

## Master's Quality Committee (Business, Engineering & Physical Sciences)

Confirmed Minutes of the meeting held on  
Tuesday 4 November 2014

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### Present:

Dr David McPhail, Deputy Director of the Graduate School – Chair  
Mr Hassan Ahmadzadeh – Deputy President, Graduate Students' Union  
Dr Simon Archer, College Tutor  
Professor Sergei Chernyshenko, Department of Aeronautics  
Dr Alessio Corti, Department of Mathematics  
Professor Bassam Izzuddin, Department of Civil & Environmental Engineering  
Professor Richard Jardine, College Consul (Engineering & Business School)  
Professor Howard Johnson, Department of Earth Science & Engineering  
Professor Andrew Holmes, Department of Electrical & Electronic Engineering  
Mr Pascal Loose, Deputy President (Education), Imperial College Union  
Professor Stefan Maier, Department of Physics  
Dr Marco Mongiello, Business School  
Dr Darryl Overby, Department of Bioengineering  
Dr Fariba Sadri, Department of Computing  
Professor John Seddon, College Consul (Natural Sciences)  
Dr Nick Voulvoulis, Centre for Environmental Policy  
Ms Sophie White, Senior Assistant Registrar (Quality Assurance & Enhancement)

### In attendance:

Ms Gillian Forsyth, Doctoral Programme Manager, Business School (for item 5.1 only)  
Mr Zen Makuch, Head of the Centre for Environmental Policy (for item 5.2 only)  
Mr Daniel Smith, Assistant Registrar (Quality Assurance & Enhancement) – Secretary  
Professor Tommaso Valletti, Professor of Economics, Business School (for item 5.1 only)

### Apologies:

Dr Laura Barter, Department of Chemistry  
Dr David Dye, Department of Materials  
Professor Sue Gibson, Director of the Graduate School  
Professor Debra Humphris, Vice Provost (Education)  
Dr Pat Leever, Department of Mechanical Engineering  
Professor Kang Li, Department of Chemical Engineering  
Ms Nida Mahmud, President, Graduate Students' Union  
Mr Dean Pateman, Academic Registrar  
Professor Denis Wright, Director of Student Support

### 1. Welcome and Apologies

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

### 2. Terms of Reference 2014-15

The Committee noted the terms of reference for the academic year 2014-15 as approved by Senate.

**BEPS.2014.01**

**3. Minutes of the Previous Meeting**

**BEPS.2014.02**

The minutes of the meeting held on Friday 11 July 2014 were confirmed with no amendments.

**4. Matters Arising from the Minutes**

**4.1 Action Log Item '16.05.2014 – Minute 4.1.9'**

Professor Andrew Holmes reported that the department had now reviewed the allocation of ECTS credit to their postgraduate programmes and that whilst the structure of the MSc in Future Power Networks differed from other Master's Level programmes in the department, this structure was considered reasonable.

**5. New Programme Proposals**

**5.1 MRes in Business**

**BEPS.2014.03**

The Committee considered a proposal from the Business School to introduce a new MRes in Business with effect from September 2015. The programme would be offered on a full-time (one year/12 months) basis only.

**5.1.1** Professor Tommaso Valletti and Ms Gillian Forsyth presented the proposal to the Committee. It was explained that the programme would be aimed at students who were seeking a career in finance, economics or management research. The programme would be an introduction to theory and research methods in finance, economics and management and would provide a solid foundation for students to continue on to doctoral studies.

**5.1.2** The Committee considered the proposed academic entry requirements for the programme and considered whether it was appropriate to require a Master's level qualification for admission onto a Master's level programme. The Committee recommended that the programme reconsider this and also consider whether there would be fee implications for students applying for the programme who already had an equivalent qualification.

**Post Meeting Note**

The Strategic Planning department confirmed that as the College considers MRes programmes to be research programmes, that the [Equivalent and Lower \(ELQ\) policy](#) did not apply and there were no fee implications for setting the academic entry requirement for the MRes at Master's level for this programme. The department confirmed the entry requirements as "Normally a UK Master's degree with merit, or equivalent, in a subject related to research interests. Exceptionally a first class UK honours degree or equivalent in a subject relevant to research interests."

**5.1.3** The Committee noted that a large number of Supplementary Qualifying Exams (SQEs) were requested by the Business School. The Committee felt

that due to the nature of the programme, and in particular, the high level of the admissions requirement, that the application process for the MRes should be rigorous. The Committee noted that SQEs would be less appropriate for the MRes. The Business School confirmed that they would ensure a rigorous admissions process would be applied and they would avoid making applications for SQEs and special cases on individual basis.

