

## ACADEMIC BOARD

## Confirmed minutes of the extraordinary meeting held on 5 November 2014

**Present:** Professor Philip Jones (Chair), Professor Liz Barnes, Martin Beer, Professor Mike Bramhall, Professor Karen Bryan, , Professor Roger Eccleston, Sonja Ellis, Jean Flanagan, Stephanie Glen, Dr Graham Holden, Professor Adrian Hopgood, Stella Jones-Devitt, Professor John Leach, Professor Ann Macaskill, Tanya Miles-Berry, Dr Kevin Nield, Dr Christine O'Leary, Kieran Pearson, Joe Rennie, Professor Norman Wienand, Liz Winders (Secretary)

**In attendance:** Rosemary Goerisch, Assistant Registrar; Leopold Green, Head of Academic quality and Standards; Maura Sorensen (Minute Secretary)

**Apologies for absence:** Diane Burkinshaw, Emily Connor, Professor Paul Harrison, Stella Jones-Devitt

Paper ref	Minute
	<b>AB/14/70 Apologies</b>
	70.1 Apologies were noted.
	<b>AB/14/71 Chair's Business</b>
	71.1 There was no Chair's business.
	<b>AB/14/72 Other Urgent Business</b>
	72.1 There was no other urgent business.
AB/5/14/5	<b>AB/14/73 Assessment Regulations for Dual Degrees with Tunku Abdul Rahman University College (TARUC), Kuala Lumpur, Malaysia</b>
	73.1 The Deputy Registrar introduced the report with input from the Deputy Vice-Chancellor, Assistant Registrar and the Head of Academic Quality and Standards. Reference was made to the University's partnership with Tunku Abdul Rahman College (TARC) since 1999 noting that, in 2013, TARC was awarded University College status becoming Tunku Abdul Rahman University College (TAR UC). Following initial discussions about provision of a Dual Degree programme a Sheffield Hallam University (SHU) Approval Panel, chaired by the Deputy Vice-Chancellor, visited TAR UC in July 2014 and, following completion of agreed actions, approval was confirmed at a further meeting of the Panel in September 2014. On the Dual Degree programme selected TAR UC students will be admitted to study for a Sheffield Hallam UK honours degree in parallel with their studies in Malaysia. Thirteen dual awards are proposed through this cross-faculty, University-led initiative.
	73.2 All of the awards follow the same basic construction of 240 TAR UC credits and 120 Sheffield Hallam credits. The Sheffield Hallam credits are delivered as follows: <ul style="list-style-type: none"> <li>• 20 credits at Level 4 in Malaysia;</li> </ul>

- 40 credits at Level 5 in Malaysia;
- 60 credits at Level 6 delivered at SHU

- 73.3 Reference was made to the Deputy Vice-Chancellor's work with the Quality Assurance Agency (QAA) on developing dual awards, noting that her knowledge and experience had helped to inform the proposals. Reference was also made to input and support from the Chief External Examiner for these initiatives, Dr Mary Bishop of the University of the West of England (UWE). It was highlighted that the University had given due consideration to QAA concerns about dual awards and had taken great care to ensure the quality of the offer.
- 73.4 The awards were constructed by Sheffield Hallam course teams, selecting the most appropriate modules from the TAR UC awards to form the initial 240 credits. Malaysia uses a different credit tariff to the UK (40 student learning hours per credit rather than 10) and Malaysian degrees require a greater volume of credit to be studied. Course designers at Sheffield Hallam reviewed the TAR UC modules to assess their level of study and then to agree a UK credit equivalence. The most relevant of these modules, determined by matching against programme outcomes of the Sheffield Hallam awards, were then selected to compliment the 120 credits worth of Sheffield Hallam modules forming the 360 credits of the Sheffield Hallam degree. The Sheffield Hallam modules and the semester spent at Sheffield Hallam provide the international dimension and context that are the hallmarks of these dual degrees. For the students following the Sheffield Hallam award as well as the TAR UC degree this means that they must undertake significant extra work to successfully pass the Sheffield Hallam modules which in turn provide the 'added value' of the Sheffield Hallam degree.
- 73.5 The Deputy Registrar highlighted that this was a specific scheme requiring a specific regulatory framework. The proposals presented for approval were the source content of that framework but, if approved, these assessment regulations would be formatted and presented in a user-friendly fashion.
- 73.6 Members went through the proposals page-by-page. The importance of clarity regarding the responsibilities of both institutions, and the students, was highlighted. It was suggested that a glossary of terminology be included with the regulations; it was noted that this was in hand. A query was raised about ethical approval of research proposals. It was suggested that this would be the concern of the Joint Progression and Award Board (to be established). It was noted that some further clarification may be needed regarding complaints and disciplinary procedures; in some instances it will need to be determined whether the University's regulations or TAR UC regulations apply. Reference was made to differences in marking schemes between the two institutions and agreement on conversion of TAR UC task/assignment marks to this University's mark scheme and vice versa. Reference was made to the conversion chart in Appendix A. There was satisfactory clarification on queries regarding:

## Confirmed

- referrals;
- consequences of continuous failure on a module;
- calculation of the maximum credit load.

73.7 The Board **approved** the assessment regulations for the Dual Degrees and **approved** further Chair's Action as necessary to confirm outstanding items in line with timescales for implementation.

### AB/14/74 **Next meeting**

74.1 It was noted that the next meeting will take place on Tuesday 16 December 2014, 2.00pm to 4.30pm, in the Boardroom, City Campus.