

IMPERIAL

Programmes Committee (PC)

Minutes from the meeting held on:

Thursday 30 January 2025 (confirmed)

Present

Dr Clemens Brechtelsbauer (Chair), Ms Laura Gardner (Secretary), Dr Tiffany Chiu, Dr Cloda Jenkins, Dr Michael Weatherburn, Mr Scott Tucker, Ms Judith Webster, Dr William Cox, Dr Jeffrey Vernon, Dr Elaina McGinn, Dr Lorraine Craig, Dr Errikos Levis, Dr Kate Ippolito, Ms Camille Boutrolle, Ms Betty Yue, Dr Magdalena Jara.

In attendance

Ms Amy Huynh, Mr Chris Kerr, Mr Tom McKinnon and Ms Celeste Miles

Apologies

Professor Alessandro Astolfi, Ms Emina Hogas

1. Welcome and Apologies

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

The Chair welcomed Elaina McGinn as an additional representative for the Faculty of Medicine and noted that this is William Cox's first meeting as representative for the Business School.

Tom McKinnon and Celeste Miles were welcomed as representatives for the new programme proposal, to be discussed under item PC.2024.17.

The Chair reported that Vijay Tymms had stepped down from his role as representative for the Faculty of Natural Sciences. The committee thanked Vijay for his years of service and contributions to the committee. It was noted that two new representatives from the Faculty will be appointed ahead of Programmes Committee in March 2025. The Chair welcomed Chris Kerr as an observer for the Faculty for this meeting.

2. Report of the previous meeting

The minutes of the previous meeting held on Thursday 24 October 2024 were confirmed as an accurate record.

3. Matters arising from minutes

There were no matters arising.

ITEMS FOR CONSIDERATION

4. New programme proposals

Faculty of Medicine

4.1 PC.2024.17 Department of Immunology and Inflammation

MRes Experimental Biomolecular Sciences

To consider a new programme proposal from the Department of Immunology and Inflammation with effect from February 2026.

4.1.1 The Chair confirmed the proposal has been approved by the Admissions Sub-Committee (ASC).

The committee were supportive of the proposal, commending the presentation of the programme with a clear rationale.

PC approved the proposal subject to the following recommendations:

- Reconsider the allocation of staff resourcing across the programme to ensure a balance of support across all modules as well as for pastoral care.
- Clarify where research projects are to be sourced from and how allocations will be managed for projects in other departments and/or organisations.
- Review the term information detailed in module and programme specifications and remove reference to PGDip from the award table on programme specification.
- Clarify the Admissions Criteria and English Language Requirements on the programme specification. For example:
 - Form A states 'Standard Requirement for postgraduate programmes at the higher level of IELTS 7.0 overall' but 'Standard Requirement – IELTS score of 6.5 overall (minimum 6.0 in all elements' is listed on the programme specification.
 - The programme specification states 'the department will consider a 2.2 on a case-by-case basis'. Consider providing additional information as to work experience and reference requirements, as outlined in Form C.
- Clarify progression and award arrangements for students enrolled on the Postgraduate Certificate and MRes. For example:
 - The programme specification outlines that applications for the MRes from students who have completed the PGCert will be managed internally. The research project is scheduled to run from Summer term. For students initially enrolled on the PG Cert who return the following February, will they complete the project on a different schedule to MRes students?
 - Review the criteria for the Postgraduate Certificate award in the programme specification so that it aligns with section 228. of the university academic regulations (e.g. compensated modules are not permitted for the award of a Postgraduate Certificate).
 - The programme specification implies there is a summer progression point to consider the award of a PGCert for MRes students who are unable to complete the research project component. With reference to the university academic regulations, please confirm arrangements for exit awards.
- As the research project may be undertaken at another organisation or laboratory, submit a request to the Regulations and Policy Review Committee for an exemption to regulation 52c (see RPRC.2024.53 for further information).
- For modules where there is a lot of contact time and assessment occurring within a short space of time (such as in five-week blocks), the team are encouraged to be mindful of deadlines to

ensure students are not overloaded.

