

**UNIVERSITY OF WARWICK**  
**HIGHER EDUCATION FOUNDATION PROGRAMME**  
**BOARD OF STUDIES**

There will be a meeting of the HEFP Board of Studies on Wednesday, 26 October 2011 at 1.00 pm in CRM 1.2, First Floor, University House, University of Warwick. A buffet lunch will be served at 1.00 pm.

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**AGENDA**

1. Membership and Dates of Meetings

TO RECEIVE:

Details of Membership, Constitution and Terms of Reference including dates of the meetings for the Higher Education Foundation Programme for 2011/12). (Attached: HEFP 1/2011-12)

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 8 July 2011. (Attached: HEFP 2/2011-12).

3. Matters Arising on the Minutes

TO REPORT:

Minute 25/2010-11 refers: Ms C Wilson to outline Warwickshire College's revised proposal for a modified HEFP Programme (Attached: HEFP 3/2011-12)

Minute 32/2010-11 (b) refers: IO at Warwick is liaising with Warwick IT service concerning the Turnitin Licences for use on the HEFP at the Two colleges. Warwick ITS is in the process of applying for the licence.

Minute 32/2010-11 (d) refers: Mr D Fower and Ms R Young to review last year's streaming of the HEFP Business Studies students.

Minute 35/2010-11 refers: Both colleges have submitted students' attendance report for September 2011. All forthcoming monthly report indicating the attendance of all students, and highlighting any areas of problem plus any reasons for absences (illness etc) should be submitted on the last Friday of each month to [h.j.johnson@warwick.ac.uk](mailto:h.j.johnson@warwick.ac.uk).

Minute 36/2010-11 refers: The panel members for the HEFP Law and Business Studies Quinquennial Review have been confirmed:

- (a) HEFP Law: Dr. I Proctor, Dr M Skinner, Ms R Young and Mr K Uff
- (b) HEFP Business Studies: Mr G Palmer, Ms C Wilson and Prof J Johnson

Ms D Ning will support the administration of the review.

4. Syllabi for each of the HEFP Programmes

TO RECEIVE:

- (a) Law syllabus 2011-12 (Attached 4/2011-12)
- (b) Science/Engineering syllabus 2011-12 (to be tabled 5/2011-12)
- (c) Bio-medical syllabus 2011-12 (To be tabled 6/2011-12)
- (d) Business Studies syllabus 2011-12 (To be tabled 7/2011-12)
- (e) Social Science syllabus 2011-12 (To be tabled 8/2011-12)

Please note, an electronic copy of the syllabi is required for admissions tutors at other universities as part of the UCAS support process, as well as providing a permanent record of the Programme.

5. New Staff on the HEFP

TO CONSIDER:

- a) David Hall to teach Mathematics at Stratford upon Avon College (Attached: 9/2011-12)
- b) Phillip Brack to teach Economics and Politics at Stratford upon Avon College (Attached: 10/2011-12)
- c) Jonathan White to teach English and Study Skills at Stratford upon Avon College (Attached: 11/2011-12)

6. Key Points from 2010-11 Recruitment

TO RECEIVE:

A brief outline of the HEFP recruitment and placement activities for 2010-11 in advance of the HEFP Annual Report which will be presented to the 3 February 2012 meeting. (to be tabled: HEFP 12/2011-12)

7. Key Points from Warwickshire College and Stratford upon Avon College

TO RECEIVE:

- (a) An update from Warwickshire College (to be tabled: HEFP 13/2011-12)

(b) An update from Stratford upon Avon College (Attached: HEFP 14/2011-12)

8. Any Other Business

TO CONSIDER:

HEFP Secure English Language Test (SELT) implementation proposal. (Attached: HEFP 15/2011-12)

UNIVERSITY OF WARWICK  
HIGHER EDUCATION FOUNDATION PROGRAMME  
MEMBERSHIP OF THE BOARD OF STUDIES 2011-12

First Appointed

Chair	2011	Professor Margot Finn (Chair)
Ten members of the academic Staff, appointed by Senate	2002	Dr M Joy
	2007	Dr G Sharpling
	2008	Ms W Chan
	2000	Dr M Skinner
	2001	Dr J Robinson
	2009	Dr D Britnell
	2010	Dr K Moffat
	2010	Dr T McCrisken
	2011	Mr G Palmer
	2011	Prof S Jacka

