

**UNIVERSITY OF LEICESTER**

**MEETING OF SENATE**

**Minutes of a meeting held on  
Wednesday 13 March 2013**

Present: The Vice-Chancellor (Chair)

Professor Ainley	Professor Hainsworth
Dr Assaoui	Professor Halliwell
Mr Athwal	Professor Lansdale
Dr Barber	Professor Lester
Professor Barstow	Dr Lewis
Professor Beck	Professor Lunt
Professor Bell	Dr Marsh
Professor Bradshaw ( <i>vice</i> Professor Page)	Professor Murphy
Professor Challiss	Professor Raman
Ms Dunne	Professor Samani
Professor Ekserdjian	Professor Schürer
Professor Ellis ( <i>vice</i> Professor Abbott)	Professor Scott
Professor England	Professor Sweet
Professor Foxhall	Professor Thompson
Professor Fry	Professor Wallace
Ms Fyfe	Mr Flatt
Professor Garner	Ms Danylchenko

**Campus Trade Union Representatives in attendance** for M05: Mr L Alessandro (UNITE)

**In attendance:** Ms Wood, the Director of Finance, the Registrar and Secretary (Secretary) and Mr A Petersen (Minute Secretary)

**Apologies for Absence** were received from Professor Abbott, Professor Andrew, Professor Atkinson, Professor Erlebach, Dr Georgoulis, Dr Grubb, Professor Page, Professor Tallack, Professor Thomas and Professor Wilson

**UNRESERVED BUSINESS**

13/M04 **UNIVERSITY ACCOUNTS**

Senate received for information a summary of the Financial Statements for 2011/2012. Representatives of the Campus Trade Unions were present for this item. The Financial Statements had already been presented to Council separately. The Director of Finance drew Senate's attention to significant points of interest from the end-of-year accounts, including:

- The total University income in 2011/12 was £264 million, which was above average for the sector;
- The University had generated a surplus of 1.6% of total income. This was below the target set by Council however Senate has noted that this was reflective of both the changing funding environment in 2011/12 and the continuing capital investment in

the University's estate and infrastructure. Senate noted the importance on continuing to generate a surplus over the planning period in order to continue to invest sustainably.

- In terms of capital expenditure the University had invested £30 million in fixed assets during the year.
- The University was holding cash reserves of £38 million, however also had in place a portfolio of loans in order to further support investment within the institution.

Senate noted proposals regarding the management of Departmental Development Funds (DDFs) in order to incorporate them into College expenditure plans in future years from 2014/15 onwards. Certain costs such as bridge funding for research staff would therefore be transferred from the DDFs into the central College pay-budget. This would allow the significant existing balance within the funds to be managed more effectively within the wider context of University finances. There would however remain an emphasis upon funding for research and innovation through the creation of research incentive accounts which would sit outside of the College contribution target. Senate noted that a wide consultation with academic colleagues in colleges and departments regarding the implementation of these proposals would take place over the coming year, and **agreed** that further reports on this process should be considered at future meetings of Senate.

#### 13/M05 **MINUTES OF THE PREVIOUS MEETING**

Senate considered the minutes of a meeting held on 14 November 2012.

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

#### 13/M06 **VICE-CHANCELLOR'S BUSINESS**

(a) Staff Distinctions

The Vice-Chancellor drew attention to the following distinctions:

##### **Queen's New Year's Honours 2013**

**Phelim Brady (BA Sociology, graduated 1972)** has been awarded an MBE for services to further education.

**Danielle Brown (LLB Law, graduated 2010)** has been awarded an MBE for services to archery.

**Michaela Butter (Embrace Arts at the Richard Attenborough Centre)**, has been awarded a MBE for services to the Arts in the East Midlands.

**Penelope Jane Egan (BA Combined Studies, graduate 1972)** has been awarded a CBE for services to international education.

**Dr Alan Hatton-Yeo (PGCE Special Education, graduated 1976)** has been awarded an MBE for services to promoting inter-generational practice.

**Dr Vina Mayor (BSc Health and Science, graduated 1987)** has been awarded an MBE for services to the NHS.

**Riaz Ravat (MA European Politics, graduated 2000)** has been awarded the British Empire Medal for services to Interfaith Understanding.

**Carolyn Robson (M.Ed, graduated 1985)** has been awarded a CBE for services to Education.

**Iain Tuckett (MSc Education, graduated 1973)** has been awarded an MBE for services to architecture and regeneration.

**Lisa Vernon (MA Museum Studies, graduated 1996)** has been awarded an MBE for services to learning and skills.

#### Staff Awards

**The Vice-Chancellor** was invited to give the Franklin Lecture to the Company of Educators in the City of London in November 2012. The Lecture was entitled Developing Education in a New Era. He has also been invited to be President of the Society for Research into Higher Education for five years from February 2013.

