

Science Studies Committee
07 November 2012
12.15
The Boardroom, 58 Prince's Gate
South Kensington Campus

Minutes

- Present:** Professor R Thompson (acting Chairman), Professor S Curry, Professor J Mestel, Professor D Humphris, Mr D Hunt, Mr C Love, Professor A MacKinnon, Professor A Spivey, Mr N Wheatley and Professor Denis Wright.
- Apologies:** Ms C Borkhataria, Dr M Jones, Professor R Leatherbarrow and Dr E Price-Davies
- In Attendance:** Ms L McConnell (Secretary), Dr S Webster (on behalf of Dr E Price-Davies), Ms R Penny, Mr D Jordan (for item 10 (3) and Mr A Marshal (work experience).

The Chairman welcomed Professor D Humphris, Mr D Hunt, Ms C Borkhataria and Dr E Price-Davies to their first meeting of the Committee.

1 Constitution, Membership and Terms of Reference (Paper 1)

- 1.1 Approved: The Constitution, Terms of Reference and Membership of the Committee for the 2012-13 session.
- 1.2 Agreed: That the Vice Chairman of the Committee, for the 2012-13 session, would be Professor R Thompson.

2 Apologies for Absence

- 2.1 Received: As noted above.

3 Minutes

- 3.1 Approved: Minutes of the previous meeting held on the 15 May 2012 (**Paper 2**) subject to a minor amendment (ref minute 12.7).

3 Matters Arising

- 3.1 Received and Noted: A list of actions from the last meetings and progress made so far to address these (**Paper 3**).
- 3.2 Minute 3.2.1 (Paper 4)
- 3.2.1 Reported: In response to comments made by external examiners for the 2010-11 examinations in the Business School concerning possible grade inflation, the Committee agreed that the Business School should present a report on the findings of its internal review of the level of difficulty and suitability of MQC examinations.
- 3.2.2 Reported: In its review of MQC examinations, the Business School considered data from Boards of Examiners held in the last 10 years. The findings of this review suggested that there is in fact a downward trend in average marks awarded for MQC examinations. The Business School confirmed that students are not provided with examples of previous MQC

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examination questions and that a second academic is responsible for reviewing the content of each MQC examination to ensure that recycling and duplication of questions between years is avoided, as far as possible. All MQC examinations are negatively marked.

3.2.3 Reported: The Business School would not be extending its use of MQC examinations in other courses but was content that this type of assessment was suitable for programmes which already use it.

3.2.4 Agreed: The Committee was satisfied with the Business School's review of its MQC examination provision and endorsed the Business School's findings that there was no evidence of grade inflation as a result of MQC examinations.

3.3 Minute 12

3.3.1 Received: The agreed wording for the descriptor on MSci and MEng degree diplomas (**Paper 5**).

3.3.2 Reported: There are still a number of issues which need to be resolved concerning inconsistencies in assessment practice across College, highlighted as a result of the College's QAA 2010 Institutional Audit. Proposals to address these are being taken forward by the College and will be presented to the Committee in due course.

3.4 Key Information Sets

3.4.1 Reported: The College's KISs have now been published on the [Unistats website](#). There are two main points to note: that Imperial students have a lower percentage of satisfaction than students at other Russell Group institutions when the NSS questions relating to assessment and feedback are compared; and that, in general, Imperial compares favourably with other Russell Group institutions in terms of the numbers of hours students spend in scheduled teaching and learning activities.

3.4.2 Reported: HEFCE will be visiting the College on the 22nd and 23rd of January 2013 to audit the College's KIS data. Those Departments which have been selected as part of the HEFCE audit trail will be notified by the Registry in due course.

Items for Consideration

4 **Senate Summary Reports**

4.1 Received: The summary reports of the meetings of the Senate held on the 2 May 2012 and the 20 June 2012 (**Papers 6 and 7**).

4.2 Reported: The Senate approved a Student Charter for the College, entitled *Our Principles*, which was launched during summer 2012. The Senate noted that the *Our Principles* document was not a legal contract but rather an easily accessible, concise source of information and a clear display of staff, student and Imperial College Union collaboration. *Our Principles* defines the guiding principles of the College community and covers all students, both undergraduate and postgraduate.

4.3 Agreed: Departments should promote *Our Principles* to students at every opportunity.

5 **Quality Assurance Advisory Committee Summary Reports**

5.1 Received: The summary reports of the meetings of the Quality Assurance Advisory Committee meetings held on the 17 May 2012, the 26 June 2012 and the 10 October 2012 (**Papers 8, 9 and 10**).

