

**Faculty of Humanities  
Programme Approvals Subcommittee**

**Confirmed Minutes of the meeting held on  
Wednesday 15<sup>th</sup> June 2016 in Whitworth Council Chamber**

**Present:** Fiona Smyth - FS, Associate Dean for Teaching, Learning & Students (Chair), Carol Rowlinson - CR(Faculty), Mark Baker – MB (SEED), Ken Clark – KC (SoSS), Liam Harte – LH (SALC), Anna Goatman – AG (AMBS), Nicola Lord – NL (TLO), Emma Sanders – ES (TLO), Rachel Walton – RW (T&LO \* Secretary), Lisa McAleese – LMc (TLO)

**By Invitation:** Gillian Ulph - GU (Law), David Lowe – DL (AMBS), Nick Shryane – NS (SoSS), Stephen Brookes – SB (AMBS)

**1. Apologies for absence**

**Received:** Becki Bennett, Norma Hird, David Brown, Bruce Wardhaugh.

**2. Minutes of the last Meeting**

**Agreed:** The minutes were agreed as an accurate record.

**3. Matters Arising from the Minutes**

**Reported:** 4.1) MSc Data Science - the actions from the previous meeting are not yet completed but are ongoing and all paperwork should be finalised by July 2016

4.2) BSc (Hons) Psychology for Education - the revised NPP1 paperwork is on track for resubmission to October 2016 PASC.

**4. NPP1 Programme Approvals “in principle”**

**NONE**

**5. Programme Amendments**

**5.1) Law – Proposed Addition of a Study Abroad Year for all UG Programmes**

**Reported:** GU presented to the committee the proposal.

Currently all UG students studying on the LLB Law and BA Criminology programmes have the opportunity to spend one semester abroad. This proposal is to introduce new pathways to the current programmes and offer a year-abroad option to replace the semester-abroad. This proposal has been prompted by the changes to the Law curriculum and that the semester abroad option is no longer compatible with joint honours programmes.

Law propose to have two separate entry points either directly via UCAS onto the 4 year programme or via transfer at the end of the first year to the 4 year programme, subject to academic performance.

The programme will be run via the existing International Exchange programme, although it is expected that as the programmes develop there will be a requirement to develop additional School

partnerships developed in conjunction with the International Programmes Office (IPO).

The study abroad year will be marked as a pass/fail and will not count towards the student's final degree classification but students will be required to submit a reflective learning diary in order to ensure the ILOs of the programme are being met.

If students pass the year abroad they will return to complete their programme at UoM and be awarded the full title of the programme 'LLB/BA with International Study' if they do not they will revert to the standard 3 year programme title.

**Discussed:** Whilst the study abroad year would not count towards a student final degree classification, Law proposed to use these marks when classifying borderline performance.

LMc pointed out this was inequitable treatment to students on the borderline who had not elected to do the study abroad year, therefore the study abroad year marks cannot be used to assess borderline performance.

FS wanted to confirm that there were enough places to meet the demand and that Law had discussed this with the IPO. It was also questioned as to whether the IPO could deliver in regards to capacity. GU confirmed that they had spoken to the IPO and were meeting with them in July to confirm capacity and discuss potential future partners. Further Erasmus funding would be looked at and GU also confirmed that numbers could be capped if necessary.

FS suggested that Law may want to revisit the entry requirements, specifically in regards to Criminology and suggested that Law consider increasing the tariff to ABB especially as the University is considering a move toward a universal ABB minimum.

Confirmation was sought on the outcome for students failing the study abroad year and whether they would automatically transfer to the standard 3 year honours programmes. GU confirmed this would be the case. AG stated that AMBS operate in a similar way for their international programmes, however pointed out that Law must check the regulations permit a student who fails the study abroad year at the partner institution to transfer to the standard 3 year programme (without study abroad) as long as they pass a % of the study abroad year and that this is clear in the programme specification.

#### Resourcing

No additional resources will be required for this programme as the semester abroad option will be removed from the programmes and the administration will move across to the year abroad. Lecturers will be given WAM for their contribution. Any cost implications will be offset by an increase in numbers.

