

Learning and Teaching Committee

Subject: Report of Curriculum Sub-Committee – Matters for Discussion

Origin Unconfirmed Minutes of the Meeting on 12 May 2011

1. Annual Update of Module Specifications and Programme Regulations/Specifications

- .4 Members noted that the process for the annual update of module and programme regulations/specifications had been brought forward in 2011/12, and there had been a requirement for proposed changes to be forwarded to AD(T)s by 11 March with a view to modules being activated in April. Some departments had been unhappy with the change. It had been understood that there were a number of reasons for the change but that the main reason had been the need for modules to be activated prior to data being exported to the new timetabling system. It was now understood that the timetabling system was able to generate a timetable using provisional-status modules.

It was noted that departments were still engaged in workload modeling after the March deadline. Therefore, it was difficult for them to predict at that stage in the year which modules would be on offer the following year. It was AGREED that the matter should be raised at Learning and Teaching Committee and members reminded of the reasons for the update process being brought forward. The PVC(T) may wish to consider discussing the requirements of the workload modeling process and implications for the annual update with Deans.

2. Criteria for Passing a Part

BSc Business Studies and BSc Business Studies with Human Resource Management (Singapore): Major Programme Changes

- .1 The Sub-Committee considered proposals from the School of Business and Economics for major changes to the part-time programmes for all cohorts with effect from October 2011.
- .2 The changes would allow the Programme Board, in exceptional circumstances, to exercise discretion to allow a candidate to carry one module in which 20 credits had not been gained into the next part of the programme provided the module was from the final semester of the current part or there were two modules at an E grade, one of which was from the final semester of the current part. In these circumstances students would only be permitted to repeat sufficient module assessments to bring their possible credit total for the part of the programme they were repeating after reassessment to 100 credits.
- .3 It was AGREED that, as it was anticipated that only two to three students would be affected each year, Learning and Teaching Committee should be asked to consider whether such instances should continue to be dealt with via waivers of regulations or whether a change to the programme regulations would be more appropriate.

Extract from Regulation XX – Undergraduate Awards

Criteria for Passing a Part

26. Students shall be deemed to have passed a Part of a programme if they have:

accumulated a minimum of 100 credits from the Part

and

fulfilled any additional requirements (as detailed in paragraph 27 hereof) for their specific programme

and

(for students commencing Part A or joining a cohort commencing Part A from 2004/5 to 2009/10 inclusive) achieved a module mark of at least 20% in all modules in the Part

or

(for students commencing Part A or joining a cohort commencing Part A from 2010/11 onwards) achieved a module mark of at least 30% in all modules in the Part

27. Programme Regulations may specify any or all of the following as additional requirements for passing a Part in accordance with paragraph 26 hereof:

27.1 A minimum overall average for the Part.

27.2 A minimum mark in one or more specified modules.

27.3 A minimum mark in unspecified modules up to a specified total modular weight .

27.4 A minimum average mark across a group of specified modules.

28. The Programme Board may exercise discretion and classify students who have not met the requirements detailed in paragraph 26 hereof as having passed a Part when all of the following conditions are met:

28.1 The candidate has already undergone reassessment or the marks under consideration are the initial results achieved in the final Part of the programme. For final Part candidates, Boards should not condone marks where this would result in the candidate losing an opportunity to improve his/her degree classification through reassessment

28.2 The module or modules involved have a total weight of not more than 20 credits in any Part of the programme.

28.3 For students in Parts B, C and D, the condonement has the approval of the appropriate External Examiner, having regard to national standards in the discipline.

28.4 The reasons for the exercise of discretion are recorded in the Programme Board report.

Criteria for Progression and Awards

29. In accordance with the provisions of Regulation XVI, students who have failed to discharge all obligations to the University may not progress from one Part of a programme to another or be awarded any qualification until such time as all obligations have been met.

30. Students shall be eligible to progress to the next Part of a programme when a Programme Board has determined that they have met the requirements to pass the previous Part.

31. Students will be eligible for an award when they have met the following requirements in a period of not more than nine years.