5.2 Reported: The revised [Cheating Offences Policies and Procedures](#) for 2012-13 are now available to download on the College's website.

5.3 Noted: The QAAC has agreed to endorse an action plan, produced by the ICU and Dean of Students, Learning and Teaching, developed as a result of the findings of the Student Experience Survey.

6 **Engineering Studies Committee Summary Report**

6.1 Received: The summary report of the meeting of the Engineering Studies Committee held on the 23 May 2012 (**Paper 11**).

6.2 Noted: The Engineering Studies Committee did not approve a proposal for two new programmes in the Department of Earth Science and Engineering in which the 4th year of the MSci was identical to that of the corresponding MSc programme. The Committee noted that there are courses within the Faculty of Natural Sciences which follow a similar structure to this.

7 **Medical Studies Committee Summary Report**

7.1 Received: The summary report of the meeting of Medical Studies Committee held on the 29 May 2012 (**Paper 12**).

7.2 Noted: Competency Standards are due to be finalised by the Faculties in time for the 2013-14 session.

8 **Appointment of Board Chairmen and External Examiners for the 2012-13 Session (Paper 13).**

8.1 Approved: The re-appointment of existing undergraduate external examiners for the Faculty of Natural Sciences and the Business School for the 2012-13 session.

8.2 Approved: Board Chairmen for undergraduate degree programmes in the Faculty of Natural Sciences and the Business School subject to Professor Joanna Haigh being listed as Board Chairman for the Department of Physics.

8.3 Approved: Professor [x] (University of York) to act as one of the external examiners for the Department of Life Sciences (Biochemistry/Biotechnology). Although Professor [x] has no prior experience of acting as an external examiner for taught courses, Professor [x] has previously acted as external examiner for PhD viva examinations. She also has extensive teaching experience and examining experience on similar courses at multiple institutions. Professor [x] and Professor [x] (existing external examiners for the programmes) have agreed to act as her mentors.

8.4 Approved: Professor [x] (University of Bath) to act as one of the external examiners for the Department of Chemistry. Professor [x] is an experienced external examiner for taught courses.

8.5 Approved: Professor [x] (University of Liverpool) to act as one of the external examiners for the Department of Chemistry. Professor [x] is an experienced external examiner for undergraduate degree programmes.

8.6 Approved: Professor [x] (University of Oxford) to act as one of the external examiners for the Department of Physics. Professor [x], an existing external examiner for the Department would be acting as mentor given that Professor [x] has no prior experience as a taught course external examiner.

8.7 Approved: Professor [x] (University of Bristol) to act as one of the external examiners for the Department of Mathematics. Professor [x] is an experienced undergraduate external examiner. Although Professor [x] is from the same institution as an outgoing external examiner, the Committee was satisfied that this would pose minimal risk because he is from a different Department of this institution and specialised in a different subject area.

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- 8.8** Approved: Professor [x] (University of Manchester) to act as one of the external examiners for the Department of Mathematics. Professor [x] is an experienced undergraduate external examiner.
- 8.9** Approved: Professor [x] (University of Nottingham) to act as one of the external examiners for the Department of Mathematics. Although [x] is from the same institution as an existing external examiner, the Committee was satisfied that this would pose minimal risk because both externals are from different Departments of the same institution and specialised in different subject areas.
- 8.10** Agreed: The Department of Mathematics should provide further details about Professor [x] (QMUL) experience as an external examiner before the Committee could confirm his appointment.
- 8.11** Post Meeting Note: The Department of Mathematics have since confirmed that Professor [x] has no current external examiner appointments and has prior experience of external examining at taught course level at a variety of institutions. On this basis, the Chairman approved this nomination on behalf of the Committee.
- 8.12** Reported: The Registry would now write to all external examiners confirming their appointment with the College for the 2012-13 session. All external examiners will be invited to attend the College's External Examiner Induction Day which is being held in March 2013. Copies of the latest annual monitoring reports will also be sent to external examiners as part of the material they receive from the College.

