

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 14th November 2007.

Present: Professor K O'Brien (in the Chair), Dr J Arroyo, Dr S Gilson, Dr E John, Dr J Kidd, Dr N Johnson, Dr D Lamburn, Dr G Martin, Dr F McKay, Mr P Ptashko, Dr J Robinson, Dr M Skinner, Mr M Surve.

Apologies: Dr Z Newby.

In Attendance: Dr T Bell, Dr J Taylor.

1/07-08 Terms of reference

REPORTED:

That Senate, at its meeting on 3rd October 2007, had approved Terms of Reference of the Board 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 report to the Academic and Quality Standards Committee on consideration of such proposals.
- (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 and Standards Committee on the role of internal and external examiners for undergraduate degrees.
- (vii) To report to the Academic Quality and Standards Committee annually on 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 recommendations to the Academic Quality and Standards Committee where appropriate.

2/07-08

Membership 2007/08

REPORTED:

That Senate, at its meeting on 3rd October 2007, had resolved that the membership of the Board of Undergraduate Studies for the academic year 2007/08 be as follows:

	First Appointed	
Chair	2007	Professor K O'Brien
Two full-time members of the academic staff from each of the Faculties or Arts, Medicine, Science and Social Studies appointed by the Senate:		
Arts	2006	Professor S Gilson
	2005	Mr J Arroyo
Medicine	2006	Dr N Johnson
	2006	Dr J Kidd
Science	2003	Dr J Robinson
	2002	Dr G Martin
Social Studies	2006	Dr E John
	2005	Professor M Terry
One member of the Board of Graduate Studies appointed by the Senate	2007	Dr Zahra Newby(Term 1) Dr Sean Allan (Terms 2 & 3)
The Chairs of the Undergraduate Studies Committees of the Boards of the Faculties of Arts and Social Studies and the Chair of the Sub-Faculty of Science		
Arts	2007	Mr S Lamb
Science	2006	Dr M Skinner
Social Studies	2007	Dr F McKay
One member of staff appointed by and from the Centre for Lifelong Learning	2005	Dr D Lamburn
Two members nominated by the Union of Students	2007	Mr P Ptashko
	2007	Mr M Surve

3/07-08 Reserved Items

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

4/07-08 Minutes

RESOLVED:

That the minutes of the meeting held on 6th June 2007 be approved.

5/07-08 Matters Arising on the Minutes

Progress of Board recommendations

(a) Cheating in University Tests (minute 28/06-07 refers)

REPORTED:

That the Senate, at its meeting on 4th July 2007, had approved the recommendation made by the Board that the examination convention F7 be revised to read:

- (i) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
- (ii) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form.

(b) New and Restructured Courses of Study (minute 30/06-07 refers)

REPORTED:

That the Senate, at its meeting on 4th July 2007, had received a report from the Academic Quality and Standards Committee noting the approval by the Board of the following new courses of study:

- (i) 'Open Studies Advanced Diploma in Cognitive Behavioural Practice for Person-centred Therapists' for introduction in October 2007 in Centre for Lifelong Learning as set out in paper UFSS118/06-07;
- (ii) 'Undergraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)' for introduction in October 2007 in the School of Health and Social Studies as set out in paper UFSS 128/06-07;

- (iii) 'Undergraduate Diploma in Specialist Social Work (Adults)' for introduction in October 2007 in the School of Health and Social Studies as set out in paper UFSS 135/06-07.

CONSIDERED:

- (iv) A revised proposal from the Centre for Lifelong Learning for a new course, "Open Studies Diploma for Adult Literacy Specialists" for introduction in September 2007 as set out in papers UFSS104/06-07(revised) and UFSS105/06-07(revised);
- (v) A revised proposal from the Centre for Lifelong Learning for a new course, "Diploma in Teaching in the Lifelong Learning Sector" for introduction in September 2007 as set out in papers UFSS106/06-07(revised) and UFSS107/06-07(revised);
- (vi) A revised proposal from the Centre for Lifelong Learning for a new course, "Open Studies Diploma for Adult Numeracy Specialists" for introduction in September 2007 as set out in papers UFSS112/06-07(revised) and UFSS113/06-07(revised);
- (vii) A revised proposal from the Centre for Lifelong Learning for a new course, "Open Studies Diploma for ESOL Specialists" for introduction in September 2007 as set out in papers UFSS116/06-07(revised) and UFSS117/06-07(revised).

RESOLVED:

That the above mentioned revised course proposals be approved by Chair's action following approval by the Deputy Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies of clarifications requested by the Committee.

- (c) Proposal to Re-title the BA in Comparative American Studies (minute 31/06-07 refers)

REPORTED:

That the Senate, at its meeting on 4th July 2007, had received a report from the Academic Quality and Standards Committee noting the approval by the Board of the re-titling of the 'Comparative American Studies' undergraduate degree to 'History, Literature and Cultures of the Americas', as set out in paper AUSC 96/06-07.

