

BOARD OF UNDERGRADUATE STUDIES

A G E N D A

There will be a meeting of the Board of Undergraduate Studies at 09:30 a.m. on Friday 20 November 2015 in room CMR 1.0, University House.

Ken Sloan
Registrar and Chief Operating Officer

Note: Questions on agenda items for this meeting should be directed to the Secretary to the Board, Dr J A Taylor, email J.A.Taylor@warwick.ac.uk or telephone extension 22633.

Apologies for this meeting should be directed to the Assistant Secretary to the Board, Mr D W Brandist, email D.Brandist@warwick.ac.uk or telephone extension 74049.

The following items and reports are for consideration at the meeting.

1. Terms of Reference

TO REPORT:

That the Terms of Reference for the Board are as follows:-

- (a) To consider academic issues relating to undergraduate provision offered by individual departments and across departmental boundaries, including matters that may be raised by academic departments and/or Directors of Undergraduate Studies, and make recommendations or comment to the Academic Quality and Standards Committee and/or its sub-groups, the Boards of the Faculties or other appropriate bodies within the University;
- (b) To receive and consider as may be appropriate proposals and reports relating to undergraduate academic provision from the relevant sub-groups of the Academic Quality and Standards Committee;
- (c) To scrutinise all new undergraduate course proposals and report to the Academic Quality and Standards Committee on the Board's consideration and approval of such proposals;
- (d) To consider relevant issues relating to undergraduate academic provision noted in the Faculty Summary Reports of the Annual Course Review reports, in Strategic Departmental Reviews or by Student-Staff Liaison Committees and liaise with departments as may be appropriate regarding any issues of interest or concern;
- (e) To advise the Academic Quality and Standards Committee on matters relating to examinations processes and procedures in undergraduate courses;

- (f) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for undergraduate courses;
- (g) To consider external examiners' reports and departmental responses relating to all undergraduate courses, to discuss particular issues of concern with departments and to report to the Academic Quality and Standards Committee annually on issues raised;
- (h) To consider and approve submissions from departments and the Undergraduate Studies Committees of the Boards of the Faculties for non-standard examination methods (including seen papers, open-book examinations and reading time);
- (i) To consider and approve variations requested on personal grounds in the arrangements for undergraduate examinations for individual students;
- (j) To consider all matters affecting undergraduate admissions practices and policy and make recommendations to the Academic Quality and Standards Committee where appropriate;
- (k) To consider and approve requests for variations to the University's Accreditation of Prior Learning (APL) policy for individual students or groups of students;
- (l) To monitor the approval process for interdisciplinary undergraduate modules developed and offered by the Institute for Advanced Teaching and Learning;
- (m) To advise on matters relating to the policy and strategy underpinning the production of the student Higher Education Achievement Report (HEAR).

2. Membership 2015/16

TO REPORT:

That the Senate, at its meeting on 12 October 2015, resolved that the membership of the Board of Undergraduate Studies for the academic year 2015/16 be as follows:

- Chair Professor Roger Leng
- Two full-time members of the academic Staff from each of the Faculties of Arts, Science and Social Sciences appointed by the Senate;

Arts	Professor Cathia Jenainati Dr Tim White
Medicine	Professor Lesley Roberts Mr Paul Matthews
Science	Dr David Britnell Dr Philip Young
Social Sciences	Professor Peter Corvi Dr Andre Broome

- One member of the Board of Graduate Studies appointed by the Senate;

Dr Jonathan Pearson
- The Chairs of the Undergraduate Studies Committees of the Boards of the Faculties of Arts and Social Sciences and the Chair of the Sub-Faculty of Science;

Arts	Dr Joanne Lee
Science	Dr David Wood
Social Sciences	Mr Peter Brown
- One member of staff appointed by and from the Centre for Lifelong Learning;

Dr Fergus McKay
- Two members nominated by the Union of Students;

Charlie Hindhaugh
T.B.A.

