

**UNIVERSITY OF WARWICK**

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies on 6 July 2007 (*unapproved*)

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Present: Professor R Lindley (Chair), Dr K Flint, Ms H Johnson, Dr M Joy, Prof. T Kemp, Dr M Leeson, Dr H Nesi, Ms L Nuttall, Dr M Skinner, Mr N Parmar, Mr A Preshous, Dr J Robinson, Dr I Procter, Ms J Siddle, Mr P Smart, Ms S Starley, Mr H Waldron

Apologies: Ms D Kwan, Ms J Preshous, Ms Y Merali, Dr J Robinson

16/2006-7 Minutes

RESOLVED:

That the Minutes of the Meeting held on 2 February 2007 be approved.

17/2006-7 Proposed Members of Teaching Staff

APPROVED:

- (a) Cathleen Xuerub
- (b) Ian Pemberton
- (c) Chan, Wai-Sang
- (d) Lucica Hauptvogelova

RECOMMENDED:

That Constantin Lo had less experience in teaching and as the Board had some reservations as to whether his experience was suitable for teaching on the HEFP, it was recommended that HKUST CL3 should not select this candidate for HEFP teaching.

18/2006-7 English and Study Skills External Examiner

APPROVED:

That Dr Lixian Jin, DeMontfort University be approved as the HEFP English and Study Skills external examiner from 2007.

19/2006-7 Penalty for Late Submission of Coursework

CONSIDERED:

Whether the penalty of 25% off the total mark was fair and whether

the penalty was being applied across all the colleges. The question of how to apply the penalty could not be resolved during the meeting and it was recommended that the University Regulations be utilised to ensure equality.

RECOMMENDED:

That consistency across all the HEFP programmes was required and that although the University's recommended penalty of 5% per day was not as severe as the current practice in Stratford upon Avon College, the University of Warwick regulation would be adopted across the different Programmes.

*F5 of Examination and Degree Conventions states:*

*"Where a student without an approved extension fails to meet the published deadline but submits work late, either (a) differential tariffs of 5% per day for ug students and 3% per day for pg students be imposed for the late submission of work where no formal extension has been granted; it being noted: (i) that pieces of work with a credit value less than or equal to 2 CATS be exempt from this policy (ii) that depts be advised to avoid the use of Fridays as deadlines for pieces of work (iii) that this policy does not preclude depts continuing to use the sanction of requiring students to sit an examination in lieu of submitting a piece of work. or (b) Depts may require a student who fails to submit assessed work by a published deadline to sit a written exam."*

*Therefore for the HEFP handbooks:*

*Where an HEFP student without an approved extension fails to meet the published deadline but submits work late a tariff of 5% per day be imposed for the late submission of work where no formal extension has been granted.*

20/2006-7 Business Studies

RECEIVED:

- (a) Working party minutes for the record.
- (b) Business Studies Examination results for the UK and HK

RESOLVED:

That the results from the Business Studies Examination Programme be approved.

21/2006-7 Social Science

RECEIVED:

- (a) Working party minutes

Dr Procter highlighted a problem that had occurred during the working party when a member of staff had been openly criticised and in future programme leaders should advise the students that the working party is not for this purpose, modules can be criticised but individual members of staff should not be named. The method for expressing dissatisfaction with a

member of staff should be through the personal tutor, Programme leader or to make a more formal complaint using the College's formal complaints procedure. Ms Johnson would look at adapting the current SSLC guidelines for meetings for use at the HEFP working parties.

- (b) Social Science Examination results for the UK and Sociology from the HK programme.

Stratford upon Avon College: Dr Procter reported that a similar complaint had been made prior to the Social Science Examination Board and that the Politics scripts had been carefully analysed to ensure equality of marks between the two groups.

Hong Kong: That correspondence had taken place following the examination board to address the issue of the students producing good but too similar work.

RESOLVED:

That the results from the Social Science Examination Programme be approved.

22/2006-7 English & Study Skills

RECEIVED:

- (a) Working party minutes  
(b) Examination board minutes

RESOLVED:

That the results from the English & Study Skills Programme be approved.

23/2006-7 Chemistry/Biology

RECEIVED:

- (a) Working party minutes  
That the year had gone well but the students had made strong representation regarding the length of time it had taken to receive offers for Chemistry and Biology degrees at Warwick.
- (b) Examination board minutes

RESOLVED:

That the results from the Chemistry/Biology Programme be approved.

24/2006-7 Law

RECEIVED:

- (a) Working party minutes
- (b) Examination board minutes

RESOLVED:

That the results from the Law Programme be approved.

25/2006-7 Science/Engineering

RECEIVED:

- (a) Working party minutes  
That the majority of students on the course were excellent but again the issue of late receipt of offers was raised. The slow response to Warwick offers was considered to have had a negative effect on selecting Warwick as the CF University in some cases.
- (b) Examination board minutes

RESOLVED:

That the results from the Science/Engineering Programme be approved.

26/2006-7 Recruitment to the HEFP

RECEIVED:

An oral report from Ms Johnson with regard to the June statistics circulated with the Board papers, indicating that the overall number of applications was 19% higher than at this time last year but that Law and Chemistry were both lower than expected as the demand was in the area of Business followed by Science. Recruitment for the HEFP would continue throughout August in order to meet targets.

27/2006-7 Response to Applications

The response time to offers had been raised in both the Chemistry/Biology and the Science/Engineering working parties and Professor Lindley would raise this with the Admission Teams in order to facilitate a faster response time.

28/2006-7 Notification of Change of Membership to the Board

- (a) Dr Joy will be on study leave next year but will continue as the IT moderator.
- (b) Dr Nesi will leave CELTE at the end of the academic year and a replacement moderator for the English & Study Skills component will be required for the next academic year.  
(This point was added after the official meeting had concluded, but the Chair and HEFP Manager would like to express their thanks to Dr Nesi for her involvement with the Programme and

for her considerable work in developing the English & Study Skills component).

HJJ