



**University of London
External System Academic Committee**

External System Quality Assurance and Student Lifecycle Sub-Committee

The fourth meeting of the Quality Assurance and Student Lifecycle Sub-Committee took place on 17 October 2008.

The ESAC is invited to consider the attached Minutes of the meeting and where relevant, endorse the recommendations of the QASL:

In considering a market appraisal bid for the BD/Dip in Theology, it was resolved that:

- **QASL supported the market appraisal bid to develop the BA Divinity.**
- **The bid proposal be considered at the External System Finance Committee for final endorsement.** (minutes 302 - 312).
- **Please note QASL5 minutes 417 – 427 with regard to further QASL discussion on this funding bid.**

On a proposal to introduce dual registration for External System students, it was resolved that:

- **QASL supported the proposal for dual registration subject to a number of amendments:**
 - **That it should be made clear to all students why some programmes are dual registration and others not;**
 - **That the verb 'should' in the second proposal** ("The University should be the principal registering body and the College should be the secondary registering body, with both parties continuing to perform their usual roles in respect of students and the programme...") **be replaced with a less imperative term;**
 - **That the visa and entry implications of dual registration should be referred to a legal advisor.** (minutes 313 - 324).

On a discussion paper regarding amendments to the Regulations on notice periods & student cohorts, it was resolved that:

- **That the paper should be approved subject to a number of amendments:**
 - **That the paper should clarify that the two and five year notice periods refer to the timeframe required to inform students of programme changes only;**
 - **That Caroline Knights should consult with those Lead Colleges accredited by external statutory bodies, and modify the regulation and notice period if appropriate;**
 - **That the wording of the 'changes to unit syllabuses' topic on the regulations table needs clarification as to what element of a programme 'unit' refers;**
 - **That the External System administration clarifies the route for amendments such as notice periods.** (minutes 325 - 340).

QASL considered five 2006/07 Annual Programme & Planning Reports and approved the following:

- **BA Spanish and Latin American Studies** (minute 341)
- **MSc Health Systems Management** (minute 350)
- **LLB and Diploma in Law** (minute 355)
- **LLM** (minute 363)
- **MSc Public Health** (minute 368)

In the case of two APPRs, QASL agreed that there were issues in need of resolution:

- **BA Spanish and Latin American Studies**
 - **It was not immediately clear whether the Programme Team had dealt with a small number of student admissions complaints; however, on further investigation it was confirmed that the issue had been managed appropriately by all involved.** (QASL5 minute 517)

- **LLB and Diploma in Law**
 - *That the External System's Assessment Methods Working Group should address the issue of hatted marks, as identified by the External Examiners.* (minute 360)
 - *QASL members expressed disappointment at the response of the Chair of the External Laws Committee to one External Examiner's Report in particular, as it did not robustly defend the programme position or propose a change.* (minute 361)

QASL noted good practice in the following programme:

- **LLM**
 - *QASL passed on its congratulations to the Programme Director for the impressive growth of the LLM (New Regulations) and the positive External Examiners' comments.* (minute 366)

In considering a paper on producing QASL-specific Annual Programme & Planning Report Summaries for the 2007/08 reporting session, it was resolved that:

- *That the draft proforma should be accepted, subject to amendments, and utilised for the January meeting of QASL.* (minutes 372 - 382).



UNIVERSITY OF LONDON
External System

Quality Assurance and Student Lifecycle Committee Friday 17 October 2008

MINUTES

PRESENT: Dr A Hamblin (RVC) (Chair), Dr S Anderson (LSHTM), Prof M Anthony (LSE), Mrs R Gosling (LSE), Mrs C Knights (EISA), Mr J Morgan (RHUL), Ms S Ruehl (SOAS), Mr B Sayer (EISA), Mrs S Wilson (EISA)

IN ATTENDANCE: Mr B Grainger (Secretary), Mr M Sawyer (Assistant Secretary)

APOLOGIES: Mr D Pearson (UoL), Dr N Poole (SOAS)

ANNOUNCEMENTS BY THE CHAIR

Noted:

296. That Professor Geraint Wiggins (Goldsmiths) had stepped down from QASL due to work commitments. The Committee extended their thanks for his significant contribution to the subcommittee.
297. That Mr Jonathan Morgan (RHUL) had taken up the post of Academic Registrar at Roehampton University and therefore this would be his last meeting as a member of QASL. The Committee extended their thanks for his significant contribution to the subcommittee.

