

The London Interdisciplinary School

Regulatory Working Group

Minutes of the Meeting held on 25th May 2022 at 14.00 via Teams and in F1.9 Ubuntu

Attendees

Dr Michael England (Registrar and Chair)
 Prof Carl Gombrich (DoTL)
 Dr Andrew Redford (Head of Quality and Secretary)
 Marielle van der Meer (Director of Student Experience, Careers and Partnerships)
 Dr Mattia Gallotti (Faculty; Head of Research & Development)
 Corey Woodward (Student Representative)

Papers submitted in advance.

- 1 – Minutes of the meeting held on 02/02/2022
- 2 - QAA NDAP Report year 1, Quarter 2
- 3a-f– Student and academic regulations/policies proposed changes and review

MINUTES

1. Welcome and Apologies.

- 1.1 The Chair welcomed the student representative to the meeting and highlighted the importance of the student view in developing policy. There were no apologies.

2. Minutes of the Previous Meeting (paper 1)

- 2.1 The minutes of the previous meeting held on 02/02/2022 were received and **approved** by the Group.

3. Matters Arising

- 3.1 Actions from previous meetings. There were no matters arising and all actions from previous meetings had been completed.

4. DAPs progress (AR)

- 4.1 *QAA NDAP Report year 1, Quarter 2.* The Group received the most recent NDAP report and noted that progress of the School in meeting the criteria is as expected. It was stated that the School had received the report following the QAA visit related to the MASC and is now awaiting an outcome from Office for Students.

5. Annual Policy and Regulation Review and proposed changes

- 5.1 The Group received the proposed changes to policy following review (papers 3a-f). It was highlighted that as part of the review process the student representative had been included in the review of policies and as part of their feedback in this process a new Cortex student page will be created for policy and regulation to improve visibility. It was also suggested and **agreed** that a 'Frequently asked questions' section could also be included.
- 5.2 The Group considered each of the proposals. However, the Group **agreed** that at this stage it was not necessary to provide further flexibility relating to computer and printer failure in Extenuating Circumstances and therefore that proposal was *not* approved.

- 5.3 The Group discussed late submission and the wider Extenuating Circumstances policy. The Student representative agreed that late submission would naturally affect the timescales in which a student could receive feedback. The Group noted that changes in the policy earlier in the year were as a result of feedback from staff and students, however the timing of the EC Panel meetings was problematic. It was **agreed** that the EC Panel should meet no more than five times per year (two in terms 1 and 2 and once in term 3). It was also proposed that there should be a clearer process/point of contact for students to discuss potential EC claims *[Action: ME to consider the most appropriate process/point of contact for an EC claim]*.
- 5.4 The Group **agreed** all other proposals. It was noted that the agreed changes would be reported to the Academic Council and that the changes to the Student Disciplinary Code would specifically need approval by the Council.
- 5.5 The Group received the policy review schedule, noting that ‘corporate related’ policies had been considered earlier in the year and that the Academic Community Development Framework and Student Support Framework would be reviewed over the summer period for the September Academic Council meeting. The Group noted the ‘review effectiveness forms’ and **agreed** that they represented a useful check list in reviewing policy and that data to support review would naturally develop over time.

6. Student Representative items

- 6.1 The Student Representative stated that being part of the review process had been very useful and it was clear that the School was ensuring that issues are being addressed. The Representative stated that the Code of Student Discipline appeared too campus based and that it could be clearer on matters relating to on-line or external issues that arise. The Group **agreed** that jurisdiction relating to matters outside of conduct directly on the campus or in teaching and learning activities could be problematic but **agreed** that it should be reviewed to see if this could be further expanded in the policy. *[Action: AR to review and circulate any further amendments]*.

7. Any Other Business

- 7.1 *Committee members survey.* It was noted that the committee members survey is ‘live’ and members were requested to complete it.
- 7.2 *Student module selection process.* It was queried how long into a term students may change their module choice. It was **agreed** that students may change their term 1 choice two weeks into teaching and that any changes to term 2 should be before the start of term.

8. Next Meeting:

- 8.1 It was noted that meeting dates for 2022/2023 will be circulated in due course.

END: 15.22

COMPLETED ACTIONS 2021/2022

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

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.
30/11/2021; minute 2.1	DAPS Submission: to amend O20 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
02/02/2022; minute 5.1	Extensions and Extenuating Circumstances Policy and Procedure. To revise and draw up a flow chart, circulate policy and obtain approval via Chair's action	AR	ASAP	Completed
02/02/2022; minute 6.1	LR&PWG membership. To invite Community Manager to next meeting of LR&PWG and propose amendment to terms of reference	AR	ASAP	Completed
25/05/2022; minute 5.3	EC process. To consider the most appropriate process/point of contact for an EC claim	ME		Completed
25/05/2022; minute 6.1	Student Disciplinary Code. To review and circulate any further amendments	AR		Completed