

UNIVERSITY OF ABERDEEN
UNIVERSITY COMMITTEE ON TEACHING AND LEARNING

Minutes of the meeting held on 12 October 2001

Present: Dr JG Roberts (Convener), Mr C Buchanan, Dr A Clarke, Mr D Cockburn, Professor PR Duff, Professor JH Farrington, Miss A Harper, Dr WF Long, Professor M Player, Professor PA Racey, Professor AA Rodger, Professor JG Simpson, Professor IR Torrance, Professor DW Urwin with Dr D Comber, Miss C Croydon, Mr JLA Madden, Professor E Matthews, Mrs M Park and Dr G Mackintosh (Clerk) in attendance.

Apologies for absence were received from Professor SD Logan, Ms C Macaslan, Mr G Pryor, Professor LD Ritchie, Professor PJ Sloane and Dr T Webb.

MINUTES

393. The Committee approved the minute of the meeting held on 25 May 2001 subject to the amendment of minute 387.1 to state that Professor Simpson has been appointed to serve as an Institutional Reviewer and not as a Subject Reviewer with the QAA's Institutional Review Directorate.

Action: Clerk

WORKING GROUPS

394. As a number of new members had been appointed to the Committee, it was agreed that the remit and composition of the UCTL Working Groups would be circulated to members for information.

Action: Clerk

REPORT ON THE TEACHING TIMETABLE

395.1 The Committee received a report on the implementation of the new teaching timetable.

(copy filed as UCTL/121001/293)

395.2 The Committee noted a correction to the third sentence of paragraph 4 of the report, which should read: "Second year science classes, it was predicted, would also be larger as there were fewer courses for students to choose from."

395.3 Dr Roberts reported that this report had also been considered by the Senate at its meeting on 10 October 2001. He informed the Committee that there had been a significant number of problems associated with the teaching timetable which the Project Board would be considering in order to

ensure that they were resolved for next year. A number of points had been raised at the meeting of the Senate and, following the meeting, Dr Webb had e-mailed all Heads of Department to invite them to submit further comments by 19 October 2001.

395.4 As the Committee raised no additional points, it was agreed that those comments raised at the Senate together with those additional comments submitted by 19 October 2001 should be referred to the Project Board.

Action: MIP/TW

SPACE MANAGEMENT AND THE TEACHING POOL

396.1 The Committee received a paper from Mrs Park outlining a proposal to implement a more formal arrangement for the management of the teaching pool accommodation.

(copy filed as UCTL/121001/294)

396.2 Dr Roberts informed the Committee that there had been some problems with the management of the teaching pool accommodation and that some departments had experienced difficulty in securing appropriate accommodation. He informed the Committee that a working group had been established by the Senior Vice-Principal to look at an integrated alignment of DISS and Facilities Management strategies and priorities with the institution's teaching and learning strategy.

396.3 The Committee noted the recommendation from Mrs Park that a committee be established to consider all applications for change of ownership of university accommodation at a standard time in the year rather than requests being considered by the Convener of the UCTL on an *ad hoc* basis.

396.4 Professor Rodger sought confirmation that this committee would only oversee teaching pool accommodation and not any accommodation outwith the teaching pool. Following confirmation that this would be the case, the committee approved the recommendation for the formation of this committee and agreed that its composition should be Dr Roberts (Convener), Deans, Mr Gordon, Director of Facilities Management and Mrs Park, Registry.

DRAFT UCTL REPORT TO THE SENATE AND ASC REPORTS TO THE UCTL

397.1 The Committee received reports from the three Academic Standards Committees (ASC) detailing their work during session 2000/01 and the draft UCTL report to the Senate which summarised the work of the ASCs together with the major issues addressed by the UCTL during session 2000/01.

(copy filed as UCTL/121001/295)

397.2 The Committee noted that the second edition of the Academic Quality Handbook had been published and agreed to record its thanks to Dr Webb for ensuring the successful update of the handbook. The Committee also noted that the web version of the Academic Quality Handbook would be updated by January and agreed that a message should be included on the current website to indicate that the web version was out-of-date and that hard copies of the second edition could be accessed in Departmental Offices or from the Senate Office.

