Queen Mary
UNIVERSITY OF LONDON

Taught Programmes Board

**Minutes of the meeting of the Taught Programmes Board held on
19th October 2022 in Room GC101 and through Microsoft Teams**

CONFIRMED

Present:

Prof. Tony Michael (*Chair*)	Dr Shabnam Beheshti	Dr Kristin Braun
Dr Chris Bray	Dr John Buchanan	Dr Sadani Cooray
Dr Jayne Dennis	Dr Mark Freestone	Mrs Elizabeth Gillow
Prof. Henri Huijberts	Muneer Hussain	Dr Rachel Male
Dr Patrick McGurk	Prof. Michael McKinnie	Dr Alistair Morey
Dr Eranjan Padumadasa	Dr Daniel Peart	Dr Javier Sajuria
Dr Emily Salines	Saynab Sharif	

In attendance:

Dr Eliane Bodanese (*agenda item 7*)	Jennefer Brown (*agenda item 9*)	Professor Yue Chen (*agenda item 7*)
Ms Alison Dawn (*Secretary*)	Mrs Alice de Havillan	Mr Simon Hayter
Ms Jane Pallant	Mr Ashley Palmer	Yioryos Makedonis (*agenda item 9*)
Maria Turri (*agenda item 8*)		

Apologies:

Dr Craig Agnor	Prof. Maralyn Druce	Professor Bruce Kidd
Professor Catherine Molyneux	Professor Christina Perry	Dr Joanna Riddoch-Contreras
Charlie Sellar		

Part 1 – Preliminary Items	Paper

1.	**Welcome and Apologies**	N/A

2022.017   The Chair welcomed everybody to the meeting. Apologies were **NOTED** from Craig Agnor, Maralyn Druce, Bruce Kidd, Catherine Molyneux, Christina Perry, Joanna Riddoch-Contreras, and Charlie Sellar.

          It was confirmed that, notwithstanding the list of apologies, the meeting was quorate.

2.	**Declaration of Interests**	N/A

2022.018   The Chair invited members to declare any potential conflicts of interest. It was noted that Michael McKinnie had an interest in agenda item 8, MRes Creative Arts and Mental Health as his School was involved in the MSc version of the programme.

3.   **Minutes of the previous meeting (14ᵗʰ September 2022)**   **TPB2022-007**

2022.019   The Board **APPROVED** the minutes of the meeting held on 14ᵗʰ September 2022 to be an accurate record of that meeting subject to adding Alistair Morey to the attendance list.

Action: Secretary

4.   **Matters Arising**   **TPB2022-008**

2022.020   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.   2022.004.ix – This action, relating to the BSc Computer Science and Artificial Intelligence, was complete.

ii.   2022.009 – This action, relating to the creation of Degree Apprenticeships Sub-Board, was complete.

iii.   2022.013 – This action, relating to the BA Global Development with Year Abroad, was ongoing.

iv.   2021.196.iii – This action, relating to the MSc Banking and Finance – January Start, was complete.

v.   2021.199.i – This action, relating to MSc Management – January Start, was complete.

vi.   2021.134.i – This action, relating to BSc Computer Science and Artificial Intelligence, was complete.

vii.   2021.086.ix – This action, relating to BSc Accountancy, was complete.

Part 2 – For Approval/ Discussion

5.   **Chair's Actions since the last meeting**   **TPB2022-009**

2022.021   The Board **RECEIVED** a summary of actions taken by the Chair since the last meeting.

i.   As noted above, this included **APPROVING** the responses made to the actions for BSc Accountancy

ii.   The Chair had also **APPROVED** the following Summer School modules:

- Cancer Prevention
- Comparative Politics of the UK and USA
- The Buildings of London

6.   **Degree Apprenticeships Sub-Board Terms of Reference**   **TPB2022-010**

2022.022   Following agreement at the last meeting of the Board to establish a Sub-Board for the review of Degree Apprenticeships, the Board **RECEIVED** the draft Terms of Reference and membership list for 2022/23. The following points were **NOTED**:

	i.	The Sub-Board would provide review and comment on degree apprenticeship programmes prior to consideration by Taught Programmes Board. The Sub-Board would not formally approve programmes; this would remain the remit of TPB.

ii. The Sub-Board would be used to consider and advise on the design and approval of new apprenticeship programmes and amendments to existing programmes. The Sub-Board would not be dealing with operational issues in respective of apprenticeships.

iii. Two other Boards were being created to look at operational and governance issues regarding degree apprenticeships.

2022.023 The Terms of Reference and membership for 2022/23 were **APPROVED** by the Board subject to the following amendments:

- Clarifying that the Sub-Board would look at all apprenticeships rather than just those programmes leading to the award of Degree Apprenticeships;
- To add representation from the Queen Mary Academy to the Sub-Board;
- To add representation from the QMSU. All three Vice-Presidents to be invited but only 1 would need to attend, to be determined by the QMSU executive officers, as available.
- A nominee from FMD would need to be appointed.
- Clarify that the Sub-Board can be used as a sounding board for advice prior to the formal submission of proposals.

