Imperial College London

Confirmed minutes

Programmes Committee (PC)

Tuesday 8 January 2019
10:00-13:00 Room 408, 4th Floor, Central Library.

Present
Dr Edgar Meyer (Chair), Ms Jolande Bot-Vos, Dr Lorraine Craig, Ms Lucy Heming, Dr Jo Horsburgh, Professor Jonathan Mestel, Professor Sue Smith, Dr Felicitas Starr-Egger, Mr Rob Tomkies, Dr Vijay Tymms, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue.

Apologies
Mr Alejandro Luy, Dr Mike Tennant (Deputy Chair) Ms Ute Thiermann, Dr Roberto Trotta and Ms Judith Webster.

1 Welcome and Apologies

The Chair welcomed attendees to the meeting and apologies, as above, were noted.

2 PC.2018.41 Minutes of the Previous Meeting

The QAEC report of the decisions and recommendations taken at the 27 November 2018 meeting of the Programmes Committee were approved as an accurate record.

3 Matters Arising

3.1 ***Curriculum Review- Module Outlines:*** The Chair informed members that module outlines as part of Curriculum Review would not be included with future Programmes Committee papers as the Faculty Education Committees and Reference Panels have the responsibility to review modules with the expectation that the Faculty Education Committees are to recommend the Programmes Committee to approve redesigned module outlines. The Chair and the Secretary will review all module outlines on behalf of the Committee.

3.2 ***Programmes Committee- Away Days:*** Committee members were asked to reconfirm their availability for the upcoming full day meetings (Tuesday, 19 February 2019 and Tuesday, 26 March 2019) at the Ampersand Hotel, South Kensington. It was agreed that Reference Panel Chairs who would not be available to attend either of the meetings should arrange to meet with both the Chair and the Secretary to share their Reference Panel's concerns, recommendations and areas of best practice.

3.3 ***Programmes Committee- Additional Meeting***: The Chair informed members that it should be anticipated that the Programmes Committee for March would be extensive and that an additional meeting may be required to consider business as usual items. It was agreed that the Secretary would identify a meeting time suitable for the majority of members and to send a holding invite should an additional meeting be required.

4 Curriculum Review Updates

The Committee received updates from members of the Committee (who also act as Curriculum Review Reference Panel Chairs) with the progress of their panels.

ITEMS FOR CONSIDERATION

5 Curriculum Review

5.1 PC.2018.42 MRes Experimental Neuroscience

5.1.1 The Committee considered the redesigned MRes Experimental Neuroscience programme from the Department of Medicine to take effect from October 2019.

5.1.2 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Committee recommended that the programme overview section of the programme specification is reviewed to ensure that it is coherent, in particular: 'There is a broad spectrum of research, "*from the bench to the bedside*", with particular emphasis on the application of modern scientific techniques" …….' the Department were advised to reference this research to make it more relevant to the following sentence;

- The Committee recommended that the Learning and Teaching Delivery Methods- Overall Workload section of the programme specification be reviewed to clarify the definition of 'each rotation', should this refer to 'each module' or would there be a rotation of modules with no order as to which module should be completed first;

- The Committee recommended that the Admissions Test/ Interview section of the programme specification be reviewed to consider what alternative arrangements will be made for students who may be overseas and unable to attend interviews;

- The general regulations state that 'for a Masters, students must normally achieve a Distinction/Merit (70/60%) mark in the dissertation or designated final major project (as designated in the programme specification) ……'. As the programme consists of three projects, it is advised that one of the projects should be designated as the final major project, or the programme team could request for an overall average of 70% of all three project;

- The Programme Specification does not list Exit Awards; The Committee noted that if Exit Awards are not being offered then the Department must justify this and respond with a rationale as to why they will not be made available to students;

5.2 PC.2018.43 MSc Genes, Drugs and Stem Cells- Novel Therapies

5.2.1 The Committee considered the redesigned MSc Genes, Drugs and Stem Cells- Novel Therapies programme from the National Heart and Lung Institute to take effect from October 2019.

