

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

There will be a meeting of the HEFP Board of Studies on Friday, 19 October at 2.00 pm in the Council Chamber, University of Warwick.

**J Nicholls**  
**Registrar**

**AGENDA**

1. Membership and Dates of Meetings

TO RECEIVE:

Details of Membership, Constitution and Terms of Reference (outstanding) and dates of meetings for the Higher Education Foundation Programme for 2001/2002. (HEFP 1/2001-2, attached).

TO REPORT:

Amendments to the Constitution and Terms of Reference of the Higher Education Foundation Programme Board of Studies, as recommended by the Board of Studies on 6 July 2001, are still outstanding. The Constitution and Terms of Reference, as approved by Senate, will be circulated as soon as possible.

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 6 July 2001. (HEFP 2/2001-2, attached).

3. Matters Arising on the Minutes

i) Law Examination Board

TO RECEIVE:

Nominations for the position of external examiner for the Law HEFP commencing in 2001.

ii) Essay Titles Suitable for use as English and Study Skills Long Essay Titles

TO REPORT:

That a list of possible essay titles is being considered by Dr Nesi for use at a proposed English and Study Skills workshop.

iii) Social Science External Examiner

TO RECEIVE:

The nomination of Dr Robert Macdonald to the post of Social Science external examiner, cv attached. (HEFP 9/2001-2, attached).

iv) Constitution and Terms of Reference for the HEFP Board of Studies

TO REPORT:

That the following recommendations to change the Constitution and Terms of Reference (Board of Studies, 6 July 2001), have not yet been approved/rejected by Senate:-

- (a) Two student representatives from the UK teaching colleges.
- (b) A representative from the English and Study Skills Working Party, to be determined by the English and Study Skills Working Party on a two-yearly term.
- (c) To reserve the right to convene meetings of only University of Warwick staff members if the matter is confidential or deemed necessary.

v) HEFP Law

TO REPORT:

That the Law School had nominated Mr Michael Reddish as the representative to the Board of Studies and that Mr Reddish would deliver the Warwick Law lecture to the HEFP students.

TO RECEIVE:

- (a) The English syllabus for the Business and Social Science HEFP (included in Point 4).

vi) British Council, Hong Kong Proposal to Deliver the HEFP Business Studies

TO RECEIVE:

- (a) A report by Dr Stewart Robinson on his visit to the British Council, Hong Kong (HEFP 7/2001-2, attached).
- (b) A proposal from the British Council, Hong Kong to deliver the HEFP in Business Studies from 2002 (HEFP 8/2001-2, attached).

TO CONSIDER:

The proposal from the British Council, Hong Kong to deliver HEFP Business Studies in Hong Kong and the recommendation from the HEFP Board of Studies as to whether the proposal should be submitted to the Partnerships and Distance Learning Sub-Committee, scheduled to meet on Friday, 2 November 2001.

vii) Grading Guidelines

TO RECEIVE:

The redrafted Grading Guidelines for the HEFP, (HEFP 3/2001-2, attached).

4. HEFP Course Syllabi

TO RECEIVE:

The 2001/2 syllabi for Business Studies, Social Science, Science/Engineering and Law (including English and Study Skills).

5. HEFP Teaching Staff

TO RECEIVE:

CV's of new teaching staff to the HEFP course.

6. Resignations

TO REPORT:

- i) The resignation of Dr C Hall, Department of Physics from the University and the HEFP Board of Studies.
- ii) The nomination of Dr J Robinson, Department of Physics to the HEFP Board of Studies.
- iii) The resignation of Dr F Botchway, School of Law from the HEFP Board of Studies.
- iv) The re-nomination of Ms J Siddle, School of Law to the HEFP Board of Studies.
- v) The nomination of Mr M Reddish, School of Law to the HEFP Board of Studies.

7. HEFP Placement List

TO RECEIVE:

Details of the HEFP student placement list for students attending the programme 2000/1, (HEFP 5/2000-1 attached).

8. HEFP Registrations for 2001-2

TO RECEIVE:

Details of the HEFP student registrations by subject. (HEFP 4/2001-2, attached)

249 (at time of issuing this agenda) students have been registered on the HEFP course, noting that both Science/Engineering and Business Studies have a high percentage of Chinese students.

TO CONSIDER:

Student cohort and nationality group, in view of the large number of applications already received for 2002 entry, currently over 100 and predominantly from China. (HEFP 6/2001-2, attached).

9. HEFP Business 5-Year Review

TO CONSIDER:

The five-yearly review of the Business Studies programme and to appoint a review team.

10. HEFP Committee Timetable

TO CONSIDER:

The rescheduling of the Summer Term HEFP Board of Studies from 28 June 2001.

11. Any Other Business

**HIGHER EDUCATION FOUNDATION PROGRAMME****MEMBERSHIP OF THE BOARD OF STUDIES**

## First Appointed:

Chair	1996	Professor T J Kemp (Chair)
Nine members of the academic Staff, appointed by Senate	1997	Dr H Nesi, CELTE
	1987	Dr A Price (Engineering)
	1987	Dr I Procter (Sociology)
	1998	Dr S Robinson (WBS)
	2000	Dr M Skinner (Psychology)
	2000	Ms J Siddle (Law)
	1997	Dr N Storey (Engineering)
	2001	Dr J Robinson (Physics)
	2001	Mr M Reddish (Law)

## Two representatives from each of the teaching colleges:

Warwickshire College	2001	Ms H Orrock
	2001	Mr M Colley
Stratford upon Avon College	1995	Mr D Fowers
	1995	Mr P Yates
One representative from the English and Study Skills Working party (to be determined on a two-yearly term)	2001/2	Ms L Nuttall (Stratford upon Avon College)

## DATES OF MEETINGS:

Autumn Term	
Friday 19 October 2001	2.00 pm
Spring Term	
Friday 1 February 2002	<u>1.00 pm</u>
Summer Term	
Friday 5 July 2002	2.00 pm

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