

BOARD OF UNDERGRADUATE STUDIES

A G E N D A

There will be a meeting of the Board of Undergraduate Studies at 09:00 a.m. on Tuesday 31 May 2016 in room CMR 1.0, University House.

Ken Sloan
Registrar and Chief Operating Officer

Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bugs/browse#>
Questions on agenda items for this meeting should be directed to the Secretary to the Board, Dr J A Taylor, email J.A.Taylor@warwick.ac.uk or telephone extension 22633.
Apologies for this meeting should be directed to the Assistant Secretary to the Board, Mr D W Brandist, email D.Brandist@warwick.ac.uk or telephone extension 74049.

MATTERS FOR CONSIDERATION BY THE BOARD OF UNDERGRADUATE STUDIES

The following items and reports are for consideration at the meeting.

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 15 February 2016 (available online).

3. Matters Arising on the Minutes

(a) Working Group on Scaling (minute 7(b)/15-16 refers).

TO CONSIDER:

A report from the Chair, BUGS.16/15-16 (to follow), on the business of the Working Group on scaling.

- (b) SSLC Undergraduate Annual Report (minute 11(e)(i)/15-16 refers)

TO CONSIDER:

A report from the Chair, BUGS 17/15-16 (available online), on penalties for late submission in relation to work which is submitted both electronically and in hard copy.

- (c) Undergraduate External Examiner Reports 2014-15 (minute 13/15-16 refers)

TO CONSIDER:

- (i) A paper from the Chair, BUGS.18/15-16 (available online), on the business of the Working Group on the 17-point marking scale (13(g)).
- (ii) A report from the Warwick Medical School on points raised by External Examiners for the MBChB degree (13(i)).

4. **New Courses of Study**

TO CONSIDER:

- (a) Department of Sociology

- (i) A proposal from the Department of Sociology to amend the existing 'BA Sociology' / 'BA Sociology with Intercalated Year' degrees to introduce the following specialisms as outlined in paper UFSS.53/15-16 (available online):
- (A) Gender;
 - (B) Research Methods;
 - (C) Technologies and Markets;
 - (D) Race and Global Politics;
 - (E) Social Inequalities and Public Policy;
 - (F) Social and Political Thought.
- (ii) A proposal from the Department of Sociology to amend the existing 'BA Sociology and Quantitative Methods' / 'BA Sociology and Quantitative Methods with Intercalated Year' degrees, as outlined in paper UFSS.53/15-16 (available online).

- (b) Warwick Business School

A proposal from Warwick Business School to introduce a new undergraduate degree course entitled BSc Digital Innovation and Entrepreneurship, as outlined in paper UFSS.54/15-16 (available online).

- (c) Department of Politics and International Studies

A proposal from the Department of Politics and International Studies and the School of Modern Languages and Cultures to introduce the following new undergraduate degree course (please note that the paper also refers to a second variant, with Japanese, which has subsequently been withdrawn) as outlined in paper UFSS.55/15-16 (available online):

- (i) BA Politics and International Studies with Chinese.

(d) School of Engineering

A proposal from the School of Engineering to introduce a new undergraduate degree course entitled BSc Engineering, as outlined in paper SUGS.48/15-16 (available online).

(e) Department of Psychology

A proposal from the Department of Psychology to introduce a new undergraduate degree course entitled BSc Psychology with or without intercalated year, as outlined in paper SUGS.40/15-16 (available online).

5. Course Amendments

TO CONSIDER:

(a) Department of History of Art

A proposal for changes to the structure and assessment options of the Graduate Diploma in History of Art, as set out in paper AGSC.28/15-16 (available online).

(b) Department of History

A proposal to amend the BA Honours degree in History and Sociology, as set out in paper AUSC.45/15-16 (available online).

6. Accreditation of Prior Learning for BA Early Childhood Care and Education

TO CONSIDER:

A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences, on behalf of the Centre for Education Studies, that changes to the accreditation of prior learning rules for the BA Early Childhood Care and Education, as set out in paper UFSS.51/15-16 (available online), be approved. (Unconfirmed minute UFSS.48/15-16 refers.)

7. Feedback on Examinations

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) on the proposal to introduce feedback on examinations, as set out in paper BFSS.33/15-16 (available online).

8. Information supplied to students regarding the Summer Examination Period

TO CONSIDER:

A recommendation from the Undergraduate Studies Committee of the Board of the Faculty of Arts, as set out in paper AUSC.63/15-16 (available online), that a change be made to the 'Main Summer Exams Timetable' webpage, effective from academic year 2016/17.

9. Any other business

MATTERS TO RECEIVE AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board of Undergraduate Studies may, however, ask for any of the following items to be transferred to the 'Matters for Consideration' section of the agenda for discussion, by contacting the Secretary in advance of the meeting or by raising the item at the commencement of the meeting.

