

**UNIVERSITY OF LEICESTER**

**MEETING OF SENATE**

**Minutes of a meeting held on  
Tuesday 1 July 2014**

Present: The Vice-Chancellor (Chair)

Professor Ainley	Dr Lewis
Dr Aissaoui	Professor Lilley
Mrs Bailey	Professor Lunt
Dr Barber	Dr Macleod
Professor Barstow	Dr Marsh
Professor Beck	Professor Mattingly
Professor Bell	Professor O'Connor
Professor Challis ( <i>vice</i> Dr Grubb)	Professor Peel
Professor Chapman	Professor Phythian
Professor Coffey	Professor Raven
Professor Coleman	Professor Schurer
Professor Davidchack	Professor Schwabe
Ms Dunne	Professor Thomas ( <i>vice</i> Professor Erlebach)
Professor England	Professor Thompson
Professor Fry	Mr Willcock ( <i>vice</i> Mr Athwal)
Dr Georgoulis	Dr M Whelan ( <i>vice</i> Professor Page)
Dr Gibson	Professor Wilson
Professor Hainsworth	Professor Wynford-Thomas
Professor Hall	Mr Wynne ( <i>vice</i> Ms Taylor)
Professor Ketley	Professor Yeoman
Professor King	
Professor Lester	Mr Nikolov
	Mr Rubin

**Campus Trade Union Representatives in attendance** for M15: Mr S O'Halloran (UCU)

**In attendance:** Assistant Registrar (Vice-Chancellor's Office), Director of Admissions, Acting Director of Human Resources, Director of Finance, Registrar and Secretary, Academic Registrar (Secretary) and Mr A Petersen (Assistant Secretary)

**Apologies for Absence** were received from Professor Andrew, Mr Athwal, Professor Atkinson, Professor Erlebach, Professor Fry, Dr Grubb, Dr Norman, Dr Parry, Professor Samani, Ms Taylor and Professor Wallace

**UNRESERVED BUSINESS**

**14/M15 2014/15 BUDGET AND FINANCIAL FORECASTS TO 2017/18**

Senate received the proposals for the University budget for 2014/15 and financial forecasts to 2017/18. The central features of the budget and forecasts were presented by the Director of Finance and representatives of the Campus Trade Unions were

present for this discussion. It was noted that the forecasts would shortly be submitted to HEFCE as part of the annual accountability process.

Senate noted that the University's overall financial strategy for the medium term remained unchanged, with a focus on:

- Generating and maintaining an operating surplus of 5% of income;
- Having in place a prudent portfolio of loans, which currently included a loan of £55 million from the European Investment Bank;
- Continuing investment into high priority academic, estates and infrastructure developments across the planning period;
- Maintaining prudent cash flow, within the financial year.

Senate was pleased to note an overall increase in University income during 2013/14 and a projected increase in future years reaching £327 million by 2017/18. Senate noted a significant restructuring of the University's income following the reduction in HEFCE grants and a rise in direct tuition fee income. Despite this overall growth Senate noted that due to a range of factors the projections for 2013/14 had been revised downwards. Senate noted however that the University remained committed to continued investment in the estate and infrastructure through the capital programme, which included significant projects such as replacing the roof of the Engineering Building and the new Centre for Medicine.

Senate noted that a core element of the financial strategy was to generate a strong surplus equivalent to 5% of income in order to allow for re-investment in the University's infrastructure and ensure financial sustainability going forwards. Senate noted that benchmarking against competitors in the former 1994 Group and the Russell Group indicated that the University currently sat slightly below the competitor average in terms of operating surplus, and slightly above in terms of staff costs.

Senate noted that as a result of this and in order to achieve a sustainable level of surplus, it was necessary to cut costs and enhance income where possible. Senate therefore noted that a further period of Voluntary Early Severance and Voluntary Early Redundancy (VERVES) was underway, and also noted that following this it might be necessary to undertake compulsory redundancies in order to achieve a reduction in overall staff costs. Senate also noted an ambitious growth scheme in terms of additional programmes and amendments to existing provision, particularly at undergraduate level, was underway to enhance income.

Overall, Senate noted that the University faced a challenging financial environment particularly in terms of competition for taught postgraduate students, reduced government funding and the lack of an inflationary increase on tuition fees. However, a number of factors including strong recruitment at undergraduate level (M18 a refers) the removal of the student number cap and growth in the University research portfolio placed the University in a strong position within the marketplace.

