



## Minutes of Meeting

Meeting: SCHOOL OF MANAGEMENT  
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 18 June 2025, 14.15pm

Venue: Remote using MS Office TEAMS

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### Present:

Dr T WAKELEY (Chair)  
Prof I CRAWFORD  
Dr B DUNCOMBE  
Dr R HITIBANDARA  
Prof R KAMM  
Mrs D MAHIL (alternative for V KORSUN)  
Dr I PYRKO  
Dr L STUBBS

### In Attendance:

Ms K ELLIOTT, secretary to the meeting  
Mrs L BARNES, minute secretary  
Mrs A BEVAN (for items 246 to 257)  
Ms N HODGSON (for items 252 to 253)  
Dr T MANSELL (for items 246 to 257)

**Apologies were received from:** Dr J ELLIS-BRUSH, Mrs V KORSUN, Prof R JACKSON, Dr T MCLAREN.

NB No Sabbatical Officers had been allocated to the School at the time of this meeting

### ACTION

### Part I Business

#### 246 Declarations of Interest

There were no declared conflicts of interest.

#### 247 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 28 May 2025 (Paper SLTQC24/25-065) were approved as a correct record.

#### 248 Matters Arising

Item 240): The Committee was provided with a verbal update on consultation with External Examiners about the revised methodology for conversion of outgoing exchange marks. Seven external examiners have responded, all in favour of the new methodology. One external asked for greater clarity on how failing marks will be converted; a response has been

provided, noting that should a student fail more than one unit, the conversion would be to an equivalent mark of 35. The Committee was provided with an additional sentence to be added to the methodology statement to clarify this.

The Committee was informed that if a student withdraws entirely from the exchange there would be a requirement to repeat stage; this would be the natural outcome of applying the Undergraduate Assessment Regulations.

**AGREED:** The Committee confirmed the additional wording to be used to explain how fail marks are processed. Methodology can now be used to inform students who wish to undertake outgoing exchange form 2025/26.

**Sec**

#### **249 Chair's Business**

The Chair noted that he has provided an update on the Inclusive Education work being undertaken by the University to a number of colleagues in the School. These include Executive Board and Directors of Studies.

#### **250 Curriculum Transformation**

The Chair noted that consideration is being given to the marking process for the revised BSc Business Final Year Project. Information on this to be provided to the School Assistant Registrar to confirm compliance with University requirements.

#### **251 Academic Integrity and Academic Misconduct**

The Committee received details of proposed changes to QA53: Examination and Assessment Offences and Regulations for Students (Paper SLTQC24/25-066).

Dr MANSELL is the School representative on the group considering these changes and he spoke to the reasons why the review is being undertaken. As detailed in the paper, these include:

- Making the current quality assurance code of practice easier to follow.
- Ensuring appropriate information is contained in Regulations for Students (as it is this which students sign up to on registration).
- Guidance received from the Office of the Independent Adjudicator.

It was stated that there were some outstanding issues that the working group had not been able to resolve in reviewing the policy and procedure:

- Involvement of lawyers in academic misconduct investigations.
- Issue with how SAMIS (the University's student record system) records academic misconduct.

Dr MANSELL noted that the School recently introduced new roles which enable all assessment offences to be processed by two specific colleagues. This should help to resolve lack of consistency in decision making.

Members of the Committee were informed of the proposal to enable unit convenors to undertake the processing of issues with poor referencing, reducing the need to take this through the full investigation.

Dr MANSELL highlighted the proposed method of managing interaction between IMCs and assessment offence penalties.

“The new regulation provides that where a student is entitled to deferred assessment in a failed assessment due to an IMC, this overrides any penalty at assessment task or unit level. Otherwise, penalties stand regardless of IMCs.”

He also highlighted the change in language; replacing “Viva voces” with “presentation of learning” to make the purpose of such meetings more transparent.

The Chair noted support for the general direction of the revisions, indicating that he had some process queries that he would like to have considered.

**AGREED:** Committee members to send queries and comments to Dr MANSELL and secretary to the Committee, so these can be taken into consideration in the next drafting of the document.

**All**

[Secretary’s note: comments received after the meeting related to interaction between IMCs and assessment offence penalties, how assessment offence penalties would be recorded, length of time for when students can submit written submissions to Boards of Inquiry or notify that they will be accompanied.]

[Ms N HODGSON joined the meeting; Dr T MANSELL left the meeting]

## **252 Degree Scheme Reviews**

The Committee discussed proposal for the re-establishment of Degree Scheme Reviews (Paper SLTQC24/25-067).