Action: Chair

2022.024 The Board **AGREED** that meetings of the Sub-Board should be scheduled a few days before each TPB.

Action: Secretary

Part 3 – Programme Proposals/ Amendments	**Paper**

School of Electronic Engineering and Computer Science

7. Postgraduate Programme Amendments TPB2022-011

2022.025 The Board **CONSIDERED** the amendments to postgraduate programmes in EECS. The following points were **NOTED**:

i. The amendment was to introduce streams within each programme and reduce the number of elective modules offered.

ii. This approach would be piloted on two programmes for 2022/23, namely MSc Artificial Intelligence and MSc Big Data Science, which were considered and approved by TPB in December 2021.

iii. The change would be implemented on all programmes submitted in 2023/24, and would apply to new students only.

iv. All students on each programme would take some common compulsory modules. They will also take other modules which will be compulsory only to that stream, so their overall diet will be dictated by the stream that each student selects. There will therefore be no elective choice within or across streams.

     v.   The School are withdrawing the MSc Telecommunications and Wireless Systems, and incorporating some of the content from this programme into the MSc Internet of Things, which the School would like to rename as MSc Internet of Things and Future Networks.

2022.026   The Board heard that:

    i.   The rationale was to streamline provision, reduce the number of electives and clarify the identity of each programme.

    ii.   Due to organic growth, the students had a choice from a large number of elective modules making it challenging to appreciate how modules contributed to the overall Programme Learning Objectives. It also made timetabling difficult.

    iii.   Students will have a workshop in Week 1 to help ensure that the stream / programme they have chosen is the most appropriate to their career aspirations and needs. The streams would also be advertised to students in all promotional material in advance of enrolment.

    iv.   Students would not be able to change streams after they have chosen. It was understood that this made the choice of stream more meaningful rather than just choosing individual elective modules. However, the workshop and promotional material should make students aware of what they are choosing. It was not necessarily unusual for Masters programmes to not have electives but this was perhaps a change in culture at QM.

    v.   Standard text on inclusivity and accessibility had been provided on the programme specification such as access to the Disability and Dyslexia Service. However, there was no specific information on inclusivity and accessibility provided at programme-level. As this was a programme amendment, it was agreed that there would not be an action to change this now. However, the Board should be better at promoting this programme level requirement for inclusivity and accessibility for any new programme submissions. It was NOTED that student support in EECS was pioneering but this was not necessarily built into the programmes.

2022.027   It was **NOTED** that only significant programme amendments come to TPB. Members appreciated the opportunity to review this proposal as it could be useful for suites of other postgraduate programmes in other Schools.

It was **NOTED** that the streamlining of the programmes to improve identity and coherence was in line with the Office for Students' Conditions of Registration (B1.3) on programme coherence and require students to develop relevant skills.

The Board **APPROVED** the programme amendments for postgraduate programmes in EECS, including the change to programme name for MSc Internet of Things and Future Networks, without conditions.

The strong support for the proposal was **NOTED**.

Wolfson Institute of Population Health

8.   **MRes Creative Arts and Mental Health**   **TPB2022-012**

2022.028   The Board **CONSIDERED** the Part 2 Proposal for the **MRes Creative Arts and Mental Health** programme. The following points were **NOTED**:

     i.   The Institute wishes to introduce a new full time, onsite MRes as part of the London Interdisciplinary Social Science Doctoral Training Partnership (LISS DTP) suite of programmes for students wishing to pursue social science research in the arts and mental health.

     ii.   The LISS DTP suite of programmes are specifically designed for those students looking to undertake further doctoral studies and includes the required Economic and Social Research Council (ESRC) quantitate and qualitative training to support progression to a PhD.

     iii.   Like the other LISS DTP programmes, the ESRC required training is delivered via the two SPIR modules and the current agreement between WIPH and SPIR has been updated to include this programme.

     iv.   Similar to the existing MSc Creative Arts and Mental Health, students will benefit from lectures which will be led by clinicians and artists in the field to complement the teaching of Institute staff.

     v.   The programme follows the standard structure for a 1 year, FT programme. In addition, students are encouraged to undertake extra curricula placements within arts organisations. Calling on existing resources in place for the MSc Creative Arts, the Team will support students in arranging these placements which may be used to develop their dissertation projects.

     vi.   Standard LISS DTP admission arrangements and entry requirements are required with students applying for both ESRC funding and the programme. However, only those with ESRC funding can be accepted onto the programme.

2022.029   The Board heard that:

     i.   The programme had already been approved by the LISS DTP.

     ii.   The programme would only recruit one or two students per year.

     iii.   The programme uses two of the same compulsory taught modules as the MSc in Creative Arts and Mental Health. It will also incorporate the two modules in SPIR in research methods and a 60-credit dissertation. All modules are Compulsory/Core.

     iv.   It was queried whether there would be any internal competition with the MSc in Creative Arts and Mental Health and if the similar name would cause confusion for students. It was **NOTED** that the programme was designed specifically for students who are committed to doing PhD study and who have received funding through the DTP. Therefore, it was unlikely that there would be competition or confusion with the MSc. It was **AGREED** that the title could be confusing, and the Team would consider changing it although the title had to be approved by the LISS DTP.