Senate **approved** the submission of the budgets for consideration by Council. Senate also thanked the Director of Finance and staff within the Division of Finance and Business Development for their work in producing the budgets and forecasts.

14/M16 **MINUTES OF THE PREVIOUS MEETING**

Senate considered the minutes of a meeting held on 12 March 2014.

Senate **approved** the minutes as a correct record.

14/M17 **VICE-CHANCELLOR'S BUSINESS**

(a) Degree Classification Profile, 2013/14

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

Senate noted:

	2011/12		2012/13		2013/14	
<b>I</b>	439	18.9%	540	22.0%	589	22.8%
<b>2(i)</b>	1316	56.5%	1409	57.3%	1446	56.0%
<b>2(ii)</b>	473	20.3%	415	16.9%	447	18.5%
<b>3</b>	93	4.0%	92	3.7%	69	2.7%
<b>Pass</b>	5	0.2%	1	.05%	4	0.2%
<b>Aegrotat</b>	2	0.1%	1	.05%	0	0.0%
<b>Total</b>	2328	100%	2458	100%		100%

Percentage of Firsts/Upper Seconds:

2009/10	2010/11	2011/12	2012/13	2013/14
67.2%	70.5%	75.4%	79.3%	78.8%

Senate noted that the proportion of First and Upper Second Class degrees was strong and represented a steady overall increase over the course of the previous 5 years. Senate congratulated the students and staff of the University on the excellent results.

(b) Staff Distinctions

The Vice-Chancellor drew attention to the following distinctions:

**Queen's Birthday Honours 2014**

**Mrs Christine Fyfe (Pro-Vice-Chancellor, Students)** has been awarded an MBE for contributions to Higher Education.

Doctoral student **Mr Roger Morris**, studying the history of local government under the supervision of Professor Steve King, has been awarded an OBE for his role in improving Northampton College.

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### Staff Awards

**Professor Helen Atkinson (Engineering)** has been an invited speaker for the Chinese Academy of Engineering Congress and also made an Honorary Professor at North Western Polytechnical University in Xi'an. She has also been invited to serve on the Editorial Board of *Acta Metallurgica Sinica*, which is the top Materials Science Journal in China.

**Mr Adrian Boatwright (Post-Doctoral Research Assistant, Chemistry)** won the Silver Award for his poster in the SET for Britain Poster Competition at the House of Commons.

**Professor Sarah Davies (Geology)** has been invited to join the British Geological Survey in an honorary capacity as a Visiting Research Associate.

**Dr Stephen Garrett (Mathematics)** has been elected as a Fellow of the Royal Aeronautical Society for his outstanding contribution to the aerospace sector.

**Dr Viv Golding (School of Museum Studies)** has been elected President of ICME – the International Committee for Museums of Ethnography.

**Dr Meryl Kenny (Politics and International Relations)** has recently accepted the UK Political Studies Association's Specialists Group of the Year Award for helping to raise politics awareness.

**Dr Suzanne MacLeod (School of Museum Studies)** has been appointed to the Research Board of the RAF Museum.

**Professor Paul Monks (Chemistry)** has been invited to serve on the World Meteorological Organisation's Joint Programme Committee on Environmental Pollution and Atmospheric Chemistry.

**Dr Duncan Murdock (Research Associate - Geology)** has won the regional competition for Geological Society EMRG Early Career Geologist award with his talk on "Defogging the filters of death and decay in the fossil record". He will now go forward for consideration as a contender for the national Geological Society Early Career Geologist Award.

**Professor Nilesh Samani (Cardiovascular Sciences)** has been recognised as a Thompsons Reuters Highly Cited Researcher.

**Dr Alison Stuart (Chemistry)** has been invited to sit on a panel for the Equality Challenge Unit (ECU) Gender Equality Charter Mark Trial.

**Dr Kevin Tansey (Department of Geography)** has been invited to join a government delegation to attend a Space Workshop in China as part of the UK programme to expand collaboration and commercial opportunities.

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**Dr Kevin Tansey (Geography)** and **Mr Paul Arellano (Postgraduate Researcher, Geography)** were awarded Best Paper at RSCy2014 Second International Conference on Remote Sensing and Geo-information of Environment for their paper *Global multi-year burned area maps derived from SPT\_VGT and Proba data*.

