**UNIVERSITY OF WARWICK**

**BOARD OF UNDERGRADUATE STUDIES**

Minutes of the meeting of the Board of Undergraduate Studies held on 5thJune 2013.

Present: Professor R Leng (in the Chair), Professor T Bugg, Mr J Entwistle, Dr C Hoerl, Dr C Jenainati, Dr G Martin, Dr F McKay, Dr C Melville, Dr R Moseley, Dr D Wood, Dr C Wright.

In Attendance: Mr K Pears, Dr J Taylor.

Apologies: Professor N Johnson, Dr T Sinclair, Dr T White, Dr J Vickery.

34/12-13 Minutes

RESOLVED:

That the minutes of the meeting held on 19th February 2013, be approved.

35/12-13 Matters Arising on the Minutes

1. “Bright Start” BSc Accounting & Finance(min 28 (t)/12-13 refers).

CONSIDERED:

The revised proposal from the WBS for a new course BSc Honours in Accounting & Finance (Bright Start) as set out in papers UFSS.79a/12-13 (revised) and UFSS.43/12-13 (revised 3), amended as required by the Board at its last meeting.

RESOLVED:

That the revised proposal as set out in papers UFSS.79a/12-13 (revised) and UFSS.43/12-13 (revised 3), be approved.

1. BA Language, Culture and Communication (min 28(p)/12-13 refers)

REPORTED:

That, following the receipt of revised documentation from the Centre for Applied Linguistics pertaining to the BA in Language, Culture and Communication (papers UFSS.77a/12-13 (revised), UFSS.77b/12-13 (revised), UFSS.77e/12-13 (revised), UFSS.77g/12-13 (revised), UFSS.77j/12-13 (revised), UFSS.77l/12-13 (revised) - UFSS.77n/12-13 (revised), UFSS.77p/12-13 (revised)), the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, acting on its behalf, had taken action to recommend to the Board of Undergraduate Studies that the course be approved.

RESOLVED:

That the revised proposal as set out in papers UFSS.77a/12-13 (revised), UFSS.77b/12-13 (revised), UFSS.77e/12-13 (revised), UFSS.77g/12-13 (revised), UFSS.77j/12-13 (revised), UFSS.77l/12-13 (revised) - UFSS.77n/12-13 (revised), UFSS.77p/12-13 (revised) , be approved.

1. BSc in Information Systems Management and Innovation (min 28 (q)/12-13 refers)

 REPORTED:

That, following the outcome of a consultation with the Department of Computer Science, the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, acting on its behalf, had taken action to recommend to the Board of Undergraduate Studies that the course be approved.

CONSIDERED:

The above recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.

RESOLVED:

That the proposal for the BSc in Information Systems Management and Innovation be approved in accordance with the recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.

1. Harmonisation of First-Year Boards of Examiners’ Conventions (min 30/12-13 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 28th February 2013, had considered the revised draft of the First Year Boards of Examiners’ conventions (paper BUGS 18/12-13) and resolved:

That the proposed revisions to the First Year Boards of Examiners’conventions, as set out in paper BUGS 18/12-13, be approved by the Chair of the Committee, acting on its behalf, subject to:

1. Consideration of minor amendments to the Conventions to clarify the differences in procedure expected at June or September Boards of Examiners’ meetings;
2. Further consideration of the date of introduction of the policy, and how this might impact on students on a period of temporary withdrawal or who are resitting without residence at the point of introduction
3. Further discussion of the conventions with the Centre for Lifelong Learning to discuss the implications for students on part-time degrees.

(AQSC minute 72/12-13)

 RECEIVED:

 An oral report from the Chair.

1. Replacement of the Seymour Formula in the Faculty of Science (min 33/12-13 refers)

REPORTED:

a. That, at its meeting on 28th February, the AQSC had resolved that the proposed amendments to the Undergraduate Degree Classification Conventions, be approved in principle and form the basis of a wider consultation with the other Faculty Undergraduate Studies Committees in the coming term, noting the views of the Committee that:

(1) it would be necessary to clarify whether the marks for “failed” modules taken as additional credit should be discounted from the calculation of the average where permitted under the proposed convention; and

(2) if fail marks were to be discounted from the calculation of the average as outlined … that further analysis be undertaken to ensure that there are no unintended consequences arising from the proposed amendments.

b. That the Sub-Faculty of Science, at its meeting on 8 May 2013, had considered the situation with failed modules taken as additional credit and **recommended** (to the Board of Undergraduate Studies) that the failed modules taken as additional credit should be counted towards the calculation of the average under the new formula.

