

**Master's Quality Committee
(Business, Engineering & Physical Sciences)**

Confirmed Minutes of the meeting held
26 May 2015

Present:

Dr David McPhail, Deputy Director of the Graduate School – Chair
Dr Simon Archer, College Tutor
Dr Laura Barter, Department of Chemistry
Mr Ethan Butler (Graduate School Union, Academic Officer)
Mr Jeremy Fernando (Business School)
Dr Ulrich Hansen, Department of Mechanical Engineering
Dr Robert Hewson, Department of Aeronautics
Professor Andrew Holmes, Department of Electrical & Electronic Engineering
Professor Debra Humphris, Vice Provost (Education)
Professor Kang Li, Department of Chemical Engineering
Professor Stefan Maier, Department of Physics
Ms Dianne Morgan, Business School
Dr Fariba Sadri, Department of Computing
Professor John Seddon, College Consul (Natural Sciences)
Dr William Sheate, Centre for Environmental Policy
Dr Dominic Southgate, Dyson School of Design Engineering

In attendance:

Professor Joanna Haigh, Co-Director, Grantham Institute for Climate Change
(for item 4 only)
Mrs Clare Scheibner, Assistant Registrar (Quality Assurance & Enhancement) -
Secretary

Apologies:

Professor Sergei Chernyshenko, Department of Aeronautics
Dr Alessio Corti, Department of Mathematics
Dr David Dye, Department of Materials
Professor Sue Gibson, Director of the Graduate School
Professor Bassam Izzuddin, Department of Civil & Environmental Engineering
Professor Richard Jardine, College Consul (Engineering & Business School)
Professor Howard Johnson, Department of Earth Science & Engineering
Mr Pascal Loose, Deputy President (Education), Imperial College Union
Ms Nida Mahmud, President, Graduate Students' Union
Dr Marco Mongiello, Business School
Dr Darryl Overby, Department of Bioengineering
Mr Dean Pateman, Academic Registrar
Dr Nick Voulvoulis, Centre for Environmental Policy
Professor Denis Wright, Director of Student Support

1. Welcome and Apologies

The Chair welcomed attendees to the meeting and apologies, as listed above, were noted.

2. Minutes of the Meeting held 24th March 2015

The minutes of the meeting held on 24th March 2015 were confirmed with one minor amendment noted.

BEPS.2014.39

3. Matters arising from the Minutes

3.1 Minute 5.3.1: MSc in Applied Mathematics

The Committee heard that the Programme Specification had been completed with the necessary information and so the withdrawal of the August entry point for the MSc in Applied Mathematics had subsequently been approved by Senate in May 2015.

4. New Programme Proposals

4.1 MSc in Climate Change, Management & Finance (Business School and Grantham Institute for Climate Change) BEPS.2014.40

The Committee considered a proposal from the Business School and Grantham Institute for Climate Change to introduce a new MSc in Climate Change, Management & Finance with effect from October 2016. The proposal was first considered by the Committee on the 24th March 2015 and it had requested it be resubmitted following recommendations.

4.1.1 Professor Joanna Haigh, Co-Director, Grantham Institute for Climate Change, presented the proposal to the Committee.

4.1.2 The Committee heard that, as previously recommended by the Committee, further consultations with departments offering similar or related provision had taken place. Following general discussion, the Committee had recommended that further consultation take place with key members of staff within the Centre of Environmental Policy to clarify the Centre's input of expertise into the programme modules. The Committee were overall satisfied that the recommendation had been addressed.

4.1.3 The Committee were pleased to note that module leaders had now been identified for all modules on the proposed programme.

4.1.4 The Committee had previously recommended that a timeframe for the establishment of the Advisory Board be agreed. The Committee heard that the Grantham Institute co-directors and the Dean of the Business School would send an invitation to various organisations to recruit seven board members to join the Advisory Board. The Committee further noted that the current list of potential organizations included: Allianz, Bloomberg New Energy Finance, Carbon Trust, HSBC, McKinsey, Samsung Electronics, Shell, StatOil, Virgin Management and the World Bank.

