

# The London Interdisciplinary School

## Regulatory Working Group

### Minutes of the meeting held on 30/11/2021 at 13.00 in F1.9 Ubuntu and via Teams

Start: 13.00

#### **Attendees**

Dr Michael England (Registrar and Chair)  
 Dr Mattia Gallotti (Faculty)  
 Prof Carl Gombrich (DoTL)  
 Dr Andrew Redford (Head of Quality and Secretary)

Jasper Joyce (Director of New Products) – by invitation

#### **Papers submitted in advance**

- A. 001\_LIS\_New\_DAPs\_Submission masters clean
- B. Changes in documentation from UG to PG
- C. 005\_Governance\_and\_Academic\_Regulations (updated with Masters)
- D. 010\_Student\_Engagement\_Framework (2022-2023 onwards)
- E. 011\_Academic\_Community\_Development Framework Updated MASc (12112021)
- F. AD Admissions Regulations and Procedures for MASc 18112021 WD
- G. 007 Full Student Support Framework Revised (MASc)
- H. Programme Specification

#### **1.0 Welcome and Apologies**

- 1.1 The Chair welcomed everyone to the meeting; apologies were received from Marielle van der Meer (Director of Student Experience, Career and Partnerships) and Hannah Kohler (Director of Strategy and People).
- 1.2 The Chair stated that this was an extraordinary meeting of the Group to review and approve key MASc documentation in advance of submission to the Quality Assurance Agency.
- 1.3 It was noted that the majority of academic related policies are due for review in the summer term, providing additional opportunities for change in advance of level 7 delivery. It was stated that to facilitate the submission some areas have a UG and PG level version however in the long term these would be absorbed into one document. It was noted that some policy developments such as the Business Strategy are reviewed and approved via ExCo.

#### **2.0 DAPS Plan Submission.**

- 2.1 The Group received the DAPs Plan (paper A). It was queried whether the organizational structure could be updated to better reflect positioning of digital. It was **agreed** that the '020 organizational structure overview updated' document should include the job descriptions for the Head of Digital and Director of New Products which would enable the document to better reflect the digital area of the organization. **[Action: ME to amend 020 organizational structure overview updated document and make clearer where digital sits within organization].**

#### **3.0 Governance and Regulations and Student Engagement Framework**

- 3.1 The Group reviewed the changes to the 'Governance and Regulations' document (paper C) and received the 'Changes in documentation from UG to PG' document (paper B) which summarized key changes in each policy within it. It was **agreed** that there should be no RPL at level 7. **[Action: AR to amend RPL policy in document].** The amended Governance and Regulations document its associated policies and Student Engagement Framework were otherwise **approved**.

#### 4.0 Academic Community Development Framework

- 4.1 The Group received the Framework (paper E). It was noted that Programme Leader/Director is sometimes used interchangeable in the Academic Community Development Framework. It was noted that the correct title is Programme Director. **[Action: ME to amend document]**.
- 4.2 It was noted that in revising the Framework there was not a separate postgraduate training development programme as provision for all levels of delivery had been rolled in to the existing one.

#### 5.0 Student Support Framework

- 5.1 The Group reviewed and **approved** the PG Student Support Framework (paper G) noting that academic tutoring would occur twice a term and that MASc students would have access to a Welfare Advisor and to a Career Mentor.

#### 6.0 Admissions Policy and Procedures for MASc

- 6.1 The Group received the policy (paper F) noting that the admissions requirement would be an upper second (or equivalent) with a 750-word statement and no interview. The Group queried the lack of an interview in relation to combatting fraud from international applicants. It was **agreed** that all statements should be put through Turnitin, and a clause should be added to the policy permitting the right to validate an application through an interview where necessary and to do interviews of a random sample of applicants. **[Action: HK to amend]**.

#### 7.0 Programme Specification

- 7.1 The Group reviewed the draft MASc Programme Specification (paper H). The section on visiting speakers in the distinctiveness of the programme section was queried as to whether it was correct. **[Action: ME to discuss with James Carney]**.

#### 8.0 Any other business

- 8.1 It was noted that the School is not creating entirely separate structures for PG from UG but acknowledged that a different culture between undergraduate and postgraduate level would develop.

End: 13.46

#### Completed Actions

Meeting/ minute	Action	By Whom	Deadline	Outcome
27/10/2021; minute 2.1	Student Representative. To draw up options for co-opting a student rep, to be circulated and agreed by Chair's action.	Chair	SVC on 19/11/2021	Completed
30/11/2021; minute 2.1	DAPS Submission: to amend 020 organizational structure overview updated document and make clearer where digital sits within organization.	ME		Completed
30/11/2021; minute 3.1	Gov & Regs document: to amend RPL policy in document	AR		Completed
30/11/2021; minute 4.1	Academic Community Development Framework: to amend document	ME		Completed
30/11/2021; minute 6.1	PG Admissions Policy: to amend	HK		Completed
30/11/2021; minute 7.1	Programme Specification: to discuss with James Carney	ME		Completed
Meeting/ minute	Action	By Whom	Deadline	Outcome

**CONFIRMED**

27/10/2021; minute 11.1	Fieldwork Policy. To include reference to student code of conduct.	AR		Completed, approved
27/10/2021; minute 11.1	Fieldwork Policy. To review other risk assessment documentation to determine if it can be utilised for the policy.	AR		Completed, new form created.