

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 18th November 2009.

Present: Professor K O'Brien (in the Chair), Miss N Badaya, Professor K Butcher, Professor P Edwards, Dr C Jenainati, Dr J Kidd, Miss S Khaku, Professor J Labbe, Dr D Lamburn, Dr S Kettell, Dr G Martin, Dr J Robinson, Dr J Snape,

Apologies: Mr J Arroyo, Professor T Bugg, Dr N Johnson.

In Attendance: Dr T Bell, Dr J Taylor (throughout);
Ms S Bennett, Ms S Johnstone (for item 6/09-10 only), Mr D Wallis (for item 5/09-10 only)

1/09-10 Terms of reference

REPORTED:

That Senate, at its meeting on 7th October 2009, had 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.

2/09-010 Membership 2009/10

REPORTED:

That Senate, at its meeting on 7th October 2009, had resolved that the membership of the Board of Undergraduate Studies for the academic year 2009/10 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)
Medicine	2009 2006	Dr C Jenainati Dr N Johnson
Science	2006 2003	Dr J Kidd Dr J Robinson
Social Sciences	2002 2009	Dr G Martin Professor P Edwards
One member of the Board of Graduate Studies appointed by the Senate	2008	Dr J Snape
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	2008	Prof J Labbe
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

3/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 3rd June 2009 be approved.

4/09-010 Matters Arising on the Minutes

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

REPORTED:

That the Chair, acting on behalf of the Board, had 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 having been noted that the Centre for Lifelong Learning had now provided the respective external advisors' report for the aforementioned course proposals.

5/09-10 Undergraduate Admissions: The Cambridge Pre-U qualification

CONSIDERED:

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).

RECOMMENDED:

That the Student Admissions and Recruitment Office's recommendations regarding the Cambridge Pre-U qualification be approved.

RESOLVED:

That the Director of Student Admissions & Recruitment be asked to provide to the Board in due course an analysis of the academic performance of students with different entry qualifications.

6/09-10 Student Careers and Skills: Placement Learning

CONSIDERED:

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).

RESOLVED:

- (a) That the Chair be asked to seek to promote consideration by the University the issue of the disincentive effect (particularly for international students) of academic fees which students are required to pay whilst on an intercalated year;
- (b) That the Careers Centre be recommended to contact departmental administrators with a view to establishing departmental contacts who could act as disseminators of information on placement opportunities within their departments.

7/09-10 Chair's Business

RECEIVED:

An oral report from the Chair on revising the procedure for departments to respond to external examiners' reports.

RESOLVED:

That the Chair be asked to discuss with the Academic Quality and Standards Committee the imposition of a deadline of Week 4 of the Autumn Term for submission to the Academic Office of the pro-forma responses to the External Examiners' reports, in order to ensure their availability at the Board of Undergraduate Studies Sub-Group meeting in the Autumn Term.

8/09-10 Appeals against final degree classification: Regulation 8.12

CONSIDERED:

A proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered (paper BUGS 10/09-10).

RECOMMENDED:

- (a) That the proposal set out in paper BUGS 10/09-10 be approved, subject to the inclusion of a requirement that, in cases where mitigating evidence presented at appeal has already been considered by Boards the Examiners, the latter should provide a written record demonstrating this, such as a minute from the Board of Examiners or from a Mitigating Circumstances Sub-committee.
- (b) That a statement be added to Regulation 8.12 referring to the provision proposed in paper BUGS 10/09-10.

9/09-10 Appeals Extraordinary Requests for Approval by the University Senate

RECEIVED:

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

RESOLVED:

That the guidelines be approved and circulated to Heads of Departments and Chairs of Boards of Examiners, and also be posted on the Academic Office website.

10/09-10 Appeals Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances

REPORTED:

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 84(b) 08/09 referred

CONSIDERED:

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

RESOLVED:

That the revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be approved for undergraduate Boards of Examiners.

11/09-10 Undergraduate External Examiners' Reports for 2008/09

RECEIVED:

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

CONSIDERED:

- (a) The reports of External Examiners for Undergraduate courses for 2008/09 (paper BUGS 2/09-010)
- (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).
- (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).

- (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).
- (e) The External Examiners' reports for the MBChB degree (paper BUGS 11/09-10).

RESOLVED:

- (f) That the report of the Board Sub-group be approved and, following receipt of all the pro-forma departmental responses to the External Examiners' reports, the Chair be asked to take forward issues as necessary as identified in the Sub-Group's report.
- (g) That the Chair be asked to reconsider and amend, at her discretion, resolution 3 (h) in the Sub-group's report.
- (h) That the Chair be asked to consider the reports of the External Examiners for the MBChB following receipt of the pro-forma responses to the reports from the Warwick Medical School.

JAT/TB 20.11.09