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9 Student Surveys

- 9.1** Received: The results of summer SOLE 2012 (**Paper 14**)
- 9.1.1** Reported: Only a small number of Departments participate in summer SOLE and there is generally a poor participation rate for those that do. However, the participation rates for the Faculty have improved overall when compared to the rates of participation in last year's survey.
- 9.1.2** Reported: Overall there was good satisfaction with support materials available for the modules and students were, in general, happy with the organisation of modules. Students were happy with the structure and delivery of lectures and with the explanation of concepts given by lecturers. Lecturers were approachable and generated enthusiasm and interest in their students.
- 9.1.3** Reported: The Department of Life Sciences (Biochemistry/Biotechnology) had the least satisfaction in terms of support materials, organisation of the module and structure and delivery of the module but this was probably attributable to the re-structuring that took place within the Department last session.
- 9.1.4** Reported: The Department of Physics reported difficulties with one particular lecturer which has now been addressed.
- 9.2** Received: The results of TOLE 2012 (**Paper 15**)
- 9.2.1** Reported: Participation in the survey decreased in comparison to the previous year which could be attributable to the increasing numbers of different surveys students are being asked to complete.
- 9.2.2** Reported: Overall, the results were good for all questions although a high proportion of students surveyed expressed no need to seek advice from their personal tutors.
- 9.3** Received: The results of the National Student Survey 2012 (**Paper 16**).
- 9.3.1** Reported: The College achieved a higher or equal percentage satisfaction in 2012 than in 2011 for all question categories. The largest increase was in questions relating to assessment and feedback. The College's response rate also increased this year. The

questions with the highest percentage of satisfaction in 2012 were for learning resources questions. The questions with the lowest percentage satisfaction were for assessment and feedback.

- 9.3** Reported: In 2012, the College had 16 subject areas which met threshold levels for data to be published. Overall satisfaction increased for 11 of the 16 subject areas.
- 9.3.1** Reported: Electrical and Electronic Engineering achieved the highest overall satisfaction percentage, followed by Earth Science and Engineering. Civil and Environmental Engineering and Biochemistry had the lowest overall satisfaction. Earth Science and Engineering had the highest satisfaction with teaching, assessment and feedback, academic support, organisation and management, learning resources and personal development. Overall, 12 subjects increased their satisfaction with assessment and feedback.
- 9.3.2** Reported: This year was the first year in which students were asked about their overall satisfaction with the Union. Bioengineering had the highest satisfaction for this question.
- 9.3.3** Reported: The College's overall level of satisfaction remains above sector average, but the College has fallen in the Sector rankings and is lower in overall satisfaction than the Russell Group average. However, the College's overall satisfaction remains higher than other London based HEIs.
- 9.3.4** Agreed: Given that NSS 2013 opens in early January, members should start promoting the survey to their students as soon as possible.
- 9.3.5** Noted: The Faculty of Medicine will be holding three "town hall" style meetings with students in order to gather feedback on what issues students are still unhappy with and to ensure that the Faculty feeds back to students on action they have taken in response to their feedback. This was an example of good practice.
- 9.3.6** Agreed: College Planning would review whether the relative ranking data set could be presented in another format such as a histogram.

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10 Undergraduate Annual Monitoring 2011-12

- 10.1** Received: The undergraduate annual monitoring form for the Department of Chemistry for the 2011-12 session (**Paper 17**).
- 10.2** Reported: The Department have started to introduce formal careers planning in all their degree programmes in the form of a Professional Skills Programme (PSP). The new programme is so far working well and encourages meaningful and regular meetings with students and their tutors.
- 10.3** Reported: In consideration of the differences in year weightings between courses, the Department confirmed that it wishes to keep a small percentage weighting in first year because this provides an incentive for students to work during this period. The year in which students spend abroad has a lower weighting to account for the fact that some marks are attributed by non-Imperial Staff. The year in which students spend undertaking management courses carries a lower weighting because the Department wish to keep chemistry performance as the dominant determinant of the degree class. The Committee noted however, that as a result its review of year weightings, the Department have submitted an amendment to year 4 of the 4 year management degree (please see **Paper 21**).
- 10.4** Reported: The Department has been trialling recording of some lecturers by some staff which has proved to be a success. Students have been participating in the editing of such recordings and the Department hopes to extend this provision in forthcoming years.
- 10.5** Reported: As a result of the Department's NSS feedback, a new Professional DUGS will be appointed who will carry out DUGS and Exams Officer roles as well as act as student liaison. In addition to this, the Department has established a new Chemistry student hub,

modified the year 3 exams schedule to relieve exam stress and is carrying out a comprehensive review of its courses.

