

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on 10th November 2004.

Present: Professor M Whitby (in the Chair), Dr T Drewello, Dr P Ferdinand,
Dr S Gardner, Ms S Khan, Professor A McFarlane, Dr G Martin,
Mr K Mohaddes, Professor L Paterson, Dr J Robinson.

Apologies: Dr M Neary, Professor J Treglown.

In Attendance: Ms G Frigerio (for item under minute 8(g)/04-05), Dr C Hanley (for item under
minute 8(c) /04-05), Ms E Heath, Dr J Taylor.

1/04-05 Terms of Reference

REPORTED:

That the Senate, at its meeting on 29th September 2004, had approved Terms of Reference for the Board of Undergraduate Studies as follows:

- (i) To consider and make recommendations to the Academic and Quality Standards Committee on issues relating to the assurance and enhancement of the quality of learning and teaching across all undergraduate provision.
- (ii) To make recommendations to the Senate, after consultation with academic departments and the Faculty Boards, on all matters affecting undergraduate study in the University including strategic considerations.
- (iii) To scrutinise all new undergraduate course proposals and recommend approval to the Senate except in those instances when an issue of principle is raised.
- (iv) To consider reports from the Faculty Boards on the periodic reviews of undergraduate courses.
- (v) To advise the Academic Quality and Standards Committee on matters relating to examinations in undergraduate courses.
- (vi) To advise the Academic Quality Standards Committee on the role of internal and external examiners for undergraduate degrees.
- (vii) To consider on behalf of the Senate and the Academic Quality Standards Committee the issues raised in reports by external examiners.
- (viii) To consider submissions from the Faculty Boards for non-standard examination methods, including seen papers, open-book examinations and reading times, and to make recommendations to the Academic Quality and Standards Committee.

- (ix) To exercise delegated powers on behalf of the Academic Quality and Standards Committee in approving, on personal grounds, minor variations in the arrangements for the sitting of undergraduate examinations by individual students.
- (x) To consider all matters affecting admissions practices and policy and make recommendation to the Academic Quality Standards Committee.

2/04-05 Membership 2004/2005

REPORTED:

That the Senate, at its meeting of 29th September 2004, had resolved that the membership of the Board of Undergraduate Studies for the academic year 2004/2005 be as follows:

	<u>First Appointed</u>	
Chair (a Pro-Vice-Chancellor)	2003	Professor M Whitby
Two full-time members of the academic staff from each of the Faculties of Arts, Science and Social Studies appointed by the Senate:		
Arts	2003 2003	Professor A McFarlane Professor J Treglown
Science	2003 2002	Dr T Drewello Dr G Martin
Social Studies	2002 2002	Dr M Neary Dr S Gardner
One full-time member of academic staff from the Faculty of Medicine appointed by the Senate	2001	Professor S Petersen
One member of the Board of Graduate Studies appointed by the Senate	2003	Professor A Phizacklea
The Chairs of the Undergraduate Studies Committees of the Boards of the Faculty of Arts and Social Studies and the Chair of the Sub-Faculty of Science		
Arts	2003	Professor L Paterson
Science	2003	Dr J Robinson
Social Studies	2001	Dr P Ferdinand
Two members nominated by the Union of Students	2003 2003	Mr K Mohaddes Ms S Khan

RECOMMENDED:

That a representative of the Centre for Lifelong Learning be added to the

membership of the Board.

3- 6/04-05 Reserved Items

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

7/04-05 Minutes

RESOLVED:

That the minutes of the last meeting of the Board held on 2nd June 2004 be approved.

8/04-05 Matters Arising on the Minutes

(a) Progress of Board Recommendations

(i) MBChB Annual Course Review (minute 33/03-04 refers)

REPORTED:

That Academic Quality and Standards Committee, at its meeting on 9th June 2004, had resolved that it be noted that it had been ascertained that the progression statistics for the MBChB were typical for the discipline.

(ii) University Student Appeals Process (minute 34/03-04 refers)

REPORTED:

(a) That the Senate, at its meeting on 30th June 2004, had resolved that the guidance for students and a pro-forma for student use when submitting appeals against decisions of final year undergraduate Boards of Examiners under Regulation 8.12 be approved as set out in paper BUGS.23/03-04.

