

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 2pm on Wednesday 12th October 2003 in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

1. Terms of Reference

TO REPORT:

- (a) That the Terms of Reference of the Board are 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 Quality and 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 Standards Committee on the role of internal and external examiners for undergraduate degrees.
 - (vii) To advise the Academic Quality 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 recommendation to the Academic Quality Standards Committee.

- (b) That the Senate, at its meetings on 4 July 2001 and 2nd October 2002, approved the terms of reference under (a) above and had also resolved:

That the responsibility for consideration and approval of four-year undergraduate Masters courses lie primarily with the Board of Undergraduate Studies.

2. Membership 2003/2004

TO REPORT:

That the Senate, at its meeting of 1st October 2003, resolved that the membership of the Board of Undergraduate Studies for the academic year 2003/2004 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 2003	Professor A McFarlane Professor J Treglown
Science	2003 2002	Dr T Drewello Dr G Martin
Social Studies	2002 2002	Mr R Leng Professor A Phizacklea
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 R Naylor
Two members nominated by the Union of Students	2003 2003	Mr K Mohaddes Mr R Watson

2. Reserved Agenda

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

3. Minutes

TO CONSIDER:

The minutes of the last meeting of the Board held on 5th June 2003 (copy attached).

4. Matters Arising on the Minutes

(a) Progress of the Board's recommendations

TO REPORT:

That the Senate, at its meeting of 2 July 2003, approved the recommendations of the Board as follows:

- (i) Amendments to Regulations 9 and 14 (minute 53/02-03 refers)
- (ii) New Courses of Study (minute 52/02-03 refers)
- (iii) 50% Rule (minute 37/02-03 refers)

(b) Undergraduate External Examiners' Fees (minute 55/02-03 refers)

TO CONSIDER:

- (i) A paper outlining scales for Undergraduate External Examiners' Fees at Warwick (Paper BUGS 1/03-04, copy attached)
- (ii) A summary of external examining fees at HEIs across the UK (Paper BUGS 2/03-04, copy attached).

(c) Use of University data by departments (minute 54/02-03 refers)

TO CONSIDER:

Ways in which data collected by the University may be used more effectively by departments, for example, First Destination data.

5. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board, has approved:

- (a) A request from the Department of Psychology for a minor variation to the 50% rule for three named final-year students;
- (b) A request from the Centre for English Language Teacher Education for 15 minutes reading time for *ET406 Language Development for Specific Purposes* and *ET407 Linguistics: Language in Context* modules;
- (c) A request from the Department of English for a minor variation to the 50% rule for one named student;
- (d) A request from the Department of Classics and Ancient History that the final year dissertation CX303 be recognised as a module exempt from the 50/50 ruling.

6. Chair's Business

7. Undergraduate Curriculum Review Group

TO CONSIDER:

The final report of the Undergraduate Curriculum Review Group (Paper BUGS 3/03-04, copy attached).

8. Composite Reports of UG SSLCs

TO CONSIDER:

The Composite Reports of the Undergraduate Staff-Student Liaison Committees (2002-2003) from:

- (a) the Faculty of Arts (Paper 35/02-03, copy attached);
- (b) the Faculty of Science (paper SFS 16/03-04, copy attached);
- (c) the Faculty of Social Studies (Paper UFSS 13/03-04, copy attached).

9. Academic Satisfaction Review

TO CONSIDER:

The Academic Satisfaction Review 2002-2003 together with a memorandum from the Director of Student and Ancillary Services (paper BUGS 4/03-04, copy attached).

10. Any Other Business