

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 18 October at 1.00 pm Room R1.03 Ramphal Building, University of Warwick. A buffet lunch will be served at 1.00 pm.

J Nicholls
Registrar

AGENDA

1. Member and Dates of Meetings

TO RECEIVE:

Details of Membership, Constitution and Terms of Reference including dates of the meetings for the Higher Education Foundation Programme for 2002/3 and to welcome the new members to the Board, including the Programme Manager of the British Council in Hong Kong.

Note: The change of venue at all the meetings.
(HEFP 1/2002-3, attached)

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 5 July 2002. (HEFP 2/2002-3, attached).

3. Matters Arising on the Minutes

TO RECEIVE:

A brief report (HEFP 3/2002-3) from the Examination Investigative Committee held on 30 August.

TO REPORT:

- (a) Reference 20/01-02: That a meeting to consider issues of plagiarism and to establish appropriate penalties across the course is still outstanding.
- (b) Reference 22/01-02: That the role of the expanded Business Studies moderator was still under discussion with the Warwick Business School, but once an appointment had been made the points raised in the Business Studies Review would be actioned.

- (c) That the change of component title from 'Organisational Behaviour' back to 'Sociology' had taken place.

4. Overseas Programmes

TO REPORT:

That the British Council, Dubai had notified the University that they no longer intended to deliver the HEFP Business Studies programme.

That the British Council, Hong Kong had enrolled 5 students and had started the programme in September 2002.

That BITE, Kuwait had postponed the start-date of the HEFP Business Studies programme until September 2002.

5. HEFP Examinations and Placement List

TO RECEIVE:

- (a) Entry and exit grade comparisons for 2001/2 (attached, HEFP 4/2002/3)
(b) The university placement list by subject for the 2001/2 cohort (attached, HEFP 5/2002-3).

6. Syllabus/Schemes of Work/Reading Lists and Associated Materials

TO RECEIVE:

- (a) A master copy of the syllabus, schemes of work, reading lists and associated materials used in the HEFP from each programme co-ordinator.
Stratford upon Avon College: HEFP 6/2002-3
Warwickshire College: HEFP 7/2002-3
Hong Kong (Business Studies) HEFP 8/2002-3
- (b) CV's of new members of the HEFP teaching staff

7. Draft Proposal for a Biological Sciences Foundation Programme

TO RECEIVE:

A draft proposal to develop a Biological Sciences Foundation Programme

TO CONSIDER:

To consider the next stage for the development of the proposed Biological Sciences Foundation Programme.

8. Any Other Business

HIGHER EDUCATION FOUNDATION PROGRAMME
MEMBERSHIP OF THE BOARD OF STUDIES 2002 - 2003

First Appointed

Chair	1996	Professor T J Kemp (Chair)
Nine members of the academic Staff, appointed by Senate	2002 1997 1987 2001 2001 1998 2001 1997 2002	Dr M Joy Dr H Nesi Dr I Procter Mr M Reddish Dr J Robinson Dr S Robinson (Autumn Term only) Ms J Siddle Dr M Skinner Dr Xiao Zhang

Two representatives from each of the Teaching Colleges:

Stratford upon Avon College	1995 1995	Mr D Fowers Mr P Yates
Warwickshire College	2001 2002	Mr M Colley Mr P Harrison
One representative from the English & Study Skills Working Party:	2001	Ms L Nuttall

DATES OF MEETINGS

Autumn Term: Friday 18 October 2002	2.00 pm
Spring Term: Friday 31 January 2003	2.00 pm
Summer Term Friday 4 July 2003	2.00 pm