The Committee was informed that previous consultation had not elicited any suggestions for significant changes to the Degree Scheme Review (DSR) process. The general principles with regard to the purpose of DSR would remain the same; however, it was hoped to develop mechanisms that could streamline the work needed to complete a DSR.

The Committee was informed that a pilot would take place for DSR in the Department of Chemical Engineering and the Department of Health in 2025/26. An initial draft policy is going to EQSC in July, with further consultations planned throughout 2025/26. A draft schedule will be submitted for approval in October 2025, which will give departments advance notice of the 5-year schedule for 2026/27 and beyond.

The Chair indicated that he would anticipate being better able to provide comments after the pilot had been undertaken.

The Director of Teaching (Postgraduate Taught), Prof R KAMM, noted that the use of a proforma for the self-evaluation document had been a helpful guide to structuring the work that needed to be completed as part of the DSR process.

Committee members were informed that additional comments could be made using the link here: [Consultation](#)

## **253 Education Annual Review and Enhancement and Education Action Plans**

The Committee received an update on changes to the Education Annual Review and Enhancement process and Education Action Plans for 2025/26

(Paper SLTQC24/25-067).

Ms HODGDON noted that it had become clear that colleagues had not been sure which reports should be used for which purpose. A communication on this would soon be sent out by the Pro-Vice-Chancellor (Education). Details on a schedule of business (with regard to when specific data sources would be available and how these should be integrated into action plans) would also be released. The action plans would be the hub of the process, with the Education Annual Review and Enhancement report acting as a snapshot to highlight the key areas that had been identified as needing to be addressed within the specific academic department.

In reply to a query, it was agreed that the Committee would create a standing item to review the Education Action Plan in future meetings.

Committee members were informed that additional comments could be made using the link here: [Consultation](#)

**AGREED:** Secretary to add a standing item to future committee agenda.

**Sec**

[Ms HODGSON left the meeting]

#### **254 Inclusive Education**

The Committee received an update from the Chair on the activities of the Inclusive Education Steering Group (IESG) (Paper SLTQC24/25-069).

The Committee noted the aims of the Steering Group. There are 5 working groups. These include DAP enhancement, Inclusive Teaching, and Inclusive Assessment. The IESG has discussed making lecture recording an opt out process.

The Committee noted that there was no extra funding for solutions, but this may be sought in the future.

The Committee noted that within the School, the IMC panels for 2024/5 had been revised to remove Directors of Studies from the membership. Semester 1 IMC panels involved an external academic. Semester 2 IMC panels had remained internal only, due to difficulties with timings. The Chair had continued to attend IMC panels for the Faculty of Engineering & Design in Semester 2.

The Chair explained that it was early in the process with no conclusions yet drawn about the efficacy of this approach.

Colleagues can access an IESG [Sharepoint](#) site to keep informed of progress with proposals for new policy and practices.

#### **255 School's processes for supporting students with referencing**

The Committee received a briefing on the current approach, and plans for next academic year on supporting students with referencing (Paper SLTQC24/25-070).

The Director of Teaching (Undergraduate), Prof I CRAWFORD, noted that currently around 40-45% of the students in the first-year cohort attend the study skills sessions. The Committee noted the proposed programme of skills would also include the use of AI.

The Chair thanked Prof CRAWFORD for coordinating these activities.

## 256 School's generic marking scheme

The Committee received a briefing indicating that consultations with students and academic colleagues had not revealed any wish to alter the School's current generic marking criteria for MSc or Undergraduate units (Paper SLTQC24/25-071).

The Director of Studies for MRes noted that the team had agreed to use the MSc generic marking scheme as it provided a clear set of guidance for staff teaching units on the MRes.

The paper included a proposal for a separate generic marking scheme for MBA courses.

The Committee held a debate about the new MBA marking scheme. The Chair questioned if it was possible to assess 'strategic thinking' within the current assessments. Both Mrs MAHIL and the Chair questioned the language and highlighted a need for greater clarity of meaning, for example, 'sophisticated'. Dr DUNCOMBE suggested a glossary might be required as well as examples to ensure it was clear to staff. Mrs MAHIL suggested that it needed to be clear to both the marker and students. The Chair noted that clarity was needed to understand when an assessment 'jumped over the line', for example, from Distinction to Distinction plus. The Chair noted the usefulness of the phrasing 'Know how' and 'Know when'.

The School Assistant Registrar suggested it might be useful to ask the Director of Innovation in Pedagogy and Assessment, Dr YALABIK, for his views. The Chair agreed.

R KAMM noted that the MSc generic marking scheme may need to be reviewed following this discussion.

**AGREED:** The Director of Teaching MBA, Dr ELLIS-BRUSH, to amend the MBA marking scheme and discuss this with Dr YALABIK to make the language more transparent.