4.1.5 The first Advisory Board would be held in September 2015, with three meetings each year.

4.1.6 The Committee had also recommended that there was further consideration of the suitability of undergraduate Accountancy qualifications for acceptance on the programme. The Committee noted that this qualification had been removed from the list of suitable undergraduate degrees for acceptance.

4.1.7 The Committee were content that the recommendations had been addressed and agreed to recommend the new programme for Senate approval with effect from October 2016.

5. Modification Proposals

5.1 MRes in Mathematics of Planet Earth (Department of Mathematics) BEPS.2014.41

The Committee considered a proposal from the Department of Mathematics to introduce a new module to the MRes in Planet Earth and make minor amendments to the current core module content with effect from October 2015.

5.1.1 The Committee noted that the proposed changes were in response to the

External Advisory Board recommendations and feedback from students and programmes project supervisors.

- 5.1.2 The Committee heard that the modifications included the removal of the computational lab components of the three existing core modules and formation of a new core module, Numerical Methods. As a result, the existing core modules would be reduced to 6 ECTS.
- 5.1.3 The Department proposed to reduce the number of elective modules to one, 8 ECTS module, to allow time for a more substantial MRes project. The Department also proposed to combine the literature report/presentation into the main research project, so that the literature surveyed would be relevant to the project.
- 5.1.4 The Committee agreed the proposed programme modifications and agreed to recommend the changes for Senate approval with effect from October 2015, subject to student consent.

Post meeting note:

The Department of Mathematics confirmed student consent had been gained in respect of the programme modifications.

5.2 All MSc Programmes (Department of Computing)

BEPS.2014.42

The Committee considered a proposal from the Department of Computing to amend the entry requirements to all MSc programmes and the MRes in Advanced Computing with effect from October 2016.

- 5.2.1 The Committee heard that the Department wished to introduce the Graduate Record Examination (GRE) as an entry requirement. The Department proposed to use the GRE scores as an additional factor to be considered in the admission decision process, enabling the programme teams to streamline and speed up the offer making process and fast track high calibre applicants.
- 5.2.2 The Committee further heard that GRE scores would provide a consistent point of comparison between applicants, as well as an objective assessment of their aptitude for quantitative, analytical and verbal reasoning. The Department proposed a minimum combined score of 317 for quantitative and verbal reasoning, with at least a minimum score of 150 for analytical writing.
- 5.2.3 The Committee noted that the test had a financial cost of approximately \$200. The test was available at various test centres worldwide with practice test papers available online. Applicants could retake the test; however, the Department would only consider the score submitted with the application.
- 5.2.4 Following general discussion the Committee raised various concerns regarding the introduction of the GRE as an entry requirement. Concerns included the additional financial cost of taking the test, equality and fairness regarding preparation for the test and the introduction of an additional level of entry requirement.
- 5.2.5 The Committee further noted that the Department had, as a trial, recommended that applicants submit a GRE score with their applications for MSc programmes commencing October 2015. The Department confirmed that it had not yet analysed the data from this trial to establish its usefulness.
- 5.2.6 The Committee were not able to approve the proposal and agreed that an institutional review of additional entry requirements at postgraduate taught level should be conducted. It was further agreed that Professor Humphris and Mr Pateman would discuss this issue further outside of the Committee.

Action: Professor Humphris and Mr Pateman

5.3 MSc in Business Analytics (Business School)

BEPS.2014.43
BEPS.2014.43i

The Committee received a proposal from the Business School and Data Science Institute to remove modules on the MSc in Business Analytics and replace them with modules provided by the Data Science Institute with effect from October 2015 and to amend the programme start date with effect from September 2016.

