

UNIVERSITY OF ULSTER

ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 6 September 2019 by video-conferencing

PRESENT

Mr A G Faulkner (Acting Chair), Dr S Crothers, Professor H Farley (for Professor M Durkin), Mrs J Peden

IN ATTENDANCE

Mrs A Garland (Secretariat), Professor R Fee (Mins 19.121 – 19.123), Dr M Keenan (Mins 19.124 – 19.128), Dr N Blair (Mins 19.126 & 19.127), Professor A McKillop (Mins 19.129 – 19.132), Ms U Chaney and Dr H McGarvey (Min 19.130), Professor K Pentieva (Min 19.131), Professor G Armstrong (Min 19.135)

APOLOGIES: Professor P Bartholomew, Professor M Durkin, Mrs C McCarthy, Mr D McGivern, Professor B Murphy, Mrs E Thompson

19.109 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 23 May 2019 were confirmed as an accurate record of the meeting.

MATTERS ARISING

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

It was noted that a copy of the Agreement with China Resources University (CRU) had not yet been received but that the Faculty had reported that it continued to work with CRU to progress the proposal.

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

It was noted that the Faculty had advised that the Memorandum of Understanding for the provision of two Psychology short-course modules offered at a new outcentre (hotel) in Abu Dhabi would be signed at a ceremony in October. A copy of the signed Agreement would then be forwarded to the Academic Office.

19.112 BEng Hons Mechanical and Manufacturing Engineering (Mins 19.77 and 19.51)

It was noted that the Resourcing Plan for the proposal to add a part-time mode for the programme had now been received, but not in the required format. The Faculty had been asked to re-submit the Resourcing Plan.

19.113 Proposed Master's Degrees in Dental Disciplines at the College of Dentistry, Birmingham (Outcentre) and Fully Online (Mins 19.80 and 19.57)

It was noted that the programmes brought forward for evaluation on 30 May 2019 were as follows (changes highlighted): MSc Advanced Clinical and Diagnostic Oral Sciences (FT) (BM); MSc **Advanced** Clinical Periodontics (FT) (BM); MSc Advanced Clinical

Restorative and Aesthetic Dentistry (FT); MSc Advanced General Dental Practice (FT/PT) (BM/DL); MSc Clinical Endodontics (PT) (BM/DL); MSc Clinical Oral Implantology (PT) (BM/DL); MSc Clinical Oral Surgery (PT) (BM/DL); MSc Clinical Orthodontics (PT) (BM); MSc Clinical Periodontics (PT) (BM/DL); MSc Clinical Restorative Dentistry (PT) (BM/DL); MSc Clinical and Diagnostic Oral Sciences (FT/PT) (BM); MSc Digital Dentistry (PT) (BM/DL); MSc Endodontics (FT) (BM); MSc Facial Aesthetics (PT) (BM/DL); MSc Oral Implantology (FT) (BM); MSc Oral Surgery (FT) (BM); MSc Orthodontics (FT) (BM).

19.114 Diploma in Foundation Studies with Pathways (Min 19.84)

It was noted that the proposals for a change in course title to 'International Foundation Studies with Pathways', a change of location from Jordanstown to Belfast and a change in title of the Science, Technology, Engineering and Mathematics pathway to 'Science, Technology and Engineering' from 2019/20 had now been revised in accordance with guidance from the Academic Office and authorised in CMS.

19.115 Proposed PgCert/PgDip/MSc Global Strategy in Environmental Health and Sustainability (FT/PT) (DL) (Min 19.89)

It was noted that a Distance Learning Resource Agreement had now been completed.

19.116 MSc Applied Behaviour Analysis (Min 19.94)

It was noted that the Resourcing Plan for the proposal to offer the programme in full-time mode had not yet been received.

19.117 Advanced Diploma in Management Practice (PT) (Min 19.99)

It was noted that the proposal to offer the programme at Hastings Hotels across Northern Ireland, as an outcentre, from 2019/20 had been approved by the Advisory Group at its meeting in May 2019, subject to approval of the proposed fee. Confirmation of approval of the higher fee by the Director of Finance had now been received.

19.118 English Language Policy for Admissions to Taught Courses (Min 19.106)

The Advisory Group received the final version of the English Language Policy for Admissions to Taught Courses (APAG/19/20) which had now been approved by Chair's action on behalf of the Academic Standards and Quality Enhancement Committee. Revisions had been made in light of comments from Professor Bartholomew, and at section 5.5 to replace "no more than three years prior to the issue of CAS", with "within the past three academic years".

