**University of Manchester**

**Faculty of Humanities**

**Minutes of the Faculty of Postgraduate Taught Programmes Sub-Committee**

**Wednesday 26th February 2014 from 2.00pm-5.00pm in the Keepers’ room, Whitworth Building**

**Present:**

**Members of Committee:**

Chris Davies (AD, Chair); Abigail Gilmore (SALC); Emma Rose (Head of Faculty Teaching and Learning Support Services); Emma Sanders (Teaching and Learning Officer); Fiona Smyth (SEED); Iain Brassington (Law); Lisa McAleese (Teaching and Learning Office Manager); Mark Elliott (SoSS); Matt Jefferies (AAD, TL&S); Sarah Helsby (Teaching and Learning Officer); Stuart Roper (MBS)

**By invitation**:

Antoinette Perry (Marketing);

Yenkong Ngangjoh Hodu (Law)

**2. Minutes of the 10th December**

Agreed as an accurate record

**3. Matters arising from the above minutes**

* 1. **Loyalty Bursary (arising from a discussion at previous meeting Ref. HPGT4/12/4**

**Reported:**

An Alumni loyalty bursary has been approved by DAG and HPRC for the 2014/15 marketing campaign. First class graduates are now entitled to a £3k bursary within three years of graduating.

Schools were previously allowed to offer their own bursary schemes but this is the University looking at ways of strengthening the appeal of PGT study. By offering the bursary within three years it will be attractive to Manchester graduates as it has been noted that a lot of students do like to have a year off before returning to additional studies. The request from all Heads of School is to consider this bursary for all first class student and potentially good 2:1 students. Estimating how many students this will attract has been difficult and so the impact of this on the budget is not yet known.

SEED reported that for Integrated Masters students progressing onto full Masters qualifications one third of the bursary will be applied for this advanced entry route as they will be paying one third of the PGT fee to complete their 60 credit MA dissertation.

* 1. **TLO guidance on programme amendment and timescales**

Emma S has circulated the amended guidance document.

* 1. **School nominations for Committee members to support programme approval events during 13/14 and 14/15**

Fiona nominated the following staff for SEED:

* Linda Rush, Director of Professional Learning
* Gary Mottram, Associate Teaching and Learning Director
* Jen O’Brien, Associate Teaching and Learning Director

**Action:** **Schools** to update **Sarah** with any additional nominations

* 1. **Update on Marketing**

**Reported:**

Emma R reported that the exercise of an external company updating the marketing on school pages has intended to start with UG but will start to focus on PGT as well. The target date for this to go live is the beginning of April. It was noted that conversion work for PGT needs attention in the current declining market. Schools seem to be waiting until they receive all information from students before getting back to make offers. This delay may be off putting to students debating whether to choose to come to Manchester. An approach needs to be established whereby students feel engaged at earlier stages with the University of Manchester in order to see through applications into conversions.

* 1. **Contact hours framework**

**Reported:**

Lisa reported that the first meeting has been held, work is ongoing.

**Action**: **Lisa** will provide a further update at the May meeting

* 1. **MA in Screen Writing (SALC)**

**Reported:**

Abi Gilmore has been finding out demand and gaining assurances for placement elements as the NPP1 didn't receive approval at the previous meeting due to identified shortcomings in the financial case.

**Agreed**:

This will be approved by Chairs Action once the financial case is confirmed. Confirmation to advertise for the required posts is being sought through DAG.

**Action: Emma S** to get confirmation from Catherine Smith at DAG.

* 1. **MA Crime, Law and Society (School of Law)**

**Reported**:

Emma S reported that she has investigated the thresholds required for recruiting 2.2 students onto MA courses. It has been confirmed that this is permitted as part of Admissions policy. Jon Shute has confirmed the qualifications that will be required.

