

UNIVERSITY OF LEICESTER

MEETING OF SENATE

Minutes of a meeting held on
Friday 6 July 2012

Present:	The Vice-Chancellor (Chair)	
Professor J Ainley		Professor M Lansdale
Mr B Athwal		Professor M Lester
Dr I Barber		Professor J Levesley
Professor M Bell		Professor E Murphy
Professor J Chapman		Professor S Page
Dr R Cluley (<i>vice Professor S Lilley</i>)		Professor S Petersen
Professot T Erlebach		Professor T Robinson
Ms C Fyfe		Professor R Sandell
Dr B Grubb		Professor K Schurer
Professor S Hainsworth		Professor J Scott
Professor S Hall		Dr M Spunta
Professor C Haselgrove		Professor R Thomas
Professor E Hope (<i>vice Professor A Abbott</i>)		Professor M Thompson
Professor I Hutchby		Ms M Visser
D G Jones (<i>vice Professor W Steward</i>)		Professor Warrington (<i>vice Professor J Fothergill</i>)
Professor J Ketley		Professor A Wilson

Campus Trade Union Representatives in attendance for minute M12 Mr A. Norman (UCU), Mr C. Marlow (UNITE), Mr L. Alessandro (UNITE), Mr G. Sadler (UNISON)

In attendance: the Director of Finance, the Director of Development, the Registrar and Secretary, the Academic Registrar (Secretary) and Mr A Petersen (Minute Secretary).

Apologies for Absence were received from Professor A Abbott, Professor M Barstow, Professor J Fothergill, Ms L Jones, Professor S Lilley, Dr H O'Connor, Dr M Rawlinson, Professor N Samani, Professor Steward and Professor Wynford-Thomas

UNRESERVED BUSINESS

12/M12 **2012/13 BUDGET AND FINANCIAL FORECASTS TO 2015/16**

Senate received the proposals for the University budget for 2012/13 and financial forecasts to 2015/16. The central features of the budget and forecasts were presented by the Director of Finance and representatives of the campus trades unions were present for this discussion. It was noted that part of the forecasts had been submitted to HEFCE for the annual accountability process.

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Senate noted that the 2011/12 year had presented significant challenges for the budget and forecasting process, due in large part to the extent of the changes to funding arrangements agreed by central government. Significant contingencies had been put in place in the previous budget to account for this, which provided the University with a strong base from which to approach the coming years. As a result of the funding changes the University operating surplus in 2011/12 had dropped to 1.7% of income, or £4.443 million, however this was reflective of the wider sector and the overall financial projections saw the surplus grow to 4.97% of income, or £16.276 million by the end of the planning period.

The overall aim of the financial strategy over the course of the planning period was to generate a significant surplus for reinvestment within the institution. The following principles underpinned this strategy:

- The generation of sustainable and sufficient surpluses to support the University's research and teaching mission;
- Incorporation of high priority academic, estates and infrastructure developments into the financial forecasts;
- Have in place an appropriate and prudent portfolio of loans;
- Maintain tight control of cash-flow through the planning period.

Significant reductions in the level of income from funding councils and the increase in fee rates for undergraduate students had a significant impact upon the overall income profile of the institution over the course of the planning period. However, Senate was pleased to note a steady increase in projected income, reaching £327.424 million by 2015/16.

During the past year the institution had invested in both posts and infrastructure and this would continue throughout the period covered by the forecasts. Particular investment had been made in the area of research ahead of the 2014 REF exercise. In terms of capital investment, the University was funding a significant number of projects intended to further enhance the Leicester's position as a leading research and teaching institution, including a new Medical Sciences building, a new Management Training Centre and significant work to enhance the Engineering and Charles Wilson Buildings.

In light of the uncertainty regarding student recruitment and future government policy with regard to higher education funding, it had been necessary to maintain a higher level of contingencies over the planning period, rising to a total of £9.75 million by 2015/16. In addition, a number of cost control measures had been put in place including a post freeze and extension of the VERVES programme. However, the change to the current student number control threshold for the 2013/14 academic year from AAB to ABB was likely to reduce the overall risk associated with student recruitment in the medium term.

