

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Tuesday 2 June 2015.

Present: Professor R Leng (in the Chair), Dr A Broome, Mr P Brown, Professor P Corvi, Professor C Jenainati, Dr G Martin, Dr F McKay, Professor L Roberts, Dr J Robinson, Dr D Wood.

In Attendance: Mr D Brandist, Ms J Gretton [for items 34(d)/14-15, 38(b)&(c)/14-15 and 39(c)&(e)/14-15], Professor D Lamburn [for items 37/14-15 and 44/14-15], Ms E Melia [for item 34(d)(i)/14-15], Dr J Taylor.

Apologies: Dr J Pearson, Mr E Stewart.

33/14-15 Minutes

RESOLVED:

That the minutes of the meeting held on 10 February 2015, be approved.

34/14-15 Matters Arising on the Minutes

(a) Review of Section 6.1 Higher Education Achievement Record (HEAR)  
(minute 6(d)/14-15 refers)

CONSIDERED:

Recommendations from the BUGS sub-group, as set out in paper BUGS 22/14-15.

RESOLVED:

That the recommendations of the BUGS sub-group, as set out in paper BUGS 22/14-15, be approved, subject to the following:

- (i) That 'audited' modules, not contributing to a student's degree credit but where a student has completed the module assessment(s), may be recorded in Section 6.1, noting that this is without prejudice to department's rights to decide whether or not to permit a student to audit a module;
- (ii) That the Board should regularly monitor the inclusion of items in Section 6.1 with respect to the availability of resource to manage the data;
- (iii) That the Chair be asked to write to departments to again emphasise the availability of the HEAR.

(b) Postgraduates as Teachers (minute 19(a)/14-15 refers)

RECEIVED:

- (i) A report by the Senior Assistant Registrar (Graduate School) on progress made since the first consideration of the policy by AQSC at its meeting on 3 December 2014, as outlined in paper AQSC 46/14-15;
- (ii) The revised proposed policy on the Employment of Postgraduates as Teachers, as outlined in paper BGS 3/14-15 (revised).

REPORTED (by the Chair):

That the policy had now been approved and was being implemented.

(c) Annual Course Review Summary Reports (minute 21/14-15 refers)

CONSIDERED:

The annual course review summary reports for the Faculty of Arts (paper AUSC 18/14-15), the Faculty of Science (paper SUGS 14/14-15), the Diploma in Orthodontic Therapy (MUSC 20/14-15) and the MB ChB (paper MUSC 25/14-15), together with the relevant minutes from the Undergraduate Studies Committees for the Faculties of Arts (minute 30/14-15 refers), Science (minute 20/14-15 refers) and Medicine (minutes 24/14-15 and 40/14-15 refer)

RECOMMENDED:

- (i) That the annual course reports for the Diploma in Orthodontic Therapy (MUSC 20/14-15) and the MB ChB (paper MUSC 25/14-15), be approved, noting that in the Board's view the involvement of graduates in reviewing courses constituted good practice.
- (ii) That the annual course summary report for the Faculty of Science (paper SUGS 14/14-15), be approved.  
It being noted that:
  - (A) Timetabling issues evidently continued to be a difficulty for departments in the Faculty;
  - (B) Availability of lecture rooms with lecture capture capacity in 2014/15 was less than had been anticipated by departments and some departments had been unable to capture all lectures that had been designated for lecture capture.
- (iii) That the annual course reports for the Faculty of Arts (paper AUSC 18/14-15 (revised)), be approved.  
It being noted that the following key concerns were evident:
  - (A) Departments did not have sufficient space for teaching smaller groups;
  - (B) Communal space was lacking in Milburn House;
  - (C) Difficulties with Tabula;
  - (D) Library resources were insufficient, particularly with the discontinuation of some online journals.

(d) New courses of study (minute 22(h)/14-15 refers)

CONSIDERED:

- (i) A written report (paper BUGS 27/14-15) and an oral report from the Senior Assistant Registrar in the Central Timetabling Team, on behalf of the Academic Director for Global Sustainable Development, concerning the teaching timetable implications of the new joint degrees in Global Sustainable Development.
- (ii) An oral report from the Academic Director for Global Sustainable Development, concerning the issue of residential accommodation for students opting for the study abroad period for the new joint degrees in Global Sustainable Development.

RESOLVED:

That the Senior Assistant Registrar (Central Timetabling Team) be asked to provide an update to the next meeting of the Board.

