

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDTION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 27 October 2006 at 1.00 pm, in the Council Chamber, University House, University of Warwick.
A buffet lunch will be served at 1.00 pm.

C Charlton
University Secretary

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 2006/7. (Attached: HEFP 1/2006-7).

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 1 July 2005. (Attached: HEFP 2/2006-7).

3. Matters Arising on the Minutes

.....Minute: 20/2005-6 refers: Professor Lindley visited Jilin University as part of Jilin's 60th anniversary celebrations this summer. It had not been possible to arrange the meeting with Dr Debin Liu during the AC21 conference as Dr Liu's visit was very brief.

Minute: 21/05-06 refers: The Draft Regulations Governing the Continuation of Registration for HEFP Programmes is attached to the 30 June minutes but still requires final approval before circulation.

Minute: 24/2005-6 refers: Copies of the handbooks have been included with these papers and Mr Waldron had reviewed Stratford's instructions regarding plagiarism in view of the

Minute 27/2005-6 refers: English and Study Skills noting the recommended changes to the English and Study Skills handbooks to include the 25% penalty for non attendance at the English and Study Skills tutorials. (This was originally established as one of the processes for avoiding plagiarised work).

4. HKUST CL3

TO REPORT:

That Ms Johnson will have visited the staff and students of HKUST CL3 by the time of the next Board of Studies. A small group of 5 students has been recruited for 2006 and it is expected this will grow once the programme is established.

TO RECEIVE:

An oral report on the first few weeks of the HKUST CL3 HEFP.

5. Syllabi for 2006-7

Syllabi for the HEFP programmes for 2006-7. (Attached, HEFP 3/2006-7)

5. Annual Report

TO RECEIVE:

The HEFP Annual Report covering the year 2005-6 and recruitment for 2006-7 (Attached, HEFP 4/2006-7)

6. Next Meetings:

Friday, 2 February, 1pm
Friday, 6 July 2006, 1pm

4. HEFP Annual Report

TO RECEIVE:

The HEFP Annual Report for 2005/6. (Attached, HEFP 4/2006-7)

5 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 material for 2006/7. Schemes of work circulated to relevant subject moderators with the Part 1 examinations.

(b) *Business Studies syllabus 2006-7*

(c) *Social Science syllabus 2006-7*

(d) *Chemistry syllabus 2006-7*

(e) *Science and Engineering syllabus 2006-7*

(f) *Law syllabus 2006-7*

(g) *English and Study Skills handbook received from Warwickshire College (not circulated)*

. Any Other Business

HJ

Higher Education Foundation Programme

Syllabi for the HEFP programmes for 2006-7. (Attached, HEFP 3/2006-7)

Business Studies
Social Science

Law
Science/Engineering

Chemistry/Biology