



Senate

Paper Title	Education Quality and Standards Board: summary minutes
Outcome requested	The Senate is asked to note the summary minutes.
Points for Senate members to note and further information	<p>The Education Quality and Standards Board met on 11 December 2024 and 12 February 2025. This paper provides a high-level overview of the meetings.</p> <p>Full papers and minutes are available on the EQSB QMplus page: https://qmplus.qmul.ac.uk/course/view.php?id=6851</p>
Questions for Senate to consider	None
Regulatory/statutory reference points	Office for Students (OfS) Conditions of Registration Ofsted Education Inspection Framework
Strategy and risk	-
Reporting/consideration route for the paper	Senate only
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Education Quality and Standards Board 11 December 2024

The Board:

1. CONFIRMED the minutes and reviewed the actions of its previous meeting.
2. NOTED update reports from the Vice-Principal (Education) and the QMSU Vice-Presidents.
3. CONSIDERED and ENDORSED the following documents, recommending approval by the Senate.
 - a. Extenuating Circumstances Policy review - the approach for oversight of Extenuating Circumstances (EC) to a new panel chaired by the Director of Student Experience, to increase oversight and consistency in decision making
 - i. This included support for the scoping outlined by the Extenuating Circumstances (EC) Policy Review Working Group, which had been established to lead the review of the EC Policy.
 - b. Assessment Taxonomy – the proposal to reclassify the categories of assessment in SITS.
 - i. This included reclassifying categories 1, 2 and 3 as:
 1. Centrally-timetabled written examination (campus)
 2. Centrally timetabled computer-based examination (campus)
 3. Centrally timetabled computer-based examination (remote)
 - ii. A further three categories would need further discussion:
 4. Locally-timetabled written examination (campus)
 5. Locally timetabled computer-based examination (campus)
 6. Locally timetabled computer-based examination (remote)
4. APPROVED, by Chair's action, an amendment to the Enhancing Support for Students' Fitness to Study policy, which contained an additional appendix (C). There were no amendments to the policy itself.
5. NOTED the Introduction to EQSB and Governance guidance document, intended as guidance for EQSB members, to provide clarity on the governance structure and reporting from the EQSB in relation to the Senate and the Council. Further discussion was needed to greater reflect enhancement in the document, and clarity should be included on when an item is a governance paper, a regulatory paper, an enhancement paper or an update to work that impacts the student experience.
6. NOTED the Suspension of Regulations: Annual Summary Report 2024, which discussed the number, type and source of suspensions considered in 2023-24 and considered means for the reduction of situations resulting in suspensions.
 - a. the data presented showed that the majority of suspension of regulations are in the 'avoidable' category.
 - b. the issue of QMPlus being open to module organisers making manual changes to modules without a level of oversight, which has led to modules being delivered or assessed in ways that have not been approved and are not in line with programme and module specifications.
 - c. the link between SEB chairs and Head of Schools should be defined so that support is evident, and the role becomes part of the university governance.
7. NOTED the Report of the External Member to the Degree Examination Boards, which confirmed that Queen Mary's standards and processes in respect of assessment and classification remain appropriate.
 - a. there were two issues of potential concern raised in the areas of classification distributions and progression and attrition, linked to OfS Condition of Registration B4 on credible outcomes and B5 on sector recognised standards.
8. NOTED the Faculty assurance statements from the monthly NSS Task Force. There were no concerns raised within the reports for this quarter.

9. NOTED a verbal update on the Teaching Excellence Framework (TEF) preparations, which included the formation of an informal working group. A light touch mock-assessment process (MAP) had been established to look at the narrative and data around student experience and student outcomes, and the articulation of learning gain. A panel has been appointed to undertake the mock assessment process, which will take place early next year.
10. NOTED the Library Services Impact Report 2023-24.
11. NOTED the Register of Collaborative Provision for 2024-25, which was the central Register of all collaborative provision across Queen Mary and was used to track agreements, new collaborative business, updates on renewals and any expiring agreements.
12. NOTED the Register of Accredited Programmes 2024-25, which was the central Register of all accredited programmes across Queen Mary and functions as a log of evidence, tracker of accreditation/re-accreditation business, and expiring accreditation.

Education Quality and Standards Board 12 February 2025

The Board:

1. CONFIRMED the minutes and reviewed the actions of its previous meeting.
2. NOTED update reports from the Vice-Principal (Education) and the QMSU Vice-Presidents.
3. CONSIDERED and ENDORSED the following documents, recommending approval by the Senate.
 - a. QM Employability and Skills Framework to become guidance under Section 7 (Employability) of the Principles of Programme Design.
4. APPROVED, by Chair's action:
 - a. an update to the Declaration of Criminal Convictions and Proceedings (Applicant) Policy. The update had provided clarity in one Policy rather than split into two, and had aligned to current policy templates.
 - b. the removal of the entry requirement for the University Clinical Aptitude Test (UCAT) from the Certificate of Completion of Foundation Studies Programme (CCFS) with immediate effect.
5. APPROVED the Queen Mary Apprenticeship Self-Assessment Report (SAR) 2023-24 and Quality Improvement Plan (QIP) 2024-25. The SAR was much more of an enhancement piece due to the 'Outstanding' grading awarded to Queen Mary for its apprenticeship provision. Actions coming from the SAR would be focussed on enhancement rather than any Ofsted compliance or governance issues, of which there were none.
 - a. NOTED concern over action 5.2 (2) point 2 on the QIP, which is an ongoing action from 2023-24 and would like assurance that this is progressing in terms of streamlining platform integration, and how and when this is taking place for the remaining apprenticeship standard to ensure we retain our Outstanding rating.
6. APPROVED 4x new QM Extra activities, and 3x additional Academic Prizes. These would be recognised on students' records alongside their academic results.
7. NOTED the External Examiner summary report 2023-24, which commented on issues of academic content, standards, and process. No issues of institutional concern were highlighted in the reports received.
 - a. NOTED that the ownership and support given to SEB chairs would need to improve as a measure to improve External Examiner report submission rates.
 - b. APPROVED the change to the External Examiner payment system, whereby this would now be undertaken between the School/Institute and HR.
8. NOTED the Appeals, Complaints and Conduct Office annual report 2023-24, outlining case data related to academic misconduct, appeals, complaints & disciplinary matters during the academic year 2023/24.
 - a. NOTED the overall decrease in numbers of Academic Misconduct cases, but a distinct change in the trend of types of Academic Misconduct with an increase in what is considered serious cases and in cases involving Artificial Intelligence.
 - b. NOTED the review of complaint and disciplinary processes which would be undertaken to meet the new Office for Students Condition E6.
9. NOTED a verbal update from the EQSB Assessment Sub-Board chair, explaining increase in workload which has overloaded the Assessment Sub-Board. As a consequence, as much progress has not been made as the Sub-Board would have hoped.
 - a. Progress had been made on the Extenuating Circumstances Policy review.
 - b. Progress had been made on the Assessment Taxonomy review.