

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 22 October 2010 at 1.00 pm in the Council Chamber, University House, University of Warwick. A buffet lunch will be served at 1.00 pm.

AGENDA

1. Membership 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 2010/11). (Attached: HEFP 1/2010-11)

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 8 July 2010. (Attached, HEFP 2/2010-11).

3. Matters Arising on the Minutes

TO REPORT:

Minute 21/2009-10 (v) refers: The UKBA approved language tests for entry to the UK were received in mid-August and excluded the IB, A level English and HKCEE (Hong Kong). The impact on HEFP recruitment was immediate and over 70 applicants had to be confirmed and issued with CAS within a period of approximately three days. In future offers to students with the IB, A levels or Hong Kong qualifications will also need to provide a separate language test. Please note, this only applies at foundation level and not at undergraduate level.

Minute 21/2009-10 (vi) refers: The quinquennial review of the English & Study Skills programme will take place before the end of the autumn term 2010 and the question of language testing, including the exit test from the HEFP will need to be considered in detail.

Minute 18/2009-10 refers: A revised cv for Ms Allen, Stratford-upon-Avon College is attached for consideration by the Board, (To be received, HEFP 3/2010-11).

Minute 22/2009-10 refers: Dr Crayton Walker, University of Birmingham has been confirmed as external examiner for the HEFP English & Studies Skills programme.

Minute 24/2009-10 (i) refers: Follow-on work for entry to MORSE will be undertaken as although it was confirmed in the previous meeting that an A level in mathematics was no longer required from the Business Studies stream, a recent applicant had been notified that an A level in mathematics is now a requirement. The IO will act on this and report back to the colleges as soon as possible.

Minute 24/2009-10 refers: Professor Jeffrey Johnson, Open University is recommended to the post of external examiner for the HEFP Business Studies programme from October 2010. Professor Johnson's cv is attached (Attached, HEFP 4/2010-11).

Minute 29-10 refers: The additional recruitment trip to Hong Kong resulted in a significant increase in applications from this region with 75 registrations in contrast to 41 the previous year (15 in 2008). June has proved a successful time to visit Hong Kong, although in terms of work flow it can be a difficult visit to factor into the schedule. 6 students are currently enrolled on the Bio-medical programme.

Minute 31/2009-10 refers: Feedback has been received regarding the re-drafted plagiarism guidelines. There have been significant changes to the team leaders in both colleges and a copy of the redrafted guidelines have been circulated with comments. (Attached, HEFP 5/2010-11).

TO CONSIDER:

- (a) whether the plagiarism guidelines form part of the discussions of the English & Study Skills quinquennial review. The advantage with this route is that the key staff from both colleges who will be implementing the guidelines will be present at the meeting. A copy of the revised guidelines are attached to the papers, with the recommendation that the final discussions are undertaken as part of the English & Study Skills review.
- (b) a TURNITIN license would be required for the HEFP students at both colleges and if this process is approved, the HEFP budget, will fund the appropriate licenses.

Minute 32/20-0-10 refers: the Good Practice Guide on Monitoring Student Attendance and Progress has been amended and a copy circulated to both Stratford upon Avon and Warwickshire College for implementation. A copy of the document will be included in the HEFP Governance & Administration (electronic copy is available on request).

Minute 34/2009-10 refers: Warwickshire College to present a case for the Economics component of the HEFP at WC, to be standardized, points to consider include:

- (a) whether immediate implementation will take place?
- (b) moderation of the Economics paper through the BS or SE process?

Minute 35/2009-10 refers: 334 students have been recruited to the HEFP which is a record year.

4. Syllabi for each of the HEFP Programmes

TO RECEIVE:

- (a) Law syllabus 2010-11 (Attached 6/2010-11)
- (b) Science/Engineering syllabus 2010-11 (Attached 7/2010-11)
- (c) Bio-medical syllabus 2010-11 (To be tabled 8/2010-11)
- (d) Business Studies syllabus 2010-11 (To be tabled 9/2010-11)
- (e) Social Science syllabus 2010-11 (To be tabled 10/2010-11)

Please note, an electronic copy of the syllabi is required for admissions tutors at other universities as part of the UCAS support process, as well as a providing a permanent record of the Programme.

5. New Staff on the HEFP

TO CONSIDER:

Miriam Schwiening to teach English & Study Skills at Warwickshire College (Attached 11/2010-11)

Rita Young to the position of programme manager at Stratford-upon Avon College (to be tabled).