5.3.1 The Committee noted that the Business School proposed to withdraw the pre-study modules in Introduction to Business and Mathematics and Statistics Tools. These would be replaced with three pre-study online modules in Accounting, Finance and Mathematics. The Business School further proposed to withdraw its modules in Databases and Distributed Systems and Machine Learning. These would be replaced by two new modules which would be taught by the Data Science Institute; Advanced Analytics and Machine Learning and Very Large Data Management.

5.3.2 The Committee noted that the Business School proposed to increase the following modules from 4.5 to 5.5 ECTS due to an increase in contact hours.

- Logistics and Supply-Chain Analytics
- Digital Marketing Analytics
- Workforce Analytics
- Financial Analytics
- Healthcare and Medical Analytics
- Retail and Marketing Analytics

5.3.3 The Committee heard that in order to ensure a balanced workload throughout the duration of the MSc, some elective options would now be offered during the spring term as well as the summer term.

5.3.4 The Committee further noted that students would be offered the opportunity to undertake a more significant research report in the Summer, in place of the Capstone Business Analytics Project or Work Placement and the Business Analytics Final Report.

5.3.5 The Committee also considered the proposal to amend the start date of the MSc in Business Analytics from October to September with effect from September 2016.

5.3.6 The Committee agreed the proposed programme modifications and agreed to recommend the changes for Senate approval with effect from October 2015.

5.4 Executive MBA (Business School)

BEPS.2014.44
BEPS.2014.44i

The Committee received a proposal from the Business School to restructure the current Executive MBA programme with effect from February 2016 and amend the entry requirements with immediate effect.

5.4.1 The Committee noted the programme start date would be moved from January to February, shortening the programme length to 23 months.

5.4.2 Students would be required to take 6 elective options, increased from 5, with a reduction of the taught compulsory element of the Innovation, Entrepreneurship & Design (IE&D) module and reduction in the length of time and credit value of the final project.

5.4.3 The Business School proposed to introduce two new core modules; Corporate Entrepreneurship and Innovation and Responsible Leadership and Corporate Success. All core modules would be reduced to 20 hours contact time from 24 hours to create consistency between all the MBA programmes.

5.4.4 The Financial Management and Accountancy module would be renamed Accounting and Corporate Report Analysis.

- 5.4.5 The Committee heard that the programme would be held on a Friday and Saturday every three to four weeks from February until January of the first year. Attendance in the second year would remain dependent on the selection of electives chosen.
- 5.4.6 The number of required elective modules would be increased to 6, so that students who wanted to focus on Entrepreneurship would still have the opportunity by adding the Entrepreneurial Journey elective to the core module.
- 5.4.7 The Global Exposure Week would be renamed Global Immersion Week and the Personal Leadership Journey module would be renamed 'Leadership Coaching' and the contact hours increased to 25.
- 5.4.8 The Business School proposed to withdraw the Individual Final Project to be replaced with a consultancy project. This would be assessed individually, but would allow students to work in a real-world setting on their final piece of assessment.
- 5.4.9 The Committee noted that there were currently deferred offer holders and the modifications were subject to student consent.
- 5.4.10 The Committee further considered a proposal to amend the entry requirements of the Executive MBA from with immediate effect. The Committee noted that the entry requirement would be amended from "Normally a UK Honours Degree at 2:1 or an acceptable professional qualification or equivalent 5 years' relevant postgraduate work experience" to "Normally a UK Honours Degree at 2:1 or an acceptable professional qualification or equivalent 10 years' relevant postgraduate work experience with at least 5 years' management experience".
- 5.4.11 The Committee agreed the proposed programme modifications and agreed to recommend the changes for Senate approval with effect from February 2016 subject to offer holder consent. The Committee further agreed the proposal to amend the entry requirements of the programme and agreed to recommend the change for Senate approval with immediate effect.

Post meeting note

The Business School confirmed that student consent was gained from all deferred offer holders in respect of the programme structural modifications.

5.5 Weekend Executive MBA (Business School)

**BEPS.2014.45
BEPS.2014.45i**

The Committee received a proposal from the Business School to change the name of the Weekend Executive MBA and restructure the current programme with effect from April 2016 and amend the entry requirements with immediate effect.