(SFS minute 24 (b) (iv)/12-13)

CONSIDERED:

The above recommendation of the Sub-Faculty of Science.

RECOMMENDED:

That the recommendation of the Sub-Faculty of Science, be approved.

1. Regulation 8: 4-year IUMDs (min 15/12-13 refers)

REPORTED:

That it had been reported to the Sub-Faculty of Science, at its meeting on 8 May 2013, that a number of departments were experiencing this issue again as exam boards were happening in June and students were asking about transfers to try to get the best possible result, and that the Sub-Faculty recommended (to the Deputy Academic Registrar) that departments be given guidance before the June 2013 Boards of Examiners about this issue, in particular clarification about the latest point at which students can request a transfer from a 4-year integrated Masters degree to a 3 year degree course, and from a 3-year course to a 4-year integrated Masters degree programme.

(SFS minute 25 (f) /12-13)

 RECEIVED:

 An oral report from the Chair.

 RECOMMENDED:

That a convenient final date for students in the fourth and final year of an Integrated Undergraduate Master’s degree to opt to graduate with a Bachelor degree should be set during the early Spring Term, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case.

1. Pass Mark for 4th year Modules on Integrated Masters Degrees (min 26(a)/12-13 refers)

REPORTED:

That at the meeting of the Sub-Faculty of Science held on 8th May 2013, it had been reported :

1. That there was a conflict between the proposed change and the credit/module framework and the degree classification conventions;
2. That this could cause confusion with the recording of marks on the HEAR, with the mark between 40 -49% appearing as a pass mark for the UG-level modules, but appearing as a fail for any M-level modules;
3. That this change may also result in the disappearance of 3rd class degrees as students would “fail” too many modules at 40-49% to be able to achieve this classification;
4. That this would cause problems for any degree programme where year 3 and year 4 students were able to pick from the same pool of modules (i.e. UG level and M level). In particular, it was unclear to the Sub-Faculty what the pass mark would be for a fourth-year student taking a third-year module

and that the Sub-Faculty had resolved:

1. That the Sub-Faculty was concerned with the contradiction between the increase of the pass mark to 50% in the fourth year and the University’s regulations which state that a 40% pass mark is required for a third class degree;
2. That departments should be asked to canvass the views of their external examiners during the current exam period regarding practice in other universities

and that the Sub-Faculty had **recommended** (to the Senior Assistant Registrar (Teaching Quality):

That modelling of the impact of these changes is carried out, possibly with the results of the cohort of integrated Masters degree students graduating in Summer 2013.

 (SFS minute 32/12-13)

 RESOLVED:

That the Sub-faculty of Science/Teaching Quality office be encouraged to carry out modelling of the impact of the changes with reference to the cohort of students graduating this Summer.

1. Regulation 8.12: scope of preliminary review panels

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 20 May 2013, had considered a proposed amendment to Regulation 8.12, in the light of the interpretation of paragraph (3) of the Regulation made by the Office of the Independent Adjudicator (paper BUGS 10/12-13), together with an oral report from the Senior Assistant Registrar (Teaching Quality), and had recommended (to the Senate):

That the proposed amendments to Regulation 8.12 be approved with immediate effect.

and had resolved:

* 1. That Regulation 37 Governing Taught Postgraduate Courses be amended to ensure that the remit of the Preliminary Review Panel for appeals relating to postgraduate taught courses be aligned to the amended version of Regulation 8.12.
	2. That proposed amendments to institutional policies and regulations applying to taught courses should be aligned across undergraduate and postgraduate taught provision, as appropriate, to ensure consistency in approaches.

(minute AQSC 95/12-13).

36/12-13 Membership

REPORTED:

That the Chair of the Board of the Faculty of Social Sciences, acting on its behalf, had recommended to the Senate the appointment of Dr Caroline Wright as Faculty of Social Sciences representative on the Board of Undergraduate Studies, with immediate effect.

