

University of Glasgow**Academic Standards Committee – Tuesday 16 April 2013****Report from Programme and Course Approval Working Group****Ms Helen Clegg, Clerk to the Committee**

At its meeting on 26 March 2013, the Working Group agreed to report the following items to ASC.

1. Key Information Set (KIS) (for information)

The Working Group considered a paper from Mr Frank Lynch, proposing some changes to the PIP Course Specification template in order to improve the way in which data was input to the form, and to render the categories under the Assessment and Teaching & Learning Methods headings more consistent with those in the KIS. It was recognised that there was some variability in the ways in which course proposers completed the data and that clearer guidance was required. The document prepared by Mr Lynch included clear definitions of each type of assessment and teaching/learning method to assist proposers.

Some work was required to be done with regard to mapping the existing data to the new categories. Once this had been completed, Schools would be asked to check and revise (where necessary) their Course Specifications.

There was discussion about where placements which were assessed on the basis of both the placement performance itself and a written report would fit within the new assessment categories. This would be explored further.

It was also suggested that guidance be given to proposers on the ratio of contact hours to learning hours. This would not be able to be applied to all courses, for example, dissertations, but could offer some guidance for more standard taught courses.

2. Review of Approval Documentation (for information)

The Working Group had considered a number of changes to the Course Specification and Programme Specification documents, in order to improve clarity and understanding for the proposer, the reviewer and the reader. It was anticipated that these changes would be made over the summer months.

These included some changes to existing fields and changes to the explanatory text.