

# UNIVERSITY OF WARWICK

## BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 2<sup>nd</sup> June 2004.

Present: Professor M Whitby (in the Chair), Dr T Drewello, Mr R Leng, Dr G Martin, Professor A McFarlane, Dr J Robinson, Professor J Treglown, Mr R Watson

Apologies: Dr R Naylor, Professor L Paterson, Professor S Petersen, Professor A Phizacklea

In Attendance: Ms Y Salter-Wright (36/03-04), Ms A Bell, Dr J Taylor.

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27-29/03-04 Reserved Items

Please see separate minutes (for academic members of the Board only).

30/03-04 Minutes

RESOLVED:

That the minutes of the last meeting of the Board held on 18<sup>th</sup> February 2004 be approved.

31/03-04 Matters Arising on the Minutes

Undergraduate Curriculum Review

(a) ~~Responses to the report of Undergraduate Curriculum Review Group~~  
(minute BUGS 10/03-04 refers)

RECEIVED:

- (i) A response from the Institute of Education to Undergraduate Curriculum Review Group recommendations concerning 'Optionality' and 'Work Experience' (Paper BUGS 14/03-04).
- (ii) A report from the Department of History concerning discussions with the Senior Assistant Registrar (Teaching Quality) regarding placement learning course approval forms (Paper BUGS 15/03-04) (minute BUGS 19/03-04 (b) (iv) refers).
- (iii) A response from the Board of Faculty of Science to the recommendations of the Undergraduate Curriculum Review Group's final report (Paper BUGS 16/03-04).

CONSIDERED:

- (iv) A progress report on the implementation by the Careers Service of the recommendation by the Undergraduate Curriculum Review for timetabled meetings between Careers Advisers and 1<sup>st</sup> year students (paper BUGS 17/03-04).

RESOLVED:

That the Careers Service be asked to consider the following:

- (aa) employing 20 minutes of first-year lecture slots to address students rather than the full hour
  - (bb) investigating whether meetings with students could be held in Reading Weeks where available or during the induction period for first-year students
  - (cc) investigating if there would be opportunities to integrate careers advice with the proposed development of Personal Development Plans (PDP) for students.
- (b) ~~Course Length Sub-Group~~ (minutes BUGS 10/03-04(d) and 19/03-04 (a) refer)

CONSIDERED:

- (i) Minutes of the second meeting of the Course Length Sub-Group to which the Director of the International Office was invited (paper BUGS 18/03-04)
- (ii) A report on Science Faculty provision of non-specialist modules (paper BUGS 19/03-04)
- (iii) A list of modules from the Faculties of Arts and Social Studies that might be offered to non-specialist students (paper BUGS 20/03-04)

RESOLVED:

- (iv) That, while the Board supported in principle the idea of providing a foundation or introductory year with a target group of US students consisting of subjects from the Faculties of Arts and Social Studies, the following points would need to be considered further:
  - (aa) the qualification students would obtain at the end of the foundation year
  - (bb) which students could be admitted on the foundation year, as well as those from the US
  - (cc) the admissions requirements for students to continue with a three-year Warwick Honours degree

- (dd) whether the QAA Qualifications framework would have any bearing on the amount of credit students would accumulate at Level 1
  - (ee) a minimum specification for the range of disciplines to be studied
- (v) That the Chair contact the Director of the International Office, the Assistant Registrar (Undergraduate Student Recruitment and Admissions) and the Senior Assistant Registrar (Teaching Quality) to seek advice, as appropriate, on the points raised under 31/03-04(iv)(aa) to (dd) above.
  - (vi) That the sub-group meet to consider the advice and issues, inviting the people from (v) above as necessary.

#### Review of Assessment Practice

- (c) ~~Examination Period and Assessment Practice~~ (Reserved minutes 46(a)/02-03 and 5/03-04 refer)

#### CONSIDERED:

Responses from the other universities regarding the length of the examination period and assessment practice (Paper BUGS 21/03-04).

#### RESOLVED:

- (i) That the responses in paper BUGS 21/03-04 showed that Warwick's current practices regarding the length of the examination period and assessment practice were comparable with those of other universities.
- (ii) That departments be asked to give their views on the following issues:
  - (aa) the extent to which alternative forms of assessment, eg take-home papers, might be used;
  - (bb) the feasibility of reduction in exam length, eg from three to two hours, which might permit three exam slots per day;
  - (cc) the feasibility of replacing any exams with one-hour tests administered within a teaching timetable slot;
  - (dd) whether Warwick students were over-examined relative to practice in the same discipline at other universities and to the CATS weight attached to individual modules.

Progress of Board Recommendations.

- (d) Amendments to Regulation 8.9 (minute BUGS 26/03-04 refers)

REPORTED:

That Senate at its meeting on 10 March 2004 approved the proposed amendments to Regulation 8.9 as set out in paper BUGS 13/03-04.

