

**UNIVERSITY OF WARWICK**  
**HIGHER EDUCATION FOUNDATION PROGRAMME**  
**BOARD OF STUDIES**

Minutes of the meeting of the Higher Education Foundation Programme Board of Studies held on 18 October 2002 .

PRESENT: Professor T Kemp (Chair), Mr M Colley, Mr D Fowers,  
Dr M Joy, Mr P Harrison, Dr H Nesi, Ms L Nuttall, Dr I Procter,  
Mr M Reddish, Dr J Robinson, Dr S Robinson, Mr H Waldron, Dr X Zhang,

IN ATTENDANCE: Mr D Bryce, Dr K Flint, Mr A Gribbon, Ms H Johnson

APOLOGIES: Ms J Siddle, Dr M Skinner

1 / 02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 5 July 2002 be approved.

2/02-03 Membership of the Board and Dates of Meetings for 2002-3

RECEIVED:

Membership of the HEFP Board of Studies and Dates of Meetings for 2002-3.  
(please note the venue and time change)

3/02-03 Matters Arising on the Minutes

REPORTED:

Minute 22/01-02: That a meeting had taken place with the Business School regarding the replacement of the current Business Studies moderator role with a 50% of full-time post. A job specification was currently under discussion with the Business School.

Minute 19/02-02: That an Investigative Committee of the Senate had sat on 30 August 2002 to consider the allegations of cheating in examinations by 7 of the HEFP students. The Investigative committee had found all 7 students guilty of cheating in a University test and the penalty of zero in the relevant examination had been applied.

The Investigative Committee recommended that the HEFP Board of Studies could award a mark of zero in an examination where a student had cheated if the student had admitted cheating. It was strongly recommended that the colleges should stress the importance of examination procedures to the students and emphasise the penalty for cheating.

4/02-03 Proposal to Develop a Biological Sciences Programme

REPORTED:

That a draft proposal to deliver a Biological Sciences Programme had been prepared by Dr Flint with the aims of:

- (a) Exploring the possibility of developing a Biological Sciences Foundation Programme.
- (b) Enhancing the English & Study Skills to support the students in the sciences therefore enabling the students to progress satisfactorily at university.
- (c) Inviting a selected group of local colleges/schools to tender for delivery of the programme.
- (d) Working towards implementation of the programme in September 2003.

CONSIDERED:

- (a) Care would need to be taken with marketing the course as the Warwick Medical School only accepts postgraduate students. However, it was suggested that this route would be for long-term study plans and that it would need to be emphasised that students would still require an undergraduate degree in a relevant subject.
- (b) That the proposed programme should be universalistic in aims and should not be too targeted towards Chinese students.
- (c) That optionality in the proposed draft syllabus was not considered a strength, however the reason for the options of
  - (i) Pathogens and disease )
  - (ii) Biology of ecosystems ) plus the core provision
 had been suggested to draw on the strength of the specific teaching expertise in the colleges.

RECOMMENDED:

- (a) That the syllabus should be reviewed to broaden the aims.
- (b) That the International Office should research interest into the proposal.
- (c) That a time-scale for delivery of the programme in 2003 needs to be established.
- (d) That past HEFP students should be contacted to ascertain their opinion on the proposed new course.
- (e) That Professor Kemp and Dr Flint would revise the syllabus.
- (f) That local colleges would be approached on an informal basis.
- (g) That when considering either a local school or college to deliver the course, English for academic purposes, academic provision, pastoral and accommodation facilities should be given due consideration.

5/02-03

Law

CONSIDERED:

The possibility of expanding the Law course to two teaching groups again:

- (a) 25 Law students were currently registered on the course.
- (b) 20 students per group is the recommended maximum group size.
- (c) An increase to 30 students would be a realistic target.
- (d) Those responsible for the the lecture/seminar delivered by the University would welcome the increase.

RECOMMENDED:

That the demand for the Law course would be re-assessed in January at the Law Working Party.

Dr Flint and Mr Reddish left the meeting at 2pm.

6/02-03

Overseas Programmes

RECEIVED:

A oral report from Mr Bryce on the HEFP in Hong Kong.

REPORTED:

- (a) That the course had only received registration late in August and that this had restricted marketing opportunities.
- (b) That five, very keen students had registered in Hong Kong.
- (c) That close communication between Hong Kong, Stratford upon Avon College and the University would be essential to the success of the programme.

7/02-03

English & Study Skills

REPORTED:

- (a) That the English & Study Skills course was primarily designed to meet the demands of a university degree.
- (b) Students achieving a Pass grade, particularly in Business related degrees, had in many cases, been requested by the potential universities to take an additional IELTS examination to prove their language ability.
- (c) IELTS examination centres are usually full in the Summer months and this presented a difficulty for students who were then not able to book a test.

CONSIDERED:

- (a) If the students were encouraged to sit an additional examination this may undermine the HEFP English & Study Skills examination.
- (b) Could the Warwick English Language Test (WELT) be used as an additional test for borderline students, if required, in the Summer?
- (c) Would it be possible to advise students likely to achieve a 'Pass' grade to take the IELTS or WELT in advance of their HEFP results?
- (d) Would it be possible to give university selectors a chart to compare IELTS/WELT/HEFP grades?

RECOMMENDED:

- (a) That the data comparing HEFP results v IELTS results, available from the 2002 examination session should be sent to Dr Robinson, although it should be noted that it is only a small sample of comparative grades.
- (b) That the English & Study Skills working party should consider this subject in further detail and report to the Board at its next meeting.

8/02-03

CV's of New Teaching Staff to the HEFP

RECEIVED:

Adrian Shemmell (Warwickshire College)  
Felix Mayeya (Warwickshire College)

These were approved following the meeting: Justine Hewitt, Emily Terry, Jane Lloyd, Frances Adler, Anthony Hayward (Stratford upon Avon College) circulated with these minutes.

8/02-03

Syllabus

RECEIVED:

Syllabi for the four courses.

RECOMMENDED:

That the Law syllabus should be resubmitted to include the English & Study Skills programme as specified in the 2001-2 Law syllabus.

HJ