Senate approved the budget for submission to Council and thanked the Director of Finance and his team for their hard work in producing such robust plans.

12/M13 **POLICY AND GUIDELINES FOR THE ACCEPTANCE AND REFUSAL OF DONATIONS AND RESEARCH AND ENTERPRISE FUNDING**

Senate considered a draft policy and guidelines for the acceptance and refusal of donations and research and enterprise funding. This was accompanied by a presentation from the Director of Development. Senate noted that the development of the guidelines had been informed by the Council for the Advance and Support of Education (CASE) and the findings of the Woolf report.

The draft policy and guidelines provided a framework which ensured that the University could conduct its fundraising, research and enterprise funding operations and relationships in an ethical manner, with a focus upon the performance of appropriate due diligence processes when assessing whether to accept donations or establish relationships. In the case of fundraising or receipt of donations the Development and Alumni Office would be responsible for assessing proposals and making recommendations to the Vice Chancellor and Council. In order to maintain oversight of sources of research and enterprise funding, the policy required that all research funding applications and contracts be referred to the Research Support Office for approval, negotiation and acceptance, while all potential sources of enterprise funding be referred to the Enterprise and Business Development Office for similar scrutiny.

Senate further noted that ultimate responsibility for operation of this process rested with the University Council.

Senate welcomed the establishment of clear guidelines regarding this issue and **endorsed the proposal for approval** by Council.

12/M14 **DECLARATIONS OF INTEREST**

No declarations were made.

12/M15 **MINUTES OF THE PREVIOUS MEETING**

Senate considered the minutes of a meeting held on 21 March 2012.

Senate approved the minutes as a correct record.

12/M16 **MATTERS ARISING**

Arising from S/12/10 the Vice-Chancellor reported that the development of the proposed strategic partnership with University Ventures had been suspended.

12/M17 **VICE-CHANCELLOR'S BUSINESS****(a) Senior Pro-Vice-Chancellor**

Senate agreed to appoint Professor Thompson as Senior Pro-Vice-Chancellor for the academic year 2012/13.

(b) Members of Senate elected to Council

Senate approved the appointment of the following to serve on Council for the three-year period commencing on 1 August 2012:

Professor J Scott
Dr M Rawlinson

(c) Staff distinctions

The Vice Chancellor drew attention to the following distinctions:

Queen's Birthday Honours 2012

Ms Jean Binta Breeze (Honorary Creative Writing Fellow in the School of English) has been awarded an MBE for services to Literature.

Dr Lorna Cork (Associate Tutor in the School of Education) has been awarded an MBE for services to Education

Dr Kathy Williams (former Academic Registrar) has been awarded an MBE for services to the University of Leicester.

Staff Awards

Professor Sir Robert Burgess (Vice-Chancellor) has been invited to become a member of the UCEA Board from 1 June 2012.

Professor Dick Aldridge (Geology) has been awarded the Coke medal of the Geological Society of London. These awards are made to scientists for their contributions to geology.

Dr Bernard Attard (School of Historical Studies) has been invited by the Menzies Centre for Australian Studies to give the annual Trevor Reese Memorial Lecture at King's College, London, in October 2012.

Dr Stuart Ball (School of Historical Studies) gave a plenary session 'keynote' paper on 'The changing role of Parliament in twentieth-century British politics' at the conference on 'Parliamentary means of conflict resolution in comparative perspective', held at the Freiburg Institute for Advanced Studies (FRIAS), University of Freiburg, on 16-17 March 2012. He also delivered his paper 'The Conservative appeal to the public in Britain between the wars', paper delivered at the conference 'Parties, People and Elections: Political Communication since 1900', at the People's History Museum, Manchester.

Dr Carys Bennett (Geology) has been awarded a President's award from the Geological Society of London.

Professor Gordon Campbell (English) has been awarded the Longman – History Today Trustees Award for 2012 in recognition of his lifetime contribution to the academic development of History. He has also been elected as a Fellow of the Linnean Society.

Professor John Challis, Professor Andrew Tobin and Dr Gary Willars (Cell Physiology and Pharmacology), recently organised the British Pharmacological Society's 4th Focused Meeting on Cell Signalling at the University of Leicester with over 200 participants, and will be organising a further meeting in 2012.

