

## UNIVERSITY OF WARWICK

### BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 3<sup>rd</sup> June 2009.

Present: Prof A McFarlane (in the Chair), Dr A Cooley, Dr S Gilson, Dr E John, Dr N Johnson, Ms S Khaku, Dr J Kidd, Prof J Labbe, Dr D Lamburn, Dr G Martin, Dr F McKay, Dr J Robinson, Dr M Skinner, Dr J Snape, Mr M Surve.

Apologies: Mr J Arroyo

In Attendance: Dr T Bell, Ms F Emery (for items under minutes 26/08-09, 27/08-09 and 28/08-09), Dr J Taylor.

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23/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on 18<sup>th</sup> February 2009 be approved subject to the inclusion of Prof. J. Labbe among those present.

24/08-09 Matters Arising on the Minutes

REPORTED:

New Courses of Study (minute 17/08-09, resolutions (h) refers)

That the Chair, acting on behalf of the Board, had approved the proposal from the Department of Philosophy for the degree of BA in Philosophy with Intercalated Year, papers UFSS 133/08-09, UFSS 134/08-08 and UFSS 163/08-09, the Department of Philosophy having now sought advice from the Language Centre and further considered the levels of linguistic competence required for students undertaking an intercalated year in non-English speaking countries.

25/08-09 New, Restructured and Discontinued Courses of Study

CONSIDERED:

- (a) A proposal from the Departments of Classics and Ancient History for a new course 'BA in Classical Civilisation with Study in Europe' for introduction in October 2010 (paper AUSC 127/08-09).

- (b) A proposal from the Centre for Lifelong Learning for a new course 'BA in Humanities' for introduction in October 2009 (paper AUSC 128/08-09).
- (c) A proposal from the Centre for Lifelong Learning to introduce a new course 'BA Teaching and Learning in the Lifelong Learning Sector' for introduction in October 2011 (papers UFSS 221-22/08-09).
- (d) A proposal from the Centre for Lifelong Learning to introduce a Foundation Degree in Teaching and Learning in the Lifelong Learning Sector for introduction in October 2009 (papers UFSS 224-26/08-09).
- (e) A proposal from the Centre for Lifelong Learning to introduce a new course 'BA in Person-centred Counselling and Psychotherapy' for introduction in October 2010 (papers UFSS 247-48/08-09).
- (f) A proposal from the Centre for Lifelong Learning to introduce a Foundation Degree in Person-centred Counselling and Psychotherapy for introduction in October 2009 (papers UFSS 237-38/08-09).
- (g) A proposal from the Department of Philosophy for a new course 'BSc in Mathematics and Philosophy with Specialism in Logic and Foundations' for introduction in October 2009 (paper UFSS 253/08-09).
- (h) A proposal from the Institute of Education for a new course 'Certificate for Children's Workforce Practitioners' for introduction in February 2009 (paper AUSC 133/07-08 revised).

RESOLVED:

- (i) That the proposal from the Departments of Classics and Ancient History for a new course 'BA in Classical Civilisation with Study in Europe' (paper AUSC 127/08-09), be approved.
- (j) That the proposal from the Centre for Lifelong Learning for a new course 'BA in Humanities' (paper AUSC 128/08-09), be approved subject to the inclusion of the external advisor's report with the proposal.
- (k) That the proposal from the Centre for Lifelong Learning to introduce a new course 'BA Teaching and Learning in the Lifelong Learning Sector' (papers UFSS 221-22/08-09), be approved subject to the inclusion of the external advisor's report with the proposal.
- (l) That the proposal from the Centre for Lifelong Learning to introduce a Foundation Degree in Teaching and Learning in the Lifelong Learning Sector (papers UFSS 224-26/08-09), be approved subject to the inclusion of the external advisor's report with the proposal.
- (m) That the proposal from the Centre for Lifelong Learning to introduce a new course 'BA in Person-centred Counselling and Psychotherapy' (papers UFSS 247-48/08-09), be approved subject to the inclusion of the external advisor's report with the proposal.
- (n) That the proposal from the Centre for Lifelong Learning to introduce a Foundation Degree in Person-centred Counselling and Psychotherapy

(papers UFSS 237-38/08-09), be approved subject to the inclusion of the external advisor's report with the proposal.

- (o) That the proposal from the Department of Philosophy for a new course 'BSc in Mathematics and Philosophy with Specialism in Logic and Foundations' for introduction in October 2009 (paper UFSS 253/08-09) be approved subject to the inclusion of the external advisor's report with the proposal..
- (p) That the Institute of Education be asked to complete Part Two of the Course Approval Form for the new course 'Certificate for Children's Workforce Practitioners' (paper AUSC 133/07-08 revised), with a view to the Chair taking action to approve the proposal once this form has been submitted.

