

Taught Programmes Board

**Minutes of the meeting of the Taught Programmes Board held on
30th November 2022 in the Robert Tong Room and through Microsoft Teams**

CONFIRMED

Present:

Prof. Tony Michael (<i>Chair</i>)	Dr Craig Agnor	Dr Shabnam Beheshti
Dr Kristin Braun	Dr Chris Bray	Dr John Buchanan
Dr Mark Freestone	Mrs Elizabeth Gillow	Prof. Henri Huijberts
Muneer Hussain	Dr Rachel Male	Dr Patrick McGurk
Dr Alistair Morey	Dr Daniel Peart	Dr Emily Salines
Ms Surjit Uppal		

In attendance:

Ms Jennefer Brown (<i>item 8</i>)	Ms Alison Dawn	Mrs Alice de Havillan
Mr Simon Hayter	Dr Yioryos Makedonis (<i>item 8</i>)	Prof. Will McMorran (<i>item 7</i>)
Mr Ashley Palmer (<i>Secretary</i>)		

Apologies:

Dr Jayne Dennis	Prof. Maralyn Druce	Prof. Michael McKinnie
Ms Jane Pallant	Dr Eranjan Padumadasa	Prof. Christina Perry
Ms Saynab Sharif		

Part 1 – Preliminary Items		Paper
1.	Welcome and Apologies	N/A
2022.038	The Chair welcomed everybody to the meeting. Apologies were NOTED from Jayne Dennis, Maralyn Druce, Michael McKinnie, Jane Pallant, Eranjan Padumadasa, Christina Perry, and Saynab Sharif. It was confirmed that, notwithstanding the list of apologies, the meeting was quorate.	
2.	Declaration of Interests	N/A
2022.039	The Chair invited members to declare any potential conflicts of interest. None were declared.	
3.	Minutes of the previous meeting (19th October 2022)	TPB2022-016
2022.040	The Board APPROVED the minutes of the meeting held on 19 th October 2022 to be an accurate record of that meeting.	

4. Matters Arising **TPB2022-017**

2022.041 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. 2022.019 – This action, relating to the minutes of the previous meeting, was complete.
- ii. 2022.023 – This action, relating to the Degree Apprenticeships Sub-Board terms of reference, would be covered in this meeting (item 6 below).
- iii. 2022.024 – This action, relating to scheduling meetings of the Degree Apprenticeships Sub-Board, remained ongoing.
- iv. 2022.029.iv – This action, relating to the MRes Creative Arts and Mental Health, was complete.
- v. 2022.013 – This action, relating to the BA Global Development with Year Abroad, remained ongoing.

2022.042 It was **NOTED** that an action relating to the Part 2 proposals for MSc programmes with integrated Pre-Masters, for supplementary information to be provided to the Board, had not been included in the Matters Arising table, but had been completed. These proposals would be presented and considered again at this meeting, following the technical problems which interrupted the previous meeting.

Part 2 – For Approval/ Discussion

5. Chair's Actions since the last meeting **TPB2022-018**

2022.043 The Board **RECEIVED** a summary of actions taken by the Chair since the last meeting.

- i. As noted above, this included **APPROVING** the MRes Creative Arts and Mental Health, which, following review with colleagues in the School of English and Drama (SED), would now be titled **MRes Social Science Enquiry in Creative Arts and Mental Health**.
- ii. The Chair had also **APPROVED** the following Summer School modules:
 - Clinical Legal Education
 - Impact of Trauma on Mental Health
 - Taylor Swift and Literature
 - Writing for Performance
 - Yankees in London

6. Degree Apprenticeships Sub-Board Terms of Reference **TPB2022-019**

2022.044 The Board **RECEIVED** a revised version of the Degree Apprenticeships Sub-Board Terms of Reference, which had been amended following feedback from the Board at its last meeting. The following points were **NOTED**:

- i. The remit of the Sub-Board had been expanded to include apprenticeship provision which did not lead to the award of a degree.
- ii. The Sub-Board would review and comment on degree apprenticeship programme proposals, and amendments to existing programmes, prior

to consideration by the full Board. The Sub-Board would not formally approve proposals or amendments; this would remain the remit of Taught Programmes Board (TPB).