**Professor Stephen Wood (School of Management)** has been made an Academic Fellow of the Chartered Institute of Personnel Development.

The following have been awarded National Teaching Fellowships:

**Professor Glen Fulcher (School of Education)**

**Professor Sue Law (Academic Practice Service)**

**Professor Jeremy Levesley (Mathematics)**

#### UNIVERSITY AWARDS

College Court has won a further three awards from the Royal Institute of British Architects. **Mr Mark Heggs, Mr Trevor Humphreys, Mr Duncan Macintosh, Mr John Mason, Mr Mike Queally** and **Mr Dave Vernon** (Estates and Facilities) should be commended for their hard work which ensured the project was finished to time, in budget and to a very high standard.

A bid by a consortium of the universities of Leicester and Nottingham, together with the British Geological Survey, led by **Professor Paul Monks (Chemistry)** was successful in becoming the greater East Midlands Centre of Excellence for the Satellite Applications Catapult.

The **School of Management** has won a Trailblazer award under the joint Association of Business Schools/BIS Small Business Charter Scheme.

**The School of Management Team Precision** (led by **Mr Marcel Goldenberg, Ms Regan Moore, Ms Carmen Wong** and **Mr Gavin Woodstock**) has won the UK final of the CIMNA Global Business Challenge and will go on to represent the UK in the world finals in India later this year.

**The Modern Alchemist Lecture** led by **Professor Paul Cullis (Chemistry)** attracted almost 3,000 pupils from over 50 different schools.

A collaboration between the **University's Research Centre for Museums and Galleries in the School of Museum Studies** (particularly **Professor Richard Sandell** and the **Centre's Director Ms Jocelyn Dodd**) and critically acclaimed actor and performance artist **Mr Mat Fraser** has won this year's Observer Ethical Award for Arts and Culture.

**Print Services** has recently won the national Best in-house Print unit award at the Association of Print Managers in Education in their annual awards competition.

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**The School of Psychology** received its professional reaccreditation from the British Psychological Society for all of its undergraduate programmes. The report included seven commendations for good practice and no recommendations for action.

**The Video Production Team**, headed by **Mr Carl Vivian**, won a Special Jury Award at the British Universities Film and Video Council's Learning on Screen Awards.

#### **Student Awards**

**Ms Naomi Allaway** and **Ms Gemma Geary (Ph.D. students in Chemistry)** reached the final of the SET for Britain competition and presented their research at the Houses of Parliament in March 2014.

**Ms Jenny Smith (Ph.D. student in Geology)** won the Rio Tinto Best Student Talk Award, and **Ms Emily Firth (Geology)** won the Mineral Deposits Study Group Best Student Project Prize at this year's meeting in Oxford.

#### (c) Student Sporting Distinctions

The Vice-Chancellor drew attention to a range of sporting distinctions achieved by students of the University in 2013/14 academic year. Senate congratulated the students on their achievements.

14/M18

#### **STRATEGY AND POLICY**

#### (a) Student Recruitment for 2014/15

Senate considered a report regarding the process of student recruitment of the 2014/15 academic year. The Director of Admissions presented the central features of the report.

Senate was pleased to note that the number of both firm and insurance acceptances to the University at undergraduate level were strong and ahead of the equivalent position in 2012/13. Additionally, the policy to make unconditional offers based upon predicated grades appeared to strengthen the University's position. However, Senate also noted that recruitment appeared uneven across the University and the expansion of some peer institutions was further evidence of the increasingly competitive market for undergraduate recruitment.

Senate noted that the capacity of the clearing call centre for summer 2014 had been expanded in order to maximise this critical recruitment tool. Senate also noted that the outcome of the A-level results would be considered in detail by the Vice-Chancellor's Advisory Committee in mid-August after which decisions would be made regarding individual departmental recruitment, and also the University's minimum tariff scores in light of the overall recruitment position.

Senate also noted that recruitment at taught postgraduate level remained strong and broadly comparable to the previous academic year, although recruitment at doctoral level was currently slightly behind the equivalent position in 2012/13.

Senate thanked the Admissions Office and all of the staff in academic departments involved with the admissions process for their hard work to date in supporting recruitment.

