

**Faculty of Humanities  
Programme Approvals Subcommittee**

**Confirmed Minutes of the meeting held on  
Wednesday 23<sup>rd</sup> November 2016 in Ken Kitchen Committee Room, John Owens Building**

**Present:** Fiona Smyth - FS, Associate Dean for Teaching, Learning & Students (Chair), Mark Baker – MB (SEED), Liam Harte – LH (SALC), Nicola Lord – NL (TLO), Emma Sanders – ES (TLO), Rachel Walton – RW (T&LO \* Secretary), Lisa McAleese – LMc (TLO), Laura Tatham - LT (Law), Emma Atkins - EA ( Education Officer USU), Leigh Johnson - LJ (UG Representative)

**By Invitation:** Xavier Duran Martinez - XDM , Jane Crombleholme - JC

**1. Apologies for absence**

**Received:** Ken Clarke, David Brown, Elinor O'Connor

**2. Minutes of the last Meeting**

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

**3. Matters Arising from the Minutes**

**Reported:** There were no matters arising.

*Secretary's Note - It was noted after the meeting that the minutes of 19<sup>th</sup> October 2016 reported that RW would liaise with ES regarding a paper that ES had drafted detailing what paperwork PASC would be required to consider for collaborative proposals for distribution and discussion at this meeting. This action had not been detailed and therefor will be carried forward to February 2017 PASC.*

**4. NPP1 Programme Approvals "in principle**

**4.1) NPP1 PG Cert Leading Complex Projects - AMBS**

**Reported** JC reported on behalf of AMBS.

Executive Education is the management and development arm of AMBS which in late 2015 developed a non-credit bearing programme commissioned by BAE Systems ('Leading Complex Projects, Programmes and Portfolios' known as LPC3). The programme was initially non award bearing, but BAE Systems have amended their requirements and now would like the option of an award bearing PGCert for as many students on the programme as wish to take it.

The LPC3 has already admitted 1 cohort, with a 2<sup>nd</sup> due to start imminently. Therefore an APEL route will also be required for these 2 cohorts to progress onto the PGCert.

This NPP1 seeks 'approval in principle' for the redevelopment of the programme to be delivered via blended learning over 18 months with 2 x 4 day residential as part of the design. These residential will take place in Manchester, Dubai, USA and Australia.

The programme will be delivered by the AMBS Executive Education VLE Team with support from an eLearning Manager and there is no requirement for AMBS to market or recruit to the programme as this will all be done via BAE Systems.

**Discussed:** Partners

The Committee noted that in the original paperwork Curtin Business School in Australia and Kelley School of Business in the USA had been initially proposed as collaborative partners for this programme but this was no longer the case. It was confirmed by AMBS that both Curtin and Kelley had been initially considered to be collaborative partners, but this was now no longer deemed necessary but both Schools were able to deliver sessions. It was reported by the School however, that in all likelihood only Curtin would be called upon to provide teaching as the content proposed by Kelley was not currently at the standard required.

Site Visits

AMBS confirmed that site visits to Harvard University in the USA and the Grosvenor Hotel in Dubai have been completed and have been approved. A visit to Macquarie University in Australia is pending; however the School do not anticipate any issues.

Social Responsibility

It was asked whether the ethical consideration had been given to the suitability of working with BAE Systems and if the School felt that this proposal was in conflict with the University's commitment to social responsibility.

It is not felt by AMBS that there are any issues or that this proposal contravened the commitment to social responsibility and that the approval to work with BAE Systems had been granted by the University.

Regulations

The Committee queried whether consideration had been given the regulatory requirements of contact hours, learning outcomes and the assessment framework when moving from non-credit to credit bearing. It was confirmed that this has been taken into account and AMBS do not for-see any issues arising with this.

APEL

An APEL route will be required for the previous 2 cohorts who began on the non-award bearing pathway; it was queried how will this be managed and whether there any potential issues. It was confirmed that all cohorts will study the same 2 units initially, and if students from the first 2 cohorts wish to progress onto the PGCert they will be asked to complete a reflective assessment therefore no issues are anticipated but this will be covered further in the NPP2 process.