Professor Panicos Demetriades (Economics) has been appointed Governor of the Central Bank of Cyprus for a period of five years.

Professor Rob Garner (Politics and International Relations) has been elected as a new Academician of the Academy of Social Sciences.

Professor Simon Gunn, Professor Steven King and Professor Norman Housley (School of Historical Studies), Professor Janet Ulph (Law), Dr Sarah Knight, Dr Orietta da Rold and Dr Gowan Dawson (English) and Dr Sheila Watson (Museum Studies) have been appointed to the AHRC peer review college.

Mr Dave Hall (Registrar and Secretary) has been invited to join the HESA User group as the AHUA representative.

Professor Martin Halliwell (School of English) has been awarded the title of Visiting Professor in the School of Modern Languages at Tonji University, Shanghai (only the fourth of these awards to be made). He has also been elected onto the Council of the International American Studies Association.

Professor Paul Hart (Biology) has been appointed Vice-Chair of a group selected by the Chief Scientist of Defra to review the science of the Centre for Environment, Fisheries and Aquaculture.

Professor Reiko Heckel (Computer Science) has been elected President of the European Association of Software Science and Technology (EASST).

Professor Norman Housley (School of Historical Studies) was invited to speak at a global interfaith conference to celebrate the 1700-year anniversary of the battle of the Milvian Bridge, Kosovo, in May 2012.

Dr Alec Korb (School of Historical Studies) has been awarded a prize by the Vienna Institute for Contemporary History for his book manuscript, *Intertwined Genocides, Croatia 1944-45* and will be giving his prize lecture in Vienna in November.

Dr Roger Merry (School of Education) has been awarded a Fellowship by the College of Teachers.

Professor Sergei Petrovskki (Mathematics) has been appointed as Editor in Chief of *Ecological Complexity*, an international journal on Biocomplexity in the Environment and Theoretical Ecology.

Professor Mark Phythian (Politics and International Relations) has been elected as a new Academician of the Academy of Social Sciences.

Professor Nilesh Samani (Cardiovascular Sciences) has been awarded the 2012 International Okamoto Award and also has been invited by the Wellcome Trust to join their Peer Review College.

Professor Kevin Schürer (Pro-Vice-Chancellor) has been invited by the President of the Canadian Joint Research Councils to join the panel of their Canadian Research Excellence Chairs.

Professor Mark Stein (School of Management) has been awarded the 2012 Imagination Lab Foundation Award for Innovative Scholarship.

Professor Jo Story (School of Historical Studies) has been invited to give the Levison Lecture in Durham in December 2013, as the culmination of a year-long series of events focusing on the Lindisfarne Gospels.

Professor Douglas Tallack (Pro-Vice-Chancellor (International) and Head of the College of Arts, Humanities and Law,) has given keynote lectures at the Spatial Perspectives: Literature and Architecture conference, University of Oxford, and at the opening of an exhibition of Ala Bashir's work at the Qatar Foundation, Dohar. He has also been appointed to the Architectural Humanities Advisory Board and the Qatar National Research Panel.

Professor Rick Thomas (Computer Science) was a member of a panel of international experts formed to allocate the research funding for Mathematics by the Academy of Finland.

University Awards

The Division of Corporate Affairs and Planning have won the following HEIST Awards:

- Gold Award in the Best Corporate/Strategic Campaign for Leicester Exchanges
- Gold Award in the Best PR Campaign category for the work done on openness in research involving animals
- Silver Award in the Best Postgraduate Prospectus category
- Silver Award for the Best Fundraising Campaign for the CRC work
- Bronze Award for the Best Undergraduate Prospectus category

The University Library has won the Outstanding Library Team Award in the Times Higher Education Leadership and Management Awards.

The Division of Residential and Commercial Services has won the Innovation Award for Excellence in Student Experience for its Arts in the Village Programme at the Inaugural Awards Ceremony for the ULiving CUBO Awards.

Student distinctions

Emma Folwell (Ph.D. History) has been awarded the British Association for American Studies John D Lees Prize for 2012.

Fiona Frame (MBChB 5) has won the first prize in the Royal Medical Society's National Student Conference in Edinburgh for a poster presentation in the Emergency and Intensive Care category.