Action: WIPH

2022.030   The Board **APPROVED** the Part 2 Proposal for the **MRes Creative Arts and Mental Health** programme, subject to reviewing the programme title in consultation with HSS.

School of Economics and Finance

9.   **MSc Investment and Finance with integrated Pre-Masters**   **TPB2022-013**

**MSc Banking and Finance with integrated Pre-Masters
[September and January start dates]**

2022.031   The Board **CONSIDERED** the Part 2 Proposal for the **MSc Investment and Finance with integrated Pre-Masters, MSc Banking and Finance with integrated Pre-Masters [September and January start dates]**. The following points were **NOTED**:

i.   The programme combined the well-established Pre-Masters Graduate Diploma run by SLLF with extant MSc programmes in SEF.

ii.   The January starters take the programme over Sem 2 and Sem 3, effectively catching-up with the September starts so they can join the SEF programme in September.

2022.032   The Board heard that:

i.   One of the benefits of combining the programmes was so that students would only have to apply for one CAS and one visa to cover the entirety of the two year, integrated programme, whereas if they took the two programmes separately, they would need to apply for two CAS and two visas.

ii.   Another benefit is the potential to improve continuation rates between the Graduate Diploma and the MSc as often students leave after they have taken their standalone Graduate Diploma.

iii. There was evidence that students who take the Queen Mary Graduate Diploma perform better at the MSc than students who complete their Graduate Diploma elsewhere.

iv.   The programme was largely targeted at international students and it was **NOTED** that any UK students admitted to the integrated two year programme would not be eligible for the postgraduate loan as the first year of study would not be at Level 7.

2022.033   The Chair stated that, although the proposal seemed straight forward as it combined existing programmes, there were a number of issues that required further investigation prior to TPB being able to reach a decision.

Although, the aim would be to retain students between the Graduate Diploma and MSc, if students were to leave after they received their Graduate Diploma, then this could have a negative impact on our continuation rates as reported to HESA (given that the first year of the programme is at Level 6 and hence undergraduate study).

Likewise, it was not clear if a student could indeed get a single CAS and visa for both years given that they were at different levels of study. Also, it was queried whether it would affect our Trusted Status if students left the programme after the Graduate Diploma without completing the MSc.

There has been a directive from the university's senior leadership to reduce the number of programme titles in the portfolio, especially where there are only small student numbers. This proposal seemed to go against this directive as it would create a new programme from existing programmes and only has a target of 15 students per year. Although a pedagogical reason had been provided for having the programme, namely that students who take the QM pre-masters outperform

those that do the Pre-Masters elsewhere, it seemed that the primary reason for establishing the new programmes was with regards to student visas and encouraging students to remain at QMUL after their Pre-Masters programme.

It was **AGREED** that the Chair would discuss with colleagues in senior leadership regarding the rationale for approving a programme based on existing content, and the points about continuation rates and Visas with the Planning and Visa Compliance Teams respectively.

Action: Chair

It was noted that running programmes with a January start that included teaching in Sem 3 had created some difficulties with delivery, timetabling, estates and processes. It was **AGREED** that the School should provide further detail on the operation of the January start, taking into account the current standalone programme and the extant combined programme in SBM.

Action SEF/SLLF

It was **AGREED** therefore, that the proposal should be reviewed at the next meeting of TPB once the two actions had been completed.

School of Languages, Linguistics and Film

10.	MA Translation and Adaptation Studies	TPB2022-014

2022.034   Due to an internet outage, the Board were unable to discuss this programme during this meeting and it will be rolled forward to the next meeting of the Board in November.

Part 4 – Report of Proposals Approved by Schools/Institutes to Note	Paper

11.	Programme Amendments	TPB2022-013
	Module Proposals	
	Module Amendments	
	Module Withdrawals	

2022.035   The Board **RECEIVED** a report of decisions made by Schools and Institutes of changes to the curricula for the period 17th August to 21st September 2022.

Part 5 – Other Business	Paper

12.	Any Other Business

2022.036   There was no other business to report.

13.	Date of next meeting

2022.037   The next meeting will be held on Wednesday 30th November 2022. The deadline for papers is Wednesday 2nd November 2022.

TPB Meeting Date	Intended Paper Circulation Date to TPB *7 working days before meeting*	Proposal Submission Deadline to DGLS *20 working days before meeting*
Wednesday 30th November 2022	Monday 21st November 2022	Wednesday 2nd November 2022
Wednesday 18th January 2023	Monday 9th January 2023	Monday 12th December 2022*
Wednesday 15th February 2023	Monday 6th February 2023	Monday 12th December 2022*
Wednesday 22nd March 2023	Monday 13th March 2023	Wednesday 22nd February 2023
Wednesday 26th April 2023	Monday 17th April 2023	Monday 27th March 2023
Wednesday 31st May 2023	Monday 22nd May 2023	Wednesday 3rd May 2023
Wednesday 12th July 2023	Monday 3rd July 2023	Wednesday 14th June 2023
Wednesday 9th August 2023	Monday 31st July 2023	Wednesday 12th July 2023

Alison Dawn, DGLS
a.dawn@qmul.ac.uk