6. Key Points from 2009-10 Recruitment

TO RECEIVE:

A brief outline of the HEFP recruitment and placement activities for 2009-10 in advance of the HEFP Annual Report which will be presented to the 4 February 2010 meeting. (Attached 12/2010-11)

7. Key Points from Warwickshire College and Stratford upon Avon College

TO RECEIVE:

- (a) An update from Warwickshire College
- (b) An update from Stratford upon Avon College

8. Any Other Business

H Johnson, October 2010

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1. Introduction

The Annual Report for the HEFP 2009-10 will be presented to the HEFP Board of Studies at the February 2010 meeting. This paper provides a brief summary of the key points for the year from a recruitment and placement perspective.

2 Recruitment

2.1 Throughout the recruitment cycle, the numbers indicated a good intake. The reputation of the HEFP, particularly in China, remains strong and this is demonstrated by the cohort of over 150 students from mainland China. The two offices in China: Shanghai and Beijing continue to work closely with agents through visits, briefings and student counseling sessions. Although the outcome this year has been very positive with 334 students registering for the HEFP, which is the best year yet, there were many challenges which will be outlined later.

2.2 Key points from recruitment would be the significant numbers of students from Hong Kong, China and Kazakhstan. Hong Kong is in transition to a new Diploma which will result in Year 12 students graduating and entering universities in HK to join a 4-year degree. In terms of the HEFP this is still an ideal market and new entry criteria have been set in conjunction with the Hong Kong Office. This is the second year of visiting Hong Kong in July, and although not ideal for work-flow (Boards etc) has proved well worth the effort as last year the number of students increased from 15 to over 40 and this year has again seen a significant increase to over 70 students. All students are interviewed in the Hong Kong Office and considerable conversion activity undertaken during the summer. Other notable markets include Kazakhstan with 28 students, many sponsored through the Bolashak Government programme (final year of funding) and 18 students from S Korea. Again, a recruitment visit took place in July to boost S Korean applications which proved successful.

2.3 Key issues with recruitment during the summer concerned the UKBA decision to change the English language entry requirements for pre-university students. This resulted in A level, IB and HKCEE students having to take an additional test such as IELTS or TOEFL to enter the UK. The notice given was very short and over 70 applications were confirmed in less than 3 days to meet the UKBA deadline. For 2011 entry all students will have the UKBA recommended tests included as part of their offer.

2.4 Considering the points raised in the last paragraph, the visa process was relatively smooth although the added administrative workload to the team in the summer was

considerable. A cut-off date of 1 August for applications was adopted to enable students to complete the application process to the UK in time. However students still arrived up to three weeks after the start-date.

- 2.5 Key points for 2011 intake, will be to increase the Bio-Medical stream to a viable group; to develop another stream of intake from Kazakhstan in view of the withdrawal of funding for pre-university students; to develop markets where the HEFP is relatively unknown and to work closely with the Hong Kong office as the education system transits to the new Diploma to keep up the current momentum.

3. University Placement

University placement this year was very challenging. As a guide, over 80 (mainly BS) students entered Clearing which is a very high number. The general trend seemed to be not poor results, but just poor choice of first and insurance universities. The students tended to put very competitive universities as their choices, and if it is possible to advise the students to be more conservative with their list of 5 universities this might help students in future years. In terms of the IO, we would like to increase the number of visits to the colleges, particularly to meet with Business Studies students to support the UCAS process.

Warwick admitted 101 students from the HEFP, which is a record and an indicative list of subject areas follows: 7 x Engineering, 14 x MORSE, 7 x Management, 18 x Accounting and finance, 7 x Computer Science and Business, 1 x Computer Science, 9 x Economics, 5 x EPIS, 5 x Law & Business, 4 x International Management, 11 x Law, 1 x Law and Sociology, 2 x Politics and Sociology; 1 x PPE, 1 x Psychology.

Other notable placements include 26 students to Manchester, 18 to Lancaster; 12 to UCL, 7 to Imperial College.

It is proving difficult to confirm all the universities where the students have been placed, as the IO team now rely on the students notifying us of their placement, however, all students were offered a place at a university and the complete list of placements will be provided in the Annual Report and circulated at the next Board of Studies.

4. Fees 2011-12

The Fees Working Group has confirmed that the HEFP for 2011/12 will match the Band 1 fee at the University of Warwick which is £12,325. In previous years, the HEFP has been set at one-year behind the Band 1 fee. The current fee, 2010-11 is £11,250 for purposes of invoicing the University for the current cohort.

Helen Johnson

International Office, October 2010