

**Meeting of the Senatus Academic Policy and Regulations Committee (APRC)  
to be held online on Thursday 22 September 2022 at 2.00pm**

**CONFIRMED MINUTES**

<p><b>Present:</b> Dr Paul Norris (Convenor)</p> <p>Professor Patrick Hadoke (Vice-Convenor)</p> <p>Professor Tim Stratford Professor Jeremy Crang Dr Adam Bunni Sarah McAllister</p> <p>Rachael Quirk Sam Maccallum Charlotte MacDonald Dr Deborah Shaw Dr Catherine Bovill</p> <p>Kirsty Woomble Stephen Warrington Philippa Burrell Dr Kathryn Nicol Karen Howie</p> <p>Professor Jamie Davies</p> <p><b>In attendance:</b> Olivia Hayes Jon Beer</p> <p>Dr Tatiana Kornienko Dr Jon Turner Tom Ward Roshni Hume</p> <p><b>Apologies for absence:</b> Professor Antony Maciocia</p>	<p>Dean of Quality Assurance and Curriculum Approval (CAHSS)</p> <p>Director of Postgraduate Research and Early Career Research Experience (CMVM)</p> <p>Dean of Learning and Teaching (CSE) Dean of Students (CAHSS) Head of Academic Affairs (CSE) Head of Student Support Operations, Student Systems and Administration Head of Taught Student Administration &amp; Support (CAHSS) Vice President Education, Students' Association The Advice Place, Manager Dean of Students (CMVM) Senior Lecturer in Student Engagement, Institute for Academic Development (IAD) Head of PGR Student Office (CAHSS) Dean of Student Experience (CSE) Head of Academic Administration (CMVM) Head of Academic Policy and Regulation Head of Digital Learning Applications and Media, Information Services Dean of Taught Education (CMVM)</p> <p>Academic Policy Officer, Academic Services Teaching and Student Services Manager, School of Economics</p> <p>Lecturer, School of Economics Director, Institute for Academic Development Director of Academic Services Academic Policy Officer, Academic Services</p> <p>Dean of Postgraduate Research (CSE)</p>
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1.	<p>Members were welcomed to the first meeting of APRC for 2022/23. Special welcome was extended to new members joining the Committee:</p> <ul style="list-style-type: none"> <li>- Professor Tim Stratford, Dean of Learning and Teaching (CSE)</li> <li>- Dr, Adam Bunni Head of Academic Affairs (CSE). Adam has previously served on APRC in a different capacity.</li> <li>- Sam Maccallum, Vice-President, Education</li> <li>- Dr. Kathryn Nicol, Head of Governance and Regulatory Framework Team</li> <li>- Ms Karen Howie, Head of Digital Learning Applications and Media</li> </ul>
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	The EUSA Academic Engagement Coordinator will also be a co-opted member on the committee, though this position is currently vacant. EUSA will notify APRC once filled.
2.	<p><b>APRC22/23 1A: Minutes of the previous meeting</b></p> <ul style="list-style-type: none"> <li>• <b>26 May 2022 (enclosed)</b></li> <li>• <b>15 – 22 July 2022 e-Business (enclosed)</b></li> </ul> <p>The minutes of the previous meetings held on 26 May were approved as an accurate record. The e-business minutes were approved with two minor amendments to reflect the updated Committee membership at the time.</p>
3.	<p><b>Matters Arising from 2021/22</b></p> <ul style="list-style-type: none"> <li>• <b>Support for Study</b> <ul style="list-style-type: none"> <li>○ A short Support for Study policy update paper was due to be presented to the September meeting of APRC.</li> <li>○ APRC had requested further work be done on the policy, and the Deputy Secretary, Students has asked for further time to review feedback and practices before updates are brought to APRC.</li> </ul> </li> </ul> <p><b>Matters Arising from 26 May meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Code of Student Conduct</b> <ul style="list-style-type: none"> <li>○ APRC approved amendments to the Code at its meeting on 26 May, and the Code was taken to Court for approval by Resolution, to take effect from January 2023.</li> <li>○ Court considered a paper in June, and Court agreed to refer the draft Resolution to Senate and the General Council for observations in line with the requirements of the 1966 Act. It is expected that the policy will be presented to Court for final approval in December 2022. The revised Code is expected to take effect from January 2023.</li> </ul> </li> <li>• <b>Programme and Course Handbooks Policy Update</b> <ul style="list-style-type: none"> <li>○ Corrections to the policy were made in consultation with the College Deans of Students. Changes were approved by Convenor's Action.</li> </ul> </li> <li>• <b>Taught Assessment Regulations</b> <ul style="list-style-type: none"> <li>○ The new Assessment and Feedback Principles and Priorities discussed at the 26 May 2022 meeting of APRC were approved by the Senate Education Committee on 8 September 2022.</li> <li>○ The Taught Assessment Regulations have been updated to refer to the new principles and priorities and amendments to Regulations 11, 15 and 16 were agreed and approved by Convenor's action.</li> </ul> </li> </ul> <p><b>Report of Convener's Action</b> The Convener updated APRC on the actions which have been taken by Convener's action since the Committee last met.</p> <p><b>Student Discipline Officers:</b> The revised list of Student Discipline Officers was approved by Convenor's Action. The revised SDO list is available online at <a href="#">Student Discipline Officers</a>.</p> <p><b>Student Discipline Committee:</b> There were additions to the Student Discipline Committee over the summer, which were approved by Convenor's Action. The list of Committee members is available online at <a href="#">Student Discipline Committee</a>. The Committee agreed that Convenor's action should be used to approve any further additions, as required.</p>

