UNIVERSITY OF BIRMINGHAM

Academic Policy & Regulations Committee
23 November 2012

UNCONFIRMED MINUTES

Members present: Prof J S Bale, Deputy Pro-Vice-Chancellor, Teaching, Learning and Quality (in the Chair)
Prof K Dowden, College of Arts and Law
Mr Simon Furse, Birmingham University Guild of Students
Ms C M Pike, Legal Services
Prof Chris Thomas, College of Life and Environmental Science
Dr Glyn Watson, College of Social Science
Dr Alison Cooper, College of Medical and Dental Sciences

Apologies: Prof Jon Rowe, College of Engineering and Physical Sciences

Also present: Mrs Gillian Davis, Registry (Secretary)

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.

12/45 Terms of Reference and Membership

Considered:

The proposed terms of reference and membership of the Academic Policy and Regulations Committee for 2012/13 (APRC.12.11.01).

Noted:

(a) That the secretary to the Committee would be Dr Stephen Gower, who would be transferring from the Registrar and Secretary's Office in February; and
(b) That the membership requirements had been relaxed slightly to ensure that the most appropriate colleagues were part of the Committee.

Resolved:

That the terms of reference be approved as set out in paper APRC.12.11.01.

12/46 Minutes

Considered:

The minutes of the meeting held on 01 June 2012 (APRC.12.11.02).

Noted:

That the Chair had read and approved the minutes shortly after the June meeting.

Resolved:

That the minutes be approved as set out in paper APRC.12.11.02.

12/47 Matters arising on the Minutes not addressed elsewhere on the agenda

Noted:

(a) Guidance Notes for programmes delivered in a language other than English (Minute 12/37 refers)

That the requested amendments had been carried out and the document subsequently published.

(b) Legislation Pertaining to Student Misconduct (Minute 12/38 refers) and Code of Practice on Plagiarism (Minute 12/39 refers)

i. That the requested amendments had been carried out and the relevant legislation subsequently published;
ii. That a paper would be put to University Education Committee on the matter of plagiarism in formative work. If Education Committee supported the investigation of suspected plagiarism in formative work, a further paper would be presented to APRC; and
iii. That liaison between Human Resources, Student Services and Legal Services was required to determine the appropriate procedures for investigation of plagiarism by staff who are also students. A further paper would be presented to APRC once a position had been established.

12/48 Amendment to the Codes of Practice on Primary Appeals and Senate Review Procedures, the Student Concerns and Complaints Procedure, and the Guidance Note on Consideration of Grievances submitted to Council by Registered Students of the University.

Considered:

A proposal for amendments to the above procedures, with immediate effect (APRC.12.11.03).

Resolved:

That the proposed amendments to the Codes of Practice on Primary Appeals and Senate Review Procedures, the Student Concerns and Complaints Procedure, and the Guidance Note on Consideration of Grievances submitted to Council by Registered Students of the University be approved subject to the following conditions:
(a) That the information be presented in a single place, most likely a standard appendix to all procedures;
(b) That amendments to the proposed wording be permitted to such an extent as is required by the creation of a single appendix document; and
(c) That Legal Services review and approve the final version.

12/49 Introduction of the Master of Fine Arts Award

Considered:

A proposal for the introduction to the University of an award entitled Master of Fine Arts, with effect from 2013/14 academic session (APRC.12.11.04).

Resolved:

That the introduction of a Master of Fine Arts award be recommended to Senate, as set out in paper APRC.12.11.04.

12/50 Code of Practice on Extenuating Circumstances and Fit to Sit Procedures

Considered:

A proposed amendment to the Code of Practice on Extenuating Circumstances and Fit to Sit procedures, from the 2013/14 session (APRC.12.11.05).

Resolved:

That the proposed amendments to the Code of Practice on Extenuating Circumstances and Fit to Sit Procedures be approved as set out in paper APRC.12.11.05.

12/51 Progress and Awards Board Terms of Reference

Received:

The Terms of Reference of the Progress and Awards Board 2012/13 (APRC.12.11.06).

12/52 Professional Statutory and Regulatory Bodies Policy

Received:

The University's PSRB Policy, maintained and approved by the PSRB Committee, a sub-committee of the Collaborative Provision Committee (APRC.12.11.07).

Noted:

That the PSRB Committee had been created due to the volume of work related to the monitoring of Professional, Statutory and Regulatory Body interactions with the University.

12/53 Chairs Action

Reported:

That Chair's Action was taken between June and November 2011 in relation to a number of items, as set out in paper APRC.12.11.08.

Resolved:

(a) That GSBM should be asked to consider the training needs and provision for supervisors, given their responsibility with respect to TURNITIN reporting;
(b) That paragraph 5.5 of the Code of Practice on the teaching and academic support of undergraduate and postgraduate taught students by postgraduate teaching assistants and undergraduates be amended as follows:
Colleges and Schools should establish procedures for capturing and monitoring PGTA data, with the results being provided…
(c) That consideration should be given to the restrictions put in place by paragraph 3.2 of the Code of Practice on the teaching and academic support of undergraduate and postgraduate taught students by postgraduate teaching assistants and undergraduates, particularly in light of the educational benefits of the use of peer-assisted study; and

(d) That the definition of Friend in Regulation 1 be amended to include a requirement that the Friend not have any conflict of interest in relation to the case at hand.

12/54 Date of the Next Meeting

Noted:

That the next meeting of APRC would be Monday 11th February 2013, at 2.30pm, in Nuffield G18.