Two representatives from each of the Teaching Colleges:

Stratford upon Avon College	2010	Ms R Young
	2011	Mr D Fowers
Warwickshire College	2004	Ms S Starley
	2010	Ms C Wilson

One representative from the English & Study Skills Working Party (2 year appointment)	2007	Ms J Preshous (Warwickshire College) (to continue in post)
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<u>Dates of meetings for 2011/12</u>	1 pm 26 October 2011	(note, Wednesday, and CMR 1.2)
	1 pm 3 February 2012	(Council Chamber as usual)
	1 pm 6 July 2012	(Council Chamber as usual)

Venue: Council Chamber (unless other notified)  
Buffet lunch served at 1pm.  
Approx. duration of meeting: 2 hours

**UNIVERSITY OF WARWICK**  
**HIGHER EDUCATION FOUNDATION PROGRAMME**  
**BOARD OF STUDIES**

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies held on 8 July 2011

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Present: Prof. A Caesar (Chair), Dr D Brtinell, Dr M Joy, Mr G Palmer, Ms J Preshous,  
Dr J Robinson, Dr G Sharpling, Dr T McCrisken, Dr G Moffat, Ms L Nuttall, Dr M Skinner,  
Ms S Starley, Ms C Wilson, Ms R Young,

In attendance: Ms K Cadwgan-Evans, Ms S Dammann, Mr D Fowers, Mr J Kennedy, Dr I Procter,  
Mr I Pemberton

Apologies: Ms W Chan, Prof. S Jacka

20/2010-11 Minutes

RESOLVED

That the Minutes of the HEFP Board of Studies held on 4 February 2011 be approved.

21/2010-11 Matters Arising on the Minutes

REPORTED:

Minute 11/2010-11 refers: That the HEFP offer into MORSE from the Business Studies stream had been confirmed as 80% in Mathematics, 55% in English, distinction in Economics and Business Studies and a Credit in Sociology together with grade 2 in any STEP/Merit in AEA Maths.

Minute 22/10-11 refers: That the situation with the Warwick library and the access for electronic access is being reviewed at University wide level and the HEFP is one of the programmes that may be affected by the change in license compliance, however hard copies of the library materials are not affected by this review and students, and staff on application of a University card, will have continued access.

22/2010-11 Staffing

REPORTED:

The Board welcomed Professor Jacka's appointment to the Board and notes his start date of October 2011.

23/2010-11

Planning

RECEIVED:

The June 2011 statistics and a brief overview from Ms Johnson, indicating the trends in the recruitment patterns and the action taken to convert the applications.

24/2010-11

College Reports

RECEIVED:

A report from Warwickshire College indicating that the year had been successful (HEFP 26/2010-11)

25/2010-11

New Proposal: Warwickshire College

RECEIVED:

Ms Cadwgan Evans presented a paper (HEFP 26a/2010-11) outlining a proposal to develop a new stream to the HEFP based around financial mathematics.

CONSIDERED:

Whether the content of the proposed syllabus had sufficient unique qualities from the current Business Studies programme delivered at Stratford upon Avon College?

RECOMMENDED:

That a working party meet to look at the new proposal comprising of Mr Palmer (Business School), Prof Jacka (Statistics) and a member of staff from each of the colleges. The working party would then report back to the October Board of Studies.

26/2010-11

Stratford upon Avon College

RECEIVED:

A paper outlining the performance of the students and indicating a good year (HEFP 27/10-11).

27/2010-11

Business Studies Working Party and Examination Board

RECEIVED:

The Minutes from the Business Studies working party (HEFP 28/20-11) and the Business Studies examination board (HEFP 29/2010-11)

REPORTED:

- (a) Mr Palmer gave an overview of the year and commented on the good, detailed feedback from the student representatives and noted that the 5-year review was due in 2011-12.
- (b) The examination results were received, the external examiner had been positive regarding the programme, and had been happy with the overall standard and progress.

RESOLVED:

That the Business Studies examination results be approved.

