MINUTES OF THE MEETING HELD ON 14 MARCH 2012
(Copy filed as QAC/041012/001)

1.1 The Minutes of the meeting held on 30 November 2011 were approved as an accurate record of discussions held with one or two minor typographical revisions.

MATTERS ARISING

2.1 The Remit and Composition of the Committee was approved and agreed to by all members present.

(Copy filed as QAC/041012/009)

2.2 The Committee acknowledged that SENAS forms for the 2012/13 Academic Year were still being submitted and required approval. The Committee agreed that the process for approval should be kept under review. The Committee noted that it is envisaged the OneSource project will provide a new system for the submission and approval of SENAS forms.

FEEDBACK FROM EXAMINATIONS
(Copy filed as QAC/041012/002)

3.1 The Committee discussed the paper providing feedback from Schools regarding student behaviour in the May exam diet.

3.2 The Committee noted the concerns raised within the paper and considered the possibility of a policy to handle such instances of difficult behavior. The Committee noted that issues such as desks being too close together can cause significant problems.

3.3 The Committee expressed concern over the issue raised within the paper of the student experiencing a panic attack during an examination. The Committee requested that this issue was followed up, to ensure the action taken for the student was appropriate.

Action: Clerk

3.4 The Committee considered the prospect of professional trained invigilators and noted that many institutions now take this course of action. The Committee did, however, acknowledge that the behavior listed in the paper represented the minority and not the majority of cases.
3.5 The Committee agreed that the issue should be referred to College Teaching and Learning Committees for consideration.

NATIONAL STUDENT SURVEY (NSS) AND THE INSTITUTIONAL STUDENT SURVEY (ISS)
(Copy filed as QAC/041012/003)

4.1 The Committee acknowledged the paper on the NSS and ISS. Given the large amount of information made available in the paper, the Convener asked members of the Committee to return comments on the area of study for they have responsibility to the Clerk, in order for it to be passed to UCTL.

Action: Committee

RESITS FOR NON CONVERSION TAUGHT POSTGRADUATE PROGRAMMES
(QAC/041012/004)

5.1 The Committee noted the paper and the recommendations of the Postgraduate Committee to allow resits for non conversion taught postgraduate programmes.

5.2 The Committee noted concern over the use of the phrase ‘non-conversion’ and noted that it does not have a standard meaning across the University. The Committee considered the proposal of the Postgraduate Committee and suggested the proposals go further, to allow for blanket resits. The Committee noted that this proposal would align with that of other institutions.

5.3 The Committee agreed to propose that resits be permitted for all postgraduate taught students regardless of the ‘conversion’ or ‘non-conversion’ status of their programme of study. The Committee agreed that no resit would be permitted for the dissertation and that resits would be capped. The Committee proposed that there would be no limit on the number of resits a student could take.

5.4 The Committee proposed that students should not be permitted compensatory credit and the opportunity to resit, on the basis that if a resit is permitted, this would be preferable to compensation.

5.4 The Committee agreed to return the proposal to the Postgraduate Committee for consideration.

Action: Clerk

PHD BY DISTANCE
(Copy filed as QAC/041012/005)

6.1 The Committee discussed the proposal from the College of Arts and Social Sciences to allow PhD entirely by distance. The Committee noted that the proposal for a pilot scheme had been proposed by the School of Divinity, History and Philosophy and followed interest expressed from Chaplains serving in the US army.

6.2 The Committee agreed that there was no reason to object to the proposal. The Committee agreed that there should be no reduction in fee for these students and stressed the importance of regular and rigorous supervision.
7.1 The Committee noted the Response from the School of Psychology to the ITR Report. The Committee acknowledged that the School had received a generally favourable review and were satisfied with the response to the points made within the report.

7.2 The Committee noted concern over the issue of PhD submissions when a student is part time. The Committee agreed to clarify this issue with the Postgraduate Administrative Officer.

7.3 The Committee expressed their thanks to the School for preparing the response and agreed that they should be asked to provide their one year follow up report in September 2013.

**Action: Clerk**

**PROPOSALS FOR NEW VALIDATED AREAS FOR THE INTERNATIONAL CHRISTIAN COLLEGE (ICC)**

- HE Cert Pioneer Ministry (Copy filed as QAC/041012/007a)
- MTh Urbanising World (Copy filed as QAC/041012/007b)
- MTh Scripture and Theology (Copy filed as QAC/041012/007c)
- MTh Ministry Practice (Copy filed as QAC/041012/007d)

8.1 The Committee expressed their thanks to ICC for the thorough submissions made for the proposed validation of the above named areas of study. The Committee had no objections to the approval of these areas, however, noted that should undergraduate staff be asked to teach courses within these areas, that undergraduate teaching be carefully monitored to ensure that it did not suffer as a consequence.

**AGREEMENT WITH THE BRITISH UNIVERSITY IN EGYPT**

9.1 Dr Mackintosh provided the Committee with a background to the University’s proposed agreement with the British University in Egypt. The Committee noted that provision had previously been validated by the Loughborough University and had approached the University to validate the areas of Chemical and Petroleum Engineering. Dr Mackintosh confirmed to the Committee that the University hoped to be in a position to validate Petroleum Engineering in 2013 and Chemical Engineering in two years time.

9.2 Dr Mackintosh conveyed to the group the amount of work that had so far gone in to the proposed agreement and detailed the work members of the group overseeing the project had done – including visits to the University in Egypt.

9.3 The Committee noted the work undertaken to review BUE’s academic regulations to ensure they were suitably stringent and in line with the University’s own regulations. The Committee also noted that the University had been asked to provide SENAS forms providing detail of their course specifications.

9.4 The Committee acknowledged their responsibility in ensuring an audit trail of the agreement and that the agreement would become a standard item on future meetings of
the Committee. Members of the Committee acknowledged the requirements rather than recommendations made of BUE and the rigour of the process to date.

STUDENTS’ PROGRESS COMMITTEE

(Copy filed as QAC/041012/009)

10.1 The Committee approved the remit and composition of the Undergraduate Students’ Progress Committee.

STUDENTS’ PROGRESS COMMITTEE (MEDICINE & DENTISTRY)

(Copy filed as QAC/041012/010)

10.2 The Committee approved the remit and composition of the Students’ Progress Committee for Medicine and Dentistry.

FITNESS TO PRACTISE COMMITTEE (MEDICINE & DENTISTRY)

(Copy filed as QAC/041012/011)

10.3 The Committee is invited to approve the remit and composition of the Fitness to Practise Committee for Medicine and Dentistry.

FITNESS TO PRACTISE COMMITTEE (EDUCATION)

(Copy filed as QAC/041012/012)

10.4 The Committee approved the remit and composition of the Fitness to Practise Committee for the School of Education.

COURSE AND PROGRAMME PROPOSALS

11.1 A list of all Undergraduate courses and programmes approved by Convener’s Action since the March meeting of the Quality Assurance Committee can be found at the following link: http://www.abdn.ac.uk/senastracking/ascreport/undergraduate.php.

A list of all Postgraduate courses and programmes approved by Convener’s Action since the March meeting of the Quality Assurance Committee can be found at the following link: http://www.abdn.ac.uk/senastracking/ascreport/postgraduate.php.

DATE OF NEXT MEETING

12.1 The next meeting will be held on Wednesday 28 November at 2 p.m in the Videoconferencing Suite, University Office.