3. Freedom of Information

TO REPORT:

- (a) That the Steering Committee, at its meeting on 29th October 2007, considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003 (paper SC.60/07-08), and resolved that a standard item be included on the agenda of the first meeting of each University committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agendas of the Board are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/committees/bugs/minutes/>

4. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC *Guide for Members of Higher Education Governing Bodies in the UK*.

5. Minutes

TO CONSIDER:

[The minutes of the meeting held on 2 June 2015](#)

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>).

6. Matters Arising on the Minutes

(a) Postgraduates as Teachers (minute 34(b)/14-15 refers)

TO RECEIVE:

An oral report from the Chair on the implementation of the revised policy on the Employment of Postgraduates as Teachers, as outlined in paper BUGS 3/14-15.

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

(b) New undergraduate courses of study (minute 39(a)/14-15 refers)

TO REPORT:

That the Chair, having considered confirmation from Warwick Business School of the number of finance-related modules required in the third year, acting on behalf of the Board approved the proposal for the new undergraduate degree course of BSc Management with Finance, as outlined in paper [UFSS 39/14-15](#).

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

(c) Credit and Module Framework (minute 41/14-15 refers)

TO REPORT:

That, at its meeting on 29 June 2015, the Senate resolved that the revised Credit and Module Framework be approved, as set out in paper [AQSC 48/14-15](#). ([Senate minute 145\(c\)/14-15 refers](#))

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

(d) Mitigating Circumstances Review (minute 42/14-15 refers)

TO REPORT:

That, at its meeting on 29 June 2015, the Senate resolved that the report from the Mitigating Circumstances Working Group providing an update on progress and draft Guidance on Mitigating Circumstances, be noted as set out in paper [AQSC 74/14-15 \(revised 2\)](#), and that particular thanks be recorded to Dr C Constable who had led the Working Group ([Senate minute 135\(b\)/14-15 refers](#))

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

- (e) Monitoring and Review Working Group (minute 44/14-15 refers)

TO REPORT:

That, at its meeting on 15 June 2015 the Academic Quality and Standards Committee had resolved that further consideration be given in the implementation of the revised proposals for Annual Academic Monitoring to how these would apply to joint courses and courses with large numbers of staff involved in delivery.

The Committee recommended, to the Senate, that the report from the Monitoring and Review Working Group setting out proposals for revisions to the Annual Course Review process be approved subject to amendments being made to reflect the differing departmental roles that might undertake the function of a course leader. ([AQSC minute 119/14-15 refers](#)) (available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

7. Chair's Business

- (a) Directors of Undergraduate Studies lunch - Autumn Term

TO RECEIVE:

An oral report from the Chair on the Directors of Undergraduate Studies lunch, held on 26 October 2015.

- (b) Working Group on Scaling

TO RECEIVE:

An oral report from the Chair on the business of the Working Group on Scaling.

- (c) Quality Assurance Working Group of the Academic Quality and Standards Committee

TO RECEIVE:

An oral report from the Chair on matters arising from the business of the Quality Assurance Working Group, as follows:

- (i) Reviews of Assessment Regulations and Conventions (minute QAWG 22/14-15 refers)

REPORTED: (by the Chair)

(A) *That a Group would shortly be convened to take forward a review of degree classifications and that the Chair had prepared a discussion paper for consideration by the Working Group to inform future discussion;*

(B) *That the paper set out some fundamental principles for increased harmonisation across the University;*

CONSIDERED:

- (A) *A discussion paper relating to progression and awards on taught courses (Paper QAWG 33/14-15)*

RESOLVED:

- (A) *That the Group noted the following points:*
- a. That discipline-specific issues needed to be appropriately recognised;*
 - b. That where a student had, on average, demonstrated sound academic performance across the programme, it was not appropriate for the student to fail by default of stringent regulations;*
 - c. That, where possible, the policy should support a suitable level of flexibility for the University to exercise the appropriate duty of care to its students;*
 - d. That the repercussions of any changes be considered and modelled;*
 - e. That any module resit policy made it explicit that this did not relate to passed modules;*
 - f. That in recognition to resits for finalist students, greater thought be given to both the appropriateness of compensation but also the relative weighting of modules taken in year 2 and year 3;*
 - g. That a robust and consistent nomenclature regarding condonation and compensation was essential;*
 - h. That marks, progression decisions and classification be recorded in such a way that they remain transparent throughout the duration of the student's studies.*

