

## Taught Programmes Board

Minutes of the meeting of the Taught Programmes Board held on  
18<sup>th</sup> January 2023 in Room 3.05 at Department W and through Microsoft Teams

CONFIRMED

### Present:

Prof. Tony Michael ( <i>Chair</i> )	Dr Craig Agnor	Dr Shabnam Beheshti
Dr Kristin Braun	Dr John Buchanan	Dr Jayne Dennis
Mrs Elizabeth Gillow	Mr Muneer Hussain	Dr Rachel Male
Prof. Michael McKinnie	Dr Alistair Morey	Dr Daniel Peart
Dr Joanna Riddoch-Contreras	Dr Emily Salines	Mr Charlie Sellar
Ms Saynab Sharif		

### In attendance:

Prof. John Connelly ( <i>item 9</i> )	Ms Alison Dawn ( <i>Secretary</i> )	Mrs Alice de Havillan
Mr Simon Hayter	Mr Ashley Palmer	Prof. Michael Pluess ( <i>item 8</i> )
Prof. Nigel Spencer ( <i>item 7</i> )	Prof. David Whyte ( <i>item 6</i> )	

### Apologies:

Dr Chris Bray	Dr Sadani Cooray	Prof. Maralyn Druce
Dr Mark Freestone	Prof. Henri Huijberts	Prof. Bruce Kidd
Dr Patrick McGurk	Prof. Catherine Molyneux	Dr Eranjan Padumadasa
Ms Jane Pallant	Dr Javier Sajuria	Ms Surjit Uppal
Prof. Anthony Warrens		

## Part 1 – Preliminary Items

## Paper

- |           |   |     |
|-----------|---|-----|
| <b>1.</b> | <b>Welcome and Apologies</b>  | N/A |
| 2022.057  | The Chair welcomed everybody to the meeting. Apologies were <b>NOTED</b> from Chris Bray, Sadani Cooray, Maralyn Druce, Mark Freestone, Henri Huijberts, Bruce Kidd, Patrick McGurk, Catherine Molyneux, Eranjan Padumadasa, Jane Pallant, Javier Sajura, Surjit Uppal and Anthony Warrens. It was noted that Emily Salines would need to leave at 3pm.<br><br>It was confirmed that, notwithstanding the list of apologies, the meeting was quorate. |     |
| <b>2.</b> | <b>Declaration of Interests</b>   | N/A |
| 2022.058  | The Chair invited members to declare any potential conflicts of interest. None were declared.   |     |

**3. Minutes of the previous meeting (30<sup>th</sup> November 2022) TPB2022-024**

2022.059 The Board **APPROVED** the minutes of the meeting held on 30<sup>th</sup> November 2022 to be an accurate record of that meeting.

**4. Matters Arising TPB2022-025**

2022.060 The Board **RECEIVED** a paper on the matters arising from the minutes of previous Taught Programmes Board (TPB) meetings.

The following points were **NOTED**:

- i. 2022.047.ii – This action, relating to referring to Education Quality and Standards Board (EQSB) the query about contact hours that would accord with expectations of the Office for Students (OfS), had been completed.
- ii. 2022.047.v – This action, relating to the MA Translation and Adaptation Studies, had been completed.
- iii. 2022.054 – This action, relating to the schedule of proposed programmes, had been completed.
- iv. 2022.055 – This action, relating to referring to the Education Strategy Steering Group (ESSG) the query about approving resources at Part 1 stage, had been completed.
- v. 2022.024 – This action, relating to scheduling the meetings of the Degree Apprenticeship Programme Sub-Board (DAPS), had been completed.
- vi. 2022.013 – This action, relating to referring to the Recruitment and Admissions Strategy Board (RASB) issues concerning Year Abroad programmes, had been completed.

**Part 2 – For Approval/ Discussion**

**5. Chair's Actions since the last meeting TPB2022-026**

2022.061 The Board **RECEIVED** a summary of actions taken by the Chair since the last meeting. The Board noted that this included:

- i. The **APPROVAL** of the updated programme specification for MA Translation and Adaptation Studies (as above).
- ii. The **APPROVAL** of the Programme Amendment for BSc(Eng) Telecommunications Engineering with Management (Multimedia).
- iii. The **APPROVAL** of the Programme Amendment for BSc International Business to add a 3-year variant.
- iv. The Chair had also **APPROVED** the following Summer School module:
  - Creative Futures: Preparing for a Career in the Creative Industries.

*Department of Law***6. LLB Law and Climate Justice TPB2022-027**

2022.062 The presenter was unable to attend the meeting. Therefore, it was **AGREED** that consideration of this proposal would be postponed until the next meeting.