- 5.1.4** It was agreed that the Business School should use GSU reps as a means to obtain and respond to student feedback.
- 5.1.5** It was noted that the programme would include a viva for assessing the research project and it was confirmed that an external examiner would assess the viva.

#### **Post Meeting Note**

The Business School decided against use of a viva for the assessment of the project. The project would be assessed by 10,000 word dissertation and oral presentation. The programme specification was amended accordingly.

- 5.1.6** It was noted that there were some discrepancies between the marking scheme and re-sit policy mentioned in the proposal and in the programme specification and these would be addressed before the programme specification was put to Senate.
- 5.1.7** The Committee agreed to recommend the programme for Senate approval with effect from September 2015, subject to clarification on the above points.

#### **5.2 MSc in Sustainable Retirement Investment & Management**

**BEPS.2014.04**

The Committee considered a proposal from the Centre for Environmental Policy (CEP) to introduce a new MSc in Sustainable Retirement Investment and Management with effect from June 2015. It was noted that new programme had been given strategic approval by the Quality Assurance & Enhancement Committee (QAEC) in October 2015.

- 5.2.1** Dr Zen Makuch, Head of the Centre for Environmental Policy presented the proposal to the Committee.
- 5.2.2** It was noted that the aim of the MSc programme was to train highly motivated candidates from a range of financial and other backgrounds to become 21<sup>st</sup> Century practitioners in sustainability and sustainable investment related to retirement.
- 5.2.3** Dr Makuch explained that the Pensions Management Institute (PMI) had approached the Centre to set up a master's level programme for their employees and had guaranteed the first cohort of students. The programme would therefore be offered on a part-time (2 year/24 month) basis in the first instance with a non-standard start date. The non-standard start date for the first cohort would enable use of College

resources outside of the standard autumn and spring terms. In the longer term CEP intended to open the programme to non-PMI employees, to run a second entry point for part-time students and to offer the programme on a full-time (1 year/12 months) basis. CEP would consider then when the most appropriate time to offer these variations depending on timetabling, space/resources and student demand (as well as Senate approval). It was noted that the blended learning nature of the programme enabled this level of flexibility.

- 5.2.4** It was noted that there was potential for projects to be offered across Faculty boundaries and that there would be involvement from the Business School in the delivery of the programme.
- 5.2.5** It was agreed that the CEP should use GSU reps as a means to obtain and respond to student feedback.
- 5.2.6** The Committee agreed to recommend the proposal for Senate approval with effect from June 2015.

## **6. Modification Proposals**

### **6.1 Global MBA**

**BEPS.2014.05**

The Committee received a proposal from the Business School to modify their new distance learning MBA programme which was due to start in January 2015.

- 6.1.1** It was explained that the Business School wished to make changes to the timing of a number of core and elective modules and add a compulsory careers and professional development module called "Personal Leadership Journey" to the programme. The changes would result in the Global MBA curriculum being more consistent with that of the on-campus part-time MBA programmes. The student workload would also be more evenly distributed across the programme although the programme hours/ECTS would be unaffected.
- 6.1.2** The Business School also confirmed that the assessment methods for the core modules would all include an examination (format to be confirmed by the module leader) and coursework. The Business School had agreed arrangements with the University of London external programme to hold examinations overseas.
- 6.1.3** It was confirmed that, if approved, the School would contact all applicants with live offers and inform them of the programme changes.
- 6.1.4** The Committee agreed to recommend the changes and assessment arrangements to Senate for approval with effect from January 2015.

### **6.2 Full-Time MBA**

**BEPS.2014.06**

The Committee considered a proposal from the Business School to modify the full-time MBA with effect from 2015-16. The proposed modifications included moving to a September start, changes to the

structure of programme, changes to the title and contact hours of the core modules, addition of two new core modules and changing an existing core module to an elective and withdrawing a further core module, a reduction in the number of electives required, introducing a business simulation and provision of an opportunity for students to take a summer internship as part of the programme.

**6.2.1** The Committee agreed the changes and agreed to recommend them for Senate approval with effect from September 2015.

**6.3 MSc in Data Science and Management / MSc in Business Analytics** **BEPS.2014.18**

The Committee considered a proposal to modify and launch the currently suspended MSc in Data Science and Management as the MSc in Business Analytics with effect from October 2015.

**6.3.1** The Committee heard the MSc in Data Science and Management had originally been a collaboration with the Department of Computing. It had been due to launch in October 2013 but had been suspended due to lack of demand. The programme had subsequently also been suspended for 2014-5 whilst the Business School carried out further market research.