MINUTES

Approved:

300. **QASL4/1**, the minutes of the third meeting of the QASL held on 2 July 2008, with the following amendment:

301. Minute 211 – to replace ‘Centre’ with ‘Department’, to read: ‘...the Department for Financial and Management Studies 2009/10 review cycle.’

MATTERS FOR DISCUSSION

MARKET APPRAISAL BID: BA DIVINITY

302. The Committee members welcomed Kathryn Powell, Quality Coordinator at Heythrop, to the meeting. Ms Powel would be talking to the proposal.

Received:

303. **QASL4/2**, a proposal from Heythrop College to initiate a market appraisal and scoping exercise to develop the BA Divinity.

Reported:

304. That Heythrop wished to enhance the provision of the BA Divinity by developing a programme in Abrahamic Religions for External students.
305. That the College considered the programme educationally pertinent in the current global climate, and as such was requesting a sum of £5,000 from the External System to fund the cost of an initial market research exercise to inform an anticipated bid for development funding.
306. That the requested funding would also provide scope for initial investigations into the contribution this subject area could make to the proposed Humanities Consortium.

Noted:

307. That due to the sensitive subject matter it should be clarified that the tripartite nature of the programme would not be a compulsory requirement for students; rather, students would be given the opportunity to choose the religious focus of their studies.
308. That there was some concern about the market sustainability of the programme. It was agreed that this put a demand on the Lead College to prove it would be capable of maintaining recruitment; however, it was noted that the advent of the Humanities Consortium should provide effective support in this area.
309. That although bids of this type, and assessment of the financial viability of programmes, were important quality considerations for the External System, it was not clear whether QASL was the appropriate subcommittee to provide bid approval. There followed a discussion as to the most suitable method of agreeing early-stage programme proposals.

Resolved:

310. ***That QASL supported the market appraisal bid to develop the BA Divinity.***
311. ***That the bid proposal be considered at the External System Finance Committee for final endorsement.***
312. ***That Brian Sayer and Stephanie Wilson should report back the details of their forthcoming discussions with each other, and the Director Global Networks and Communities, on the programme approval process.***

DUAL REGISTRATION FOR EXTERNAL STUDENTS

Received:

313. **QASL4/3**, a proposal from the Corporate Performance and Quality Directorate (CPQ) on dual registration for External System students.

Reported:

314. That the Board of the External System had agreed in principle to the dual registration of External students with both the University and the Lead College, at the request of the College and with clearly specified reasons. Currently, the London School of Hygiene and Tropical Medicine (LSHTM) was the only College seeking dual registration.
315. That the arrangement would seek to address the disparity between the library resources available to External students and their 'internal' counterparts studying for the same or equivalent awards. The paper also addressed comments raised by ESAC members during the consultation of the draft Board paper.
316. That the document contained seven proposals for QASL approval:
- (i) Participation of Colleges in dual registration should be optional and at the request and instigation of the Lead College. The College's request, along with the reasons for the request, should be agreed by the Dean of the External System and the Chair of the Board of the External System.
 - (ii) The University should be the principal registering body and the College should be the secondary registering body, with both parties continuing to perform their usual roles in respect of students and the programme except that:
 - as a secondary registering body, the College should assume an increased responsibility for the quality assurance of the programme and student experience; and
 - EISA should confirm the dual registration of a student on behalf of both the University and College. To this effect, one confirmation of registration, with signatures from both parties, should be sent to a student on registration.
 - (iii) All quality assurance arrangements should continue as usual except in the case of the Annual Programme Planning and Review process; the process should be modified, where appropriate, to meet any additional Lead College requirements.
 - (iv) Schedule A of the contract between the University and the College – *Summary of activities and responsibilities of the parties* – would reflect where there is a dual registration arrangement with the College. In addition, a new entry in Schedule B – *Quality assurance schedule* – would be added to capture the shared responsibility for the Annual Programme Planning and Review process.
 - (v) In considering the reasons for requesting a dual registration arrangement, the Lead College should consider the benefits for students and the students' rights and expectations, especially as compared to 'internal' students. Matters such as student ID cards, access to various services, alumni and graduation ceremonies should be considered.
 - (vi) Any differences between External System Regulations/Programme Specifications from those of the College should be explored to ensure that there is no impact on students who are dually registering.
 - (vii) The LSHTM arrangement should be treated as a 'pilot' with agreed review points, although this would not prevent agreements being made with other Colleges for dual registration.

