc Hons Social Work (Levels 4 and 5)</p> <p>Access Diploma in Computing, Business and Multimedia Advanced Diploma in Health Promotion and Public Health Practice CertHE Tour Guiding FdSc Accounting FdSc Applied and Medical Sciences FdSc Event Management FdSc iMedia FdSc International Hospitality Management FdSc International Travel and Tourism Management FdSc Marketing</p>
COLLEGE OF AGRICULTURE, FOOD AND RURAL ENTERPRISE Enniskillen	<p>FdSc Equine Management BSc Hons Equine Management</p>

EDUCATIONAL INSTITUTION (CAMPUS)	APPROVED PROGRAMME OF STUDY
Magherafelt	Access Diploma in Science Access Diploma in Social Science Certificate in Counselling Studies FdSc Business with Digital Technology FdSc Health and Social Care
Newtownabbey	Access Diploma in Science Access Diploma in Social Science FdSc Applied and Medical Sciences FdSc Business with Digital Technology FdSc Computing FdSc Health and Social Care FdA Interactive Design FdSc Sport, Exercise and Fitness
NORTH WEST REGIONAL COLLEGE Limavady Derry/Londonderry (Strand Road)	Access Diploma in Combined Studies Certificate in Counselling Studies FdSc Counselling Access Diploma in Combined Studies Access Diploma in Science Certificate in Counselling Studies Certificate in Irish Immersion Education: Early Years FdSc Applied and Medical Sciences FdSc Architectural Technology FdSc Business and Enterprise FdEng Civil Engineering FdSc Construction Engineering with Surveying FdSc Counselling FdEng Electrical and Electronic Engineering FdSc Health and Social Care FdSc Holistic and Integrative Health Therapies FdSc Information Technologies FdSc International Hospitality and Tourism Management FdSc International Travel and Tourism Management FdEng Mechanical Engineering FdSc Responding to Alcohol and Drug Use ³ FdSc Software Development FdSc Sport, Exercise and Fitness
PSNI POLICE COLLEGE	Advanced Diploma in Intelligence Management Advanced Diploma in Intelligence Policing Advanced Diploma in Policing Advanced Diploma in Professional Teaching

³ Formerly Responding to Alcohol and Drug Misuse

EDUCATIONAL INSTITUTION (CAMPUS)	APPROVED PROGRAMME OF STUDY
Portadown	FdSc International Hospitality and Tourism Management FdEng Mechatronic Engineering FdSc Sport, Exercise and Fitness BSc Hons Accounting and Management (Levels 4 and 5) Access Diploma in Adult Learning (with four pathways – Combined Studies, Community Development, Science, Social Sciences and Humanities) Certificate in Counselling Studies FdSc Applied and Medical Sciences FdSc Applied Industrial Sciences (Life Sciences) FdSc Architectural Technology FdSc Computing FdSc Computing Infrastructure FdSc Construction Engineering with Surveying FdEng Mechatronic Engineering
SOUTH EASTERN REGIONAL COLLEGE Bangor Downpatrick Lisburn Newtownards	FdSc Architectural Technology FdSc Computing FdSc Construction Engineering with Surveying FdSc Leadership and Management FdSc Mechanical and Manufacturing Engineering FdSc Sport, Exercise and Fitness (with two pathways – Sports Science, Sports Studies) FdSc Tourism, Hospitality and Events FdSc Applied and Medical Sciences FdSc Computing FdSc Tourism, Hospitality and Events Certificate in Counselling Studies FdSc Counselling FdSc Health and Social Care FdSc Leadership and Management FdEng Mechatronic Engineering FdSc Sport, Exercise and Fitness (with one pathway – Sports Studies) FdSc Tourism, Hospitality and Events BSc Hons Accounting with Finance (Levels 4 and 5) FdSc Health and Social Care