- Confirm that the Subject Area Librarian has been consulted on Library Resources (Form B).
- Consider including a programme learning outcome on teamwork and collaboration, as these skills appear to be a focus in certain modules.
- Consider embedding external reviewer comments regarding ethics and ethics as well as health and safety in the programme's delivery.
- Consider making pathways to PhD and/or industry jobs clearer in the programme specification and wider marketing materials.
- Outline how industry engagement will be embedded throughout the programme.

- 4.1.2** PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, PC agreed to recommend the proposal to the QAEC for approval, with effect from February 2026.

5. Major modifications

Faculty of Medicine

5.1.1 PC.2024.18 School of Medicine MBBS Graduate Entry Medicine

To consider a major modification proposal from the School of Medicine to make the following changes to the named programme above with effect from August 2025:

- a) Update the programme specification to reflect admissions changes and approved programme-specific regulations.
- b) Change the module learning outcomes and module description for 'Medical Sciences 1' (MEDI70037).
- c) Change the module learning outcomes and module description for 'Medical Sciences 2' (MEDI70038).
- d) Update the module learning outcomes and assessment strategy for 'Clinical Skills and Professional Practice 1' (MEDI50011).
- e) Change the module learning outcomes, assessment strategy and assessments for 'Clinical Skills and Professional Practice 2' (MEDI60025)
- f) Change the module learning outcomes, learning and teaching approach and assessment strategy for 'Clinical Skills and Professional Practice 3' (MEDI70040).
- g) Change the module learning outcomes and learning and teaching approach for 'Clinical Skills and Professional Practice 4' (MEDI70041).
- h) Change the module assessment strategy for 'Prevention and Healthcare Delivery 1' (MEDI50012).
- i) Change the module assessment strategy for 'Prevention and Healthcare Delivery 2' (MEDI60027).

- 5.1.2** The committee were supportive of the proposal, noting the modifications affect module delivery, in response to changes in General Medical Council and other medical licensing requirements.

The Chair confirmed that the admission criteria changes, as outlined in item (a), have been approved by the ASC.

The committee noted that the programme specification regulations, as outlined in item (a), require RPRC approval. It was agreed that, once the recommendations have been addressed, the Chair of PC and RPRC can recommend approval of the proposal at QAEC.

PC approved the proposal subject to the following recommendations:

- Include the information and dates of Departmental Teaching Committee and Faculty Education Committee approval on all modification forms.
- On the programme specification, under Admissions Test/Interview, consider including more information regarding 'adjustments for students from widening participation' backgrounds.
- For 'Medical Sciences 1' (MEDI70037), confirm that the two new learning outcomes can be assessed via the module's existing assessment strategy.
- For 'Clinical Skills and Professional Practice 4' (MEDI70041), consider whether the PSA should be included on the assessment tab if it is an external examination.
- For 'Prevention and Healthcare Delivery 1' (MEDI50012), clarify whether the group project poster, presentation, demo of teaching and reflection are separate components can each be passed, failed/retaken. If so, include each component separately on the assessment tab.
- For 'Prevention and Healthcare Delivery 2' (MEDI60027), clarify whether the project proposal, literature review and poster infographic can each be passed, failed/retaken. If so, include each component separately on the assessment tab.

5.1.3 PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the Chair of PC and RPRC agreed to recommend the proposal to the QAEC for approval, with effect from August 2025.

Faculty of Natural Sciences

5.2.1 PC.2024.19 Department of Life Sciences MSc Taxonomy, Biodiversity and Evolution MRes Biosystematics

To consider a major modification proposal from the Department of Life Sciences to clarify the campus location on the programme specifications for the named programmes above with immediate effect.

5.2.2 The committee were supportive of proposal, noting it reflects an existing practice with regard to programme location. It was agreed that some wording on the proposed programme specifications needs addressing.

PC approved the proposal subject to the following recommendations:

- Under 'Collaboration type' on the programme specifications, include 'Collaborative Imperial award', to align with the university's current collaborative provision taxonomy.
- The 'Re-sit Policy' section on the programme specifications state 'There are no written

examinations in this course. Students will not be permitted to retake coursework and project assessments'. Reconsider the wording of this statement to ensure it aligns with university regulations.