(b) That, in connection with appeals under Regulation 8.12 considered during the Summer vacation 2004, the Mathematics Institute and also a member of one of the preliminary review panels had suggested that potential appellants should be required or at least encouraged to discuss the matter(s) leading them to consider appealing with their departments prior to submitting any formal appeal, with a view to achieving local resolution of the student's concerns if possible.

RESOLVED:

That the following text be added to the section "Guidance for students wishing to appeal" in the notes accompanying the appeal form:

"You are strongly encouraged to discuss any matters leading you to consider appealing with your Personal Tutor (or another

appropriate member of staff in your department or the University Senior Tutor) before submitting a formal appeal, which should not normally be your first course of action. Depending on the circumstances, your Personal Tutor may be able to facilitate a resolution of your concerns directly in consultation with the Chair and/or Secretary of the Board of Examiners for your degree without the need for you to make a formal appeal under Regulation 8.12".

(iii) Revised University Regulations (minute 36/03-04 refers)

REPORTED:

That the Council, at its meeting on 2nd July 2004, had resolved that:

(A) That proposed amendments to the following University Regulations be approved as set out in paper C.66/03-04:

- 6 Admission to the University
- 8.1 Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) (4 and 5 Year)
- 13 Regulations Governing Attendance and Termination of Registration
- 14 Regulations Governing Higher Degrees
- 18 Governing Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post Experience Diplomas and Post-Experience Certificates
- 19 Regulations Governing the Postgraduate Certificate in Education.

(B) That new Regulations for the establishment of a University Fitness to Practise Committee and for Governing Temporary Withdrawal be approved as set out in paper C.66/03-04.

(iv) Annual Course Review Summary reports (minute 14/03-04 refers)

REPORTED:

That Academic Quality Standards Committee, at its meeting on 19th November 2004, had resolved that in the light of feedback received from the Board of the Faculty of Social Studies about the compression of the period during which departments were required to conduct Course Review and the desirability of permitting greater reflection at departmental level prior to the submission of reports, the deadline for the submission of Undergraduate Annual Course Review reports be moved back to 1 December, with the operation of the system being monitored by the Committee.

(v) New Courses of Study (minutes 13/03-04 and 24/03-04 refer)

(A) Department of Classics

REPORTED:

That the Senate, at its meeting on 3rd December 2003, had resolved that a proposal from the Department of Classics for the introduction of a new BA Honours degree in Classics with effect from September 2005 be approved as set out in paper AUSC 3/03-04.

(B) Department of History

REPORTED:

That the Senate, at its meeting on 10th March 2004, had resolved that the proposal from the Department of History for the introduction of a new BA Honours degree course in History and Culture with effect from September 2005 be approved as set out in paper AUSC.4/03-04 (revised), subject to the Department bringing forward satisfactory arrangements for the year abroad.

(C) Department of History of Art

REPORTED:

That the Senate, at its meeting on 10th March 2004, had resolved that the proposal from the Department of History of Art for changes to the BA Honours degree in the History of Art with effect from September 2004 be approved as set out in paper AUSC.5/03-04 (revised 2).

(D) Department of Biological Sciences

REPORTED:

That the Senate, at its meeting on 10th March 2004, had resolved that the proposal from the Department of Biological Sciences to introduce two new degree courses leading to the awards of BSc in Medical Microbiology and Virology and BSc in Medical Microbiology and Virology with Intercalated Year with effect from October 2004 be approved as set out in papers SFS.43/03-04, SFS.44/03-04 (revised) and SFS.55/03-04.

(b) Undergraduate Curriculum Review: Course Length Sub-Group
(minute 31(b)/03-04 refers)

CONSIDERED:

The minutes of the meeting of the Course Length Sub-group held on 8 November 2004 (paper BUGS 1/04-05, laid on the table).