**Concessions approved by Convenor's action:** A total of 25 concessions were approved. Two concessions were rejected.

The Convenor gave a broad overview of approved concessions approved by category:

- Extensions, AIS and period of study: 12
- Posthumous awards: 2
- Visiting student: 2
- Other categories not elsewhere defined with fewer than 2 students: 3
- External Examiners: 6

The Convenor confirmed that no exam board took place in Semester 2 without external examiner oversight. APRC was reminded that it had been granted devolved authority from SQAC to consider policies related to external examiners. This is to enable the efficient management and oversight of concessions required to address the impact of industrial action.

#### For approval

#### 4. APRC 22/23 1B: Academic Misconduct Procedure

For approval

This item was introduced by Roshni Hume, Academic Policy Officer, Academic Services. The paper proposes changes to the Academic Misconduct Investigation Procedures.

Ms Hume noted that the proposals put to APRC today are interim measures, primarily intended to speed up the process for staff and students. If approved, these measures will be implemented in the current academic year. It is intended more substantial revisions to the Procedure will be presented to APRC for approval in semester 2, and that if approved these will be implemented for academic year 2023/24.

The Committee discussed the proposed amendments. The following points were made:

- Colleges were generally supportive of the changes which are intended to address a high volume of work being faced by CAMOs. Evidence suggests that a significant number of the cases dealt with in 2021/22 could likely be resolved at School level with the proposed changes.
- The changes are a transparent way of ensuring penalties are fairly applied in cases of low-level academic misconduct.
- A concern regarding the workload implications for School Academic Misconduct Officers (SAMOs) was raised and it was queried whether SAMOs had been consulted and if the changed Procedure would be reflected in WAM allocations.
- The application of penalties by SAMOs was raised. It was queried whether SAMOs would take account of the assessment weighting in determining an appropriate penalty, with a penalty in a single piece of assessment having greater impact on an overall grade than an assessment with a lower weighting.
- The Procedure should indicate the expected turnaround time for management of an academic misconduct case by SAMOs.
- A question regarding record-keeping was raised, noting that the Procedure required Schools to share information about penalties applied by SAMOs, in order to tell whether a case was a first or subsequent offence.
- A query regarding the application of penalties in Pass/Fail courses was raised.
- A query regarding providing an outcome to students following the resit diet was raised.
- APRC received comments from a Senate member regarding the proposed changes and the provision of guidance to SAMOs to accompany these changes. The paper author confirmed that guidance would be provided to SAMOs.
- APRC recommended a series of editorial amendments to the Procedure.

