EXTRACT FROM ACADEMIC PLANNING, PARTNERSHIPS AND INTERNATIONAL AFFAIRS COMMITTEE MINUTES: 7.5.15

15.34 Examinations Procedures for International Students Studying in Semester One (min ref 15.17)

The Head of International Student Experience presented an update on the discussions

at the last meeting on examination arrangements for international students. It was reported that an exploration of practice in other institutions had shown a range of approaches with no consensus emerging.

Noting that the Examinations Office had measures in place whereby students could sit examinations under invigilated conditions in other institutions, members were firmly of the view that to ensure the integrity and security of assessment, and for consistency

and fairness, there should be no alternatives permitted to the assessment articulated in module descriptions. It was also considered that there should be no variation to the

timings of the examinations for international students. It was noted that this proposed

practice was consistent with existing policies.

The importance of clear and early communication of this approach to staff, students, applicants and partners was emphasised and it was agreed that the Head of International Student Experience would take this matter forward.

AGREED that: the Head of International Student Experience take forward liaison with relevant departments on this practice and ensure early communication of the position to staff, students, applicants and partners.

EXTRACT FROM ACADEMIC PLANNING, PARTNERSHIPS AND INTERNATIONAL AFFAIRS COMMITTEE MINUTES: 11.2.15

15.17 Examination Procedures for International Students Studying in Semester One

The Head of International Student Experience presented a report on examination arrangements for international students (Paper No. APPIAC/15/08) highlighting a range of practices in regard to variations to assessment. The differential practices and lack of consistency in approaches had been raised by students in focus groups, impacting negatively on their student experience. Concerns were also raised in relation to quality assurance aspects of the diverse approaches.

The paper proposed that all international students be required to undertake the assessment articulated in the relevant module descriptions, with appropriate arrangements being made, where requested, for study abroad and exchange students to sit the written examinations under invigilated examination conditions at their home institution. Ensuing discussions explored a number of scenarios and variations and it was considered that this proposal may prove overly restrictive in the case of non-award bearing study. It was suggested that best practice in other institutions be explored and, provided a change in policy was not needed, a revised approach be formulated, implemented and reported to the International Forum.

AGREED that: best practice in other institutions be explored and, provided a policy change was not required, a revised approach be adopted and reported to the International Forum.

EXTRACT FROM TEACHING AND LEARNING COMMITTEE MINUTES: 25.2.04

04.3 ECTS (Min 03.228)

At the previous meeting the Committee had agreed mark bands for ECTS transcripts. The Committee noted that, as Arts students rarely scored over 70% in modules, the Faculty now proposed separate banding for Arts. This was considered by the Committee to be inappropriate given that the University had generic assessment criteria defining mark bands.

The Committee had also agreed in December that, where ERASMUS-SOCRATES students had been exempted from the written examination element in a module, a statement should be included on the transcript to indicate that the method of assessment of the module had been varied. The Committee noted that the International Office should also have such ‘override’ authority in respect of transcripts for all exchange and study abroad students. The form of words proposed on the transcripts was:

‘The student was assessed in this module on the basis of coursework only.’

 AGREED: that the wording be approved.

 EXTRACT FROM TEACHING AND LEARNING COMMITTEE MINUTES: 10.12.03

03.228 EUROPEAN CREDIT TRANSFER SCHEME (ECTS) TRANSCRIPTS

 The Committee received paper TLC/03/82: ECTS transcripts.

 The Committee noted that at present incoming exchange students were provided with a transcript containing details of the modules taken and the marks achieved. However, exchange students coming to the University under the Socrates-Erasmus Scheme were entitled to receive a transcript which conformed to the specification set out under the European Credit Transfer Scheme.

 Following consultation with the International Office a specification had been drawn up to create additional fields within the Student Records System to maintain additional data for such students.

The Committee noted the proposal to use the following percentages to allocate grades:

 ECTS Grade ECTS Grading Scale % UU Mark

 (% of successful students

 normally achieving grade)

A 10 75 and above

B 25 64-74

C 30 57-63

D 25 47-56

E 10 40-46

These mark bands were determined on the basis of an analysis of the marks of all students on modules taken by incoming exchange students in academic year 2002/3.

The Committee also noted that, in some instances, exchange students were permitted to take the coursework element of a module only and were not required to take the examination. In some cases additional coursework was set. To ensure that the overall result for such students was recorded as a pass and the student obtained credit, the International Office would be able to override the weighting factor.

Although there was support for the facility to allow exchange students to be assessed differently from home students, where this met the expectation of the sending institution, some concern was expressed about the implications for the integrity of the module’s assessment strategy, if credit was awarded although all the learning outcomes of the module were not achieved. If the outcomes were achievable through coursework only, there was a question of equity for home students required to undertake examinations.

AGREED:

i) that, subject to resourcing by CIIS, the introduction of ECTS transcripts be approved from Summer 2004;

ii) that the proposed mark bands for ECTS grades be approved;

iii) that, where students have been exempted from a written examination element in a module, a statement be included on the transcript to indicate that the method of assessment of the module had been varied.