



Senate

Paper title	Education Quality and Standards Board: Membership and Terms of Reference 2019/20
Outcome requested	The Senate is asked to approve these documents.
Points to note and further information	<p>The Education Quality and Standards Board (EQSB) is a board of Queen Mary's Senate. It considers and advises the Senate on institutional strategies and policies that enhance learning, teaching and assessment, and on policies and mechanisms for assuring academic standards and quality. The Board also monitors indicators of progress in the Education Strategy, and scrutinises the outcomes of quality assurance mechanisms.</p> <p>Senate considers and approves EQSB's membership and terms of reference at the start of each year.</p> <p>The terms of reference have had only minimal changes, principally linked to new terminology to reflect the new Queen Mary Strategy. The only substantive changes are the reference to the standing sub-board with responsibility for study abroad mark conversion schemes (approved at the May 2019 meeting), and an explicit reference to the quorum being one third of members (reflecting existing practice).</p> <p>The membership document has undergone more significant changes:</p> <ol style="list-style-type: none"> 1. The new Deputy Vice-Principals (Education) have ex officio membership (though both positions are held by existing members). 2. The Chief Operating Officer will no longer be an ex officio member. 3. The roles of Academic Leads for Engagement, Retention and Success and for Outward Student Mobility no longer exist in the same form, and will not be ex officio members. 4. The role of Life Sciences Institute Deputy Director (Education) no longer has ex officio membership). 5. The number of elected/nominated roles for each Faculty has increased from two to three, to take account of the changes above. 6. Terms of office will be introduced for nominated/elected members.
Questions to consider	Is the Senate satisfied that these changes are appropriate?
Regulatory/statutory reference points	-
Strategy and risk	-

Reporting/ consideration route for the paper	Reviewed by the Education Quality and Standards Board, September 2019. Senate to approve.
Author	Simon Hayter, Assistant Academic Registrar (Assessment Governance)
Sponsor	Professor Stephanie Marshall, Vice-Principal (Education)

Education Quality and Standards Board Terms of Reference 2019/20

1. To consider and advise the Senate on institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes, by:
2. promoting excellent, research-informed teaching practice and curriculum design, and encouraging innovative approaches to learning;
 - a. supporting the development of staff involved in teaching and assessment;
 - b. promoting developments in learning technologies and resources;
 - c. supporting widening participation and outreach activities;
 - d. taking steps to maximise the academic and career success of our diverse student body;
 - e. analysing relevant performance indicators in relation to student progress and achievement, and student satisfaction.
3. To monitor indicators of progress in the Queen Mary Strategy 2030.
4. To consider and advise the Senate on policies and mechanisms for assuring academic standards and quality at Queen Mary through a risk-based approach.
5. To scrutinise and report to the Senate on the outcomes of quality assurance mechanisms, including:
 - a. matters arising from the conduct of examination boards, including external examiners' reports;
 - b. reports from external agencies, including the QAA, HEFCE, PSRBs and Research Councils;
 - c. reports and action plans arising from annual programme reviews, periodic reviews and student surveys.
6. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.
 - a. A standing sub-board is responsible for the development and consideration of mark and grade conversions for Queen Mary students studying at overseas institutions.
7. To provide regular reports to Senate, including recommendations for further action where appropriate.
8. The quorum for the meeting is one third of the Board's members.

Education Quality and Standards Board Membership 2019/20

Ex officio members

Vice-Principal and Deputy Vice-Principals (Education)

Professor Stephanie Marshall, Vice-Principal (Education) (**Chair**)

Professor Jo Brown, Deputy Vice-Principal (Education) (Education Programmes)

Professor Anthony Michael, Deputy Vice-Principal (Education) (Strategic Projects)

Faculty Deans for Education

Christina Perry, Dean for Education (Humanities & Social Sciences)

Professor Anthony Michael, Dean for Education (Science & Engineering)

Professor Anthony Warrens, Dean for Education (Medicine & Dentistry)

Thematic leads

Dr Paul Allen, Director of the Doctoral Training College

Dr Rosemary Clyne, Academic Lead for International Student Experience

Professional Services

Jane Pallant, Acting Academic Registrar & Secretary to Council

Jane Pallant, Deputy Academic Registrar

Sarah Cowls, Director of Student and Academic Services

Kate Price, University Librarian

Vacancy, [Queen Mary Academy role]

Queen Mary Students' Union

Annika Ramos, QMSU Vice-President (Education)

Nominated/elected members

Three academic nominees from each faculty (three-year terms, normally up to two consecutive terms)

Dr Guglielmo Volpe, Humanities and Social Sciences (2019/20-)

Dr Elizabeth Gillow, Humanities and Social Sciences (2019/20-)

Dr Chris Phillips, Humanities and Social Sciences (2019/20-)

Dr Lesley Robson, Medicine and Dentistry (2019/20-)