AMBS reminded Law that they must take into account the situations for International students on Tier 4 visas and that any students on the 3 year programme who wish to transfer to the study abroad programme must reapply for a visa in order to do so.

FS questioned the unit choice requirements on the study abroad year. GU confirmed that they must meet the requirements of Level 3 and whilst they must study at least 2/3 criminology or law units, students will be encouraged to study other areas to maximise their experience as long as they have approval of their Programme Director and meet the regulations.

KC recommended that Law look at what implications any Academic Malpractice on the year abroad would have on the student for their 4th year in regards to references.

**Agreed:** The programmes were APPROVED.

**Action:** GU to check the regulations permit a student who fails the study abroad year at the partner institution to transfer to the standard 3 year programme (without study abroad) as long as they pass a % of the study abroad year. This should be then made clear in the programme specification.

## **5.2) AMBS- BSc Management (Innovation, Sustainability & Entrepreneurship)**

**Reported:** AG reported that following the review of first year UG teaching across AMBS, the School is now considering the pathways on the year 2 Management specialisms as a starting point to a wider teaching review of the 2<sup>nd</sup> year.

The proposal presented is to change the name of the programme specialism title from Innovation, Sustainability and Entrepreneurship to Innovation, Strategy and Entrepreneurship to fit better with the requirements of the University and provide a distinct identity for the Management specialisms.

**Discussed:** It was clarified that this proposal was for the name change only in order to advertise for the 2018 prospectus and that whilst the teaching review is looking at compulsory content, this will come back to a future PASC for discussion.

**Agreed:** The proposal was APPROVED.

## **5.3) AMBS – MSc Executive Management (Academy Trust Chief Executives and School Leaders PGCert Executive Management (Integrated Facilities Management and Services Delivery – Mitie) approval of additional pathways**

**Reported:** The MSc Executive Management programme comprises a core framework with pathways developed for specific clients. There are two proposals being tabled at this PASC.

The first is for a pathway for Academy Trust CEOs and Schools Leaders following an approach from the Department of Education who requested a specific business based programme that would be delivered to a group of targeted Academy Trust CEOs and School Leaders.

The programme has been customised for the DfE who have awarded AMBS a grant of £50,000 to develop the programme. AMBS propose to have 3 intakes each year with an anticipated number of 25 per cohort.

**Discussed:** MB in his role as T&L Director for SEED had discussed the proposal with the Head of MIE prior to PASC. It was reported that MIE would like to discuss this further before any approval is granted given that the programme is education based. DL confirmed that they had approached MIE to discuss the programme and the potential for MIE to feed in, however had not received any response.

FS expressed concern that there could be a reputational risk to the University if the two Schools did not discuss this proposal prior to any approval.

**Action:** DL to contact David Hall in MIE to discuss the proposal before any approval can be given.

**Discussed:** The proposal has not provided any additional marketing information. DL confirmed that as the programme is DfE based and for a targeted closed cohort there is no requirement to market.

The committee questioned whether the costs are being met by the DfE. It was reported that the costs are being met by the fee which is £15,000. AMBS expects to have 3 cohorts of 25 and that the Academies will have money in their budgets to cover the cost of the course. There are no other award bearing programmes like this on offer in the UK which will make the programme attractive, however the programme could be widened out in the future.

AMBS were reminded that a programme requires a minimum number of 15 to run.

**Agreed:** The proposal was NOT APPROVED at this stage.

**Reported:** DL also presented the PG Cert in Executive Management which would be a closed programme for Mitie.

**Discussed:** The group had no concerns over this pathway, however it was suggested that the 5,000 word count be reviewed on the programme specifications to fit in with Faculty standards (noting that they are yet to be given final approval).

**Agreed:** The proposal was APPROVED.

#### 5.4) BA Economics and Social Studies - introduction of 3 new Social Statistics pathways

- BA (Economic and Social Studies) (Hons) Business Studies and Social Statistics
- BA (Economic and Social Studies) (Hons) Development Studies and Social Statistics
- BA (Economic and Social Studies) (Hons) Economics and Social Statistics

**Reported:** NS presented on behalf of SoSS the proposal to develop three UG Social Statistics pathways within the BA(Econ) programme. The pathways have been created with the intention of expanding the portfolio of social statistics teaching, increasing the cohort of quantitative students and furthering the link to PGR studies.

