LEARNING AND TEACHING COMMITTEE

There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 23 October 2013, Committee Room 2, The Council House.

There will be tea, coffee and biscuits available from 1.45pm.

Ms Claudia Gray
Learning & Teaching Manager
16 October 2013

AGENDA

1. BUSINESS OF THE AGENDA

   Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 21 October 2013. Reserved items appear in Section D.

2. MINUTES

   To confirm
   the Minutes of the meeting held on 26 June 2013 (Enclosed)

3. STATEMENTS BY THE CHAIR

   - Priorities of PVC (Academic), LTC13D001 (Divider A)

4. CONFIRMATION OF CHAIR’S ACTION

   To confirm
   confirmation of Chairs’ action. LTC13D002 (Divider B)

   (i) Approval of changes to General Regulations for Students
   (ii) 2014/15 Semester Dates
   (iii) Regulations for Extenuating Circumstances for research programmes
   (iv) Approval of transition arrangements for moderation and double marking of presentations
   (v) Revisions to INTO regulations
   (vi) Approval of Bullying and Harassment Policy
       (https://www.uea.ac.uk/dos/student-conduct-and-harassment/UEA+Bullying+and+Harassment+Policy+2013)
Amendments to City College Norwich regulations:
- Plagiarism and Collusion policy
- Norfolk Regulatory Framework

Approval of prizes:
- Etisalat Fellowship
- Clinical Therapeutics Prize (PHA)
- Onoto Creative Writing Scholarship
- PSY Prizes
- PHA Prizes
- Good Citizen Award (FTM)
- ECO Prizes
- SWK Prizes
- Alan Katrizky Scholarship (CHE)
- Ranworth Scholarship (BIO)
- McArthur Prize (RSC)
- Ziggurat Scholarship
- Access and Achievement Foundation Malcolm McFarland Prize

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. INTERNATIONAL SUMMER SCHOOL 2013

To receive a report from the Admissions, Recruitment and Marketing Division on the International Summer School 2013. LTC13D003 (Divider C)

A2. NATIONAL STUDENT SURVEY 2013

To receive a confidential brief analysis from the Business Intelligence Unit on the National Student Survey (NSS) 2013 results for UEA. LTC13D004 (Divider D)

A3. PAL REPORT

To consider a report on the PAL initiative following the spring semester 2013 pilot. LTC13D005 (Divider E)

A4. PG RESEARCH PROGRAMMES POLICY GROUP

To consider a verbal report from the Director of Postgraduate Research Programmes
A5. REFLECTIONS ON EXAMINATION FEEDBACK
To consider
a report from Associate Deans on examination feedback during the academic year 12/13. LTC13D006 (Divider F)

A6. CODE OF PRACTICE ON STUDENT REPRESENTATION/STAFF – STUDENT LIAISON
To receive
a report from SSF on staff student liaison matters. LTC13D034 (Divider M)

A7. PEER OBSERVATION
To consider
a report from Associate Deans on the operation of Peer Observation in Faculties. LTC13D007 (Divider G)

A8. GOOD HONOURS STATISTICS
To consider
a confidential report from the Business Intelligence Unit on Good Honours statistics. LTC13D008 (Divider H)

A9. TAUGHT PROGRAMMES POLICY GROUP
To consider
a report. LTC13D009 (Divider I)

A10. NEW AWARDS AND COURSE PROPOSALS
To consider
(i) approval of the following new course proposal:
   • BSc Computer Science (2+2 degree course, UEA and Hacettepe University, Ankara). LTC13D010 (Divider J - The Appendices can be found online on the 23 October 2013 LTC Webpage)

To receive
(ii) a course proposal which has been approved in principle by the PVC (Academic) for consideration of further details by members:
   • BSc Geography. LTC13D011 (Divider K)
SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 21 October 2013.

These items can be found on the Learning and Teaching Committee Webpage at: https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1314

B1. UEA PARTNERSHIPS HANDBOOK

To consider

approval of the UEA Partnerships handbook. LTC13D012

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 21 October 2013.

These items can be found on the Learning and Teaching Committee Webpage at:

https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1314

C1. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report of fast-track approval for the following courses:


(ii) MSc courses in Economics of Money, Banking and Capital Market, Economics of International Finance and Trade, Quantitative Financial Economics. LTC13D014

C2. QAA, UK Quality Code

To receive

(i) implementation plan of Part C of the UK Quality Code. LTC13D015

(ii) a mapping document setting out implementation of Chapter 10 on collaborative provision. LTC13D016

C3. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

statements of the University’s policies on reserved areas of business and confidentiality. LTC13D017
C4. **LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2013-14**

To receive
the terms of reference of the Committee 2013-14. LTC13D018

C5. **LTC MEMBERSHIP 2013-14**

To confirm
Membership of LTC. LTC13D019

C6. **LTC Schedule of reports**

To receive
LTC schedule of reports, LTC13D020

C7. **NATIONAL TEACHING FELLOWSHIP 2013**

To receive
a report on the National Teaching Fellowship Scheme 2013. LTC13D021

C8. **STUDENT EXPERIENCE COMMITTEE**

To consider
a report from the Student Experience Committee. LTC13D022

C9. **SEMESTER DATES 2015/16 TO 2017/18**

To receive
semester dates for the academic year 2015/16 to 2017/18. LTC13D023

C10. **PARTNERSHIPS OFFICE UPDATE**

To receive
a report. LTC13D024

C11. **COURSE REVIEW**

To receive
(i) Schedule of course reviews to take place in 13/14
(ii) List of completed course reviews in the academic year 12/13
LTC13D025

C12. **PLAGIARISM AND COLLUSION POLICY 2013/14**

To receive
an amendment to the Plagiarism and Collusion Policy for 2013/14. LTC13D026
C13. APPEALS AND COMPLAINTS PROCEDURE 2013/14
To receive an amendment to the Appeals and Complaints Procedure in view of changes made to the Plagiarism procedure 2013/14. LTC13D027

C14. EXTENUATING CIRCUMSTANCES REGULATIONS FOR TAUGHT STUDENTS 2013/14
To receive an amendment to the extenuating circumstances regulations for taught students 2013/14, LTC13D035

C15. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)
To receive minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:
- HUM Faculty Learning, Teaching and Quality Committee, 10 July 2013 & 18 September 2013. LTC13D028
- SSF Faculty Learning, Teaching and Quality Committee, 12 June 2013 & 18 September 2013. LTC13D029
- SCI Faculty Learning, Teaching and Quality Committee, 10 July 2013. LTC13D030

C16. OIA ANNUAL REPORT

C17. UEA AND HIGHER EDUCATION ACADEMY REPORT
To receive the report. LTC13D032

SECTION D: RESERVED AGENDA
This item is confidential and reserved and attached separately.

**D1. POSTHUMOUS AWARD
To confirm Chair's action in permitting the Board of Examiners in the School of Pharmacy to consider the posthumous award of a PhD. LTC13D033 (Divider L)