

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 24th February 2010.

Present: Professor K O'Brien (in the Chair), Mr J Arroyo, Ms N Badaya, Professor T Bugg, Professor P Edwards, Dr C Jenainati, Dr N Johnson, Dr S Kettell, Ms S Khaku, Professor J Labbe, Dr D Lamburn, Dr G Martin, Dr A Phillips and Dr J Robinson.

Apologies: Dr J Kidd, Dr J Snape.

In Attendance: Dr T Bell, Dr J Taylor.

12/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 18th November 2009 be approved, subject to a minor amendment.

13/09-10 Matters Arising on the Minutes

Progress of Board recommendations

(a) Procedure for considering External Examiners' Reports (minute 7/09-10 refers)

REPORTED:

The following minute from the meeting of the Academic Quality and Standards Committee at its meeting of the 25th November 2009:

CONSIDERED:

The possible 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.

RESOLVED:

- (a) That the Examinations Office amend the pro-forma for departmental responses to External Examiners' reports, and associated guidance, to require submission of the response by the end of Week 4 of the Autumn Term, and notify departments of the new deadline.
- (b) That it be noted that submission of responses by the deadline would only be workable if External Examiners' reports were both submitted and forwarded to departments promptly

(AQSC minute 33 09/10)

(b) Appeals against final degree classification: Regulation 8.12 (minute 8/09-10 refers)

REPORTED:

The following minute from the meeting of the Academic Quality and Standards Committee at its meeting of the 4th February 2010:

The Committee 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, together with the recommendations of the Board of Undergraduate Studies, and resolved:

(A) That the proposal from the Academic Office regarding the process by which appeals against final degree classification under Regulation 8.12 are administered, as set out in paper BUGS 10/09-10, be approved, subject to the addition recommended by the Board of Undergraduate Studies (draft unconfirmed BUGS minute 8(a)/09-10 referred).

(B) That the Assistant Registrar (Examinations) submit for the consideration of the Committee proposed amendments to Regulation 8.12.

RESOLVED:

That the proposed amendments to Regulation 8.12 concerning the process by which appeals against final degree classification are administered be approved, as set out in paper AQSC 37/09-10.

(AQSC minute 40B(ii) 09/10)

14/09-10 Chair's Business

REPORTED:

- a) That the Chair intended to present some further information and suggestions on intercalated years and placement learning to the next meeting of the Board (minute 6/09-10 refers);
- b) That recommendations which it is anticipated will be made by the King-Warwick Project will be forwarded to the Board of Undergraduate Studies during the 2010/11 academic year.

15/09-10 Annual Course Review Reports

CONSIDERED:

- (a) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2008/09 (paper AUSC 9/09-10 (revised)).
- (b) a Composite Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2008/09 (paper SFS 14/09-10).
- (c) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Studies for the academic year 2008/09 (paper UFSS 58/09-10 (revised)).

RESOLVED:

That it be noted that:

- (d) That the Academic Office and IT Services were pursuing projects with a view to improving mark-entry upload facilities and backgrounds-data quality relating to mark entry;
- (e) That the Deputy Academic Registrar had responded to the Chair of the Board of the Faculty of Social Sciences regarding the issue raised by the WBS relating to exam timetabling;
- (f) That the Chair would respond to the Chair of the Board of the Faculty of Science concerning examination timetables.

16/09-10 New Course of Study

CONSIDERED

A proposal from the Departments of Italian and History for a new course BA History and Italian for introduction in October 2011 (paper AUSC 17/09-10).

RESOLVED:

That the proposal from the Departments of Italian and History for a new course BA History and Italian for introduction in October 2011 as set out in paper AUSC 17/09-10, be approved it being noted the Chair would seek confirmation as to which department would be the "home department" for students on this course and would ask for the external advice about the course proposal to be forwarded to her.

17/09-10 Special Examination Arrangements

CONSIDERED:

A paper from the Examinations Officer regarding special examination arrangements for individual students during the main summer exams period (paper BUGS 12/09-10).

RESOLVED:

- a) That the Board approved the proposed arrangements regarding special examinations for the main summer exams period in 2010;
- b) That the Examinations Office be asked to remind Directors of Undergraduate Studies and departmental secretaries to contact students in their departments, to remind them of the deadline for notifying any requests for special examination requirements and of the need to incorporate such information in departmental handbooks in future years;
- c) That, following this Summer's examinations, the Board should establish a working group to review the provision of special examination arrangements, with a view to formulating some normative principles.

18/09-10 SSLC Coordinators' Annual Reports

RECEIVED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2009, paper AQSC 38/09-10 and a paper from the Chair, tabled at the meeting, on the subject of student feedback (paper BUGS16 /09-10).

RESOLVED:

That it be noted that the Chair would take forward the points made during the Board's discussion with regard to student feedback.

19/09-10 Seen Exam Paper for Module FI102 Hollywood Cinema

CONSIDERED:

A proposal from the Department of Film and Television for a seen exam paper for the examination for module FI102 Hollywood Cinema, paper BUGS 15/09-10.

RESOLVED:

That the proposal from the Department of Film and Television for a seen exam paper for the examination for module FI102 Hollywood Cinema as set out in paper BUGS15/09-10, be approved.

20/09-10

Undergraduate External Examiners' Reports for 2008/09

RECEIVED:

- (a) The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 1/09-10).
- (b) The report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2008-09 and making recommendations to the Board for further action (paper BUGS 4/09-10).

CONSIDERED:

- (c) The reports of External Examiners for Undergraduate courses for 2008/09 received since the last meeting of the Board (paper BUGS 13/09-10);
- (d) Pro-forma responses to the External Examiners' reports received from departments since the last meeting of the Board (paper BUGS14 /09-10).

RESOLVED:

- (e) That the Chair was availing responses from the departments of Law, Economics and Statistics to issues raised by External Examiners and included in the report from the Board Sub-group and would report back at the next meeting of the Board;
- (f) That the Chair would ask departments in the Faculty of Arts to consider the idea proposed by an External Examiner for the BA in History, that statistical profiles of module marks be considered by departments;
- (g) That in response to issues raised by Dr Bekker in her External Examiner's report, Professor Johnson responded on behalf of the WMS by stating that:
 - i. The WMS will produce an overview document which will set out the responsibilities of each External Examiner for the MBChB;
 - ii. The WMS will take steps to report to External Examiners on such matters as exam board decision-making processes and student progress.