37/12-13 Chair’s Action

REPORTED:

1. That the Chair, acting on behalf of the Board, had approved requests for Reading Time for the following examinations:

EC3400 Topics in Applied Economics (A)

EC3430 Topics in Applied Economics (B)

HI31R0 The Elizabethan Reform

HI31S0 Print, Knowledge & Power in Early Modern Italy

1. That the Chair, acting on behalf of the Board, had approved requests for special examination arrangements as follows:
	* 1. In the case of a named student in History, permission to be assessed wholly by examination in two modules, on medical grounds;
		2. In the case of a named student in Law, permission to be assessed by 48 hour take-home examinations (instead of unseen exams) in three 15 credit modules, on medical grounds;
		3. In the case of a named student in English, permission to use a recording device in place of a live scribe, on medical grounds.
2. That the Chair, acting on behalf of the Board, had approved requests for variations of syllabus as follows:
	* + - 1. for one named student in the Centre for Lifelong Learning (permission not to take core module CE204 Research Methods in Social Sciences);
				2. for two named students in the School of Engineering (permission to take ES411 Directed Reading Course (15 CATS) in place of a 30 credit language option, leaving the students 15 credits short of the full 120 credit load in year 2, which shortfall should be made up in year 3);
3. That the Chair, acting on behalf of the Board, had approved the course specification for a Pass degree variant of the BA in Language, Culture and Communication (ref agendum 2(b) above).
4. That the Chair, acting on behalf of the Board, had approved a revised course proposal for the BA Modern Languages (BUGS minute 28(k)/12-13 refers) to include two additional routes, namely, German and Spanish with French, and German and Spanish with Italian.

38/12-13 Chair’s Business

 REPORTED (by the Chair):

1. Review of intermediate-year examination board procedure

That, following the recent review of First-year Board of Examiners’ conventions, a working party would be established shortly to review intermediate-year examination board procedure;

1. Moderation

That the Academic Quality and Standards Committee would shortly establish a working party to review moderation practice at both undergraduate and taught postgraduate level;

1. Intermediate-year Progression Rule

That the Teaching Quality office had emailed departments concerning the application of the intermediate-year progression rule and to ascertain the measures taken to publicise this to students.

39/12-13 Postgraduates as Teachers

RECEIVED:

A paper from the Chair of the Board and the Chair of the Board of Graduate Studies arising from a survey about postgraduate students as teachers ((paper BUGS 25/12-13).

RESOLVED:

That the proposed Board of Undergraduate Studies’ working party to consider aspects of this matter be composed as follows:

Professor Leng (Chair)

Dr Jenainati

Dr Melville

Dr Moseley

Dr Wood

Dr Wright

Student Representative (Students’ Union Education Officer)

40/12-13 QAA Institutional Review

 REPORTED:

 That the final report of the Warwick QAA Institutional Review 2013 had been published on 24 May 2013 and was available on the University website (<http://warwick.ac.uk/quality/categories/institutionalreview>).

RESOLVED:

That the Board wished to offer its congratulations to the Teaching Quality team for its contribution to the successful review.

41/12-13 50% Rule

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 20 May 2013, had considered a paper from the Assistant Registrar (Learning and Teaching) on the “50% Rule” (paper AQSC 56/12-13) and had **recommended** (to the Senate):

(a) That the “50% rule”, relating to the proportion of a students’ total assessment across a degree programme which must be carried out under examination conditions, be discontinued, noting the view of the Committee that:

(i) Any alterations to course regulations arising from the discontinuation of the rule should be department- led; and

(ii) There should be no obligation for departments to reduce the number of examinations in the absence of a clear, departmentally- driven, academic rationale to do so;

(b) That a small sub-group of AQSC be convened to consider an implementation plan for discontinuing the “50% rule” and the appropriate timescales for so doing, together with the implications of discontinuing the “50% rule” in relation to:

(i) Ensuring that the assessment of students continues to be conducted at course level through a cohesive and strategic approach;

(ii) Concern around the potential for increased incidences of plagiarism, and the means to mitigate against this;

(iii) The prospect of an increased module and course approval burden on academic and administrative departments in the short term, and the means to effectively alleviate such load if necessary.

 (minute AQSC 98/12-13).

42/12-13 Revisions to Reg 8.10 [WMS]

CONSIDERED:

Proposals from the Warwick Medical School for revisions to Regulation 8.10 (papers BUGS 23/12-13 and MUSC36/12-13 (rev)).

RECOMMENDED:

That the proposed revisions to Regulation 8.10, as set out in paper MUSC36/12-13 (rev), be approved.

