For APRC
17th June 2013

APRC.13.06.**01a**

Academic Policy & Regulations Committee

16th May 2013

UNCONFIRMED MINUTES

Members present: Professor J S Bale, Pro-Vice-Chancellor, Education (in the Chair)
Dr A Cooper, College of Medical and Dental Sciences
Mrs G Davis, Academic Policy & Standards Office
Professor K Dowden, College of Arts and Law
Mr S Furse, Vice-President (Education), Guild of Students
Ms C M Pike, Legal Services
Professor J Rowe, College of Engineering and Physical Sciences
Professor C M Thomas, College of Life and Environmental Science
Dr G Watson, College of Social Science

Also present: Dr S J L Gower, Academic Policy & Standards Office (Secretary)
Ms S Anderson, Student Conduct Office (for Agendum items 13/12, 13/13 and 13/14 only)
Mrs S Egan, Academic Policy & Standards Office (for Agendum items 13/12, 13/13 and 13/14 only)
Mr J Hughes, Vice-President (Sport), Guild of Students (for Agendum item 13/19 only)

Apologies: Dr J Green, Deputy Pro-Vice-Chancellor (Education)

Papers: The Minute Book contains copies of all written papers or reports referred to below. Agenda and papers are also available via http://www.as.bham.ac.uk/legislation/APRC.shtml.

13/10 Minutes of the Previous Meeting

Considered:

The minutes of the meeting held on 11th February 2013 (APRC.13.05.01).

Resolved:

To approve the minutes as set out in the paper.

13/11 Matters Arising

(a) Non-School Programmes (minute 13/02 refers)

Noted:

That the matter remained under review in Legal Services and a further report would be

made to the next meeting of the committee.

(b) Classified Degrees for those not likely to complete (minute 13/04 refers)

Noted:

That this matter was still being considered by PAB.

(c) Request for Exemption from Regulation 6 – MRes Food Quality and Health (minute 13/08 refers)

Noted:

That confirmation had been received that the longer programme length would not attract a *pro rata* increase in fees.

13/12 Amendments to the Code of Practice on Plagiarism

Considered:

Proposed amendments to the Code of Practice and a number of consequent amendments to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committee (APRC.13.05.**02**).

Noted: the following points -

(a) Code of Practice on Plagiarism

(i) 5.11 – Guidance would be made available to all secretaries regarding the level of details that would be required in outcome letters. These would be based upon the secretary's informal notes made at the meeting.
(ii) 8.1 – A further clause to be added – "(e) If the penalty applied results in a student failing the programme of study, the case shall be referred to the College Misconduct Committee."
(iii) 8.2 – to be revised to state that a student would have one further opportunity to submit the work at a date specified in the outcome letter.
(iv) 8.2 / 8.3 – the Graduate School Management Board would be consulted on the implications of the sanction of requiring the removal of plagiarised sections of a thesis or dissertation at submission.

(b) Code of Practice on Procedures for Misconduct and Fitness to Practise Committee

(i) 6.1.1(a) – to read "accept" rather than "assign".
(ii) 6.3(a) & (c) to be edited to form a single clause;
(iii) KD and SE to discuss 6.3(d) & (e) agree a revised form of words;
(iv) Section 9 – when a case was heard afresh all sanctions would be available.
(v) 3.2 – cases referred to a College Misconduct Committee following a student's rejection of the penalty at a Plagiarism Meeting would be heard afresh and in full.

Resolved:

That the above issues be incorporated into a redrafted version which would be submitted to Professor Bale to take Chair's action.

13/13 Amendments to Regulations 1 and 8 (Student Misconduct)

Considered:

A paper containing proposed amendments to University Regulations relating to Student Conduct (APRC.13.05.**03**).

The proposals arose from a broader definition of the term "academic misconduct"

Noted: the following points -

(i) issues relating to the fabrication of data were covered in the Code of Practice on Research.
(ii) the proposed change to 8.1.1 would be amended to indicate that the University would allow a student to withdraw but that it reserved the right to carry on proceedings in relation to Fitness to Practice and Misconduct issues.

Resolved:

That the above issues be incorporated into a redrafted version which would be submitted to Professor Bale to take Chair's action.

13/14 Amendment to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committee

Considered:

Proposed amendments to the Code of Practice on Procedures for Misconduct and Fitness to Practise Committee. (APRC.13.05.**04**).