	<p>The Committee agreed that implementing a revised Procedure as soon as possible would be desirable given the high volume of work currently experienced by CAMOs.</p> <p>APRC agreed that Academic Services should revise the paper in light of the comments received, This would be circulated to the Committee for consideration and approval via e-business.</p> <p><b>Action:</b> Academic Services to revise the paper in light of the comments received. The revised paper would be circulated to the Committee for consideration and approval via e-business.</p>
1.	<p><b>APRC 22/23 1C: MSc Mathematical Economics &amp; Econometrics</b> For approval</p> <p>This item was convened by Deputy Convener, Professor Patrick Hadoke, CMVM.</p> <p>This item was introduced by Dr Tatiana Kornienko and Jon Beer, Teaching and Student Services Manager, School of Economics. The paper proposes to permit students undertaking the MSc Mathematical Economics and Econometrics (MEE) to choose between completing a dissertation or a research project as the capstone of their PGT studies.</p> <p>The Committee discussed the proposal. The following points were made:</p> <ul style="list-style-type: none"> <li>• The School have contingency plans to mitigate any disruption experienced by individual students in a group work setting.</li> <li>• A higher weighting for the assessment would apply to the individual component (60%), over the group component (40%).</li> <li>• Students have a choice between undertaking a dissertation or group research project. The minimum and optimal number of students required for a research project is two, however this may be up to five depending on the project.</li> <li>• Students will meet the programme learning outcomes regardless of whether they complete a dissertation or a research project. Individual course descriptions will make this explicit.</li> <li>• The revised structure would be monitored for QA purposes, with grades and learning outcomes, along with the usual QA mechanisms used to establish whether the alternative structure is established.</li> </ul> <p>APRC approved this item.</p> <p>The Committee agreed that this is an exciting proposal for the programme. The Committee would like to receive feedback on the programme's success after this has been in place for two years.</p> <p><b>Action:</b> School of Economics to feed back to the Committee on the programme's success after the revised arrangements have been in place for two academic years.</p>
<b>For discussion</b>	
2.	<p><b>Developments from 11 August 2022 Senate meeting, including new guidelines for Senate Committee operations</b> For discussion</p> <p>This item was introduced by Tom Ward, Director of Academic Services.</p> <p>The paper outlines guidelines, approved by Senate, for the operation of the Senate Standing Committees, including arrangements for access to and production of Senate Committee papers.</p>

	<p>The Committee discussed the paper. The following points were made:</p> <ul style="list-style-type: none"> <li>• The Externally facilitated review of Senate has been brought forward by one year to 2022/23. Senate Standing Committee members will have an opportunity to feed into this review.</li> <li>• A revision to the composition of Standing Committee membership will be presented to the next meeting of Senate on 12 October. Members of the Committee were reminded of the channels for feeding into this discussion. The Committee agreed that decisions on APRC business are taken as a collective and it would be useful to clarify whether any new members joining the Committee join as individuals or as representative of a wider body, such as Senate, Schools or Colleges.</li> </ul> <p>APRC noted the paper and guidelines.</p>
<b>For information</b>	
<p><b>3.</b></p>	<p><b>Vice President Education Priorities 2022/23</b> For information</p> <p>This item was introduced by Sam Maccallum, VP Education, Students' Association.</p> <p>A number of students have raised concerns regarding a return to in-person assessment and a lack of clarity on the format of assessment nor expectations surrounding in-person examinations. The Committee discussed this and the following points were made:</p> <ul style="list-style-type: none"> <li>• The regulations do not define a requirement for in-person or online examinations, and this is left to the discretion of course organisers to establish what constitutes appropriate assessment for a course. There may be a role for guidance to inform on this, at a School, College or service level.</li> <li>• There has been concern regarding a significant increase in instances relating to academic integrity since online examinations have been held.</li> <li>• For students, in-person exams do not constitute a 'return to normal'. Concern was raised regarding the level of support offered to students if courses are to return to in-person, as many Honours students will not have sat in-person exams during their time at University.</li> <li>• A longer-term consideration of the appropriateness of assessment was requested.</li> </ul> <p>This item is to be discussed at the next meeting of the Student Council.</p> <p>Members were invited to submit comments by email to <a href="#">Sam Maccallum</a>.</p> <p><b>Action:</b> The Convener will contact the Deputy Secretary Students for a discussion on in-person assessments to be added to the agenda for an upcoming Student Lifecycle Group meeting.</p>
<p><b>4.</b></p>	<p><b>Curriculum Transformation – Presentation &amp; verbal update</b> For information</p> <p>This item was introduced by Dr Jon Turner, Director of the Institute for Academic Development.</p> <p>The Committee received an update and <a href="#">presentation</a> on the Curriculum Transformation Programme intended to assist with forward planning of upcoming Committee business. The development of a proposed curriculum framework will be presented to Standing Committees and Senate in early 2023, with the intention that this will be presented to the University by the end of 2022/23.</p>