- (d) Proposal to Change Regulations Relating to Year 2 Re-sit Students (minute 32/06-07 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 13th June (minute AQSC 88(a) (ii)-(iii)/06-07 refers):

- (i) had reported the discussions on this subject held by the Sub-Faculty of Science and the Board of Undergraduate Studies; and

- (ii) had resolved that the Committee support the principle which had been proposed by the Sub-Faculty of Science that in cases of a resit students are permitted to carry forward a bare pass mark rather than the original fail, it having been noted that should all Faculties supported this principle, amendments will be required to Regulation 8.1 (7)(c), 8.3 (4)(d), 8.4 (4)(d), 8.7 (5)(b)(i), 8.8 (6)(d) and 8.9 (8)(c) and that such amendments should be considered together.

6/07-08

Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had approved a request for the from the Department of History for a named student to be exempted from the 50% rule on disability grounds;
- (b) That the former Chair, acting on behalf of the Board, had approved a request from the Department of English and Comparative Literary Studies that the provision in respect of the 50% Rule, which had been approved for the BA degrees in Theatre Studies, be also approved for the BA in English and Theatre Studies.
- (c) That the former Chair, acting on behalf of the Board, had approved the following requests from the Warwick Business School for reading time and for the advanced circulation of case studies as set out in paper BUGS 1/07-08:
 - i. requests for reading time for examinations in modules IB9310 and IB3210;
 - ii. requests for special extension of the allocation of reading time for the sitting of exams in December 2007 for examinations in modules IB7010, IB8010 and IB9030;
 - iii. the distribution of case studies 7 days in advance of examinations in modules IB8140, IB8170, IB8190, IB3750 and IB3070.

7/07-08

QAA Institutional Audit

RECEIVED:

A report entitled 'Preparations for QAA Institutional Audit' (paper BUGS 9/07-08) from the Senior Assistant Registrar (Teaching Quality).

8/07-08 New Courses of Study

CONSIDERED:

A proposal from the Department of Computer Science to introduce the option of a year abroad which would entail studying at an overseas institution during the third year into the degree courses MEng Computer Science and MEng Computing Systems, for introduction in September 2008, as set out in paper SFS 14/07-08.

RESOLVED:

That the proposal for the introduction of the option of a year abroad, spending the third year studying at an overseas institution, into the degree courses MEng Computer Science and MEng Computing Systems as set out in paper SFS 14/07-08, be approved subject to the Department consulting the International Office about the provision of a handbook for students who take this option, such handbook to include reference to a student complaint procedure.

9/07-08 Undergraduate External Examiners' Reports for 2006/07

RECEIVED:

The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 2/07-08).

REPORTED:

That, at its meeting on 14th March 2007, the Senate had approved the recommendation of the Academic Quality and Standards Committee that "the Board of Undergraduate Studies (or sub-group, in accordance with the standard practice of the Board) consider external examiners' reports and departmental responses in the non-reserved section of their meetings" (Senate minute 53(c) (ii)/06-07).

CONSIDERED:

- (a) The reports of External Examiners for Undergraduate courses for 2006/07 (paper BUGS 4/07-08).
- (b) Pro-forma responses received from departments to the External Examiners' reports by the time of the meeting of the Board Sub-group held on 31st October, 2007 (paper BUGS 5/07-08).
- (c) A report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2006-07 and making recommendations to the Board for further action (paper BUGS 7/07-08).
- (d) Pro-forma responses received from departments to the External Examiners' reports since the meeting of the Board Sub-group held on 31st October, 2007 (paper BUGS 6/07-08).

- (e) A report from the WMS representatives on the Board, on the reports of the external examiners for the MBChB and the responses received from the WMS (BUGS 8/07-08 and Reports 74-81, BUGS 3/07-08).
- (f) The recommendation of the Sub-group that at future meetings of the Sub-group a WMS representative on the Board should attend to consider the reports from WMS external examiners and responses received from WMS.

RESOLVED:

- (g) That the report of the Board Sub-group be approved and action be taken to follow up issues raised in the External Examiners' reports as proposed by the Sub-group;
- (h) That the Chair be asked to draft a protocol for Boards of Examiners to follow when considering special cases and mitigating evidence from students, for consideration of the Board in due course;
- (i) That the Chair of the Board and the Chair of the Undergraduate Studies Committee of the Faculty of Social Studies be asked to discuss with the Department of Sociology the issue of providing markers' comments to External Examiners;
- (j) That the Chair be asked to seek clarification from the Senior Tutor as to how the scheme for attaching stickers to dyslexic students' scripts is publicised to students and personal tutors;
- (k) That the Chair be asked to review the External Examiners' reports and consider whether there is any need evident to advise departments on the range of work made available to External Examiners.
- (l) That a WMS representative on the Board should attend future meetings of the Sub-group.

10/07-08 Academic Complaints

RECEIVED:

A report from the University Legal Compliance Officer summarising recent student academic complaints to the Academic Registrar and the Office of the Independent Adjudicator for Higher Education (OIA) (paper AQSC 17/07-08).

12/07-08 Protocol for Assessing Student Participation in Seminars

CONSIDERED:

A paper from the Chair of the Board concerning a protocol for assessing student participation in seminars (paper BUGS 10/07-08).

RESOLVED:

That the Chair be asked to circulate paper BUGS 10/07-08 to the faculty Undergraduate Studies Committees for consultation, having amended the proposed protocol to apply to modules of 12 or more CATS.

tb/jat 16.11.07