- 5.5.1 The Committee heard that the Weekend Executive MBA would no longer be an executive programme and the name would therefore be changed to Weekend MBA.
- 5.5.2 Students would be required to take 6 elective options, increased from 5, with a slight reduction of the taught compulsory element of the Innovation, Entrepreneurship & Design (IE&D) module and reduction in the length of time and credit value of the final project.
- 5.5.3 Two new core modules would be added to the programme from a choice of 3, Decision Analytics and Design Thinking and either Innovative Problem Solving or Innovation & Entrepreneurship, only one of which would form part of the programme. The Committee noted that the Business School would decide at a later date which of the two new modules would be offered. All core modules would have 20 hours contact time for consistency across programmes.

Post meeting note

The Business School confirmed that the Innovation and Entrepreneurship module would form part of the programme.

- 5.5.4** It was proposed that the programme be run on Friday, Saturday and Sunday mornings, approximately once per month from April to February. Students would no longer be required to attend on a Thursday afternoon. Attendance in the second year would be dependant on the selection of electives chosen.
- 5.5.5** It was noted that students who wanted to focus on Entrepreneurship would still have the opportunity by adding the Entrepreneurial Journey elective to the core module.
- 5.5.6** The compulsory study tour would be renamed Global Experience Week and the Personal Leadership Journey module would be offered in an on-campus version or online and the contact hours increased to 25.
- 5.5.7** The Business School proposed to withdraw the Individual Final Project to be replaced with a Final Report. This would be shorter in respect of hours, word length and credit value to accommodate the requirement to take 9 core modules and additional elective, while still giving students the opportunity to complete the MBA with a final synoptic piece of work.
- 5.5.8** The Committee further considered a proposal to amend the entry requirements of the Weekend Executive MBA from with immediate effect. The Committee noted that the entry requirement would be amended from “Normally a UK Honours Degree at 2:1 or an acceptable professional qualification or equivalent 5 years relevant postgraduate work experience” to “Normally a UK Honours Degree at 2:1 or an acceptable professional qualification or equivalent 3 years’ relevant postgraduate work experience”.
- 5.5.9** The Committee agreed the proposed programme modifications and agreed to recommend the changes for Senate approval with effect from April 2016. The Committee further agreed the proposal to amend the entry requirements of the programme and agreed to recommend the change for Senate approval with immediate effect.
- 5.6 Full-Time MBA (Business School)** **BEPS.2014.46**
BEPS.2014.46i
The Committee received a proposal from the Business School to make several amendments to current modules with effect from September 2015 and amend the entry requirements with effect from October 2016.
- 5.6.1** The Committee noted the Business School proposed to rename Bringing Ideas to Market to Innovation and Entrepreneurship and to rename The Power of Innovative Thinking to Design Thinking and Innovative Problem Solving.
- 5.6.2** The Committee heard that when previous modifications to the full-time MBA were approved by the Committee in the autumn, it was envisaged that all the core modules would be assessed by 70% examination and 30% coursework. However, students would then be required to take eight two-hour examinations in one week. The full-time MBA schedule is such that the examinations could be spread over a longer period of time. It was proposed that the Organisational Behaviour and Decision Analytics modules, both taught in the first half of the Autumn Term, be assessed by 100% coursework. This would reduce the number of exam in the week to six.
- 5.6.3** It was further proposed to make Strategic Problem Solving part of the core assessment for the programme. The module would be taught during the Autumn Term and would be assessed by 100% coursework.
- 5.6.4** The Committee further considered a proposal to amend the entry requirements of the Full-Time MBA from with effect from October 2016. The Committee noted

that a specific Graduate Management Admission Test (GMAT) score of 600 would now be required.