**Action**: **Sarah** to include quote from Jon Shute.

***Secretary’s note:* This course is suitable for students with a good 2ii in**

**their first degree (ie, consistent performance across course units at the**

 **55% level or greater) and who can also demonstrate significant**

**evidence of motivation in their application.**

**3.8 SALC MA Peace and Conflict Studies’**

**Reported**

It was reported that there is a concern over potential confusion with the International Development programme ‘Poverty, Conflict and Reconstruction'.

**Approved:**

This programme title change was approved for one year and will continue to be monitored via annual health checks.

1. **PTES 2014 - Changes from 2013-2014 [HPGT/2/13/4]**

**Queried:**

The purpose of Question 30 of the questionnaire was queried which was deemed as being inappropriate for the overwhelming majority of MBS students and also within the wider university and UK universities generally, given the reliance on non-EU students in the PGT cohorts. There are 13 categories within the questionnaire detailing possible forms of British ethnicity, yet 90% of our students fall under two very generic categories, those being:

* Other ethnic group – Arab
* Other ethnic group – Any other ethnic group

It was considered that students from India or China (numbering approx. 650 in MBS), may feel somewhat undervalued by this question and so if possible it should be removed.

**Action:** **Sarah** to forward comments to Jenny Wragge in the Teaching and Learning Support Office.

1. **Student Survey briefing in January 2014 [HPGT/2/13/5]**

**Received**: For information the Student Survey briefing in January 2014 looking back to the barometer and forward to the NSS.

**6. NPP1**

**6.1. MSc International Development Programme (SEED) [HPGT/2/13/6.1]**

**Reported:**

Fiona reported being involved in initial discussions as a result of portfolio review. SEED are starting to look at repackaging these programmes by simplifying offerings. Fiona explained that the projected intake of 70 rising to 90 has been based on adding up intakes from all previous programmes which total 60 so this does seem realistic. This is for 2015 entry and that governance and policy resources will be used from the existing programmes. Fees will be set at £8400 FT and 4200 PT whereas the IDPM has historically charged higher fees.

***Secretary’s note: The confirmed programmes being withdrawn are:***

|  |  |  |
| --- | --- | --- |
| ***Programmes*** | ***Programme Code*** | ***Plan Code*** |
| **MA Development Studies** | **01199** | **01138** |
| **MA Development Studies (Research Training)** | **01201** | **01140** |
| **MA International Development: Development Management** | **01196** | **01135** |
| **MA International Development: Environment and Development** | **07051** | **08801** |
| **MA International Development: Politics and Governance** | **06700** | **08253** |
| **MA International Development: Poverty, Conflict and Reconstruction** | **01129** | **01068** |
| **MA International Development: Social Policy and Social Development** | **01274** | **01213** |
| **MSc Globalisation & Development** | **05597** | **06534** |
| **MSc Globalisation and Development** | **05596** | **06533** |
| **MSc Industry, Trade and Development** | **05598** | **06535** |
| **MSc International Development: Economics and Management of Rural Development** | **01437** | **01376** |
| **MSc Poverty and Development** | **06452** | **07860** |

**Queried**:

The group queried page 1 which should states 27 months for the PT programme duration rather than 24. The NPP states that market research will have be carried out by the end of February however the marketing form and promotion plan were identified as being missing and so need chasing.

The group noted that along with the extract below from page 6 there is also potential overlap with Peace and Conflict studies which was approved for one year pending further discussion with HCRI and IDPM.

*‘’This programme does not clash with any programme outside SEED within UoM. Where potential overlap does exist, as with Poverty, Conflict and Reconstruction (PCR) and programmes offered by HCRI in SALC, the relevant staff in IDPM will take forward discussions with colleagues in HCRI around the possibility of a joint offering.’’*

**Actions:**

* PT Duration to be amended to 27 months
* The marketing form and promotion plan to be chased
* The financial case and NPP1 to be checked again before going to Chairs Action in due course

**6.2. MSc Urban Design and International Planning (SEED) [HPGT/2/13/6.2]**

**Reported:**

Mark Baker reported that this programme is part of a portfolio, (most of which are professionally accredited by the Royal Town Planning), that are aiming to internationalise more programmes and essentially attract more Chinese students. Mark reported that there are long standing Masters’ degrees in Planning with specialisms, including Urban Design which international students seem to particularly favour. It is expected that the MSc Planning would be targeting mainly home students and so will be marketed separately.

