29 Minutes:
To Approve: The minutes of the last meeting held Thursday 11th January, 2007 were APPROVED with amendments to 23.b), as follows:
the word ‘beneficial’ replaced by ‘essential’; in the first line of the last paragraph the word ‘advised’ replaced by ‘required’; and on the last line the word ‘satisfactory’ was added to read ….subject to satisfactory review.

30 Matters Arising:

30.1 Minute item 23 Defims Programme Proposals: FLTC was asked to NOTE Chair’s Action taken by Associate Dean for FLTC and Dean for the Faculty Board of APPROVAL to L&TPC of the amendments made to CeFims Postgraduate Diplomas - Appendices F, G and H of the 11th January Agenda (listed below). Section 4 gave details of the method of assessment of a dissertation, but the syllabus (3.3) made no mention of the availability of a dissertation; reference to dissertation in section 4 was therefore removed.

Postgraduate Diploma Quantitative Finance
Postgraduate Diploma Economic Policy
Postgraduate Diploma Financial Sector Management

30.2 FLTC also NOTED that the Associate Dean and Dean of Faculty Board reviewed the MSc Finance syllabus as requested in Minute item 23 a) and b) in order to expedite RECOMMENDATION OF APPROVAL to L&TPC.

30.3 Amendment to Minute item 28.1 AOB: should read ‘was present’ rather than ‘in attendance’.

30.4 Under AOB Item 28.2 Library Matters: The Faculty Librarian reported that the survey was still taking place and views were welcomed. FLTC also NOTED that the new Library Opening hours, would take effect from Sunday 25th February until Friday 23rd March, were as follows:

30.4.1 Monday-Friday: 8.30am - Midnight
Saturday-Sunday: 9.30am - 5pm
Reference Only.
Monday - Friday: 8.30am - 9am and 9pm – Midnight
Sunday: 9.30am-5pm

In addition, 24/7 opening will be repeated in the run-up to the exam period (dates to be confirmed shortly).

31. **Student Orientation – Proposals and Recommendations:**
31.1 Report from the Student Experience Coordinator (Ms Heidi Ward) from the Learning and Teaching Unit was CONSIDERED. ‘Students’ feedback on the enrolment procedures were NOTED. As a result of the feedback the LTU made the following RECOMMENDATIONS to the FLTC:

31.1.2 Departmental welcome meetings should be organised in time for details to be included in the Orientation Handbook, and should be held as early as possible during Orientation Week.

31.1.3 Faculties were required to provide a step-by-step guide to registration to be included in the Orientation - Handbook, with an attempt to anticipate questions likely to be asked by new students.

31.1.4 Departmental welcome meetings should be attended by members of Academic staff, who should also ensure that sufficient time was made available to answer questions from students.

31.1.5 Departmental welcome meetings should include a social element, with refreshments (funds already provided to the Faculty Administrators).

31.1.6 Student Ambassadors should play a key role in organising the social part of the welcome meeting and should also be available to answer questions during registration.

31.1.7 FLTC AGREED to RECOMMEND the recommendations to Faculty Board for APPROVAL.

32. **Marking Guidelines for Students with Specific Learning Difficulties:**
32.1 Report from the Learning Advisor (Ms Carol John) from the Learning and Teaching Unit was CONSIDERED. Suggestions were made to slightly amend item (f) of the Marking Guidelines document with the addition to the effect that ‘Constructive negative criticism’ would be given to students.

32.1.1 It was also recommended that it would be useful to have a single A4 sheet clearly outlining students’ responsibilities.

32.1.2 The Deputy Registrar RECOMMENDED that the ‘Marking Guidelines for Students with Specific Learning Difficulties’, along with suggestions made by FLTC, should be submitted to the Special Assessment Panel for further consideration.

33. **Student Counselling, Disability and Welfare Report:**
33.1 Report from the Student Welfare Office was received from the Disability Officer. The FLTC NOTED that the recent ‘Wellbeing’ week had been extremely successful and that there were plans to link the ‘Wellbeing’ event with the Disability Awareness week in the next session.

