



Senate

Paper Title	Education Quality and Standards Board: summary minutes
Outcome requested	The Senate is asked to note the summary minutes.
Points for Senate members to note and further information	<p>The Education Quality and Standards Board met on 15 May, 16 July and 18 September 2024. This paper provides a high-level overview of the meetings.</p> <p>Full papers and minutes are available on the EQSB QMplus page: https://qmplus.qmul.ac.uk/course/view.php?id=6851</p>
Questions for Senate to consider	None
Regulatory/statutory reference points	
Strategy and risk	
Reporting/consideration route for the paper	Senate only.
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Education Quality and Standards Board 15 May 2024

The Board:

1. CONFIRMED the minutes and reviewed the actions of its previous meeting.
2. NOTED update reports from the Vice-Principal (Education) and the QMSU Vice-Presidents.
3. CONSIDERED and ENDORSED the following documents, recommending approval by the Senate.
 - a. Academic Regulations 2024-25, noting the minuted recommendations and amendments which would be made for the final draft before submission to Senate.
 - i. This included the addition of two new awards which were added to the University ordinances; the Master of Education (MEd) and the Clinical Doctorate (DClin).
 - b. Code of Practice for Research Degrees 2024-25, after having been reviewed by delegated authority to allow members time to read and comment on the paper due to late submission.
 - c. Assessment and Feedback Strategy 2024-25, noting the minuted recommendations and amendments which would be addressed for the final draft before submission to Senate.
 - d. Marking Policy, which was a new document but drew heavily from the 'Marks and Marking' chapter of the Assessment Handbook which it will replace, noting the recommendations and amendments minuted which would be addressed for the final draft before submission to Senate.
 - e. Assessment Handbook 2024-25, with no recommendations or amendments.
 - f. Academic Integrity & Misconduct Policy 2024-25, with no recommendations or amendments.
 - g. Student Complaints Policy 2024-25, with no recommendations or amendments.
 - h. Student Discipline Policy 2024-25, which was formerly the Code of Student Discipline, with no recommendations or amendments.
 - i. Professional Capability and Fitness to Practise Regulations, with no recommendations or amendments.
 - j. Student Voice Committee renaming (from Student-Staff Liaison Committee) and new Terms of Reference, ahead of the submission to Senate.
 - k. School/Institute Education Committee Terms of Reference updates for 2024-25, ahead of the submission to Senate.
4. NOTED a verbal update on the Appeals Policy review, which would usually be presented to EQSB, however the process had been recommended for review by the Community of Practice process improvement. The OIA would receive a report on the outcome of the review, which was well underway, and the updated Policy would be drafted for Senate.
5. NOTED the Register of Collaborative Provision for 2023-24, which was the central Register of all collaborative provision across Queen Mary and was used to track agreements, new collaborative business, updates on renewals and any expiring agreements.
6. NOTED the Register of Accredited Programmes 2023-24, which was the central Register of all accredited programmes across Queen Mary and functions as a log of evidence, tracker of accreditation/re-accreditation business, and expiring accreditation.
7. APPROVED the enforcement of the existing Policy for exams to apply also to online exams, which imposed the same deadline for quizzes and exam landing pages to be completed as is currently the case for paper-based exam papers, in order to reduce the risk of QMPlus crashing during an online exam.
8. APPROVED the use of Safe Exam browser as a viable and secure solution to deliver online and in-class exams in a way that would not allow open access to the internet.

Education Quality and Standards Board 16 July 2024

The Board:

1. CONFIRMED the minutes and reviewed the actions of its previous meeting.
2. NOTED update reports from the Vice-Principal (Education) and the QMSU Vice-Presidents.
3. CONSIDERED and ENDORSED the following documents, recommending approval by the Senate.
 - a. Admissions Policies for the 2025-26 academic year, noting the minuted recommendations and amendments which would be made for the final drafts before submission to Senate. The Policies received by the Board were:
 - i. Admissions Policy 2025-26
 - ii. Admissions Policy for undergraduate programmes in Medicine and Dentistry
 - iii. Admissions Policy for undergraduate programmes in Medicine (MBBS Malta)
 - iv. FMD Incoming Electives Refund Policy
 - v. Admissions Student Immigration Policy
 - vi. English Language Policy for courses delivered onsite at Queen Mary campus
 - vii. English Language Policy for courses delivered by Distance Learning and Short courses
 - viii. Degree Apprenticeship Admissions Policy
 - ix. Under 18 Admissions Policy
 - x. Admissions Appeals and Complaints Policy
 - b. Principles of Assessment Design, which had been written to complement the Principles for Academic Degree Programme Design and to support the Assessment Strategy. The Principles would be circulated to the Directors of Education (DoE) Forum prior to submission to Senate.
 - c. Updated Marking Policy 2024-25, which was considered and endorsed at the previous meeting of the EQSB but required further revision following feedback from SET.
4. APPROVED grade conversion scales for Humanities and Social Sciences programmes between China and Queen Mary, for publication on the Queen Mary website for students going on Study Abroad to Chinese partner universities in 2024-25.
5. APPROVED 2x new QM Extra activities, and 5x additional prizes. These would be recognised on students' records alongside their academic results.
6. NOTED the Student-Staff Liaison Committee annual reports for 2023-24 from the Faculty of Medicine and Dentistry, the Faculty of Humanities and Social Sciences and the Faculty of Science and Engineering.
7. NOTED a verbal report outlining the workstreams for the EQSB Assessment Sub-Board for 2024-25, which were identified as:
 - a. Extenuating Circumstances
 - b. Borderline Classification rule
 - c. Conduct of Assessment and Scaling
 - d. Exam Boards
 - e. External Examining
 - f. Retention of Assessed Work
 - g. Grade Conversions for international partners
 - h. Assessment Handbook
8. NOTED the new edition of the QAA Quality Code (June 2024) and the QAA Engagement Report for 2023-24.

Education Quality and Standards Board 18 September 2024

The Board:

1. CONFIRMED the minutes and reviewed the actions of its previous meeting.
2. NOTED update reports from the Vice-Principal (Education) and the QMSU Vice-Presidents.
3. CONSIDERED and ENDORSED the following documents, recommending approval by the Senate.
 - a. EQSB and Assessment Sub-Board business plans for 2024-25.
 - b.
4. APPROVED the Terms of Reference and Membership 2024-25, noting the required amendments and updates based on the minuted Board discussions. The final Terms of Reference would be sent to members for approval by circulation ahead of the November 2024 meeting.
 - a. The updated Terms of Reference would allow for the required regular reports to come to EQSB and receive the evaluation and scrutiny that was needed to keep the focus on quality and standards, greater oversight on alignment to the Office for Students, and bring in the work required for Ofsted for apprenticeship provision.
 - b. The updated Membership considered the recent review of academic governance which had taken place, which looked specifically at education and quality and standards to ensure alignment and focus across relevant areas. This had resulted in a sharper focus for EQSB.
5. NOTED concerns around the availability of modelling data for OfS Condition B3 and B4. This would be picked up off the back of the governance review where there was a focus on OfS Conditions of Registration alignment to ensure compliance.
6. NOTED the Programme Review Faculty reports from census point 1 of the new Programme Review process, noting the good work that had been taking place in certain areas this year.
 - a. Sufficient assurance across all of Queen Mary's taught programmes within the HSS and S&E faculties was provided.
 - b. FMD does not provide a summary of the Institute reports, any risk and good practice identified at programme level, and instead provides a top-down summary. This would need reworking once the individual Institute reports were re-submitted and approved by Faculty.
 - c. Schools/Institutes felt the new process was a positive experience, promoted good dialogue, and did not feel like a "box-ticking" exercise.
 - d. The focus in the census 1 reports on the alignment to the Principles of Programme Design provided a useful framework for Schools/Institutes consider when undertaking programme review.
7. NOTED the annual Queen Mary Academy Impact Report, noting the Academy's main priorities for the year to support the delivery of the Strategy 2030, and major areas of activity undertaken for the year.
8. APPROVED the CPD Framework for Educators, noting the need to evidence the professional development available to educators at Queen Mary, as required by the OfS and particularly Ofsted.
9. NOTED the Advance HE Engagement Report for the 2023-24 academic year, which provided an overview of how Queen Mary engaged with the areas of Advance HE, not only fellowship and accreditation but also the Race Equality Charter and Athena Swan.
10. NOTED a verbal report on the new processes for quality monitoring for Apprenticeship provision, including guidance, templates and a process timeline for programme and institute Self-Assessment

Reports (SAR) and Quality Improvement Plans (QIP). This was available on the Quality and Standards webpage on connect.