Both UCL and Cardiff have Design and International Planning courses for >30 international students.. All of modules are already running with at least 15 students on and there will be no extra administrative costs.

Standard costs have been included on page 6 based on student numbers for 20. The group queried if student numbers were calculated on the higher fee basis. Mark reported that competitors are charging higher fees, but they wouldn't suggest charging more than competitors so anything above £9k would be avoided. Based on information from other universities, the University of Manchester has been for higher English language requirements.

**Action:** Confirmation that the calculation of students numbers has been based on higher fees (page 6) to be obtained.

The programme has 20 clients to arrange Urban Design projects with for 20 potential students. These must be guaranteed as they are a compulsory element so there must be a fall back plan but at present there are more available than current demand requires.

**Action:** Confirmation of the arrangement with clients for Urban Design projects to be sought out.

Mark reported that agreements have been with three Taiwanese universities for students to come over.

**Action:** **Chris** and Keith will need to approve this at Faculty level

**Queried:**

The group queried if this programme will dilute the current marketing or actually bring in new students, as it is noted that current programmes do attract both home and international students. It was agreed that SEED will need to review the impact of this programme on current programmes. It was noted that there might be danger that students may opt to take the lower costing degrees.

**Discussed:**

The group discussed fieldtrip provision and whether the cost of trip would be more than 1% of tuition fees. Mark reported that the UG field trip is included and as the PG is not compulsory element and so has charge, students will not be disadvantaged as there are alternative options to study. However if fee level is increased then wouldn't expect to charge for this.

**Action:**

Details of funding relating to the school’s loyalty bursary of £500 need to be updated to reflect the new Alumni loyalty bursary of £3k bursary that is available to Manchester graduates within three years of graduating.

**Agreed:**

Final papers to be are to be approved via Chairs Action once required actions have been taken.

**6.3. MSc Geographical Sciences (SEED) [HPGT/2/13/6.3]**

**Reported:**

Fiona Smyth reported that Geography are piloting the advanced entry route to the full Masters qualification for their integrated masters students. The attraction is that all of the Integrated Masters will be treated as UG study and so just the PGT 60 credit dissertation will need to be paid for upfront. Students will pay one third of the fee for the MA/ MSc in Geography Sciences. Geography have received a lot of interest from students wanting to continue with 19 of the current integrated masters cohort of 22 opting to undertake this further 60 credit dissertation. Students must achieve 50% to pass the dissertation element.

**Queried:**

The group queried exit routes and agreed that it must be clarified to students that they will not get their MGeog qualification if they fail the MA dissertation instead they will exit with a PGDip. The importance of students being aware of this was emphasised as this must happen before July.

**Action**:

The process guidance document should state that a weighted average of 60% is required to progress rather than the 60% in all course units that it does at present. **Sarah** to amend to state 60% weighted average.

**Queried:**

The group queried the criteria on Page 3 of the NPP stating the independent research dissertation word limit of 10,000. It was suggested that this is low as they are usually 12,000-15,000 for Masters level 60 credit dissertations.

**Reported:**

Accommodation issues have been confirmed with the University Accommodation Office.

***Secretary’s note: Paul Burns, Accommodation Office Manager has***

***confirmed that students wanting to extend their accommodation stay***

***will be able to book vacation residence. This would mean that they***

***would need to move rooms after their licence agreements end in***

 ***June and leave typically by the end of the first week in September.***

**Discussion:**

The title of the MA / MSC in Geographical Sciences was discussed and it was confirmed that this is appropriate. It was noted that Bristol currently offer a MA in Geographical Sciences.

**Agreed:**

It was agreed that this programme is approved subject to actions being completed.