31.1	Degree of Master	Pass Part D
31.2	Degree of Bachelor	Pass Part C
31.3	Diploma of Higher Education	Pass Part B
31.4	Certificate of Higher Education	Pass Part A

32. Students shall normally be eligible for the award of only one University qualification from any particular programme of study. Except where a Diploma of Higher Education or a Certificate of Higher Education has been awarded as a consequence of a student's studies being terminated in accordance with paragraph 49 hereof, awards may be upgraded by passing the appropriate subsequent Parts as follows:
- 32.1 The Certificate of Higher Education may be upgraded to the Diploma of Higher Education or to the Degree of Bachelor.
- 32.2 The Diploma of Higher Education may be upgraded to the Degree of Bachelor.

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Changes to Programme Regulations and Programme Specifications for 2011/2012

CSC11-P15

This form is available as item 2.4 at <http://www.lboro.ac.uk/admin/ar/templateshop/>.
Spaces can be expanded as required.

12 May 2011

1. Name of Department and Departmental contact Malika Lawrance
2. Programme Title and Award BSc Business Studies and BSc Business Studies with HRM
3. Please tick any of the following which apply. At least one box should be ticked. <input type="checkbox"/> The status of one or more modules will change from compulsory to optional <input type="checkbox"/> The status of one or more modules will change from optional to compulsory <input type="checkbox"/> The module choice available to students will be reduced <input type="checkbox"/> The semester(s) in which modules are taught will change <input type="checkbox"/> In one or more Parts of the programme, the proposal is to withdraw optional modules with a total weight of 30 or more <input checked="" type="checkbox"/> Progression or degree qualification rules will change <input type="checkbox"/> The addition of distance learning/ partial DL provision <input type="checkbox"/> The award(s) available will change <input type="checkbox"/> Recruitment will be suspended in 2011-12 <input type="checkbox"/> Recruitment will be resumed in 2011-12 (if suspended in 2010-11) Any other changes Do you consider these changes to be <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <i>The above changes should be outlined in Section 5 below</i>

4. Reasons for the proposal: its purpose and relevance; how it will maintain or enhance the quality of teaching and learning; implications for existing programmes and modules

The Singapore programmes have three semesters per year (Aug - Nov, Nov – Feb, and Mar - May), three intakes per year (Aug, Nov, Mar) and four Progression Boards per year (Jan, April and June/July for Progression plus a SAP Board in Aug/Sept).

There is usually only a week in between the end of one semester and the start of the next semester, which means that students must 'unofficially' progress onto the next Part of the programme BEFORE the Progression Board has met – they need to do this so that they do not miss any teaching while waiting for the Progression Board to meet (this only applies to progression for Nov and Mar intake students and for those students who take assessments during the July SAP).

Problems

It is impossible for the Progression Boards to take place any earlier than they do now: there is a minimum of 4 – 6 week turnaround of exam scripts.

Normally, when it is clear that a student will fail the Part (e.g. a student has failed modules from those already completed in the first two semesters) this student is advised not to start the next Part, as it is clear that the Progression Board will fail that student.

Nevertheless, there are examples of students who will start the next Part of the programme and who will subsequently have to stop because of the decision of the Progression Board (usually because they have failed modules in the third semester of the Part and therefore do not know their marks before the following semester/Part starts). In some cases students will have completed a large part of the teaching for the module and even started on coursework by the time the Progression Board meets.

In addition, students who have CIPs will start the next Part of their studies but will be unsure of the outcome of these CIPs before the Board meets.

The Singapore programmes are part-time programmes but are currently governed by the University's full-time regulations. The majority of students on the programmes are working adults and have a need for some flexibility in their study programme. The current system, while consistent with University requirements, means that students can waste time and effort in attending modules that they are then required to drop (until they have completed the UG full-time requirements for progression) and can cause long delays in completing the programme. Allowing students to carry one incomplete module to the next Part will hopefully reduce the number of students who are forced to extend their study period (sometimes by as much as two semesters) because of incomplete Parts. The Singapore part-time study market is very competitive and in order to compete in this market the LU programmes should recognise that the PT students' needs are not always compatible with full-time regulations and requirements.

Proposed change

The existing section 3 of the programme regulations would be replaced by the following new regulation:

3.1 Criteria for Progression and Degree Award

- 3.1.1 To qualify for the award of a degree candidates must accumulate at least 100 credits in Part A, 100 credits in Part B and 100 credits in Part C as well as achieving at least 30% in all modules.
- 3.1.2 In exceptional circumstances, the Programme Board may exercise discretion and allow a candidate to carry one module in which 20 credits have not been gained into the next part provided that:
- a) The module in which credit has not been gained is from the final semester of the current Part or
 - b) There are two modules at an E grade, one of which is from the Final semester of the current part. In these circumstances, students will only be permitted to repeat sufficient module assessments to bring their possible credit total for the part of the programme they are repeating after re-assessment to 100 credits.