- 10.6** Reported: The Department confirmed that there are student representatives on all Departmental Committees.
- 10.7** Reported: Last year, there was quite a high proportion of re-sits in years one and two. The Department confirmed that the majority of students pass the second time round but there was quite a jump in workload in year two which some students may not expect which may contribute to the high proportion of year two re-sits.
- 10.8** Reports of External Examiners
- 10.8.1** Reported: External examiners reported that imperial is unusual in that year 1 is weighted. The Department responded to this comment by confirming that they prefer to retain a small weighting associated with year 1 to encourage students to work hard from their arrival at the College.
- 10.8.2** Reported: As was the case last year, external examiners commented that the marking schemes were, on occasion, too rigidly applied and may account for low average marks for some questions. In response to this, the Department confirmed that they have implemented a new system whereby the second marker must alert their Head of Teaching Section if a set of marks on a given question provided by the first marker is outside the range. This will trigger a meeting of markers to determine whether a modified mark scheme should be applied by the first marker.
- 10.8.3** Reported: In response to difficulties with the Year Abroad placement in Bologna, the Department reported that they will no longer be offering placements in Bologna between May and September. Another external examiner was pleased with the processes used by the Department to translate marks received by other institutions for the Year Abroad programmes.
- 10.8.4** Reported: It was suggested that the Department may wish to add an additional examination in General Chemistry at the end of year 4 which would ensure that the specialisms that students undertake in their final year does not lead them to graduating in Chemistry without the basics. In response to this, the Department confirmed that they have reviewed their synoptic exams (which perform an analogous function to a general chemistry exam) for years 3 and 4 and have increased the credit associated with both.
- 10.8.5** Reported: In response to a comment made by one external examiner that he was unsure what the purpose of running a 4th year viva was when it was already carried out in year 3. To this, the Department confirmed that the year 4 and 5 viva was completely different to the year 3 viva examination. Another external examiner recommended that the Department implements a 4th Year viva for the research projects but the Department stated that if they did this, the new exam would subsume the current year 4 synoptic viva.
- 10.8.6** Reported: External examiners highlighted the assessment of research projects whereby the project is marked by two independent assessors as an example of good practice. Further to this, one of the external examiners commented that he liked the inclusion of a project in the 3rd year of the course to complement practical work. Staff involved with administering the examination process were also thanked by external examiners.
- 10.8.7** Agreed: The Department and the Committee thanked the Chemistry external examiners for their contribution during 2011-12.
- 10.9** Received: The undergraduate annual monitoring form for the Department of Physics for the 2011-12 session (**Paper 18**).
- 10.9.1** Reported: With regard to differences in year weightings, the Department confirmed that the year which students spend abroad is given a lower weighting to take account of the difficulty in comparing assessment systems between universities and that the small differences between 3rd year and 4th year MSci courses is due to the weight given to comprehensive papers done in year 3 and the need to avoid anomalies with the same

course having different weight depending on whether it is done in year 3 or 4.

- 10.9.2** Reported: The agreement between the Department and the Royal College of Music to offer the BSc Physics and Music Performance has been extensively reviewed because the programme is now a joint award. The Committee received the annual report from the Joint Management Committee and noted that a new partnership between the Department and CCCU to offer a BSc Physics and Science Education has been established. Students who are successful in this programme will also achieve QTS. The Committee received an updated list of partner staff at both CCCU and RCM.
- 10.9.3** Reported: From 2012-13 the staff-student Committee will be Chaired by a student rather than by a member of staff and the Department also confirmed that a student representative will be invited to attend the Departmental Teaching Committee.
- 10.9.4** Considered: The 12 month follow-up report from the periodic review which took place on the 7th February 2011.
- 10.9.5** Agreed: The Department had satisfactorily addressed the comments made by the periodic review panel. The Department reported that they had made no changes to the professional skills training provided to students in year 1 but would review this provision for year 2. More detailed marking schemes have been introduced for the assessment of laboratory work and the Department also confirmed that they will be implementing changes to the personal and academic tutoring during 2012-13 to address concerns raised by students at the review that there was inconsistency in the quality of tutorials.
- 10.10** Reports of External Examiners
- 10.10.1** Reported: In response to comments made by external examiners, the Department will consider making amendments to the instructions given to examiners, in particular the quality and detail contained within model answers.
- 10.10.2** Reported: External examiners commented that students taking a year abroad were often awarded higher marks by overseas institutions than their peers who remained at Imperial. The Department confirmed that they use scaling to take account of this and are taking further steps to improve the moderation of such marks. Another external raised the point that some students may find difficulty when returning back to College having been away for an entire year. The Department confirmed that they provide support to students upon their return to the College.
- 10.10.3** Reported: With regard to marking MSci projects, external examiners raised issues concerning possible grade inflation and subjectivity of the marking process. Externals recommended that a better way of moderating project marks is needed. In response to this, the Department confirmed that they have decided to put together a panel of academic staff to assess projects and will look to change the guidelines to assessors.
- 10.10.4** Reported: One external examiner reported that he did not see copies of all draft examination papers. To this the Department responded by confirming that due to the large number of papers it was not possible to send all drafts to all externals. The Department also confirmed that they will liaise directly with external examiners to ensure that they receive a sufficient number of scripts and other assessed material.
- 10.10.5** Reported: One external examiner commented that the information provided to students by the Department for their examination was used differently by question setters. The Department confirmed that they would be reviewing examination rubrics to try to avoid this in the future.
- 10.10.6** Reported: One external examiner liked the style of particular examination questions requiring students to mark yes/no and then provide an explanation. Other externals praised the quality of teaching, lecture courses, supervision, laboratory and project work. The quality of assessments was reported as being very good. One external examiner reported that standards at Imperial are among the best in the UK with particular reference to the Comprehensive papers which are indicative of the Department's high standards. The range of projects available to students was seen as an example of good practice.