CHAIR'S COMMUNICATIONS

19.119 Late Papers

The Chair highlighted the ongoing problem of late and/or incomplete papers being received for the meetings of the Advisory Group. Professor Farley advised that, although Faculties endeavoured to meet the deadline for receipt of papers, this was not always possible.

AGREED that Professor Murphy, as Chair, would decide, on a case-by-case basis, if papers received within seven days of a meeting would be accepted. In the event of late

proposals which were not accepted for consideration at the meeting but required urgent action, the Faculty would be required to make a case for Chair's action.

COURSE PLANNING

ACCESS, DIGITAL AND DISTRIBUTED LEARNING (APAG/19/22)

19.120 Proposed International Foundation Year (APAG/19/22a)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group and on behalf of the Academic Standards and Quality Enhancement Committee to approve a proposal to offer an International Foundation Year (IFY), integrated within 21 Honours degrees, from September 2019. It noted that:

- the Foundation Year was to be integrated into five programmes in the Faculty of Arts, Humanities and Social Sciences, one in the Faculty of Computing, Engineering and the Built Environment, five in the Faculty of Life and Health Sciences and ten in the Ulster University Business School;
- an exit award of either Diploma in International Foundation Studies (Science, Technology, Engineering) or Diploma in International Foundation Studies (Business, Arts, Humanities and Social Sciences) was to be available;
- distinct course codes had not been allocated for the IFY and students would enter at Year 0 of the parent course;
- CMS submissions were still outstanding.

AGREED that Chair's action be endorsed.

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/19/23)

19.121 Proposed Postgraduate Certificate of Education – International Schools China (APAG/19/23a)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group to recommend to the Academic Standards and Quality Enhancement Committee approval of a proposal and Resourcing Plan to introduce a Postgraduate Certificate of Education (PGCE) – International Schools China in part-time mode at Guangzhou Normal University (outcentre), with placements in partner schools in Guangzhou, from October 2019. It noted that:

- the Chair's recommendation had been approved by the Academic Standards and Quality Enhancement Committee at its meeting on 17 June 2019;
- the provision would be delivered in Guangzhou using 'Flying Faculty' and an additional member of staff with expertise in international schooling was required;
- the content was re-purposed from existing Education provision, obviating the need for an approval event;
- the documentation provided extensive evidence of market research, risk mitigation and due diligence with the partner, and focused on the design of the proposed PGCE for teachers in 'international schools' in China;
- Global Engagement was supportive of this TNE development;
- the market opportunity post pilot appeared to be significant and had been discussed at a strategic level with Invest NI;

- an Agreement had been signed with a consultant for access to teaching accommodation (the new outcentre), recruitment and provision of teaching placements;
- the Resourcing Plan showed a cumulative deficit after the two-year pilot period, but had been signed off by the Executive Dean as required;
- the Faculty Sub-Librarian had confirmed that the materials available online would be sufficient;
- the external examiner was generally supportive, but with a substantial caveat on the title.

The proposal had been approved by Chair's action, subject to the School of Education providing a response to the external examiner's concern about the potential for misappropriation of the title. The Faculty had subsequently confirmed that applicants would be advised at various stages of the recruitment process that the programme did not offer UK teacher status, and guidance would be given to recruiting agents; the course and module titles differed from those of all other PGCE pathways at Ulster, and the General Teaching Council for Northern Ireland had been advised that the course was not proposed for qualified teacher status.

Mrs Peden stated that more information was required regarding the Aggregate Offshore code number allocated for this provision as this had implications for licences for electronic resources. Mrs Peden emphasised the importance of ensuring that the correct code was assigned to such provision in order to maintain a good relationship between the University and publishers and stated that the code should be assigned, and the financial implications taken into consideration in the Resourcing Plan, before such proposals were presented to APAG. Furthermore, there was a need, at institutional level, to understand the financial implications of this aspect of a proposal for the Library's budget. It was noted that this particular matter was not within the remit of the Advisory Group.

AGREED that:

- (i) Chair's action be endorsed;
- (ii) the Faculty be asked to confirm if the additional staff member had been appointed;
- (iii) the process and timing of determining the appropriate Aggregate offshore code be discussed by Mrs Peden and Dr Crothers and others as appropriate.