Noted: the following further changes -

(a) 4.4 & 4.5 – to include the possibility of more than one offence;
(b) 4.6.3 – the role of the case presenter. Guidance should be provided to secretaries to underline that the case presenter was not a witness;
(c) 4.13 – Where a case was not proven, the Chair would have the option to inform the student of that decision at once.
(d) 5.4.4 – to read "provided that" rather than "if".

Resolved:

That the above issues be incorporated into a redrafted version which would be submitted to Professor Bale to take Chair's action.

13/15 Assessment of Research Degree Theses

Considered:

A paper proposing amendments to the Code of Practice for Assessment of Research Degree Theses to allow examiners to require major corrections following revision and resubmission. (APRC.13.05.**05**).

Resolved:

To approve the proposal as set out in the paper.

13/16 Criteria for the Appointment of Examiners

Received:

Recommendations relating to the implementation of the Code of Practice for Assessment of Research Degree Theses. (APRC.13.02.**06**).

Resolved:

To approve the proposals detailed in the paper, subject to an amendment indicating that the responsible person in the School signing of exceptions would be the Head of School or his/her nominee. In cases where that person was a member of the supervisory team approval would be sought from the School PGR Lead.

13/17 Amendment to Student Representation Policy

Considered:

A paper containing a proposal that Subject Librarians be invited to at least one Staff Student Committee each session (APRC.13.05.**07**).

Resolved:

To approve the proposal as set out in the paper.

13/18 Failure in Assessment

Considered:

A paper proposing amendments to Regulations to remove inconsistencies with the Code of Practice on the Assessment of Taught Programme and Module Assessment (APRC.13.05.**08**).

Resolved:

To approve the proposed amendments as set out in the paper to come into operation with immediate effect.

13/19 Enforcement and Amendment of Wednesday Afternoon Timetabled Teaching Policy

Considered: a paper (APRC.13.05.**09**)

Noted: that the principle that Wednesday afternoons should as far as possible be kept free of teaching was widely accepted. It was recognised that a particular issue related to a small number of programmes, particularly those involving clinical placements

Resolved:

That the Guidance would be republished and College Directors of Education would be reminded of the need to ensure compliance.

13/20 Approval of Student Charter for 2013/14

Received:

A paper regarding the approval of the Student Charter for 2013/14 (APRC.13.05.**10**).

Resolved:

To approve the Student Charter, with the addition of the definition of student engagement as set out in the paper.

13/21 Amendments to / Exemptions from Regulations

Considered:

Proposals for amendments and exemptions as follows -

(a) An exemption for MRes students from Regulation 7.4.3(b) regarding minimum period of registration (MDS) (APRC.13.05.**11**).

Resolved:

(i) To approve the exemption for the current session only in the first instance;
(ii) That a review be undertaken of the relationship of the MRes with the one-year MSc/MA/MPhil and also with the PhD with Integrated Study

(b) An exemption for MSci students in Chemistry from Regulation 7.3.1(a) (EPS) (APRC.13.05.**12**)

Resolved:

To approve the exemption as set out in the paper.

13/22 Delegation of Powers

Considered:

A paper detailing proposals for the limited delegation of powers of the following

committees (APRC.13.05.**13**) –

- Prima Facie Panels
- Primary Appeals Committees
- Senate Review Panels
- Complaints Review Panels

Resolved:

To approve the delegations as set out in the paper.

13/23 Chair's Action

Received: a paper detailing Chair's Action since the last meeting of the committee (APRC.13.05.**14**).

13/24 Any Other Business

(a) Proposed Amendment to Code of Practice on Procedures for Misconduct and Fitness to Practise Committee

Considered:

A proposed amendment to the Code of Practice so that with effect from next session it would be compulsory for a GMC-registered member of staff is a member of the University panel in the case of MBChB students (APRC.13.05.**15**).

Resolved:

To approve the change as set out in the paper.

(b) Farewell and Thanks

The Committee recorded its good wishes to Professor Jeff Bale, who had recently been appointed Pro-Vice-Chancellor (Education) and was chairing his last meeting. Dr Jon Green had succeeded him as Deputy Pro-Vice-Chancellor (Education) and would chair future meetings of the Committee.

13/25 Date of the Next Meeting

Noted:

That the next meeting of APRC would be on **Monday 17th June 2013,** at **11.00 a.m**.