28/2010-11 Social Science Working Party and Examination Board

RECEIVED:

The Minutes from the Social Science working party (HEFP 30/2010-11) and the Social Science examination board (HEFP 31/2010-11)

REPORTED:

- (a) Dr Procter gave an overview of the year and commented that the proceedings had gone well and that there were no specific points to raise.
- (b) The examination results were received, the external examiner had been complimentary and Prof. Henrietta O'Connor had confirmed that she would act as external examiner for a further year.
- (c) One student had missed the December examinations as they had applied to Oxford and the timing clashed with the Part 1 examinations; after discussion it was decided that as this issue was so unusual, no additional regulation would be put in place and the standard explanation as set out in the guidelines on missed examinations would still apply.

RESOLVED:

That the Law examination results be approved.

29/2010-11 Law Working Party and Examination Board

RECEIVED:

The Minutes from the Law working party (HEFP 32/2010-11) and the Law examination board (HEFP 33/2010-11).

REPORTED:

- (a) The change in admissions policy in the Law school had caused disappointment with the student.
- (b) The Law examination results were received and it was noted that one student had suffered a burst appendix and, as agreed, the standard procedure for missed examinations (see Governance and Administration) would be applied.

RESOLVED:

That the Law examination results be approved.

30/2010-11 Science/engineering Working Party and Examination Board

RECEIVED:

The Minutes from the Science/Engineering working party (HEFP 34/2010-11) and the Science/Engineering examination board (HEFP 35/2010-11).

REPORTED:

- (a) That the Science/Engineering working party had taken place and there were no additional points to add.
- (b) That the examination board had made a recommendation to raise the grade of Ms Shalabayeva from 39.4 to 40% Pass.
- (c) That Dr Phillips had completed his three year term of office as external examiner and had been offered a fourth and final year, which he was still considering.
- (d) The examination board had requested guidance on the handling of borderline cases, and it was agreed this information would be circulated. The guidance is currently found in the Governance and Administration document.

RESOLVED:

That the Science/Engineering examination results be approved.

31/2010-11 Bio-medical Working Party and Examination Board

RECEIVED:

The year had gone well although there were two points that needed resolving:

- (a) recognition of the programme by other universities



- (b) Warwick's undergraduate admissions was extremely slow to respond which was of concern as it is a guaranteed offer, and Life Sciences wish to attract this group of students to their courses.
- (c) The Bio-medical results were processed through the Science/engineering examination board and it was recommended that this practice continue in future years.

## RESOLVED:

- (a) Recognition: it is a new stream to the HEFP, but the HEFP team will work, particularly through the Circle of Friends group of universities to raise the profile of the programme.
- (b) Ms Ning would discuss the turnaround time of the HEFP Bio-medical applications with admissions as a priority.
- (c) That the Bio-medical examination results be approved.

32/2010-11 English & Study Skills Working Party and Examination Board

## RECEIVED:

- (a) In view of the revised UKBA guidelines (issued April 2011), all students had taken an additional IELTS as a precaution for re-entry to the UK at undergraduate level.
- (b) There were still variations in the plagiarism guidelines between the two teaching colleges. A plagiarism guidance document has been created and will need to be implemented. Turnitin will be implemented at both colleges and the IO (Warwick) will now apply for licenses for use on the HEFP at the two colleges.
- (c) Resits: there were concerns expressed on the lack of a resit, however it was confirmed that the 'Good Practice and Monitoring Student Progress' document (originally circulated in 2010) covered this point. The HEFP does not offer a resit as the rationale for undertaking the HEFP is to enter a UK university and as the examination results are released in mid-July, placement takes place in August, and universities commence in September there would be insufficient time to resit examinations. The current practice of noting on the transcript a student who has not progressed due to illness has had positive results and has not disadvantaged any student to date.
- (d) Streaming: concern on streaming of the Business Studies students was raised as this practice was not consistent across all the programmes (note: Business has 195 students, Social Science 39, Law: 40, Science: 54, Bio-medical: 6).

- (c) The external examiner had been uncertain on the penalties applied by both colleges and advised on standardisation of moderation/marking and delivery.

