

UNIVERSITY OF WARWICK

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies on 27 October 2006

Present: Professor R Lindley (Chair), Dr K Flint, Dr M Joy, Prof. T Kemp, Dr H Nesi, Ms L Nuttall, Dr M Skinner, Mr N Parmar, Dr J Robinson, Dr I Procter, Ms J Siddle, Ms S Starley, Mr H Waldron

Apologies: Ms Y Merali, Mr A Preshous, Mr P Smart
Ms D Kwan, Ms H Wong

In Attendance: Ms H Johnson

cc. Dr D Law

1/2006-07 Membership and Terms of Reference

RECEIVED:

Membership and Terms of Reference for 2006-7.

2/2006-07 Minutes

That the Minutes of the Meeting held on 30 June 2006 be approved.

3/2006-07 Jilin University and the Wider Issue of Overseas Partnerships

REPORTED:

Prof. Lindley visited Jilin University during the summer and had discussed the proposal to deliver an HEFP in Jilin. Professor Debin Liu, Head of the International Office had also attended AC21 and had had brief discussions with Ms Johnson and Prof. Lindley. Prof Lindley had also visited Shanghai University and had received strong lobbying to consider an HEFP but his view was that the delivery of the Programme overseas would not benefit either institution.

CONSIDERED:

Whether, with the exception of the HKUST CL3, the HEFP should be delivered overseas.

RESOLVED:

That the HEFP should not in general be delivered overseas.
However, following prior consultation with the subject moderator any

case for investigating such a proposal will be considered on its own merit by the Board.

4/2006-07 Draft Regulation Governing the Continuation of Registration for HEFP programmes.

RECEIVED:

An amended copy of the University Regulation 13 for application to the HEFP programmes.

CONSIDERED:

- (a) Regulation 13 exists, but is very rarely implemented in Warwick Departments.
- (b) Whether the Regulation 13 should be put on the notice board's used by the HEFP students or whether a shorter notice should be put on the notice boards and the Regulation included in the HEFP Student Handbook – produced by each subject leader.
- (c) Whether a signed document to guarantee full-attendance should be signed at the start of the academic year.

RESOLVED:

- (c) A short 'Students are expected to attend all classes' note should be included on the HEFP notice boards with a reference made to the University Regulation 13 in the Student's handbook.
- (d) That a signed document confirming that Regulation 13 had been read and understood should be included with the orientation materials at each college.

5/2006-07 Penalty for Non-Attendance at English Tutorial

REPORTED:

That the penalty for non-attendance at the English and Study Skills tutorial in preparation for the research assignment had now been included in all of the colleges' Student Handbooks.

6/2006-07 Syllabus / Student Handbook

RECEIVED:

The updated syllabus from each of the HEFP courses.

REPORTED:

The purpose of the documents submitted as there was some variation in the style of writing and the contents.

- (a) The original purpose of submitting the syllabi to the first meeting of the Board each year had been to have an accurate

copy of the syllabi and reading materials that would be sent to admissions tutors both within Warwick and externally in support of the UCAS applications.

- (b) The documents had been extended in some cases to include student documentation, referencing materials and advice and although they made a very thorough handbook for students, only the syllabus would be attached and sent to the external selectors.
- (c) Law: Review the syllabus to ensure it reads evenly and is consistent throughout.
- (d) HKUST CL3: Bring the Student Handbook into line with the Stratford-upon-Avon copy in format and content, advice on studying and deportment in class etc.
- (e) Business Studies and Social Science: Include English and Study Skills within the Student Handbook and Law and Science have a separate handbook for English and Study Skills. (Copy not circulated at the Board, but available through Dr Nesi). Chemistry/Biology: Whether the English and Study skills component has a separate handbook for 2006?

RESOLVED:

- (f) That the syllabus would be labelled 'Use for external course selectors' and the student handbooks kept as a separate record.
- (g) That the Law syllabus would be reviewed for consistency by Ms Starley.
- (h) That HKUST CL3 would be advised to expand their current Student handbook as detailed above.

7/2006-07

New Teaching Staff

RECEIVED:

Cv's for the teaching staff at HKUST CL3.

- (a) Denise Tse Shang Tang

Ms Tang's experience is predominantly in the area of Women's Studies and Sexuality rather than the Sociology of Work and it was resolved that Dr Procter would raise this with CL3.

- (b) Wong Benedict Man Lam

The Board queried whether Mr Lam had received teacher training. As the procedure for appointing staff at HKUST CL3 is not known it was resolved that the CL3 would be contacted regarding their policy regarding the appointment of teaching

staff and whether teacher training was a usual prerequisite for their staff.

(c) Ronald Chi Yin Tse

Resolved: To request from HKUST CL3, an adjusted cv to demonstrate the level at which he previously taught and the relevance of the teaching to the function he is carrying out on the HEFP.

(c) Fred Ku

Cv approved.

RESOLVED:

- (d) To raise the queries regarding the cv's with HKUST CL3.
- (e) Identify the academic leader of the programme at HKUST CL3.
- (f) To send a copy of the cv's to Ms Merali as the Business Studies moderator.

8/2006-07 HKUST CL3 Visit: October 2006

REPORTED:

That Ms Johnson had visited HKUST CL3, met with some of the staff and the students, given a presentation on UCAS and held a question and answer session with the students on applying to universities in the UK. Nancy Chui would arrange to visit the students and give a Warwick specific presentation and Pam Wood would be invited to talk to the students about the universities she represented in Hong Kong. Circle of Friends materials (7 November) would be sent to HK following the UK fair.

9/2006-07 HEFP Annual Report 2005-6

RECEIVED:

An oral report from Ms Johnson outlining the contents of the HEFP Annual Report and highlighting the following points from the previous year's activities and the recruitment for the 2006-7 intake.

- (a) That registrations for the September 2006 cohort were 25% higher than the previous year (218).
- (b) That applications from China had increased by 44%.
- (c) That the applications had increased significantly from June through to the start-date.
- (d) That the conversion rate from application to registration had been 1:2. The usual conversion rate was approximately 1:3 and this represented a significant improvement.
- (e) That HKUST CL3 had started to deliver the Business Studies component in September, and the first cohort size was 7 students.

- (f) 14 students had joined the HEFP through Kazakhstan's Bolashak scholarship and early reports from the colleges indicated that the students were excellent.
- (g) That placement of the students at universities following successful completion of the HEFP had gone well and that that majority of the students had achieved a place at their first or second choice university, with only a very small number of students with pass grades entering Clearing.
- (h) That Law, Chemistry and Science/Engineering all had the capacity to increase the numbers of students studying on the Programme, although at the moment applications in these areas was less buoyant.
- (i) That additional provision from other foundation providers such as Nottingham, Bath, City and Lancaster means that Warwick must remain competitive and that further work will be done within Warwick to ensure that the programme is represented in the Undergraduate Prospectus and the offers made to the HEFP students stated on the Admissions Requirements alongside other qualifications. Marketing of the programme both from the HEFP team and through the wider IO resources must remain a priority if we are to maintain the applications to the Programme.
- (j) In summary, the year had been successful both in terms of recruitment and placement at university.

RESOLVED:

That the HEFP Annual Report be submitted to Senate.

10/2006-07 College Registration Dates for September 2007

12 September:	Stratford upon Avon College
6 September:	Warwickshire College
11 September:	Solihull College
TBA	HKUST CL3

HJ