Megan Leyland (Ph.D. History of Art) was awarded the College Prize at the Festival of postgraduate research for her poster on her doctoral research on Lamport Hall.

Steven Taylor (Ph.D. History) was awarded a bursary from the Royal Historical Society in order to present a paper at the Social History Society conference.

(d) Student sporting distinctions

The Vice Chancellor drew attention range of sporting distinctions achieved by students of the University in the 2011/12 academic year.

12/M18 **STRATEGY AND POLICY****(a) Amendment to Ordinances**

Senate considered a proposal to remove Ordinance 35 *Retirement of the Members of Staff* and extend the existing University policy and procedure for flexible working to all staff. This would bring the University into line with recently approved national legislation. Senate noted that Council considered this proposal at its meeting on 21 May 2012 and referred it for consideration by Senate.

Senate recommended to Council that Ordinance 35 be removed and the extension of the University Flexible Working Policy to all staff be approved.

(b) University Risk Register

Senate considered amendments to the University Corporate Strategic Risk Register for the Summer term. The Vice-Chancellor drew Senate's attention to specific elements of the report.

Senate approved the Risk Register for onward submission to Council.

(c) League Tables

Senate noted the position of the University in league tables recently published in the Guardian (19th), the Independent Compete University Guide (20th), the Good University Guide (17th) and the Times Higher Table of Tables (18th). Senate was pleased to note that the University was solidly established as a top 20 institution within the UK, however also noted that there was significant variation in league table performance at subject level. This information was an influential factor in student choice of University and Senate noted that Departments would be reviewing the data in order to develop strategies to improve subject league table positions.

(d) OFFA Agreement

Senate noted the University's submission to the Office for Fair Access (OFFA) for the 2013/14 academic year. The submission outlined the University's programme of scholarships to enable the best students to study regardless of their background, tuition fee rates for the coming year, as well as the wide range of activities taking place to ensure that the University maintained its strong record in widening participation.

(e) Government response to consultation on White Paper

Senate noted the Government's response to the consultation regarding the White Paper entitled 'Students at the Heart of the System' and the technical consultation regarding a new regulatory framework for the Higher Education sector.

(f) Consultations considered by VCAC

Senate received for information a list of the external consultations received and responded to by VCAC in the period October 2011 to June 2012.

12/M19

LEARNING AND TEACHING**(a) Degree classification profile**

Senate received a report on the outcome of the midsummer examinations for undergraduate programmes within the University.

	2009/10		2010/11		2011/12	
1	302	13.8%	352	14.7%	439	18.9%
2(i)	1172	53.4%	1340	55.8%	1316	56.5%
2(ii)	628	28.6%	598	24.9%	473	20.3%
3	88	4.0%	106	4.4%	93	4.0%
Pass	6	0.3%	4	0.2%	5	0.2%
Aegrotat	0	0%	0	0%	2	0.1%
Total	2196	100%	2400	100%	2328	100%

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Percentage of Firsts/Upper Seconds:

2007/8	2008/9	2009/10	2010/11	2011/12
71.1%	71.5%	67.2%	70.5%	75.4%

Senate was pleased to note the increase in the proportion of good honours degrees awarded and concluded that this partly resulted from a general increase in the calibre of students admitted over the preceding years.

Senate also noted that there was an increasing focus at national level on quantifying the value added to students who undertake higher education programmes. **Senate agreed** that the first degree results would be considered at departmental level in order to identify those patterns of teaching, learning and assessment which best illustrated the value-added nature of University level study.

(b) 2010/11 Destination of Leavers from Higher Education (DLHE) Survey

Senate received the preliminary results of the Destinations of Leavers from Higher Education survey (DLHE) for 2010/11. Senate was pleased to note that the performance of University's graduates had improved in several key indicators, in particular the percentage of those categorised as unemployed had fallen 1.8% from 10.3% to 8.5%, and those entering graduate-level employment had risen by 6.1% from 67.3% to 73.4%. Full results would be published on 26 July 2012.

Senate noted that a number of University initiatives such as the internship programme had impacted positively upon the overall employment rates of graduates, and was pleased to note that the University would continue to fund such programmes in the coming academic year.

