

**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 28 January 2014.

---

Present: Prof C Hughes (Chair), Ms L Clarke, Prof P Corvi, Dr D Britnell, Mr D Fowers, Dr M Joy (until item 14(b)(vi)/2013-14), Dr T McCrisken (from item 19/2013-14), Mr I Pemberton, Ms A Turner, Ms R Young (until item 25 /13-14).

Apologies: Ms W Chan, Prof S Jacka, Dr K Moffat, Dr G Sharpling, Dr M Skinner.

In attendance: Ms R Cuddihy, Ms H Johnson, Dr S Liu (from item 14(b)(vi)/2013-14), Mr T Such.

12/2013-14 Minutes

RESOLVED:

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

13/2013-14 Matters arising on the Minutes

(a) Marketing and publicity update (minute 4(b)/13-14 referred).

REPORTED: (by the Chair)

- (i) The Chair thanked all contributors to the new prospectus and to Mr T Such for leading on the project.
- (ii) Warwickshire College received two boxes of the new prospectus.

(b) Admission to the Warwick IFP (minute 8(f)/13-14 referred).

CONSIDERED:

An oral report from Mr T Such, Warwick International Foundation Programme (IFP) Manager, noting that at the current point in the recruitment cycle a small number of students have applied with Advanced Subsidiary (AS)/International Baccalaureate (IB) qualifications. There is still confusion in the marketplace regarding the AS/IB admissions policy.

RESOLVED:

That Mr T Such is working closely with Warwick's Hong Kong Office to clarify the admission requirements for the Hong Kong Diploma of Secondary Education (HKDSE) and AS/IB admissions policy, specifically in relation to eligibility for Warwick's guaranteed conditional offer.

14/2013-14 Minutes of the 2014 HEFP Working Parties

RECEIVED:

- (a) The unapproved minutes of the HEFP Social Sciences Working Party (paper WarwickIFP 13/2013-14).
- (b) The unapproved minutes of the HEFP Business Studies Working Party (paper WarwickIFP 14/2013-14).
- (c) The unapproved minutes of the HEFP English and Study Skills Working Party (paper WarwickIFP 15/2013-14).
- (d) The unapproved minutes of the HEFP Law Working Party (paper WarwickIFP 16/2013-14).
- (e) The unapproved minutes of the HEFP Sciences Working Party (paper WarwickIFP 17/2013-14).

15/2013-14 Reports of the 2014 HEFP Working Parties

(a) HEFP Sciences Working Party

RECEIVED:

An oral report from Dr.D Britnell, Chair of the Sciences Working Party.

CONSIDERED:

- (i) Students recommended that scholarships should become available for top IFP students progressing to Warwick for undergraduate degrees, with one selected from each subject.
- (ii) The optional IT module in Science and Engineering was preferred over Economics by students for 2013-14, with IT oversubscribed.
- (iii) Staff at Stratford-upon-Avon College proposed a new course to be developed in Accounting and Finance.

RESOLVED:

- (iv) That Ms H Johnson and Mr T Such will look into the viability of offering part-scholarships to IFP students progressing to Warwick for undergraduate degrees and report back to next Warwick IFP Board of Studies.
- (v) That Dr M Joy will review the IT module provision and feedback to the next Warwick IFP Board of Studies.

- (vi) Stratford-upon-Avon College will prepare full module proposals for Accounting and Finance in order to present to the Board of Studies in October 2014.

(b) HEFP Business Working Party

An oral report from Prof P Corvi, Chair of the Business Studies Working Party.

REPORTED:

Prof P Corvi thanked Stratford-upon-Avon College staff for the tour of the Halls of Residences and Campus, and the time taken to welcome Warwick staff to Stratford throughout the Working Party.

CONSIDERED:

- (i) That a new External Examiner is required.
- (ii) That a Distinction Plus grade should be introduced for those achieving higher than 80%.
- (iii) That it was felt that Business Studies students were disadvantaged in Mathematics and the added tutoring for taking the STEP Level 3 paper meant they were working harder to meet offers.

RESOLVED:

- (iv) That Prof P Corvi will look into finding a replacement External Examiner, and in the meantime Mr T Such will find a temporary replacement from the existing External Examiner staff.
- (v) That the Distinction Plus grade will not be implemented as there may be the consequence of all University offers being raised and the 80% achievement mark across all subjects would favour linear streams.
- (vi) That Mr T Such will set up a meeting with College and University staff to discuss the Business Studies Mathematics provision in detail.

16/2013-14 On-campus provision

CONSIDERED:

That all streams of Warwick IFP should have the opportunity for college academic staff to teach elements of the programme on-campus at the University of Warwick, but that there are operational considerations to look at in more detail such as student transport and limited room booking availability of facilities.

RESOLVED:

That Mr T Such will set up a Working Group including Dr D Britnell, Ms R Young and a Warwickshire College representative to scope out the possibility of teaching elements of the programme on-campus and submit a report to the next Warwick IFP Board of Studies.

17/2013-14 Examination Procedures 2013-2014

CONSIDERED:

Mr T Such tabled the proposed schedule for delivery of examination papers to internal and external examiners (paper WarwickIFP 18/2013-14).

RESOLVED:

The proposed schedule was approved, with the exception of Stratford Economics (Back 1 week). Mr T Such to follow up on Economics schedule with Ms R Young.

18/2013-14 College Reports

(a) An oral report from Stratford-upon-Avon College

REPORTED: (by Mr D Fowers and Ms R Young)

- (i) That students are progressing well, and have been involved in business enterprise activity sponsored by the Holiday Inn, selling ice cream.
- (ii) That students have been involved in college social events, with 120 students attending the Chinese New Year Party and other students booking onto Cadbury's World trip.