Action: Clerk

397.3 The Committee noted that a number of Internal Teaching Reviews had been carried out during session 2000/01 and that the response of the Dean and Head of Department to the Panel's recommendations would be considered by the ASCs in October. Dr Roberts recommended that the UCTL should also review the outcomes of these Internal Teaching Reviews in order to identify any institutional issues arising from the reports. It was agreed that an annual report giving an overview of the Internal Teaching Reviews would be prepared at the end of each session to include a brief summary of the outcome from each review together with a summary of the institutional issues raised in the reports for consideration by the UCTL.

Action: Clerk

397.4 The Committee noted that there had been a significant increase in September 2001 in the number of students failing to meet the minimum progress requirements and whose cases were consequently referred to the Students' Progress Committees. In particular, there were a substantial number of students who were deemed to have withdrawn or who were discontinued. This increase had been highlighted in a report on the Students' Progress Committee for Arts and Social Sciences produced by Professor Urwin. Dr Roberts informed the Committee that he had asked Professor Urwin to produce a summary of his report for referral to the relevant Deans. The Deans would be asked to discuss these increases with their Heads of Department/School with a view to seeing what, if any, action might be taken to reduce the number of such cases by September 2002. The responses would be considered at the December meeting of the UCTL.

Action: JGR/DU

397.5 Dr Roberts also informed the Committee that he had received a report from Professor Duff highlighting the significant increase in the number of students considered by the Students' Progress Committee (SPC) in Law. The report had highlighted that a significant number of those students considered by the SPC were admitted to the university with lower than normal entry qualifications. In the light of this, Dr Roberts informed the Committee that he had asked the Head of the School of Law whether any students with similarly low entry qualifications had been admitted this session and, if so, what action was being taken to ensure that appropriate support was in place for such students. Professor Rodger also reported that a similarly large increase in the number of cases had occurred in science and that he had invited Dr Long to the Faculty of Science and Engineering Teaching Committee to discuss the issue. Dr Roberts further informed the Committee that the Working Group on Student Retention was also considering this issue and would be holding its next meeting in early November.

397.6 It was agreed that the information in Appendices 1 and 2 of the draft UCTL report together with the summary of the Committee's discussions in regard to the increase in the number of students considered by the Students' Progress Committees would be referred to the Working Group on Student Retention and the Working Group on Advising and Students' Progress Review.

Action: Clerk

397.7 Concern was also raised that students referred to the Student Counselling Service could wait up to two months for an appointment. It was agreed to refer this concern to the Director of Student Support Services.

Action: Clerk

397.8 In considering Appendix 4 of the draft UCTL Report, Dr Roberts informed the Committee that he had been informed by Mrs Spence of the Learning Technology Unit that the report of the JISC Electronic Plagiarism Project which the University was involved in was now available. It was agreed that a copy of the report would be circulated to the Committee for information.

Action: Clerk

397.9 The Committee approved the UCTL report to the Senate subject to suggested amendments being made (attached as appendix 1 to this minute).

Action: Clerk

397.10 The Committee noted two errors in the report from the Academic Standards Committee (Arts & Social Sciences, Divinity and Law).

(i) the Diploma in Christian Studies should be included in the list of degree programmes which had been revalidated by the Academic Standards Committee (Arts & Social Sciences, Divinity and Law).

(ii) the report incorrectly stated that students with lower than normal entrance requirements had been appointed a mentor in addition to their Adviser of Studies. It should have stated that these students were appointed a special adviser and not a mentor.

397.11 The Committee acknowledged the considerable amount of work undertaken by the three Academic Standards Committees each session and agreed to record its thanks to these committees.

WORKING GROUP ON ADVISING AND STUDENTS' PROGRESS REVIEW

398.1 Dr Roberts reported that he had received reports on advising for session 20001/02 from Dr Roach, Director of Studies (Advising) for Arts and Social Sciences and from Dr Reid, Director of Studies (Advising) for Science. The only issue highlighted in the report for science advising concerned problems with timetabling. However, the report on advising for arts and social sciences identified a number of issues of concern including adviser loads still being in excess of forty students, insufficient adviser training and problems with the teaching timetable.

398.2 Dr Roberts informed the Committee that, following receipt of these reports, he had met with Professor Urwin, Dr Roach, Dr Dower and Dr Webb to discuss the issues highlighted in the report from Dr Roach.

398.3 Dr Roberts also informed the Committee that he had been asked by the University Management Group (UMG) to prepare a paper on advising for its meeting on 22 October 2001. He informed the Committee that in this paper he would be recommending to the UMG that advising should be regarded as a normal part of every academic's contractual duties and that they should be required from time to time to undertake such duties for a fixed period of three or four years.