5.2.2 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Committee recommended that the programme team review the paperwork presented for typographical errors and to review the language used in the Programme Overview section of the programme specification, in particular 'The proposed programme….' assumes that this programme is yet to be approved at the time of publication;

- The Committee recommended that the Programme Intended Learning Outcomes should be introduced as 'On completion of the PG Cert in MSc Genes, Drugs and Stem Cells-Novel Therapies you will be able to…….';

- Members of the Committee found the breakdown of the assessments in the 'Assessment Strategy' section useful in understanding the different types of methods implemented throughout the programme, but queried if the listing of assessments could be justified as an assessment *strategy.* The programme team should also be mindful that by listing the

assessment breakdown, this could restrict the team's flexibility of modifying assessments in future. The President- Student Union also made comments regarding the green font used and how this may not be an accessible colour for some users of the programme specification;

- The Committee recommended that the Programme Structure should clearly define the modules that a student would be required to complete for the award of the Postgraduate Certificate;

- The Committee recommended that the programme team review the programme specific regulations requested, it was advised that the programme team note that a compensated fail cannot be offered for a core module;

- The Chair noted that the Reference Panel (who had reviewed the above programme), identified that the module learning outcomes of the three elective modules which are advanced versions and dictate particular 'pathways' all have the same intended learning outcomes and assessments. It had been recommended that these learning outcomes could be reviewed to ensure that they do not appear to be generic and of a low level; and that students are able to demonstrate progression through the programme.

5.3 PC.2018.44 MSc Molecular Medicine

5.3.1 The Committee considered the redesigned MSc Molecular Medicine programme from the Department of Medicine to take effect from October 2019.

The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Committee recommended that the programme team review the paperwork presented for typographical errors;

- The Committee agreed that the aim/objective of the programme as detailed in the Curriculum Review-Proposal Form could be included in the Programme Specification-Programme Overview, specifically: 'The programme will not only provide a solid foundation for those who intend to go on to study for a PhD but the skills acquired will equip them to pursue careers in hospitals, industry, the public sector and non-governmental organisations.'.

- Learning Outcomes: The learning outcomes should be introduced as 'On completion of the MSc Molecular Medicine programme you will be able to……', rather than 'On graduation, you will be able to:'.

- Review the wording of programme learning outcome seven: 'Defend and persuade own research findings to a research community.' The Committee acknowledged that this would have been an oversight and that the department do not intend for students to persuade their own research;

- Progression and Classification- The Committee recommended that the programme team review the classification of the degree and review the award of 'Distinction/Merit/Pass….. a minimum of 70/60/50% in your Research Project' to clarify whether the 'Research Project' is the combination of the Mini-Research Project (MRP) and the Laboratory Based Research Project (LBRP) OR just the LBRP on its own.

5.4 PC.2018.45 MSc Translational Neuroscience

5.4.1 The Programmes Committee considered the redesigned MSc Translational Neuroscience programme from the Department of Medicine to take effect from October 2019.

5.4.2 The Committee shared the Reference Panel's compliments of the interesting rationale taken to the redesigning of the curriculum and assessments.

5.4.3 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Committee held discussions around the Assessment Strategy within the programme specification, in particular the strategy implemented in Module Six: Hackathon and queried how students will be expected to 'apply computing skills', the programme team should clarify whether students will be expected to already have computing skills before joining the programme or whether the module will equip students with computing skills in order to them be able to apply them;

- The programme team are recommended to review the Progression and Classification section of the programme specification for the use of 'programme component' as it is not clear whether this refers to a module or an assessment within a module;

- The programme team are recommended to review the programme regulations to ensure that they map to the College regulations as the regulations applied in the programme specification seemed to fall in to the outdated 'element' structure, the programme team were advised that if they require programme specific regulations then this should be made more evident in the correct section of the programme specification

- The Committee recommended that the programme specific regulations detailed in the programme specification should be removed due to them being the module weightings rather than regulations.

5.5 PC.2018.46 UG Chemical Engineering
MEng Chemical Engineering
MEng Chemical Engineering with a Year Abroad

5.5.1 The Programmes Committee considered the redesigned UG Chemical Engineering programmes from the Department of Chemical Engineering to take effect from October 2019:

5.5.2 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Committee noted that for the purpose of Curriculum Review, the programme specification had been consolidated and that separate specifications will be presented for marketing purposes, the Department are asked to share the final documents with the Quality Assurance Team for publishing;

- The Committee noted that the exit award of the ordinary degree of BEng Chemical Engineering (Pass) (180 ECTS) would require further discussions at College level as the UK credit framework would award at 150 ECTS; this does not require further action from the Department but it was noted that it would be considered at the College Regulations and

Policy Review Group. It had been agreed that the Committee would wait for College to advise upon the weighting of the ordinary degree.

