

## SUMMARY OF ACADEMIC POLICY DECISIONS – SPRING 2011

This information note refers to decisions made at the following meetings:

Quality Assurance and Enhancement Committee – 09/02/11  
Academic Board – 23/03/11  
Senate – 27/04/11

Minute numbers are given to indicate the source of the information set out below. Where extracts of minutes are included verbatim, this is indicated by speech marks.

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#### SECTION A – FOR ACTION

##### 1. Guidelines for Departmental Student Handbooks (S.M.144.11)

Resolved 'that the changes, as set out in paper S/11/28, be made to the guidelines for departmental student handbooks.'

See the Quality Assurance and Enhancement minute QAEC.MM.38-39.11 at:

<https://www.essex.ac.uk/committees/committeedocs/QAEC/2010/minutes/2011-02-09m.doc>

##### 2. Feedback to Students on their Academic Performance (QAEC.MM.40-43.11)

#### Recommended to Senate

'the following enhancement to be approved with effect from 2011/12 (new text underlined)

*that assessed work should normally be returned no more than four weeks after submission, less wherever possible; this should apply to vacation periods as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term, not four weeks into it). Where necessary the nature of the feedback being provided should be reviewed if it is felt that generating this feedback is the cause of undue delay;*

to ensure students and staff are clear about the deadlines for feedback, the date by which feedback will be made available should be published alongside the date for submission of coursework

e.g. Deadline for coursework submission: 1 November XXXX  
work will be returned, with feedback: by 29 November XXXX

3. *that every level 4 full-year and Autumn term module should include an early assessment opportunity to provide feedback before the end of the Autumn term on individual student performance to allow any additional support to be targeted at an early stage.*

- Noted Members also discussed whether all level 4 modules should have an early assessment opportunity. The possibility of extending the requirement to level 5 and 6 was also mooted. Deans were asked to refer this matter to Faculty boards for further consideration
- Resolved That Deans be asked to refer the desirability of providing an early assessment opportunity for all level 4 modules and at level 5 and 6 to faculty boards for consideration.'

## **SECTION B – FOR INFORMATION**

### **1. English Language Requirements (QAEC/11/07)**

- Approved 'The Sub-Committee approved the proposed increase of the IELTS level for admission to postgraduate courses in Economics from 6.0 to 6.5 IELTS level for admission from 6.0 to 6.5 with immediate effect.'

### **2. Change to Undergraduate Rules of Assessment (S.M.81.11)**

- Reported 'Vice-Chancellor's action on behalf of the Senate to approve the following change to the Undergraduate Rules of Assessment relating to courses with a study abroad element, with immediate effect:

To remove the requirement to approve individual variations to the rules of assessment and introduce a standard requirement to the rules for students to achieve a mark of 53 or above in the first year in order to progress to the study abroad year/period.'

### **3. Variations to the Rules of Assessment (S.M.127.11)**

- Resolved 'that the variations to the Rules of Assessment be introduced as set out in paper S/11/26.'

Please see the Academic Board minutes ACDB.MM.9-12.11 at:

<https://www.essex.ac.uk/committees/committeedocs/ACBD/2010/minutes/2011-03-23m.doc>

### **4. Amendment to Rules of Assessment (S.M.159.11)**

- Resolved 'that the Professional Code of Conduct be applied to all modules on the MA Filmmaking.'

Rachel Lucas  
Assistant Registrar (Quality)  
26 May 2011

## **CIRCULATION**

### **FOR ACTION:**

Heads of Department/School  
Directors of  
Human Rights Centre  
Interdisciplinary Studies in the Humanities  
Centre for Psychoanalytic Studies  
Study Abroad Office  
Centre for Theoretical Studies  
Departmental Administrators (including Centres listed above)

### **FOR INFORMATION:**

Vice-Chancellor  
Pro-Vice-Chancellors  
Deans  
Academic Registrar  
Faculty Managers  
Academic Officers