

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday 31 January 2003 at 1.00 pm. Room R0.12, Ramphal Building, University of Warwick. A buffet lunch will be served at 1pm The Board Meeting will start at 1.30pm.

J Nicholls
Registrar

AGENDA

1. Minutes of the Meeting held on 18 October 2002

TO RECEIVE:

Minutes of the Meeting held on 18 October 2002 (attached, HEFP Brd 9/2002-3).

2. Matters Arising on the Minutes

TO CONSIDER:

- (a) Minute: 2/02-03 refers: HEFP 1/2002-3, currently the Stratford upon Avon College representatives are recorded as Mr D Fowers and Mr P Yates. Ms L Nuttall is the English and Study Skills representation – this is a 2 year appointment that will end in July 2003.

Clarification of the names of the two representatives from Stratford upon Avon College for Business Studies and Social Science.
HEFP Constitution. (attached, HEFP 10/2002-3).

- (b) Minute: 4/02-03 refers: A draft Biological Sciences Programme will be circulated prior to the meeting. (HEFP 11/2002-3).
- (c) Minute 5/02-03 refers: A meeting took place with Mr Colley to discuss the possibility of a second Law group. Two groups of 14 per group would be considered feasible by the College. A second meeting to consider applications to the programme will take place in three months time.
- (d) Minute: 6/02-3 refers: Overseas Programmes – discussed later in the Agenda.
- (e) Minute: 7/02-03 refers: The English & Study Skills working party will consider the points raised in the forthcoming meeting and report back to the July Board.
- (f) Minute: 8/02-03 refers: The revised Law syllabus has been received.

TO REPORT:

Dr S Robinson has now resigned as Business Studies moderator and Dr Rhian Silvestro has been appointed by the Business School to act as moderator for 2002-3.

3. Proposal to Develop a Biological Sciences Programme

TO RECEIVE:

A revised syllabus for the Biological Sciences Programme.

TO CONSIDER:

The procedure for implementation of the proposed programme.

4. Overseas Programmes

TO RECEIVE:

- (a) An oral report from Mr Bryce regarding the progress of the Business Studies course in Hong Kong.
- (b) A report from BITE, Kuwait, indicating that the Business Studies programme is scheduled to start in September 2003. (attached, HEFP 12/2002-3).

5. Plagiarism

TO RECEIVE:

Draft guidelines prepared by a working party of the Board of Studies on Plagiarism and Cheating in Examinations to be used in Conjunction with Regulation 12 / 12B in the University of Warwick regulations.

TO CONSIDER:

Acceptance of the guidelines for inclusion in the HEFP Governance and Administration, and for implementation at all HEFP teaching institutions. (attached, HEFP 13/2002-3).

6. Assessed Coursework and Examination Procedures:

TO CONSIDER:

Two procedures to include in the HEFP Governance and Administration for implementation across all teaching institutions:

- (a) Assessed coursework titles, including the date set and deadline for submission to be supplied to the International Office, University of Warwick before the course start-date on an annual basis.
- (b) Draft examination questions to be submitted, initially, to the International Office, University of Warwick, in final examination format no later than the deadline agreed at the individual subject working party.

7. New External Examiner for Science/Engineering

TO RECEIVE:

A CV from Dr Hawwash, University of Birmingham.

TO CONSIDER:

The recommendation of Dr Hawwash to the position of external examiner for 2003 for the Science/Engineering programme.

8. Annual Report

TO RECEIVE:

The HEFP Annual Report for the Year 2001-2. (attached, HEFP 14/2002-03)