## RESOLVED:

- (a) The practice of taking an additional IELTS on the HEFP would continue to ensure UKBA compliance.
- (b) Turnitin would be systematically implemented across all HEFP programmes from 2011.
- (c) It would be made clear to students in handbooks etc, that there was no resit on failed examinations, and the rationale would also be made clear (university entry, timing etc), the HEFP role is to facilitate the progression to an undergraduate degree, and the current system would be maintained.
- (d) Streaming: a separate working party consisting of staff from the college and the University moderator would need to meet to take the pedagogic rationale for streaming forward and a final decision would be brought to the October Board of Studies (Dr Sharpling to facilitate).

33/2010-11 English & Study Skills Quinquennial Review

## REPORTED:

A two day review took place in the spring term, with one day at each college to review resources, student feedback, tutors, welfare. Dr Crayton Walker, University of Birmingham acted as the external examiner for this review and reported a lot of strengths, high level of satisfaction and good welfare provision. He commented that the programme had significantly developed from the previous review. Issues raised:

- (a) Streaming
- (b) Programme content
- (c) Plagiarism
- (d) Web CT
- (e) Importance of the HEFP in the Colleges, and implication to the management of the effort required to support the programme (preparation time etc).
- (d) Budgets: library resources
- (e) Query on the different mode of delivery as it varies considerably between the two colleges.

- (f) Teaching and customer satisfaction.
- (g) The two colleges were congratulated on their indisputable strengths.

## RECEIVED:

- (h) A response from Warwickshire College, paper HEFP 40/2010-11, supporting the review's recommendations.
- (i) A response from Stratford upon Avon College, paper HEFP 41/2010-11, with feedback on the question of standardization, and the need to focus on key skills; points regarding plagiarism (Turnitin) were agreed; IELTS examinations were supported, and the college were considering implementing the examination in January, which then provided students with the opportunity to resit if required. The question on streaming in the Business Studies stream is not resolved and it was noted that the College would like the focus to be on reading, writing and listening to make a more coherent programme.
- (k) A comment from Ms Dammann on the use of the Cambridge Proficiency examination as an exit test for the HEFP as this suite of examinations clearly demonstrates the skills required.
- (j) Mr Palmer outlined a formative test used in WBS to identify those students requiring additional support and indicated he would be happy to share the practice with the English & Study Skills team.

## RECOMMENDED:

The issues raised in the Quinquennial Review will require discussion at a separate meeting, and Dr Sharpling will take this issues (and the issue of streaming discussed earlier in these minutes) forward early in the autumn term, in order to report back to the October Board of Studies; it was also recommended that the external examiner be invited to take part in the discussions (if possible).

34/2010-2011 Revised Entry to the HEFP

## RECEIVED:

Paper 41/2010-11 outlining the rationale for moving away from enabling A level/IB or equivalent retake students to enter the HEFP.

## RESOLVED:

This change in policy was approved by the Board and from 2011 marketing materials will reflect this change.

35/2010-2011 UKBA

RECEIVED:

A reminder from Ms Johnson, that all students who withdraw from the HEFP, must be notified in writing to the HEFP team as a matter of priority in order to comply to the Tier 4 licensing conditions.

RESOLVED:

That the colleges would send a monthly report, to be submitted on the last Friday of each month, indicating the attendance of all students, and highlighting any areas of problem, plus any reasons for absences (illness etc). The report should be sent to [h.j.johnson@warwick.ac.uk](mailto:h.j.johnson@warwick.ac.uk)

(all students must receive a copy of the Guidance to Monitoring and Performance as previously discussed).

36/2010-11 Programme Quinquennial Review Schedule

REPORTED:

- (a) Law 2011
- (b) Business Studies

RECOMMENDED:

That Ms Johnson proposes the membership of the Boards:

(Can I suggest: Law: SS Moderator: Dr Ian Procter, Dr Martin Skinner (HEFP Board), Rita Young (Stratford upon Avon College), Sue Starley (Law programme leader) plus external examiner. Ms Ning will support the administration of the review.

(Can I suggest Business Studies: Mr Grier Palmer (BS moderator), Ms Kate Cadwgan-Evans or Ms Charlotte Wilson (Warwickshire College), Ms Rita Young (BS programme leader), plus external examiner. Ms Ning will support the administration of the review.

37/2010-11 Any Other Business

(a) Dates of the next meetings:

26 October 2011

3 February 2012

6 July 2012

(b) Confirmation of the membership of the Board from the colleges was requested in order to notify Senate of the official committee membership.