**7. LLB Law and Politics (with a Year in Practice) / LLB Law with Business (with a Year in Practice) TPB2022-028**

2022.063 The Board **CONSIDERED** the Part 2 Proposal for the **LLB Law and Politics (with a Year in Practice)** and the **LLB Law with Business (with a Year in Practice)** programmes. The following points were **NOTED**:

- i. The LLB Law and Politics and LLB Law with Business are extant joint programmes owned by the School of Law. The School now wishes to add a Year in Practice option to both of these LLB programmes.
- ii. There is already an approved LLB Law in Practice programme for students on a single honours Law programme to take a year in industry. Currently, students on the joint programmes wishing to take a year in industry are transferred onto the LLB Law in Practice. This causes difficulties with students not having taken the necessary core module for this single honours LLB programme and necessitates avoidable suspensions of regulations. The proposed LLB Law and Politics and LLB Law with Business, each defined “(with a Year in Practice)”, would offer students on these joint programmes in the School of Law the opportunity to take a placement year without having to transfer their programme.
- iii. These programmes will not be advertised and will only be available for transfer for students on the extant joint programmes if they wish to take a placement year and are successful in securing a placement.
- iv. There is competition for a limited number of placements between the students on the three programmes. Not all students who wish to will be able to go on a placement. The needs of the placement providers change each year and therefore so does the number of placement opportunities. For last year, there was around 11 placement opportunities for 35-40 applicants. The School is trying to increase the number of placement opportunities available. The employers run the recruitment process through their respective HR Departments. Up-to-date Risk Assessments for the placement providers are in place.
- v. Students on the joint programmes are not disadvantaged in any way from securing a placement compared to those on the single honours.

2022.064 The Board heard that:

- i. Two students, who were currently on their placement year, had accidentally been transferred to the Joint Honours in practice programmes prior to formal approval of the new programme titles by TPB.
- ii. During the development of these two new programmes, the programme titles had changed. The students were transferred onto the older version of the title. Of these two students, one had agreed to be transferred to the newer title and one had yet to confirm. It was **AGREED** that if the student

requested to graduate with the title that had previously been disclosed to them, then the University would have to honour this. Therefore, it was **AGREED** that the Chair would have delegated authority to approve the addition of a programme title for this single student if unavoidable.

2022.065 The Board **APPROVED** the Part 2 Proposals for the **LLB Law and Politics (with a Year in Practice)** and the **LLB Law with Business (with a Year in Practice)** programmes without conditions.

*School of Biological and Behavioural Sciences*

**8. MSc Psychology (Conversion) TPB2022-029**

2022.066 The Board **CONSIDERED** the Part 2 Proposal for the **MSc Psychology (Conversion)** programme. The following points were **NOTED**:

- i. The programme aligns with the accreditation requirements of the British Psychological Society (BPS), and accreditation for the proposed MSc will be sought from the BPS.
- ii. The programme is designed for students who have undertaken a first degree in another subject (or who studied psychology on a non-accredited programme) and are seeking to gain a BPS-accredited qualification.
- iii. The programme follows a standard one-year structure for taught postgraduate (PGT) programmes. Students will complete 180 credits, including 120 credits of compulsory taught modules and a 60-credit core project module.
- iv. Eight new Level 7 modules (based on the content of existing Level 5 and Level 6 modules) are proposed for inclusion in the programme.
- v. In addition, the School have requested the creation of a P-variant of an existing 15-credit Level 6 module for inclusion as a compulsory module in the diet (Cognitive Behaviour Therapy: An Introduction).

2022.067 The Board heard that:

- i. Conversion programmes offer education challenge (as per the OfS Condition of Registration B1) as they aim to deliver all BPS stipulated content from the undergraduate degree programme in one year instead of the usual 3 years.
- ii. Although the P-variant of Cognitive Behaviour Therapy: An Introduction will be taught with Level 6 students and has Level 6 content, the assessment was proposed at Level 7. OfS Conditions of Registration B1 and B4 require programme content and assessment to be appropriate to the level of the higher education course and award. The Board **AGREED** that the module should be fully developed as a Level 7 module including Learning Outcomes, content, delivery and assessment.

**Action: School of Biological and Behavioural Sciences**

- iii. There was a broader issue of the use of P-variant modules, and delivering introductory material for Masters-Level programmes. It was

**AGREED** that, not specific to the MSc Psychology (Conversion), but as a general principle, this should be referred to EQSB for further discussion and establishment of policy.

**Action: Chair**

- iv. It was **AGREED** that the duration of timed exams should be reviewed to ensure consistency between the module and programme specifications.

**Action: School of Biological and Behavioural Sciences**

- v. It was noted that it may take up to a year for the BPS to confirm that the programme is accredited and that all published materials would need to be clear about the status of the application for external accreditation.

2022.068 The Board **APPROVED** the Part 2 Proposal for the **MSc Psychology (Conversion)** programme subject to satisfactory completion of the actions listed above, namely:

- To create a Level 7 version of the module Cognitive Behaviour Therapy: An Introduction.
- Ensure that exam lengths are consistent in the module and programme specifications.