43/12-13 New Courses of Study

CONSIDERED:

1. A proposal from the Warwick Manufacturing Group for a part-time BEng degree in Applied Engineering for introduction in September 2013 (paper SFS.14/12-13);
2. A proposal from the Department of Statistics for a new BSc Honours degree in Data Science for introduction in October 2014 (paper SFS.13/12-13);
3. Proposals from the Centre for Lifelong Learning for new Diploma courses as follows:
	* + - 1. Diploma in Teaching Disabled Learners (papers UFSS.97a-c/12-13);
				2. Diploma in Education and Training (Teaching Disabled Learners) (papers UFSS.98a-c/12-13 );
				3. Diploma in Teaching Functional English (papers UFSS.99a-c/12-13).

RESOLVED:

1. That the proposal from the Warwick Manufacturing Group for a part-time BEng degree in Applied Engineering for introduction in September 2013, as set out in paper SFS.14/12-13, be approved;
2. That the proposal from the Department of Statistics for a new BSc Honours degree in Data Science for introduction in October 2014, as set out in paper SFS.13/12-13, be approved;
3. That the Proposals from the Centre for Lifelong Learning for new Diploma courses as follows:
	1. Diploma in Teaching Disabled Learners (as set out in papers UFSS.97a-c/12-13);
	2. Diploma in Education and Training (Teaching Disabled Learners) ( as set out in papers UFSS.98a-c/12-13 );
	3. Diploma in Teaching Functional English (as set out in papers UFSS.99a-c/12-13)

be approved, subject to confirmation from the Teaching Quality office that the titles of “Diploma” were appropriate for the proposed credit weightings of the qualifications (it being noted that Dr McKay reported that such nomenclature had been agreed with the University by a previous Director of the Centre for Lifelong Learning).

REPORTED:

That, at its meeting on 8th May 2013, the Undergraduate Studies Committee of the Board of the Faculty of Medicine had considered the following documents in order to “approve in principle” a new BSc degree course in Human Health for introduction in 2014/15:

1. Supporting memo (MUSC.61/12-13);
2. Course proposal (MUSC.62-65/12-13);
3. External Advisor’s Report (MUSC.66/12-13);
4. Course specification (MUSC.67/12-13);

and had resolved:

1. That, in principle, there is support for the degree, but that further work is needed to ensure an appropriate balance between the views of potential employers and potential applicants;
2. That, whilst it was appropriate that the course should address future challenges in healthcare (for example, the changing nature of illness and the application of new technologies), the course should not be targeted too strongly towards a narrow range of career outcomes;
3. That the balance of content (science and non-science) needs to be addressed, in particular noting that applicants are likely to be looking for evidence of opportunities to develop depth in some subject areas;
4. That the main market is likely to be school leavers and that the WMS Marketing department should target its market research at this group;
5. That the market research, and further development, should also consider how this degree might be attractive to applicants also considering application for an MBChB course;
6. That there is general support for a placement year, but that this should include a specific focus on how real organizations work;
7. That the course be approved in principle, subject to the above feedback and outcomes of the market research being taken into account;
8. That the initial paperwork, as listed in a. to d. above be forwarded to the Board of Undergraduate Studies for approval, with the proviso that further modular paperwork will follow.

CONSIDERED:

The proposal from the Warwick Medical School for a BSc degree course in Human Health for introduction in October 2015, together with the above resolutions of the Undergraduate Studies Committee of the Board of the Faculty of Medicine.

 RESOLVED:

That the Board approved in principle the development of the BSc in Human Health and would consider the finalised course proposal from the Warwick Medical School in due course.

44/12-13 Refreshed MBChB and Intercalated Masters

REPORTED:

That, at its meeting on 8th May 2013, the Undergraduate Studies Committee of the Board of the Faculty of Medicine had considered a proposal for the Refreshed MBChB and intercalated Masters, as set out in paper MUSC 52/12-13 and had resolved:

1. That the proposal be approved as set out in paper MUSC 52/12-13, noting that the HESA reporting issue needs to be addressed;
2. That the paperwork be forwarded to the Board of Undergraduate Studies for approval.

 CONSIDERED:

The proposal from the Warwick Medical School for the Refreshed MBChB and intercalated Masters, as set out in paper MUSC 52/12-13 , together with the above resolutions of the Undergraduate Studies Committee of the Board of the Faculty of Medicine.

RESOLVED:

That the refreshed arrangements for the intercalation of a master’s degree, as set out in paper MUSC 52/12-13 , be approved.