Sec

**AGREED:** Prof KAMM to be kept informed if changes were relevant for the MSc generic marking scheme.

Sec

## 257 Units for long-term archiving

The Committee received updates to the significant and persistent units to be archived for 2025/26 (Paper SLTQC24/25-072).

The Committee was asked to consider whether the School wished to continue to archive first year undergraduate units. This is no longer required by the retention policy. The Chair confirmed that first-year undergraduate units should no longer be retained for this purpose.

The Committee confirmed the new units (which had been created due to Curriculum Transformation) to be used for this purpose. The Director of Studies for BSc Business, Dr T HILL, and Professor KAMM had put forward suggested units to archive for BSc Business and BSc International Management with Modern Languages. It was noted that no appropriate final year unit had been listed for BSc Management with Marketing.

**AGREED:** Changes to significant and persistent units to be archived confirmed, subject to an addition for final year BSc Management with Marketing.

**Sec**

[Mrs BEVAN left the meeting]

**258 Matters for online Postgraduate course**

The Committee considered changes to the online MSc Business Analytics course and units for January 2026 as detailed in summary report (Paper SLTQC24/25-073).

The proposal is to change two core units to make them optional and to add two extra optional units.

The Committee noted a comment raised by the External Examiner that Simulation as a topic should be contained within a core unit.

The Chair expressed a need to ensure that the Director of Studies, Prof ERDOGAN, had reflected on the feedback from the External Examiners. It was not clear if this had been carried out. As no-one present could clarify whether Simulation was a topic that could be covered purely in optional units or should be included in a core element of the course, the Committee referred this query back to the course team for further information.

Dr DUNCOMBE suggested that sector analysis might be helpful to understand why simulation is not required as a core unit.

**AGREED:** Prof. ERDOGAN to provide evidence why Simulation is not required as a core unit, and possibly provide sector analysis to demonstrate this.

**Sec**

**259 Matters for Postgraduate Taught course**

The Committee received updated assessment maps to the MSc Management suite (Paper SLTQC24/25-074).

Professor KAMM explained that there had been a need to amend this following a change in assessment type for a core unit in semester 1 for 2025/26. The assessment maps now reflect the current scheduling of assessment and include all units.

**AGREED:** Changes approved for 2025/26 session onwards.

**Sec**

**260 Matters for Undergraduate Courses**

The Committee considered the changes to the weighting of the third year (placement or study abroad) for BSc International Management and Modern Languages (Paper SLTQC24/25-075).

The Year Abroad will now become pass/fail as opposed to carrying an 8% weighting.

**AGREED:** Committee approval of change of weighting of third year to be communicated to Courses and Programmes Approval Committee.

**Sec**

**261 Topics to be considered by EQSC during 2025/6**

Committee members were asked to send suggested priority areas for EQSC to consider reviewing in the next academic session to the Assistant



Registrar.

**AGREED:** Committee members to send suggested priority areas for EQSC to review to Assistant Registrar. **All**

**262 Faculty Representatives' Items**

*The Faculty Representative had not been able to attend for this item.*

**Part II Business**

*There were not items under this section of the agenda.*

**Part III Business**

**263 Chair's Action**

- a** The Committee noted Chair's Action taken to approve new cohorts for MSc Finance and MSc Marketing courses to run from semester 2 2025/6 onwards (Paper SLTQC24/25-076).
- b** The Committee noted Chair's Action taken to approve updates to the course structure and delivery/assessment maps for semester 2 starts for MSc Finance and MSc Marketing (Paper SLTQC24/25-077).

**264 School's Assessment feedback**

The Committee received a briefing that consultations with students and academic colleagues had not revealed any wish to alter the School's current feedback practices (Paper SLTQC24/25-078).

The Chair stated that External Examiners were reporting variability in the depth of feedback being provided to students. The need to comply with School expectations will be re-emphasised to colleagues.

**265 Papers from other committees for reference**

- a** The Committee noted the EAB paper on the Postgraduate Taught review (Paper SLTQC24/25-079).
- b** The Committee noted the EAB paper on Course level survey (Paper SLTQC24/25-080).

**266 Committees**

The Committee noted the minutes from the Student Experience Advisory Board meeting of 7 May 2025 (Paper SLTQC24/25-081).

**Part IV Business**

**267 Any Other Business**

The Director of Studies for MRes raised a query about what teaching-related activities research students can undertake. The secretary noted that all research students who teach had to be approved by the Board of Studies. She requested that specific details be passed to her so she could give more tailored support.

There was no other business.

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The meeting concluded at 16:12pm

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Confirmed