It was **AGREED** that the Chair had delegated authority to approve the response to the stipulated conditions of approval.

*Blizard Institute*

**9. MSc/PgDip Regenerative Medicine TPB2022-030**  
(adding PT route to existing provision)

2022.069 The Board **CONSIDERED** the Part 2 Proposal for the **MSc/PgDip Regenerative Medicine Part Time** programme. The following points were **NOTED**:

- i. The programme already existed as a full-time version and the proposal was to add a part-time variant. This would help to meet the growing needs of applicants who are in part-time work.
- ii. The programme is delivered in collaboration with the School of Engineering and Materials Science (SEMS) (who have confirmed support for this proposal).
- iii. Students would take 60 taught credits in Year 1, and 60 taught credits and a 60-credit research project in Year 2.

2022.070 The Board heard that:

- i. The Joint Working Statement between Blizard Institute and SEMS that was provided was dated 2013. An updated version, to include the part-time route, would need to be supplied.

**Action: Blizard Institute**

- ii. The Team had fully considered the structure of the part-time variant to ensure that the content builds progressively in a coherent manner.
- iii. It was noted that the section on Accessibility and Inclusivity in the Part 2 form required updating; it referred to students “suffering” from Specific Learning Disabilities. In the Part 2 form and the Programme Specification, there was reference to the programme aiming to “diagnose” students with specific learning differences and this wording also required review.

**Action: Blizzard Institute**

- iv. There would need to be careful consideration as to how the research project could be flexible enough to meet the different needs of the part-time students. The Team agreed that this would be reviewed on a case-by-case basis. As a technical point, the module occurrence should be amended as spanning the semesters 2&3 of the second year.

**Action: Blizzard Institute**

2022.071 The Board **APPROVED** the Part 2 Proposal for the **MSc/PgDip Regenerative Medicine Part Time** programme subject to satisfactory completion of the actions namely:

- i. Providing an updated, countersigned Joint Working Statement.
- ii. Updating the Accessibility and Inclusivity sections both in the Part 2 proposal form and in the Programme specification.
- v. Amending the module occurrence for the research project so that it spans semesters 2&3 of the second year.

It was **AGREED** that the Chair had delegated authority to approve the response to the stipulated conditions of approval.

<b>Part 4 – Report of Proposals Approved by Schools/Institutes to Note</b>		<b>Paper</b>
<b>10.</b>	<b>Programme Amendments Module Proposals Module Amendments Module Withdrawals</b>	<b>TPB2022-031</b>
2022.072	The Board <b>RECEIVED</b> a report of decisions made by Schools and Institutes of changes to the curricula for the period 3 <sup>rd</sup> November to 12 <sup>th</sup> December 2022.	
<b>11.</b>	<b>List of Proposed Programmes for launch in 2023/24 or 2024/25</b>	<b>TPB2022-032</b>
2022.073	The Board <b>RECEIVED</b> a report of programme proposals intended for launch in 2023/24 and 2024/25, expected to be presented at future meetings of the Board. The following points were <b>NOTED</b> : <ul style="list-style-type: none"> <li>i. There was currently a large number of proposals and of significant programme amendments scheduled for consideration at the next meet of TPB. Therefore, members should have received an updated meeting</li> </ul>	

request extending the February meeting of the Board from two to three hours (i.e. 14:00 to 17:00).

**Part 5 – Other Business** **Paper**

**12. Any Other Business**

2022.074 There was no other business

**13. Date of next meeting**

2022.075 The next meeting (which will be 3 rather than 2 hours in duration) will be held on Wednesday 15<sup>th</sup> February 2023.

The deadline for papers was Monday 12<sup>th</sup> December 2022.

<b>TPB Meeting Date</b>	<b>Intended Paper Circulation Date to TPB</b> <i>7 working days before meeting</i>	<b>Proposal Submission Deadline to DGLS</b> <i>20 working days before meeting</i>
<b>Wednesday 15<sup>th</sup> February 2023</b>	Monday 6 <sup>th</sup> February 2023	Monday 12 <sup>th</sup> December 2022*
<b>Wednesday 22<sup>nd</sup> March 2023</b>	Monday 13 <sup>th</sup> March 2023	Wednesday 22 <sup>nd</sup> February 2023
<b>Wednesday 26<sup>th</sup> April 2023</b>	Monday 17 <sup>th</sup> April 2023	Monday 27 <sup>th</sup> March 2023
<b>Wednesday 31<sup>st</sup> May 2023</b>	Monday 22 <sup>nd</sup> May 2023	Wednesday 3 <sup>rd</sup> May 2023
<b>Wednesday 12<sup>th</sup> July 2023</b>	Monday 3 <sup>rd</sup> July 2023	Wednesday 14 <sup>th</sup> June 2023
<b>Wednesday 9<sup>th</sup> August 2023</b>	Monday 31 <sup>st</sup> July 2023	Wednesday 12 <sup>th</sup> July 2023

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