

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 09:00 am Tuesday 2nd June 2015 in room CMR 1.1, University House.

Ken Sloan
Registrar and Chief Operating Officer

Note: Questions on agenda items or apologies 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.

1. Minutes

TO CONSIDER:

The minutes of the meeting held on 10 February 2015 ([available online](#)).

2. Matters arising on the minutes:

(a) Review of Section 6.1 Higher Education Achievement Record (HEAR) (minute 6(d)/14-15 refers)

TO CONSIDER:

Recommendations from the Chair of the BUGS sub-group, as set out in paper BUGS 22/14-15 ([available online](#)).

(b) Postgraduates as Teachers (minute 19(a)/14-15 refers)

TO CONSIDER:

(i) A report by the Senior Assistant Registrar (Graduate School) on progress made since the first consideration of the policy by AQSC at its meeting on 3 December 2014, as outlined in paper AQSC 46/14-15 ([available online](#));

(ii) The revised proposed policy on the Employment of Postgraduates as Teachers, as outlined in paper BGS 3/14-15 (revised) ([available online](#)).

(c) Annual Course Review Summary Reports (minute 21/14-15 refers)

TO CONSIDER:

The annual course review summary reports for the Faculty of Arts (paper AUSC 18/14-15), the Faculty of Science (paper SUGS 14/14-15), the Diploma in Orthodontic Therapy (MUSC 20/14-15) and the MB ChB (paper MUSC 25/14-15), together with the relevant minutes from the Undergraduate Studies Committees for the Faculties of Arts (minute 30/14-15 refers), Science (minute 20/14-15 refers) and Medicine (minutes 24/14-15 and 40/14-15 refer) ([available online](#)).

(d) New courses of study (minute 22(h)/14-15 refers)

TO RECEIVE:

- (i) A report from the Central Timetabling Team in Strategic Planning and Analytics, on behalf of the Academic Director for the BA in Liberal Arts, modelling the teaching timetable implications of the new joint degrees in Global Sustainable Development, as set out in papers BUGS 11/14-15 and 11a-11i/14-15, AUSC 27/14-15, AUSC 35/14-15, paper BUGS 27/14-15 refers ([available online](#));
- (ii) An oral report from the Academic Director for the BA in Liberal Arts, concerning the issue of residential accommodation for students opting for the study abroad period for the new joint degrees in Global Sustainable Development, as set out in papers BUGS 11/14-15 and 11a-11i/14-15, AUSC 27/14-15, AUSC 35/14-15.

“With respect to accommodation:

- 1) The students will already be living off campus as they will be in their second year;
- 2) The set up is not unique to our degree as there are students who are currently spending time abroad, some of whom are at Monash;

There are systems in place to facilitate this, therefore this is not a unique offering for the degree.”

(E-mail from the Academic Director for the BA in Liberal Arts, 20.5.15)

(e) Undergraduate External Examiners’ Reports for 2013/14 (minute 23/14-15 refers)

TO RECEIVE:

An oral report from the Chair concerning ongoing consideration of the Undergraduate External Examiners’ Reports for 2013/14.

(f) First Year Board of Examiners’ Conventions (minute 24/14-15 refers)

TO REPORT:

That at its meeting on 23 February 2015 the Academic Quality and Standards Committee resolved that:

- (i) When Secretaries to the First Year Board of Examinations contact departments to confirm the required core modules for their courses, that a clear definition is provided of these and that departments are also asked to describe how these have been communicated to students;
- (ii) First Year exam boards record clear minutes stating where discretion had been exercised and clearly articulating that how the student's achievements meet the core requirements of the programme as outlined in the course learning objectives;
- (iii) In this case, the Committee deemed it feasible for the amendment to be enacted with immediate effect as the proposed change only had the potential to operate to students' advantage;
- (iv) Terminology used in these Conventions needed to be clear and consistent and that all regulations supplied to departments needed clear definitions embedded within them;
- (v) That the Conventions be amended in light of comments from the Committee.

(AQSC minute 68/14-15)

- (g) Regulations pertaining to Pass degree status (minute 25/14-15 refers)

TO REPORT:

That at its meeting on 23 February 2015 the Academic Quality and Standards Committee;

- (iii) resolved that further changes would be required to the Intermediate Year Progression Requirements to ensure that they were consistent with the proposed revisions; and,
- (iv) recommended (to the Senate) that the proposed changes be approved with immediate effect but only for the current cohort which commenced their studies in 14/15, noting that amendments would need to be made to intermediate year conventions in advance of examination boards in the 2015/16 academic year.

