

UNIVERSITY OF ABERDEEN

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING (UCTL)

A meeting of the University Committee on Teaching and Learning will be held on **Monday 22 April 2019** at **2.00 p.m.** in **Committee Room 2, University Office.**

Miss Emma Hay, Acting Assistant Registrar
(extn. 3610; e-mail e.hay@abdn.ac.uk)

AGENDA

FOR DISCUSSION

1. **Approval of the minute of the meeting held on 19 February 2019** (UCTL/220419/001)

2. **Matters Arising** (Oral Item)

3. **Health, Safety and Wellbeing** (Oral Item)

4. **Assessment and Feedback**

(i) **Weighting of Honours Years** (UCTL/220419/002)

Members of the Committee are asked to **discuss** and **approve** the paper, regarding the weighting of years 3, 4 (and 5, where applicable) in degree classification, in advance of its consideration by the Senate at the meeting scheduled for 15 May 2019.

(ii) **Code of Practice on Assessment** (UCTL/220419/003)

Members of the Committee are asked to **discuss** and **approve** the paper providing updates to the Code of Practice on Assessment for Academic Years 2018/19 and 2019/20, following recent Senate approval of changes in several assessment-related policies.

5. **Review of the Student Course Evaluation Process** (UCTL/220419/004)

Members of the Committee are asked to **discuss** the paper from the Student Course Evaluation Form (SCEF) Working Group and **discuss** and **approve** the Working Group's proposals with regards to the SCEF and the wider Student Course Evaluation process.

6. **PGDE Teaching Timetable** (UCTL/220419/005)

Members of the Committee and are asked to **discuss** and **approve** the paper from the School of Education, seeking permission for teaching to be permitted to take place on some Wednesday afternoons for students undertaking PGDE (Primary) and PGDE (Secondary) Initial Teacher Education (ITE) programmes.

7. **ELIR Recommendations: Preparation for Teaching**

(i) **Preparation for Teaching: Postgraduate Research Students** (UCTL/220419/006a)

Members of the Committee are asked to **discuss** and **approve** the paper and its proposals, provided in response to the ELIR recommendation (*recommendation 11 refers*) that all Postgraduate Research Students (PGRs) are provided with development opportunities prior to undertaking teaching responsibilities.

(ii) Preparation for Teaching: Staff (UCTL/220419/006b)

Members of the Committee are asked to **discuss** and **approve** the paper and its proposals, provided in response to the ELIR recommendation (*recommendation 11 refers*) that all staff are provided with development opportunities prior to undertaking teaching responsibilities.

8. Disability Provision: Exam Scheduling and Exam Location (to follow, UCTL/220419/007)

Members of the Committee are invited to **discuss** the paper on Disability Provision, with regards to exam scheduling and location.

9. Date of Next Meeting

The next meeting of the Committee will be held on Wednesday 12 June 2019 at 2pm, in Committee Room 2, University Office.

10. Items for Routine Approval – see below

11. Items for Information– see overleaf

Any member of the Committee wishing an item for routine approval or for information to be brought forward for discussion may ask at the meeting for that to be done. Any such item will be taken after item 1.

Declaration of interests: Any member and individual in attendance (including Officers) who has a clear interest in a matter on the agenda should declare that interest at the relevant meeting, whether or not that interest is already recorded in the Registry of Member's interests.

10. FOR ROUTINE APPROVAL

10.1 Code of Practice on Student Discipline (Academic) (UCTL/220419/008)

Members of the Committee are invited to approve the revised Code of Practice on Student Discipline (Academic). Changes to the Code include the addition of information regarding Contract Cheating (section 3.4 refers).

11. FOR INFORMATION

11.1 Minutes and Update Reports from Sub-Committees

- (i) Quality Assurance Committee (QAC) (UCTL/220419/009a)
- (ii) Postgraduate Taught Committee (PGTC) (UCTL/220419/009b)
- (iii) Undergraduate Committee (UGC) (UCTL/220419/009c)