Noted:

317. That with regard to proposal (i), some members expressed serious concern that optional dual registration would be to the detriment of those Colleges not offering it, due to possible student dissatisfaction.
318. That there was a stronger case for dual registration at postgraduate level study rather than at undergraduate level, due to the need for access to research resources.
319. That members expressed concern at the proposed increase in quality assurance responsibility for the Lead College in point (ii). It was also agreed that logistical difficulties may be encountered in producing one registration document from both the University and College confirming dual registration.
320. That proposal (iv) no longer required approval, due to ongoing amendments to the Schedules.

321. That point (v) raised sensitive issues with regard to External students claiming entry to the UK. It was agreed that the External System and Lead Colleges should not be culpable for misleading students and as such, the legal implications of dual registration should be considered further.
322. That the differences described in point (vi) were only for QASL to note and not to agree. The review points listed in proposal (vii) were agreed.
323. That the proposal centred on allowing students library access and therefore there may be other options available in initiating this if the proposed arrangements were unsatisfactory. It was agreed that library access would improve the student experience but it was not indicative of value added.

Resolved:

324. ***That QASL supported the proposal for dual registration subject to the following amendments:***
- ***That with regard to proposal (i), it should be made clear to all students why some programmes are dual registration and others not;***
 - ***That the verb 'should' in proposal (ii) be replaced with a less imperative term;***
 - ***That the visa and entry implications of dual registration should be referred to a legal advisor.***

REGULATIONS AMENDMENTS: NOTICE PERIODS & STUDENT COHORTS

Received:

325. **QASL4/4**, a paper from the CPQ on amendments to Regulations involving notice periods and student cohorts.

Reported:

326. That there was a need to clarify and articulate External System policy on the introduction of changes to regulations as current practice had not been formally agreed and was not reflected in the current regulations booklet; recent experiences with certain programme changes had highlighted the need not only for greater transparency and clarity generally but also to inform and consult students.
327. That the new style Regulations booklet, a main product of the Regulations Review Project, would be rolled out in 2009/10 and lends itself to a clearer articulation of how changes to programmes would be introduced.
328. That the General Regulations presently state: *'Two years' notice will normally be given to registered students of any major amendment of the Regulations. Five years' notice will be given to registered students should the University be required to withdraw the programme of study for which they are registered.'*
329. That at its meeting in May 2007, the External System Academic Board (ESAB) considered the implementation of changes to the General Regulations for External Students. It was decided that *'changes would be implemented either to all currently registered students, where there was no detrimental effect, or on an intake basis onwards'*. It was noted that 'no detrimental effect' would be difficult to prove when students' expectations vary so much.
330. That in addition to a table listing the notice periods for regulation amendments, the document contained five proposals for QASL approval:
- (i) The ESAB decision of 2007 be applied across Programme-specific, as well as General, Regulations except where the two year notice period can be utilized for changes to individual units;
 - (ii) Periods of notice and an indication of what may change during a student's registration be applied to **all** information given in the new *Programme Specification and Regulations Booklet*, whether considered to be 'regulatory' or not;
 - (iii) Changes to regulations be introduced with new cohorts, or with or without notice;

- (iv) Where a new cohort approach is not automatic, the following should be taken into account to establish 'no detriment': the student's expectations based on the Regulations at initial registration; whether new requirements are made of students that they may not be able to fulfill; whether students may be disadvantaged; whether a provision or option is being withdrawn.
- (v) Where 'no detriment' is unclear, QASL to be consulted and to adjudicate.