- 10.10.7** Reported: In response to a request from one external examiner, the Department will consider arranging meetings between students and external examiners next session.
- 10.10.8** Reported: One external examiner did not favour the use of using viva examinations to determine the outcome of borderline candidates and suggested that the Department consider using an algorithm instead. Furthermore external examiners recommended that the Department reduces the amount of scaling used. The Department considered these issues and agreed that it would not want to abolish the use of vivas but will look at alternative options. The issue of scaling has become more extensive with the need to take account of grade inflation. The Department reported that they have also decided to abolish all choice in core examinations and will be giving clearer guidelines to markers about what range of exam results is acceptable.
- 10.10.9** Reported: The external examiner for the BSc Physics and Music Performance confirmed that students found the programme to be managed well by both RCM and Imperial and praised the overall standard of instrumental tuition. However, the external examiner commented that some students claimed that they had not received all the instrumental tuition due to them and in some cases that not all group sessions were provided as advertised. Students also reported inconsistencies in feedback provided to them after their recitals. In response to this, the RCM confirmed that there are procedures in place in which students can raise these matters anonymously with staff. The RCM will ensure that information about these processes is provided to students in the RCM student handbook for 2013-14.
- 10.10.10** Reported: The music external examiner also reported that some students queried why the same criteria and recital length are applied to candidates who take 30 and 40 units in performance and wondered whether the requirement for those taking 30 units could be reduced. Additionally, some students reported that the constitution of recital panels varied across musical faculties. Students also requested confirmation that the “mock audition” mark would not deflect their final degree classification. The RCM confirmed that the “mock audition” ratifies the final recital mark but it is likely that this will be dispensed of in the revised BMus.
- 10.10.11** Reported: The music external examiner reported that students had questioned the RCM's descriptors for degree classifications in relation to those used by Imperial. The RCM reported by confirming that they have instigated the second phase of their Behind the Scenes project which aims to demonstrate to students how they are assessed and help them to recognise the intrinsic differences between assessments in science and music. One of the physics external examiners who also examined for the BSc Physics and Music Performance was impressed with the care taken to decide how to award degree classifications but also cautioned that the criteria should be clearly outlined to students.
- 10.10.12** Reported: The external examiner cited the recital panel as an example of good practice and commended the opportunity provided to meet with students on the programme.
- 10.10.13** Agreed: The Department and the Committee thanked the Physics external examiners for their contribution during 2011-12 and also extended their thanks to the external examiner who examined the music components of the Physics and Music Performance degree.
- 10.10.14** Noted: That the Business School Annual Monitoring report would be considered at the next meeting of the Committee (**Paper 19**).
- 10.11** Received and Approved: The 2011-12 reports from the external examiners for the Mathematics for Engineers courses and the Department's response to them (**Paper 20**).
- 11** **Re-Organisation of Undergraduate Examinations**
- 11.1** Department of Chemistry
- 11.1.1** Received: A proposal to amend the year weightings for the BSc Chemistry with Management (4 year) programme – F1NF (**Paper 21**).