(e) Undergraduate External Examiners' Reports for 2013/14 (minute 23/14-15 refers)

RECEIVED:

An oral report from the Chair concerning ongoing consideration of the Undergraduate External Examiners' Reports for 2013/14.

(f) First Year Board of Examiners' Conventions (minute 24/14-15 refers)

REPORTED:

That at its meeting on 23 February 2015 the Academic Quality and Standards Committee had resolved that:

- (i) When Secretaries to the First Year Board of Examinations contact departments to confirm the required core modules for their courses, that a clear definition is provided of these and that departments are also asked to describe how these have been communicated to students;
- (ii) First Year exam boards record clear minutes stating where discretion had been exercised and clearly articulating that how the student's achievements meet the core requirements of the programme as outlined in the course learning objectives;
- (iii) In this case, the Committee deemed it feasible for the amendment to be enacted with immediate effect as the proposed change only had the potential to operate to students' advantage;
- (iv) Terminology used in these Conventions needed to be clear and consistent and that all regulations supplied to departments needed clear definitions embedded within them;
- (v) That the Conventions be amended in light of comments from the Committee.

(AQSC minute 68/14-15)

(g) Regulations pertaining to Pass degree status (minute 25/14-15 refers)

REPORTED:

That at its meeting on 23 February 2015, the Academic Quality and Standards Committee had;

- (i) resolved that further changes would be required to the Intermediate Year Progression Requirements to ensure that they were consistent with the proposed revisions; and,
- (ii) recommended (to the Senate) that the proposed changes be approved with immediate effect but only for the current cohort which commenced their studies in 14/15, noting that amendments would need to be made to intermediate year conventions in advance of examination boards in the 2015/16 academic year.

(AQSC minute 70/14-15)

(h) HEAR – Section 6.1 Additional Information (minute 26/14-15 refers)

RECEIVED:

Clarification from the Department of Economics concerning the criteria for inviting second- and third-year students to act as supervisors for the Economics Briefing Project, previously considered as paper BUGS 14/14-15, that is that “all second and third years are invited to participate on a first-come, first-served basis.”

(Email communication from the Department of Economics, 21 May 2015, to the Assistant Secretary of the Board.)

(i) Report from the Seymour Replacement Working Group (minute 27/14-15 refers)

REPORTED:

- (i) That at its meeting on 23 February 2015, the Academic Quality and Standards Committee had recommended (to the Head of Service Development, Information Technology Services) that the work undertaken to support the development of examination grids be aligned across all departments;
- (ii) That at its meeting on 23 February 2015 the Academic Quality and Standards Committee had recommended (to the Senate) that the proposed changes by the Science Undergraduate Studies Committee relating to overcutting as set out in paper SUGS 15/14-15 be approved, noting that the changes proposed relating to undercutting (in points 16, 19 and 20) had not been supported by the Board of Undergraduate Studies (AQSC minute 71/14-15).
- (iii) That at its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science had received an oral report from the Chair on the Seymour Replacement working group:
  - (A) That the Academic Quality and Standards Committee had approved all but paragraph 20 (which related to undercutting) at its meeting of 23 January 2015;
  - (B) That Senate had approved all but paragraph 20 (which related to undercutting) at its meeting of 10 March 2015;
  - (C) That a working group was to be set up by the Senior Assistant Registrar (Teaching Quality) to look into issues around the Seymour replacement.

(SUGS minute 53(b),(c)&(d)/14-15 - unconfirmed)

(j) Waiving of assessed module components (minute 28/14-15 refers)

REPORTED:

That the Senate, at its meeting on 10 March 2015, considered and approved paper SUGS 18/14-15

(Senate minute XX/14-15)

(k) Student Staff Liaison Committee Report 2014/15 (minute 32/14-15 refers)

RECEIVED:

A report from the Chair (paper BUGS 32/14-15 refers)

REPORTED (by the Chair):

That the Senior Assistant Registrar (Teaching Quality) would ensure that the contents of the Chair's report were included in the next circulation of the Good Practice Guide on Information for Students and included in the Teaching Quality Newsletter.

35/14-15

Chair's Business

REPORTED (by the Chair):

That there would not be a Directors of Undergraduate Studies lunch during the summer term, due to the other commitments of the Directors.