- iii. The Sub-Board would also be able to advise and offer feedback on the design of new apprenticeship programmes at an early stage in the process, although Part 1 forms would remain subject to the current approval process, under which Faculties endorse them. It was **AGREED** that it would be helpful to prepare some guidance clarifying the roles for the Sub-Board in programme development and approval.

2022.045 The revised Terms of Reference and membership for 2022/23 were **APPROVED** by the Board.

Part 3 – Programme Proposals/ Amendments	Paper
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School of Languages, Linguistics and Film

7. MA Translation and Adaptation Studies	TPB2022-020
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2022.046 The Board **CONSIDERED** the Part 2 Proposal for the **MA Translation and Adaptation Studies** programme. The following points were **NOTED**:

- i. This was a proposal for a new MA programme, intended in part as a bridge between undergraduate and PhD level provision within the School. This would be the only MA programme in the country to combine translation and adaptation studies.
- ii. Seven new level 7 modules had been developed specifically for the programme and were presented for the Board. The programme featured two compulsory modules, three elective modules, and both a dissertation and project module, of which students had to complete one.

2022.047 The Board heard that:

- i. Concern was expressed about whether the relatively low scheduled contact hours (22 hours of scheduled teaching in some cases for a 30-credit module) would raise concerns with the Office for Students (OfS). It was **NOTED** that there was precedent within Queen Mary for similar levels of scheduled contact hours, and these modules were in line with other similar postgraduate taught provision within the Faculty.
- ii. This concern should not prevent approval of this programme, but it would be beneficial to hold further discussions across the University on this topic, including distinguishing between independent structured learning and completely independent study, and how to capture asynchronous learning. DGLS would consider how this could be reflected in future iterations of module proposal and amendment forms. In the first instance it was **AGREED** that the topic would be referred for consideration at a future meeting of EQSB.

Action: Directorate of Governance and Legal Services / Chair

- iii. The use of 30-credit modules to deliver larger-scale pieces of learning and assessment was commended.
- iv. A query was raised as to whether the School was obliged to run all elective modules and both the dissertation and project modules in the event a small cohort was recruited. It was acknowledged that postgraduate

recruitment in the humanities could be unpredictable, but it was expected that the programme would recruit a cohort of 15-25 students such that it would be practical and viable to deliver the planned electives. The Chair **NOTED** that including a disclaimer about the availability of electives in the programme specification was necessary to mitigate risks of alleged mis-selling with the Competitions and Markets Authority (CMA).

- v. The wording of programme learning outcome C5 was queried; it was suggested that this could be made more specific to the discipline. The School **AGREED** to review this, but **NOTED** that the nature of the subject meant there was a broad range of intercultural awareness taught on the programme.

Action: School of Languages, Linguistics and Film

2022.048 The Board **APPROVED** the Part 2 Proposal for the **MA Translation and Adaptation Studies** programme, without condition, *subject to* the School reviewing programme learning outcome C5 to make it more specific to the discipline.

School of Economics and Finance

8. MSc Investment and Finance with integrated Pre-Masters TPB2022-021
MSc Banking and Finance with integrated Pre-Masters
[September and January start dates]

2022.049 The Board **CONSIDERED** the Part 2 Proposal for the **MSc Investment and Finance with integrated Pre-Masters** and the **MSc Banking and Finance with integrated Pre-Masters** programmes. The following points were **NOTED**:

- i. This proposal had been presented at the previous meeting of the Board, but had been interrupted due to technical problems. Several issues had been noted at that meeting:
 - This proposal involved increasing the number of programmes offered by the University, which was not in line with the general approach agreed by SET. This did not affect approval of these titles, however, and would need to be discussed further outside of the meeting.
 - There was a concern that these programmes might pose a risk with regard to student continuation and outcomes measures, given that the pre-Masters year is classed at the Framework for Higher Education Qualifications (FHEQ) level 6. It was **NOTED** that this had been considered outside of the Board, and it had been confirmed that, if approved, these programmes would not pose a significant risk to the University's continuation rates.
 - It was **NOTED** that students would be eligible for a single Confirmation of Acceptance for Studies (CAS) to cover both the level 6 (pre-Masters) and level 7 elements of the programme. However, there was a concern that these programmes might pose a risk to the University's sponsor status with the UK Visas and Immigration (UKVI); there was a risk that if a student enrolled on a programme but decided to exit early after completing the pre-Masters, it would affect Queen Mary's visa sponsoring return and count as a non-completion.