- Under 'Main location(s) of study' on the programme specifications, consider highlighting the MSc Living Planet and MRes Living Planet programmes are taught at Silwood Park.
- Include additional updates to the programme specifications so it continues to align with the renewed memorandum of agreement with the Natural History Museum.

It was noted that Quality Assurance and Enhancement team will support the department to address the recommendations, as outlined above.

- 5.2.3** PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, PC agreed to recommend the proposal to the QAEC for approval, with immediate effect.

Imperial College Business School

6.5 PC.2024.20 Imperial College Business School Weekend MBA (Saudi Aramco)

To consider a major modification proposal from Imperial College Business School to change the programme assessment structure for the second year, withdrawing compulsory modules 'Digital Transformation' (BUSI70396), 'Enterprise Risk Management' (BUSI70397) and 'Leadership' (BUSI70398); to also introduce existing electives on the named programme above with effect from January 2026.

- 6.5.1** The committee were supportive of the proposal to add electives to the programme, noting the modification is in response to student feedback and allows wider student choice.

Members discussed the proposed removal of three compulsory modules, noting the proposal is informed by student feedback as well as recent feedback from Aramco, whose staff the programme is delivered to.

PC approved the proposal subject to the following recommendations:

- Confirm whether the programmes' accreditation will be impacted by the proposed changes.
- With regard to the withdrawal of compulsory module 'Leadership' (BUSI70398), confirm that the programme learning outcome 'Apply innovative thinking and leadership to the management of industry, services and enterprise on an international basis' can be sufficiently assessed in the year one module 'Personal Leadership Journey' (BUS70389).
- Review a typographical error in the 'Overview' section of the programme specification regarding the number of compulsory modules to be undertaken in years one and two.
- Consider offering the withdrawn compulsory modules as electives on the programme.

- 6.5.2** PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the PC agreed to recommend the proposal to the QAEC for delivery

with effect from January 2026.

7. Items to note

7.1 PC.2024.21 Chairs Report

PC noted the actions taken by the Chair on behalf of PC since the previous meeting on Thursday 24 October 2024.

The Chair highlighted that two proposals have been referred to QAEC for consideration, PC.2024.12 and PC.2024.CA13.

Chairs Action

On behalf of PC, the Chair approved the following requests and recommended that QAEC approve the proposals:

Faculty of Engineering

7.1.1 PC.2024.CA14 Department of Chemical Engineering MRes Molecular Engineering (H803)

A major modification proposal from the Department of Chemical Engineering to suspend the above-named programme, and associated modules, with effect from October 2025.

The associated modules include: 'Underpinning Molecular Science' (CENG70014), 'Fundamentals of Molecular Engineering' (CENG70015), 'Machine Learning and Optimisation for Molecular Design' (CENG70016), 'Multiscale Modelling – Understanding, Visualising, and Predicting' (CENG70017), 'Making – Synthesis of Polymeric Systems' (CENG70018), 'Measuring – Analysis of Characterisation' (CENG70019), 'Advanced Manufacturing' (CENG70020), and 'Molecular Science and Engineering Research Project' (CENG70021).

Note: QAEC confirmed Programme Committee's recommendation for approval via Chairs Action on 20 November 2024.

Faculty of Natural Sciences

7.1.2 PC.2024.CA07 Department of Life Sciences MRes Biosystematics (2YPT) (LPRB1)

A proposal from the Department of Life Sciences to withdraw the named programme above with effect from October 2024.

Note: QAEC confirmed Programme Committee's recommendation for approval on 20 November 2024.

Faculty of Medicine

**7.1.3 PC.2024.CA06 National Heart and Lung Institute
MSc Medical Ultrasound (Vascular) part time (A3A124)**

A proposal from the National Heart and Lung Institute with effect from October 2024 to:

- a) Withdraw the named programme above.
- b) Withdraw the modules 'Clinical Studies 1: Arterial Ultrasound'(NHLI30034) and 'Clinical Studies 2: Venous Ultrasound' (NHLI70035).