45/12-13 The Award of BMedSci in the Refreshed Curriculum

REPORTED:

That the Board of the Faculty of Medicine, at its meeting on 8th May 2013, had considered papers MUSC.33/12-13 (rev) and MUSC.34/12-13 (rev) regarding the award of the BMedSci in the refreshed MBChB curriculum (it being reported that the BMedSci would be awarded at the end of Phase II and that the documentation reflected the learning outcomes to be achieved by this point), and had resolved that papers MUSC.33/12-13 (rev) and MUSC.34/12-13 (rev) be approved.

CONSIDERED:

The above resolution of the Board of the Faculty of Medicine, together with papers BUGS 30/12-13 and BUGS 31/12-13 from the Warwick Medical School concerning the award of the BMedSci in the refreshed MBChB curriculum.

RESOLVED:

That the arrangments for the award of the BMedSci in the refreshed MBChB curriculum, as set out in papers BUGS 30/12-13, BUGS 31/12-13, MUSC.33/12-13 (rev) and MUSC.34/12-13 (rev) , be approved.

46/12-13 Regulation 11: Cheating in University Tests

 RECEIVED:

Summary data from departments regarding any cases of cheating in University tests dealt with by Heads of Department under Regulation 11 (B) (2) (b) in the academic year 2011/12 (paper BUGS 26/12-13).

RECOMMENDED (to Academic Quality and Standards Committee):

That, in the light of the changing technical and commercial environment affecting plagiarism and cheating:

1. the University be asked to consider the provision of training for departmental staff (via IT Services and the Learning and Development Centre as appropriate) in the best use of Turnitin and any other appropriate plagiarism detection techniques;
2. that the Committee should review and revise the information on plagiarism and cheating that is made available to students at University level.

47/12-13 Report of IATL Interdisciplinary Modules Approved

REPORTED:

That the Institute of Advanced Teaching and Learning had provided its list of approved undergraduate modules for the 2013/14 academic year (paper BUGS 24/12-13).

48/12-13 Reports of External Examiners for Undergraduate Courses for 2010/11 and 2011/12

RECEIVED:

A copy of a memorandum from the Chair of the Board relating to the most recent consultation of the Board Sub-Group for the review of External Examiners’ reports (paper BUGS 27/12-13).

CONSIDERED:

1. Responses from the Departments of Physics and Politics on points raised in External Examiners’ reports received since the last meeting of the Board (paper BUGS 28/12-13);
2. Further replies from the Department of English and the School of Engineering following consideration of their responses to External Examiners’ reports by the Sub-Group (paper BUGS 29/12-13).

RESOLVED:

That, further to the reply from the Department of English in paper BUGS 29/12-13, it be noted that the University’s current guidance on the duties and functions of External Examiners readily permitted the exercise of an “audit” as opposed to an “adjudicatory” role.

49/12-13 Directors of Undergraduate Studies Lunch

` REPORTED:

That the next lunch meeting for Directors of Undergraduate Studies would take place on 7th June 2013 in room CMR 1.0, University House.

RECEIVED:

An oral report from the Chair on the agenda for the meeting.

50/12-13 Disruption by Students in Examination Sessions

 CONSIDERED:

An oral report from the Secretary on an incident of disruption to an examination session.

RESOLVED:

That, with effect from the academic year 2013/14, the Senate regulation on mobile phones in examinations be enforced to the letter, that is, that candidates simply be not permitted to bring mobile phones into examination rooms (except as may on occasion possibly be approved under special examination arrangements for individual students).

51/12-13 Feedback on Formative Work

 RESOLVED:

That the Teaching Quality office be asked to confirm the understanding of Board members that departments were not obliged to provide feedback on formative work if this were submitted late without mitigation of the late submission.

52/12-13 Temporary Withdrawals

REPORTED (by the Chair of the Undergraduate Studies Committee of the Faculty of Social Sciences):

That the Faculty had noted an increase in the number of students requesting temporary withdrawal and that this was a phenomenon which may merit future investigation.

53/12-13 Innovation in the Market Assurance of New Programmes

 REPORTED (by Dr Melville):

That the report on “Innovation in the Market Assurance of New Programmes”, produced by the HEFCE Leadership, Governance and Management Project in November 2012, was commended to the Board as a useful reference work on this subject.

54/12-13 Day of Board Meetings

 RESOLVED:

That the Governance office be informed of the preference of Board members for meetings of the Board to be scheduled on Wednesday afternoons.

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