



## Senate

<b>Paper title</b>	EQSB Membership and Terms of Reference 2022-23
<b>Outcome requested</b>	The Senate is asked to <b>approve</b> these documents.
<b>Points to note and further information</b>	<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>The Senate considers and approves EQSB's membership and terms of reference at the start of each year.</p> <p>The EQSB has established a new sub-board to consider assessment matters, with its own membership and terms of reference. Other than a reference to that sub-board there are no changes to the terms of reference this year.</p> <p>The membership document has been updated to reflect personnel changes and renamed/restructured roles.</p>
<b>Questions to consider</b>	Is the Board satisfied that the terms of reference and the membership are appropriate?
<b>Regulatory/statutory reference points</b>	-
<b>Strategy and risk</b>	-
<b>Reporting/consideration route for the paper</b>	Endorsed by the EQSB on 3 October 2022
<b>Author</b>	Simon Hayter, Assistant Academic Registrar (Assessment Governance)
<b>Sponsor</b>	Professor Stephanie Marshall, Vice-Principal (Education)

### **Education Quality and Standards Board Terms of Reference 2022-23**

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. To promote 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, OfS, 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 detailed consideration of assessment matters ('the EQSB Assessment Sub-Board').
7. To provide regular reports to the 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 2022-23

### Ex officio members

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

Deputy Vice-Principals (Education):

- Education Programmes: Professor Anthony Michael
- Strategic Projects: Professor Stefan Krummaker

Faculty Deans for Education:

- Humanities and Social Sciences: Professor Christina Perry
- Medicine and Dentistry: Professor Anthony Warrens
- Science and Engineering: Professor Anthony Michael

Dean for Postgraduate Research: Professor Tim Warner

Director of Governance and Legal Services: Jane Pallant

Director of the Queen Mary Academy: Professor Janet De Wilde

Director of Student Experience: Robert Hall

University Librarian: Kate Price

Queen Mary Students' Union:

- Vice-President (Barts and the London): Charlie Sellar
- Vice-President (Humanities and Social Sciences): Saynab Sharif
- Vice-President (Science and Engineering): Muneer Hussain

### Nominated members

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

- Humanities and Social Sciences: Sanmeet Kaur Dua (2020-21)  
Dr Rachel Male (2022-23)  
Dr Javier Sajuria (2022-23)

- Medicine and Dentistry: Professor Maralyn Druce (2022-23)\*  
Dr Lesley Robson (2022-23)\*  
*Vacant*
- Science and Engineering: Dr Yasir Alfadhli (2021-22)  
Dr Chris Bray (2021-22)  
Professor Henri Huijberts (2022-23)

### **In attendance**

Assistant Academic Registrar ( <b>Secretary</b> ):	Simon Hayter
Executive Officer (Education):	Robert Cashman
Head of E-Learning:	Surjit Uppal
QMSU staff representative:	Jonathan Otter
<i>Chairs of the Degree Examination Boards</i>	
Dentistry (Undergraduate):	Dr John Buchanan
Humanities & Social Sciences (Undergraduate):	Elizabeth Gillow & Professor Christina Perry (Acting Chairs)
Humanities & Social Sciences (Postgraduate):	Elizabeth Gillow
Medicine (Undergraduate):	Maria Hayfron-Benjamin
Medicine & Dentistry (Postgraduate):	Dr Mark Freestone
Science & Engineering (Undergraduate):	Dr Chris Bray
Science & Engineering (Postgraduate):	Dr Karim Malik

\* Second or subsequent term

A member who does not attend four consecutive meetings will be considered to have resigned their membership.



**Senate**

<b>Paper Title</b>	<b>Education Quality and Standards Board: Executive Summary</b>
<b>Outcome requested</b>	The Senate is asked to <b>note</b> the summary.
<b>Points for Senate members to note and further information</b>	<p>A high-level summary of the Education Quality and Standards Board (EQSB) meetings held on 20 July and 3 October 2022.</p> <p>For fuller details on any of the points mentioned, including full papers and minutes, members are directed to the EQSB QMplus page: <a href="https://qmplus.qmul.ac.uk/course/view.php?id=6851">https://qmplus.qmul.ac.uk/course/view.php?id=6851</a></p> <p>The Senate is also asked to note that the EQSB has established a specialist sub-board for assessment matters. This will meet for the first time in November 2022.</p>
<b>Questions for Senate to consider</b>	None
<b>Regulatory/statutory reference points</b>	
<b>Strategy and risk</b>	
<b>Reporting/consideration route for the paper</b>	Senate only.
<b>Sponsor</b>	Professor Stephanie Marshall, Vice-Principal (Education)

**Education Quality and Standards Board**  
**Executive summary of the meetings held on 20 July and 3 October 2022**

Full minutes and papers are available in QMplus: <https://qmplus.qmul.ac.uk/course/view.php?id=6851>

**20 July 2022**

**APPROVED** the minutes of the May 2022 meeting without amendment.

**NOTED** that Chair's action had been taken twice, to approve revisions to the regulations for collaborative programmes with Northwestern Polytechnical University (NPU) and Beijing University of Posts and Telecommunications.

**NOTED** an update from the Vice-Principal (Education), addressing Education leadership, teaching, learning and assessment, the National Student Survey, student surveys, the Queen Mary Academy, the Office for Students and regulatory matters, and student engagement.