[\(QAWG minute 32\(a\)/14-15 refers\)](#)

- (ii) [QAA Consultation on Degree Characteristics \(minute QAWG 27/14-15 refers\)](#)

REPORTED:

- (A) *That, at its meeting on 10 February 2015, the Quality Assurance Working Group considered [inter alia] the following consultation document*
Draft Foundation degree characteristics (paper QAWG 22/14-15);

RECEIVED:

- (B) *The final University response to the consultations as approved by the Steering Committee at their meeting on 16 March 2015 (paper SC 109/14-15) as follows:*
... Annex C: Foundation Degree Characteristics

[\(QAWG minute 35\(a\)/14-15 refers\)](#)

8. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board has approved the following requests:-

- (a) A variation of assessment for a named student in the Warwick Business School, in that any module of the course normally assessed by examination now be assessed by three written assignments of 1000 words.
- (b) A variation of assessment for a named student in the Department of History, School of Comparative American Studies, in that the examination element for Module AM211 be substituted by two essays of 1500 words, to be submitted by 7 August 2015.
- (c) A variation of assessment for a named student in the Department of Philosophy, in that examinations in PH251-15, PH334-15 and PH356-15 be replaced with assessed essay.
- (d) A variation of assessment, on the grounds of disability, for a named student in the Department of History, in that a 3-hour examination in HI33S be reduced to two hours and a 2-hour examination in HI31X be replaced with assessed essay.
- (e) A variation of assessment, on the grounds of disability, for a named student in the Department of History, in that 3-hour examinations in HI323 and HI390 be reduced to 2 hours, together with an assessed essay for each module.
- (f) A variation of assessment, on the *grounds* of disability, for a named student in the Centre for Lifelong Learning, in that the examination element for Module HI163 (50% essay and 50% examination) be substituted with a 4,500 word essay.
- (g) A recommendation from the Undergraduate Studies Committee for the Faculty of Arts (AUSC minute 52(c)/14-15), that the following degrees (approved by the Board at its meeting on 10 February 2015) may commence in October 2015;
 - (i) French Studies and Linguistics;
 - (ii) French Studies with Linguistics;
 - (iii) German Studies and Linguistics;
 - (iv) German Studies with Linguistics;
 - (v) Italian Studies and Linguistics;
 - (vi) Italian Studies with Linguistics;
 - (vii) Hispanic Studies and Linguistics;
 - (viii) Hispanic Studies with Linguistics;
 - (ix) Modern Languages and Linguistics;
 - (x) Modern Languages with Linguistics.
- (h) A request from the Department of Economics to add reading time to two MSc examinations, EC9011 and EC9012, to commence in January 2016;
- (i) A request from the Senior Assistant Registrar (Teaching Quality), on behalf of Warwick Business School, recommending proposals for progressing students from the Foundation Year of their new degrees to the First Year, the proposals being:
 - (i) First Year Board of Examiners conventions are used;
 - (ii) Regulations on the decisions open to the exam board are the same as for First Year Board of Examiners and appeals processes are the same as for first and intermediate year students; and
 - (iii) The constitution of the Exam Board is the same as that for the intermediate years of study (i.e. sits within WBS rather than go through Faculty First Year Boards).

- (j) A request from the Senior Assistant Registrar (Teaching Quality) recommending an update to the Intermediate Progression Requirements, consequent to revisions to Regulation 8 recommended by the Board at its meeting on 10 February 2015 ([BUGS minute 25/14-15 refers](#)).

Note: the update progression rule is set out in paper [BUGS 1/15-16](#) (available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>).

