

UNIVERSITY OF WARWICK

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on 30 June 2006 at 10 am in the Council Chamber, University House, University of Warwick. (Please note the amended time of the meeting)

C Charlton
University Secretary

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Helen Johnson (75598 or email:

h.j.johnson@warwick.ac.uk)

18/2005-6 Minutes

TO CONSIDER:

The Minutes of the meeting held on 27 January 2006
(copy attached 13/2005-6).

19/2005-6 Matters Arising on the Minutes

Minute 12/2005-6 (d) refers: The issue of HEFP staff being able to access on-line library resources had been discussed at a meeting with Paul Chimicz (IT Services) and Nick Hull. An audit of the categories of staff and students has been undertaken and a category for external teaching staff was considered. However, Mr Chimicz explained that the licensing agreements were explicit on usage and that external teaching staff could not be given access. (Please note, this is an external legal compliance issue)

(copy attached 14/2005-6)

Minute 12/05-06 refers: The HKUST CL³ are scheduled to commencing teaching the Business Studies HEFP from September 2006.

Minute 12/05-06 refers: Attendance will be taken as an agenda item later in the meeting.

Minute 13/2005-06 refers: A full report from the Law Quinquennial Review will be taken later in the meeting.

Minute 14/2005-6 (b) refers: The procedure of the HEFP Board of Studies confirming the appointment of an external examiner for an HEFP programme was considered appropriate on both TQ and governance grounds by the University Secretary and approval through Steering is not required.

Minute 15/2005-6 refers: Confirmation from the Business School that well-qualified students from either the EU or non-EU countries would

be welcome to apply for courses had been received. Applications from the EU countries is relatively small but it is helpful to have the ambiguity of category removed. Representatives had been informed of the widening recruitment opportunities.

Minute 16/2005-6 refers: The QUAD Research analysis of the HEFP departure questionnaires would not be repeated for the 2005-6 students. The questionnaires would be analysed in the IO and a short summary of findings prepared. The review of the questionnaire by Dr Procter had taken place (copy for information attached, HEFP BS 15/2005-6).

20/2005-6 Proposal from the Overseas Study Center, Jilin University and an initial visit from Xiwai International School

RECEIVED:

- (a) A visit from Xueshi Sheng, Operation Director, Overseas Study Center of Jilin University and a proposal to deliver the Science/Engineering and Business Studies HEFP on the Jilin campus (copy attached, HEFP BS 16/2005-06)
- (b) A visit from Lin Min, Xiwai International School, Shanghai regarding the possibility of an HEFP at the school. Business Studies would be the most flexible course.

TO CONSIDER:

- (a) Whether the BOS would support further investigation of the Jilin proposal. (Jilin University is in the top 10 universities in China).
- (b) Whether the BOS would support further investigation and request for a proposal from Xiwai International School.
- (c) Whether the BOS wishes to pursue additional overseas partners, and if so, would a separate group to consider initial enquiries be appropriate?

21/2005-6 Attendance and Continued Registration on the HEFP

TO RECEIVE:

- (a) A proposed form regarding attendance on the HEFP to be completed at registration in September 2006. Current procedures from Warwickshire College and Stratford-upon-Avon College are attached. Solihull College has not experienced an attendance issue. (copy attached HEFP BS 17/2005-6)
- (b) Draft Regulations governing the continuation of registration for HEFP programmes (adapted by D I Procter). Copy attached HEFP BS 18/2005-6)

TO CONSIDER:

- (c) Approval and implementation of the attendance form for all HEFP students.
- (d) Membership of the Continuation of Registration Committee of the HEFP.

22/2005-6 Chemistry/Biology Working Party and Examination Board

TO RECEIVE:

- (a) Minutes of the Chemistry/Biology Working party held on 12 January 2006 (copy attached HEFP BS 19/2005-6).
- (b) Minutes of the Chemistry/Biology Examination Board held on 22 June 2006 and presentation of the provisional examination grades for the 2005/6 cohort (copy attached HEFP BS 20/2005-6).
- (c) The cv of Mr Philip Quirk (copy attached HEFP BS 21/2005-6)

TO RECOMMEND:

- (d) That the provisional examination grades of the Chemistry/Biology students be approved by the Board of Studies.
- (e) That Mr Philip Quirk be approved to teach on the Chemistry/Biology programme.

23/2005-6 Business Studies Working Party and Examination Board

TO RECEIVE:

- (a) Minutes of the Business Studies Working party held on 31 January 2006 (copy attached: 22/2005-6).
- (b) Minutes of the Business Studies Examination Board held on 26 June 2006 and presentation of the provisional examination grades for the 2005-6 cohort (copy attached HEFP BS 23.2005-6)

TO RECOMMEND:

- (c) That the provisional examination grades of the Business Studies students be approved by the Board of Studies.

24/2005-6 Social Science Working Party and Examination Board

TO RECEIVE:

- (a) Minutes of the Social Science Working party held on 24 January 2006 (copy attached SS 24/2005-6).

- (b) Minutes of the Social Science Examination Board held on 22 June 2006 and presentation of the provisional examination grades for the 2005/6 cohort (copy attached BS 25/2005-6).

TO RECOMMEND:

- (c) That the provisional examination grades of the Social Science students be approved by the Board of Studies.

25/2005-6 Law Working Party, Examination Board and Quinquennial Review

TO RECEIVE:

- (a) Minutes of the Law Working party held on 19 January 2006 (copy attached: HEFP BS 26/2005-6).
- (b) Minutes of the Law Examination boards held on 13th and 21 June 2006 and presentation of the provisional examination grades for the 2005/6 cohort (copy attached HEFP BS 27/2005-6).
- (c) Report on the Quinquennial review of the Law programme. (copy attached 28/2005-6).

TO RECOMMEND:

- (d) That the provisional examination grades of the Law students be approved by the Board of Studies.

26/2005-6 Science/Engineering Working Party and Examination Board

TO RECEIVE:

- (a) Minutes of the Science/Engineering Working party held on 9 February 2006 (copy attached: HEFP BS 29/2005-6).
- (b) Minutes of the Science/Engineering Examination board held on 23 June 2006 and presentation of the provisional examination grades for the 2005/6 cohort.

TO RECOMMEND:

- (c) That the provisional grades of the Science/Engineering students be approved by the Board of Studies.

27/2005-6 English and Study Skills Working Party and Examination Board

TO RECEIVE:

- (a) Minutes of the English and Study Skills Working party held on 13 January 2006 (copy attached HEFP BS 31/2005-6).
- (b) Minutes of the English and Study Skills Examination board held on 16 June 2006 and presentation of the provisional

examination grades for the 2005/6 cohort (copy attached: HEFP BS 32/2005-6).

28/2005-6 June Statistics

TO BE TABLED:

An copy of the June statistics for the HEFP will be circulated at the Board of Studies meeting (to receive: HEFP BS 33/2005-6).

29/2005-6 Renewal of Agreements

TO REPORT:

That the Agreements for delivery of the HEFP Law and Science/Engineering at Warwickshire College are due for renewal.

That the Agreements for delivery of the HEFP in Business Studies and Social Science at Stratford-upon-Avon College are due for renewal.

TO RECOMMEND:

That the Board of Studies approves the renewal of the Agreements.

30/2005-6 Dates of Board of Studies for Academic Year 2006-7

Friday 27 October, 1pm

Friday 2 February, 1pm

Friday 6 July, 1pm

31/2005-6 Any Other Business

HJJ