(AQSC minute 70/14-15)

- (h) HEAR – Section 6.1 Additional Information (minute 26/14-15 refers)

TO RECEIVE:

Clarification from the Department of Economics concerning the criteria for inviting second- and third-year students to act as supervisors for the Economics Briefing Project, (paper BUGS 14/14-15 refers) ([available online](#)).

“All second and third years are invited to participate on a first-come first-served basis, so it is open to all.”

(E-mail from the Marketing Manager for the Department of Economics, 21.05.15)

(i) Report from the Seymour Replacement Working Group (minute 27/14-15 refers)

TO REPORT:

- (i) That at its meeting on 23 February 2015 the Academic Quality and Standards Committee recommended (to the Head of Service Development, Information Technology Services) that the work undertaken to support the development of examination grids be aligned across all departments;
- (ii) That at its meeting on 23 February 2015 the Academic Quality and Standards Committee recommended (to the Senate) that the proposed changes by the Science Undergraduate Studies Committee relating to overcutting as set out in paper SUGS 15/14-15 be approved, noting that the changes proposed relating to undercutting (in points 16, 19 and 20) had not been supported by the Board of Undergraduate Studies.

(AQSC minute 71/14-15)

- (iii) That at its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science received an oral report from the Chair on the Seymour Replacement working group:
 - (A) That the Academic Quality and Standards Committee approved all but paragraph 20 (which related to undercutting) at its meeting of 23 January 2015
 - (B) That Senate approved all but paragraph 20 (which related to undercutting) at its meeting of 10 March 2015;
 - (C) That a working group would be set up by the Senior Assistant Registrar (Teaching Quality) to look into issues around the Seymour replacement.

(SUGS minute 53/14-15(b)(c)(d) - unconfirmed)

(j) Waiving of assessed module components (minute 28/14-15 refers)

TO REPORT:

That the Senate, at its meeting on 10 March 2015, considered and approved paper SUGS 18/14-15

(Senate minute number not yet available)

(k) Student Staff Liaison Committee Report 2014/15 (minute 32/14-15 refers)

TO RECEIVE:

A report from the Chair (paper BUGS 32/14-15 refers) ([available online](#)).

TO REPORT:

**That the Senior Assistant Registrar (Teaching Quality) would ensure that the contents of the Chair's report are included in the next circulation of the Good Practice Guide on Information for Students and included in the TQ Newsletter.
(E-mail from the Assistant Registrar (Teaching Quality), 31.3.15)**

3. Chair's business

DUGS lunch – summer term

4. Chair's action

TO REPORT:

That the Chair, acting on behalf of the Board:

(a) Has approved the following requests for assessment changes on grounds of disability:

(i) A change from a 2-hour to a 3-hour examination in module HI201, for a named student in History

(ii) Assessment by 1 x 2000 and 1 x 4500 word assignments in module AM211, for a named student in Comparative American Studies

(iii) Assessment by 3000 word assignment in module IE2D2, for a named student in the Centre for Education Studies

(iv) Assessment by 2500 word assignment instead of a 2-hour exam in module PH251, for a named student in Philosophy

(v) Assessment by 3-hour examination instead of 3000 word assignment in module IE2D1, for a named student in the Centre for Education Studies

(vi) Assessment by 2500 word assignment instead of a 2-hour examination in module PH334 and a 2500 word assignment instead of a 2-hour examination in module PH248, for a named student in Philosophy

(b) Has declined the following requests for assessment changes on grounds of disability:

(i) A request for a named student in Philosophy, on the grounds that there was no evidence that the student would be disadvantaged by one assessment method rather than another

- (ii) Requests for two named students in Theatre Studies, on the grounds that the proposals would simply involve reducing the burden of assessment by omitting the major element of assessment in the module concerned, the School being advised to deal with the students under the terms of Regulation 12
- (c) Has approved a request from Warwick Business School to reinstate reading time for module IB3G40, Law for Entrepreneurs.

5. Course Approval Process

TO CONSIDER:

A paper from the Deputy Academic Registrar setting out recommendations regarding the University's course approval process, as set out in paper AQSC 41/14-15 ([available online](#)).

TO REPORT:

- (a) That at its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science recommended to the Deputy Academic Registrar;
 - (i) That more consideration is given to the process to ensure that course approvals are reviewed before they are progressed too far, in particular to ensure there is not overlap with existing provision;
 - (ii) That the Faculty sub-committees should see all initial proposals prior to full development;
 - (iii) That timetabling should be a key part of the consideration of any new programmes, and in particular of any joint programmes.