Professor Jo Brown, Medicine and Dentistry (2019/20-)

Professor Lucinda Hall, Medicine and Dentistry (2019/20-)

Professor Henri Huijberts, Science and Engineering (2019/20-)

Jane Reid, Science and Engineering (2019/20-)

Vacancy, Science and Engineering (2019/20-)

Elected student members

Salman Desai, Undergraduate Humanities & Social Sciences

Zaman Raja, Undergraduate Science & Engineering

Artemis Mantzavinou, Undergraduate Medicine & Dentistry

TBC, Postgraduate taught

TBC, Postgraduate research

In attendance

Simon Hayter, Assistant Academic Registrar (Assessment Governance) (Secretary)

Vacancy, Executive Officer (Education)

Leigh Rooney, QMSU staff representative

Stella Ekebuisi, Head of E-Learning

Chairs of the Degree Examination Boards

Professor Catherine Nash, Humanities & Social Sciences (Undergraduate)

Vacancy, Humanities & Social Sciences (Postgraduate)

Professor Henri Huijberts, Science & Engineering (Undergraduate)

Dr Fariborz Motallebi, Science & Engineering (Postgraduate)

Dr Alan Cruchley, Dentistry (Undergraduate)

Professor Sandra Nicholson, Medicine (Undergraduate)

Dr Martin Carrier, Medicine & Dentistry (Postgraduate)



Senate

Paper Title	Education Quality & Standards Board, 18 September 2019: Minutes
Outcome requested	The Senate is asked to note the minutes of the Education Quality & Standards Board meeting held on 18 September 2019.
Points for Senate members to note and further information	For fuller details on any of the points mentioned, including full papers, members are directed to the EQSB QMplus page: https://qmplus.qmul.ac.uk/course/view.php?id=6851
Questions for Senate to consider	None
Regulatory/statutory reference points	
Strategy and risk	
Reporting/consideration route for the paper	Senate only.
Sponsor	Professor Stephanie Marshall, Vice-Principal (Education)

Education Quality and Standards Board Minutes of a meeting held on 18 September 2019

Members present

Professor Stephanie Marshall (Chair)

Sarah Cowls

Professor Lucinda Hall

Artemis Mantzavinou

Kate Price

Dr Lesley Robson

Salman Desai

Professor Henri Huijberts

Jane Pallant

Zaman Raja

Elizabeth Gillow

Professor Tony Michael

Dr Chris Phillips

Annika Ramos

In attendance

Dr Alessandra Bonfiglioli

Alice de Havillan

Leigh Rooney

Dr Alan Cruchley

Simon Hayter (Secretary)

Stella Ekebuisi

Simon Jarvis

Apologies

Dr Paul Allen

Professor Catherine Nash

Professor Anthony Warrens

Professor Jo Brown

Professor Sandra Nicholson

Dr Rosemary Clyne

Christina Perry

Quorum and declaration of interests

2019.1 The Board **confirmed** that it met the quorum and that there were no potential conflicts of interest that could affect decision-making.

Minutes of the previous meeting (EQSB19-01-01)

2019.2 The Board **confirmed** the minutes of 22 May 2019 without amendment.

Actions and matters arising (EQSB19-01-01)

2019.3 The Board **considered** action points from the previous meeting. All actions had been either completed or were underway.

Report of Chair's actions (EQSB19-01-02)

2019.4 The Board **noted** a report of Chair's actions taken since the previous meeting.

2019.4.a The Chair had approved revised mark conversion schemes for İstanbul Bilgi University, the University of Zurich, and the University of Vienna.

2019.4.b The Chair had approved a proposal for an intercalated PhD programme.

2019.4.c The Chair had approved minor amendments related to terminology for the Policy on Professional, Statutory and Regulatory Body Recognition.

Terms of reference and membership 2018-19 (EQSB19-01-03)

2019.5 The Board **endorsed** the revised terms of reference and membership for the Education Quality and Standards Board. There were only minor changes to the terms of reference. The number of faculty representatives among the membership had increased from six to nine to replace previous ex officio roles that no longer existed.

Vice-Principal (Education)'s update (EQSB19-01-04)

- 2019.6 The Board **noted** a written update from the Vice-Principal (Education), covering topics including TEF preparations and NSS results, among others.
- 2019.6.a The Board **noted** the appointments of Professor Anthony Michael and Professor Jo Brown as Deputy Vice-Principals (Education), respectively for Strategic Projects and for Education Programmes.
- 2019.6.b The Board **noted** that, following the success of the scheme in 2018/19, Education Excellence Awards and President and Principal's Prizes would again be offered in 2019/20. These prizes would recognise the work and achievements of individuals and teams of academic staff, professional services staff, and students at Queen Mary. Nominations were open until 11 November 2019, with a presentation ceremony on 10 December 2019.
- 2019.6.c The Board **noted** the success of Professor Maralyn Druce, which had been awarded a National Teaching Fellowship through a competitive national process; the Board expressed its warm congratulations to Professor Druce. The Board also noted the success of the Legal Advice Centre in being nominated for the team award.
- 2019.6.d The Board **noted** an update on recruitment and clearing. The majority of programmes had met or exceeded their recruitment targets, and thanks were extended to all staff and students who had been part of these processes.
- 2019.6.e The Board **noted** that Queen Mary's work on closing BAME attainment gaps had started to deliver visible results, but that further actions were required. The inclusive curriculum initiative was an important strand in this work, and the involvement of student interns had been a great success.