(b) Amendments to Senate Regulation 11 governing student discipline

Senate considered a proposal to amend Senate Regulation 11 governing student discipline. The proposed amendments revised the scope of the regulations to include distinct references to bullying and failure to comply with the University Code of Practice on Freedom of Speech, however removed the fitness to practice process from the main regulations, to instead become a separate aligned policy. The proposals also clarified a number of minor procedural elements of the student discipline policy. Senate noted that as a result of separating the fitness to practice procedure from Senate Regulation 11 it had been necessary to develop a new process to allow for appeals against decisions of fitness to practice panels. Senate noted that a revised appeal process in this respect had been presented with the proposal.

Senate **approved** the amendments to regulations, and the aligned policy for appeals against the decision of a fitness to practice panel.

(c) University Risk Register for the Summer Term

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.

(d) Summary of League Table performance, 2014

Senate noted the position of the University in league tables recently published in the Guardian (21<sup>st</sup>), the Complete University Guide (19<sup>th</sup>). Senate noted that there had been a slight decline in league table performance but that the University was still in the 'top twenty', however Senate also noted that a large number of institutions were grouped very closely together and that a small change in any of the metrics used resulted in a change to the overall rankings (with Kent being 0.9 ahead of Leicester in the Guardian table).

Senate noted that although the University had seen significant improvements in the proportion of good honours awarded and graduate employability, a relative decrease in areas such as student satisfaction and staff-student ratio when compared with key competitors had impacted upon the overall league table standing. Senate noted that the results would be subject to further consideration by the Vice-Chancellor's Advisory Committee and at College and Departmental level to identify areas for improvement.

(e) HEFCE's annual assessment of institutional risk

Senate noted with pleasure that in its recent assessment of institutional risk HEFCE had assessed the University of Leicester as not at higher risk.

Senate also noted an accompanying paper analysing the comparative position of the University in relation to a benchmark group of former 1994 Group and Russell Group institutions. Senate noted that the data further reinforced the need for the University to achieve the financial strategy and establish a financially sustainable position as outlined in M15 above.

(f) Access Agreement for 2015/16 as submitted to OFFA

Senate noted the University's submission to the Office for Fair Access (OFFA) for the 2015/16 academic year.

The submission outlined the extensive programme of financial support available to students to ensure that they were able to attend University regardless of their background or circumstances, and the growing programme of widening participation and outreach activities in the local community. In particular, the agreement outlined the new scholarship scheme available to recognise academic merit, and the creation of the Leicester Enhanced Access Programme to further strengthen the University's widening participation activities.

Senate welcomed the confirmation of the University's commitment to widening access to higher education.

(g) Consultations considered by VCAC from October 2013 to June 2014

Senate received for information a list of the external consultations received and responded to by VCAC in the period October 2013 to June 2014.

(h) School of Social Work

Senate has considered a proposal for the running down and closure of the School of Social Work and the associated MA Social Work programme. Senate noted that this had originally been included in the reserved section of the agenda as at the time of circulation the proposal had not been discussed with staff within the School. Following formal notification of affected staff Senate agreed in the meeting that the item could be considered under unreserved business.

Senate has noted that changes to student funding combined with the requirements for minimum staffing levels had resulted in the teaching programmes in the School becoming financially unsustainable. Additionally, as the School had insufficient associated research activity it did not align with College strategic priorities or deliver alternative revenue streams to offset the deficit generated by the teaching programmes.

Senate has noted the proposal that the 2014/15 intake would be the final cohort on the MA Social Work programme. Senate has noted that a full staffing base would be retained for the taught element of the programme in 2014/15, following which time staff numbers would be reduced until the final closure of the programme and the School at the end of the 2015/16 academic year. Care would also be exercised to support any re-sit students after 2016.

Senate has noted that the staff within the School and the campus Trade Unions had been informed of the proposals.

Senate **approved** the proposal for the running down and closure of the School, as set out in the paper.

14/M19 **LEARNING AND TEACHING**

(a) Academic Policy Committee

The Pro-Vice-Chancellor (Students) presented reports of the meetings of the Academic Policy Committee held on 7 March, 27 March, 21 May and 24 June 2014.

Senate considered proposals to amend the English Language requirements for doctoral level study. The proposal would reduce the number of English Language qualifications accepted, set minimum component scores in reading, writing, speaking and listening, and establish bands to differentiate the requirements for different subject areas. The Committee noted that this was one of a number of measures designed to improve research degree completion rates. Senate **approved** the regulations for implementation in 2014/15.