Noted:

- 331. That there was confusion as to whether the timeframes listed for programme amendments and withdrawals referred to the notice given to students or the period before implementation of the amendment. It was confirmed that the two and five year phases only referred to the notice periods required to inform students of programme changes.
- 332. That some members expressed concern at the implication of the requirement to provide notice of amendments for those programmes accredited by external statutory bodies. In these cases the regulatory body is unlikely to comply with the External System's notice period if amendments are detrimental to students. It was agreed that consultation with the affected Colleges should take place.
- 333. That there was some confusion as to the wording of the 'changes to unit syllabuses' topic on the regulations table.
- 334. That the subcommittee recommended a notice period for amendments to certificates should be included on the regulations table.
- 335. That QASL members agreed the paper was very useful in clarifying periods of notice and current policy.

Resolved:

- 336. ***That the paper should clarify that the two and five year notice periods refer to the timeframe required to inform students of programme changes only.***
- 337. ***That Caroline Knights should consult with those Lead Colleges accredited by external statutory bodies, and modify the regulation and notice period if appropriate.***
- 338. ***That the wording of the 'changes to unit syllabuses' topic on the regulations table needs clarification as to what element of a programme 'unit' refers.***
- 339. ***That the External System administration clarifies the route for amendments such as notice periods.***
- 340. ***That the paper be approved subject to the suggested amendments.***

PERIODIC PROGRAMME REVIEW: BA SPANISH AND LATIN AMERICAN STUDIES

Received:

- 341. **QASL4/5**, a report on the Periodic Programme Review for the BA in Spanish and Latin American Studies at Birkbeck College.

Noted:

- 342. That the Programme Review took place on 29 February 2008 at Birkbeck.
- 343. That QASL expressed concern at how the Review Panel had responded to student complaints expressed on page 7 of the Review, under *Student Admission and Progression/Student Profile*.
- 344. That although all student complaints should be addressed, it was agreed in this case three students' objections were not representative of the whole cohort's admissions experience; as such QASL was disappointed in the weighting the Panel had given the complaints.

345. That it was expected the External System's Student Voice Project, undertaken by the Quality Manager (Review and Evaluation), would address student concerns such as these more appropriately.

Resolved:

346. *That in considering this Programme Review, the Quality Manager (Review and Evaluation) should note that the Panel conclusion on elements of the Programme was based on low amounts of data.*
347. *That QASL recommend Lead Colleges should utilise a broader survey process when gleaning student feedback as part of periodic programme review.*
348. *That the Chair and Secretary of QASL should draft a response to the Programme Director advising the Programme Team to address the admissions issue separately.*
349. *That the Programme Review for the BA Spanish and Latin American Studies should be accepted.*

ANNUAL PROGRAMME REPORT: MSC HEALTH SYSTEMS MANAGEMENT (2006/07)

Received:

350. **QASL4/6**, the 2006/07 Annual Programme Report for the MSc Health Systems Management at LSHTM.

Noted:

351. That the External Examiner's comment under bullet point 2 of the Report Summary, which read 'it will be a challenge to ensure the academic standards are appropriately maintained without any diminution in the standard accepted', was of concern to members.
352. That there did not appear to be a Programme Director's response to the External Examiners' comments.

