

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDTION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 26 October 2007 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

Note: Questions on agendum items of apologies for this meeting should be directed to the Secretary of the Committee, Helen Johnson (75598 or email: h.j.johnson@warwick.ac.uk)

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 2007/8. (Attached: HEFP 1/2007-8).

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 6 July 2007. (Attached: HEFP 2/2007-8).

3. Matters Arising on the Minutes

4. HKUST CL3

TO REPORT:

That Ms Johnson will visit staff and students of HKUST CL3 on 9 November 2007. 11 students has been recruited for 2007.

5. Syllabi for 2007-8

(a) Syllabi for the HEFP programmes for 2007-8 have been received for Law and Science/Engineering. If any members of the Board would like a copy of any of the syllabi, email h.j.johnson@warwick.ac.uk to receive a soft-copy. The syllabi are used as evidence of the modules taught each year and also for supporting information when requested by admissions tutors (external and internal).

Schemes of Work are also available as soft copies. The S of W are not circulated externally.

6. Annual Report

TO RECEIVE:

The HEFP Annual Report covering the year 2006-7 and recruitment for 2007-8 (Attached, HEFP BS 3/2007-8)

7. Governance and Administration

TO REPORT:

The HEFP Governance & Administration has been updated to reflect the decision to implement the University's standard penalty for late submission of coursework consistently across all HEFP programmes. A reference copy is available and a softcopy has been emailed to all Board of Studies members. Please ensure that all the teaching team are aware of the information. If you require a hard copy please email: HEFP@warwick.ac.uk

8. Proposed Members of Teaching Staff

- (a) Suresh Gamlath: Proposed Business Studies External Examiner
(Attached, HEFP BS 4/2007-8)
- (b) Connie Lung: Proposed Business Studies tutor for CL3, Hong Kong
(Attached, HEFP BS 5/2007-8)
- (c) Ho, Wai-Yip: Proposed Sociology tutor for CL3, Hong Kong
(Attached: HEFP BS 6/2007-8)
- (d) Anna Calvi, Proposed tutor for English & Study Skills, Stratford upon Avon College (Business Studies & Social Science).
(Attached: HEFP BS 7/2007-8)

9. Registration 2008

TO RECEIVE:

CL3 Hong Kong	8 September 2008
Stratford upon Avon College	5 September 2008
Solihull College:	tbc
Warwickshire College	4 September 2008

These dates will be printed on offer letters with immediate effect, therefore if there any changes, please notify me at the Board of Studies meeting on 26 October.

10. Emergency Contact

TO RECEIVE:

A document with contact details in case of emergency/out of work hours issues that may arise. This document will be held with the International Office and a copy given to the Welfare Officer.

11. Next Meetings:

1pm , 1 February 2008

1pm, 4 July 2008

Venue: Council Chamber, University of Warwick