**6.3.2** It was explained that the Business School now wished to re-launch the programme as a one year full-time (one year/12 months) MSc in Business Analytics with revised content. It would not be offered as a collaboration with the Department of Computing as, since the establishment of the Data Science Institute and the KPMG Centre for Advanced Analytics, the Business School now had increased the profile and the expertise in the subject area.

**6.3.3** It was noted that the revised programme aimed to give students a deep understanding of business problems and train them with the latest analytical and statistical tools so that they can analyse and solve real world business problems based on data, models and information. The revised programme had been considered by external reviewers who were supportive of the changes.

**6.4** The Committee agreed to recommend the new programme for Senate approval with effect from October 2015.

**7. Programme Suspensions** **BEPS.2014.07**

**7.1 MSc in Petroleum Geophysics**

The Committee considered a proposal from the Department of Earth Science and Engineering to suspend the MSc in Petroleum Geophysics for one year (2015-6) whilst the Department considers the long term sustainability of the programme.

**7.1.1** The Committee agreed to recommend the suspension of the programme for one year (2015-6) for Senate approval.

**7.2 MSc in Engineering Geology for Ground Models, MSc in Engineering Geology for Ground Models with Business Management and MSc in Engineering Geology for Ground Models with Sustainable Development.** **BEPS.2014.08**

The Committee considered a proposal from the Department Civil and Environmental Engineering to suspend the suite of MSc in Engineering Geology programmes for one year (2015-6) whilst the Department considers the long term sustainability of the programme.

**7.2.1** The Department confirmed that students on the part-time version of the programme had agreed to transfer to an equivalent programme.

**7.2.3** The Committee agreed to recommend the suspension of the programmes for one year (2015-6) for Senate approval.

**7.3 MSc in Actuarial Finance** **BEPS.2014.09**

The Committee considered a proposal from the Business School to extend the suspension of the MSc in Actuarial Finance for a further year (2015-6) whilst the School considers the long term future of the programme. Whilst suspended, programme had been modified and restructured to include Postgraduate Certificate and Postgraduate Diploma however the programme had never run in the new format.

**7.3.1** The Committee agreed to recommend the suspension of the programmes for one year (2015-6) for Senate approval.

**7.4 Programme Suspensions for 2014-5** **BEPS.2014.10**

The Committee noted the programmes currently under suspension for the 2014-5 academic session.

**8. External Examiners**

**8.1 External Examiner Appointments (2014-5)** **BEPS.2014.11**  
**BEPS.2014.19**

The Committee considered nominations for the appointment of external examiner for 2014-5.

**8.1.1** The Committee noted that the Business School had nominated an examiner from the Manchester Business School of the University of Manchester to the MSc in Investment and Wealth Management and that this was the same institution and department as another of their examiners who is currently the examiner for the Business School's undergraduate programmes. It was noted that two separate examination boards are used for the programmes and it was therefore agreed that the appointments could be confirmed.

**8.1.2** Dr Fariba Sadri noted that not all nominations made by the Department of Computing had been included in the paper. It was agreed this would be raised with the Registry's Senate and Academic Review Team.

**Post Meeting Note**

The Senate and Academic Review team have confirmed that Professor Rana has been appointed to act as an External Examiner for all streams

within the MRes in Advanced Computing. The individual streams had not been listed within the nominations for appointment however this will be rectified in future years.

**8.1.3** The Committee approved the appointment and re-appointment of examiners for 2014-5.

**8.2 External Examiners' Reports**

**BEPS.2014.20**

The Committee considered a report from an external examiner for 2012-3 and agreed no response was required.

**9. MA/MSc in Global Innovation Design & MA/MSc in Innovation Design Engineering**

**BEPS.2014.12**

The Committee considered the Programme Directors' responses to the Committee's queries raised during the consideration of PTES results for the programmes.

**9.1** Mr Hassan Ahmadzadeh, Deputy President of the GSU, reported that the GSU were aware of issues with the programme, in particular the week one modules. It was agreed that further detail on this would be provided to the Registry's Quality Assurance and Enhancement Team after the meeting and the issues would be raised with the Programme Directors.

**Action Mr Hassan Ahmadzadeh/Quality Assurance & Enhancement Team**

**9.2** The Committee also agreed to consider the programme's survey results and Programme Directors' responses to these in a year's time to discern whether improvements in workload had been addressed.

**Action: Professor Peter Childs**

**10. Surveys**

**10.1 Master's Level Surveys 2014-5**

The Committee noted the following surveys for Master's level students would take place in the 2014-5 academic year:

- PG SOLE lecturer/module evaluations (all departments except Business)
- MODES (Business School only equivalent to PG SOLE lecturer/module evaluation).