19.122 Postgraduate Diploma in Headship (APAG/19/23b)

The Advisory Group considered a proposal to revise the subject title of the programme to 'School Leadership' from September 2019. It noted that:

- at revalidation in May 2019, the School of Education had proposed a change in title to 'Senior Leadership' but the revalidation panel had asked for consideration of a contextualised title;
- there was potential for the current Postgraduate Diploma in Headship to be confused with the Professional Qualification for Headship (NI) (PQH (NI)), previously offered by the Education Authority which was currently working with partners to re-introduce a Headship qualification; the new title would distinguish the University's programme from the Education Authority's qualification;
- the new title indicated that the programme was for those in a leadership role, not just headship, and the inclusion of 'School' in the title clarified that it was a leadership programme specifically for those working in a school environment.

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

19.123 LLB Law with Irish (PT) (ME)

The Advisory Group noted that Chair's action had been taken to approve recruitment to the part-time mode of the combined LLB Law (Major) with Irish (Minor) at the Magee campus. It was noted that the programme was already being offered in both full-time and part-time modes but that the part-time mode had not been set up in CMS and therefore did not appear in the prospectus.

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT
(APAG/19/24)

19.124 MSc Data Science (APAG/19/24a)

The Advisory Group noted that Chair's action had been taken to recommend to the Academic Standards and Quality Enhancement Committee approval of a proposal to introduce a 240 credit-point pathway (Applied Research) in MSc Data Science from September 2019. It noted that:

- the Chair's recommendation had been approved by the Academic Standards and Quality Enhancement Committee at its meeting on 17 June 2019;
- the proposal was to introduce a 'specialism' to facilitate a longer Master's degree (240 credit points) whereby students could choose to take a 120 credit-point dissertation module in place of the traditional 60 point dissertation;
- the new pathway took two academic years to complete;
- given the small number of students envisaged initially, the Faculty anticipated that the workload could be managed within existing resources;
- the proposal had been approved by Chair's action, subject to confirmation by Global Engagement of the rationale for a two-year degree; Global Engagement had subsequently confirmed that, in target markets such as India and Pakistan, there were long-standing issues with the recognition of one-year Master's programmes and that a two-year course was the expectation in such countries; the initiative had resulted from agent feedback;
- for visas and CAS, international students would need to decide which version of the programme they wished to take at the point of application;
- the Associate Dean (Global Engagement) had confirmed that the costings were modelled on additionality to viable extant provision, that projections were modest but that expectations were higher than indicated in the costings;
- a case to deviate from the standard regulation and permit the overall grading to be determined by all modules had been approved by the Academic Standards and Quality Enhancement Committee at its meeting in June (ASQEC Min 19.43d) refers).

AGREED that Chair's action be endorsed.

19.125 FdEng Civil Engineering at Belfast Metropolitan College (APAG/19/24b)

The Advisory Group noted that the Faculty had approved the revision of Year 1 of the part-time mode of the course so that it might be completed in three semesters in 2018/19. It noted that:

- the programme had originally been approved for traditional part-time mode as a two-year, three-semester mode had not been approved at revalidation in 2018, but that the College had subsequently engaged with the Pro-Vice-Chancellor (Education) to develop a model whereby students on apprenticeships could study for a full calendar year and complete the Foundation degree more quickly; the Faculty had approved the delivery of two Level 4 modules over the full summer semester;
- the external examiner and current students had been consulted;
- the Faculty was expected to propose to reinstate a two-year, three-semester programme when considering the structure for Level 5.

19.126 BSc Hons Civil Engineering (Geoinformatics) (APAG/19/24c)

The Advisory Group considered a proposal to revise the title of the programme to BSc Hons Civil Engineering from 2020/21. It noted that:

- the Faculty reported that the term 'Geoinformatics' was confusing for those not familiar with it and that the external examiner's view was that any qualifier which detracted from the main topic resulted in lower recruitment;
- students and careers teachers tended to view the programme as a lesser offering than Civil Engineering;
- the title 'Civil Engineering (Geoinformatics)' had been chosen when the programme incorporated the theme of surveying, but this was no longer the case;
- the Faculty planned to implement the change in title from 2020/21 Year 1, and consult current students in 2019/20.