Following this, Senate noted that a Group had been established to undertake a detailed review of the English language requirements for doctoral level study in the context of a wider consideration of approaches to improving research degree completion rates.

Senate considered new regulations governing Professional Doctorate programmes. Senate noted that although the same broad principles regarding assessment as set out in Senate Regulation 7 applied to professional doctorate programmes, the individual nature of the programme of study for each programme and the additional requirements of working at doctoral level had necessitated a difference in approach in certain areas. Senate **approved** the revised regulations for implementation for all students from October 2014.

Senate considered and **approved** minor amendments to University regulations governing academic appeals (Senate Regulation 10) and the Library for immediate implementation, in order to fully articulate current practice.

Senate noted the Committee's consideration of the number and nature of academic appeals and complaints received in the 2012/13 academic year. Senate has noted that the overall number of submissions had risen, and that the Office of the Independent Adjudicator (OIA) was developing a Good Practice Framework for the consideration of such submissions. Senate has noted that the Academic Policy Committee would be undertaking a review of the Senate Regulations governing complaints and appeals in light of these developments.

Senate has noted the Committee's development of a policy to use the IRIS system to record the external examining appointments held by members of University staff. This would allow the University to have greater oversight of outgoing external examining activity in order to avoid reciprocal arrangements, share experience of award and assessment processes across the sector and facilitate staff development in this regard.

Senate **approved** the reports.

- (b) A summary of comments from External Examiners' reports for taught postgraduate programmes

Senate considered a summary of the reports from the external examiners for taught postgraduate programmes in the 2012/13 academic year. The summary had been compiled by the Academic Directors of the Colleges following a detailed review of the reports. The summary had been considered by the Academic Policy Committee and proposals for action where required had been included for the information of Senate.

Senate was pleased to note that the reports confirmed that Senate could have confidence in the standards of the University's awards and the operation of the external examining process. The reports also noted that the quality of the learning opportunities for students were at an appropriate level and identified many examples of good practice. Senate also noted a small number of areas identified by the Academic Policy Committee for further action, and the proposals for addressing these.

Senate noted in particular that College Academic Committees would shortly be considering methods to ensure that markers utilised the full extent of the mark range where appropriate. Senate also noted that in the 2014/15 academic year the Academic Policy Committee would be undertaking a review of Senate Regulation 6 governing taught postgraduate programmes following its second year of operation. Senate noted that a full consultation would take place with academic departments on this issue, and that the comments of external examiners would also inform the review.

Senate welcomed the confirmation of the academic standards of the University and endorsed the proposals for actions in response to the points raised by External Examiners.

- (c) Update on arrangements for QAA Higher Education Review, 2015/16

Senate received a report from the Pro-Vice-Chancellor (Students) regarding the University's preparations for the Higher Education Review (HER) of the University due to be undertaken by the Quality Assurance Agency (QAA) in the 2015/16 academic year.

Senate noted that the HER Working Group of the Academic Policy Committee was continuing its work to map the University's current processes against the expectations of the QAA in order to identify areas for development. The Group was also developing a series of case studies which demonstrated good practice in the University's quality assurance processes, and also drafting elements of the Self Evaluation Document that would accompany the submission to the QAA.

- (d) Review of the Periodic Developmental Review process, 2013/14

Senate considered a report which analysed the operation of the periodic developmental review (PDR) process within the institution in the 2013/14 academic year, with reference to the requirements of the Quality Assurance Agency (QAA) as expressed through Chapter B8 of the UK Quality Code, and also with regard to the evidence of good practice and issues for consideration raised through the review reports.

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Senate was pleased to note that the PDR process had confirmed the quality of the learning opportunities in the departments under review, as well as concluding that Senate could have confidence that the processes in place for the management of learning and teaching and for the support of students were robust.

Senate noted that as a result of consideration of the review reports, the Academic Policy Committee was developing additional means by which the good practice identified through processes such as PDR could be disseminated throughout the institution. Senate also noted the work of the Committee to expand the representation of students and relevant Professional Bodies in the review process. Finally, Senate noted the proposals to expand the staff development resources available to support both the Department and the Panel in the process of review.

Senate welcomed the confirmation of the academic standards and quality of the learning opportunities in the departments under review, and endorsed the proposals for actions to further enhance the review process.

(e) Career Development Advisory Board

The Vice-Chancellor presented the report of the meeting of the Career Development Advisory Board held on 22 May 2014.