Resolved:

353. *That the Programme Director's response to External Examiners' comments was imperative in allowing apposite judgement of their actions.*
354. *That the Annual Programme Report for the MSc Health Systems Management should be accepted.*

ANNUAL PROGRAMME REPORT: LLB AND DIPLOMA IN LAW (2006/07)

Received:

355. **QASL4/7**, the 2006/07 Annual Programme Report for the Laws Consortium's LLB and Diploma in Law.

Noted:

356. That the inclusion of statistical data on the Summary page was welcomed as useful in assessing student performance.
357. That variable student performance within External programmes raised issues with quality evaluators such as the QAA, but was a general feature of many programmes and may reflect the tension between widening access and attracting high calibre students.

358. That the Programme Director's responses did not appear to take the External Examiners' concerns as vigorously as would be expected.
359. That the practice of allocating 'hatted' marks, for final agreement at the Board, to candidates' papers when their grade was between marking boundaries was of concern to both the Examiner and QASL.

Resolved:

360. *That the External System's Assessment Methods Working Group should address the issue of hatted marks at its next meeting.*
361. *That QASL expressed disappointment at the response of the Chair of the External Laws Committee to the External Examiners' comments, as it did not robustly defend the programme position or propose a change.*
362. *That the Annual Programme Report for the LLB and Diploma in Law should be accepted.*

ANNUAL PROGRAMME REPORT: LLM (2006/07)

Received:

363. **QASL4/8**, the 2006/07 Annual Programme Report for the Laws Consortium's LLM.

Noted:

364. That there was some confusion over whether the External Examiner (Prof Milman) on page 6 of the Report was referring to the assessment methods for the LLM (Old Regulations) or LLM (New Regulations).
365. That the External System's inaugural Postgraduate Student Survey was likely to be sent out to students in the first weeks of December. It was planned for the Survey to be open for two weeks.

Resolved:

366. *That QASL should pass on its congratulations to the Programme Director for the impressive growth of the LLM (New Regulations) and the positive External Examiners' comments.*
367. *That the Annual Programme Report for the LLM should be accepted.*

ANNUAL PROGRAMME REPORT: MSc PUBLIC HEALTH (2006/07)

Received:

368. **QASL4/9**, the 2006/07 Annual Programme Report for the MSc Public Health at LSHTM.

Reported:

369. That the Programme Director and LSHTM were addressing the area of student support, as mentioned in the Examiners' report. In addition, the marking scheme for the Programme had been replaced by a more appropriate numerical grading system.

Noted:

370. That this was a generally positive Report, but as no response from the Programme Director to the External Examiners' comments was included it was difficult for the Committee to fully evaluate.

Resolved:

371. *That the Annual Programme Report for the MSc Public Health should be accepted.*

ANNUAL PROGRAMME AND PLANNING REPORT SUMMARIES (2007/08)

Received:

372. **QASL4/10**, a paper from CPQ on a quality-related Annual Programme and Planning Report summary for QASL.

Reported:

373. That at its meeting of 2 July 2008, QASL discussed a paper (QASL3/12) proposing to develop a tailored, QASL-specific summary in place of the full Annual Programme and Planning Reports (APPR).
374. That QASL members had considered via email a draft proforma to assess whether it would facilitate the effective evaluation of quality and student lifecycle matters arising from the APPRs.

Noted:

375. That the proforma should enable QASL to provide judgement on whether programmes meet or surpass QAA stipulated minimum expectations.
376. That a group headed by the Dean would be assessing separately operational matters arising from the APPRs to complement QASL's quality and student lifecycle consideration; the Institutions Review Group would also evaluate any institutional matters.

Resolved:

377. *That it was imperative External and Intercollegiate Examiner summaries, and the College response to these, be included either in the proforma or as appendices.*
378. *That under Section 6 of the proforma, 'Principle' should be removed from the heading Principal points raised by External and Intercollegiate Examiners.*
379. *That a more focussed summary of student statistics than those produced for APPRs should be included for consideration by QASL. Links to the full report should be included for detailed reference.*
380. *That a maximum length of five pages should be stipulated for the completed proforma.*
381. *That the revised proforma should be circulated via email to Committee members for consideration.*
382. *That the proforma should be provisionally accepted. QASL members looked forward to receiving the completed APPR summaries for the 2007/08 reporting year at the next meeting.*

BUSINESS TRANSFORMATION PROJECT UPDATE

383. The Committee welcomed the Director of Business Transformation who had been invited to provide a verbal report on developments in the Business Transformation Project.

