

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDTION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 17 October 2003 at 1.00 pm, in the Council Chamber, University of Warwick. A buffet lunch will be served at 1.00 pm.

J Nicholls
Registrar

AGENDA

1. Member 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 2003/4. (Attached: HEFP 1/2003-4).

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 4 July 2003. (Attached: HEFP 2/2003-4).

3. Matters Arising on the Minutes

Minute 18/02-03 refers: That the system regarding submission of assignment titles and examination questions by 1 August 2003 had only partially worked. Refer to Agenda item 6.

Minute 20/02-03 refers: That a report had been submitted to Senate requesting approval of a tenth member of the HEFP Board of Studies (Dr Flint) as a result of the new Chemistry/Biology programme.

Minute 21/02-03 refers: That the revised IT syllabus had been approved by Dr Joy.

Minute 22/02-03 refers: That a process to commission research on the experience of the HEFP students during and after their university course had commenced.

4. HEFP Annual Report

TO RECEIVE:

The HEFP Annual Report for 2002/3. (Attached: HEFP 3/2003-4)

5. Syllabus / Schemes of Work / Reading Lists and Associated Materials

TO RECEIVE (from the colleges)

- (a) A master copy of the syllabus, schemes of work, reading lists and associated material

(British Council, Hong Kong – received and a copy available on the table at the back of the Council Chamber)

- (b) CV's of new members of HEFP teaching staff.

TO CONSIDER:

Clarification of the procedure for a change of HEFP teaching staff.

6. Submission of Assignment Titles / Examination Titles by 1 August

TO CONSIDER:

Whether the system is workable and if agreed whether

- (a) it should include examination questions or
(b) assignments and examination questions

TO REPORT:

Social Science: Only Sociology received.

Law: Course assignments received late (27.8.03) but not examination questions

Business Studies: Received

English – Stratford: Received

English – Warwickshire: Received for Law

Science/Engineering: Outstanding

Chemistry/Biology: To follow the procedure from 2004 onwards.

7. HEFP Transcript

TO CONSIDER:

The addition of the final percentage for each subject on the transcript that is supplied to university selectors and to the students.

TO REPORT:

That the system of not including the percentage on the final transcript has resulted in a tremendous workload in the International Office as the work on final grades is being duplicated and is putting student placement at risk.

8. Any Other Business