398.4 Following consideration of this paper by the UMG, the Working Group would meet again with a view to concluding its work by the end of the winter term.

PROGRAMMES IN THE SAME DISCIPLINE LEADING TO THE AWARD OF EITHER

AN MA OR BSC DEGREE

399.1 The Committee received a paper from the Conveners of the two undergraduate Academic Standards Committees outlining recommendations to ensure a distinction between programmes in the same discipline which could lead to the award of either an MA or BSc degree.

(copy filed as UCTL/121001/296)

399.2 Professor Rodger raised concern that the departments in question should be consulted in regard to this matter and recommended that Faculty Planning Committees should be asked to consider these recommendations and departmental responses to these as part of the current planning cycle. The Committee approved these recommendations subject to the addition of this further recommendation and the amendment of "required to include" to "asked to consider including".

Action: Clerk

REVIEW OF HONOURS HANDBOOKS

400.1 The Committee considered a paper submitted by the two Academic Standards Committees detailing a number of issues which had been raised following their review of honours handbooks. This review had been carried out following a number of undergraduate academic appeals which had highlighted concern regarding the information provided to students in regard to the determination of final degree classification. The Academic Standards Committee (Arts & Social Sciences, Divinity and Law) had also undertaken a review of the guidance given to students in regard to the preparation of their honours dissertation as part of this exercise.

(copy filed as UCTL/121001/297)

400.2 The Committee noted that the ASCs had identified a number of examples of good practice. It was noted that in providing feedback to departments, the ASCs had circulated a memorandum to departments highlighting any areas of weakness in their honours handbooks. These reports had also indicated the areas of good practice identified in the exercise. Dr Roberts proposed that the Committee consider how best to disseminate good practice and noted that this would be considered as part of the development of a Quality Enhancement Strategy (minute 422. refers). He further proposed that these examples of good practice be referred to Dr Comber of the Education Development Unit and that he be asked to come forward with proposals as to how these could be taken forward.

Action: DC, Clerk

400.3 The Committee noted that the ASCs had raised concern that a number of departments only provided a web-version of their Honours Handbook. The Committee was asked to consider whether a policy should be developed in regard to this issue. Following discussion, the Committee agreed that publication of such handbooks on the departmental website as the primary way of delivery of this information was appropriate but that departments must also make available this information in hard copy, which students should be able to purchase, if they wished, at cost price.

Action: Clerk

400.4 The Committee noted that the ASCs had also raised concern that there were differing policies on the penalties for late submission of coursework. It was agreed that a policy should be developed to ensure consistency of practice and it was agreed that a proposal on this would be brought to a future meeting of the committee.

Action: Clerk

INTERNAL TEACHING REVIEW PROCEDURES

401.1 Dr Roberts outlined to the Committee the background to the paper on Internal Teaching Review procedures.

(copy filed as UCTL/121001/298)

401.2 Dr Roberts informed the Committee that he had received a request from a Head of Department that, in the light of the forthcoming changes to External Quality Assurance arrangements, there should no longer be a requirement for an External Subject Specialist to be appointed to Internal Teaching Review Panels. He informed the Committee that he had informed the Head of Department that the inclusion of such a specialist ensured that the review process was informed by the comments from someone from outside the institution who knew about the subject in question. Furthermore, the inclusion of an external member was recommended in the last Institutional Audit Report as a way of demonstrating the robustness of these reviews. The Head of Department had further requested that departments rated as 'excellent' (or its equivalent) in the last TQA exercise should be exempt from the requirement to have an External Subject Specialist as a panel member. Following discussion, the Committee agreed to endorse the current policy that an external subject specialist should be a panel member for all internal teaching reviews. The appointment of these external specialists was overseen by the Deans and it was agreed that these external specialists should not be current (or recent) external examiners.

Action: Clerk/LH

EXTERNAL EXAMINER'S COMMENTS REFERRED BY THE ACADEMIC

STANDARDS COMMITTEE (ARTS AND SOCIAL SCIENCES, DIVINITY AND LAW)

402.1 The Committee considered a paper outlining concern raised by one external examiner in his report for session 1999/2000 in regard to the effect of a "no paper" on degree classification. He was concerned that the award of a CAS mark on zero for a "no paper" had a differential effect on a student's degree class depending on the other marks that they had achieved. The external examiner had raised two proposals for refinement of the current policy which the Committee was invited to consider.

