

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 5 July 2002.

Present: Professor T Kemp (Chair), Mr M Colley, Mr D Fowers, Dr H Nesi, Ms L Nuttall, Ms H Orrock, Dr A Price, Dr I Procter, Mr M Reddish, Dr J Robinson, Dr S Robinson, Ms J Siddle, Dr M Skinner

In attendance: Ms H Johnson

17/01-02 Minutes

RESOLVED:

That the Minutes of the meeting held on 1 February 2002 be approved (HEFP 14/01-02).

18/01-02 Matters Arising on the Minutes

RECEIVED:

- (a) Paper 15/01-02 and Paper 16/01-02 indicating the entry and exit grades of the 2000/2001 cohort and language entry levels of the 2001/2002 cohort. Updated information for the 2002/2003 would be submitted to the Board of Studies in October.

REPORTED:

- (b) That a draft syllabus was still outstanding with regard to the possibility of a Biological Sciences module.

19/01-02 Examination Results

RECEIVED:

- (a) Law Examination Results. (paper 17/01-02)

REPORTED:

That Professor Slapper had been appointed as external examiner to the course and his comments had been complimentary.

That the examination board had signalled to Warwickshire College that higher marks should be awarded with caution especially at the top end.

That some confusion had arisen with the rubric of one of the examinations, and in future it was recommended that the draft examination papers should be submitted to the University moderator / external examiner in the final format with a further recommendation that a standard format for HEFP examination papers be established.

RESOLVED:

That the HEFP Law examination grades be accepted by the Board.

(b) Science / Engineering Examination Results. (paper 18/01-02)

REPORTED:

- (i) That Dr Trevelyan had served his fourth and final year as examiner for the Science/Engineering component and that a new external examiner would be required.
- (ii) That the external examiner had commented on the quality of the students, particularly with regard to their mathematics skills.
- (iii) That with the change of teaching college, the mathematics had seemed more challenging than in previous years, and physics and IT slightly less challenging, however, he considered that the overall quality of the programme was satisfactory.

RESOLVED:

That the HEFP Science/Engineering examination grades be accepted by the Board.

(c) Business Studies Examination Results. (paper 19/01-02)

REPORTED:

- (i) That evidence of cases of suspected cheating in the Economics examination and OB examination (subject of the Social Science Examination Board) had been reported to the Board.
- (ii) That the Business Studies Examination Board had awarded a zero grade to the students whom had been suspected of cheating in the examinations and the issue forwarded to the Board of Studies for consideration.
- (iii) That the University Regulation 12 relating to cheating in examinations had been considered by the Board.
- (iv) That issues included the final grade, placement at a UK university following the Foundation Programme, support to these students during Clearing and whether an allowance should be given as this was the student's first year in the UK.
- (v) That if a student is unable to complete an examination due to ill health, for example, (with doctor's note) then the words 'incomplete' would be shown on the transcript and that student's tutor would write a letter of support to attach to the transcript for submission to the receiving university.

RECOMMENDED:

- (i) That a report should be issued to Dr J Taylor, Examinations Office, University of Warwick with regard to the suspected cheating.

- (ii) That Dr Taylor should be asked to advise on the setting of an Investigative Committee to resolve the issues regarding suspected cheating, in conformity with University regulations.

RESOLVED:

That the Business Studies examination grades be accepted with the exception of the students identified as suspected of cheating.

(d) Social Science Examination Results (paper 20/01-02)

REPORTED:

- (i) That Dr Robert MacDonald had been appointed as external examiner to the Social Science programme.
- (ii) That although the majority of students had performed well, a group of seven students had been suspected of cheating in the Organisational Behaviour examinations.
- (iii) That the Social Science moderator had not encountered such blatant cheating in previous HEFP examinations and was concerned with regard to the course's reputation.
- (iv) That, a grade of zero for the whole component had currently been awarded but the HEFP Board of Studies was asked to consider whether the zero should be for the whole examined module or just for the examined module where the suspected cheating had taken place, which is normal University practice.

A module comprises: Part 1 examinations, coursework, Part 2 examinations.

- (v) That the incidence of cheating should be used as a warning to future students and that severe penalties were recommended.
- (v) That as the success of the HEFP depends on credibility with receiving universities, should admission tutors be notified of the cheating, and reason for a 'fail' grade?