- The Committee noted that the Programme Intended Learning Outcomes had been formatted to align to the programmes Professional Bodies;

- The Department were advised to note that in the Programme Structure for Year 3, the I-Explore module could fall in 'Term 1 or 2' or 'Term 1 & 2' and that the Horizons module should be weighted at 7.5 ECTS;

- The Committee noted that the inclusion of the summary tables of recommendations had been useful and should be commended. It was recommended that a note should be included to distinguish between the green and yellow sections; and if a deadline is applicable to the sections in yellow.

5.6 PC.2018.47 UG Civil Engineering

MEng Civil Engineering
MEng Civil Engineering with a Year Abroad

5.6.1 The Programmes Committee considered the redesigned UG Civil Engineering programmes from the Department of Civil and Environmental Engineering to take effect from October 2019.

5.6.2 The Committee shared their compliments with how the Department had approached and engaged with the Curriculum Review process and that the Department had presented a set of well thought through documentation.

5.6.3 The Committee noted that a Senior Strategic Teaching Fellow has been appointed and that the initiative to utilise their expertise in making changes to the curriculum is commendable, particularly the planned evaluation of the impact of the changes made.

5.6.4 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2019 subject to the following recommendations:

- The Programme Specification does not list Exit Awards; the Committee noted that if Exit Awards are not being offered then the Department must justify this and respond with a rationale as to why they will not be made available to students;

- The Committee agreed that the Programme Intended Learning Outcomes should be rephrased as 'Upon successful completion of this programme, *you will be able to*: ……', rather than ' You will typically have:……';
  - The use of '… including being able to:' had been discussed and whether the learning outcomes would fully articulate those of the Professional Bodies without listing all the full expectations. It was noted that this would be an ongoing discussion to be had at College level.
  - The Committee suggested that in the meantime, the sentence '~~In addition~~, a graduate will have achieved the full list of intended learning outcomes required by the accreditors of the programme' could be the introductory sentence rather than at the end of the section.

- The Committee noted that for best practice within the Faculty of Engineering, the Department could include the assessment breakdown table in the Assessment Strategy section of the programme specification;

- The Committee suggested that the 'Additional Programme Costs' table could note that Field Trips are covered by the Department as it had not been made clear in the documentation who the costs would be accountable towards;

- The Department were advised to note that in the Programme Structure for Year 3, the I-Explore module could fall in 'Term 1 or 2' or 'Term 1 & 2' and that the Horizons module should be weighted at 7.5 ECTS;

- The Committee made comments around the ordering of modules within the Programme Structure section of the Programme Specification, and that the Department could review whether the current ordering is the most appropriate.

6 Major Modifications to Existing Programmes

6.1 **PC.2018.48 UG Physics (Modification 1)**
MSci Physics
MSci Physics with a Year Abroad
BSc Physics with Theoretical Physics
MSci Physics with Theoretical Physics

6.1.1 The Committee considered a proposal from the Department of Physics to make changes to the above suite of programmes with immediate effect (January 2019).

6.1.2 The proposed changes include:

- To remove the current Year 1 Mathematics requirements to 'normally required' for students who do not achieve 65% to transfer off the "with Theoretical Physics" degree programmes;

- To remove the fixed requirement of having MSci students achieve a combined Year 1 and 2 aggregate mark of 60% to proceed on the MSci, otherwise a transfer to the BSc (F300) programme is 'normally' required;
    - To allow the Senior Tutor more flexibility in handling cases where a student has missed these progression boundaries but who might reasonably be expected to improve.

- For students where the Year 1 and 2 aggregate mark lies between 55% and 60% it is proposed that the programme specification is updated to reflect the Board of Examiners current practice of allowing progression where the Year 2 aggregate mark on its own is above 60%. Remaining students with a Year 1 and 2 aggregate mark between 55% and 60% will normally be required to transfer to the BSc programme but will be requested to meet with the Senior Tutor to review their situation.

6.1.3 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from January 2019 subject to the following recommendations:

- That the Department inform current students regarding the changes to the programme regulations and the rationale for the change;

- That the Department provide the communication drafted for current students regarding the changes to the Quality Assurance Team. The communications should be approved by Student Marketing and the Admissions team before being sent to students.

6.2 PC.2018.49 UG Physics (Modification 2)

BSc Physics
MSci Physics
MSci Physics with a Year Abroad
BSc Physics with Theoretical Physics
MSci Physics with Theoretical Physics
BSc Physics and Music Performance

6.2.1 The Programmes Committee considered a proposal from the Department of Physics to make in-session changes to the above suite of programmes to be implemented with immediate effect.

