

## University of Glasgow

### Academic Standards Committee – Friday, 25 May

### Joint Board Reporting (Degrees delivered jointly with external institutions)

Geraldine Perriam, Senate Office

#### Guidelines for Joint Board Reporting

##### *Overview*

Following agreement by Academic Standards Committee (ASC) that clearer guidance be given on information provided in annual reports from Joint Boards, a revised structure for reporting has been developed.<sup>1</sup> As part of the monitoring process, it was agreed that each report from a Joint Board “should be considered in detail by two nominated ASC reviewers, similar to the model used for DPTLA/PSR reports” (ASC/2010/39). These guidelines are intended for UK joint provision as well as international joint provision.

##### *Structure*

Instead of receiving individual annual reports from Joint Boards monitoring jointly delivered programmes as it currently does, under this revised structure, ASC will now receive a single report *per College* covering all joint programmes for the College. Although individual reports from Joint Boards will be received by each College and scrutinised by ASC reviewers, it is suggested that these reports be condensed into a single College report that is submitted to ASC.

The following structure has been developed:

#### **A. College Level**

1. Joint Boards meet.
2. Convener and Clerk of the Joint Board produce a report using the **College Joint Board template** (See Appendix 1). The template covers the following, asking for information for each area :
  - Changes to board membership and remit;
  - Admissions;
  - Annual Programme Monitoring;
  - Summary of the financial report;
  - Report from student representatives;
  - Staffing;
  - External Examiners' reports;
  - Internationalisation issues.
3. Joint Board reports are collated at College level and scrutinised by ASC reviewers. A summary report, using the **ASC reporting template** (see Appendix 2), is submitted to ASC by each College. The summary report is sent to ASC

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<sup>1</sup> Please refer to the following minutes: ASC/2010/39, ASC/2011/56

and provides brief details on the above issues for each programme, followed by a brief commentary identifying key issues raised by the ASC reviewers that are to be brought to the attention of ASC.

## **B University Level**

College summary reports (using the ASC reporting template) are submitted to ASC. Scrutiny of College summary reports would take place at the meeting of ASC and approval sought, thereafter following the normal route for approved reports from ASC.

### *Implementation*

The new reporting structure and process will be implemented during session 2012-2013. The following actions are proposed:

- May 2012: approval sought from ASC and selection of ASC reviewers commences;
- July 2012: Colleges advised of new reporting structure;
- September 2012 to February 2013: Joint Boards meet, reports for individual Joint Boards are submitted to Head of College Administrators;
- December 2013 to April 2013: ASC reviewers scrutinise the Joint Board summaries and submit their reports to the Head of College. College collates the reports and submits the summary report, using the ASC reporting template, to ASC with a deadline of the April ASC meeting;
- May, 2013: The effectiveness of the new structure is evaluated by ASC at either the April or the May meeting of ASC.

May 2012

## Joint Board - College Reporting Template

This reporting template is for Joint Board reports to College to be completed by the Joint Board Convener and the clerk to the Joint Board. Once completed, it should be sent to the Head of College and the Head of College Administrator for scrutiny by reviewers appointed by the Academic Standards Committee (ASC).

**Section A is for all undergraduate and taught postgraduate joint programmes and Section B is for Postgraduate Research, where applicable.**

### Section A. Undergraduate Courses and Taught Postgraduate Courses

1. Board membership

*List of members, changes to membership*

2. Annual Programme Monitoring

*Where applicable, briefly report on the following:*

- *Course development*
- *Accreditation*
- *Revalidation*
- *Periodic Subject Review*
- *Requirements specific to the course, such as clinical practice*

3. External Examiners

*Appointments & reports*

4. Admissions

*Current admissions and projected admissions for the coming academic year*

5. Student representation

*Report from student representative*

6.

*Staffing levels, appointments*

7. Financial Report

*Please attach a summary of the financial report.*

8. Internationalisation issues

*Report on any specific internationalisation issues not covered elsewhere in the report*

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Joint Board Convener to sign)

## Section B. Postgraduate Research Template

1. Board membership

*List of members, changes to membership*

2. Annual Student Progress

*Progress reports*

3. External Examiners

*Appointments & reports where appropriate*

4. Supervision

*Supervision report/report from supervisors or is this covered in Annual Student Progress?*

5. Graduate School

*Report on any issues related to the Graduate School, including Graduate School review, where appropriate.*

6. Financial Report

*Please attach a summary of the financial report.*

7. Collaborative Practice

*Report on any specific issues related to collaborative practice, including internationalization issues not covered elsewhere in the report*

Signed\_\_\_\_\_ Date\_\_\_\_\_

(Joint Board Convener to sign)

### Joint Board - Academic Standards Committee Report template

This report template is for College reporting to **ASC** on Joint Boards. Once ASC reviewers have scrutinised the Joint Board reports (see [Appendix 1](#)) and submitted their reports to the Head of College, the following template should be filled out by the Head of College Administrator, signed by Head of College and returned to Mrs Helen Butcher, Clerk to ASC, Senate Office.

*Please fill out one summary per Joint Board.*

#### Joint Board 1

<b>Joint Board:</b>	
<b>Summary of Report and ASC scrutiny.</b> Please include any changes to the Board's remit and/or membership.	
<b>Summary of issues/actions outstanding.</b> Please include a summary of any issues/actions that are outstanding as a result of Annual Programme Monitoring, external examiner comments and/or ASC review. Please indicate time frames for implementation	

Signed \_\_\_\_\_ Date \_\_\_\_\_

(To be signed by the Head of College)

#### Joint Board 2

<b>Joint Board:</b>	
<b>Summary of Report and ASC scrutiny.</b> Please include any changes to the Board's remit and/or membership.	
<b>Summary of issues/actions outstanding.</b> Please include a summary of any issues/actions that are outstanding as a result of Annual Programme Monitoring, external examiner comments and/or ASC review. Please indicate time frames for implementation.	

Signed \_\_\_\_\_ Date \_\_\_\_\_

(To be signed by the Head of College)

### Joint Board 3

<b>Joint Board:</b>	
<b>Summary of Report and ASC scrutiny.</b> Please include any changes to the Board's remit and/or membership.	
<b>Summary of issues/actions outstanding.</b> Please include a summary of any issues/actions that are outstanding as a result of Annual Programme Monitoring, external examiner comments and/or ASC review. Please indicate time frames for implementation.	

Signed \_\_\_\_\_ Date \_\_\_\_\_

(To be signed by the Head of College)