

**UNIVERSITY OF WARWICK**

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

There will be a meeting of the Higher Education Foundation Programme Board of Studies on Friday, 2 July 2004 in the Arts Centre Ensemble, University of Warwick. A buffet lunch will be served from 12.45pm with the meeting starting at 1.00pm.

C Charlton  
University Secretary

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A G E N D A

1. Minutes

TO CONSIDER:

Minutes of the meeting of the HEFP Board of Studies held on 30 January 2004 (attached, HEFP 6/03-04).

2. Matters Arising on the Minutes

(a) British Council, Hong Kong (minute 12/03-04 refers)

TO REPORT:

- (i) That an institution to deliver the Business Studies programme in Hong Kong was currently under investigation, although discussions were still at an preliminary stage.

(b) New Teaching Staff to the HEFP

TO REPORT:

- (i) That the following cv's for teaching on the HEFP had been received:

(a) Warwickshire College. (Papers 7-8/03-04)

Carlos Rodriquez Mazaira (English)  
Joanna Preshous ((English)

(b) British Council, Hong Kong (Papers 8-16)

Mark Brooke (English)  
Kevan Cummins (English)  
Michael Bowles (English)  
Katherine Senior (English)  
Gan Bee Lye (Economics)  
Mary Carney (Sociology)  
James Matthew (Economics)

Philomena Cullen (English)

3. Proposed External Examiner

TO RECEIVE:

A proposal from the English & Study Skills moderators to appoint Jonathan Rees as the external examiner for the English & Study Skills component of the programme commencing from 2004/5 (cv attached: HEF 17/03-04).

4. Proposed Changes to the Chemistry/Biology Syllabus

TO RECEIVE:

A report from Solihull College indicating the proposed changes to the Chemistry/Biology programme as provisionally agreed at the 1 March working party and the internal examination board (HEF 18/03-04).

5. Provisional Examination Grades for the HEFP 2003/4

Stratford upon Avon College:

(a) Business Studies

TO RECEIVE:

- (i) Minutes of the HEFP Business Studies Examination Board, and provisional grades for the Business Studies programme (attached, HEF 19/03-04).

(b) Social Science

TO RECEIVE:

- (i) Minutes of the HEFP Social Science Examination Board (plus additional report), and provisional grades for the Social Science programme. (attached, HEF 21/03-04).

(c) British Council, Hong Kong

TO RECEIVE:

- (i) HEFP provisional grades for the Business Studies – Hong Kong programme (attached, HEF 20/03-04).

Warwickshire College

(c) Science/Engineering

TO RECEIVE:

- (i) Minutes of the HEFP Science/Engineering Examination Board, and provisional grades for the Science/Engineering programme (attached, HEF 22/03-04).

(d) Law

TO RECEIVE:

- (ii) Minutes of the HEFP Law Examination Board and provisional grades for the Law programme (attached, HEF 23/03-04).

Solihull College

(e) Chemistry/Biology

TO RECEIVE:

- (i) Minutes of the HEFP Chemistry/Biology Examination Board and provisional grades for the Chemistry/Biology programme (attached, HEF 24/03/04).

(f) English & Study Skills

TO RECEIVE:

- (i) Minutes of the HEFP English & Study Skills programme and provisional grades for each programme (attached, HEF 25/03-04)

British Council Hong Kong, HEF 26/03-04  
Stratford upon Avon College (BS), HEF 27/03-04  
Stratford upon Avon College (SS) HEF 28/03-04  
Solihull College, HEF 29/03-04  
Warwickshire College, HEF 30/03-04

(g) Supplementary Examination Materials:

- (i) Notes on the typing of internally produced examination papers (for information purposes).
- (ii) Extract of University Regulation 12 regarding Absence for Medical Reasons from a University Examination for First Degrees.

6. Any Other Business