

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDTION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 4 July 2008 at 1.00 pm, in the Council Chamber, University House, University of Warwick.
A buffet lunch will be served at 1.00 pm.

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.i.johnson@warwick.ac.uk)

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 1 February 2008. (Attached: HEFP 10/2007-8).

2. Matters Arising on the Minutes

3. New Members of Teaching Staff

RECEIVED:

Warwickshire College:

Judith Hayes (Attached: HEFP 11/2007-8)

Stratford upon Avon College:

Jane Gilbert (Attached: HEFP 12/2007-8)

4. Business Studies

TO RECEIVE:

(a) Working Party Minutes (Attached HEFP 13/2007-8)

(b) Examination Board Minutes and provisional Examination Board marks
(Attached: HEFP 14/2007-8)

5. Business Studies Hong Kong

TO RECEIVE:

(a) Examination results from CL3: 15/2007-8)

6. Social Science

TO RECEIVE:

(a) Working Party Minutes (Attached HEFP 16/2007-8)

- (b) Examination Board Minutes and provisional Examination Board marks (Attached HEFP 17/2007-8)

7. English & Study Skills

TO RECEIVE:

- (a) Working Party Minutes (Attached HEFP 18/2007-8)
- (b) Examination Board Minutes (Attached HEFP 19/2007-8), medical cert (HEFP 20/07-08)
- (c) Report from external examiner (HEFP 21/2007-08)

8. Law

TO RECEIVE:

- (a) Working Party Minutes (Attached HEFP 22/2007-8)
- (b) Examination Board Minutes and provisional Examination Board marks (Attached HEFP 23/2007-8)

9. Science/Engineering

TO RECEIVE:

- (a) Working Party Minutes (Attached HEFP 24/2007-8)
- (b) Examination Board Minutes and provisional Examination Board marks (Attached HEFP 25/2007-8)

10. HEFP Applications for 2008

TO RECEIVE:

A summary of applications up to 30 June 2008 (Attached HEFP 25b/2007-8).

11. Membership of the Board of Studies

TO RECEIVE:

Notification of changes to the Board of Studies

- (a) To receive any resignations to the Board of Studies
 - (i) Ms J Siddle
- (b) To recommend a new external examiner for the Science HEFP.
- (c) To recommend a new external examiner for the Social Science HEFP.

12. Quinquennial Reviews

TO RECEIVE:

- (a) A report on the Science/Engineering quinquennial review (Attached HEFP 26/2007-8). A full copy of the file supporting the review process will be available at the Board of Studies and a permanent copy kept in

the International Office. The college has also been provided with a copy of the documentation that formed the review.

- (b) A report on the Business Studies quinquennial review (Attached HEFP 27/2007-8). A full copy of the file supporting the review process will be available at the Board of Studies and a permanent copy kept in the International Office. Again, a copy has been provided to the college for their reference.
- (c) Points Based System: this is still under review and it a final view from the government is expected during August 2008. In the meantime, an outline of the expected responsibilities of Warwick and the colleges has been built into the draft agreements. Copies have been circulated to each of the colleges and comments are still outstanding.

TO CONSIDER:

- (d) Any points arising from the review process.
- (e) Request the programme managers to expedite the draft agreements.

TO RECOMMEND:

That the agreements with the two colleges be renewed for a further 5-year period, once the final drafts have been approved.

13. Any Other Business

Progress of the External examiner's report:

REPORTED:

That the Science/Engineering review raised the question of the route of the external examiner's reports. Currently the reports are received in July/September and then are submitted to each individual working party – usually held Jan-Feb the following year.

PROPOSED:

That the external examiner's annual reports are submitted to the October Board of Studies for general overview and circulation.