The University of Edinburgh
Senate Quality Assurance Committee

Minutes of the electronic meeting held between
Monday 1 June 2026 and Friday 12 June 2026

1. Attendance

The following members were invited to participate in the electronic meeting:

Member:	Position:
Professor Tina Harrison	Deputy Vice Principal, Students (Enhancement) (Convener)
Faten Adam	School Representative of CSE
Katya Amott	Vice President (Education), Students' Association
Professor Matthew Bailey	Dean of Quality, CMVM
Dr Michael Barany	Senate Representative
Professor Cathy Bovill	Head of Academic Development, Academic Quality and Standards
Professor Laura Bradley	Doctoral College Representative (CAHSS, PGR)
Marianne Brown	Head of Academic Planning, Registry Services (co-opted)
Brian Connolly	Head of Academic Quality, Academic Quality and Standards, Registry Services
Dr Anne Desler	School Representative of CAHSS
Professor Ramon Grima	Director of Quality, School of Biological Sciences, CSE (co-opted)
Professor James Hopgood	Dean of Quality and Enhancement, CSE
Heather Innes	Academic Engagement and Policy Co-ordinator
Professor Nazira Karodia	Deputy Vice Chancellor and Vice Principal of Learning & Teaching, Edinburgh Napier University
Dr Jill Mackay	School Representative of CMVM
Dr Sari Pennings	Senate Representative
Professor Carol Richardson	Senate Representative
Dr Neneh Rowa-Dewar	Director of Students, EFI (co-opted)
Dr Emily Taylor	Dean of Quality Assurance and Curriculum Validation, CAHSS

2. Context

At its meeting in April, SQAC approved the proposed updates to the Programme and Course Approval and Management (PCAM) policy and Board of Studies Terms of Reference (ToRs), subject to the agreed amendments listed below. These amendments have been reflected in the policy documents circulated to the Committee via e-business.

Main amendments

- 2.2 and 3.17-3.21 – SQAC agreed to consult the Centre for Open Learning (COL) regarding the sections on approval of non-credit bearing courses. COL have provided helpful input, now reflected in the amendments, highlighting that:

- the proposed definition of non-credit bearing courses includes the courses provided by COL as they are listed on the Short Courses Platform (so no amendment needed)
- non-credit bearing courses do not necessarily align with the SCQF (but sometimes will do)
- the online course production service is a paid service, and not necessary for course development, so this has been removed
- a few other minor updates (e.g. documentation provided for approval)

- 2.15 – section updated to better reflect active student participation in consultation processes

- 3.11 – amendments to criteria for major changes to programmes:
  - the structure of a programme: formatting fixed, and added lower credit threshold for major changes to postgraduate programmes, to reflect the smaller credit volume of PGT programmes
  - the introduction of an in-person exam to any course
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- 3.12 – major changes to courses to include changes to course pre-requisites or co-requisites

- Board of Studies Terms of Reference 8 – section amended retain text in previous version of PCAM policy: "There is no formal quorum for the Board of Studies, but the minimum composition of Board of Studies meetings needs to provide effective academic oversight of the decisions made by the Board and therefore some roles may have to be represented for the Board to be considered robust."

- Other minor agreed amendments / updated links in 2.3, 2.4, 2.10, 5.2 and 5.10.

3. Meeting

SQAC held an electronic meeting via email correspondence between Monday 1 June 2026 and Friday 12 June 2026 to review the revised policy and approve the content after the amendments had been included. **All nineteen members of SQAC** were invited to respond with their explicit agreement or disagreement by stating **'Approve'** or **'Not approve'**, to each of the following requests:

i) To approve the wording of the amendments to the PCAM policy agreed at the April meeting of SQAC

ii) To endorse the wording of the amendments to the Board of Studies Terms of Reference, for Court to approve via a Court Resolution.

Committee members were reminded that, as agreed at the April meeting of SQAC, the Board of Studies information will remain in the PCAM policy until the amendments to the ToRs are approved by a Court Resolution, which is expected for later in 2026. If approved, the updated Board of Studies information would be moved into the Board of Studies ToRs in order to avoid duplication.

Five members of the Committee responded with their explicit approval for the revised policy. Non-responses were taken as assent.

After the deadline had passed, two members voted to “not approve” and provided some further comments. These comments were shared with the paper author and responses provided, but since the comments were received after the deadline had passed they are not included in the e-business minute.

As the decision to approve was the majority view of the Committee, the updated PCAM policy was approved and the Boards of Studies ToR endorsed to Court.

Sinéad Docherty
Committee Secretary
Academic Quality and Standards Manager
Academic Quality and Standards
Registry Services

13 July 2027