33.1.1 FLTC also NOTED, with concern, that due to the lack of space, the once a week ‘drop-in service’ provided by Student Counselling services at Russell Square, would not continue. FLTC felt that it was important to maintain the ‘drop-in’ service at Russell Square and AGREED to enquire whether a room could continue to be made available for the service.

34. **Defins Programme Amendments:**
34.1 FLTC CONSIDERED the amendments made to:

34.1.1 MSc International Management (Appendix D)- amended to adopt a revised structure, which would enable these programmes to be converted to a structure of 6 one-term courses plus a 10,000 word dissertation.

34.1.2 MSc Finance and Financial Law (Appendix E) – amended to adopt a revised structure, which would enable the programme to be amended to a structure of 6 one-term courses plus a 10,000 word dissertation.
34.1.3 It was NOTED that of the revised structure was common to SOAS Masters-level studies.

34.1.4 FLTC was happy to RECOMMEND APPROVAL to the Programme Amendments to the Faculty Board.

35. Defims New Course Proposals:
35.1 The following new Postgraduate Course Proposals were CONSIDERED: The first (Appendix F) fell under the parent programme of MSc International Management for China:
   • MSc Research Methods in Management

35.1.1 It was NOTED that once the awaited comments from the Library were received, FLTC would RECOMMEND APPROVAL to Faculty Board.

35.1.2 Appendices G to L fell under the parent programme of MSc Finance and Financial Law:
   • Banking and Capital Markets
   • Finance in the Global Market
   • Financial Law
   • Legal Aspects of Corporate Finance
   • Legal Aspects of International Finance
   • Regulation of International Capital Markets

35.1.3 It was NOTED that once amendments were made to Section 15b of each of the above six Course Proposals, giving the specific date of course work submission, FLTC would RECOMMEND APPROVAL to Faculty Board.

36. LAW New Master in (LLM):
36.1 FLTC was presented with Part 1 and Part 2 of the Degree/Programme Proposal Form. Amendment to Section 7 of Part 1 (to remove the tick alongside ‘Mixed FT/PT’) was NOTED.
   Section 33 – student numbers: the question was raised as to whether the figures for initial year enrolment (130) fits current target numbers.

36.1.1 It was also NOTED that the SOAS LLM 2007 paper (Appendix M) required updating. It was also NOTED that an additional fourth category (General LLM) was required to accommodate students who did not fall into any of the other categories.

36.1.2 Part 2 form had not been fully completed and signed by concerned parties under Section 36, which required signatures from the following support services:
   • Library
   • LTU
   • Student Services
   • IT/AV
   • Marketing and Recruitment
   • Registry

36.1.3 The final section of Part 2 form also required completion by the Associate Dean, following satisfactory fulfilment of all five requirements. There should be a check as to whether external endorsement of the changes is also required (Section 31). It was RECOMMENDED that Part 2 Form would be RECONSIDERED at the next FLTC meeting, once all the necessary signatures had been acquired.

36.1.4 The 32 Course Proposals (Appendix M.1 to M.32) presented under the LLM parent programme by the School of Law for RECOMMENDATION to Faculty Board for Approval were CONSIDERED NOT YET READY FOR RECOMMENDATION to Faculty Board.

36.1.5 FLTC NOTED the comments from the Deputy Registrar, that the rationale in Section 16 of all the Course Proposal forms was identical for every course. This was inappropriate and unhelpful. It was important that the rationale should be made clear and specific for each individual course, with the reasons for the choice of assessment methods clearly stated. The wide range of assessment methods across courses was NOTED.

36.1.6 It was agreed that amendments were required, as follows:
Section 4a (Title of parent programme) should be LLM – also clear indications were needed to show whether relevant courses were
• core,
• compulsory or
• available as a major?