- 5.5.5** The Committee agreed the proposed programme modifications and agreed to recommend the changes for Senate approval with effect from September 2015. The Committee further agreed the proposal to amend the entry requirements of the programme and agreed to recommend the change for Senate approval with effect from October 2016.
- 5.7 MSc in Innovations, Entrepreneurship and Management (Business School) BEPS.2014.47**
The Committee considered a proposal from the Business School to amend the entry requirements to the MSc in Innovations, Entrepreneurship and Management with effect from October 2016.
- 5.7.1** The Committee noted that the entry requirement would be amended from “Normally a UK Honours Degree at 2:1 or equivalent in a discipline other than Business or Management. Exceptionally a UK Honours Degree at 2:2 or equivalent in a discipline other than Business or Management, alongside a proven track record of significant experience in innovation or entrepreneurship” to “Normally a UK Honours Degree at 2:1 or equivalent in any discipline. Exceptionally a UK Honours Degree at 2:2 or equivalent”.
- 5.7.2** The Committee further noted that the programme’s syllabus had evolved to make it a more distinct and specialised programme. The Business School felt it would now be appropriate to admit business/management graduates, as they would not be repeating a significant amount of the topics they had done at undergraduate level. The programme content would be appropriate to students with a good undergraduate degree, from any discipline with a passion for Innovation and Entrepreneurship.
- 5.7.3** The Committee agreed the proposed change to the entry requirement and agreed to recommend the change for Senate approval with effect from October 2016.
- 5.8 MSc Economics and Strategy for Business (Business School) BEPS.2014.48**
The Committee received a proposal from the Business School to amend the entry requirements to the MSc Economics and Strategy for Business with effect from October 2016.
- 5.8.1** The Committee noted that the entry requirement would be amended from “Normally a UK Honours Degree at 2:1 or equivalent in a Business-related discipline that includes introductory modules in Economics” to “Normally a UK Honours Degree at 2:1 or equivalent in a Business-related discipline that includes introductory courses in Micro- and Macro-Economics, and at least basic knowledge of quantitative topics, in particular calculus, statistics and linear algebra”.
- 5.8.2** The Committee further noted that specific pre-requisite topics covered at degree level, Micro- and Macro-Economics, Calculus, Statistics and Linear Algebra, would be taken into account in the selection process as an entry requirement rather than a desirable element of previous experience. The more stringent criteria were reflective of both the increase in the quantity and quality of applicants.
- 5.8.3** The Committee agreed the proposed change to the entry requirement and agreed to recommend the change for Senate approval with effect from October 2016.

6 Programme Reviews

6.1 Postgraduate Certificate in Industrial Pharmaceutical Chemistry (Department of Chemistry) **BEPS.2014.49** **BEPS.2014.49i**

The Committee considered the programme review of the part-time Postgraduate Certificate in Industrial Pharmaceutical Chemistry for Glaxo Smith Kline (GSK) employees in the Department of Chemistry.

6.1.2 The Committee noted that the programme had been reviewed by Dr Marco Mongiello, Business School.

6.1.3 The Committee noted the reviewers' comments regarding the Assessment and Evaluation of Standards. It was highlighted that students' achievements were in line with the Department and GSK's expectations. The assessment was rigorous and pitched to the level required for the students' job positions. However, withdrawal rate for the programme was high. Students were 'forced' to withdraw when they moved positions which appeared to happen on a regular basis for those types of GSK employees.

6.1.4 The Committee recommended that specific learning time be allocated for students in any future programme design of a similar nature.

6.1.5 The Committee noted that the reviewer recommended that the programme be discontinued, partly due to the lack of student recruitment to the programme and the current withdrawal rates. The Department agreed that the programme should be discontinued or modified substantially to make it more flexible so students were able to complete the programme.

6.1.6 The Committee further noted that the Department were fully committed to ensuring that current students were provided every support to complete their studies.

6.1.7 It was also noted that discussions were ongoing between GSK and the Department of Chemistry regarding the future of the programme and with a view to refocussing and potentially broadening the existing relationship. The Committee requested that a summary of the discussions be reported to the next meeting of the Committee.