(copy filed as UCTL/121001/299)

402.2 Dr Roberts reminded the Committee that a number of other external examiners had commented, both positively and negatively, on the CAS scale and the Grade Spectrum in their reports. He also reminded members that a review of the Grade Spectrum had been carried out by the UCTL three years ago.

402.3 In regard to the first proposal from the External Examiner which concerned refining the Grade Spectrum to ensure that a "no paper" (without good cause) had proportionally the same impact on candidates at all levels of attainment, the Committee noted that the Working Group on the Qualifications Framework and Levels Descriptors would be reviewing the Grade Spectrum in the light of the QAA's Qualifications Framework and agreed to refer this matter to that working group for consideration.

Action: Clerk

402.4 The External Examiner also proposed that consideration should be given to establishing what kinds of "discretion" could (or should) be used if the Examiners wished to depart from the normal classification with regard to a "no paper". Following discussion, it was agreed that discretion could not be limited or defined and it should be for the Examiners to use their judgement in such cases. The Committee confirmed the requirement that where discretion was used to depart from the Grade Spectrum, the reasons for this must be clearly recorded.

402.5 Mr Cockburn raised a concern that a department may not confirm to a student whether they accepted their reason for missing an examination or for poor performance in an examination as "good cause" until the meeting of the Examiners at which the final degree classification was determined. It was agreed that Mr Cockburn be asked to put his concerns in writing to the Convener.

Action: DC

COMPUTER-AIDED ASSESSMENT AND COMPUTER-AIDED EXAMINATION

403. The Committee received a paper from the Information Management Committee regarding Computer-Aided Assessment (CAA) and Computer-Aided Examination together with a progress report on the Question Mark Perception Pilot. The paper outlined a recommendation from the LTU that support should be focused on the use of CAA for continuous and self-assessment, rather than for formal examinations. The Committee agreed to endorse this recommendation.

(copy filed as UCTL/121001/300&306)

SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

404.1 The Committee received a paper outlining a proposal for the establishment of a Qualifications and Levels Descriptors Working Group.

(copy filed as UCTL/121001/301)

404.2 The Committee approved the following recommendations:

- (i) That a Qualifications and Levels Descriptors Working Group be established.
- (ii) That, with effect from the current planning cycle and subject to Senate approval in November 2001, the ASCs and UPCs should credit-rate all provision on the basis of a standard academic year of 120 undergraduate and 180 postgraduate SCQF credits, and that the course credits proposed by departments in the forthcoming planning cycle should be multiplied by five and assigned SCQF credits.
- (iii) That, to facilitate (ii) above, Departments, Schools and the ASCs should be informed that 1 course credit should represent the learning outcomes to be achieved by the average learner in 10 hours of student effort (including the formal revision and assessment periods at the end of teaching of a course), where credit was a measure of outcomes and not of study time, i.e. analogous to SCOTCAT and SCQF definitions; and that the new course proposal form and the associated guidance notes be revised accordingly.
- (iv) That the Registry should seek approval, via the Omnibus Resolution (to be considered by the Senate in January 2002), for the University's existing courses and programmes to be re-credit-rated by September 2002 and assigned SCQF credits by multiplying the existing AU credit values (in most cases) by five [or ECTS credits by two for those courses specified on page ix of the introduction to the 2001/02 Catalogue of Courses].
- (v) That, if approved by the Senate, the University's publications for 2002/2003, as indicated below, should be revised to reflect the SCQF credits:-

Registry to revise the University Calendar and Catalogue of Courses (including the web-versions), the programme schedules given to students and advisers, and the web-based guidelines for the completion of new course and programme proposal forms.

Student Recruitment and Admissions Service to revise the undergraduate and postgraduate prospectuses, and related publications for which it is responsible.

Departments/Schools to revise course, programme and departmental/school handbooks and other publications, and their web-sites, as appropriate.

(vi) That the Registry and DISS should ensure that relevant changes were made to the computerised student record so that students' records, including their transcripts and historical records, would reflect the new credit rating system for academic year 2002/03.

Action: Clerk

EXAMINATION RESULTS AND RESULTS LETTERS

405.1 The Committee received a paper outlining a proposal from the Registry to allow students to access their examination results directly through the World Wide Web using software called Portals.

