

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 18th November 2009 in the Council Chamber, University House.

J F Baldwin
Registrar

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. Terms of Reference

TO REPORT:

That Senate, at its meeting on 7th October 2009, 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. Membership 2009/010

TO REPORT:

That the Senate, at its meeting on 7th October 2007, resolved that the membership of the Board of Undergraduate Studies for the academic year 2008/09 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	2009	Professor K Butcher (Term 1) Dr A Phillips (Terms 2 & 3)
	2009	Dr C Jenainati
Medicine	2006	Dr N Johnson
	2006	Dr J Kidd
Science	2003	Dr J Robinson
	2002	Dr G Martin
Social Sciences	2009	Professor P Edwards
	2008	Dr J Snape
One member of the Board of Graduate Studies appointed by the Senate	2008	Prof J Labbe
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 J Arroyo
Science	2009	Professor T Bugg
Social Sciences	2009	Dr S Kettell
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	2008	Miss S Khaku
	2009	Miss N Badaya

3. Minutes

TO CONSIDER:

The minutes of the meeting held on 3rd June 2009 (copy attached).

4. Matters Arising on the Minutes

New Courses of Study (minute 25/08-09, resolutions j - n refer)

TO REPORT:

That the Chair, acting on behalf of the Board, approved the proposals from the Centre for Lifelong Learning for the following:

(a)the degree of 'BA in Humanities' (paper AUSC 128/08-09),

(b)the degree of 'BA Teaching and Learning in the Lifelong Learning Sector' (papers UFSS 221-22/08-09),

(c)the Foundation Degree in Teaching and Learning in the Lifelong Learning Sector (papers UFSS 224-26/08-09),

(d)the degree of 'BA in Person-centred Counselling and Psychotherapy' (papers UFSS 247-48/08-09),

(e) the Foundation Degree in Person-centred Counselling and Psychotherapy (papers UFSS 237-38/08-09),

it being noted that the Centre for Lifelong Learning has now provided the respective external advisors' report for the aforementioned course proposals.

5. Undergraduate Admissions: The Cambridge Pre-U qualification

TO CONSIDER:

A paper from the Admissions Office together with an oral report from the Director of Student Admissions & Recruitment regarding a new university-entrance qualification (paper BUGS 6/09-10, copy attached).

6. Student Careers and Skills: Placement Learning

TO CONSIDER:

Two papers and oral reports from the Director of Student Careers and Skills and the Work Experience Project Manager (Student Careers and Skills) regarding placement learning opportunities for undergraduates (paper BUGS 7/09-10 and BUGS 8/09-10, copies attached).

7. Chair's Business

Revision of the procedure for departments to respond to external examiners' reports.

8. Appeals against final degree classification: Regulation 8.12

TO CONSIDER:

A proposal from the Assistant Registrar (Examinations and Assessments) regarding the process by which appeals against final degree classification under regulation administered (paper BUGS 10/09-10).

9. Extraordinary Requests for Approval by the University Senate

TO RECEIVE:

A paper from the Academic Registrar's Office regarding requests from departments, which fall outside of the normal University Regulations and which relate to the academic treatment of undergraduate students (paper BUGS 9/09-10, to follow).

10. Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances

TO REPORT:

The following minute from the meeting of the Academic Quality Standards Committee at its meeting of the 10th June 2009:

REPORTED:

- (i) That the Board of Graduate Studies at its meeting on 13 November 2008 considered the University Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances (paper AQSC 87/07-08), noting that the Board was invited to consider how this may be applied to Postgraduate Taught courses, and resolved:

(A) That the Board did not approve of the application of the guidelines to Postgraduate Taught courses;

(B) That proposed guidelines for Postgraduate Taught Boards of Examiners be drafted and considered at a future meeting of the Board.

- (ii) That the Board of Graduate Studies at its meeting on 30 April 2009 considered draft guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances (paper BGS 97/08-09) and recommended (to the Academic Quality and Standards Committee) that the guidelines be approved, subject to one amendment noted at the meeting.

CONSIDERED:

Draft guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances, paper BGS 97/08-09 (revised).

RESOLVED:

- (iii) That the guidelines for consideration by postgraduate taught Boards of Examiners of examination candidates notifying mitigating circumstances, paper BGS 97/08-09 (revised), be approved.
- (iv) That the Board of Undergraduate Studies be invited to consider adopting the guidelines set out in paper BGS 97/08-09 (revised) for undergraduate Boards of Examiners.

AQSC minute 84b/08-09 refers

TO CONSIDER:

The revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances as set out in paper BGS 97/08-09 (revised).

11. Undergraduate External Examiners' Reports for 2008/09

TO RECEIVE:

The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 1/09-10, attached).

TO CONSIDER:

- (a) The reports of External Examiners for Undergraduate courses for 2008/09 (paper BUGS 2/09-010), available to members of the Board before the meeting on request from the Examinations Section, Academic Office; copies will also be available for consultation in the meeting).
- (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 29th October, 2009 (paper BUGS 3/09-010), available to members of the Board before the meeting on request from the Examinations Section, Academic Office; copies will also be available for consultation in the meeting).
- (c) A report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2009-10 and making recommendations to the Board for further action (paper BUGS 4/09-10, attached).
- (d) Pro-forma responses received from departments to the External Examiners' reports since the meeting of the Board Sub-group held on 29th October, 2009 (paper BUGS 5/09-10, attached).
- (e) The External Examiners' reports for the MBChB degree (paper BUGS 11/09-10, attached).

12. Any Other Business.

JAT/TB 11.11.09