(c) Academic Policy Committee

The Pro-Vice-Chancellor (Students) presented reports of the meetings of the Academic Policy Committee held on 27 March, 24 April, 23 May and 26 June 2012.

Senate **approved** amendments to English language requirements for programmes in the Department of Geography and the MBChB programme, and also minor amendments to the General Regulations for Minimum Entry Qualifications and Language Requirements. Senate **approved** the new Code of Practice on the Personal Support of Students. Senate also **approved** the appointment of External Examiners for programmes within the University as listed in the reports. Senate also **approved** a minor amendment to the regulation relating to periods of registration, to read:

3.24 The normal period of registration for a campus-based masters degree programme is 12 months full-time or 27 months part-time, and the maximum period is 24 months full-time and 48 months part-time.

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Senate considered the proposed amendments to the following regulations:

Regulations governing the Assessment of Students on Taught Programmes
Regulations governing Taught Postgraduate Programmes
Regulations governing Student Discipline
Regulations governing Student Complaints

It was noted that the new regulations were designed to ensure consistency and transparency of practice throughout the institution. The drafting of the regulations regarding assessment, complaints and student discipline had been informed by the requirements of the revised QAA Quality Code for Higher Education. The amendments to the Regulations for Taught Postgraduate Programmes were in response to the 2009 QAA Institutional Audit report and comments made by External Examiners as well as to ensure that the Quality Code had been fully taken into account. The drafting of the revised regulations had been subject to detailed scrutiny and consultation with the academic community and the Students' Union before presentation to Senate.

Senate considered the regulations governing the assessment of students on taught programmes. It was noted that under the new regulations the role of the External Examiner would change to reflect the requirements of the revised QAA Quality Code for Higher Education, whereby External Examiners were responsible for confirming the overall marking standards and broad comparability of standards with the wider sector, and not for making decisions regarding individual students. Senate considered the composition of Boards of Examiners, as set out in the new regulations. The regulations established a standard membership for Boards of Examiners which would ensure that all Boards, including those for joint programmes, were suitably constituted to consistently make progression and award decisions. Senate agreed however that it might be helpful to include a wider range of the academic staff that contributed to the programme on the Board of Examiners, and requested that the Academic Policy Committee give further thought to this issue.

Senate further agreed that it would be helpful to have more detailed guidance regarding the operation of the regulations and requested that the Academic Policy Committee consider the development of such guidelines at its next meeting. Senate **approved** the regulations for implementation from the start of the 2012/13 academic year, subject to these minor clarifications.

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Senate considered the revised regulations governing taught postgraduate programmes. The regulations provided a single unified framework for the structure and assessment of taught postgraduate programmes. Senate noted that under the regulations there was no provision for the classification of postgraduate certificates or postgraduate diplomas. Senate agreed that this should be reviewed, and requested that the Academic Policy Committee consider this issue at its next meeting. With the exception of this point, Senate **approved** the regulations for implementation from the start of the 2012/13 academic year.

Senate considered and **approved** the revised regulations governing student complaints.

Senate considered the regulations governing student discipline and noted that they established a clear and consistent process for the handling of disciplinary cases. Senate **approved** the regulations.

Senate noted that the Academic Policy Committee would consider the issues outlined above at its next meeting and forward them to Senate for consideration. These notes of clarification would be incorporated into the regulations as appropriate.

Senate noted that the approval of the regulations would require amendments to following existing University Ordinances (copy attached as appendix S/12/M19 App):

Ordinance 9: Powers of the Council
Ordinance 10: Powers of the Senate
Ordinance 23: Discipline
Ordinance 16: Award of Degrees, Diplomas, Etc
Ordinance 17: Examiners and Examinations

Senate **recommended** to Council that the attached amendments to the Ordinances be approved.

Senate **approved** the reports.

(d) Careers Advisory Committee

The Vice-Chancellor presented a report of the meeting of the Careers Advisory Committee held on 31 May 2012.

Senate noted the Committee's ongoing development of the University's Employability Vision and Strategy and plans for its implementation, as launched at the recent Employability Summit. In particular, there was a focus upon 'funnelling' techniques in order to prepare students to draw the greatest value from the range of employability events provided. A significant increase in the range and effectiveness of the support provided by the University for students would include an increase in the number of individual careers support sessions, refocused employer engagement activities, and 'pop up' careers for finalists.