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

19.127 Proposed BSc Hons Planning, Regeneration and Development (FT/PT) (JN) (APAG/19/24d)

The Advisory Group considered a proposal to offer BSc Hons Planning, Regeneration and Development in full-time and part-time modes at the Jordanstown campus from 2020/21. It noted that:

- the BSc Hons was currently an exit award from MSci Hons Planning, Regeneration and Development which had been offered since 2008/09; a BSc Hons degree had been introduced in 2005/06 but had been increased to 480 credit points to align with requirements of the Royal Town Planning Institute (RTPI) for four years of study;
- the aim of the proposal was to simplify the provision and provide an entry route comparable to that offered by most other UK institutions;
- the MSci award was not well understood and it was proposed that the BSc Hons would be offered as a common entry point to both the BSc and the MSci, which would be retained;
- the BSc Hons would replicate Levels 4, 5 and 6 of the MSci programme but the optional placement year would be taken after Level 5 instead of Level 6;
- as this was essentially the re-organisation of extant provision, no Resourcing Plan was required;
- external examiner support had been obtained and the PSRBs had been consulted;

- accreditation for the BSc Hons would be sought from the Royal Institution of Chartered Surveyors (RICS), which only required three years of study, and Spatial Planning Programme status would be sought from the RTPI for the three-year degree;
- the Faculty was in the process of developing a proposal for a postgraduate programme which would be brought to APAG at a later date.

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

19.128 Programme Withdrawals

It was noted that the following programme had been withdrawn:

Last intake 2018/19

FdSc iMedia at Belfast Metropolitan College (Titanic Quarter).

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/19/25)

19.129 Proposed Advanced Certificate in General Practice Nursing (PT) (JN) and Postgraduate Certificate in General Practice Nursing (PT) (JN) (APAG/19/25a)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group and the Academic Standards and Quality Enhancement Committee to approve a proposal to offer an Advanced Certificate in General Practice Nursing and a Postgraduate Certificate in General Practice Nursing, both in part-time mode, at the Jordanstown campus from September 2019 to proceed to planning and evaluation. It noted that:

- the programmes had been developed for registered nurses who were working as General Practice nurses to enable them to complete a qualification that was aligned with the educational requirements set out in this career pathway;
- this was the first provision in the area of General Practice Nursing in Northern Ireland and had been commissioned by the Public Health Agency;
- there was a proposed intake of 12 students in the first year, and 15 in subsequent years; the minimum cohort size was 10;
- the Resourcing Plan, which showed a cumulative surplus, had been prepared on the basis of postgraduate students; Advanced Certificate students would generate additional income;
- the block grant had been included in the costings; it was noted that this income line might decrease in future if postgraduate provision within the Faculty grew;
- the provision had been approved at an evaluation event on 2 September.

AGREED that Chair's action be endorsed.

19.130 PgCert/PgDip/MSc Nursing (APAG/19/25b)

The Advisory Group considered a proposal to introduce two new named pathways in 'Leading Practice' and 'Education', from 2019/20. It noted that:

Leading Practice Pathway

- the introduction of this pathway was in response to a request from the Department of Health and required the introduction of three new 30-credit point modules;
- the pathway was the first of its kind in the UK;
- the content had been agreed by stakeholders in discussion with service users;
- staff had been identified to coordinate the modules; the delivery of the modules also required external expertise for which a budget was available.

Education Pathway

- this pathway required the addition of an existing 30-credit point module;
- no additional resources would be required as the modules already existed.

It was also noted that:

- external examiner support had been obtained and current students had been consulted;
- no additional Library resources were required;
- no Resourcing Plan had been provided; the Faculty reported that the introduction of the two pathways had no significant resource implications.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to a statement from the Faculty Accountant confirming that there were no significant resource implications. [Note: confirmation from the Faculty Accountant has subsequently been received.]

19.131 PgDip/MSc Food Regulatory Affairs (Veterinary Public Health) (APAG/19/25c)

The Advisory Group considered a proposal to revise the title of the programme to PgDip/MSc Veterinary Public Health (Food Regulatory Affairs) from 2019/20. It noted that:

- the change in title had been recommended by the revalidation panel in February 2018;
- all students held veterinary degrees and the core modules of the programme were veterinary modules; students were required to complete their project in a veterinary area;
- as this was a joint programme with University College Dublin it had been consulted and approval for the change had been granted;
- external examiner and student support had been obtained;
- the change in title would apply to Year 1 students;
- the Faculty requested a separate course code from the PgCert/PgDip/MSc Food Regulatory Affairs programme.

AGREED that:

- (i) it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved;
- (ii) a new course code be assigned for the programme.