10. Matters Arising on the Minutes

- (a) Undergraduate External Examiner Reports 2014-15 (minute 13/15-16 refers)

TO RECEIVE:

A paper BUGS.7(revised)/15-16 (available online), including considerations of new External Examiner reports received in paper BUGS.11/15-16

- (b) New Courses of Study – BSc Psychology with Linguistics (minute 18(c)/15-16 refers)

TO REPORT:

That the proposal of the Undergraduate Studies Committee of the Board of the Faculty of Science, from its meeting on 3 February 2016 to introduce the above named course as set out in paper SUGS 21/15-16, received satisfactory clarification of the minor issues noted by the Undergraduate Studies Committee of the Board of the Faculty of Science at its meeting and was approved. (AQSC minute to follow)

- (c) Annual Course Review Summary Reports (minute 19(d)/15-16 refers)

TO RECEIVE:

An oral report from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, on the Board's considerations as to whether the low incidence of potential cases of cheating recorded by departments in the Faculty of Arts compared to departments in other faculties might be connected to the level of utilisation of electronic submission of assessed work by departments in the Faculty.

- (d) Student Discipline Framework Review (minute 21/15-16 refers)

TO RECEIVE:

- (i) An amended version of the Statement of Expected Behaviour for Students (paper BUGS 14(b)/15-16 refers), from the Director of Delivery Assurance and Resolution.

(e) Revision to University Regulation 8.10

TO REPORT:

That AQSC, at its meeting on 12 May 2016, resolved that the revisions to University Regulation 8.10, as recommended by the Faculty of Medicine Undergraduate Studies Committee in paper MUSC.23/15-16, be approved. (AQSC minute to follow)

11. Chair's Action

TO REPORT:

That the Chair acting on behalf of the Board has approved the following requests:-

- (a) A request from the undergraduate Studies Committee of the Board of the Faculty of Medicine to approve minor revisions to Regulation 8.10 for the MBChB programmes, as set out in paper MUSC.23/15-16 (available online), as approved at the Board of Undergraduate Studies (BUGS minute 23/14-15 refers).
- (b) A request from the Senior Assistant Registrar (Teaching Quality), to approve minor amendments to the following Undergraduate Course approval documentation in the School of Life Sciences for the purposes of accreditation from the Society of Biology.
 - (i) BSc Biomedical Science
 - (ii) BSc Biomedical Science with intercalated year
 - (iii) BSc Biological Sciences
 - (iv) BSc Biological Sciences with intercalated year
 - (v) BSc Biochemistry
 - (vi) BSc Biochemistry with intercalated year
 - (vii) BSc Medical Microbiology and Virology
 - (viii) BSC Medical Microbiology and Virology with intercalated year.
- (c) A request from the School of Modern Languages and Cultures for reading time for the examination of GE4120.
- (d) A request from the School of Law for reading time for the examination of LA2333 and LA2334.
- (e) A variation of assessment, on medical grounds, for a named student in the School of Law, in that the exam for LA307 be replaced with two 2000-word essays (together carrying 70% of the module marks), the 2-hour exam for LA358 be replaced by an extended problem assessment (carrying 60% of the module marks) and the exam for LA374 be replaced with a 2500-word essay. Deadlines for the assessed work to be set within the department.
- (f) A request from the Department of Computer Science for an extension to the feedback turnaround time for the assignment in C133 Creative Writing.
- (g) A request from the Assistant Registrar (Teaching Quality) for template texts to appear on Section 6.1 HEAR, recognising undergraduate student placements as accredited modules (BUGS.19/15-16) (available online).

- (h) A request by the Chair of AQSC to formally approve placement years in undergraduate programmes for this academic year. This was actioned jointly with the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, in pursuance of a recommendation of the International Sub-Group of AQSC in order to comply with the University's obligations under the Erasmus scheme and in order to include marks obtained during placements in other Universities in the HEAR.
(In future approval for placement years will be by the normal course approval process.)
- (i) A request from the Academic Director of the BA in Liberal Arts and the BASc Global Sustainable Development joint degrees to approve amendments to the Certificate of Cultural Communication (renamed the Certificate of Professional Communication), for Section 6.1 HEAR.

12. Discontinuation of courses – new procedure

TO REPORT:

That Senate, at its March meeting, approved a new procedure for the discontinuation of courses. Discontinuation requests will now bypass faculties and go directly to BUGS/BGS for approval. The procedure is published online at <http://www2.warwick.ac.uk/services/aro/dar/quality/categories/courseapproval/discontinuation> (including a form for departments to use).

13. External Examining process - update

TO RECEIVE:

A paper, BGS.48/15-16 (available online), from the Assistant Registrar (Teaching and Learning), on the proposed changes to the External Examiners report form and the process of scrutiny of the External Examiners report for taught programmes.
Board members were invited, on 18 April 2016, to submit comments by email, as AQSC was due to consider this matter prior to the date of this meeting.

14. Course Review and Monitoring process - update

TO RECEIVE:

A paper, BGS.49/15-16 (available online), from the Assistant Registrar (Teaching and Learning), on the revised proposals to the University's course review and monitoring process.
Board members were invited, on 18 April 2016, to submit comments by email, as AQSC was due to consider this matter prior to the date of this meeting.

15. HEFCE Revised Operating Model for Quality Assessment

TO RECEIVE:

A briefing paper, SC.106/15-16 (available online), from the Senior Assistant Registrar (Teaching Quality), on the key elements of the Revised Operating Model for Quality Assessment.

16. Date of the Next Meeting

TO REPORT:

That the dates for the meetings of the Board for 2016-17 academic year will be notified in due course by the Deputy Registrar's Office.