RESOLVED:

- (i) that the conclusions and recommendations of the Sub-group recorded in the minutes, be approved;
 - (ii) that it be noted that the Acting Director of the International Office had advised that "introductory year" would be the appropriate title for the proposed programme.
- (c) Special Arrangements for Examinations (minute 37/03-04 refers)

CONSIDERED:

A report prepared by the Administrative Officer (Examinations) (paper BUGS 2/04-05).

RESOLVED:

- (i) that the proposals regarding the use of separate rooms for candidates requiring extra time and/or PC use be approved (it being noted that suitable rooms were available only over weeks 6 – 9 of the Summer Term in 2005), subject in the case of PC provision to the procurement of suitable PC facilities;
- (ii) that the Administrative Officer (Examinations) be advised to consult academic departments as well as IT Services about the possibility of obtaining recently-replaced PCs for the purposes of special examination arrangements;
- (iii) that the Board would support the provision if necessary of a temporary member of staff in the Academic Office to undertake the preparation of examination packages for students taking papers in the centrally-provided rooms referred to under (i) above;
- (iv) that, in instances where a student needs to sit his/her examinations in an academic department, the student's home department should be responsible for making the arrangements for all the student's papers;
- (v) that the University Disability Adviser be consulted about whether a time- limit should be applied to the acceptability of educational psychologists' reports on dyslexic students, it being noted that sometimes students requested special examination arrangements on the basis of reports that were several years' old.

RECOMMENDED:

- (vi) that, if the University Disability Adviser recommends a time limit be applied to reports as under (v) above, students who do

not provide a sufficiently contemporaneous report should be assessed by the Disability Adviser as to their current needs, and the Disability Adviser be asked to make recommendations for the appropriate amount of extra time or other arrangement in such cases;

- (vii) that the Disability Adviser be asked to determine what special arrangements should be provided in cases where an educational psychologist or other professional has made imprecise recommendations or has stated alternatives,

it being noted that it was not anticipated that the number of students within categories (vi) and (vii) above would be very great.

- (d) Examination Period and Assessment Practice (minute 31(c)/03-04 refers).

CONSIDERED:

Responses from departments on the matters identified under minute 31(c)(ii)/03-04 (paper BUGS 3/04-05 and additional responses laid on the table).

RESOLVED:

- (i) that the responses from departments indicated little scope for reducing the existing requirements for centrally-timetabled examinations;
- (ii) that the Chair and Secretary of the Board therefore be asked to consult with the appropriate University Officers concerning arrangements to ensure resources continue to be available to maintain the addition of week 34 (i.e. the fifth week of the Summer Term) to the principal Summer examination period on an on-going basis beyond the current academic year.

- (e) Assessment Percentage for P/T UG and 2+2 Students (minute 35/03-04 refers)

REPORTED:

That following clarification by the Academic Director of the Centre for Lifelong Learning, the Chair, acting on behalf of the Board, had approved the Centre's request set out in paper BUGS 24/03-04.

- (f) 50% Rule (minute 32(b)(i)/03-04 refers)

REPORTED:

That the Chair of the Department of English had confirmed that departments with whom the English Department has joint degrees support proposals made regarding the 50% Rule, the changes to take effect in the academic year 2004-05.

(g) Undergraduate Curriculum Review (minute 31(a)(iv) refers)

CONSIDERED:

A progress report from the Acting Director of the Careers Service on the issue of timetabled meetings between Careers Advisers and first-year students (paper BUGS 13/04-05).

RESOLVED:

That the Acting Director be advised to contact directly the Chairs of any departments yet to reply to her request for timetabled access to their first-year students.

9/04-05

Chair's Action

(a) 50% Rule

REPORTED:

- (i) That the Chair, acting on behalf of the Board, had approved a request from the Centre for Lifelong Learning 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:

CE203
CE302
CE306

- (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 module FI310, noting that it will carry exemption from the 50% Rule on the basis that it is a dissertation module.

- (iii) That the Chair, acting on behalf of the Board, had approved a request from the Department of Chemistry regarding the 50% Rule for module CH401, noting that it will carry exemption from the 50% Rule on the basis that it includes a final year research project.