	<p>The programme is currently on track and it is anticipated that work will be compressed around January 2023, to allow sufficient lead in time for Schools to consider programme changes required for implementation.</p> <p>Members were invited to submit comments by email to <a href="#">Dr Jon Turner</a>.</p> <p><b>Action:</b> The Convener will take forward discussions between Curriculum Transformation and Academic Services to confirm indicative timescales, impacted policies and the actions likely to be requested of APRC.</p>
5.	<p><b>APRC Membership and Terms of Reference</b> For information</p> <p>This item was provided to the Committee for information. The membership and terms of reference APRC were presented to APRC in May 2022 however a number of positions remained vacant at that time, and have since been filled over the summer. The paper presents the updated membership and terms of reference.</p> <p>Senate gave time-limited approval of the membership of its Standing Committees, which will expire at the next Ordinary meeting of Senate. Senate members would have an opportunity to comment on proposed revisions to the membership at the forthcoming Senate meeting on 12 October.</p> <p>APRC noted the paper.</p>
6.	<p><b>CE &amp; SC Task Group update</b> For information</p> <p>This item was provided to the Committee for information. APRC was asked to note the progress of the short-life task group.</p> <p>The Committee discussed this and the following points were made:</p> <ul style="list-style-type: none"> <li>• The group are working to an ambitious timeframe and there is potential for industrial action to impact on the group's work.</li> <li>• The update does not highlight the need for potential systems development in light of any proposed policy changes. This is to be considered as having potential resource implications and risk to the work of the group.</li> <li>• It is unlikely that the task group will reach complete consensus on a draft policy. The Committee are aware of the forthcoming challenges in agreeing a way forward on this policy.</li> </ul> <p>Comments were received from a Senate member regarding the importance of engaging in meaningful discussion with Schools. This would be passed to the paper authors.</p> <p>APRC requested the CE &amp; SC task group provide the Committee with a more substantive update for the 26 November meeting.</p>
7.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Inclusion of publications in thesis</b> <ul style="list-style-type: none"> <li>○ The Deputy Convener, Patrick Hadoke provided an update on the inclusion of publications in a thesis, which has previously been raised at APRC. Regulation 32 of the PGR Assessment Regulations provide clear instruction on the inclusion of publication in a thesis. It was reiterated that inclusion of publications in a thesis is not a substitute for writing a thesis and poor scholarship may apply in these cases.</li> </ul> </li> </ul>

- **Online examinations submission window**
  - Sarah McAllister, Head of Student Support Operations, Registry Services, raised concern regarding the need for a consistent approach for handling late submissions of online examinations across the University ahead of the December 2022 exam diet.
  - A definitive steer is needed with sufficient time for this to be implemented and communicated ahead of the December exam diet. This should be reflected in guidance for students and staff to be communicated out ahead of the exam diet commencing.
  - It was noted that the current position is that online centrally delivered exams include a one-hour submission window, and that submissions made after this deadline will be marked as 0 unless there is an accepted special circumstances application. The Committee acknowledged that if there are to be any changes to this position, changes would need to be agreed and communicated ahead of the next scheduled committee meeting and in time for implementation ahead of the December exam diet.
  - APRC are aware of the need to move quickly and would take action to support this as required and between meetings if necessary.
  - **Action:** This item would be taken forward by ESC and Academic Services for discussion with Colleges, Systems and the Students' Association.
  
- **Report to Senate on concessions**
  - The Convener is providing a report on the concessions approved over the past 12 months to the 12 October meeting of Senate.
  - The majority of concessions received by APRC relate to Authorised Interruption of Studies and Extensions to programmes. This is something for APRC to consider longer term.
  
- **Format of meetings in 2022/23**
  - The Convenor updated the Committee on the format of meetings moving forward in relation to hybrid, online and/or in-person meetings.
  - It was confirmed that the Cuillin Room in Charles Stewart House has been secured for all APRC meetings this year, though the option to join online will remain.
  - The meeting appointment will be updated to be 3 hours.
  
- **Anonymous marking**
  - A previous discussion at APRC raised the possibility of using UUNs in anonymous marking. It was confirmed that the use of UUNs in anonymous marking has been eliminated from the proposed options. The Convener would provide a further update the Committee once available.