**7. Programme Amendments**

**7.1. LLM (Law) [HPGT/2/13/7.1]**

Yenkong Ngangjoh Hodu spoke to the proposal:

**Reported:**

The proposal is for the introduction of the possibility of students opting to write a 60 credit dissertation at the LLM and MA levels as an alternative to 2 research papers weighted at 20 and 30 credits. This decision would be offered to students at the beginning of semester two when they have passed 120 credits and as they select topics for their first research paper. The Impact of dissertation on resources has been discussed and there will be a reallocation. This years’ 100 students would produce 200 essays on the current programme of 2 research papers, therefore the ultimate consequence from offering students this choice would be 100 dissertations with required supervision.

**Queried:**

The group voiced concerns that students opting to complete 2 research papers would retain 10 credits gained from completing the research methodology course whereas those opting to complete a 60 credit dissertation would lose these credits. The group queried why there is not a 50 credit dissertation so that credits can be retained. It was assumed that the faculty did not allow this within the requirements that 120 credits (of the 180 Masters total) are to be completed pre-dissertation.

**Discussed:**

Traditionally there are 15 credits minimum preparation for dissertations. A Research methods option could be chosen for those wanting to do dissertation, within the 120 credits pre-dissertation for a research methods unit as a standard model.

It was agreed that further work is required before approval. The group suggested that Law reflect on whether there are in fact two different programme routes required.

**Action:**

Programme amendment to be revised and considered again at a future PGT Committee meeting.

**7.2. MA Theology (Nazarene Theology College, validated by SALC) [HPGT/2/13/7.2]**

Emma Sanders and Abi Gilmore spoke to the proposal.

**Reported:**

This proposal is to request for the provision of two additional pathways to the MA Theology:

* Christian Engagement with Islam
* Compassionate Ministry & Humanitarian Development Practices

With the retrospective addition of four new streams within the MA Theology

* Aspects of Christian Holiness
* Mission Studies
* Wesley Studies
* Urban Mission

Each pathway has its own intended learning outcomes but is not named on degree certification. It was noted that Theology will have approved the PGCert and PGDip.

**Queried:**

The group is unsure if the PGCert and PGDip came to Faculty for further approval.

**Actions:**

* Clarification must be sought for the term ‘open learning’ in section 11.
* Do the pathways have common core units?
* Have research and teaching reviewed this and are they happy with structure of the programme?
* Are they advertised on the website as ‘subject to approval ‘?
* Entry qualifications must be confirmed, as per page 12’s criteria for admission - is there a pre sessional course? Is this fee based?
* Clarify that individual pathways cannot be identified as MA titles. All degree should state MA in Theology.
* Clarify oral examinations practices NB. Oral examinations are not allowed under University of Manchester regulations
* Clarify practices whereby candidates not achieving may repeat at the sole discretion of exam board, compensation and resit.

**Agreed:**

The group agreed to provisionally approve the amendment subject to the above actions and clarifications.

**7.3 MA Christian Thought and Practice (SALC) [HPGT/2/13/7.3]**

**Approved:**

The creation of PG Cert and PG Dip as Entry Awards to MA Christian Thought and Practice.

**7.4. Spurgeon’s College (validated by R&T, SALC) MA Theology with pathways [HPGT/2/13/7.4]**

**Approved:**

The creation of PG Cert and PGDip Entry Awards to the Master of Theology and associated pathways: Advanced Christian Studies; Biblical and Theological Studies; Preaching; Applied Theology; Radical Free Church Movements.

**7.5. MBus Global Business Analysis. (MBS) [HPGT/2/13/7.5]**

Stuart Roper spoke to the proposal.

**Reported:**

This proposal is for a name change from MBus Global Business Analysis to the MSc in Business Analysis and Strategic Management in 2014. This name change has been sought as the current MBus title is not understood. The new title is considered to better describe the qualification. No marketing case has been updated to reflect the new structure.

**Discussed:**

The concept of dropping the word 'Global' having potential for losing international students was discussed.