(SUGS minute 43/14-15 – unconfirmed)

- (b) That at its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Social Science recommended to the Academic Quality and Standards Committee that the recommendations outlined in paper AQSC 41/14-15 be approved, noting the following conditions;
 - (i) Presence of discipline/Faculty representatives on the Review Panel groups considering course proposals;
 - (ii) That the Review Panel retain the option of meeting in person to consider and discuss course proposals, noting the Committee's positive experience with such discussions and wider benefits for academic departments.

(UFSS minute 49/14-15 – unconfirmed)

- (c) That at its meeting on 13 May 2015 the Undergraduate Studies Committee of the Board of the Faculty of Arts resolved that the recommendations outlined in paper AQSC 41/14-15 be supported.

(AUSC minute 60/14-15 – unconfirmed)

6. HEAR – Section 6.1 Additional Information

TO CONSIDER:

- (a) An application from the School of Life Sciences for the inclusion of a Personal Development Module in Section 6.1 of the HEAR, as outlined in paper BUGS 23/14-15 ([available online](#)).
- (b) An application from the BA in Liberal Arts and the BA in Global Sustainable Development for inclusion of the Certificate of Digital Literacy in Section 6.1 of the HEAR, as outlined in papers BUGS 24/14-15 and BUGS 24a/14-15 ([available online](#)).
- (c) An application from the BA in Liberal Arts and BA in Global Sustainable Development for inclusion of the Certificate of Cultural Communication in Section 6.1 of the HEAR, as outlined in papers BUGS 25/14-15 and BUGS 25a/14-15 ([available online](#)).
- (d) An application from the International Office for the inclusion of the 3-stage Intercultural Training for Studying and Working Abroad, in Section 6.1 of the HEAR, as outlined in paper BUGS 33/14-15 ([available online](#)).

7. New undergraduate courses of study

TO CONSIDER:

(a) Warwick Business School

The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that the Chair of the Committee, acting on its behalf, consider the proposals from Warwick Business School to introduce the following new undergraduate degree courses, as outlined in paper UFSS 39/14-15 ([available online](#)), in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action:

- (i) BSc Management with Marketing
- (ii) BSc Management with Finance.

(UFSS minute 50(a)/14-15 – unconfirmed)

(b) Centre for Applied Linguistics

The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that a nominated member of the Committee, acting on its behalf, consider the proposals from the Centre for Applied Linguistics to introduce the following new undergraduate degree course, as outlined in paper UFSS 51/14-15 ([available online](#)), in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action, noting that the proposal originated from the Chair's department:

- (i) Diploma: English Language, Media and Intercultural Communication.

(UFSS minute 50(b)/14-15 – unconfirmed)

(c) Global Sustainable Development

- (i) A proposal from the Academic Director Global Sustainable Development and Liberal Arts, to change the title of degrees in the Global Sustainable Development suite of courses, as outlined in paper BUGS 26/14-15 ([available online](#)).

- (ii) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal for a new BAsc degree in Global Sustainable Development with Theatre and Performance Studies, to commence in October 2016, as set out in paper AUSC 57/14-15 ([available online](#)), be approved, subject to receipt of amended paperwork to show the degree title of 'Theatre and Performance Studies and Global Sustainable Development'.

(AUSC minute 57(c)/14-15 – unconfirmed)

- (iii) The resolution of the Undergraduate Studies Committee of the Board of the Faculty of Social Science, at its meeting on 13 May 2015, that the Chair of the Committee, acting on its behalf, consider the proposals to introduce the following new undergraduate joint degree courses, in light of comments from Committee reviewers outside of the Committee meeting and make a recommendation to the Board of Undergraduate Studies under Chair's Action:
- (A) BA/BSc Economic Studies and Global Sustainable Development, as outlined in paper UFSS 54/14-15 ([available online](#));
- (B) BA/BSc Politics and International Studies and Global Sustainable Development, as outlined in paper UFSS 50/14-15 ([available online](#)).

(UFSS minute 50(c)/14-15 – unconfirmed)

- (iv) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015, that the BA/BSc Psychology and Global Sustainable Development degree, as outlined in paper SUGS 23/14-15 ([available online](#)), not be approved until issues regarding timetabling are fully considered and resolved.

