

UNIVERSITY OF WARWICK

WARWICK INTERNATIONAL FOUNDATION PROGRAMME (WARWICK IFP)

BOARD OF STUDIES

Minutes of the Meeting of the Warwick International Foundation Programme Board of Studies held on 18 October 2013.

Present: Prof. C Hughes (Chair), Ms L Clarke, Mr D Fowers, Prof P Corvi, Prof S Jacka, Dr M Joy, Dr T McCrisken, Dr K Moffat, Mr I Pemberton, Dr G Sharpling, Dr M Skinner, Ms R Young, Ms E. Turner, Prof T Price, Ms A Turner

Apologies: Mr J Kennedy, Ms S Starley, Dr D Britnell, Ms W Chan

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

1/2013-14 Membership

REPORTED:

The membership of the Warwick IFP Board of Studies. Professor Peter Corvi was welcomed, replacing Dr Louise Gracia as the representative from the Business School.

2/2013-14 Minutes

RESOLVED:

That the Minutes of the meeting held on the 18 October 2013 be approved.

3/2013-14 Matters arising on the minutes

REPORTED (By Christina Hughes, Chair of the Warwick IFP Board):

That the proposed change of the operational name of the Higher Education Foundation Programme to the 'Warwick International Foundation Programme' or 'Warwick IFP' had been approved by a meeting of the Senate on 2 October 2013.

4/2013-14 Marketing and publicity update

REPORTED (By Thomas Such, Warwick IFP Manager):

(a) That the re-brand of the programme was moving forward positively and that marketing would seek to highlight: the programme's longevity, experience, academic excellence, globally diverse cohort of students and progression opportunities to undergraduate programmes.

- (b) That a new prospectus would be introduced and 15,000 prints ordered in addition to around 5,000 versions translated into Chinese, Arabic and Russian.
- (c) That Warwick's Overseas Offices and representatives have been briefed in advance about the change to the name of the programme.

5/2013-14 Student Engagement

REPORTED:

- (a) That HEFP students this year had so far attended: an enrolment event on campus, the September University Open Day and IFP staff had visited both colleges to talk to students.
- (b) That the earlier library induction sessions had encouraged students to visit campus more regularly, especially those students based at Stratford-Upon-Avon College.
- (c) That overall students appear more engaged and keen to participate in on-campus events and activities.

RECOMMENDED:

- (d) That an advanced schedule should be produced for the next academic year so that academic departments have the opportunity to meet with potential students during their enrolment/orientation week.
- (e) That college leaders inform the IFP team about any alumni activities planned so that a more structured alumni engagement programme can be implemented for the next academic year.

6/2013/14 HEFP Syllabi

CONSIDERED:

- (a) Whether the English & Study Skills module required a separate syllabus or whether it should be reflected within each course syllabus.
- (b) That any amendments to the syllabus should be discussed within, and recommended to the IFP Board of Studies by, each corresponding working party.

7/2013-14 Annual Report

REPORTED (by Thomas Such, Warwick IFP Manager):

- (a) An oral summary of the 2012/13 HEFP annual report was provided
- (b) The number of applications to the programme were down by 12.6% on the previous year, however overall registrations increased by 7.3%.
- (c) The application to enrolment conversion rate was 36% in 2012/13 – compared to 30% in 2011/12.
- (d) A conversion rate of 40% – 42% would be targeted over the coming years
- (e) 80 students progressed to the University of Warwick after completing the HEFP in 2012/13. Overall 75% of students progressed to Warwick or another Russell Group university.

- (f) That the majority of students find out about the foundation programme through the internet, and that over time the focus of marketing and publicity expenditure will shift to reflect this.

8/2013-14 Admission to the Warwick IFP

CONSIDERED:

- (a) That allowing students to enter the Warwick IFP after completing a full course of A Levels/ the International Baccalaureate would allow for a significant increase in student registrations –if marketed effectively.
- (b) That some departments would likely feel uncomfortable guaranteeing offers to such students as it gave the impression of a ‘second chance’.
- (c) That each department is likely to have a different opinion with regards to the qualifications at the point of entry onto the course, and that more internationally competitive courses may be unwilling to offer a guaranteed offer.
- (d) That it was often difficult to ascertain the exact qualification that students entered the programme having completed, due to the complex and diverse education systems that applicants applied from.

RESOLVED:

- (e) That more data should be provided regarding the attainment rates of students entering the HEFP following a full A Level/IB programme to allow for further discussion.
- (f) That applicants holding A Level/IB qualifications at the point of admission should be considered on an individual basis.
- (g) That where students have previously completed full A-Level/ IB qualifications (not singular awards as part of a wider portfolio or partial awards) they will not be automatically guaranteed an offer.
- (h) That a sub-process be developed (to be followed prior to an unconditional IFP offer being made) to ensure A-Level/IB students acknowledge that they are not automatically guaranteed an offer at undergraduate level.

9/2013/14 College Reports

REPORTED:

- (a) That students at both sites had settled in well to the courses. There were no major concerns that required the attention of the board.

10/2013-14 Staff Appointments

CONSIDERED:

The Curriculum Vitae's of:

- (i) Mr Daniel Sallfeld
- (ii) Ms Jacqueline Louise Sorrell

RESOLVED:

That the appointments of Mr Salfeld and Ms Sorrell be approved.

11/2013-14 Any other Business

RECEIVED:

The proposed dates for the remaining Boards of Studies this academic year.

(a) Friday January 31 2014

(b) Friday July 4 2014

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