Note: QAEC confirmed Programme Committee's recommendation for approval on 20 November 2024.

**7.1.4 PC.2024.CA13 National Heart and Lung Institute
MSc Bioscience Futures: Communication, Innovation and Entrepreneurship (A3SF)**

An in-session major modification proposal from the National Heart and Lung Institute to change the main campus of the above-named programme, with effect from October 2024.

Imperial College Business School

**7.1.5 PC.2024.11 Imperial College Business School
MSc Strategic Marketing (N501T)
MSc Strategic Marketing (extended) (N501T2)**

The revised documentation in response to the recommendations made at the PC meeting on 24 October 2024.

**7.1.6 PC.2024.CA08 Imperial College Business School
MSc Innovation, Entrepreneurship and Management
MSc Innovation, Entrepreneurship and Management (Extended)**

An in-session major modification proposal from the Imperial College Business School to change the assessments for the compulsory module 'Technology and Innovation Management' (BUSI70378) for the named programmes above with immediate effect.

Note: QAEC confirmed Programme Committee's recommendation for approval on 20 November 2024.

**7.1.7 PC.2024.CA09 Imperial College Business School
MSc Business Analytics (Online) (N290S)**

An in-session and retrospective major modification proposal from the Imperial College Business School to change the allocation of study hours and decrease the ECTS value from 7.5 to 5 for the elective module 'Decision Analytics' (BUSI70445) from October 2023.

Note: QAEC confirmed Programme Committee's recommendation for approval on 20 November 2024.

7.1.8 PC.2024.CA12 Imperial College Business School Full Time MBA (N1UD)

An in-session major modification proposal from the Imperial College Business School to add the elective modules 'Advanced Corporate Finance' (BUSI70555), 'Mergers and Acquisitions' (BUSI70556) and 'Leadership (weekend)' (BUSI70332) to the above-named programme, with effect from October 2024.

Referral to QAEC

The following proposals have been referred to QAEC for consideration:

Faculty of Medicine

7.1.9 PC.2024.12 School of Public Health Integrating Sex and Gender in Health Research and Policy

A proposal from the Department of Epidemiology and Biostatistics and the George Institute for Global Health for the creation of the named short course above with effect from October 2025.

7.1.10 PC.2024.CA13 National Heart and Lung Institute MSc Genomics (A3GM)

An in-session major modification to introduce a new collaborative module with the University of Surrey on the above-named programme with effect from January 2025.

7.2 Quality Assurance & Enhancement Committee (QAEC)

PC noted the minutes from the previous QAEC, published on the university website:

www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/

8. Any other business

8.1 Members discussed the approval procedures for summer schools and other short courses developed with the Institute of Extended Learning. It was noted the short course approval procedure is currently undergoing review and discussions will include the involvement of the Institute of Extended Learning, operational requirements as well as commercial considerations and reputational risk.

8.2 Members discussed expected impacts on committee business with regard to the Assessment and Feedback Working Group initiative to reduce assessment by 25%. It was noted that all assessment changes for the 2025/26 academic year will be processed via the minor modifications audit this year.

The committee noted that although changes to the assessment strategy and/or programme

learning outcomes are major modifications, it has been agreed that assessment modifications via the A&FWG initiative will be processed as minor modifications only. Members were encouraged to consider and highlight any potential amendments to programme learning outcomes in light of this initiative at the A&FWG, to confirm that this approach continues to be appropriate.

8.3 March meetings

The Chair advised that the committee is expecting a full agenda for the March meetings, with two new programme proposals expected alongside major modifications.

It was noted that the Secretary will confirm by the end of February whether the meeting scheduled on 27 March meeting, or whether the proposals will be considered via correspondence.

8.3 Committee members were thanked for their contributions and the meeting was closed.

9. Dates of future meetings

9.1 Members noted dates for the upcoming PC meetings in 2024/25.

- 20 March 2025
- 27 March 2025
- 22 May 2025