Reported:

384. That the 'portal', which delivers single sign-on access, had recently gone live for students in the EMFSS and Laws programmes.
385. That the portal currently offers sections on General Resources (e.g. Transcripts and Certification, and the ability to buy books online), Study (the student's VLE), the Online Library, and for the first time, a dedicated email account.
386. That although the portal had been rolled out to a limited number of programmes initially, email accounts for all students had been set up and were waiting to be deployed based on Lead College requirements.

- 387. That it was hoped the portal would further increase the quality of the External System student experience.
- 388. That the SITS student information management system would be fully introduced in September 2011, with the Board of the External System bearing responsibility for oversight. It was noted however, that advice and guidance with regard to SITS would also be sought from ESAC and its subcommittees.
- 389. That there had been a number of implementation issues, centring on delays to admissions processes, access issues to the VLE and software conflicts. The software and VLE access issues had been satisfactorily resolved; however delays in sending out offers, registration confirmations and course materials as part of the admissions process were ongoing.
- 390. That a paper would be sent to the next meeting of QASL in January 2009 proposing a solution to the current admissions issues.

MATTERS ARISING

Noted:

- 391. Minute 227 – ESAC had considered an update of the Humanities Consortium Framework proposal on 5 October 2008. It was confirmed that the consortium working party had met and adapted their terms of reference in the light of QASL recommendations, and the development of a financial model had now been included.
- 392. Minute 232 & 233 – An updated programme approval process document would be presented at January's QASL meeting once the Learning & Development Directorate's guidance document had been finalised.
- 393. Minute 236 – The issue of clarifying institutional responsibilities between the External System and the Colleges had been referred to the Dean for further consideration.
- 394. Minute 260 & 261 – A proforma based on the current External System Annual Programme Report and a number of Lead College review forms had been drafted and distributed amongst QASL members for consideration (minute 372-382 refers).
- 395. Minute 271 – A recruitment advertisement template for student representatives was currently being drafted by CPQ. An undergraduate and postgraduate student representative would be recruited for QASL in the near future.
- 396. Minute 275-7 – An update on the amended performance model was reported to ESAC on 5 October. ESAC endorsed QASL's recommendations, and members were invited to provide further feedback via email.

MATTERS FOR REPORT

EXAMINATION IRREGULARITIES

Noted:

- 397. **QASL4/11**, a report from the Corporate Performance and Quality Directorate regarding examination irregularities committed by students in sessions 2005/06 and 2006/07.

EXTERNAL SYSTEM INTERIM REPORT TO THE QAA

Noted:

- 398. **QASL4/12**, the External System's Interim Report to the QAA detailing developments following the Institutional Audit on 2005. It was noted that the QAA response had been received in early

September; the External System's subsequent response to this document had since been sent and formally accepted by the QAA.

PERIODIC PROGRAMME REVIEW: DENTAL PROGRAMMES

Noted:

399. **QASL4/13**, the 2006 Periodic Programme Review for KCL's Dental Programmes. Due to an administrative error, the report had not been formally considered at an External System committee.

PERIODIC PROGRAMME REVIEW: MBA INTERNATIONAL MANAGEMENT

Noted:

400. **QASL4/14**, the 2006 Periodic Programme Review for Royal Holloway's MBA International Management. Due to an administrative error, the report had not been formally considered at an External System committee.

EXTERNAL SYSTEM OVERALL ANNUAL REPORT

Noted:

401. **QASL4/15**, the Overall Annual Report for the External System, submitted to the University of London on 30 September 2008. It was noted that all federal Colleges were obliged to submit an Annual Report to the University to be considered and summarised in the University Quality Overview Report.