EDUCATIONAL INSTITUTION (CAMPUS)	APPROVED PROGRAMME OF STUDY
<p>SOUTH WEST COLLEGE</p> <p>Cookstown</p> <p>Dungannon</p> <p>Enniskillen</p> <p>Omagh</p>	<p>Access Diploma in Computing Access Diploma in Creative Media Production</p> <p>Access Diploma in Computing Access Diploma in Creative Media Production Access Diploma in Social Sciences Certificate in Counselling Studies FdEng Architectural Engineering and Energy FdSc Business Services Management FdSc Civil and Environmental Engineering FdSc Computing FdSc Construction Engineering with Surveying FdA Digital Arts and Technologies FdEng Engineering (with three specialisms – Automotive Engineering, Manufacturing Engineering, Mechatronics) FdSc Health and Social Care BSc Hons Social Work (Levels 4 and 5)</p> <p>Access Diploma in Computing Access Diploma in Creative Media Production Access Diploma in Social Sciences and Humanities Certificate in Counselling Studies FdSc Applied and Medical Sciences FdSc Business Services Management FdSc Civil and Environmental Engineering FdSc Computing FdSc Construction Engineering with Surveying FdA Design (Product and Graphic) FdA Digital Arts and Technologies FdSc Health and Social Care FdSc Holistic and Integrative Health Therapies FdSc International Hospitality and Tourism Management FdSc International Travel and Tourism Management</p> <p>Access Diploma in Computing Access Diploma in Creative Media Production Access Diploma in Social Sciences Certificate in Counselling Studies FdSc Architectural Technology FdSc Business Services Management FdSc Civil and Environmental Engineering FdSc Computing FdSc Construction Engineering with Surveying FdSc Counselling FdA Design (Product and Graphic) FdA Digital Arts and Technologies FdEng Engineering (with four specialisms – Automotive Engineering, Manufacturing Engineering, Mechatronics, Wind Turbine Technology) FdSc Financial Services Management</p>

EDUCATIONAL INSTITUTION (CAMPUS)	APPROVED PROGRAMME OF STUDY
UNIVERSITY OF HONG KONG SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION	BEng Hons Energy and Building Services Engineering (Levels 5 and 6) BSc Hons Food and Nutrition Postgraduate Diploma/MSc Dietetics Postgraduate Diploma/MSc Human Nutrition
WESTERN HEALTH AND SOCIAL CARE TRUST	Postgraduate Diploma in Health and Social Care Management

GK

WORD LIMITS PRINCIPLES AND PENALTIES

The principles and guidance set out below will apply to both undergraduate and postgraduate programmes.

PRINCIPLES

Penalties for exceeding word count or other requirements in relation to the length of a piece of assessed work can only be imposed where the following principles have been applied:

- ❖ There must be an obvious and transparent relationship between the assessment rubric for a module and the learning outcomes of that module.
- ❖ If a student has met the learning outcomes of a module the penalty imposed for exceeding the word, or other, limit cannot result in the student failing the module, ***unless the fulfilment of the word limit is a specific assessment criterion identified in the marking scheme.***
- ❖ Requirements in relation to the length of a piece of assessed work should be expressed in the unit most appropriate to the learning outcomes of the module: word count, number of pages, duration of recording / video etc.
- ❖ In all cases clear instructions in relation to requirements, including font size, spacing, margins and what is included / excluded from calculations must be provided as part of the assessment brief issued to students and care should be taken to ensure these instructions are unambiguous and easily understood.
- ❖ Students should be asked to self-declare word counts and any other specified measurements related to the assessment.
- ❖ A margin of +10% of the size limit will normally apply before a penalty is considered.
- ❖ A student will not receive a double penalty on any piece of work. If the marking scheme already has a specific reduction associated with assignment length, a separate additional penalty cannot be applied under this policy.

ADDITIONAL GUIDELINES

- ❖ If concise writing is deemed a necessary skill this should appear as a learning outcome and any penalty for failing to achieve it should be identified in the marking scheme.
- ❖ Consider which of the following, inter alia, will / won't be included in determining word count:

- Content pages
- In line references
- Appendices
- Footnotes
- Abstracts
- Bibliographies
- Reference lists
- Diagrams / graphs / images
- Title sequences / credits

❖ If the coursework submitted is very much in excess of the limits set there is no expectation that staff will read the entire piece or provide feedback on every aspect. Students should be made aware of this.

PROPOSED PENALTIES

+10% - no penalty

+>10% - 20% - 5% penalty

+>20% - 30% - 10% penalty

+>30% - 40% - 15% penalty

+>40% - 50% - 20% penalty

+>50% - maximum mark of 40% UG/ 50%PG

Penalties must be applied consistently. ***Penalties represent an absolute figure to be deducted from the mark achieved when the latter is expressed as a percentage, rather than a proportional percentage reduction in the mark.***