**Discussed:** The Committee queried where the demand for this would be met. NS confirmed that it would be the last 2 years of study where the social statistics specialisms would be introduced. Clarification was then sought as to whether students who transferred onto the social statistics pathways could transfer back if they were not suitable. NS confirmed that they could.

There was concern that there were not enough Social Statistics units within the programme to satisfy the demand for content of those who wish to specialise in social statistics. Further clarification is also required as to whether 90 credits of social statistics is enough to satisfy the regulations for an 'and' or 'with' programme. Does there need to be more core social statistics units studied to allow for the awarding of the BA Econ and Social Statistics degree?

*Secretary's Note 'The programme is not 'BA Econ and Social Statistics', rather 'BA Economic and Social Studies', comprising a broad based first year, which introduces students to a range of social sciences, followed by greater, but not complete specialization in the second year, and specialization in either one or two subject areas in the final year, via single pathway or joint pathways.*

**Action:** NL, NS and KC to explore whether the regulations regarding required credits for 'and' or 'with' programmes apply and if necessary amend the programme specification to fulfil the regulatory requirements.

**Discussed:** NL queried the clarity of the programme specification and whether a student would be able to plot their way through and fully ensure they selected the right units for their programme. NS informed the Committee that students would be counselled as to their unit choices, however it was felt that it would be prudent for SoSS to plot out a feasible route within the programme handbooks so that students can see what would be required of them in order to meet the Social Statistics element.

**Action** NS to plot a feasible route for inclusion in the programme specification so students can see what potential units they would be required to take to ensure the 'Social Statistics' qualification.

**Agreed:** The proposal was NOT APPROVED at this meeting. Approval can be given by Chairs Action once the agreed actions have been completed.

#### 5.5) AMBS – MSc International Healthcare Leadership

**Reported:** The MSc International Healthcare Leadership programme is currently delivered by the Singapore Institute of Management (SIM) . This amendment is to add delivery of the existing programme to Dubai and Manchester from 2017.

The programme is identical to the SIM model and will be delivered via blended learning with the addition of 4 regional workshops tailored to each geographical location. There will be no changes to the intended learning outcomes and the programme will be managed by the Dubai Global Office.

**Discussed:** AV wanted to establish with AMBS the requirement for eLearning resources as the Faculty eLearning support for SIM is due to end in 2017. SB confirmed that the as the units will remain the same, the MBS eLearning team will be able to manage the refreshments to the online materials and no additional Faculty eLearning support would be required.

The paperwork did not give a clear indication as to costings. No comment could therefore be made on these as they were not agreed and Faculty approval has not been given. Programme approval cannot be given until this has been agreed.

**Action** SB to send the final Financial Resources form to NL who will forward to the Faculty Accountant for sign off.

**Discussed:** The Committee wanted to establish if KHDA approval had been given. SB reported this would be sought once the Faculty had given their sign off. Approval from Dubai is required by September 2016 if the programmes are to run from September 2017.

The assessment criteria states that the assignment word counts are 2,000 and it was suggested this be raised to 4,000. SB confirmed this was an error and that they should be 4,000.

NL also requested that the breakdown of teaching and learning hours be added to the programme specifications.

**Action:** SB to amend the word counts and add the full contact hours and teaching methods to the programme specification and send to NL for inclusion in the final paperwork.

**Agreed:** The proposal was NOT APPROVED at this meeting. Approval can be given by Chairs Action once the agreed actions have been completed.

#### 5.6) SALC – BA (Hons) European Studies and a Modern Language – change of title and structure/content to BA (Hons) Politics and a MFL

**Reported:** LH reported the proposal to change the title and introduce three new language pathways to the above programme.

The proposal has been put together to ensure a more coherent and easier to understand programme structure and to increase the student experience by giving the joint honours students more of an identity. This change has been driven by student feedback.

