

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on Friday, 23 October 2009 at 1.00 pm, in the Council Chamber, University House, University of Warwick.
A buffet lunch will be served at 1.00 pm.

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 2009/10. (Attached: HEFP 1/2009-10).

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 3 July 2009. (Attached: HEFP 2/2009-10).

3. Matters Arising on the Minutes

Minute 23/2009-10 refers: Plagiarism: clear guidelines on plagiarism are required, including a consistent approach to applying a penalty across all subjects. Is there a document already made available to Warwick students on academic good practice? Are there existing guidelines on penalties to be applied for levels of plagiarism to ensure clear guidelines on the application of a penalty? If a document on the application of penalties is not available, could the HEFP Board recommend a small working party to establish clear guidelines on the use of penalties across all programmes?

Minute 24/2008-09 refers: confirmation that an external examiner for the Law programme has been identified: Ms Chan to confirm.

Minute 26/2008-09 refers: a report on comparisons between the WELT, IELTS and the HEFP English & Study Skills is available, and attached in the Annual Report 2009-10.

Minute 29/2008-09 refers: standard pro-forma/template for writing student references; confirmation on whether this has been implemented is required. In addition, Mini Bhogal, admissions officer (Warwick) will provide a session specifically for the Social Science students on writing an effective personal statement (the date is still to be confirmed).

Minute: 30/2008-09 refers: the HEFP Board welcomes back Mr H Waldron, who will continue in his role as programme manager for one further year.

Minute: 30/2008-09 refers: materials for the HEFP Board will be sent by post, however, large document such as the HEFP Governance & Administration, and the syllabi for external use, will be circulated electronically, if the Board agrees.

4. Syllabi for 2009-10

Syllabi for the HEFP programmes in the form to be used for external enquiries. (Electronically circulated, HEFP 3/2009-10)

5. Annual Report

TO RECEIVE:

The HEFP Annual Report. (Attached, HEFP 4/2009-10)

TO CONSIDER:

Submission of the HEFP Annual Report to Senate.

6. New Teaching Staff

TO RECEIVE:

A CV for Rachel Lewis, to teach English & Study Skills on the HEFP at Stratford upon Avon College. (Attached, HEFP 5/2009-10)

7. Degree Classification / Careers

TO REPORT:

- (a) A report on the degree classifications for the HEFP cohort who graduated in 2009 will be presented at the 5 February Board of Studies. Currently work is underway to track the students who entered the HEFP in 2005.
- (b) A request has been made by Stratford upon Avon College to track the HEFP students' career progression. The HEFP team will investigate the possibility of achieving accurate information, although as the HEFP students enter universities other than Warwick, contacting the students is difficult as contact details will already be 5+ years out of date.

8. Governance and Administration

TO REPORT:

No additional changes have been made to the HEFP Governance and Administration since it was circulated last year. If any members of the Board require an additional copy, please email HEFP@warwick.ac.uk

9. Registration 2010

TO RECEIVE:

Confirmation of the arrival date and term dates for each college is required to complete the offer letters for 2010 entry.

10. IT Access for Staff

TO REPORT:

The long-standing issue of no access to online materials for the HEFP teaching staff should now be resolved, but the colleges will need to provide a list of current teaching staff and the subject the member of staff is teaching to activate the access.

11. Next Meetings:

The new chair of the HEFP has requested that the Board meeting dates change from Friday, therefore if the Board members are able to change the dates in their diary; can I propose: 4 February, 8 July (both Thursdays) in place of the usual Friday date.

Thursday, 4 February 2010

Thursday, 8 July 2010

Start time: 1pm

Venue: tbc if the change of date is approved, University of Warwick

/hjj