(b) An oral report from Warwickshire College

REPORTED: (by Ms L Clarke and Ms A Turner)

- (i) That students have returned from the Christmas vacation with a hardworking attitude.
- (ii) That UCAS applications have been completed, but that it was difficult to prepare for students applying to Oxford or Cambridge as teaching staff do not know their ability at that stage in the programme.

19/2013-14 Marketing and recruitment update

RECEIVED:

- (a) A hard copy of the Warwick IFP Prospectus (paper WarwickIFP 19/2013-14)

- (b) An oral report from Mr T Such, Warwick IFP Manager, on the progress of recruitment in the current cycle.

20/2013-14 Warwick IFP course development

CONSIDERED:

A report on the proposed introduction of optionality across all Warwick IFP streams, for introduction in the 2015-16 academic year (tabled paper WarwickIFP 20/2013-14).

RESOLVED:

The concept of optionality of modules across all streams was approved in principle, with an expectation that it could be delivered from academic year 2015-16, which provides an 18 month lead time. This will be brought back to the Warwick IFP Board of Studies for further discussion at the next meeting in July.

21/2013-14 Attendance at the Warwick IFP Board of Studies

CONSIDERED:

Whether the Warwick IFP Board of Studies should seek attendance from senior management representatives at Stratford-upon-Avon College and Warwickshire College.

RESOLVED:

That Mr T Such will invite one senior management representative from each partner college to attend the Warwick IFP Board of Studies.

22/2013-14 Warwick Higher Education Foundation Programme (HEFP) Departure Questionnaire

CONSIDERED:

The results of the 2012-13 HEFP Departure Questionnaire (paper WarwickIFP 21/2013-14), noting that participation was low.

RESOLVED:

That future Departure Questionnaires will follow the previous delivery method of students completing it in College time to ensure increased participation.

23/2013-14 Reports of the 2014 HEFP Working Parties continued

- (a) HEFP Social Sciences Working Party

RECEIVED:

An oral report from Dr T McCrisken, Chair of the Social Sciences Working Party.

CONSIDERED:

- (i) Whether the Examination Boards should look at whole courses rather than the current modular approach.
- (ii) Whether monitoring points put in place by colleges for compliance with UK Visa and Immigration (UKVI) regulations should be reviewed.
- (iii) Whether a module change is possible without a change to the current prospectus.
- (iv) Whether the proposal to adopt the new syllabus 'Politics and International Relations' in replacement of 'Politics' should be approved (paper HEFP SS 9/2013-14).

:

RESOLVED:

- (v) That the Examination Boards will look at whole courses rather than the current modular approach.
- (vi) That the IFP Team will review the monitoring points put in place by colleges for compliance with UK Visa and Immigration (UKVI) to see if processes can be streamlined.
- (vii) That a module change is possible without reprinting the current prospectus. Any changes can be reflected on the website and sent to 2014-15 offer holders for Social Sciences prior to student acceptance of offer.
- (viii) That the proposal to adopt the new syllabus 'Politics and International Relations' in replacement of 'Politics' be approved (paper HEFP SS 9/2013-14).

24/2013-14 Matters arising from Working Parties

CONSIDERED:

- (a) Whether a process should be implemented whereby student issues, including extenuating circumstances, are assessed internally prior to an anonymized report being provided at each corresponding Working Party.
- (b) Whether each academic stream should have a corresponding Examination Board, during which it will recommend students' full profile of results to the Warwick IFP Board of Studies.

- (c) Whether the English and Study Skills Working Party should now report into each corresponding academic stream board, and that it becomes an Advisory Board whereby the External Examiners' comments are fed forward to corresponding boards.
- (d) Whether student representatives from each partner colleges should be invited to join the membership of the English and Study Skills Working Party each.
- (e) Whether a student taster day on-campus at Warwick should be organised, and whether it should be broken down by college or stream.

RESOLVED:

- (f) That both colleges work with the Warwick IFP Manager to implement and document a process whereby student issues, including extenuating circumstances, are assessed internally prior to an anonymized report being provided at each corresponding Working Party.
- (g) That each academic stream should have a corresponding Examination Board, during which it will recommend students' full profile of results to the Warwick IFP Board of Studies.
  - (i) Mr T Such will organise a group to review the consistency of examination conventions and Quality Assurance with Dr T McCrisken as Chair.
- (h) That the English and Study Skills Working Party will now report into each corresponding academic Stream board and External Examiners' comments are fed forward to corresponding boards.
- (i) That an English and Study Skills academic representative from either partner college will attend all streams of working parties so student representatives can comment on the English and Study Skills module at any Working Party.
- (j) That Mr T Such will look at organising a taster day based on Warwick campus during 2014-15 enrolment week.

25/2013-14 Working Party staffing

CONSIDERED:

That both partner colleges should have academic deputies in place to attend Working Parties in case of staff absence.

RESOLVED:

That both partner colleges will appoint academic deputies to ensure that governance and administration of Warwick IFP can function effectively in cases of staff absence.

26/2013-14 UCAS update

RECEIVED:

Mr T Such tabled a UCAS update on HEFP 2013-14 UCAS, showing numbers of applications, responses, offers and rejections received to date (paper WarwickIFP 22/2013-14).

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

- (a) That University of Warwick is slow to process offers, with only 7 responses returned out of 318 applications made.
- (b) That 148 applications had been made to the University of Manchester, with 119 responses received.
- (c) That a HEFP student has received a conditional offer from the University of Cambridge, with conditions of Step 3 and five Distinctions.

27/2013-14 Next meeting

REPORTED:

That the next meeting of the Warwick International Foundation Programme Board of Studies will be held at 09.30 on Friday 4 July 2014 in CMR0.1 (formerly the Council Chamber), University House.

/RC