(copy filed as UCTL/121001/302)

405.2 Concern was expressed that the proposal suggested that results of courses that were taken as part of an honours programme which remained provisional until after the May/June examination diet would not be available to students until after they had been finally confirmed by the Examiners at their meeting in June. It was confirmed that this was not the case and students would be able to access these provisional course results as soon as they were returned by the Department. Following this clarification, the proposals were approved subject to amendment of the proposal to clarify this issue.

Action: MIP

REMIT, COMPOSITION AND MEMBERSHIP: 2001/2002

406. The Committee noted the remit, composition and membership for the current session.

(copy filed as UCTL/121001/303)

IMPLEMENTATION OF THE STRATEGIC PLAN IN 2001/2002

407.1 The Committee noted that, as part of the implementation of the Strategic Plan in 2001/2002, the role of the UCTL and its links for faculty teaching and learning committees and central support services were to be reviewed to ensure that it could exercise its responsibilities more effectively. A consultation exercise would be undertaken and the report of this exercise would be referred to the December meeting of the UCTL and the January meeting of the Senate.

407.2 The Committee also noted that a paper would be brought to the December meeting outlining the Teaching and Learning issues in the Strategic Plan for 2001/2005 together with proposals as to how these should be taken forward.

Action: Clerk

WORKING GROUP ON ADVISING AND STUDENTS' PROGRESS REVIEW

408. The Committee noted that there would be one further meeting of the Working Group on Advising and Students' Progress Review during the Winter Term. The following issues were still under consideration by the group and it was anticipated that recommendations would be brought to the Committee at its meeting in December.:

- (a) Development of a job description for the Directors of Studies (Advising)
- (b) Development of a job description for the Undergraduate Programme Committee

Conveners

- (c) A review of the refusal of class certificates

[This was referred to the Working Group on Student Progress Issues (minute 410. refers)]

- (d) A review of the cost of advising

- (e) Remuneration of advisers (issue referred to Working Group by meeting of University

Management Group on 13 August 2001)

Action: Clerk

WORKING GROUP ON STUDENT RETENTION

409.1 At its meeting on 25 May 2001, the UCTL considered the interim report from the Working Group in Student Retention. This report highlighted a number of recommendations. The Committee noted that in regard to Recommendation (i), the Registry had implemented the production of standard reports indicating the pass rates on all level 1 and 2 courses at the end of each examination diet. These reports were sent to Deans and the Conveners of the Undergraduate Academic Standards Committees. The Deans were asked to seek comment from the Heads of relevant Departments where course failure rates are over 20% for the relevant cohort. Heads of Department were also asked to suggest possible remedies, where appropriate. Deans were then asked to submit reports to the relevant ASC, indicating the actions being taken to prevent a recurrence of failure rates of this level. Reports detailing the results from session 2000/2001 had been forwarded to Deans and ASC Conveners.

409.2 The Committee noted that recommendations (v) and (vi) were still to be actioned.

WORKING GROUP ON STUDENT PROGRESS ISSUES

410. The Committee noted that this Working Group would meet during the Winter Term to consider issues relating to class certificates, student progress and medical certificates. In regard to the issues concerning medical certificates, the Committee noted that a letter from the University Medical Practice highlighting the practice's problems with short-term medical certification had been referred to this Working Group.

WORKING GROUP ON APPEALS AND STUDENT COMPLAINTS

411. The Committee noted that the Working Party on Appeals and Complaints would meet shortly to consider the issue of student status pending the hearing of an appeal. Thereafter recommendations would be brought to the Committee.

Action: MMS

WORKING GROUP ON CAREERS GUIDANCE

412. The Committee noted that a report in regard to the implementation of the recommendations from the Working Group in Careers Guidance would be brought to the next meeting of the Committee.

Action: MMS/JF

WORKING GROUP ON PROGRESS FILES FOR HE

413. The Committee noted that the Working Group would be holding its first meeting in early October and a report on progress would be brought to the next meeting of the Committee.

Action: MIP

NORTH AMERICAN EXCHANGE SCHEME

414. The Committee noted that the final report on the North American Exchange Scheme would be referred to the March meeting of the UCTL.

Action: Clerk

SCEF EXERCISE FOR THE FIRST HALF-SESSION 2000/01: ISSUE REFERRED BY

ACADEMIC STANDARDS COMMITTEE (SCIENCE, ENGINEERING AND MEDICINE)

415. The Academic Standards Committee (Science, Engineering and Medicine) noted the concern raised by one department in regard to the questions on the SCEF form concerning age and qualification aim. Class representatives in this department had raised concern that such questions might lead to reduced anonymity in small classes. The Committee noted that these comments had been referred to the Academic Standards Committee (Arts and Social Sciences, Divinity and Law) as this committee was currently undertaking a review of the SCEF exercise.

