

# UNIVERSITY OF WARWICK

## BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Monday 19<sup>th</sup> May 2003.

Present: Professor J Jones (in the Chair), Dr K Flint, Dr G Martin, Professor A Phizaklea, Dr R Naylor, Mr A Reiss

Apologies: Professor R Burns, Dr J Burrows, Professor A McFarlane, Professor S Petersen, Professor M Whitby

In Attendance: Dr D Petley & Mrs M Watson (both for item 47/02-03 only), Mr K Mohaddes

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39/02-03 - Reserved Items  
42/02-03

Please see separate minutes, attached, for academic members of the Board only.

43/02-03 Minutes

RESOLVED:

That the minutes of the last meeting of the Board held on 20<sup>th</sup> February 2003 be approved.

44/02-03 Matters Arising on the Minutes

(a) Double Marking of Assessed Work (minute 27/02-03 refers)

(i) REPORTED:

That at its meeting of 5<sup>th</sup> February 2003, the Board resolved:

(A) That the proposal from the Department of English and Comparative Literary Studies was not approved.

(B) That the Department of English and Comparative Literary Studies were reminded that the University regulations on the marking of work for degree credit allow that for assessed work submitted in an anonymous form, the work may be marked by one examiner and moderated by the second.

(C) That, in the light of (B) above, the Department of English and Comparative Literary Studies were asked to clarify their policy on the anonymous marking of assessed work.

(ii) CONSIDERED:

A response from the Department of English and Comparative Literary Studies to point a(i)(C), above as set out in paper BUGS28/02-03.

(iii) RESOLVED:

That the response of the Department of English and Comparative Literary Studies be noted, but that the Board's previous resolution should stand.

(b) Assessment Practices & Examination Load and Late Submission of Assessed Work (minutes 37/02-03 and 29/02-03 (reserved) refer)

(i) REPORTED:

That at its meeting of 20<sup>th</sup> February 2003 the Board resolved:

- (A) That the current regulation allowing departments to make an exceptional case to vary the normal 50% examined and 50% assessed course load be maintained.
- (B) That the Board had sought the views of departments on the possible exclusion from the 50% rule calculations of those modules examined 100% by assessed essay, dissertation or project work.
- (C) That the Secretary to the Board had written to departments to seek their response to an amendment to the regulation whereby five marks would be deducted for each day a piece of assessed work is late (where that piece of work is marked out of 100).

(ii) CONSIDERED:

Responses from academic departments to the above consultation as set out in paper BUGS29/02-03.

(iii) RECOMMENDED:

- (A) That the current 50% Rule be amended to allow Departments to request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work beyond 50% is accounted for by (a) substantial piece(s) of work (eg. a dissertation or project) undertaken on an individual basis.
- (B) That the current regulation regarding late submission of assessed work be amended such that five marks would be deducted for each day a piece of assessed work

counting for 10% or more of the credit for a module is late, noting that it would be for departments to determine whether this penalty should apply to those pieces of work which count for less than 10% of module.

(c) Periodic Review of Theatre Studies

(i) REPORTED:

That at its meeting of 20<sup>th</sup> February 2003 the Board recommended:

“The Periodic Review report and the School’s response, as set out in the above papers, be approved subject to the School providing the Board, for its next meeting, with a copy of the revised student feedback questionnaires for modules which the School indicated it had implemented for the 2002/2003 academic year.”

(ii) CONSIDERED:

The revised student feedback questionnaires for modules currently in use by the School of Theatre Studies as set out in paper BUGS30/02-03.

(iii) RESOLVED:

That the revised questionnaire be approved subject to the inclusion of a question on the quality and timeliness of feedback on written assignments, where appropriate.

