



**UCL**

**Part I: Preliminary Business**

**40. Minutes of the last meeting**

- 40.1. Approved – the minutes of the previous meeting at EDCOM 3-02 (19-20) held on 3 December 2019 (EdCom Minutes 21-39, 2019-20), subject to correction of minor errors.

**41.**

**42. Degree Apprenticeships Steering Group Terms of Reference**

identified in the reports, especially where there were issues which needed urgent attention. Members also discussed the role of the Faculty Boards of Examiners, and suggested that it might be an opportune moment to review their terms of reference.

- 43.5. Approved – the recommendations of the Exam Board Statistics Working Group.

#### **44. Exam Board Planning 2019-20**

- 44.1. Received - the paper at EDCOM 3-05 (19-20) introduced by the Director of Academic Services.

- 44.2. The report updated Education Committee on the work being undertaken by the Academic Model Project and Student Records to address issues with the online processing of progression, award and classification outcomes and the production of reports for Exam Boards.

- 44.3. The Director of Academic Services noted that there were a very high number of rules and local variations, and a very high number of student details, which had to be programmed into the Academic Model. Due to this scale, there had been errors in applying the rules to all students. Some non-modular programmes, such as the MBBS, had also felt that there was inadequate systems support for their variations.

Work was underway to provide better mechanisms for checking data well in advance of the exam boards, and to provide more guidance for departments.

A further project strand was aiming to ensure that local variations were articulated as clearly as possible so that calculations were accurate. This had been a particular issue with years abroad and placements, where there was a very high degree of variation across different departments and faculties.

- 44.5. Another strand was looking at rebuilding the PGT workflow. There had also been an erroneous assumption that the majority of PGT programmes followed the standard year-long, September–start model, when in fact there was a significant minority of programmes which taught into term 3 and the summer holiday, and a high volume of flexible/ modular students.
- 44.6. The AMP was undertaking extensive testing, and aiming for departmental testing in April. There were also plans to provide a flat file download for boards to run their own statistical analyses. A working group of Exam Board

Chairs and Examination Liaison Officers was overseeing the package of work, and a Student Records Manager had been assigned to each Faculty to ensure that variations were working effectively.

- 44.7. EdCom noted that details of each project strand were being published in the Academic Services newsletter, but felt that it would be beneficial to also use other communications channels to reach different members of staff.

**45. Student Academic Representation Annual Report 2018-19**

- 45.1.



47.2. UCL Qatar provided an update on their teach-out plan which aimed to ensure that students were properly supported through to completion.

EdCom noted that, while there were Coronavirus concerns in the Middle East, there were currently no reported cases in Qatar. Nevertheless, the Director of UCL Qatar had been working on contingency plans should travel restrictions etc. be put in place.

**48. Contextual Offers Regulations**

Received - the paper at EDCOM 3-08 (19-20).

48.2. StRAFC had agreed to remove the academic assessment requirement from Contextual Offers. An in-session amendment to the regulations in Chapter 1

of the UCL Academic Manual 2018-19 (Approved by the Senate on 12 April 2018) (M)2.99 (M)2.99 could make an informed decision.

**49. Approval of New Pes68.7 ( )] TJ ET EMC /P <</MCID2 3 >> BDC q**

**52. Any Other Business – Covid-19**

52.1. The situation regarding Coronavirus was changing quite rapidly. The Provost had set up a contingency planning group which was meeting weekly to consider the potential impact on this year's students and next year's applicants. The disease was currently impacting China quite significantly which had led to the cancellation of qualifying exams and the closure of English language testing centres. If there was an outbreak in London, Public Health England could instruct universities to shut down and UCL would need to deliver its teaching online and consider whether the summer examination period could go ahead. Moving to online delivery would involve an enormous amount of work, and planning would need to start as soon as possible. The Director of Digital Education had been asked to provide a paper setting out the options available.

**53. Dates of Next Meeting**

53.1. The dates of the EdCom meetings for the rest of the 2019-20 session are:  
Thursday 30 April 2020 10.30am (Room B.05 Darwin Building)  
Monday 8 June 2020 10.30am (Room B.05 Darwin Building)  
RESERVED MEETING Thursday 16 July 2020 10.30am (Room B.05 Darwin Building)

Lizzie Vinton

Secretary to EdCom

Academic Regulations Manager