

**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 4 February 2011

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Present: Prof. R Higgott (Chair), Dr D Britnell, Dr M Joy, Dr T McCrisken,  
Dr K Moffat, Ms L Nuttall, Mr G Palmer; Ms J Preshous, Dr J Robinson,  
Dr G Sharpling, Dr M Skinner, Ms S Starley, Ms C Wilson, Ms R Young

In Attendance: Mr D Fowers, Mr J Kennedy Dr I Procter, Ms K Cadwgan-Evans

Apology: Ms W Chan

10/2010-11 Minutes

RESOLVED:

That the Minutes of the Higher Education Foundation Programme Board of Studies held on 22 October 2010 be approved.

11/2010-11 Matters Arising on the Minutes

REPORTED:

- (a) That the HEFP offer into MORSE from the Business Studies stream had been confirmed as 80% in mathematics, 55% in English, Distinction in Economics and Business Studies and a Credit in Sociology together with grade 2 in any STEP/Merit in AEA Maths.
- (b) The English & Study Skills review would hold the first meeting on 28 February, with two further meetings at a later date with findings reported to the July Board of Studies.

12/2010-11 Staffing

REPORTED:

- (a) CV's were received from: Deepak Singh Bhachu and Tahira Parveen: both staff were approved to teach on the HEFP.
- (b) Ms Estelle Shale (Business Studies: Mathematics) and Ms Yasmin Merali (Business Studies: Economics and Business Studies) had resigned from the Board and as moderators in their subject areas.
- (c) The Chair welcomed Mr Grier Palmer as the new Business Studies moderator and Board member.

- (d) The Chair also welcomed Dr Kevin Moffat to the Board, and as the Biomedical programme moderator and Board member.
- (c) An additional member to the HEFP Board of Studies will be required to replace Ms Shale. The Board member will not necessarily have moderator duties, however, a link to one of the departments recruiting from the HEFP subjects is sought. Current Board members are requested to propose colleagues who have an interest and should contact [h.j.johnson@warwick.ac.uk](mailto:h.j.johnson@warwick.ac.uk) in the first instance.

13/2010-11 Annual Report

RECEIVED:

The HEFP Annual Report (paper HEFP 20/10-11) noting:

- (a) Recruitment had been very strong in the 2010-11 academic year with 334 student joining the Programme.
- (b) 100% of the students on the HEFP had been offered a place on an undergraduate degree.
- (c) That placement into Warwick had been particularly successful with 53% of the Law cohort entering Warwick, 48% of the Science/Engineering cohort, 42% of the Social Science cohort and 35% of the Business Studies cohort continuing to study with Warwick.
- (d) It was noted that a significant number (80 approx) students had entered Clearing in 2010 and had been found undergraduate places through Clearing in August. The number of students having to be assisted at this late stage was bordering on unmanageable, and more work had been undertaken with the 2010-11 cohort to ensure the message on realistic first and second choice universities had been fully discussed with the students.
- (e) That the HEFP is still heavily reliant on the China and Hong Kong markets for its intake. Kazakhstan which has been a strong market for several years is likely to change in the next year due to the withdrawal of the Bolashak Government scholarships for foundation and undergraduate students. An investigation is underway to develop the Kazakh market outside of the Bolashak route.
- (f) The change in regulations through the UKBA had required quick action particularly during mid-August when the policy on pre-degree language requirements changed without notice, but the overall visa issuing process in 2010-11 had gone reasonably smoothly.
- (g) That a review of Tier 4 of the Visa Consultation process had closed on 31 January. Warwick had submitted oral and written evidence, canvassed

MP's, consulted with UKISA, UUK and others to ensure the University's requirements across all levels were clearly articulated.

- (g) Page 2 of the Annual Report would be amended to include the Biomedical course in the list of subject areas.

RESOLVED:

That the Annual Report for 2010-11 be submitted to the next meeting of Senate.

14/10-11 Degree Classifications

RECEIVED:

A tabled report indicating the undergraduate degree classifications of HEFP students completing a degree at Warwick in June 2010.

REPORTED:

- (a) 7 students were recorded as 1<sup>st</sup> class
- (b) 24 students were recorded as 2:1
- (c) 9 students were recorded as 2:2
- (d) 2 students were recorded as 3<sup>rd</sup>.

RECOMMENDED:

That the profile of the HEFP student's achievement be compared with the broader international profile as an indicator of performance.

15/10-11 HEFP Statistics

The January statistics start the process for the 2011 intake. Current performance indicates:

- (a) Applications +3%
- (b) Law 25%+
- (c) Science/Engineering -32% (mainly caused by China)
- (d) Business Studies +7%
- (e) Social Science +20%
- (f) Biomedical Sciences (1 app difference)
- (g) Overall China is performing well with a 28% increase in applications.

REPORTED:

Dr Moffat commented on the lower Biomedical applications and reported that he would be able to supply updated publicity materials to use to promote the Programme.

16/2010-11 College Reports

RECEIVED:

- (a) Paper HEFP 21/20-11 from Warwickshire College indicating that the students had settled in well and were working hard.
- (b) Paper 22/10-11 from Stratford upon Avon College indicating that the students are working well, help classes have proved successful and the attendance and retention rate across the course is excellent. One point causing concern is the access to the library at the University.
  - (i) The Library staff have indicated that the college staff may not be able to access electronic materials due to the University's licensing agreement. It had been previously thought this issue had been resolved, but a new issue on licensing has recently been raised therefore preventing the distribution of the University (Library) cards.
  - (ii) The Library staff have raised the question on the impact the students have on the Library when they arrive on a Friday afternoon and also had raised concern on some of the behavior (including returning of books).
  - (iii) Meetings have taken place between the Library, IO and the SA college staff and plans have been put in place to bring the students to the University on Wednesday afternoons in the new academic year in place of the Friday.
  - (iv) The IO have been asked to investigate how the HEFP is reported to Government agencies as this impacts on the licensing agreements (reply outstanding from Management Planning).

RECOMMENDED:

That all steps are taken to ensure the staff are provided with access to the Warwick Library facilities and that training of the staff and students takes place in September 2011.

17/2010-11 English Language Requirement: UKBA

RECEIVED:

Paper HEFP 23/2010-11 outlining the latest guidance from the UKBA regarding entry requirements for the UK, and the potential impact on students currently

studying on the HEFP but without an approved English language test. An example, would be the Hong Kong students who entered the UK prior to implementation of the new guidelines in August 2010.

The revised guidelines from the UKBA are scheduled for April 2011, but due to the short nature of the HEFP and the leaving date of May/June of the HEFP students, it is advised that the students take an additional IELTS to ensure a band 5.5 including band 5 in each subject as a precaution if universities are not approved to set their own entry level at undergraduate entry level.

CONSIDERED:

- (a) Access to an IELTS test in the student's home country in mid-summer if the guidelines are implemented
- (b) Impact on the HEFP if students cannot re-enter the UK due to language restrictions
- (c) The overall risk to students of not taking the precaution of an additional IELTS test to meet the B2 (IELTS 5.5, band 5.5 in each component) level.

RESOLVED:

That this year, all students would be encouraged to take the IELTS to ensure they are holding a current qualification as a precaution against UKBA guideline changes later this year.

18/2010-11 Any Other Business

19/2010-11 Date of the next meeting

1pm, 8 July. Venue: Council Chamber

(please note all papers and reports must be submitted for circulation no later than Friday 1 July)

/HJJ