RECOMMENDED:

That the same procedure as detailed above for Business Studies would be followed.

(e) English & Study Skills Examination Grades (paper 22/01-02)

RECEIVED:

English & Study Skills examination grades for all four components of the HEFP.

REPORTED:

- (i) That Dr Cauldwell had remained as external examiner for the programme following his resignation from the University of Birmingham and was now acting in a freelance capacity.

- (ii) That it would help both the internal and external moderators if the college staff could flag up cases that need special attention by the examination board.
- (iii) That a bank of questions for use in examinations was acceptable but the external examiner had recommended that only small parts of a past examination should be repeated.
- (iv) That a programme to encourage college staff to 'shadow' ex-HEFP students at university would be developed for 2002.
- (v) That of the 158 students at Stratford upon Avon College, only 9 had failed the English component and the intake had demonstrated considerable progression throughout the academic year.
- (vi) That the issues of use of dictionaries and essay word length needed clarification and would be considered at the English & Study Skills working party.

20/01-02 Matters Arising from the Examination Boards

RECOMMENDED:

- (a) That a working party consisting of Professor Kemp, Dr Procter, Dr Skinner, Mr Colley and Mr Fowers should meet to consider the issues of plagiarism and to establish a range of penalties to ensure consistency across the colleges.
- (b) That clarification of whether Point 8 (Academic and Administrative Arrangements), as set out in the Governance and Administration applied to just English & Study Skills or to all of the components of the course.

21/01-02 Resignation of HEFP Examination Board Members

RECEIVED:

The resignation of Dr Price and Dr Storey from the HEFP Science/Engineering working parties and HEFP Board of Studies.

The Board recorded its thanks for the contribution to the course from both Dr Price and Dr Storey.

The resignation of Ms H Orrock (Warwickshire College)

REPORTED:

That Dr Zhang (Engineering) had been nominated by the Department of Engineering and that one further nominee from a related department was currently under discussion.

That Mr P Harrison (Law lecturer) had been nominated as a replacement for Ms Orrock.

22/01-02 Business Studies Review

RECEIVED:

An oral report from Dr Robinson outlining the issues raised by the Business Studies Review panel with recommendations for the further development of the review

procedure and to adopt a reporting procedure required by QAA. In addition, it was recommended that a review of the Five Year Review should take place after one academic year to ensure that the recommendations had been actioned.

RECOMMENDED:

- (i) That future HEFP reviews should follow the example of reporting adopted by the Business Studies Five Year Review.
- (ii) That a review of the recommendations listed in the report should take place no later than one academic year following the initial review.
- (iii) That the idea of a modular delivery should be considered by the College.
- (iv) That Economics at Warwick had rejected all HEFP students and would only accept for Industrial Economics. This decision had resulted from raising the entry standard for entry to an A at 'A' level mathematics. It was therefore recommended that the mathematics syllabus should be reviewed to make sure that it was acceptable for entry to Economics degrees at Warwick.
- (v) That if a modular system of delivery was adopted with subject areas across the Social Science / Business range of subjects, attention to the contracts would be necessary as currently the contracts specify either 'Business Studies' or 'Social Science' and it is not inconceivable that the courses could be delivered by separate institutions.
- (vi) That the component titled 'Organisational Behaviour' in place of 'Sociology' had been commented upon both by the external examiner for the Social Sciences and by the Business School at Warwick, and in view of strong opposition to this change in title, the course would revert to the title 'Sociology' from September 2002.

23/01-02

Five Year Review Schedule

REPORTED:

That the Science/Engineering and Social Science programmes were scheduled for the Five Year Review in the academic year 2002-3.

RECOMMENDED:

Membership of the Science/Engineering review:

Dr J Robinson, Chair
New member of Science/Engineering working party
One recommendation from Stratford upon Avon College.

Membership of the Social Science review:

Dr I Procter, Chair
Dr M Skinner
Mr J Grant

24/01-02

Proposed Module for the Social Sciences – Psychology

RECEIVED:

A proposed replacement module for the Psychology component of the Social Sciences course.

CONSIDERED:

The provision of the module and relevance to the HEFP Social Science course.

RECOMMENDED:

That the proposed module be accepted and implemented from September 2002.
(paper 27/01-02)

25/01-02

Dates of HEFP Board of Studies for 2002-3

18 October 2002

31 January 2003

4 July 2003