Implications for quality of T+L and for existing programmes

It is not perceived that the proposed changes will have any negative impact on the quality of T+L. Students will be permitted to carry one incomplete module (20 credits) to the next part but will need to complete this module at the next available opportunity (either in the SAP or when the module is next offered) and the student will not be able to progress from the new Part until all modules from the old Part have been satisfactorily completed.

<p>5. Outline of new/amended content: what elements are new, what is changing The current Regulation 3 will be replaced by the new version above. This will allow students to carry one incomplete module (20 credits) into the next Part.</p>
<p>6. Outline of proposed measures to inform prospective students offered a place on the programme of programme changes</p> <p>The new regulations will be explained to students during the programme induction and will be detailed in the programme handbook.</p>
<p>7. If the revised Regulations apply to existing students, state the implications for students currently on placement/ leave of absence and resit students. The changes will be implemented from Aug 2011. Students returning from LOA or students who fail a module after that date will be subject to the new regulation.</p>
<p>8. Staffing implications - adequacy of existing departmental resources; net increase/reduction in staff teaching effort or demands on support staff N/A</p>
<p>9. Financial implications - anticipated effect on departmental income and expenditure N/A</p>
<p>10. Additional Library requirements</p> <p>Library consulted <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A</p>
<p>11. Additional Computing Support required <input type="checkbox"/> Network/Software (<i>please elaborate</i>): <input type="checkbox"/> Lab space (<i>please elaborate</i>): IT Services Consulted <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A</p>
<p>12. Other resource implications, e.g. - lecture room, lab and other space requirements; equipment, materials; timetabling constraints (block-teaching for example); any special residential requirements N/A</p>
<p>13. Implications for other departments, both providing and receiving N/A</p>
<p>14. Any other relevant information</p> <p>In the past three years we have seen an increasing number of queries from students about the requirements for progression and informal requests to be allowed to progress without fulfilling the existing requirements. In October 2010 one student requested a waiver of regulations in order to carry on studying in Part C (despite not having achieved all requirements for Part B) and this waiver was granted. I can foresee more such requests in the future.</p>

Attached are:

Draft Programme Regulations for 2011/12 (with any Distance Learning modules identified)

Programme Regulations for 2010/11 annotated with proposed changes

Draft Programme Specification for 2011/12 (only if significant changes)

Programme Specification for 2010/11, annotated with changes (if relevant)

Curriculum Map (for major structural changes involving 1/3 or more modules)

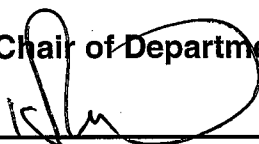
Template available as item 3.3 at: <http://www.lboro.ac.uk/admin/ar/templateshop/index.htm>

Consultation Forms, as appropriate

Approval Route

Head of Department/Chair of Department's Learning and Teaching Committee

Signature _____



Date _____

2/2/11

Associate Dean (Teaching) Decisions (tick as appropriate)

- AD(T) approves
- Proposal raises strategic issues
- Proposal requires referral to Chair of CSC

AD(T) comments:

Problem arose with one student earlier this year (e-mail correspondence attached) - which required waiver.

Associate Dean (Teaching) Signature _____



Date sent to Jennie Elliott
(please attach all papers)

14-2-11

Chair of CSC Signature _____

Date _____

Actioned by Jennie Elliott and notified back to Department on

Date _____

LOUGHBOROUGH UNIVERSITY

Regulations for the Part-time Honours Degree Programme in

BUSINESS STUDIES with HRM (Singapore)

(for students entering ^{on or} ~~part B~~ ^{at} ~~the programme~~ ⁱⁿ August 2008 ^{or} and thereafter)

These Programme Regulations should be read in conjunction with Regulation XX and the relevant Module Specifications.* Notice of change will be given by the Department responsible for the programmes. *This programme is exempt from paragraph 5 of regulation IX*

1. Structure

1.1 Administrative responsibility for the programme rests with the ^{SBE} ~~Business~~ School.

1.2 The programme leads to the Degree of BSc.

1.3 The duration of the programme is three years.

1.4 For the purposes of interpreting regulation XX sections on "Arrangements for Re-assessment", candidates will be considered to be registered on a full-time programme rather than a part-time programme.