Proposal for a 240 credit MRes award (EQSB19-01-05)

- 2019.7 The Board **considered** a proposal from the School of Economics and Finance to introduce a postgraduate programme with a distinct award structure that did not fit within Queen Mary's standard regulations and credit framework. The programme would run over two academic years and comprise 240 academic credits (rather than 180 credits in one year). The Board considered whether it would be prepared to grant such an exception, and to approve regulations to underpin the programme structure.
- 2019.7.a The Board **noted** that extended MRes programmes of this sort had become more common in Economics and Finance departments in the UK and elsewhere in recent years. The MRes route was intended almost exclusively as a route towards doctoral study, and institutions had found that it was not possible to fit the required breadth and depth of necessary skills training and academic content within the standard 180 credits.
- 2019.7.b The Board **agreed** that there was a solid academic case for the programme, and that it was also desirable in terms of market competitiveness.
- 2019.7.c The Board **noted** that this programme broadly mirrored the delivery pattern for the MSc Euromasters and for undergraduate programmes. The non-standard element of the programme could therefore be adequately supported through Queen Mary's existing provision. The Board noted that it would not ordinarily support exceptions to the credit framework as there should be an institutional standard for each award.
- 2019.7.d The Board **approved** the proposal, including the exception to the credit framework and the special regulations proposed in the accompanying paper.

Guidance on the approval of alternative assessments (EQSB19-01-06)

- 2019.8 The Board **considered** a document which provided new guidance on a process by which individual students with declared disabilities could request alternative forms of assessment. This supplemented the section in the Academic Regulations on alternative assessments.
- 2019.8.a The Board **noted** that there had been an increase in such requests, and that Queen Mary had a duty to consider these as reasonable adjustments under the Equality Act 2010. Where used, a new assessment had to take the place of the original, and to test the same learning outcomes to the same depth. Approval sat with school/institute SEB Chairs subject to the advice of ARCS. The Board welcomed the document.
- 2019.8.b The Board **agreed** that the document should be renamed from ‘policy’ to ‘guidance’, as the associated policy document was the Academic Regulations.
- 2019.8.c The Board **noted** that the guidance included means for an internal review/appeal process for students unsatisfied with the result of a request. It was agreed that these could be considered by any member of DDS not previously involved in the case, rather than solely by the Head of DDS.
- 2019.8.d The Board **noted** some concerns over the potential volume of requests directed to DDS on this subject, and considered whether all assessments or only those counting for a specified minimum credit value should be referred to DDS. It was agreed that all cases would be centrally reviewed in the first instance, though schools retained flexibility for dealing with very small elements such as weekly tests.
- 2019.8.e The Board **noted** that the document did not include service level agreements on turnaround times, but was satisfied that Queen Mary’s existing policies in this area were sufficient. One deadline for requests was set in each semester; decisions on those applications would always be taken. Where applications were made after the deadline the alternative assessments could not be guaranteed but, where this was not possible and there was a justified case, the student would be granted a certified absence and the opportunity to attempt the alternative assessment without penalty at the next available assessment opportunity.
- 2019.8.f The Board **noted** that the guidance referred exclusively to alternative assessments, and not to access arrangements (also known as special arrangements/alternative arrangements) though which a student would complete the standard assessment under non-standard conditions (eg extra time); separate, existing policies covered access arrangements.

2019.8.g

Actions

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|--------------|--|------|
| 2018.44.a | Define a policy on participation as a summative element of assessment, including its appropriateness and any limitations on its use. | TBA |
| 2018.53.a.vi | Should Senate approve the amendment to the PGT classification regulations, consult with UCL over amending the regulations for the collaborative MA in Intellectual History and History of Political Thought. | ARCS |

2018.57.h	Submit revised mark conversion schemes for Toronto, İstanbul Bilgi, Vienna, and Zurich to ARCS, for consideration by Chair's action	Global Opportunities
2018.58.a	Amend the study abroad learning agreement to include a tick-box section through which a student would confirm that they had received the relevant mark conversion scheme.	Global Opportunities
2018.59.e	Submit a revised proposal for the MB/PhD to the Chair, addressing the points raised by the Board.	Cleo Bishop
2018.60.c	Submit revised policies on visas in admissions and admission of under-18s for consideration by Chair's action.	Joanne Tallentire