36/14-15

Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board:

(a) Had approved the following requests for assessment changes on grounds of disability:

- (i) A change from a 2-hour to a 3-hour examination in module HI201, for a named student in History;
- (ii) Assessment by 1 x 2000 and 1 x 4500 word assignments in module AM211, for a named student in Comparative American Studies;
- (iii) Assessment by 3000 word assignment in module IE2D2, for a named student in the Centre for Education Studies;
- (iv) Assessment by 2500 word assignment instead of a 2-hour exam in module PH251, for a named student in Philosophy;
- (v) Assessment by 3-hour examination instead of 3000 word assignment in module IE2D1, for a named student in the Centre for Education Studies;
- (vi) Assessment by 2500 word assignment instead of a 2-hour examination in module PH334 and a 2500 word assignment instead of a 2-hour examination in module PH248, for a named student in Philosophy;

- (b) Had declined the following requests for assessment changes on grounds of disability:
  - (i) A request for a named student in Philosophy, on the grounds that there was no evidence that the student would be disadvantaged by one assessment method rather than another;
  - (ii) Requests for two named students in Theatre Studies, on the grounds that the proposals would simply involve reducing the burden of assessment by omitting the major element of assessment in the module concerned, the School being advised to deal with the students under the terms of Regulation 12
- (c) Had approved a request from Warwick Business School to reinstate reading time for module IB3G40, Law for Entrepreneurs.

37/14-15

Course Approval Process

CONSIDERED:

A paper from the Deputy Academic Registrar setting out recommendations regarding the University's course approval process, as set out in paper AQSC 41/14-15.

REPORTED:

- (a) That at its meeting on 13May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science had recommended to the Deputy Academic Registrar;
  - (i) That more consideration is given to the process to ensure that course approvals are reviewed before they are progressed too far, in particular to ensure there is not overlap with existing provision;
  - (ii) That the Faculty sub-committees should see all initial proposals prior to full development;
  - (iii) That timetabling should be a key part of the consideration of any new programmes, and in particular of any joint programmes.

(SUGS minute 43/14-15 – unconfirmed)

- (b) That at its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Social Science had recommended to the Academic Quality and Standards Committee that the recommendations outlined in paper AQSC 41/14-15 be approved, noting the following conditions;
  - (i) Presence of discipline/Faculty representatives on the Review Panel groups considering course proposals;
  - (ii) That the Review Panel retain the option of meeting in person to consider and discuss course proposals, noting the Committee's positive experience with such discussions and wider benefits for academic departments.

(UFSS minute 49/14-15 – unconfirmed)

- (c) That at its meeting on 13May 2015 the Undergraduate Studies Committee of the Board of the Faculty of Arts had resolved that the recommendations outlined in paper AQSC 41/14-15 be supported.

(AUSC minute 60/14-15 – unconfirmed)

RECEIVED:

An oral report from Professor Lamburn, Chair of the Course Approval Working Group on the recommendations regarding the University's course approval process, as set out in paper AQSC 41/14-15.

RESOLVED:

- (a) That the Board welcomed the following features of the revised course approval process set out in paper AQSC 41/14-15:
  - (i) The proposal for an electronic workflow system for course approval;
  - (ii) The proposal for a unified approval final stage which incorporates resolution of non-academic matters (e.g. resourcing);
  - (iii) The principle of smaller numbers of approvers considering smaller numbers of course proposals in the process prior to final approval; and,
  - (iv) Measures to make the process more responsive where necessary to factors such as externally-determined deadlines for course introduction.
- (b) That the Board would recommend, however, that the Boards of Undergraduate Studies and Graduate Studies should retain a formal role in the approval of the academic quality and rationale of new courses, and would therefore request clarification of the relationship between the proposed new course approval panel and the existing committee structures.

38/14-15

HEAR – Section 6.1 Additional Information

CONSIDERED:

- (a) An application from the School of Life Sciences for the inclusion of a Personal Development Module in Section 6.1 of the HEAR, as outlined in paper BUGS 23/14-15.
- (b) An application from the BA in Liberal Arts and the BA in Global Sustainable Development for inclusion of the Certificate of Digital Literacy in Section 6.1 of the HEAR, as outlined in papers BUGS 24/14-15 and BUGS 24a/14-15.
- (c) An application from the BA in Liberal Arts and BA in Global Sustainable Development for inclusion of the Certificate of Cultural Communication in Section 6.1 of the HEAR, as outlined in papers BUGS 25/14-15 and BUGS 25a/14-15.
- (d) An application from the International Office for the inclusion of the 3-stage Intercultural Training for Studying and Working Abroad, in Section 6.1 of the HEAR, as outlined in paper BUGS 33/14-15.