32/03-04

Chair's Action

- (a) Reading Time

REPORTED:

That the Chair, acting on behalf of the Board, had approved the request from CELTE for paper CL402 to have 15 minutes reading time.

- (b) 50% Rule

REPORTED:

- (i) That the Chair, acting on behalf of the Board, had provisionally approved proposals by the Department of English regarding the 50% rule (Paper BUGS 22/03-04), noting that these changes were intended to take effect in the academic year 2004-05 and were pending discussion with the departments with whom the English Department has joint degrees.
- (ii) That the Chair, acting on behalf of the Board, had approved a request from the Department of Film and Television Studies regarding the 50% rule for the following modules, noting that they would carry exemption from the 50% rule on the basis that they would offer a dissertation option:

FI302 Special Topic in Film  
FI309 National Cinemas 2  
FI 305 Hollywood Cinema 2  
FI 203 Silent Cinema

- (c) New Open Studies Certificate Course Proposals

REPORTED:

That the Chair, acting on behalf of the Board, had approved proposals by the Centre for Lifelong Learning for the following new Open Studies Certificate Courses:

- (i) Open Studies Certificate in Working with 14-16/19 olds for Post Compulsory Education and Training Practitioners (paper UFSS 75/03-04)
- (ii) Open Studies Certificate in English Language Development and British Cultural Studies (paper UFSS 77/03-04)

33/03-04 MBChB Annual Course Review

CONSIDERED:

The Annual Course Review Report of the Faculty of Medicine (paper BFM 6/03-04(revised)).

RECOMMENDED:

- (a) That the Annual Course Review Report of the Faculty of Medicine be approved.
- (b) That the Faculty be asked to confirm that the 2001 cohort year 2 resit rate referred to on page 2 of the Report was not an undue cause for concern.

34/03-04 University Student Appeals Procedures

REPORTED:

That at the meeting of Senate on 10 March 2004 it was reported that the Academic Quality and Standards Committee had requested that the Board of Undergraduate Studies give consideration to the introduction of a form to be completed by undergraduate students wishing to appeal against the decision of a Board of Examiners (Senate Minute 69(a)/03-04) refers).

CONSIDERED:

Guidance for students and a pro-forma for student use when making appeals under Regulation 8.12 (Paper BUGS 23/03-04).

RECOMMENDED:

That the guidance for students and pro-forma for student use when making appeals under Regulation 8.12 be approved as set out in Paper BUGS 23/03-04.

35/03-04 Assessment Percentage for Part -time Undergraduate and 2+2 students

CONSIDERED:

A request from the Academic Director of the Centre for Lifelong Learning asking for part-time undergraduate and 2+2 students to be allowed to take up to 65% assessed work if they take a research-based unit of assessment (Paper BUGS 24/03-04).

RESOLVED:

That clarification be sought regarding the definition of "research-based unit of assessment" and that the Chair be asked to consider the request on behalf of the Board following receipt of this clarification.

36/03-04 Revised University Regulations

CONSIDERED:

A proposal to amend University Regulations relating to Admissions, Fitness to Practise and Temporary Withdrawal (Paper BUGS 25/03-04)

RECOMMENDED:

That the proposal to amend University Regulations relating to Admissions, Fitness to Practise and Temporary Withdrawal as set out in Paper BUGS 25/03-04 be approved, subject to the following amendments to the proposed **Regulations Governing Temporary Withdrawal from the University** (page 20):

- (a) That since retrospective temporary withdrawal was sometimes an appropriate means of dealing with a student's situation, the sentence "*Requests for retrospective withdrawal will not normally be approved*" be removed from paragraph (1).
- (b) That the final sentence of paragraph (3) be amended as follows:

“...he/she shall be deemed to have withdrawn permanently from the University” [amendment underlined]

- (c) That the text of existing Senate minute 180(d)(ii)/82-83 be added to paragraph (4) so that it reads:

“Requests for more than two consecutive periods of withdrawal shall not normally be considered, and the total period of consecutive temporary withdrawal shall not normally exceed two years, after which the student's department shall consider whether it is in the best interests of the student to continue in this way rather than to withdraw permanently.” [amendment underlined]

37/03-04 Special Arrangements for Examinations

CONSIDERED:

A proposal from the Department of Philosophy that students who are given permission to take examinations in a location other than the exam hall should sit them in the department responsible for teaching the module concerned, rather than in the student's home department, in those cases where two departments are involved.

RESOLVED:

That the Board consider the management of special examination arrangements for individual students at its next meeting, in the light of the following additional information:

- (a) the numbers of students requiring special arrangements in recent years

- (b) the precise nature of the arrangements made locally by departments for students requiring special arrangements
- (c) data on other universities' experience and practice, including the criteria applied in determining what special arrangements were justified in individual cases.