2. Content

2.1 Part A - Introductory Modules

COMPULSORY MODULES (total modular weight 120)

Code	Title	Modular Weight
BSA650	Organisational Behaviour and Management	20
BSA655	Economic Environment	20
BSA661	Personal Effectiveness	20
BSA665	Introduction to Marketing	20
BSA670	An Introduction to Accounting for Management	20
BSA675	Business Mathematics and Statistics	20

Candidates holding the PSB Academy / PSB-IPT Advanced Diploma in Human Resource Management may elect to have a mark of 55% inserted as their module mark for "Organisational Behaviour and Management", BSA650 without taking any form of assessment in that module.

Candidates holding the PSB Academy / PSB-IPT Advanced Diploma in Marketing and Sales Management may elect to have a mark of 55% inserted as their module mark for "Introduction to Marketing", BSA665, without taking any form of assessment in that module.

2.2 Part B - Degree Modules

COMPULSORY MODULES (total modular weight 100)

Code	Title	Modular Weight
BSB650	Introduction to Human Resource Management	20
BSB660	Financial Reporting and Corporate Finance	20
BSB665	International Business Economics	20
BSB670	Market Development	20
BSB680	The Dynamics of Employment Relations	20

OPTION MODULES (Students to choose 1 from 2. Total modular weight 20)

Code	Title	Modular Weight
BSB655	Business Information Systems	20
BSB675	Operations and Project Management	20

2.3 Part C - Degree Modules

COMPULSORY MODULES (total modular weight 120)

Code	Title	Modular Weight
BSC655	International Business	20
BSC670	Current Issues in Managing People at Work	20
BSC675	Small Business Issues and Planning	20
BSC680	Strategic Management	20
BSC685	Resourcing, Recruitment and Selection	20
BSC690	Human Resource Development	20

3. Assessment

3.1 Criteria for Progression and Degree Award

- Replace with attached*
- 3.1.1 To progress from Part A to Part B, candidates must accumulate at least 100 credits in Part A as well as achieving at least 30% in all modules taken in part A.
 - 3.1.2 To progress from Part B to Part C candidates must accumulate at least 100 credits in Part B as well as achieving at least 30% in all modules taken in Part B.
 - 3.1.3 To qualify for the award of a degree, candidates must accumulate at least 100 credits in Part C as well as achieving at least 30% in all modules taken in Part C.

3.2 Relative weightings of Parts of the Programme for the purposes of Final Degree Classification

Candidates' final degree classification will be determined on the basis of their performance in degree level Module Assessments in Parts B and C, in accordance with the scheme set out in regulation XX. The average percentage marks for each Part will be combined in the ratio Part B 25: Part C 75, to determine the final overall percentage mark for the Programme (the Programme Mark).

3.3 Re-assessment

Provision will be made in accordance with regulation XX for candidates who have the right of re-assessment in any Part of the programme to undergo re-assessment in the Productivity and Standards Board's special assessment period.

Singapore Programmes (Nov 2010)

Suggested wording for Programme Regs (to replace current 3.1.1, 3.1.2 and 3.1.3)

New:

3.1 Criteria for Progression and Degree Award

- 3.1.1 To qualify for the award of a degree candidates must accumulate at least 100 credits in Part A, 100 credits in Part B and 100 credits in Part C as well as achieving at least 30% in all modules.
- 3.1.2 In exceptional circumstances, the Programme Board may exercise discretion and allow a candidate to carry one module in which 20 credits have not been gained into the next part provided that:
- a) The module in which credit has not been gained is from the final semester of the current Part or
 - b) There are two modules at an E grade, one of which is from the Final semester of the current part. In these circumstances, students will only be permitted to repeat sufficient module assessments to bring their possible credit total for the part of the programme they are repeating after re-assessment to 100 credits.