**Reported:**

Market research has been carried out with students and teachers and this risk is not anticipated. The Global MBA is also still available.

**Queried:**

Potential for confusion with the current MSc in Business Analytics.

**Reported:**

This risk is also not anticipated, Stuart will be mentioning to those attending fairs that differentiate these courses to ensure this happens.

**Approved:**

The group approved this name change.

**7.6. MA Digital Technology Communication and Education (SEED) [HPGT/2/3/7.6]**

Fiona Smyth spoke to this proposal.

**Reported:**

This amendment creates the formal distinction between the two year and three year distance learning versions of the programme. Currently all students register on three year course but some managing to complete the workload earlier and therefore avoiding the third year tuition fee. This will allow students to select the two year option if that is preferred.

**Approved:**

The group approved this amendment.

**8. Programme Suspensions**

None

**9. Programme Withdrawals**

**9.1. MA in Educational Leadership and Inclusion (SEED) [HPGT/2/13/9.1**

**Agreed:**

The group agreed to withdraw this programme with the last intake in 2013, it was noted that there are no students registered to it.

**9.2. MA Biblical Studies, MA Jewish Studies, MA Religion and Political Life, MA South Asian Studies (SALC) [HPGT/2/13/9.2]**

**Discussed:**

The benefits of losing four programmes and but gaining one pathway in Biblical Studies under the MA Religions and Theology.  The rationale for keeping Biblical Studies as a named pathway is that it has compulsory language elements and so has separate aims and ILOs.

**Agreed:**

The group agreed to withdraw four programmes: MA Biblical Studies (FT &PT); MA Jewish Studies (FT & PT); MA Religion and Political Life (FT & PT) MA South Asian Studies (FT & PT) Last intake September 2014.

**Queried:**

The pending major revisions to MA Religions and Theology include the creations of a named pathway in Biblical studies and specialisations in MA Jewish Studies, MA Religion and Political Life, MA South Asian Studies. There is a concern that these pathways may replicate the situation of recruiting insufficient numbers to meet minimum programme size. This will have to considered when the amendment paperwork comes to the committee meeting.

**9.3. MA Classics and Ancient History – specialist pathways: Athens and Attica; Greek Myth and Society; City of Rome (SALC) [HPGT/2/13/9.3]**

**Agreed:**

To withdraw these three specialist pathways, last intake 2014. (MA Classics and Ancient History to remain).

**9.4 MA American Studies – specialist pathways: History, Literature and Culture (SALC) [HPGT/2/13/9.4]**

**Agreed:**

To withdraw the two programmes, last intake September 2014. A proposal would be considered at a later date to create pathways under the same names under MA English Studies.

**9.5. English and American Studies programmes : MA post 1900 literatures, Theories and Cultures, MA Postcolonial Literatures and Cultures, MA Contemporary literatures and Culture, MA Literature and Culture 1200-1700 (FT-PT) (SALC) [HPGT/2/13/9.5]**

**Agreed**:

Withdraw of the four programmes, last intake September 2014. A proposal would be considered at a later date to create pathways under the same names under MA English Studies.

**9.6. MA and PG Dip Languages and Linguistics (FT & PT) (SALC) [HPGT/2/13/9.6]**

**Agreed:**

Withdrawal of this programme, last intake September 2014. Student opting to take this will be able to take option though alternative MA. Students will get alternative offer MA English language

**10. Approvals since panel**

None

**11. Chairs Action [HPGT/2/13/11]**

Received for information a list of NPP1s, NPP2s, Programme Amendments, Suspensions and Withdrawals approved by Chair’s Action since the last meeting of 10th December 2013.

**12. External Examiners [HPGT/2/13/12]**

Received for information a list of external examiner appointments made since the last meeting of 10th December 2013

**13. Any Other Business**

None reported

**14. Date of next meeting**

Wednesday 19th March 2014, Keepers room, Whitworth building

SH 5.3.2014