- To amend the assessment for the module Complexity and Networks from Exam (20%), Written Project Reports (2 x 40%) to Blackboard Mastery-style Tests (4 x 2.5%), Written Project Reports (2 x 45%)

6.2.2 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from January 2019 subject to the following recommendations:

- That the programme team inform current students regarding the approved changes to the modules and the rationale for the change;

6.3 PC.2018.50 UG Chemistry

BSc Chemistry
BSc Chemistry with Management
BSc Chemistry with Management and a Year in Industry
MSci Chemistry
MSci Chemistry with Research Abroad
MSci Chemistry with a Year in Industry
MSci Chemistry with Research Abroad and a Year in Industry
MSci Chemistry with Medicinal Chemistry
MSci Chemistry with Medicinal Chemistry and a Year in Industry
MSci Chemistry with Molecular Physics
MSci Chemistry with Molecular Physics and a Year in Industry
MSci Chemistry with French/German/Spanish for Science

6.3.1 The Programmes Committee considered a proposal from the Department of Chemistry to made in-session changes to the above suite of programmes to be implemented with immediate effect.

- To amend the assessment for the lecture series part of the module on Strategies in Drug Discovery from a closed-book exam to a 12-15 minute webinar on a disease topic of choice, with grading by two markers and 10% element of peer assessment.

6.3.2 The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from January 2019 subject to the following recommendations:

- That the Department inform current students regarding the changes to the assessment and the rationale for the change.

6.4 PC.2018.51 MSc Advanced Materials Science and Engineering

7.4.1 The Programmes Committee considered a proposal from the Department of Materials to include additional text of 'Specialising in Nuclear Engineering' on the certificate for students who meet the criteria for this specialisation with effect from October 2019.

- The Programmes Committee requested that the Department consider whether this proposal is viable as it was noted that the MSc Advanced Nuclear Engineering programme had been withdrawn in the previous academic year due to a change in strategic focus for provision of teaching and education by the Department of Materials and the Centre for Nuclear Engineering. The Programmes Committee advised that they would offer their approval, but the Department ought to monitor carefully how it recruits to this specialism should they wish to proceed with the modification.

6.4.2 **Post meeting note:** The Department noted that the programme specialism would exist within an approved programme of study and would consist of a select group of elective modules. The Department assured that there would be no risk to the department or programme if the recruitment of students to the specialism is low.

Advice from the Student Records Team had been sought and it was agreed that a new programme code could be generated for the specialism so that the additional text would appear next to the final degree title on a student's certificate. It was advised that the specialism could be added on to the existing programme but the additional text would only be generated in the notes section of the student's transcript.

The Department instructed that it would be preferred if a new programme code could be generated, and that it would be used to transfer students once elective modules have been agreed at the start of term.

6.5 PC.2018.52 MSc Advanced Chemical Engineering with Process Systems Engineering

6.5.1 The Committee considered a proposal from the Department of Chemical Engineering to make an in-session change to the above programme to be implemented retrospectively from October 2018.

- To replace the core module CE4-33 Molecular Modelling of Fluids with CE4-08 Dynamic Behaviour of Process Systems

The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from October 2018 subject to the following recommendations:

- The programme team note the College's Major Modifications deadline which falls on the 31st March annually. Changing a core module at the beginning of the year requires the consent of all students and is an obligation of the Department to comply with consumer law to consult major changes with students.

- The programme team should ensure the most up to date programme specification is made available to students.

7 Suspensions and Withdrawals of Existing Programmes

7.1 PC.2018.53 MSci Petroleum Geoscience

7.1.1 The Programmes Committee considered a proposal from the Department of Earth Science and Engineering to withdraw the programme above to close for the 2020/21 recruitment cycle.

7.1.2 The Committee agreed to recommend to the Quality Assurance and Enhancement Committee to approval the proposal with effect from October 2019.

8 Items to Note

There were no items to note.

9 Any Other Business

There were no other areas of business to discuss

10 Dates of Future Meetings

Tuesday 19 February 2019, 9:30 - 18:00, Ampersand Hotel, South Kensington.
Tuesday 26 March 2019, 9:30 - 18:00, Ampersand Hotel, South Kensington.
Tuesday 7 May 2019, 10:00 - 13:00, EEE Seminar Room 909B.