

UNIVERSITY OF ABERDEEN
ACADEMIC POLICY AND REGULATIONS GROUP (APRG)

Minute of the Meeting held on 18 August 2025

Present: Faye Hendry (**Chair**), Steve Tucker, Alex Menshykov, Samuel Seymour, with Liam Dyker and Chris Weir (**Acting Clerk**) in attendance.

Apologies: Kyra Lamont, Isla Callander, Mansi Utikar

UK QUALITY CODE MAPPING

PRINCIPLE 1: TAKING A STRATEGIC APPROACH TO MANAGING QUALITY AND STANDARDS

(APRG/180825/001)

- 1.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 1: Taking a Strategic Approach to Managing Quality and Standards*, highlighting the following:
- 1.2 The Group agreed that the wording would be updated throughout each principle, so that it was read in the present tense whilst also removing any unnecessary information or confusion regarding dates.
- 1.3 The addition of the inclusion of EDI and Decolonising the Curriculum questions as part of the External Examiner Report was agreed to be included in the principle. Further, Equality Champions should be amended to "Race Equality Champions."
- 1.4 It was agreed that for the Athena Swan section, the EmilyTest award should be included.
- 1.5 The Annual STEP report and SEAP are to be included in the external quality review section.

PRINCIPLE 2: ENGAGING STUDENTS AS PARTNERS

(APRG/180825/002)

- 2.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 2: Engaging Students as Partners*, highlighting the following:
- 2.2 It was agreed that the term Students' Union was to be used as opposed to AUSA.
- 2.3 It was suggested that the Student Mental Health agreement should be explained briefly to clarify its purpose.
- 2.4 Members of the Group suggested it would be worth mentioning CFRF in this principle.
- 2.5 Members of the Group discussed the frequency of SSLC Meetings. It was suggested that twice per terms 1 and 2 only may be better wording to avoid confusion with the change in academic year structure. In the end the Group determined that the wording could remain as it is.
- 2.6 It was suggested that the CAD interns' section should include the example of the roll out of the institutional course template.

- 2.7 Members suggested that aside from student interns in CAD, LTEPs could be included as an example in the engaging students as partners section, linking to the most recent set of LTEPs, as these give students opportunities to be involved as interns or partners.

PRINCIPLE 5: MONITORING, EVALUATING AND ENHANCING PROVISION

(APRG/180825/003)

- 3.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 3: Monitoring, Evaluating and Enhancing Provision*, highlighting the following:
- 3.2 Members considered mentioning heavy involvement in one project around regional engagement networks that were funded into remaining years of STEP cycles.

PRINCIPLE 8: OPERATING PARTNERSHIPS WITH OTHER ORGANISATIONS

(APRG/180825/004)

- 4.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 8: Operating Partnerships with Other Organisations*, highlighting the following:
- 4.2 It was noted that the documents referred to in this section are dated. There would be updates to these soon. Partnerships, accreditation, joint degrees etc are all to be reviewed.

PRINCIPLE 9: RECRUITING, SELECTING AND ADMITTING STUDENTS

(APRG/180825/005)

- 5.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 9: Recruiting, Selecting and Admitting Students*, highlighting the following:
- 5.2 Members suggested including involvement in the regional collaborative network and the focus on articulation and mobility routes to strengthen collaborative links with colleges and other HEIs within the Northeast of Scotland.
- 5.3 Members suggested spelling out the Directorate title for Global Engagement, Marketing and Recruitment (GEMR) to ensure appropriate clarity in each sub-Principle.
- 5.4 Discussion ensued regarding the completion of compulsory EDI and unconscious bias training. Some members noted that unconscious bias training was not provided for student admission interviews to School staff. Training is not regular within all Schools.

PRINCIPLE 10: SUPPORTING STUDENTS TO ACHIEVE THEIR POTENTIAL

(APRG/180825/006).

- 6.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 10: Supporting Students to Achieve their Potential*, highlighting the following:
- 6.2 Further guidance for staff in dealing with students in crisis and distress is now something that is continually renewed and developing. The section is to be amended to say it is continually being developed.
- 6.3 The Dignity at Work toolkit amended to say recently launched.
- 6.4 It was noted that the Pastoral support workshop covers all aspect of pastoral support.

- 6.5 Sub-Principle (e) was discussed as there were a number of links in this section. Members of the Group were advised that the new mapping included weblinks in the body of the text as the old mapping was much more difficult to follow with only links to documents in a separate column.

PRINCIPLE 12: OPERATING CONCERNS, COMPLAINTS AND APPEALS

(APRG/180825/007)

- 7.1 Members of the Group reviewed and discussed the Quality Code Mapping *Principle 10: Supporting Students to Achieve their Potential*, highlighting the following:
- 7.2 The Group was content with this section.

DATE OF NEXT MEETING

- 8.1 The next meeting of the Committee will be held on 27th August at 14:05 in Committee Room 2 (University Office) or via Microsoft Teams.

UNIVERSITY OF ABERDEEN

ACADEMIC POLICY AND REGULATIONS GROUP (APRG)

MINUTE OF THE MEETING HELD ON 27 AUGUST 2025

Present: Faye Hendry (Chair), Alex Menshykov, Samuel Seymour, with Liam Dyker and Kyra Lamont (Clerk) in attendance.