- 2022.050 The Board heard that:
- i. Statistics had been supplied by the School of Business and Management for their equivalent programmes, which suggested a low risk of students not progressing from the pre-Masters to Year 2 of the integrated Masters programme.
 - ii. While there was a risk of students changing their mind during their studies and wishing to transfer to another institution to complete their Masters, this issue had not been encountered before, with the exception of a single case where a student wished to transfer to the standalone version of the programme.
 - iii. It was **NOTED** that statistical risks to data returns and metrics, whether continuation or completion rates, are higher for smaller programmes where individual students make a higher percentage contribution to any given student outcome.
 - iv. The Board **NOTED** that risks to continuation / completion rates can be mitigated by maximising student recruitment, and that application figures for the existing two year integrated pre-Masters / Masters degree programmes were significantly higher than at the same point in the previous year, such that a larger student cohort was anticipated.
 - v. There would be only one entry point in September for the MSc Investment and Finance with integrated Pre-Masters, while the MSc Banking and Finance with integrated Pre-Masters would have both January and September entry points. It was **NOTED** that the SITS records for both entry points for both programmes had already been created.
 - vi. The OfS are expected to inspect degree programmes “with integrated foundation” in future; but this was not likely to present a major risk here. It was **NOTED** that the risk of students transferring to other institutions after the pre-Masters had been considered and that the Board was comfortable to accept the level of risk associated with the two new integrated MSc programmes.

2022.051 The Board **APPROVED** the Part 2 Proposals for the **MSc Investment and Finance with integrated Pre-Masters** and the **MSc Banking and Finance with integrated Pre-Masters** programmes, without conditions.

Part 4 – Report of Proposals Approved by Schools/Institutes to Note		Paper
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11.	Programme Amendments Module Proposals Module Amendments Module Withdrawals	TPB2022-022
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2022.052 The Board **RECEIVED** a report of decisions made by Schools and Institutes of changes to the curricula for the period 22nd September to 2nd November 2022.

12. List of Proposed Programmes for launch in 2023/24 or 2024/25 **TPB2022-023**

2022.053 The Board **RECEIVED** 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 **NOTED**:

- i. One new programme from FMD was missing from the list, two new proposals were expected from the School of Mathematical Sciences in S&E, and there had been some developments in the HSS proposals listed, since paper TPB2022-023 had been compiled.
- ii. The Chair advised Schools/Institutes to present Part 2 proposals for postgraduate programmes starting in September 2024 to the Board in the March or April 2023. Undergraduate programmes targeting a September 2024 start date were still subject to UCAS timelines and therefore expected to be submitted by the 12th December 2022 deadline (such that proposals can be considered / approved no later than February 2023).

2022.054 It was **AGREED** that the Secretary would update the paper with the changes noted above and add it to the agenda for future meetings as a standing item.

Action: Secretary

Part 5 – Other Business

Paper

12. Any Other Business

2022.055 A **QUERY** was raised as to how resource requirements were captured during the existing programme approval process. It was **NOTED** that this information should be recorded in the Part 1 proposal form, and considered by the relevant Faculty Executives and at Education Strategy Steering Group (ESSG). There was concern that support of new programme proposals provided by the relevant Faculty Dean for Education at the Part 1 stage implied tacit approval of the resource requests for new programmes. It was **AGREED** that the Chair would raise this concern at a future meeting of ESSG.

Action: Chair

13. Date of next meeting

2022.056 The next meeting will be held on Wednesday 18th January 2023. The deadline for papers is Monday 12th December 2022.

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

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