

UNIVERSITY OF WARWICK
WARWICK INTERNATIONAL FOUNDATION PROGRAMME
BOARD OF STUDIES

Minutes of the Meeting of the Warwick International Foundation Programme Board of Studies held on 16 October 2014.

Present: Prof. C Hughes (Chair), Dr D Britnell, Dr T McCrisken, Dr K Moffat, Ms L Clarke, Ms S Cotton, Dr M Joy, Mr D Fowers, Mr I Pemberton, Mr D Bachu, Ms W Chan, Prof. P Corvi (from item 7/2014-15 (e))

Apologies: Mr J Kennedy, Dr G Sharpling, Prof. S Jacka, Dr M Skinner

In attendance: Ms H Johnson, Mr T Such, Ms A Durham

1/2014-15 Membership

RECEIVED:

The membership of the Warwick IFP Board of Studies and dates of the meetings for 2014/15.

REPORTED:

- a) That Mr D Bachu, Programme Leader, would be the representative for Stratford-upon-Avon College and Dr Sarah Liu, Director of International the representative for Warwickshire College.
- b) The Working Parties will be held in early November.

2/2014-15 Minutes

RESOLVED:

That the Minutes of the Warwick International Foundation Programme Board of Studies held on the 4 July 2014 be approved.

3/2014-15 Matters arising on the minutes

(a) Access to University (minute 29/2013-14 (c) referred)

REPORTED (By Mr T Such, Warwick IFP Manager):

That access to the University for college staff has been officially confirmed and college staff now need to complete the process by

uploading photographs and collecting staff cards.

(b) Grade Boundaries (minute 36/2013-14 referred)

That the proposed new grading guidelines have been approved by both colleges.

(c) Departure Questionnaire (minute 32/2013-14 (g) referred)

That both colleges continue to use the departure questionnaire to address issues raised by students in 2013-14 cohort to improve students' experience on programme.

4/2014-15 Marketing and Recruitment

REPORTED (By Mr T Such):

- (a) That despite an increase in applications and offers, there has been a decrease in the number of students enrolled on the course to 278, with only 290 deposits received.
- (b) A decrease in the number of students from Hong Kong and Singapore is one of the main factors in this, even though there has been growth in new markets.

CONSIDERED:

- (c) Ms W Chan suggested that an increase in entrance requirements for IFP students could be discouraging applicants, particularly for Hong Kong students interested in Law.
- (d) That an in-depth competitor analysis would be beneficial in identifying competitors and to determine why students choose alternative providers.

RESOLVED:

- (e) That the Warwick IFP team would begin a more in-depth competitor analysis.

5/2014-15 Syllabi for each IFP stream

CONSIDERED:

- (a) The updated syllabi for all courses, including changes to the module structure in Science and Engineering, Law and Social Science.
- (b) Whether the content of the Law syllabi was in chronological order.
- (c) The order of the new Politics module in Social Science.

RECOMMENDED:

- (d) That discussions regarding Law and Social Science queries be continued at the Working Parties in November.
- (e) The Mathematics and Economics and Science and Engineering syllabi be approved.

6/2014-15 Annual Report

REPORTED (by Mr T Such):

- (a) That the Warwick IFP Annual Report is currently being finalized and will draw include details raised in minute 4/2014-15.
- (b) The report will be circulated in the coming weeks.

7/2014-15 Student Handbook and associated policies

RECEIVED:

- (a) Warwick IFP Student Handbook 2014-15 (WarwickIFP 9/2014-15)
- (b) Attendance Monitoring framework (WarwickIFP 10/2014-15)
- (c) Complaints and Compliments Policy (WarwickIFP 11/2014-15)
- (d) Cheating and Plagiarism Policy (WarwickIFP 12/2014-15)

CONSIDERED:

- (e) That previous documents did not meet the needs of the IFP and the new documents have been approved by both Teaching Quality and the Immigration Team.
- (f) The Attendance Monitoring framework and whether this allowed flexibility for extenuating circumstances.
- (g) Whether the 'Compliments' section of the Complaints and Compliments policy was necessary.
- (h) The wording in the Cheating and Plagiarism Policy and the definitions provided.

RESOLVED:

- (a) That the wording in the Attendance Monitoring framework be revised to include the term "normally" to allow for exceptions in certain circumstances and that there is no time specified for reporting absence on the first day.
- (b) That 'Compliments' section of the Complaints and Compliments policy was unnecessary and could be removed.
- (c) The Cheating and Plagiarism Policy be edited to be more explicit in its definitions and a clearer process outlined.

8/2014-15 College Reports

RECEIVED:

- (a) Reports from both Warwickshire College and Stratford-upon-Avon College

REPORTED (by Ms L Clarke, Warwickshire College Programme Coordinator and Mr D Bachu):

- (b) That students at both sites had settled in well to the courses.
- (c) There has been a noticeable increase in diversity and students appear to have integrated very well.
- (d) Induction week and extracurricular activities have been successful at both colleges
- (e) Both colleges have 2 Oxbridge applicants (4 in total).

9/2014-15 Programme Review

REPORTED (by Mr T Such):

- (a) A structure and new timeline for the Programme Review
- (b) The panel for the review will be finalised by the end of November 2014, with the process confirmed in January 2015 and the meetings taking place in February and March in order to issue a report in April 2015.
- (c) Should be looking forward to the future of the programme rather than just a review of what has happened.

10/2014-15 Any other Business

- (a) Syllabi

REPORTED (by Prof P Corvi, Internal Moderator, Business Studies):

- (i) That the Business Studies syllabi be approved

- (b) Nazarbayev University, Kazakhstan

REPORTED (by Mr T Such):

- (i) That the Warwick IFP team have been approached by Nazarbayev University in Kazakhstan to develop their own foundation programme on a consultancy basis

- (c) A-Levels/International Baccalaureate

REPORTED (by Mr T Such):

- (i) That under current proposals to change A-Level requirements to a grade A in Maths, around 50 students would not have been able to join the IFP.

RESOLVED:

- (ii) That the Maths Institute not be included in the guaranteed offers for the next cycle.