(SUGS minute 44(f)/14-15 – unconfirmed)

(d) Department of Computer Science

The recommendations of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015:

- (i) That the proposal from the Department of Computer Science for the MEng/BEng/BSc Computer Systems Engineering (with and without intercalated year), as outlined in paper SUGS 29/14-15 ([available online](#)), be approved;
- (ii) That the proposal from the Department of Computer Science for the MEng in Discrete Mathematics (with and without intercalated year), as outlined in paper SUGS 30/14-15 ([available online](#)), be approved, subject to receipt of a revised CA1 form reflecting the correct modules.

(SUGS minute 45(b)/14-15 – unconfirmed)

(e) Liberal Arts

- (i) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal from the Academic Director Global Sustainable Development and Liberal Arts, to introduce a new 'Classics' pathway to commence in October 2016, as set out in paper AUSC 58/14-15 ([available online](#)), be approved.

(AUSC minute 58(c)/14-15 – unconfirmed)

- (ii) The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Science, at its meeting on 13 May 2015, that the proposal from the Academic Director Global Sustainable Development and Liberal Arts, to introduce a new pathway in 'Life Sciences', as set out in paper SUGS 21/14-15 ([available online](#)), be approved.

(SUGS minute 33(c)/14-15 – unconfirmed)

(f) School of Theatre, Performance and Cultural Policy Studies

The recommendation of the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, following its meeting on 13 May 2015, acting on behalf of the Committee, that the proposal for a BA in Theatre and Performance Studies (with or without intercalated year), to commence in October 2015, as set out in paper AUSC 26 (revised)/14-15 ([available online](#)), be approved.

(E-mail from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts, 13.5.15)

8. Discontinuation of undergraduate courses of study

TO CONSIDER:

The recommendation of the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 13 May 2015, that the proposal from the Department of History to remove the BA Honours degree in History, Literature and Cultures of the Americas, as set out in paper AUSC 43/14-15 ([available online](#)), from recruitment, be approved.

(AUSC minute 59/14-15 – unconfirmed)

9. Credit and Module Framework

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out proposed changes to the Credit and Module Framework, as set out in paper AQSC 48/14-15 ([available online](#)), it being noted that:

- (a) At its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Science reported that the proposals as set out in paper AQSC 48/14-15 already mirrored practice in Faculty of Science departments and was not anticipated to require any change;

(SUGS minute 42/14-15 – unconfirmed)

- (b) At its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Social Science recommended that the amendments to the Framework with regards to deregistration of modules, be approved;

(UFSS minute 48/14-15 refers – unconfirmed)

- (c) At its meeting on 13 May 2015 the Undergraduate Studies Committee of the Board of the Faculty of Arts resolved that the recommendations outlined in paper AQSC 48/14-15 be supported.

(AUSC minute 61/14-15 – unconfirmed)

10. Mitigating Circumstances Review

TO CONSIDER:

A paper, AQSC 74/14-15, from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance ([available online](#)).

11. National Student Survey (NSS) update

TO REPORT:

(a) NSS 2015

That NSS 2015 closed on Thursday 30 April 2015, noting that the institutional response rate surpassed that achieved in NSS 2014.

(b) NSS 2015 publication dates

(i) That the first release of Warwick's NSS 2015 data will take place on 31 July 2015, noting that it will be under strict embargo until public release on 12 August 2015;

(ii) That students' open comments will be released for internal use only on 20 August 2015;

(iii) That the Teaching Quality team will provide departments with specific timescales for release of tailored NSS datasets later in term 3;

(iv) That Unistats (KIS) will be updated on 2 September 2015 with NSS 2015 information.

(c) NSS 2015 Survey and target list debrief

That the Teaching Quality team will be holding a debrief and planning session to facilitate getting as accurate a target list for NSS 2016 as possible, which will be open to all staff. Colleagues wishing to attend the sessions (date to be confirmed) are invited to express their interest by emailing quality@warwick.ac.uk before the end of May 2015.

12. Monitoring and Review Working Group Update

TO CONSIDER:

Recommendations from the Monitoring and Review Working Group regarding the Annual Course Review process, as set out in paper AQSC 40/14-15 ([available online](#)), it being noted that:

- (a) At its meeting on 13 May 2015, the Undergraduate Studies Committee of the Board of the Faculty of Arts resolved that the recommendations outlined in paper AQSC 40/14-15 be supported.**

(AUSC minute 62/14-15 – unconfirmed)

13. Any other business