4b (other programmes in which course is available) e.g. MAs in Law;

Section 10: Confirmation of library access arrangements was needed; and

Section 15b (date of course work submission) would have to be made more specific to all 32 Course proposals. Other observations made were:
• 5 students minimum? Was there a special dispensation to allow for such small numbers given that the Faculty-wide minimum is 10?
• Appendix M.3 – length in hours of unseen written paper.
• Appendix M.4 – Section 4c – Programme Convenor’s signature of agreement was required.
• Appendix M.16 – Section 1 - Title of course – there should only be one name.

It was AGREED that once all the above amendments had been made, FLTC would reconsider the Course Proposals at the next FLTC meeting, scheduled for 26th April, 2007.

It was also NOTED that a further 14 Course Proposals under the LLM programme were outstanding and should be submitted in full detail for CONSIDERATION at the next FLTC meeting.

37. Economics New Postgraduate Course Proposal:

37.1 FLTC NOTED that the new Postgraduate Course Proposal entitled Economics of Environment and Development, presented for consideration, would have to be CONSIDERED first at Departmental level. It was therefore agreed by FLTC not to recommend approval to Faculty Board until the new course proposal had been considered by the Economics Department.

38. Deletion of Politics Existing Courses:

38.1 The deletion of the following existing MSc Politics courses was NOTED:
• International Politics of Asia
• Government and Politics of Turkey
• Modernity in Asia and Africa
• Government and Politics of Japan

38.1.1 It was NOTED that the reason for deleting these courses was that staff members with appropriate expertise were no longer with the Department.

38.1.2 FLTC to RECOMMEND APPROVAL to Faculty Board.

39. Deletion of Politics Existing Programmes

39.1 FLTC also NOTED that Chair’s Action had been taken by the AD on behalf of FLTC and by the Dean for Faculty Board on the deletion of existing MSc Politics programmes, the rationale being the same reason as in the case of the deletion of Politics courses above.

• MSc Central Asian Politics
• MSc International Politics of Asia

FLTC to RECOMMEND APPROVAL to LTPC , to be NOTED by Faculty Board .

40. Proposal to integrate the core course from MSc Central Asia Programme:

40.1 FLTC CONSIDERED the proposal by the Politics Department to integrate the core course of MSc Central Asian Politics - namely ‘Politics and Society in Central Asia 15PPOC007’ - as an elective on the MSc Asian Politics programme. The rationale was that there was still considerable interest in this core course, which should therefore be integrated into the MSc Asian Politics programme. FLTC AGREED to RECOMMEND to Faculty Board.
41. **Programme Specification for two-subject degrees with the year abroad:**

41.1 Proposal made by Faculty of Languages and Cultures requesting new Programme specification for two-subject degree with year aboard was CONSIDERED. It was NOTED that since the matter remained under discussion, further consideration would be given to the proposal at the next FLTC meeting.

42. **UG Programme Review 2005-06:**

42.1 The Programme Review for the Graduate Diploma was NOTED. It was also NOTED that the review had been delayed due to the late submission of the External Examiner’s report.

43. **Recruitment:**

43.1 Report from Pro-Director Prof. Peter Robb was NOTED by the FLTC.

44. **Any Other Business:**

44.1 **Special assessment arrangements for JYA students:** Proposal was circulated by Dr Graham Smith, the Economics representative, seeking recommendation for approval for special assessment arrangements for JYA students. The underlying rationale was that Applied Econometric Techniques 153400119 can only normally be taken by suitably qualified students as a one-year course. It was proposed that in exceptional cases and with prior approval of the course convenor, students who attended in either (i) term 1 or (ii) terms 2 and 3 would be assessed by **ONE computer-based empirical project** – the nature of the project to be equivalent to one 3,000 word essay. JYA students who attended for the full year would be examined in the normal way.

44.1.1 FLTC Agreed to RECOMMEND APPROVAL to Faculty Board.

45. **Student Course Evaluation of Courses:**

45.1 The question was raised as to the procedure for feedback to Academics on the responses contained in Student Evaluation of courses. It was AGREED that the Committee Secretary would circulate the procedures from the LTU to all HOD’s.