RESOLVED:

That applications (a) – (d) above, be approved.

(a) Warwick Business School

## CONSIDERED:

The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that the Chair of the Committee, acting on its behalf, consider the proposals from Warwick Business School to introduce the following new undergraduate degree courses, as outlined in paper UFSS 39/14-15, in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action:

- (i) BSc Management with Marketing
- (ii) BSc Management with Finance.

(UFSS minute 50(a)/14-15 – unconfirmed)

## RESOLVED:

That the above proposals from Warwick Business School, be approved, subject to confirmation from the Warwick Business School, to be considered by the Chair on behalf of the Board, of the number of finance-related modules required in the third year of the BSc Management with Finance.

(b) Centre for Applied Linguistics

## CONSIDERED:

The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that a nominated member of the Committee, acting on its behalf, consider the proposals from the Centre for Applied Linguistics to introduce the following new undergraduate diploma course, as outlined in paper UFSS 51/14-15, in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action, noting that the proposal originated from the Chair's department:

- (i) Diploma: English Language, Media and Intercultural Communication.

(UFSS minute 50(b)/14-15 – unconfirmed)

## RESOLVED:

That the above proposal from the Centre for Applied Linguistics, be approved, noting that the Chair of the Undergraduate Studies Committee of the Faculty of Social Science had approved the proposal on behalf of the Committee.

(c) Global Sustainable Development Degrees

## CONSIDERED:

- (i) A proposal from the Academic Director for Global Sustainable Development, to change the title of degrees in the Global Sustainable Development suite of courses, as outlined in paper BUGS 26/14-15.

- (ii) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal for a new BAsc degree in Global Sustainable Development with Theatre and Performance Studies, to commence in October 2016, as set out in paper AUSC 57/14-15, be approved, subject to receipt of amended paperwork to show the degree title of 'Theatre and Performance Studies and Global Sustainable Development'.

(AUSC minute 57(c)/14-15 – unconfirmed)

- (iii) The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that the Chair of the Committee, acting on its behalf, consider the proposals to introduce the following new undergraduate joint degree courses, in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action:
  - (A) BAsc Economic Studies and Global Sustainable Development, as outlined in paper UFSS 54/14-15;
  - (B) BAsc Politics and International Studies and Global Sustainable Development, as outlined in paper UFSS 50/14-15.

(UFSS minute 50(c)/14-15 – unconfirmed)

- (iv) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015, that the BAsc Psychology and Global Sustainable Development degree, as outlined in paper SUGS 23/14-15, not be approved until issues regarding timetabling are fully considered and resolved.

(SUGS minute 44(f)/14-15 – unconfirmed)

RESOLVED:

- (i) That the proposal as set out in paper BUGS 26/14-15, be approved.
- (ii) That the proposal as set out in paper AUSC 57/14-15, be approved, subject to receipt of amended paperwork to show the degree title of 'Theatre and Performance Studies and Global Sustainable Development'.
- (iii) That the proposals as set out in paper UFSS 54/14-15 and UFSS 50/14-15, be approved, it being noted that the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Science had no further comment to make.
- (iv) That the proposal as set out in paper SUGS 23/14-15, be approved, subject to confirmation from Space Management and Timetabling that priority would remain with the larger courses, as requested by the Undergraduate Studies Committee of the Faculty of Science (SUGS minute 44(f)/14-15 refers).

(d) Department of Computer Science

CONSIDERED:

The recommendations of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015:

- (i) That the proposal from the Department of Computer Science for the MEng/BEng/BSc Computer Systems Engineering (with and without intercalated year), as outlined in paper SUGS 29/14-15, be approved;
- (ii) That the proposal from the Department of Computer Science for the MEng in Discrete Mathematics (with and without intercalated year), as outlined in paper SUGS 30/14-15, be approved, subject to receipt of a revised CA1 form reflecting the correct modules.

(SUGS minute 45(b)/14-15 – unconfirmed)

RESOLVED:

- (i) That the proposal as set out in paper SUGS 29/14-15, be approved.
- (ii) That the proposal as set out in paper SUGS 30/14-15, be approved.

(e) Liberal Arts

CONSIDERED:

- (i) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal from the Academic Director for Liberal Arts, to introduce a new 'Classics' pathway to commence in October 2016, as set out in paper AUSC 58/14-15, be approved.

(AUSC minute 58(c)/14-15 – unconfirmed)

- (ii) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015, that the proposal from the Academic Director for Liberal Arts, to introduce a new pathway in 'Life Sciences', as set out in paper SUGS 21/14-15, be approved.