Action: Department of Chemistry

6.2 MA/MSc in Innovation Design Engineering (Dyson School of Design Engineering and Royal College of Art (RCA)) **BEPS.2014.50** **BEPS.2014.50i**

The Committee considered the double Master's programme review of the MA/MSc in Innovation Design Engineering in the Dyson School of Design Engineering and RCA from 2013/14.

6.2.1 The Committee noted that the Programme had been reviewed by Dr Laura Barter, Department of Chemistry, and that the programme was last reviewed in 2012/13 (2011/12 student cohort) when it had been given a grading of 'Satisfactory'.

6.2.2 The Committee were pleased to note areas of good practice which had been highlighted by the reviewer, which included the provision of a clear and concise programme guideline booklet and the visiting Professor Scheme.

6.2.3 The Committee noted that previous concerns regarding student feedback raised during the previous review had been addressed. The Department confirmed that they were liaising with the RCA and the Registry to develop a survey strategy in order to prevent survey fatigue and increase participation rates. The Committee also noted that the Staff-Student Committee meetings and class forums were now in place.

6.2.4 The reviewer noted that the programme committee structure and format

demonstrated the collaborative nature of the programme; however, the joint partnership was not clear on the programme website with a lack of Imperial College presence and branding. The Committee recommended that the Department address the issue raised regarding branding on the website.

Post meeting note

The Dyson School of Design Engineering have since confirmed that the programme websites for both the MA/MSc in Innovation Design Engineering and the MA/MSc in Global Innovation Design have been updated to show more clearly the joint nature of the two programmes including the Imperial logo.

- 6.2.5** The Committee agreed that the School had satisfactorily addressed the issues raised by the reviewer and endorsed the reviewer's assessment of 'Good'. It was agreed the programme would next be reviewed, according to the College's procedures for the regular monitoring and periodic review of programmes.

7 Entry and Exit Reports

7.1 MRes in Mathematical Sciences

BEPS.2014.51

The Committee considered a report for the MRes in Mathematical Sciences, Department of Mathematics, on the results achieved by their first cohort of students (2013/14).

- 7.1.1** The Committee were pleased to note that the competition for places on the programme had been strong which had resulted in a high standard among the students admitted to the programme. It further noted that the strong calibre of the cohort had been recognised by both internal and external examiners and reflected in the exit qualifications gained.

7.2 Shock Physics stream on the MSc in Physics

BEPS.2014.52

The Committee considered a report for the MSc in Physics with Shock Physics, Department of Physics, on the results achieved by their first cohort of students (2013/14).

- 7.2.1** The Committee noted that the MSc in Physics with Shock Physics had replaced the MSc in Shock Physics and that there had been a smooth transition between the programmes.

- 7.2.2** The Committee were pleased to note that the programme had run smoothly and the Department were satisfied with the marks obtained by both students on the programme.

7.3 MRes in Medical Device Design and Entrepreneurship

BEPS.2014.53

The item was removed from the agenda as the paper was unavailable and would be considered at the next meeting.

8. External Examiners

8.1 External Examiners Summary Report 2013/14

BEPS.2014.54

The Committee considered the summary of External Examiner reports for the academic year 2013/14.

- 8.1.1** The Committee were pleased to note that in general external examiners had reported that the quality and academic standards of Master's level degree programmes compared favourably to other institutions within the UK. In some cases the standards were noted as being above those of students studying at other institutions.

- 8.1.2** The Committee also noted the following areas of good practice which had been praised by External Examiners:

- The opportunities for students to engage with external organisations and collaborative partners as part of programmes.

- The opportunity for students to undertake project work at external organisations and leading research laboratories.
- The use of external speakers and lecturers from industry which was valued by students.

