31. **Minutes of Last Meeting:**
The minutes of the last meeting were **CONFIRMED**.

32. **Matters Arising:**
Minute 23.3 January 12th ‘Response to releasing of MA/MSc Provisional marks’. This matter was considered again and after the committee considered the responses received from individual Departments, the overall outcome was that FLT committee remained strongly in favour of keeping the present system, which is not to release marks in the summer.

33. **Law – New Postgraduate Taught Course Proposal:**
Two new Postgraduate Course Proposals: International and Comparative Corporate Law (LLM), Appendix A and the MA version International and Comparative Corporate Law, Appendix B were both considered and FLTC AGREED THAT THE AD WOULD RECOMMEND APPROVAL TO THE FACULTY BOARD.

34. **Special Assessments Panel:**
In order to be in line with other University of London procedures and to ensure that the requirements of the Discrimination of Disability Act were met; the establishment of a Special Assessments Panel (SAP) and its aims and objectives was considered by the FLTC (Appendix C). FLTC AGREED to change the wording in SAP Appendix A, under the list of Members, from ‘An Undergraduate Tutor’ to ‘either an Undergraduate Tutor or Chair of Exam Sub-Board’.
FLTC AGREED, WITH THE AMENDMENT, TO RECOMMEND APPROVAL TO THE FACULTY BOARD.

35. **Course Proposal Amendments:**
FLTC NOTED that course weightings of existing Undergraduate and Postgraduate courses had been checked and amended to meet with the existing weightings. It was NOTED that Course Amendment forms had been prepared and would be duly signed and sent to Registry.
FLTC NOTED CHANGES AND AGREED FOR AD TO PRESENT TO FACULTY BOARD FOR NOTING.

36. **New Regulations for Examination Offences:**
The new School Regulations for proceedings in respect of Examination Offences, approved by Academic Board was NOTED by the FLTC and would be effective from 2006/07. It was NOTED that a note would be circulated to all Programme Convenors, Undergraduate Tutors and Chairs, and Chairs of Exam Board.
THIS WAS NOTED BY FLTC. AD TO PRESENT TO FACULTY BOARD ALSO FOR NOTING.
37. **MA/MSc Dissertation advice Session(s) Department Feedback:**
In response to the introduction by Learning and Teaching Unit of an MA/MSc Dissertation advice session, the Associate Dean (Postgraduates) reported that she had received responses only from Law, Defims and Economics Departments. Development Studies and Politics had not submitted a response. AD reported that the general view was that each Department would prefer to provide its own session, rather than an organized general session which would run the risk of giving out the wrong information. It was also felt that holding such sessions in February would be too late.

**FLTC AGREED FOR AD (POSTGRADUATE) TO REPORT THIS RESPONSE BACK TO LEARNING AND TEACHING UNIT.**

38. **Disability Report:**
On behalf of the Disability officer, the Student Welfare officer circulated a brief report on the Disability office. FLTC NOTED that disabled students had access to specialist software. The Student Welfare officer confirmed that SOAS had a general license and software was standard on all SOAS computers in student areas. Staff members could also have the relevant software installed.

**Welfare and Counseling:**
The Student Welfare officer tabled a brief report on Welfare and Counseling. FLTC NOTED that there had been a 20% cut in hardship funds from HEFCE for 05/06 - this meant that students in need were receiving smaller grants. The School of Law representative highlighted the Ballantyne Fund which is available to help Law students in financial difficulty.

FLTC expressed their appreciation for the valuable work done by the Student Services.

39. **Proposal to change the rules for obtaining a Merit in Taught Masters Degrees:**
It was NOTED that Registry was currently drafting proposed changes to Postgraduate regulations which would incorporate the criteria on obtaining a Merit grade (Appendix G). It was NOTED that the School were taking steps to ensure that new guidelines would be in line with those of other Universities.

40. **Proposal to look at the half-option rule with regards to attaining a Merit:**
It was NOTED that Registry were reconsidering the half-option rule, and would take into consideration the implications of any new guidelines on other half-unit courses in other Faculties. FLTC NOTED that the new proposed changes for item 39 above and 40 would be reported to LTPC then FLTC then Faculty Board for NOTING.

41. **Reference Policy:**
The removal of the Personal Tutor system (pilot scheme with FLSS) had caused concern among some FLTC members about who would be expected to write references for students. It was suggested that a template could be placed in the student file and reused, as required.

The Deputy Registrar expressed concern that with the abandonment of the Annual Reports system, student files in Registry were not complete. The Student Support Leader reported that the Annual Reports system had been replaced by course work comments, which were kept in students’ files. In the past, it was often the case that only a few academics would complete such reports. Retaining copies of course work comments on file ensured that all student files would contain useful information, which promised to assist academics in writing references.

It was NOTED that the Deputy Registrar said that Registry had not received the completed FLSS student files. The Committee Secretary (Student Support Team Leader) recognized the importance of Registry having access to such information and said that she would investigate where the completed student files had gone to.
42. **Faculty response to the Library Strategy Review Group discussion:**
The Faculty Librarian reported that the responses received so far were mainly on behalf of Regions and Languages, rather than in support of Social Science subjects. The Librarian emphasized that the Library sought to serve the whole School. Accordingly, the FL encouraged FLTC and individual academics to make their comments known.

FLTC NOTED the Faculty Librarian's comments and it AGREED that AD would urge all Heads of Departments to liaise with their Departments in order to formulate a response. All relevant academics would also be encouraged to make their comments known on-line in the ‘Public comments page’. **AD SONJA RUEHL WOULD FORMULATE A REPLY ON BEHALF OF THE FLTC AND WOULD CIRCULATE IT TO THE FLTC MEMBERS TO COMMENT ON BEFORE PLACING IT ON THE LIBRARY PUBLIC COMMENTS PAGE.**

43. **Attendance:**
The AD for Undergraduates reported that the policy paper addressing the attendance issue would be prepared for the next FLTC meeting, scheduled for April 27th 2006. FLTC NOTED that it was necessary to have the new Attendance Policy in place, in time for the 06/07 Departmental handbooks and any other School regulation guidelines for students.

44. **Any Other Business:**
FLTC were asked to NOTE policy prepared by the Assistant Registrar for Examination and Assessments entitled 'Release of breakdown of results to students including coursework/orals etc.'. The Deputy Registry explained that in order to enable students to make an informed choice on which courses to resubmit they would be given detailed assessment marks. This would not only apply to students who had failed, but also to students who had passed.
**THIS WAS NOTED BY FLTC. AD TO PRESENT TO FACULTY BOARD ALSO FOR NOTING.**

**Next FLTC meeting is scheduled for Thursday April 27th at 9.00 a.m in room 116.**