9. New Courses of Study

TO CONSIDER:

(a) Centre for Lifelong Learning

The recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences, acting on behalf of the Committee

- (i) to amend the name of the existing 32 credit Certificate in Education and training to 'Certificate in Education and Training (36 Credits)'
- (ii) to recognise the former non-accredited 'Award in Education and Training' as a new level 4 course 'Certificate in Education and Training (12 Credits)' to continue to be delivered in conjunction with existing partners approved for the original 'Certificate in Education and Training'

as set out in papers [CFDLSC 18\(a-e\)/15-16](#), be approved.

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>).

(b) Department of Politics and International Studies

The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences, from its meeting on 27 October 2015, that the proposal from the Department of Politics and International Studies to introduce an Intercalated Year variant of the BA in Politics, International Studies and Quantitative Methods as set out in papers [UFSS 14\(a-c\)/15-16](#), be approved.

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>),

(c) Liberal Arts

- (i) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences, from its meeting on 27 October 2015, that the proposal to introduce a new pathway in Economics through the BA Liberal Arts degree as set out in paper [UFSS 13/15-16](#), be approved.

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

- (ii) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, from its meeting on 28 October 2015, that the proposal to introduce a new pathway in Film and Television Studies through the BA Liberal Arts degree as set out in paper [AUSC 7/15-16](#), be approved.

(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

- (d) School of Modern Languages and Cultures
The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, from its meeting on 28 October 2015, that the proposal from the School of Modern Languages and Cultures to introduce the below new courses, delivered jointly with the Department of Economics, as set out in paper [AUSC 6/15-16](#), be approved.
- (i) Modern Languages and Economics;
 - (ii) French Studies and Economics;
 - (iii) German Studies and Economics;
 - (iv) Italian Studies and Economics;
 - (v) Hispanic Studies and Economics.
- (available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

10. HEAR – Section 6.1 Additional Information

TO CONSIDER:

- (a) An application from the Department of Economics for the inclusion of the Warwick Laksh Volunteering Programme in Section 6.1 of the HEAR, as outlined in paper [BUGS 2/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)
- (b) An application from the Liberal Arts Programme for the inclusion of the Certificate of Coaching Practice in Section 6.1 of the HEAR, as outlined in paper [BUGS 3/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)
- (c) An application from the Global Sustainable Development joint degrees for the inclusion of the Certificate of Coaching Practice in Section 6.1 of the HEAR, as outlined in paper [BUGS 4/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)
- (d) An application from the School of Law for the inclusion of the Law Personal Development Certificate in Section 6.1 of the HEAR, as outlined in paper [BUGS 5/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

11. SSLC Undergraduate Annual Report

TO CONSIDER:

A report from the Education Officer of Warwick Students' Union, compiled from the annual reports and minutes of all University SSLCs during the academic year 2014/15. [BUGS 6/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

12. Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

TO CONSIDER:

A paper from the Senior Assistant Registrar Graduate School outlining a proposed amendment to Regulation 11 to enable Chairs of Faculty Boards and (Under)Graduate Studies Committees to sit on committees that consider students within their own Faculty. [BGS 3/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

13. Undergraduate External Examiner Reports 2014-15

TO CONSIDER:

- (a) The report of the sub-groups of the Board, at meetings held on 3rd, 5th and 11th November 2015, summarising key points and matters for further action and enquiry arising from their consideration of Undergraduate External Examiners' Reports for 2014/15. [BUGS 7/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)).
- (b) A report from the Chair summarising particular themes and issues arising from the Undergraduate External Examiners' Reports for 2014-15. [BUGS 8/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)
- (c) External Examiner's Report for IATL Interdisciplinary Modules for 2014/15. [BUGS 9\(a-b\)/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)
- (d) External Examiners' Reports for the MBChB and the Certificate in Diabetes Care. [BUGS 10\(a-f\)/15-16](#).
(available at <http://files.warwick.ac.uk/bugs/browse#2015-16/BUGS+2015-11-20>)

14. Directors of Undergraduate Studies lunch - Spring Term

TO REPORT:

That the Directors of Undergraduate Studies spring term lunch will take place on Monday 14 March 2016, from 12 noon to 2 pm, in room CMR 1.0, University House.

15. Any other business