College of Science and Engineering

College Learning and Teaching Committee

Meeting to be held on Tuesday 22nd January at 2.00 pm
in the Hodgson Room, Kings Buildings

1. **APOLOGIES**

   Apologies received from John Byatt-Smith (Alastair Gillespie to represent School of Mathematics)

2. **MINUTES OF PREVIOUS MEETING**

   To approve: Minutes of the meeting of 20th November 2007 (Paper A)

   **Matters Arising**

   **Coursework stickers (Minute 5)**

   To report: the issues were reported to SUGSC. The Disability Office has confirmed that students are able to place electronic stickers on coursework that is submitted electronically. Guidance for DOSs will be issued in the near future.

3. **EXTENUATING CIRCUMSTANCES**

   To consider: Guidance from the College Office for situations where a student’s performance at examination is affected by extenuating circumstances (Paper B)

4. **CONCESSIONS FOR TAUGHT POSTGRADUATE STUDENTS**

   To **consider**: A paper from the College Office (Paper C)

   (i) a draft remit and membership of the College Learning and Teaching Concessions Sub-Committee;

   (ii) ratification of concessions approvals awarded to date in 2007/08

   (iii) College guidelines on the granting of concessions

   (iv) procedures for curriculum concessions and change of programme

5. **CONCESSIONS FOR UNDERGRADUATE STUDENTS**

   To consider revised guidance to DOSs and School Curriculum Approval Officers on procedures for undergraduate student concessions and change of programme (Paper D)

6. **TEAM TESTING**

   To **consider**: A proposal for more formal procedures for taught postgraduate students requiring a TEAM Test. (Paper E)

7. **NEW COURSES**

   To **consider**: Courses to be approved: (Paper F)
To Note the following new course was approved by Nick Hulton on Convenor’s action:
(PO2553) Biophysical Chemistry for MSc Drug Discovery and Translational Biology

8. NEW PROGRAMMES

Combined Honours Programmes between the College of Science and Engineering and the School of Education
To receive: Oral report on the discussions between the Convenor and Moray House on models for Honours programmes in Science and Engineering disciplines “……….. and Education”

To Report: the following new programmes approved by Nick Hulton on Convenor’s action:

BSc Physics and Music
To Report: Following approval by both CSE and CHSS, the new programme BSc Physics and Music is open for enrolment for 2008/2009

BSc Carbon Management
To Report: Arising from further discussions between Schools and College Offices concerned, it has been agreed that this programme will be ‘owned’ by the School of Management and Economics.

9. OFF CAMPUS EXAMINING POLICY

To consider: Whether there is a requirement to modify the University policy for Off Campus Examining Policy to allow more flexibility

10. EUCLID

To receive: an oral report from Convenor and College Office Implementation Co-ordinator on relevant activities.

11. CONVENOR’S REPORT

To receive: An oral report from the Convenor of arising issues.

12. ANY OTHER COMPETENT BUSINESS

13. DATE OF NEXT MEETING

Tuesday 19th February at 2.00 p.m. in the Hodgson Room, Weir Building.