(b) New Course of Study

REPORTED:

That the Chair, acting on behalf of the Board, had approved a request from the Faculty of Social Studies that the new course BA (Hons) Post Compulsory Education and Training Top Up Course be introduced with effect from 27th September 2004 as set out in paper UFSS79/03-

04 (revised), it being noted that Part 2 of the course proposal had not been made available in time for the Board meeting and would be presented to the Board at its next meeting.

10/04-05 New Courses of Study

(a) BA Early Childhood Education Studies

CONSIDERED:

A proposal from the Institute of Education to introduce a new course 'BA Early Childhood Education Studies', levels one and two of which comprise the existing Early Years Sector Endorsed Foundation degree (papers UFSS 7/04-05 and UFSS7a/04-05 and Part 2 of the course proposal laid on the table).

RESOLVED:

That confirmation be sought from the Institute of Education that consultations with the appropriate University Officers had taken place regarding the resourcing requirements for an 0.5 academic staff post and the additional Library costs note in Part 2 of the course proposal form.

(b) History exchanges

CONSIDERED:

A proposal from the Department of History to introduce a series of exchanges that it is seeking to establish for its undergraduate courses (paper AUSC 4/03-04 (revised 2)), subject to the following amendments (required by the Undergraduate Studies Committee of the Board of the Faculty of Arts under its minute 06/04-05) being considered in consultation with the Language Departments of the University and subsequently approved by Chair's action:

- (i) the inclusion in Point 2 of the proposal of the dates of the implementation of the proposed changes (2006-07), further to the memo from Professor Hinton;
- (ii) the revision of Point 4 of the proposal, to show that the Erasmus Coordinator would be 'available' for e-mail contact;
- (iii) the rewording of Point 5 of the Proposal, to acknowledge the facilities for learning of only three languages within the Language Centre, Italian provision being the responsibility of the Department of Italian;
- (iv) the rewording of the phrase 'Warwickness standards', used in Point 10 of the proposal;
- (v) the revision of Point 12, in consultation with the Language Departments of the University, to clarify whether students were required to complete or pass their year abroad.

RECOMMENDED:

That the proposed exchanges as set out in paper AUSC 4/03-04(revised 2) be approved, subject to the incorporation of the amendments noted above as required by the Undergraduate Studies Committee of the Board of the Faculty of Arts.

(c) Foundation Degree in Basic Skills Education and Training

CONSIDERED:

A proposal from the Centre for Lifelong Learning to introduce a Foundation Degree in Basic Skills Education and Training, subject to clarification of whether the Centre wished to use the 50:50 split for examinations and assessed work, or whether it proposed to request a 65:35 ratio, noting that the Undergraduate Studies Committee of the Faculty of Social Studies had resolved to approve this proposal with minor amendments in January 2004 (paper BUGS 16/04-05).

RESOLVED:

That, since Part 2 of the course proposal form had not been provided in time to be tabled at the meeting, the Board should defer consideration of this proposal to its next meeting.

11/04-05 Academic Satisfaction Review

CONSIDERED:

The Academic Satisfaction Review: 'The undergraduate student experience' for the academic year 2003/04 (paper BUGS 4/04-05).

RECOMMENDED:

(a) that departments be asked to note the significance of the Review as an alternative to being obliged to co-operate with the HEFCE National Student Survey, and be invited to consider allocating part of a lecture slot to allowing students to complete future Review surveys and/or to allow student Faculty representatives to speak about the Review;

(b) if the allocation of part of a lecture slot were not possible, departments be asked to promote the Review within the department by other means.

12/04-05 Pass Degree Regulations

RECEIVED:

A memorandum from the Senior Assistant Registrar (Teaching Quality) addressed to the Secretaries of the Faculty Boards concerning the alignment of departmental practice with University policy in relation to the award of Pass degrees (paper BUGS 14/04-05).

CONSIDERED:

The reports of the Boards of the Faculties of Arts, Science and Social Studies concerning the award of Pass degrees (paper BUGS 15/04-05).

RECOMMENDED:

That the recommendations of the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours be approved as set out in paper BUGS 15/04-05.

jat
12.11.04