- 11.1.2** Reported: The Department wish to amend the year weighting of the BSc Chemistry with Management from 1:2:3:2 to 1:2:3:3 to bring it in line with all other degree weightings. Students on the course have been consulted and the programme specification will be amended for 2013-14.
- 11.1.3** Approved: The change to year weightings, outlined above, to take effect for October 2013.
- 11.1.4** Received: A proposal to pilot industrial placements in the third sector for the Year in Industry courses (**Paper 21.i**).
- 11.1.5** Reported: The Department currently offers 4 five year MSci degrees incorporating a penultimate Year in Industry. Previously, the year in industry has been in a commercial company with chemistry related operations. The year is attributed to 60 ECTS credits and the performance of the student whilst in industry is assessed on a pass/fail basis.
- 11.1.6** Reported: The Department wishes to pilot a placement in the third sector (i.e. charity/NGO). The Department's Year in Industry coordinator will approve the science/chemistry content of the project and will satisfy himself that the envisaged activities would constitute a coherent project, suitable for evaluation by means of rigorous placement report. It is likely that the report would be science/chemistry communication and science/chemistry outreach work. Students would have the opportunity to enhance an important suite of skills of great value to their personal development and complementary to those that they would gain in a commercial company. A placement supervisor from the third sector organisation and a supervisor from Imperial would be appointed to oversee the project.
- 11.1.7** Approved: A pilot placement for the 2012-13 session which would take place at the Imperial Hub, a registered charity in England and Wales which works in collaboration with the Imperial College outreach office.
- 11.1.8** Agreed: If the pilot is successful, and the Department wishes to develop a new course as a result of this, that the Committee should receive this paperwork at its May meeting in time for the June Senate.
- 11.2** The Business School
- 11.2.1** Received and approved: A proposal to withdraw the Project Management course on the Joint Honours "with management" Biology, Biochemistry, Biotechnology and Chemistry programmes with effect for October 2013 (**Paper 22**).
- 11.2.2** Received and approved: A proposal to introduce a new course in sustainable Business for the Joint Honours "with management" programmes (**Papers 23 and 24**) with effect for October 2013.
- 11.2.3** Agreed: The Registry would amend the modifications to undergraduate programmes of study form so that Departments would be asked to comment on what aspects of relevant Subject Benchmark Statements have been considered when designing new courses.
- 11.3** Department of Life Sciences
- 11.3.1** Received and approved: A proposal to amend the title of the Parasitism and Other Life Strategies module to Parasitology and amended module content (**Paper 25**) with effect for April 2013.
- 12** **Model Answers (Paper 26)**
- 12.1** Reported: As a result of last year's external examiner reports, the Senate agreed that the QAAC should explore developing a College policy for preparing model answers to questions. Both the Senate and QAAC agreed that Departments should provide their external examiners with detailed model answers to questions.
- 12.2** Agreed: Members were not content with the proposal from QAAC and made suggestions

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for revisions. The Secretary would email a suggested final revision to this proposal to Committee members for consideration.

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13 Approval and Review of Exchange Agreements

13.1 Received and approved: The renewal of existing exchange partners for the Department of Chemistry (**Paper 27**).

13.2 Received and approved: The renewal of existing exchange partners for the Department of Physics (**Paper 28**).

13.3 Received and approved: The renewal of existing exchange partners and the approval of a new exchange partner (EPFL Lausanne, Switzerland) for the Department of Mathematics (**Paper 29**).

13.4 Received and approved: The renewal of existing exchange partners for the Department of Life Sciences (**Paper 30**).

13.5 Reported: The Assistant Registrar (Placements) would now work closely with Departments to revise existing exchange agreements and establish a new agreement for the Department of Mathematics.

14 Reports from Departmental Representatives

14.1 Reported: The Department of Mathematics would be making a proposal at the next meeting of the Committee for make revisions to the language components of the Year in Europe course.

14.2 Agreed: The Committee cautioned that students must be made fully aware of the demanding nature of this type of course.

14.3 Reported: The Centre for Co-Curricular Studies have revised the ECTS assignment for the “with language” courses in the Department of Life Sciences. The Department of Life Sciences have also revised their Scheme for the Award of Honours to reflect all the changes agreed by the Committee last year.

Items for Report

15 Good Practice

15.1 Received: A report on good practice highlighted by periodic reviews reported to the Senate during 2011-12 (**Paper 31**).

15.2 Noted: The Civil and Environmental Engineering’s first year undergraduate autumn term report form.

16 Dates of Next Meetings

16.1 Confirmed: The dates of the meetings of the Science Studies Committee for the 2012-13 session:

- 5th December 2012 – 12.15pm – 2pm – Boardroom, 58PG
- 13th February 2013 – 12.15pm – 2pm – Boardroom, 58PG
- 15th May 2013 – 12.15pm – 2pm – Boardroom, 58PG