

UNIVERSITY OF ABERDEEN

**UNIVERSITY COMMITTEE ON TEACHING AND LEARNING (UCTL)**

A meeting of the University Committee on Teaching and Learning will be held on **Tuesday 19 February 2019** at **11.30 am** in the **Court Room, University Office**.

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

**AGENDA**

**FOR DISCUSSION**

1. **Approval of the minute of the meeting held on 12 December 2018** (UCTL/190219/001)

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

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

4. **Assessment and Feedback**

(i) **Weighting of Honours Years** (UCTL/190219/002)

Members of the Committee are asked to discuss the paper, regarding the weighting of years 3, 4 (and 5, where applicable) in degree classification.

(ii) **Borderlines** (UCTL/190219/003)

The Committee is asked to **discuss** the paper and the evidence presented with a view to deciding on i) the extent of the borderline band in degree classification and ii) what criteria Examiners' Meetings should consider when determining the final classification of borderline students.

(iii) **Rounding Up of Course Grades** (UCTL/190219/004)

Members of the Committee are asked to **discuss** the paper considering the ramifications of the rounding up of grades when awarding alphanumeric grades for courses.

5. **Recommendations of the Enhancement-Led Institutional Review (ELIR) Panel**

Members of the Committee are asked to **note** the draft ELIR Outcome Report, attached as *UCTL/190219/005a*, and the draft Technical Report, attached as *UCTL/190219/005b*. With reference to these documents, Members of the Committee are asked to give specific consideration to the following items.

(i) **External Examining**

Members of the Committee are asked to give **consideration** to recommendation (*recommendation 13 refers*) that External Examiners Reports (EER) be made readily available to students. Members are asked to **discuss** the appropriateness of providing

reports in their entirety and consider the recommendation of the Quality Assurance Committee (QAC) that a section be added to the EER form specifically designed to be made public.

(ii) **Postgraduate Research School**

Members of the Committee are asked to give **consideration** to the recommendation (*recommendation 10 refers*) that new Postgraduate Research (PGR) Supervisors undertake training, provided by the University. The Committee is asked to **determine** how this recommendation should be progressed and implemented.

(iii) **Preparation for Teaching**

Members of the Committee are asked to give **consideration** to the recommendation (*recommendation 11 refers*) that all new staff and postgraduate students who teach and assesses undertake training, provided by the University. The Committee is asked to **determine** how this recommendation should be progressed and implemented.

**6. Date of Next Meeting**

The next meeting of the Committee will be held on Monday 22 April 2019 at 2pm, in Committee Room 2, University Office.

**7. Items for Routine Approval – see below**

**8. 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.

**7. FOR ROUTINE APPROVAL**

**7.1 Student Absence Policy**

(UCTL/190219/006)

The Committee is asked to **approve** the proposed changes to the Student Absence Policy. These proposals reflect (i) required change in policy to provide appropriate instruction for students studying in Qatar and (ii) allow students to provide documentation from a Course Coordinator, Personal Tutor or other appropriate member of staff when certifying absence for reasons of Good Cause.

**7.2 Short Course Degree Regulations**

(UCTL/190219/007)

On the recommendation of the Quality Assurance Committee (QAC) members of the Committee are asked to **approve** the proposed Degree Regulations for Short Courses.

## **8. FOR INFORMATION**

### **8.1 Minutes and Update Reports from Sub-Committees**

- (i) Quality Assurance Committee (QAC) *(to follow, UCTL/190219/008a)*
- (ii) Postgraduate Taught Committee (PGTC) *(UCTL/190219/008b)*
- (iii) Undergraduate Committee (UGC) *(UCTL/190219/008c)*

### **8.2 Procedures for Dealing with Allegations of Plagiarism against Graduates of the University** *(UCTL/190219/009)*

Members of the Committee are asked to note the update to the Procedures for Dealing with Allegations of Plagiarism against Graduates of the University, approved by way of Convener's action since the last meeting of the Committee. Members are advised that the changes made reflect the removal of Colleges.

### **8.3 Resits** *(UCTL/190219/010)*

Members of the Committee are asked to note the paper, approved by the Quality Assurance Committee (QAC), providing clarification of the rules for resits following the decision of the Senate, taken in May 2018, that resits be capped at D3 for GPA calculation and classification of degrees at UG and PGT.