Senate welcomed these developments and **approved** the report.

(e) Postgraduate Research Policy Committee

The Graduate Dean presented reports of the meetings of the Postgraduate Research Policy Committee held on 27 April, 30 May and 25 June 2012.

Senate considered the proposal to amend the regulations on interim awards for the Doctor of Education programme to introduce three new interim awards:

Postgraduate Diploma in Educational Research
Masters in Educational Research Enquiry
Masters in Philosophy

Senate noted that this would align the programme with similar provision at other institutions. **Senate supported** the proposal, subject to the production of programme specifications and a suitable programme approval process for the interim awards.

Senate considered and **approved** an amendment to regulations in order to permit practice based thesis submissions from the 2012/13 academic year.

Senate also noted the Committee's ongoing review of both the Regulations and the Code of Practice for Research degrees.

Senate approved the reports.

(f) Programmes of Study

Senate received a list of programmes of study recently approved or withdrawn.

12/M20

RESEARCH AND ENTERPRISE**(a) Research Ethics**

Senate considered a proposal to reform the current research ethics review process undertaken by staff and students involving human participants.

It was recommended that a single unified governance system be instituted for the consideration of research ethics. Five Research Ethics Committees covering broad cognate areas of research would consider the applications for any proposals deemed to have more than minimal risk, following initial light touch scrutiny by the relevant departmental officer. These would feed into the institutional level University of Leicester Ethics Committee which would define broad strategy and monitor performance. Mandatory training would be provided for all staff involved and clear guidance issued regarding those proposals which represented higher than minimal risk. Compliance with University Codes of Practice would be ensured through regular audit. In addition, Senate noted that the current online system for research ethics approval would be undergoing review.

Senate approved the proposal.

(b) Enterprise Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Enterprise Policy Committee held on 14 June 2012.

Senate noted that two new Higher Education Innovation Funds (HEIF) established at the start of the year to support enterprise activities had proven successful and **agreed** that these should be further promoted to staff within the University. Senate also noted that, in line with the development of the University's Employability Strategy, there was significant potential to utilise enterprise activities to enhance relationships with employers and therefore further improve the employability of University graduates.

Senate approved the report.

(c) Research Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Research Policy Committee held on 22 May 2012.

Senate noted that the REF Code of Practice had been published and that REF publications reviews were ongoing. Senate further noted that as part of the University Sustainability Strategy the Committee was exploring the potential of forming a research network for staff with a focus on sustainability.

Senate approved the report.

12/M21 **REPORTS FROM COMMITTEES****(a) Staffing Policy Committee**

The Senior Pro-Vice-Chancellor presented a report of the meeting of the Staffing Policy Committee held on 2 July 2012.

Senate noted the Committee's consideration of the on-going pay negotiations and the management of fixed term contracts. Senate noted with pleasure the further development of the Athena Swan initiative throughout the University.

Senate approved the report.

(b) Information and Communications Technology Committee

The Pro-Vice-Chancellor and Head of the College of Science and Engineering presented a report of the meeting of the Information and Communications Technology Committee held on 7 June 2012.

Senate noted in particular that the outsourcing of the student email service was proceeding, and that a campaign was underway to communicate the changes to students. It was further noted that the provision of email services for alumni and the options for outsourcing the staff email services were under consideration. Senate also noted the Committee's development of regulations to ensure that all software in use within the University was correctly licensed.

Senate approved the report.

12/M22 **VICE CHANCELLOR'S ADDRESS TO UNIVERSITY STAFF**

Senate noted that the Vice-Chancellor's address to University staff would take place on Tuesday 10 July at 11am in the De Montfort Hall.

12/M23 **THANKS TO RETIRING MEMBERS**

The Vice-Chancellor thanked all members for their contributions to Senate's business over the course of the year especially those members retiring from Senate, and also those retiring from the University. Particular thanks were given to Professor John Fothergill who was leaving the University and Professor Stewart Petersen who was retiring from Senate, for their many years of service.

CHAIR