Apologies: Steve Tucker, Isla Callander, Emma Tough

MINUTES OF PREVIOUS MEETINGS

- 1.1 The Chair welcomed those in attendance to the Academic Policy and Regulations Group (APRG).
- 1.2 The Group approved the minutes from 20 March 2025 without need for amendment.
(Copy filed as APRG/270825/001a)
- 1.3 The Group approved the minutes from 18 August 2025 without need for amendment.
(Copy filed as APRG/270825/001b)

MATTERS ARISING AND ACTION LOG

(Copy filed as APRG/270825/002)

- 2.1 The Group was informed that all outstanding actions, apart from 1.3 which will be added to the Policy Review Plan, were complete.

APRG REMIT & COMPOSITION

(Copy filed as APRG/270825/003)

- 3.1 The Group reviewed the remit and confirmed that they were content.
- 3.2 In terms of the Group's composition, the following points were noted:
 - a) Samuel Seymour will replace Miles Rothoerl as Vice President for Education;
 - b) The second student representative will be confirmed following student elections in October 2025;
 - c) Nominees will be sought at the next Quality Assurance Committee (QAC) meeting with a view to replacing Selma Carson.
- 3.1 The Remit and Composition document will return to the Group for approval in due course.

ACTION: CLERK

QAA QUALITY CODE MAPPING

PRINCIPLE 3: RESOURCING DELIVERY OF A HIGH-QUALITY LEARNING EXPERIENCE

(Copy filed as APRG/270825/004)

- 4.1 Members of the Group reviewed and discussed the Quality Code Mapping of *Principle 3: Resourcing Delivery of a High-Quality Learning Experience*, the following points were highlighted:

- a) Where identified, the Group addressed any typographical errors and/or grammatical errors found throughout the principle (e.g. section e) 'toos');
- b) Iain Grant to be contacted for comment with regards to section a) 'Summer 2025';
- c) It was felt that the wording surrounding the relationship with PMC could be improved in relation to section e);
- d) It was noted that reference should be made to Course Feedback and Reflection Forms (CFRF) in section g);
- e) It was noted that the wording associated with UES should be reviewed (currently Years 1-3 only) and Morag Beedie should be made aware to ensure consistency regarding section g).

ACTION: LD/CLERK

PRINCIPLE 4: USING DATA TO INFORM AND EVALUATE QUALITY

(Copy filed as APRG/270825/005)

5.1 Members of the Group reviewed and discussed the Quality Code Mapping of *Principle 4: Using Data to Inform and Evaluate Quality*, the following points were highlighted:

- a) Where identified, the Group addressed any typographical errors and/or grammatical errors found throughout the principle;
- b) Where necessary, principle amended to read Course Feedback and Reflection Forms (CFRF) to reflect the change in nomenclature;
- c) Care taken to ensure that abbreviations are made clear/consistent throughout; and removal of 'unduly' where it appears in section a);
- d) Wording amended to read 'provide access to' with respect to Data and Business Intelligence Hub as detailed in section f).

ACTION: LD/CLERK

PRINCIPLE 6: ENGAGING IN EXTERNAL REVIEW AND ACCREDITATION

(Copy filed as APRG/270825/006)

6.1 Members of the Group reviewed and discussed the Quality Code Mapping of *Principle 6: Engaging in External Review and Accreditation*, the following points were highlighted:

- a) Where identified, the Group addressed any typographical errors and/or grammatical errors found throughout the principle;
- b) Ensure external partners are mentioned within the context of Internal Teaching Reviews;
- c) Consider rewording the paragraph that details Tertiary Quality Enhancement Review (TQER) training in section c);
- d) Revise wording with regards to fortnightly meetings of QAC in section e).

ACTION: LD/CLERK

PRINCIPLE 7: DESIGNING, DEVELOPING, APPROVING AND MODIFYING PROGRAMMES

(Copy filed as APRG/270825/007)

7.1 Members of the Group reviewed and discussed the Quality Code Mapping of *Principle 7: Designing, Developing, Approving and Modifying Programmes*, the following points were highlighted:

- a) Where identified, the Group addressed any typographical errors and/or grammatical errors found throughout the principle;
- b) Consider removal of 'move to' blended learning where it appears in section a);
- c) Consider amending the wording in regard to the role of PMC in the programme/business case approvals process;
- d) Include the Dean for Portfolio Development and Programme Promotion for consistency where required.

ACTION: LD/CLERK

PRINCIPLE 11: TEACHING, LEARNING AND ASSESSMENT

(Copy filed as APRG/270825/008)

8.1 Members of the Group reviewed and discussed the Quality Code Mapping of *Principle 11: Teaching, Learning and Assessment*, the following points were highlighted:

- a) Where identified, the Group addressed any typographical errors and/or grammatical errors found throughout the principle (e.g. Staff Student Liaison Committee);
- b) Ensure the consistent use of 'Students' Union' (instead of AUSA) throughout the document;
- c) Review wording with regards to initial ideas (yet to be confirmed) in regard to section e);
- d) Removal of the word 'escalated' in regards to EERs in section f); and consider removal of reference to Common Assessment Scale.

ACTION: LD/CLERK

DATE OF NEXT MEETING

9.1 The next meeting of the Committee will be held on **28 October 2025 at 14:30 in Committee Room 2 (University Office) and via Microsoft Teams (hybrid)**.