Senate noted the work of the Career Development Service in attracting Graduate Employers to target University of Leicester graduates, which has resulted in Leicester rising from 39<sup>th</sup> to 31<sup>st</sup> most targeted institution. Senate welcomed this achievement. However it also noted that significant advances were required in order to break into the top 25.

Senate also noted the work of the Career Development Service to expand the Leicester Award to include opportunities for employers and alumni to contribute to the activities.

Senate **approved** the report.

(f) Postgraduate Research Policy Committee

The Graduate Dean presented reports of the meetings of the Postgraduate Research Policy Committee held on 12 May and 12 June 2014.

Senate considered draft new regulations governing research degrees by published works. Senate **approved** the regulations for incorporation into Senate Regulation 9 governing research degrees, to be effective from the start of the 2014/15 academic year. Senate also considered draft new regulations governing Higher Doctorates. Senate **approved** the regulations for incorporation into Senate Regulation 9 governing research degrees, to be effective from the start of the 2014/15 academic year.

Senate considered draft new regulations governing conflicts of interest in the supervision of research degrees. Senate noted that following initial consideration at its March meeting, the regulations had been subject to further detailed consultation, and that the proposals had been amended in response to points raised regarding the requirements for disclosure. Senate **approved** the revised regulations for incorporation into Senate Regulation 9 governing research degrees, to be effective from the start of the 2014/15 academic year

Senate **approved** the reports.

(g) Programmes of Study

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

(h) Pro-Vice-Chancellor (Students)

Senate noted the distribution of the duties associated with the post of Pro-Vice-Chancellor (Students) for the 2014/15 academic year, following Ms Fyfe's retirement. Senate noted that the Pro-Vice-Chancellor and Head of the College of Arts, Humanities and Law would Chair the Academic Policy Committee during this period, the Pro-Vice-Chancellor (Research and Enterprise) would take responsibility for academic quality and standards, and the Pro-Vice-Chancellor and Head of the College of Social Science would undertake responsibility for the administration of the University Hardship Funds.

Senate wished to record its thanks to Ms Fyfe for her many years of service to the University and for her significant contribution to the work of Senate during those years.

14/M20 **RESEARCH AND ENTERPRISE**

(a) 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 2014.

Senate noted in particular the development of the University's policy towards open access publication of research outputs which would be presented for consideration by Senate in due course. Senate noted that in order to comply with the requirements for future Research Excellence Frameworks (REF) any research outputs from May 2015 would be required to be open access in order to be eligible for submission.

Senate **approved** the report.

(b) Enterprise Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Enterprise Policy Committee held on 12 June 2014.

Senate noted in particular the work of the Committee to prepare to bid for future European Regional Development Funding (ERDF). Senate noted that the University would be required to provide matched funding to support developments and there the Committee was focussing on identifying priority developments for funding.

Senate **approved** the report.

14/M21 **REPORTS FROM COMMITTEES**

(a) Staffing Policy Committee

The Senior Pro-Vice-Chancellor (Resources) presented a report of the meeting of the Staffing Policy Committee held on 24 June 2014.

Senate noted that there were no items requiring its consideration and **approved** the report.

(b) Information and Communications Strategy Committee

The Pro-Vice-Chancellor and Head of the College of Science and Engineering presented a report of the meetings of the Information and Communications Strategy Committee held on 10 April 2014 and 5 June 2014.

Senate noted that the meeting held on 10 April had considered the budget submission for IT Services for 2014/15. Senate noted the Committee's consideration of potential areas for savings, and further noted how the portfolio of proposed projects had been reviewed and prioritised.

Senate noted the Committee's consideration of various software licensing issues, in particular noting the review of the terms and usage of Adobe products. Senate also noted the development of a proposal to rationalise the current University shared departmental X:Drive, which would be subject to a wider consultation in due course.

Senate **approved** the reports.

14/M22 **VICE-CHANCELLOR'S ADDRESS TO UNIVERSITY STAFF**

Senate noted that the Vice-Chancellor's annual address to University staff would take place on Tuesday 15 July 2014 at 11am in the De Montfort Hall.

14/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.

14/M24 **RETIREMENT OF THE VICE-CHANCELLOR**

Upon the retirement of the Vice-Chancellor Senate wished to record its thanks to Professor Sir Robert Burgess for his inspirational leadership of both the University and of Senate over the past 15 years. Senate wished him well for his retirement.

CHAIR