8.1.3 The Committee further noted the following re-occurring issues which had been highlighted within External Examiner reports:

- Limited evidence of double-marking.
- Annotation of scripts, coursework or projects was inconsistent and that comments to explain or justify the award of marks were not always evident.
- Instances where the marks of the first and second markers of projects were notably divergent.
- Feedback to students on assessed work.
- Matters relating to the content of programmes, comments included: a stronger applied content to the modules be sought and further opportunities for fieldwork experience; high volume of content in the programme made it very demanding for students and that the quantity and intensity of complex material, particularly in lectures, may be too high.
- Variation in the level and quality of project supervision.
- Issues relating to the quality, accuracy and consistency of examination papers and model answers.

8.1.4 Following general discussion regarding the issues raised within the report the Committee heard that many of these would be reviewed as part of the Academic Integrity Task and Finish Group, Chaired by Professor Richard Thompson, as part of the Academic Standards Framework Review.

8.2 Consideration of External Examiner Reports 2013/14 **BEPS.2014.55**

The Committee considered External Examiner reports which required follow-up action for the academic year 2013/14.

8.2.1 The Committee noted that a progress report for the MSc in Advanced Materials Science and Engineering, Department of Materials, was unavailable. The report would be submitted at a later date to the Chair of the Committee.

8.2.2 The Committee considered the progress report for the MSc in Strategic Marketing submitted by the Business School. The Committee were content with the departmental response to the External Examiners comments.

8.2.3 The Committee considered the progress report for the MSc in Finance and MSc in Risk Management and Financial Engineering submitted by the Business School. The Committee noted that the External Examiner had raised various issues, including: Later receipt of papers for review, errors in examination papers, illegible marks on scripts and use of negative marking. The Committee were content with the departmental response to all the issues raised by the External Examiner.

8.3 External Examiners Term of Office **BEPS.2014.56**

The Committee noted a report indicating External Examiners who were due to complete their term of office at the end of the 2014/15 academic year.

9. Chair's Report **BEPS.2014.57**

The Committee noted action taken by the Chair on behalf of the Committee.

10. Association of Chartered Certified Accountants (ACCA) Qualification for MBA (Suite of Programmes) **BEPS.2014.58**

The Committee noted a paper showing the entry and exit qualifications of students on a MBA suite of programmes who had been admitted on the basis of ACCA membership. The paper had been requested by the Committee following the proposal to change the entry requirements of the programme which were approved by the Committee in March 2015.

11. Minor Programme Modifications 2014/15 **BEPS.2014.59**

The Committee noted minor programme modifications made by departments to programmes during the 2014/15 academic session. It was further noted that departments should return their responses to the Quality Assurance Team by Friday 3rd July 2015.

- 12. Requests for Dispensation from Anonymity 2014/15** **BEPS.2014.60**
The Committee noted requests for dispensation from anonymity for 2014/15 and 2015/16. The Committee further noted the current process for requesting dispensation from anonymity.
- 13. Terms of Reference and Membership for 2015/16** **BEPS.2014.61**
The Committee noted the terms of reference for the academic year 2015/16.
- 14. Senate Executive Summary**
The Committee noted that the latest executive summaries from Senate were available [on-line](#).
- 15. QAEC Executive Summary (i.e. QAEC Senate Report)**
The Committee noted the latest executive summaries from QAEC were available [on-line](#).
- 16. Dates of meetings 2014/15**
Tuesday 30 June – Meeting cancelled.
- 16.1 Provisional Dates of meetings 2015/16**
Tuesday 17 Nov 2015, 10am – 1pm, Ballroom, 58 Prince's Gate.
Tuesday 12 Jan 2016, 10am – 1pm, Drawing Room, 170 Queen's Gate.
Thursday 17 Mar 2016, 2pm – 5pm, Ballroom, 58 Prince's Gate.
Tuesday 24 May 2016, 10am – 1pm, Ballroom, 58 Prince's Gate.
- 16.2** The Committee noted that Dr David McPhail was stepping down as Deputy Director of the Graduate School and Chair of the Master's Quality Committee. The Committee thanked Dr McPhail for his valuable contributions and commitment to the work of the Committee over the past four years.