(d) Progress of the Board’s Recommendations (minute 36/02-03 refers)

REPORTED:

That at its meeting of 12<sup>th</sup> March 2003, the Senate had approved the following recommendations of the Board under the minute shown:

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|--------------------|--|
| 50(c)(i)/02-03     | A new BA degree in <i>Italian and Classics</i>   |
| 50(c)(ii)(A)/02-03 | A new MChem degree in <i>Chemical Biology with Intercalated Year</i>   |
| 50(c)(ii)(B)/02-03 | A new BSc degree in <i>BioMedical Chemistry with Intercalated Year</i>   |
| 50(c)(iii)/02-03   | A new MEng degree in <i>Computer Science with Intercalated Year</i>  |
| 50(c)(iv)/02-03    | A new BA or BSc degree in <i>Philosophy, Politics and Economics</i> , subject to a review of the first year workload as reflected in the proposed CATS allocation. |

(unconfirmed minute)

45/02-03 Chair's Action

REPORTED:

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

- (a) A proposal from the Warwick Business School for the addition of 15 minutes reading time to the examination IB3750 *Strategic Management Accounting* as set out in paper BUGS31/02-03.
- (b) A proposal from the Centre for English Language Teacher Education for the addition of 15 minutes reading time to the examination *Advanced Language Skills* as set out in paper BUGS32/02-03.
- (c) A proposal from the Centre for Translation and Comparative Cultural Studies for the addition of 15 minutes reading time to the examinations CL301 and CL302 as set out in paper BUGS33/02-03.

46/02-03 Chair's Business

REPORTED:

(a) Examinations Period

That negotiations were ongoing with examination venue controllers to secure one extra week for the summer examinations timetable for 2003/2004 and 2004/2005 and that during this period a comprehensive review of the University's assessment would be undertaken with a view to reducing the period given over to the examinations process in the summer term.

RECOMMENDED

(b) Membership of the Board of Undergraduate Studies

That from the next academic year a member of the Board of Lifelong Learning be added to the membership of the Board of Undergraduate Studies.

47/02-03 Undergraduate Admissions

TO CONSIDER:

- (a) A proposal from the School of Engineering to permit second year direct entry for candidates offering the given overseas qualifications to undergraduate programmes in the School as set out in paper BUGS34/02-03.
- (b) A proposal from the School of Engineering to renew, with amendments, an agreement between the School and Taylor's College, Malaysia regarding second year direct entry to the School's undergraduate BEng degrees as set out in paper BUGS35/02-03.

- (c) A proposal from the Department of Computer Science to permit second year direct entry for candidates offering given overseas qualifications to undergraduate programmes in the Department as set out in paper BUGS36/02-03.

RESOLVED:

- (d) That all three proposals be approved as set out in the above papers, subject in each case to the inclusion in the relevant faculty Annual Review details of the academic progress of those candidates recruited through these particular routes.

48/02-03 Presentation of Assessed Essays and the Enforcement of Word Limits

- (a) CONSIDERED:

A proposal from the School of Law regarding the use of a required standard template for all assessed essays as a means by which adherence to word limits may be monitored as set out in paper BUGS37/02-03, it being noted that the current University regulations states:

“Departments may strongly recommend the use of word processors in the preparation of assessed work (but may not require such use) and the use of spell-checking and editing programs in the preparation of assessed work should be encouraged, it being noted that students should not be penalised for not making use of such facilities.”  
(Examinations Committee, 10(b)/94-95)

- (b) RESOLVED:

That the School of Law be permitted to require students to submit assessed work in the format specified, noting that exceptions should be allowed where students are not able access or use the technology to fulfil this requirement.

49/02-03 New Courses of Study

CONSIDERED:

The following proposed new undergraduate courses:

- (a) An undergraduate diploma entitled *Diploma in Service Leadership* as set out in paper UFSS74/02-03.
- (b) A Foundation degree entitled either *Early Years Foundation degree* (for those working in early years) or *Foundation Degree in Learning Support* (for those not working in early years) as set out in paper UFSS87/02-03.

RECOMMENDED:

- (c) That both the above new courses of study be approved as set out in the papers listed above.