Action: Clerk

DISTANCE LEARNING EXPERT - ISSUE REFERRED BY ACADEMIC

STANDARDS COMMITTEE (POSTGRADUATE)

416. The Academic Standards Committee (Postgraduate) had reported that it had received a number of proposals for programmes involving distance learning. The ASC had recommended that the UCTL ensure that there was appropriate expertise available within the University to review and comment on such proposals and to provide assistance to departments in developing distance learning programmes. The Convener had agreed that the UCTL would investigate this matter and a report would be brought to a future meeting of the Committee.

Action: Clerk

POSTGRADUATE GRADE SPECTRUM

417. Following the piloting of the Postgraduate Grade Spectrum in one Postgraduate Taught Programme in each of the six areas of study in session 1999/2000, the Academic Standards Committee (Postgraduate) had agreed that all departments would be asked to pilot the Grade Spectrum in parallel with existing practice in session 2000/2001. The results of this pilot would be considered by the ASC at their meeting in October and recommendations would then be referred to the UCTL.

Action: YSG/MMS

CODE OF PRACTICE ON PLACEMENT LEARNING

418. The Committee noted that the QAA Code of Practice on Placement Learning had now been published. A paper would be prepared for the UCTL in due course in regard to actions to be taken. Copies of the Code of Practice were available from the Senate Office or could be viewed at <http://www.qaa.ac.uk>

Action: Clerk

WIDER PARTICIPATION STRATEGY STATEMENT

419. The Committee noted the Wider Participation Strategy Statement which had been submitted to SHEFC following Senate and Court approval in June 2001.

(copy filed as UCTL/121001/304)

C&IT SKILLS

420. The Committee noted that the policy statement on C&IT Skills, as agreed at the last meeting of the UCTL, had been approved by the Senate at its meeting on 13 June 2001 and that its implementation had been incorporated into the Strategic Plan for 2001-2005.

HEFCE AUDIT OF FIRST DESTINATION STATISTICS

421. The Committee noted that HEFCE would be carrying out an audit of the University's First Destination Statistics.

QUALITY ENHANCEMENT STRATEGY

422. The Committee noted that the University's Strategic Plan for 2001-2005 stated that the University would "develop a comprehensive institutional strategy for the continuous enhancement of the quality of learning and teaching which is owned by the whole academic community". A strategy document would be prepared during session 2001/2002 and would be circulated once finalised as Appendix 3.13 to the Academic Quality Handbook.

Action: TW/JGR

QUALITY ASSURANCE IN HIGHER EDUCATION: CONSULTATION PAPER

PREPARED BY THE HEFCE, UUK, SCOP AND THE QAA

423. The Committee noted the summary of the consultation paper prepared by HEFCE, UUK, SCOP and the QAA in regard to the proposed new arrangements for quality assurance in higher education in England. SHEFC had established a Quality Working Group to consider the way forward in Scotland in the light of the proposed revisions in England. SHEFC had invited HEIs and student bodies in Scotland to send their comments on the consultation paper to the Council so that they could be taken into account by the Council's Quality Working Group. At its meeting on 10 October, the Senate had approved the University's draft response in appendix 2 of the attached paper, subject to a minor additional phrase.

(copy filed as UCTL/121001/305)

MEDICAL CERTIFICATES

424. The Committee noted that the University Medical Practice had recently amended its procedures in regard to the issuing of medical certificates for periods of illness of less than six days. In such cases, students would be required to ask their department to complete a form supplied by the University Medical Practice to confirm that the request for the medical certificate represented an "exceptional circumstance". The University Medical Practice would continue to provide medical certificates for students whose period of illness exceeded six days or where a student missed a degree examination or where their performance in a degree exam was affected by illness. The University Medical Practice would not provide retrospective certificates unless the student had been seen at the time of illness, or shortly thereafter. This revision to their procedures was an interim measure and might be further revised following the review of medical certificates by the Working Group on Student Progress Issues (item 12.5 refers).

Action: Clerk

DATES OF MEETINGS IN 2001/2002 (ALL FRIDAY AT 2.00 PM)

425. The Committee noted that the dates for meetings in 2001/02 were as under:-

7 December 2001; 1 February 2002; 22 March 2002; 24 May 2002