- a. The challenges with data accuracy, which was a recurring theme from last years Self-Assessment Reports, was noted. The new process timeline having data to be received by an October deadline would allow for quality checking and correction, if needed, prior to submission to Ofsted.
11. NOTED a verbal report on the name change of Module Evaluation Survey to Module Experience Survey. This was to further align the terminology to the wider student experience and the module as a whole, and particularly KPI 1 which had also incorporated the same terminology.
 12. APPROVED the study abroad credit and mark conversions for American University (USA).
 13. APPROVED 1x additional QM Extra activities and 24x additional Academic Prizes.
 - a. The large amount of new prizes as part of this proposal was considered, which also included 5 prizes to be read at graduation. This would create a new set of processes around each one and adds to the further proliferation of prizes.

EQSB dates and paper deadlines:

EQSB Date	Paper Deadline
Wednesday 18 September 2024 – 14.00-17.00	Wednesday 4 September 2024 (2 weeks prior)
Wednesday 20 November 2024 – 14.00-17.00	Wednesday 30 October 2024 (3 weeks prior)
Wednesday 12 February 2025 – 14.00-17.00	Wednesday 22 January 2025 (3 weeks prior)
Wednesday 23 April 2025 – 14.00-17.00	Wednesday 2 April 2025 (3 weeks prior)
Wednesday 21 May 2025 – 14.00-17.00	Wednesday 7 May 2025 (2 weeks prior)
Wednesday 16 July 2025 – 14.00-17.00	Wednesday 25 June 2025 (3 weeks prior)

September 2024 (for October 2024 Senate)

The September 2024 agenda is complete – this section considers only ‘standing’ September items

1. EQSB membership and terms of reference
2. EQSB and Assessment sub-board business plans 2024-25
3. QAA and CPD
4. Education and Student Experience Enabling Plan
5. Programme Review census 1 Faculty reports (July EQSB from 2025-26)
6. Curriculum manager update (Verbal)
7. Apprenticeship update (Quality process timelines)
8. QM Extras and Prizes
9. Module Experience Survey renaming
10. Queen Mary Academy Impact Report 2023-24

November 2024 (for December 2024 Senate)

1. Introduction to EQSB and governance
2. Annual report: suspensions of regulations
3. NSS 2024 / PTES 2024 / PRES and other surveys, NSS Task Force update
4. TEF update
5. Library Services Impact Report 2023-24*
6. Register of Collaborative Provision
7. Register of Accredited Programmes/PSRBs
8. External member report?

February 2025 (for March 2025 Senate)

1. Policies for Senate
2. Annual report: external examining
3. Annual report: student casework
4. Programme Review census 2 Faculty reports (February or April from 2025-26)
5. Degree Outcomes Statement (and analysis of good honours/classification outcomes)
6. Apprenticeship Self-Assessment Report 2023-24 and Quality Improvement Plan 2024-25
7. Progress review from the Assessment Sub-Board
8. QM Extras and Prizes
9. Employability Framework
10. Surveys Policy review

April 2025 (for June 2025 Senate)

1. Policies for Senate (assessment sub-board)
2. Admissions Policies (up to five policies)
3. Study abroad mark conversions
4. SVC and module evaluation reports and analysis from each Faculty?

May 2025 (for June 2025 Senate) (final meeting at which significant policy changes can be approved for 2025-26)

1. Academic Regulations
2. Code of Practice for Research Degrees
3. Extenuating circumstances
4. Assessment Policies (the Assessment Handbook)
5. Admissions Policy (main policy and up to three others)
6. Appeals Policy
7. Academic Misconduct Policy
8. Student Complaints Policy
9. Code of Student Discipline
10. Professional Capability and Fitness to Practice Regulations
11. SVC and module evaluation reports and analysis from each Faculty
12. Outputs from the Assessment Sub-Board, including:
 - Mark-Scaling Policy

July 2025 (for October 2025 Senate)

1. Admissions Policies (any remaining policies)

Regular and periodic items

1. Vice-Principal (Education)'s update
2. QMSU update
3. Consideration of the governance of and relationships with other committees of Senate where their business relates to that of EQSB (TPB, SEBs and DEBs, RDPEB, Partnerships Board).
4. Updates and actions on:
 - Principles of Programme Design
 - OfS Conditions of Registration
 - Curriculum manager
 - Assessment sub-board
 - Apprenticeships and Ofsted

EQSB Assessment Sub-Board planned works:

- Examination Board procedures and terms of reference
- Borderline classification policy
- Marking turnaround times
- Scaling
- External examining
- Extenuating circumstances
- Assessment taxonomy
- Conduct of assessment, particularly including online assessment