

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

A G E N D A

There will be a meeting of the Board of Undergraduate Studies at 2.00pm on Wednesday 10 November 2004 in the Council Chamber, University House.

C E Charlton
University Secretary

1. Terms of Reference

TO REPORT:

That Senate, at its meeting on 29th September 2004, 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 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. Membership 2004/2005

TO REPORT:

That the Senate, at its meeting of 29th September 2004, 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	Professor A McFarlane
	2003	Professor J Treglown
Science	2003	Dr T Drewello
	2002	Dr G Martin
Social Studies	2002	Dr M Neary
	2002	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

3. Reserved Items

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

4. Minutes

TO CONSIDER:

The minutes of the meeting held on 2nd June 2004 (copy attached).

5. Matters Arising on the Minutes

(a) Progress of Board Recommendations

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

TO REPORT:

That Academic Quality and Standards Committee, at its meeting on 9th June 2004, 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)

TO REPORT:

(a) That the Senate, at its meeting on 30th June 2004, 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.

TO CONSIDER:

The addition of the following text to the section "Guidance for students wishing to appeal" in the notes accompanying the appeal form:

"You are encouraged to discuss any matters leading you to consider appealing with your Personal Tutor (or another appropriate member of staff in your department) before submitting a formal appeal. 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)

TO REPORT:

That the Council, at its meeting on 2nd July 2004, 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)

TO REPORT:

That Academic Quality Standards Committee, at its meeting on 19th November 2004, 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

TO REPORT:

That the Senate, at its meeting on 3rd December 2003, 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

TO REPORT:

That the Senate, at its meeting on 10th March 2004, 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

TO REPORT:

That the Senate, at its meeting on 10th March 2004, 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

TO REPORT:

That the Senate, at its meeting on 10th March 2004, 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)

TO CONSIDER:

A report from the Course Length sub-group (paper BUGS 1/04-05, copy to follow).

(c) Special Arrangements for Examinations (minute 37/03-04 refers)

TO CONSIDER:

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

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

TO CONSIDER:

Responses from departments on the matters identified under minute 31(c)(ii)/03-04 (paper BUGS 3/04-05, copy attached).

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

TO REPORT:

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)

TO REPORT:

That the Chair of the Department of English has 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.

6. Chair's Action

- (a) 50% Rule

TO REPORT:

- (i) That the Chair, acting on behalf of the Board, has 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, has 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, has 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

TO REPORT:

That the Chair, acting on behalf of the Board, has 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), copy attached.

7. Chair's Business

8. New Courses of Study

(a) BA Early Childhood Education Studies

TO CONSIDER:

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, copies attached).

(b) History exchanges

TO CONSIDER:

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), copy attached) subject to the following amendments being considered in consultation with the Language Departments of the University and then approved by Chair's Action:

- (i) An 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) A revision of Point 4 of the proposal, to show that the Erasmus Coordinator would be 'available' for e-mail contact.
- (iii) A 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) A rewording of the phrase 'Warwickness standards', used in Point 10 of the proposal.
- (v) A 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.

(Undergraduate Studies Committee of the Faculty of Arts, minute 06/04-05)

9. Academic Satisfaction Review

TO CONSIDER:

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

10. Any Other Business