



EDUCATION COMMITTEE

Ms Bella Malins
Ms Helen Matthews
Mr Dante Micheaux
Dr John Mitchell
Ms Kathleen Nicholls
Dr Hilary Richards
Dr Ruth Siddall
Ms Olga Thomas
Ms Susan Ware
Dr Andrew Wills

dra Hinton (Secretary); Ms Irenie Morley.

ere received from: Mr Jason Clarke; Mr Edwin Clifford-
en.

Key to abbreviations

AC	Academic Committee
EDCOM	Education Committee
FES	Faculty of Engineering Sciences
FLS	Faculty of Life Sciences
HEAR	Higher Education Achievement Record
MAPS	Faculty of Mathematical and Physical Sciences
PaLS	Division of Psychology and Language Sciences
PG	Postgraduate
PGT	Postgraduate Taught
PMASG	Programme and Module Approval Steering Group
RAS	Registry and Academic Services
RGC	Research Governance Committee
SLC	Student Loans Company
SoP	School of Pharmacy
UCAS	Universities and Colleges Admissions Service
UCLBE	UCL Board of Examiners
UG	Undergraduate
UPC	University Preparatory Certificate

- 4.5 EdCom also resolved that the Fees Office should be asked to remove the references to academic and calendar years as this terminology was not used elsewhere and caused confusion.
- 4.6 The Director of Student Services reported that a Portico project was underway to put the withdrawal and interruption processes online. This would be fully automated in the 2012-13 academic session.

RESOLVED:

- 4.7 That the Director of Financial Planning and Strategy take EdCom's suggestions that (i) references to academic and calendar years be removed and (ii) all students, PG and UG, should be charged on a pro-rata basis if not funded by the SLC, calculated in accordance with UCL term times, back to the Fees Office for further discussion and report back to the meeting of EdCom on 6 December 2012.

be desirable to move towards having fewer open days and holding these on Saturdays, it was resolved that UCL should move further in this direction.

- 5.6 Outreach and Admissions also proposed to work with Student Residences and UCL Libraries to ascertain whether access might be gained to a student room in a residence and the main library during campus tours. The Medical and Postgraduate Students' Officer noted that this had been a common service provided to prospective students in American universities for a number of years. Also in development was enhanced training for student ambassadors and the introduction of a template feedback form for students to comment on their experience of the open day. EdCom noted that the introduction of the Key Information Set in September 2012 would highlight the importance of finding out from prospective students what their primary information source had been.

RESOLVED:

- 5.7 That the Brain Sciences' Faculty Tutor and the Head of Outreach and Admissions should discuss the planning of the PaLS pilot and submit a report to the meeting of EdCom on 6 December 2012. [**Action: Ms Bella Malins and Dr Julie Evans**]

6 ADMISSIONS – DEFERRAL POLICY

Discussed:

- 6.1 A report at EDCOM 1/05 (12-13) introduced by the Head of Admissions, Ms Bella Malins.

Reported:

- 6.2 In both UG and PG study, UCL's Regulations did not allow for any more than one year of deferral before a new application had to be submitted. This was implicit in the UG Regulations and explicit in the guidance that accompanied the PG Regulations. However, in some UG subject areas, requests for two year deferrals had been received. Without explicit Regulations in place, it had been difficult to provide appropriate guidance and this had led to inconsistencies across the faculties. This issue largely arose in cases of applicants from countries such as Singapore or Cyprus where two years of military service was required. Some competitor universities did permit two year deferrals in these circumstances.
- 6.3 EdCom was invited to discuss and endorse revised Regulations for deferred entry for both UG and PG students which would make explicit the condition that a new application should be submitted after one year of deferral.

Discussion:

- 6.4 The Faculty of Laws' Faculty Tutor confirmed that the one year deferrals which were the norm in that Faculty had never deterred the considerable numbers of applicants from Singapore. However, the Faculty Tutor of the Faculties of Social and Historical Sciences and Arts and Humanities was concerned that the proposed revisions would deter prospective applicants from those countries with compulsory military service, and that these numbers were fairly significant in his faculties. The Faculty Tutors were

invited by the Chair to discuss the issues offline with their Admissions Tutors and to report back to the Chair¹.

RESOLVED:

- 6.5 That the revised regulations be approved on condition that those students seeking a two year deferral on the grounds of military service should be made an offer before the commencement of military service, but be required to reconfirm their interest in UCL after one year. **[Action: Ms Bella Malins]**
- 6.6 That the revised regulation be published in the relevant section of the UCL Academic Regulations. **[Action: Ms Bella Malins]**

7 RESEARCH-RELATED INCIDENT REFERRED TO EDCOM FROM RESEARCH GOVERNANCE COMMITTEE

Noted:

- 7.1 A report at EDCOM 1/06 (12-13) by the Head of Risk and Regulation, Dr Susan Kerrison.

Discussed:

- 7.2 EdCom was unable to discuss the paper because it remained unclear what exactly the Committee was being invited to do. Members noted that the (very few) UCL taught programmes which contained research projects involving ethical considerations were already subject to a number of rigorous and appropriate procedures. The Chair considered the agenda too full to allow the Committee time to attempt to decipher the paper and requested that, rather than inviting 'all teaching programmes within UCL to review their practices for training in best practice in the areas of research integrity and conduct' the paper be revised to clarify those programmes within UCL which were thought to pose a potential problem and to propose a specific course of action for these.

RESOLVED:

- 7.3 That the paper be returned to the RGC for revision and resubmission as detailed above. **[Action: Ms Sandra Hinton]**

¹ Immediately after the meeting, the Faculty Tutor for Social and Historical Sciences and Arts and Humanities reported to the Chair the number of applicants affected but agreed that a system where UCL could make an offer before the two-year break of military service, but ask the students to reconfirm their interest in UCL at the one-year point, struck a reasonable balance between the risk of unnecessarily losing a student to a competitor and the inverse risk of wasting a reserved place should the student fail to take up a deferred place. The practice in the Faculty of Laws however, had been not to allow two year deferrals arguing that core academic skills might fade when the applicant was removed from an academic environment and any academic stimulus for this length of time. A compromise was suggested whereby no faculties and/or departments should be forced to offer two-year deferrals, but those who did wish to should make use of the procedure detailed at 6.5 above; ie. applicants were made an offer before the commencement of military service, but required to reconfirm their interest in UCL after one year..

11 REPORT ON THE HIGHER EDUCATION ACHIEVEMENT RECORD (HEAR)

Noted:

- 11.1 A report at EDCOM 1/09 (12-13) introduced by the Manager of Curricular Development and Examiners, Ms Irenie Morley.

Discussed:

- 11.2 The Chair expressed the thanks of the Committee to all those who had worked hard towards the implementation of the HEAR project, in particular the UCL Union.

12 APPROVAL OF NEW PROGRAMMES OF STUDY

Noted:

- 12.1 The former EdCom Vice-Chair, acting on behalf of EdCom and on the recommendation of PMASG, has approved the following programmes of study since the meeting of EdCom on 29 June 2012:

- *MSc Transport and City Planning*
- *PG Cert Advanced Architectural Research*
- *MRes Advanced Architectural Studies*
- *MRes Interdisciplinary Urban Design*
- *MSc Burns, Plastics and Reconstructive Surgery*
- *PG Cert Security Research*
- *MPA (Masters in Public Administration)*

2 Discussed:

