

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on 30 May 2017.

Present: Professor Roger Leng (Chair), Dr Andrew Clark, Ms Tilly Harrison,
Dr Joanne Lee, Professor Lesley Roberts, Dr Helen Wheatley,
Ms Hope Worsdale

In attendance: Mr Derek Brandist, Dr Joe Taylor

Apologies: Dr David Britnell, Ms Elizabeth Jones, Professor Christoph Mick,
Dr Philip Young

MATTERS CONSIDERED BY THE BOARD OF UNDERGRADUATE STUDIES

The following items and reports were considered at the meeting.

27/16-17 **Conflicts of Interest**

REPORTED:

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*.

RESOLVED:

That no conflicts of interest had been declared.

28/16-17 **Minutes**

RESOLVED:

That the minutes of the meeting held on 13 February 2017, be approved.

29/16-17 **Matters Arising on the Minutes**

- (a) Task and Finish Group on Regulation 36 and Late Penalties (Minute 21(b)/16-17 refers)

RECEIVED:

An oral report from the Chair explaining that a response from the Board of Graduate Studies had not been received and the matter therefore remained unresolved.

- (b) Task and Finish Group on the Application of the Marking Scale (Minute 21(c)/16-17 refers)

RECEIVED:

An oral report from the Chair explaining that the matter is now being considered by the Quality Assurance Working Group.

- (c) Proofreading Policy (Minute 21(d)/16-17 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 20 February 2017, had recommended to Senate that the Proofreading Policy set out in BGS 5/16-17 {revised 2} be approved subject to a minor amendment in Section 4, agreed in the meeting. (AQSC Minute 58/16-17 refers)

- (d) Receipt and scrutiny of expert reports relating to disability (Minute 21(e)/16-17 refers)

RECEIVED:

An oral report from the Chair explaining that written discussion had been undertaken with Disability Services.

REPORTED (by Dr Joanne Lee):

That in recent discussions Disability Services had recognized the need to rationalize the compensatory provisions granted in mental health cases, for example, with regard to rest breaks, to reduce the burden of recommendations for individual supervisions in departments.

RECOMMENDED (to Disability Services):

That Disability Services be asked to consider the possibility of providing an in-house educational psychology assessment service in order to provide a consistent standard of assessment and to avoid financial barriers to students' equal access to diagnostic services, it being noted that the Students' Union may also wish to consider the latter issue.

- (e) Task and Finish Group on Degree Classification Conventions (Minute 21(f)/16-17 refers)

RECEIVED:

An oral report from the Chair explaining that the matter is now being considered by the Quality Assurance Working Group.

- (f) Resignation of the Chair of the Board of Undergraduate Studies (Minute 22(b)/16-17 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 20 February 2017, had resolved "That Professor Leng be thanked for his considerable contribution to the business of the Board and for the collegiate way in which he had undertaken this work." (AQSC Minute 51(a)/16-17 refers)

- (g) Changes to Regulations for First Degrees (Minute 25/16-17 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 20 February 2017, had recommended to the Senate that the proposal from the School of Engineering to revise Regulation 8.3, as set out in paper SUGS 26/16-17, be approved and that the change take immediate effect to current and incoming students as of the 2016/17 Examination Boards. (AQSC Minute 60/16-17 refers)

30/16-17 **Chair's Business**

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

RECEIVED:

An oral report from the Chair on the Directors of Undergraduate Studies Spring Term lunch.

- (b) Proposed Changes to Academic Governance

RECEIVED:

- (i) A paper (BUGS 18/16-17) containing feedback from the Faculty Undergraduate Studies Committees on the Consultation Paper on Proposed Changes to Academic Governance, submitted by the Academic Governance Review Group (BUGS 14/15-16 refers).
- (ii) An oral report from the Chair summarising the Board's response to the consultation paper from the Academic Governance Review Group (BUGS 14/15-16 refers).

RESOLVED:

- (iii) That the Board would question the necessity for and practicality of all academic departments having single Departmental Directors of Education working across all levels of study and believes departments should be free to determine whether or not they should appoint such a single Director or whether a different officer structure would serve them better;
- (iv) That in general the Board was concerned at the lack of reference to resourcing the proposed new Directorships at both departmental and faculty level, with particular concern being expressed by members at the scale of the role envisaged for Faculty Education Committee Chairs, especially in the light of the proposed merging of responsibility for undergraduate and postgraduate academic matters;
- (v) That similarly a single Education Committee in each Faculty may prove too unwieldy a body;

- (vi) That Board members regarded it as important that there should continue to be a body or bodies reflecting all faculties capable of drawing on experience and expertise across faculties to contribute to the formation of academic policies at the undergraduate level, such as has been achieved by the Board of Undergraduate Studies, and to consider broader issues that may arise from new course proposals that may not be captured by the new course approval process;
- (vii) That the Board would consider it of great importance to maintain academic involvement in the consideration of External Examiners' reports, which would also help to inform best practice in the relevant areas;
- (viii) That the concern of Board members about the short time-scale for the consultation process for the Academic Governance Review be recorded, it being noted that the plans were first mentioned in a paper to Senate in the Summer Term 2016, but that consultation on detailed proposals has only occurred late in the current academic year, which is also an impediment to academic departments being able to organise internal workloads for the 2017/18 academic year.

31/16-17 **New Courses of Study**

RESOLVED:

(a) School for Cross-Faculty Studies

- (i) That the proposal, as set out in paper AUSC.27/16-17, for a BAsC Honours degree in Global Sustainable Development and a BAsC Honours degree in Global Sustainable Development with Intercalated Year, to commence in October 2018, **be approved**, subject to clarification of credit weightings as required by the AUSC and the consequent submission of revised paperwork.
- (ii) That the proposal, as set out in paper AUSC.28/16-17, for an Intercalated Year for the following existing joint degrees with Global Sustainable Development for introduction from October 2018, **be approved**, subject to clarification of credit weightings as required by the AUSC and the consequent submission of revised paperwork :
 - (A) BAsC Economic Studies and Global Sustainable Development with Intercalated Year;
 - (B) BAsC Global Sustainable Development and Business Studies with Intercalated Year;
 - (C) BAsC History and Global Sustainable Development with Intercalated Year;
 - (D) BAsC Life Sciences and Global Sustainable Development with Intercalated Year;
 - (E) BAsC Politics and International Studies and Global Sustainable Development with Intercalated Year;
 - (F) BAsC Philosophy and Global Sustainable Development with Intercalated Year;
 - (G) BAsC in Psychology and Global Sustainable Development with Intercalated Year;
 - (H) BAsC Sociology and Global Sustainable Development with Intercalated Year;

- (I) BAsc Theatre and Performance Studies and Global Sustainable Development with Intercalated Year
- (J) BAsc Economic Studies and Global Sustainable Development with Intercalated Year;
- (K) BAsc Global Sustainable Development and Business Studies with Intercalated Year;
- (L) BAsc History and Global Sustainable Development with Intercalated Year;
- (M) BAsc Life Sciences and Global Sustainable Development with Intercalated Year;
- (N) BAsc Politics and International Studies and Global Sustainable Development with Intercalated Year;
- (O) BAsc Philosophy and Global Sustainable Development with Intercalated Year;
- (P) BAsc in Psychology and Global Sustainable Development with Intercalated Year;
- (Q) BAsc Sociology and Global Sustainable Development with Intercalated Year;
- (R) BAsc Theatre and Performance Studies and Global Sustainable Development with Intercalated Year.

(iii) That the proposal, as set out in paper AUSC.29/16-17, for a specialist language pathway through the BA Honours degree in Liberal Arts, **be approved**.

(b) Warwick Manufacturing Group

(i) That the proposal, as set out in papers SUGS 30/16-17 and 30(b)/16-17, for a BSc in Cyber Security, be **not approved**, pending clarification by the SUGS of apparently outstanding issues and of the correct status of the “optional core” modules listed on page 6 of SUGS 30/16-17, which appeared to be core modules, the Chair of the Board being empowered to take subsequent Chair’s action on behalf of the Board if required.

(c) School of Engineering

(i) That the proposal, as set out in papers SUGS 43/16-17 and 43(b)/16-17, for a MEng in Biomedical Systems Engineering, **be approved**, it being noted that the availability of provision for the School’s preference to hold examinations in January had yet to be confirmed.

(ii) That the proposal, as set out in papers SUGS 44/16-17 and 43(b)/16-17, for a BEng in Biomedical Systems Engineering, **be approved**, it being noted that the availability of provision for the School’s preference to hold examinations in January had yet to be confirmed.

32/16-17 **Changes to existing courses of study**

REPORTED:

That a joint committee of the Academic Quality and Standards Committee and the Undergraduate Studies Committee of the Faculty of Science, at meetings in March 2017, had approved changes to 21 Engineering undergraduate courses in order to ensure compliance with requirements of the Professional, Statutory and Regulatory Body. It being noted that the Chair of the Board of Undergraduate Studies was involved in this joint committee.

33/16-17 **Discontinuation of courses of study**

REPORTED:

(a) The Department of Chemistry

That the Department of Chemistry had discontinued the following joint Undergraduate Courses:

- (i) With immediate effect (there being no students currently registered);
BF91 BSc Biomedical Chemistry
B9F1 BSc Biomedical Chemistry (with Intercolated Year)
F147 MChem Chemistry with Industrial Enviro Chem (Intercolated Year)
 - (ii) With effect from July 2017;
FN11 MChem Chemical Biology
F1C1 MChem Chemical Biology (with Intercolated Year)
 - (iii) With effect from July 2018;
F1N1 BSc Chemistry with Management
F1N2 BSc Chemistry with Management (with Intercolated Year)
- (Papers BUGS 16/16-17 and 16a-d/16-17 refer)

(b) The Department of Engineering and Warwick Manufacturing Group

That the Department of Engineering and Warwick Manufacturing Group had discontinued the following courses:

- (i) MEng Engineering with Business Management
 - (ii) MEng Engineering with Sustainability
 - (iii) MEng Engineering with Communications
 - (iv) MEng Engineering with Robotics
 - (v) MEng Engineering with Systems Engineering
 - (vi) MEng Engineering with Fluid Dynamics
 - (vii) MEng Civil Engineering with Business Management
 - (viii) MEng Civil Engineering with Sustainability
 - (ix) MEng Mechanical Engineering with Business Management
 - (x) MEng Mechanical Engineering with Sustainability
 - (xi) MEng Mechanical Engineering with Fluid Dynamics
 - (xii) MEng Automotive Engineering with Business Management
 - (xiii) MEng Automotive Engineering with Sustainability
 - (xiv) MEng Automotive Engineering with Robotics
 - (xv) MEng Electronic Engineering with Business Management
 - (xvi) MEng Electronic Engineering with Communications
 - (xvii) MEng Systems Engineering with Business Management
 - (xviii) MEng Systems Engineering with Sustainability
 - (xix) MEng Manufacturing and Mechanical Engineering with Business Management
 - (xx) MEng Manufacturing and Mechanical Engineering with Sustainability
 - (xxi) MEng Manufacturing and Mechanical Engineering with Robotics
- (Paper SUGS 40/16-17 refers)

34/16-17 **HEAR – Section 6.1 Additional Information**

RESOLVED:

- (i) That the application from the School for Cross-Faculty Studies, for the inclusion of the Certificate of Sustainability Auditing in Section 6.1 of the HEAR, as outlined in paper BUGS 15/16-17, **be approved.**
- (ii) That the application from the Department of Economics, for the inclusion of the Economics Undergraduate Mentor Scheme (Senior Mentor) in Section 6.1 HEAR, as outlined in paper BUGS 17/16-17, **be approved.**

RECOMMENDED:

That the proposed new Academic Director (Employability) be asked to encourage departments as may be appropriate to develop extra-curricular activities for inclusion in students' HEARs.

35/16-17 **Changes to Regulation 8.10(6)**

RECOMMENDED:

That the proposal from the Undergraduate Studies Committee of the Faculty of Medicine, as set out in paper MUSC 52/16-17, that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18, **be approved.**

36/16-17 **Expressions of Thanks**

REPORTED:

- (i) That the Chair, acting on behalf of the Board, thanked the Students' Union Education Officer for her work during the last year and offered congratulations on her election as President for 17/18.
- (ii) That the Chair, acting on behalf of the Board, thanked the Secretary to the Board who had served in this position since the Board's establishment in 2002/03.

MATTERS RECEIVED AND APPROVED WITHOUT FURTHER DISCUSSION

The Chair and Secretary considered that the following items were non-controversial and/or could be accepted with a minimum of explanation.

37/16-17 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, had taken action to approve issues as specified:

(a) New Courses

- (f) BSc Psychology with intercalated year
Received the amended CA1, as requested.
- (ii) BA Politics, Philosophy and Law
Received the course specifications which were outstanding.
- (iii) BA Classics and English
Approved a proposal from the Department of Classics and the Department of English to replace the BA English and Latin Literature with the above named course. It being noted that this was restructuring an existing degree providing greater flexibility for students.
- (iv) BA Ancient History and Classical Archaeology
Approved a proposal from the Department of Classics to introduce the above named course, as set out in paper AUSC 15/16-17.

(b) Changes to existing courses

School of Modern Languages and Cultures

- (i) Approved a proposal that students entering a SMLC degree programme from October 2017 be allowed to go abroad in their second year, if they wished.
- (ii) Approved that the flexibility as to whether the year abroad is taken in year 2 or year 3 be retained for future cohorts.

(c) Variation in Assessment on disability or medical grounds

- (i) Approved a request for a named student in the Department of Philosophy, Politics and Economics, in that unseen examinations in PH336 and PH338 be replaced by essays of 2,500 words.
- (ii) Approved a request for a named student in the Department of Philosophy, Politics and Economics, in that unseen examinations in PH336 and PH338 be replaced by essays of 2,500 words. Also an unseen examination in EC310 be replaced by an essay of 3,000 words.
- (iii) Approved a request for a named student in the Department of Economics, in that examinations in EC9011 and EC9012 be replaced by essays of 2,500 words.

- (iv) Approved a request for a named student in the Department of History and Politics, in that the 2 hour examination and 4500 word essay for either the designated 'special subject' or 'advanced option' be replaced with a 3 hour examination.

(d) Reading Time

- (i) Approved a request from Warwick Business School for reading time to be added to the exam for IB915B, to be implemented from January 2017, it being noted that WBS undertake to print the new exam paper with revised instructions, deliver the paper to the exam room, communicate the revised starting time to all students and provide sufficient invigilators to cover the earlier start.

(e) Extension of Feedback/Marking deadlines

- (i) Approved a request from the School of Modern Languages and Cultures to extend the provision of feedback for the assignment in GE214, by five working days.
- (ii) Approved a request from Warwick Business School to extend the marking deadline for IB349, by three weeks. It being noted that WBS will notify students of this extension to the deadline.

38/16-17 **Date of the Next Meeting**

REPORTED:

That the dates for the meetings of the Board for the 2017-18 academic year would be notified in due course by the Deputy Registrar's Office via the University Committee Timetable, subject to changes to academic governance arrangements.

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