19.132 FdSc Sports Science, Coaching and Fitness at Northern Regional College, North West Regional College, South Eastern Regional College and Southern Regional College (APAG/19/25d)

The Advisory Group noted that Chair's action had been taken to recommend to the Academic Standards and Quality Enhancement Committee that proposals to revise the title of the programme to 'Sport, Coaching and Fitness' and to introduce the programme in full-time mode at the Lisburn campus of South Eastern Regional College from September 2019 be approved. It noted that:

- the change in title was a consequence of the identification of a new articulation route to the University's Sports Studies provision; an optional module had been introduced to facilitate progression;
- the Faculty Partnership Manager had confirmed that resources were in place to support the introduction of the full-time mode at Lisburn from September 2019 (two years earlier than proposed in the revalidation document in February 2019) and met a perceived change in the market;
- external examiner support had been obtained;
- no cohort sizes had been provided for the Lisburn full-time mode; minimum and maximum cohort sizes applied to validated programmes for reason of the student experience and the academic plan and were expected to be actively monitored by the Faculty.

AGREED that Chair's action be endorsed to recommend to the Academic Standards and Quality Enhancement Committee that the proposals be approved.

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/19/21)

19.133 Proposed Postgraduate Certificate in International Business (PT) at Irish Times Training (ITT), Dublin (Outcentre) (APAG/19/21a)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group and on behalf of the Academic Standards and Quality Enhancement Committee to approve a proposal and Resourcing Plan to offer a Postgraduate Certificate in International Business in part-time mode at ITT, Dublin (outcentre), from September 2019. It noted that:

- the Postgraduate Certificate was already an exit award from the MSc International Business;
- the programme had been developed primarily as a result of a tender to Springboard+ in partnership with ITT and students would be funded by Springboard+;
- the programme would be delivered by Faculty staff at ITT premises in Dublin and supported online;
- there was a projected intake of 30 students in September;
- the SSR was 59:1 but the Faculty had given assurance that the student experience would be protected;
- no additional resources were required;
- the stand-alone Postgraduate Certificate would be included in the revalidation of Unit 5E1i in October 2019.

AGREED that Chair's action be endorsed.

19.134 Proposed Postgraduate Diploma in Accounting (FT) (JN) (APAG/19/21b)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group and on behalf of the Academic Standards and Quality Enhancement Committee to approve a proposal and Resourcing Plan for a Postgraduate Diploma in Accounting (full-time) from September 2020 to proceed to planning and evaluation. It noted that:

- a CA5 had been submitted to withdraw the Graduate Diploma in Accounting which this higher level course would replace (Min 19.136 refers);
- the Postgraduate Diploma would permit graduates of non-accounting degrees to fast-track a career in accounting, providing exemptions from the professional qualifications of both Chartered Accountants Ireland and the Association of Chartered Certified Accountants;
- the Faculty was of the view that the level of the material covered by the Graduate Diploma was above Level 6 and the programme could be brought to Level 7 with a small number of additions, making it more attractive and bringing it into line with other providers;
- the Faculty had engaged with Marketing and Communications and was confident that there would be strong demand for the Postgraduate Diploma; this would in turn result in a higher number of students progressing to the MSc in Advanced Accounting;
- there was a proposed intake of 20 students in the first intake, rising to 30 by the third intake; the minimum cohort size was 15;
- no additional resources were required;
- the external examiner had confirmed that the proposal was in line with the sector;
- the new Postgraduate Diploma would be included in the revalidation of Unit 1Ai scheduled for September 2019.

AGREED that Chair's action be endorsed.

19.135 BSc Hons Managing the Customer Contact (APAG/19/21c)

The Advisory Group considered a proposal and Resourcing Plan to offer modules at Levels 5 and 6 of the existing Degree at premises of ATOS IT Services UK Limited (a Higher Level Apprenticeship client), as an outcentre, from 2019/20. It noted that:

- the BSc Hons would replace the Advanced Diploma in Managing the Customer Contact currently delivered at ATOS;
- the existing BSc Hons was offered fully online; the intention was to deliver at ATOS by blended learning and therefore to add an off-campus outcentre location;
- the students, who were all in employment, would complete an APEL portfolio for exemption from the first nine modules of the degree: six at Level 4 and three at Level 5; a comprehensive mapping exercise had been undertaken with ATOS;
- the proposed student numbers were estimated at 160 over a four-year period in cohorts of 16 students;
- delivery would involve external providers alongside University academic staff;
- external examiner support had been obtained.

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

19.136 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2017/18

BSc Hons Accounting and Management (Levels 4 & 5) at Southern Regional College (Newry).

Last intake 2019/20

Graduate Diploma in Accounting (JN).

Duration: 1 hour 30 minutes

AG/AGF 12.9.19