**Agreed:** The Programme was APPROVED

EA and KS requested that it be noted that they were not in agreement with the approval of this programme due to ethical concerns over the partnership with BAE Systems.

**5. Programme Amendments**

None

**6. Collaborative Proposals**

**6.14) Joint Delivery of Global MBA with Renmin Business School - AMBS**

**Reported:** XDM spoke to this proposal.

This proposal is an amendment to the new Global MBA (GMBA) programme (due to begin delivery from January 2017) which sees AMBS seeking approval to run the GMBA collaboratively with the Renmin Business School in China; delivery in Renmin would take place from July 2017. Approval to Proceed was granted in 2014, and a site visit completed and approved in June 2015.

The programme structure will be based upon the new Global MBA, with some minor adjustments as required by Renmin and 50% will be delivered by Renmin. Whilst the current programme is blended delivery with 29 days face to face contact, Renmin will offer 35 days as they will be splitting the Operationalizing and Communicating Value and Business Accounting and Finance units into 2 x 15 credit units resulting in an increase in face to face workshop time.

All intended learning outcomes, exit awards and the duration of the programme will remain the same. Students still be required to take 3 electives, one of which will be delivered by AMBS and one a Business Ethics class delivered by Renmin in line with their preferences and requirements.

**Discussed:** Admissions Criteria

The Committee sought clarification as to the requirements for APEL and the 'suitable full-time work experience' criteria which stands at 3 years. Would this rise to 4 years for non- graduates requiring APEL?

It was confirmed that this would be the case and that further students wishing to apply for the programme without an academic qualification are required to be considered by an Admissions Committee to ensure quality of intake.

Paperwork Issues

On page 11 of the programme specification the term 'Advanced Entry' is used. It was noted by the Committee that this term is no longer used and that it should be changed to 'APEL'

**Action:** XDM to amend the term Advanced Entry to APEL on the programme specification

It was also noted that the Marking Conventions (appendix b) on the programme specification requires amendment as new guidance has been issued by Faculty on marking descriptors

**Action:** XDM to ensure the marking conventions in the programme specification are in line with the new guidance on marking descriptors issued by Faculty and amend if necessary.

It was questioned as to whether the following was correct as it would appear to be a hybrid of the PGT and Dissertation Regulations:

*"The International Business Project will be considered as a taught element on the programme rather than a dissertation. Students will, however, be eligible for an automatic re-submission of their project providing they have achieved a grade of 30+%. Therefore, if a student uses up their referral credits across the programme, they are still permitted to resubmit the Live Company Project once."*

It is believed that AMBS have sought dispensation for this as part of the GMBA, however NL will check and confirm this is the case.

**Action:** NL to check whether AMBS have dispensations from the regulations regarding resubmission of the International Business Project

**7. \*Approvals by Panel since the last meeting**

**Received:** Details of all approval panels since 19<sup>th</sup> October 2016

**8. \*Approvals, Amendments, Suspensions and Withdrawals by Chairs Action since the last meeting**

**Received:** Details of all Programme Approvals, Amendments, Suspensions and Withdrawals approved by Chair's Action since 19<sup>th</sup> October 2016

**Reported:** FS informed the Committee that the inclusion of the Flexible Honours combinations on the paperwork for reporting purposes only, had been agreed as part of the overall approval process for flexible honours as these combinations were being set up in response to student preferences.

**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 19<sup>th</sup> October 2016.

**13. Any other business**

None

**14. Date of next meeting**

Wednesday 14<sup>th</sup> December 2016, 2-4pm,

**ACTIONS**

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>
3.1	RW and ES to liaise regarding collaborations paper ES has drafted. RW will add the item to the February 2017 agenda.	RW/ES
6.1	XDM to amend the term Advanced Entry to APEL on the programme specification	XDM
	XDM to ensure the marking conventions in the programme specification are in line with the new guidance on marking descriptors issued by Faculty and amend if necessary	XDM
	NL to check whether AMBS have dispensations from the regulations regarding resubmission of the International Business Project	NL