**Discussed:** FS questioned whether there would be scope to increase quality further by increasing the entry requirements from ABB given that the University is looking to move to a minimum ABB. LH felt that whilst this was possible, ABB is still competitive so at the moment would not look to change this. FS suggested that SALC and SoSS should check against other Universities that their tariff scores were still on a par

LMc wanted clarification as to the rationale of Politics as the new title. LH and KC both confirmed that this title fully reflected the content of the programme and was also what the NSS indicated the title should be.

It was confirmed that there will be no changes to the examination boards.

It was queried as to whether students will receive an Academic Advisor from each discipline. This will not be the case and advising will remain with SALC. All other peer support arrangements will also remain the same.

**Agreed:** The proposal was APPROVED.

**5.7) SALC – BA (Hons) Cultures and Societies - creation of an Exit Award route for students on single or joint honours programmes who fail the language element.**

**Reported:** LH presented the proposal by SALC to create an additional route for students who fail the language element of their programme but are otherwise strong. The rationale for this pathway is retention, SALC are finding themselves excluding strong students who perform well in all other areas and could be retained by the School.

**Discussed:** It was questioned as to whether SALC need to address recruitment to the programmes and whether they are actually getting the right intake in the first place. LH confirmed that this was being addressed, however the introduction of this pathway would be a first step to increasing retention figures.

As the programme is an exit pathway only, the Committee queried whether it would be made available to other students. This is possible as the aim is to ensure good students are retained but would need to be dealt with on case by case basis.

It was queried whether or not there was a resource implication if the School is revising what a student is studying by allowing them to complete the unit in translation. LH confirmed that the resources already in place will cover any additional requirements.

**Agreed:** The proposal was APPROVED.

## **6. Programme Suspensions**

**NONE**

## **7. Programme Withdrawals**

### **7.1) AMBS – BSc Management (International Studies)**

**Reported:** In line with item 5.2 on this agenda, AG reported that following the review of first year UG teaching across AMBS, the School is now considering the pathways on the year 2 Management specialisms as a starting point to a wider teaching review of the 2nd year.

This proposal to withdraw the BSc Management (International Studies) is made as the review so far as highlighted that there is no requirement for an International Studies and International Business

Economics (IBE) specialist pathway. Given the IBE programme has more robust numbers and student feedback favours its employability outcomes, AMBS have decided to withdraw the IS pathway.

The proposal has been discussed and agreed at School level.

**Agreed:** The proposal was APPROVED.

#### **8. Collaborative Proposals**

**Reported:** None

#### **9. \*Approvals by Panel since the last meeting**

**Reported:** None

#### **10. \*Chair's Action taken since the last meeting**

**Received:** Notes of all Chairs Action taken since May 2016.

#### **11. \*Current Portfolio**

**Received:** A full list of all Programme Approvals, Amendments, Suspensions, Withdrawals and Collaborations

#### **12. \*Approval of External examiner since the last meeting**

**Received:** A list of external examiner appointments made since May 2016.

#### **13. Any other business**

**None**

#### **14. Date of next meeting**

Wednesday 19<sup>th</sup> October 2016, 2-4pm Ken Kitchen Committee Room

#### **ACTIONS**

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>
5.1) Law – Study Abroad Year	GU to check and ensure that the regulations will permit a student who fails the study abroad year at the partner institution to transfer to the standard 3 year programme (without study abroad) as long as they pass a % of the study abroad year. This should be then made clear in the programme specification	GU
5.3) MSc Executive Management (Academy Trust Chief Executives for School Leaders) – New Pathway	DL to contact David Hall in MIE to discuss the proposal	DL
5.4) BA (Econ) Social	Explore whether the regulations regarding required credits for	NS/NL/KC

Statistics	'and' or 'with' programmes apply and if necessary amend the programme specification to fulfil the regulatory requirements	
	NS to plot a feasible route for inclusion in the programme specification so students can see what potential units they would be required to take to ensure the 'Social Statistics' qualification	NS
5.5) MSC International Healthcare Leadership	SB to send the final Financial Resources form to NL who will forward to the Faculty Accountant for sign off	SB/NL
	SB to amend the word counts add the full contact hours and teaching methods to the programme specification and send to NL for inclusion in the final paperwork	NL