(SUGS minute 33(c)/14-15 – unconfirmed)

RESOLVED:

- (i) That the proposal as set out in paper AUSC 58/14-15, be approved.
- (ii) That the proposal as set out in paper SUGS 21/14-15, be approved.

(f) School of Theatre, Performance and Cultural Policy Studies

CONSIDERED:

The recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, following its meeting on 13 May 2015, acting on behalf of the Committee, that the proposal for a BA in Theatre and Performance Studies (with or without intercalated year), to commence in October 2015, as set out in paper AUSC 26(revised)/14-15, be approved.

(E-mail from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, 13 May 2015)

RESOLVED:

That the proposal as set out in paper AUSC 26 (revised)/14-15, be approved.

(g) School of Modern Languages and Cultures

CONSIDERED:

The recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, following its meeting on 13 May 2015, acting on behalf of the Committee, that the proposal for a BA in Foreign Language and Culture (without intercalated year), to commence in October 2015, as set out in paper AUSC 67/14-15, be approved.

RESOLVED:

That the proposal as set out in paper AUSC 67/14-15, be approved.

40/14-15

Discontinuation of undergraduate courses of study

CONSIDERED:

The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal from the Department of History to remove the BA Honours degree in History, Literature and Cultures of the Americas, as set out in paper AUSC 43/14-15, from recruitment, be approved.

(AUSC minute 59/14-15 – unconfirmed)

RESOLVED:

That that the proposal as set out in paper AUSC 43/14-15, be approved.

Credit and Module Framework

## CONSIDERED:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed changes to the Credit and Module Framework, as set out in paper AQSC 48/14-15, it being noted that:

- (a) At its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science reported that the proposals as set out in paper AQSC 48/14-15 already mirrored practice in Faculty of Science departments and was not anticipated to require any change;

(SUGS minute 42/14-15 – unconfirmed)

- (b) At its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Social Science recommended that the amendments to the Framework with regards to deregistration of modules, be approved;

(UFSS minute 48/14-15 refers – unconfirmed)

- (c) At its meeting on 13 May 2015 the Undergraduate Studies Committee of the Board of the Faculty of Arts resolved that the recommendations outlined in paper AQSC 48/14-15 be supported.

(AUSC minute 61/14-15 – unconfirmed)

## RECOMMENDED:

That the paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed changes to the Credit and Module Framework, as set out in paper AQSC 48/14-15, be approved.

Mitigating Circumstances Review

## CONSIDERED:

A paper, AQSC 74/14-15, from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance.

## RECOMMENDED:

That the paper, AQSC 74/14-15, from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance, be approved.

National Student Survey (NSS) update

## REPORTED:

(a) NSS 2015

That NSS 2015 closed on Thursday 30 April 2015, noting that the institutional response rate surpassed that achieved in NSS 2014.

(b) NSS 2015 publication dates

- (i) That the first release of Warwick's NSS 2015 data would take place on 31 July 2015, noting that it will be under strict embargo until public release on 12 August 2015;
- (ii) That students' open comments would be released for internal use only on 20 August 2015;
- (iii) That the Teaching Quality team will provide departments with specific timescales for release of tailored NSS datasets later in term 3;
- (iv) That Unistats (KIS) would be updated on 2 September 2015 with NSS 2015 information.

(c) NSS 2015 Survey and target list debrief

That the Teaching Quality team would be holding a debrief and planning session to facilitate getting as accurate a target list for NSS 2016 as possible, which will be open to all staff. Colleagues wishing to attend the sessions (date to be confirmed) are invited to express their interest by emailing [quality@warwick.ac.uk](mailto:quality@warwick.ac.uk) before the end of May 2015.

Monitoring and Review Working Group Update

## CONSIDERED:

Recommendations from the Monitoring and Review Working Group regarding the Annual Course Review process, as set out in paper AQSC 40/14-15, together with an oral report from Professor Lamburn, Chair of the Monitoring and Review Working Group.

## RECOMMENDED:

That the proposals to replace the Annual Course Review reports with a new process as set out in paper AQSC 40/14-15, be approved in principle, subject to:

- (a) There being a review of the new process after 12 months;
- (b) Consideration being given to involving members of the Board of Undergraduate Studies in the proposed AAM and EEM processes;
- (c) Further consideration being given to the operation of the process in the Medical School, and in particular to the issue of which units within the School should be treated as departments.