26/08-09      Review of the University Regulations and enhancements to monitoring arrangements

REPORTED:

(a) That the Steering Committee, at its meeting on 11 May 2009, had considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and had resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.

(b) That at the meeting of the Steering Committee it was reported that:

(by the Academic Registrar)

- (i) That the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression.
- (ii) That the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.

(by the Chair of the Board of Graduate Studies)

- (iii) That it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.

(by the President of the Students' Union)

- (iv) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

RECEIVED:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper BUGS 19/08-09).

CONSIDERED:

A paper (BUGS 19/08-09) setting out:

- (a) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS.
- (b) A new Good Practice Guide on Monitoring Student Attendance and Progress
- (c) Guidelines for international students on the implications of changes to their registration for their visa.

RECEIVED:

An oral report from the Senior Assistant Registrar (Deputy Registrar's Office) on the above proposals.

RECOMMENDED:

- (d) That the proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS be approved, nothing that a number of minor amendments were recommended by the Board to the Senior Assistant Registrar (Deputy Registrar's Office) at the meeting.
- (e) That the new Good Practice Guide on Monitoring Student Attendance and Progress be approved.
- (f) That the Guidelines for international students on the implications of changes to their registration for their visa be approved.

27/08-09      Regulation for undergraduate non-degree qualifications

CONSIDERED:

A proposal to introduce amendments to the University Regulations so that all non-degree awards at undergraduate level are covered by a single new Regulation (paper BUGS 20/08-09).

RECOMMENDED:

That the proposal to introduce amendments to the University Regulations so that all non-degree awards at undergraduate level are covered by a single new Regulation as set out in paper BUGS 20/08-09 be approved, subject to minor revisions recommended by the Board to the Senior Assistant Registrar (Deputy Registrar's Office) at the meeting, and nothing that examination conventions for each award would be submitted for committee approval in due course.

28/08-09 Procedure for Committees dealing with student cases

CONSIDERED:

A set of procedures from the Deputy Registrar's Office regarding Committees that deal with student cases and which will complement the forthcoming revised University Regulations (paper BUGS 27/08-09).

RECOMMENDED:

That the Procedure for Committees dealing with student cases as set out in paper BUGS 27/08-09, be approved, subject to:

- (a) "speak on their behalf or may accompany" in section 5 being amended to "speak on their behalf and/or may accompany";
- (b) The deletion of section 7 (on the grounds that this provision would have the potential to impede the proceedings of a committee).

29/08-09 Proposals from the Warwick Medical School regarding the MBChB degree

CONSIDERED:

- (a) A proposal from the Warwick Medical School to change University Regulation 8.10 'Regulations for the Degrees of Bachelor of Surgery (MB ChB) and for the Bachelor of Medical Sciences (BMedSci) (paper BUGS 26/08-09).
- (b) A proposal to allow MBChB students to study for higher level qualifications (paper BUGS 21/08-09).
- (c) A proposal to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course (paper BUGS 22/08-09).

RECOMMENDED:

- (d) That the proposal from the Warwick Medical School to change University Regulation 8.10 'Regulations for the Degrees of Bachelor of Surgery (MB ChB) and for the Bachelor of Medical Sciences (BMedSci) as set out in paper BUGS 26/08-09 be approved, subject to
  - (a) minor revisions required under the Procedure for Committees dealing with student cases as set out in paper BUGS 27/08-09 (BUGS minute 28/08-09 refers).
  - (b) the removal of reference to recommendation to the Senate of decisions concerning resits and withdrawals.
- (e) That the proposal to allow MBChB students to study for higher level qualifications as set out in paper BUGS 21/08-09 be approved subject to its consideration by the Board of Graduate Studies.

- (f) That the proposal to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course as set out in paper BUGS 22/08-09, be approved.

30/08-09. School of Engineering and Taylor's University College

REPORTED:

That at the meeting of the Collaborative, Flexible and Distance Learning Sub-Committee held on 22 May 2009 the Committee considered a proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09, and had resolved;

- (a) that the proposal concerned accreditation of prior learning, rather than collaborative provision;
- (b) that the Committee was supportive of the proposal, noting that:
  - (i) students completing the first year of the MEng delivered by Taylor's University College, Malaysia, in collaboration with the University of Birmingham, would be entitled to apply through the UCAS system for direct entry into the second year of the Warwick BEng or MEng, and students completing the first two years of the Taylor's University College course would be entitled to apply through UCAS for direct entry into the third year of the Warwick MEng;
  - (ii) if the University of Birmingham withdrew its oversight of the MEng delivered by Taylor's University College, the School of Engineering would review the articulation agreement with Taylor's University College;
  - (iii) the School of Engineering would discuss the Memorandum of Understanding with the Director of Legal Services.