LOUGHBOROUGH UNIVERSITY
Regulations for the Part-time Honours Degree Programme in
BUSINESS STUDIES (Singapore)
 (for students ^{on or} entering ^{the programme} part ^{II} B in August 2008 and thereafter)

These Programme Regulations should be read in conjunction with Regulation XX and the relevant Module Specifications. Notice of change will be given by the Department responsible for the programmes. *This programme is exempt from paragraph 5 of Regulation XX.*

1. Structure

- 1.1 Administrative responsibility for the programme rests with the ^{SBE} Business School.
- 1.2 The programme leads to the Degree of BSc.
- 1.3 The duration of the programme is three years.
- 1.4 For the purposes of interpreting regulation XX sections on "Arrangements for Re-assessment", candidates will be considered to be registered on a full-time programme rather than a part-time programme.

2. Content

2.1 Part A - Introductory Modules

COMPULSORY MODULES (total modular weight 120)

Code	Title	Modular Weight
BSA650	Organisational Behaviour and Management	20
BSA655	Economic Environment	20
BSA661	Personal Effectiveness	20
BSA665	Introduction to Marketing	20
BSA670	An Introduction to Accounting for Management	20
BSA675	Business Mathematics and Statistics	20

Candidates holding the PSB Academy / PSB-IPT Advanced Diploma in Human Resource Management may elect to have a mark of 55% inserted as their module mark for "Organisational Behaviour and Management", BSA650 without taking any form of assessment in that module.

Candidates holding the PSB Academy / PSB-IPT Advanced Diploma in Marketing and Sales Management may elect to have a mark of 55% inserted as their module mark for "Introduction to Marketing", BSA665, without taking any form of assessment in that module.

2.2 Part B - Degree Modules

COMPULSORY MODULES (total modular weight 120)

Code	Title	Modular Weight
BSB650	Introduction to Human Resource Management	20
BSB655	Business Information Systems	20
BSB660	Financial Reporting and Corporate Finance	20
BSB665	International Business Economics	20
BSB670	Market Development	20
BSB675	Operations and Project Management	20

2.3 Part C - Degree Modules

COMPULSORY MODULES (total modular weight 80)

Code	Title	Modular Weight
BSC655	International Business	20
BSC665	Marketing Strategy and Planning	20
BSC675	Small Business Issues and Planning	20
BSC680	Strategic Management	20

OPTION MODULES (Students to choose 2 from 3. Total modular weight 40)

Code	Title	Modular Weight
BSC660	Information Management and Strategy	20
BSC670	Current Issues in Managing People at Work	20
BSC685	Resourcing, Recruitment and Selection	20

3. Assessment

3.1 Criteria for Progression and Degree Award

- Replace with attached*
- 3.1.1 To progress from Part A to Part B, candidates must accumulate at least 100 credits in Part A as well as achieving at least 30% in all modules taken in part A.
 - 3.1.2 To progress from Part B to Part C candidates must accumulate at least 100 credits in Part B as well as achieving at least 30% in all modules taken in Part B.
 - 3.1.3 To qualify for the award of a degree, candidates must accumulate at least 100 credits in Part C as well as achieving at least 30% in all modules taken in Part C.

3.2 Relative weightings of Parts of the Programme for the purposes of Final Degree Classification

Candidates' final degree classification will be determined on the basis of their performance in degree level Module Assessments in Parts B and C, in accordance with the scheme set out in regulation XX. The average percentage marks for each Part will be combined in the ratio Part B 25: Part C 75, to determine the final overall percentage mark for the Programme (the Programme Mark).

3.3 Re-assessment

Provision will be made in accordance with regulation XX for candidates who have the right of re-assessment in any Part of the programme to undergo re-assessment in Productivity and Standards Board's special assessment period.

Singapore Programmes (Nov 2010)

Suggested wording for Programme Regs (to replace current 3.1.1, 3.1.2 and 3.1.3)

New:

3.1 Criteria for Progression and Degree Award

- 3.1.1 To qualify for the award of a degree candidates must accumulate at least 100 credits in Part A, 100 credits in Part B and 100 credits in Part C as well as achieving at least 30% in all modules.
- 3.1.2 In exceptional circumstances, the Programme Board may exercise discretion and allow a candidate to carry one module in which 20 credits have not been gained into the next part provided that:
- a) The module in which credit has not been gained is from the final semester of the current Part or
 - b) There are two modules at an E grade, one of which is from the Final semester of the current part. In these circumstances, students will only be permitted to repeat sufficient module assessments to bring their possible credit total for the part of the programme they are repeating after re-assessment to 100 credits.