**NOTED** update reports from the QMSU Faculty Vice-Presidents.

**CONSIDERED** Queen Mary's approach to Annual and Enhanced Programme Review (APR/EPR) for 2022-23.

**APPROVED** procedural clarifications to the extenuating circumstances policy to ensure its consistent application across Queen Mary, particularly with respect to self-certification.

**APPROVED** a proposal to include student prizes on the HEAR (Higher Education Achievement Record – the official student transcript).

**APPROVED** a set of alternative programme titles to be used as exit routes for SEMS and EECS students who met the requirements of a standard Queen Mary degree but did not meet the (higher) requirements stipulated by the accrediting body (the Engineering Council) to achieve the intended (accredited) programme title.

**APPROVED** updates to a series of Admissions policies:

- English Language Policy
- English Language Policy (DL and short courses)
- Admissions Appeals and Complaints Policy
- Accreditation of Prior Learning Policy
- FMD Admissions Policy
- Malta Admissions Policy
- Student Transfer Policy
- Degree Apprenticeship Admissions Policy
- General Terms and Conditions
- Student Immigration Policy
- Admissions Under 18 Policy

**APPROVED** a temporary amendment to the Academic Misconduct Policy to allow Professional Services staff with appropriate backgrounds and experience to act as Academic Misconduct Chairs to help address the high number of cases and the shortage of available Chairs.

**NOTED** the Universities UK [commitment](#) for institutions to return ‘good honours’ degree outcomes to pre-pandemic levels, and the requirement to revise and publish Degree Outcome Statements to include plans to achieve that outcome.

**APPROVED** the constitution of a new EQSB sub-board with responsibility for assessment matters, and endorsed draft terms of reference and membership documents for the sub-board.

**NOTED** Queen Mary’s [Register of Collaborative Provision](#), which had been updated to reflect current partnership arrangements.

### 3 October 2022

**APPROVED** the minutes of the July 2022 meeting without amendment.

**NOTED** that Chair’s action had been taken three times, to approve the final iteration of a new approach to managing accreditation reports related to Professional, Statutory and Regulatory Bodies (PSRBs), non-standard term dates for the BSc Accountancy (Flying Start), and an amendment to the classification algorithm for the BA Modern Languages for 2022-23 entry.

**ENDORSED** the 2022-23 EQSB terms of reference and membership documents.

**NOTED** an update from the Chair, covering education leadership, teaching, learning and assessment, student surveys, the Queen Mary Academy, and the OfS and other regulatory matters.

**NOTED** update reports from the QMSU Faculty Vice-Presidents.

**APPROVED** all existing prizes as QM Extra activities (in line with an action from the July 2022 meeting), allowing them to be included on HEAR transcripts. The Board also approved a proposal to only read out certain categories of prizes at graduation ceremonies in future, owing to the very high and increasing numbers of prizes. Only the following categories would be read out in future: University Prizes (formerly known as College Prizes), named prizes such as memorial prizes and endowed prizes, and externally sponsored prizes. Other school prizes such as module prizes and dissertation prizes would not be read out, but prizes of all categories would in future be recognised on HEAR transcripts:

**ENDORSED** a proposal to add a new award of Professional Doctorate in Education (EdD) to Queen Mary’s statutes and regulations subject to endorsement from the Research Degrees Programmes and Examinations Board and the development of satisfactory business cases and appropriate programme design.

**ENDORSED** an amendment to the special regulations for EngC-accredited programmes in SEMS and EECS to comply with the requirements of the accrediting body. Specifically, this introduced compensated failure to the affected undergraduate degrees. The Board noted that this was an externally imposed requirement, but was concerned that it created a difference in treatment between these and other programmes leading to the same award at Queen Mary, and agreed to begin work to review Queen Mary’s award requirements more widely, with the possibility of introducing compensation as part of the rules for all undergraduate awards. Other aspects of the rules would also be considered in the review.

**CONSIDERED** a summary of the results of the 2022 Postgraduate Taught Experience Survey (PTES). Queen Mary as a whole remained below the sector benchmark for all areas, with “Assessment and Feedback” being furthest from the benchmark. However, the four-year trend showed that the gap was closing for all areas between Queen Mary and the sector. Scores for every question had increased since 2021.

**APPROVED** minor updates to terminology and personnel in the Learner Engagement Analytics (LEA) Governance Documents and Action Policy.

**APPROVED** an update to the Student Surveys Policy. A review had been undertaken ahead of the 2022-23 academic year and one change was proposed, relating to the sharing of survey data.

**CONSIDERED** the 2021-22 report of the External Member of the Degree Examination Boards. The report was positive and confirmed that Queen Mary had taken appropriate steps to protect academic standards and the student experience. The report also made suggestions related to the consideration of 'good honours' degrees and to the review of policies and regulations related to assessment and marking.

**ENDORSED** the Queen Mary's Quality Enhancement Review, an annual quality assurance return to the University of London.

**APPROVED** 11 new QM Extra activities.

**NOTED** the new [External Examining Principles](#) from the UK Standing Committee for Quality Assessment and noted that Queen Mary would undertake a review of its external examining procedures with reference to these principles.

**NOTED** and commended the Annual Library Services Impact Report.

**APPROVED** non-standard term dates for the MSc in Blockchain in Business and Society, for January-start PGT programmes in SBM, and for January-start programmes in SEF.