**10.1.1** It was noted that MODES was one year pilot of new survey software and questions and format authorised by QAEC.

**10.1.2** It was noted that the PG SOLE lecturer/module evaluation questions would remain the same as the questions asked in 2013-4 to enable a comparison of results across the two years.

**10.1.3** It was noted that the Postgraduate Taught Experience Survey (PTES) would not run in 2014-5.

**10.2 PTES 2014 Results**

It was noted that the results of the 2014 Postgraduate Taught Experience Survey (PTES) are available on-line at:

[\\icfs5g.cc.ic.ac.uk\Registry\10.Committees\Graduate\\_School\GS\\_PQC\\_BEPS\2014-5](http://icfs5g.cc.ic.ac.uk/Registry/10.Committees/Graduate_School/GS_PQC_BEPS/2014-5)

**10.3. PTES 2014 Departmental Action Plans**

**BEPS.2014.13**

The Committee considered the departmental action plans following the results of PTES for 2014.

**10.3.1** The Committee noted that Assessment and Feedback was an area which departments could and should endeavour to improve and this may involve the management of student expectations relating to what type and in what timescale they should expect receive feedback on their work and progress.

**10.3.2** Committee members were asked to circulate the action plans within their departments and encourage debate on the issues and adoption of the good practice covered in the reports.

**Action: All departmental Committee reps**

**10.3.3** It was noted that the ICU's response to the PTES results would be published shortly.

**10.3.4** It was agreed that departments which had not yet submitted an action plan should do so for consideration at the next meeting.

**11. Chair's Report**

**BEPS.2014.14**

The Committee noted the actions taken by the Chair and Deputy Chair on behalf of the Committee since the last meeting.

**12. Dispensation from Anonymity at Examination Boards**

It was clarified that whilst anonymity is expected at examination boards by default departments may request dispensation from anonymity for individual programmes for a period of two years. Departments will be able to re-apply for dispensation from anonymity at the end of this period and are not expected to work towards anonymity as previously indicated in responses to requests for anonymity.

**13. Minor Modifications 2013-4**

**BEPS.2014.15**

The Committee noted minor programme modifications approved at a department level for the academic year 2013-4.

**14. Special Cases Panel**

**BEPS.2014.16**

The Committee noted membership of the Special Cases Panel for 2013-14.

**15. Programme Reviews**



### 15.1 Programme Review Schedule

It was noted that the programme reviews for the academic year 2014/15 would be conducted as follows;

- MA/MSc in Innovation Design Engineering (Department of Mechanical Engineering and Royal College of Art) to be reviewed by Dr Laura Barter
- Postgraduate Certificate in Industrial Pharmaceutical Chemistry (Department of Chemistry) to be reviewed by Dr Marco Mongiello.

### 15.2 Annual Monitoring Pilot

It was noted that the pilot of the new 'annual monitoring' process for Master's level programmes would take place in the Department of Civil & Environmental Engineering.

### 15.3 Second Stage Reviews

It was noted that: second-stage reviews for the following new programmes would be received by the Committee from January 2015;

- MA/MSc in Global innovation Design (Department of Mechanical Engineering and the Royal College of Art)
- MRes in Catalysis: Chemistry & Engineering (Department of Chemistry)
- MRes in Mathematical Sciences (Department of Mathematics)
- MSc in Physics (Shock Physics) (Department of Physics)
- MRes in Medical Device Design & Entrepreneurship (Department of Bioengineering).

### 15.4 Good Practice Highlighted during Periodic Reviews reported to Senate during 2013-4 BEPS.2014.17

The Committee noted a summary of periodic reviews conducted in the academic year 2012-13 and reported to Senate during 2013-14.

### 16. Senate Executive Summary

The Committee noted the latest executive summaries from Senate.

### 17. QAEC Executive Summary (QAEC Senate Report)

The Committee noted QAEC's latest summary report for Senate.

### 18. Any other Business

#### 18.1 Professor Bassam Izzuddin enquired whether there would be a College response to the HEFCE's latest funding announcement. Dr David McPhail agreed to take this up with the College Secretary and Registrar.

**Action: Dr David McPhail**

### 19. Dates of meetings 2014-15

13 January 2015, 10:00, Council Room, 170 Queen's Gate – papers by 5 January

24 March 2015, 10:00, Ballroom, 58 Prince's Gate – papers by 9 March

26 May 2015, 10:00, Council Room, 170 Queen's Gate – papers by 11 May

30 June 2015, 10:00, Ballroom, 58 Prince's Gate – papers by 15 June

**20. Reserved Area of Business**

There were no items of reserved business.