And had recommended (to the Academic Quality and Standards Committee):

- (c) That paragraph 2(c)(i) of the University policy for the accreditation of prior learning be amended as follows (additions underlined):

(c)(i) The Credit Accumulation and Transfer Scheme (CATS) will be the primary means of calculating the extent of exemption to be permitted. Where the prior learning and/or experience was at an institution other than Warwick, the proportion of a course for which applications for AP(E)L may be considered is as follows:

Total credit value of course	Proportion for which AP(E)L may be granted
Less than or equal to 360 credits at undergraduate level (levels C, I or H) [Applications for AP(E)L in respect of courses consisting of more than 360 credits at undergraduate level will be considered by AQSC, or by	33%, or as approved by AQSC for a particular course (where above 33%)

the Chair of AQSC acting on its behalf]	
360 credits at H level where applicants seek to top-up from a Foundation Degree to an Honours Degree or equivalent top-up approved by AQSC	66%
<u>An integrated masters course consisting of 480 credits, at least 120 of which are at level M</u>	<u>33%, or as approved by AQSC for a particular course (where above 33%)</u>
Less than or equal to 180 credits at M level	33%
Over 180 credits at M level	50%

- (c) That a specific exception is approved to allow applications for AP(E)L to be granted for up to 50% of the total credit value of the MEng;
- (d) That the following addition is made to Annexe 1 of the University's AP(E)L Policy to provide a blanket exemption for up to 240 credits of the total credit value of the MEng, as set out below (additions underlined);

Qualification	Exemption	Total credit volume
<u>120 credits at FHEQ level 4 (previously level C) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the second year of the BEng or MEng</u>	<u>120 credits at FHEQ level 4 (previously level C)</u>
<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I) of the MEng delivered by Taylor's University College, Malaysia</u>	<u>Permits direct entry to the third year of the MEng</u>	<u>240 credits at FHEQ levels 4 and 5 (previously levels C and I)</u>

(draft unconfirmed CFDLSC minute of 22 May 2009)

CONSIDERED:

- (e) The proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09.
- (f) The amendments proposed by to the Collaborative, Flexible and Distance Learning Sub-Committee to the University policy for the accreditation of prior learning.

RECOMMENDED:

- (g) That the proposal from the School of Engineering for an articulation agreement with Taylor's University College, Kuala Lumpur, Malaysia to allow direct entry to the third year of four year MEng courses, as set out in paper CFDLSC 42/08-09 be approved in principle it being noted that the proposal had yet to be considered by the Sub-faculty of Science.
- (h) That the amendments proposed by to the Collaborative, Flexible and Distance Learning Sub-Committee to the University policy for the accreditation of prior learning be approved.

31/08-09. Regulation 11: Cheating in University Tests

RECEIVED:

Summary data from departments regarding any cases of cheating in University tests dealt with by Heads of Departments under Regulation 11 (B) (2) (b) in the academic year 2007/08 (paper BUGS 23 /08-09).

32/08-09. Undergraduate External Examiners' Reports for 2007/08

RECEIVED:

The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS2/08-09).

CONSIDERED:

- (a) The reports of External Examiners for Undergraduate courses for 2007/08 received since the last meeting of the Board (paper BUGS 24/08-09);
- (b) Pro-forma responses to the External Examiners' reports received from departments since the last meeting of the Board (paper BUGS 25/08-09)

RESOLVED:

- (c) That the External Examiner for the Certificate in Diabetes Care be asked to make future reports on the form provided by the University.



33/08-09      Warwick Medical School: Online variant of the Certificate in Management of Diabetes in Hospital and Clinical Areas

REPORTED:

That at its meeting on 22<sup>nd</sup> May 2009 the Collaborative, Flexible and Distributive Learning Sub-Committee had considered a proposal from Warwick Medical School to introduce an online variant of the existing Certificate in Management of Diabetes in Hospital and Clinical Areas (paper DMAP 58/08-09) and had recommended to the Board of Undergraduate Studies that the proposal from Warwick Medical School to introduce an online variant of the existing Certificate in Management of Diabetes in Hospital and Clinical Areas be approved as set out in paper DMAP 58/08-09.

(draft unconfirmed CFDLSC minute 41/08-09)

CONSIDERED:

The proposal from Warwick Medical School to introduce an online variant of the existing Certificate in Management of Diabetes in Hospital and Clinical Areas as set out in paper DMAP 58/08-09.

RESOLVED:

The proposal from Warwick Medical School to introduce an online variant of the existing Certificate in Management of Diabetes in Hospital and Clinical Areas as set out in paper DMAP 58/08-09, be approved.

TB/JAT 4/6/09