ANY OTHER BUSINESS

402. There were no items of business.

DATE OF THE NEXT MEETING

403. Friday 16 January 2009 at 10.00am in Room ST275, Stewart House

RESERVED BUSINESS

404. There were no items of reserved business.

CPQ, EISA October 2008

**Action Sheet
QASL 4**

Colleagues are invited to note the agreed actions and relevant minute references assigned to them. If you have any queries, please contact Barney Grainger (barney.grainger@london.ac.uk).

There is also a key of the initials used, appended to this action sheet.

ACTIONS ARISING FROM THE QUALITY ASSURANCE AND LIFECYCLE COMMITTEE HELD ON 17 OCTOBER 2008			
Minute	Agreed action	Responsibility	Timescale
312	Market Appraisal Bid: BA Divinity <i>That Brian Sayer and Stephanie Wilson should report back the details of their forthcoming discussions with each other, and the Director Global Networks and Communities, on the programme approval process.</i>	BS/SW	16/01/09
Update			
324	Dual Registration for External Students <i>That QASL agreed to support the proposal for dual registration with the following recommendations:</i> <ul style="list-style-type: none"> • <i>That with regard to proposal (i), it should be made clear to all students why some programmes are dual registration and others not;</i> • <i>That the verb 'should' in proposal (ii) be replaced with a less imperative term;</i> • <i>That the visa and entry implications of dual registration should be referred to a legal advisor.</i> 	CK	16/01/09
Update			
336	Regulations Amendments: Notice Periods & Student Cohorts <i>That the paper should clarify that the two and five year notice periods refer to the timeframe required to inform students of programme changes only.</i>	PS/CK	16/01/09
Update			
337	Regulations Amendments: Notice Periods & Student Cohorts <i>That Caroline Knights should consult with those Lead Colleges accredited by external statutory bodies, and modify the regulation and notice period if appropriate.</i>	CK	16/01/09
Update			
338	Regulations Amendments: Notice Periods & Student Cohorts <i>That the wording of the 'changes to unit syllabuses' topic on the regulations table needs clarification as to what element of a programme 'unit' refers.</i>	PS/CK	16/01/09

Update			
339	<p>Regulations Amendments: Notice Periods & Student Cohorts</p> <p><i>That the External System administration clarifies the route for amendments such as notice periods.</i></p>	PS/CK	16/01/09
Update			
346	<p>PPR: BA Spanish And Latin American Studies</p> <p><i>That in considering this Programme Review, the Quality Manager (Review and Evaluation) should note that the Panel conclusion on elements of the Programme was based on low amounts of data.</i></p>	SK	To note
Update			
348	<p>PPR: BA Spanish And Latin American Studies</p> <p><i>That the Chair and Secretary of QASL should draft a response to the Programme Director advising the Programme Team to address the admissions issue separately.</i></p>	AH/BG	ASAP
Update			
378	<p>APPR Summaries (2007/08)</p> <p><i>That under Section 6 of the proforma, 'Principle' should be removed from the heading Principal points raised by External and Intercollegiate Examiners.</i></p>	CK	ASAP
Update			
379	<p>APPR Summaries (2007/08)</p> <p><i>That a more focussed summary of student statistics than those produced for APPRs should be included for consideration by QASL. Links to the full report should be included for detailed reference.</i></p>	PMT	16/01/09
Update			
380	<p>APPR Summaries (2007/08)</p> <p><i>That a maximum length of five pages should be stipulated for the completed proforma.</i></p>	PMT	16/01/09
Update			
381	<p>APPR Summaries (2007/08)</p> <p><i>That the revised proforma should be circulated via email to Committee members for consideration.</i></p>	BG	ASAP

Update

KEY

AH = Anne Hamblin
BG = Barney Grainger
BS = Brian Sayer
CK = Caroline Knights
PS = Penelope Smith
PMT = Programme Management Team
SK = Surayya Khan
SW = Stephanie Wilson