**Professor Heiko Balzter (Geography)** has been invited by the Intergovernmental Panel on Climate Change to serve as an expert reviewer of their report arising from the Kyoto Protocol, and has also been invited to renew his membership of the European Space Sciences Committee for three years.

**Professor John Benyon (Lifelong Learning)** has been invited to sit on the Advisory Board of COMPAS (Centre on Migration, Policy and Society), based at the University of Oxford, for a period of three years.

**Dr Gautam Bodiwala (member of Court)** has had an award created in his honour by the International Federation for Emergency Medicine at a meeting held in Denver, entitled the Gautam Bodiwala Lifetime Achievement Award, in honour of his contribution to international emergency medicine.

**Professor Mike Bradshaw (Geography)** has been appointed as Editor of the journal *European Urban and Regional Studies*.

**Professor Alexander Gorban (Mathematics)** has helped to settle one of the famous Hilbert Problems and this is likely to be of great significance in the Mathematics and Physics communities in the near future.

**Professor Martin Halliwell (School of English)** has been awarded the John Maynard Keynes US Studies Fellowship at University College London's Institute of the Americas (2013-14), as well as the title of Guest Professor in the College of English Language and Literature, Shanghai International Studies University, China (2013-16).

**Professor Jim Hinton (Physics and Astronomy)** has been selected as the Project Scientist of the Cherenkov Telescope Array.

**Dr Gawen Jenkin (Geology)** has accepted an invitation to sit on the Society of Economic Geologists (SEG) Committee on Committees representing Europe - which provides nominations for the various SEG committee places.

**Dr Peter Kraftl (Geography)** has been appointed an Editor of the journal *Children's Geographies*.

**Professor Steve Milan (Physics)** has won the Royal Astronomical Society's Chapman Medal.

**Professor Sue Page (Geography)** has been appointed as a Contributing Author to the IPCC (Intergovernmental Panel on Climate Change) author team on greenhouse emissions and removals from organic soils.

**Mr Martyn Riddleston (Director of Finance)** has become the BUFDG (British Universities Finance Directors Group) Midlands region representative.

**Professor Wilhelm Schwaeble (Infection, Immunity and Inflammation)** has been selected to act as a representative of the University of Leicester as an international commission to evaluate and promote academic standards and research quality in Italian Universities and Research Institutions.

**Professor Douglas Tallack (Pro-Vice-Chancellor (International) and Head of the College of Arts, Humanities and Law)** has delivered a public lecture on "Internationalisation" at Bahria University, Islamabad, and a keynote lecture on the same theme at the "Get-Energy-Iraq" conference in Istanbul.

**Dr Marissa Vogt (Physics and Astronomy)** has been awarded the Prix Baron Nicolet for 2012 by the Royal Academy of Sciences, Letters and Fine Arts of Belgium.

**Dr Glynne Williams (Management)** has become a Senior Fellow of the Higher Education Academy.

**The Department of Geology** hosted the Annual Winter Meeting of the Mineral Deposits Study Group (MDSG) organised by **Dr Dave Holwell, Dr Dan Smith** and **Dr Gawen Jenkin**. This was the largest ever meeting of the group with 250 delegates from across the world, and a number of prestigious keynote speakers.

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**Student Awards**

**Mr Sven Koenitzer (Ph.D. Geology student)** received a Clay Minerals Group bursary of £250 to present his paper at the British Sedimentological Research Group meeting in Dublin, December 2012.

**Mr Joaquin Navajas, (Ph.D. Engineering student)** has won the “Technology Everywhere” category at the UK ICT Pioneers 2012 Competition.

**Mr Sam Snell (B.Sc. Mathematics 2<sup>nd</sup> year)** came in the top 10 in the World Series of Karting, and has competed in a number of other karting events worldwide.

(b) Senate Discipline Committee

Senate noted that the Vice-Chancellor had taken Chair’s action to approve the Terms of Reference and Membership of the Senate Student Discipline Committee.

(c) Major Policy Issues

The Vice-Chancellor thanked colleagues in academic departments for their contributions to the ongoing preparations for the Research Excellence Framework 2014 (REF). Senate noted that significant progress had been made and that further support for preparations was being provided by the Research Support Office.

The Vice-Chancellor also highlighted to departments the importance of encouraging students to undertake the National Student Survey. Senate noted that it was necessary to reach a response rate threshold to be included in the published survey, which was central to the University’s student recruitment and league table position.

13/M07 **STRATEGY AND POLICY**

(a) Amendment to Ordinances

Senate considered a proposal to amend the membership of Senate as defined in Ordinance 34(1) to reflect recent changes in the strategic management of student support and distance learning within the institution. It was proposed that Ordinance 34(1) be amended to read:

‘The following shall be members of Senate under Statute Section 6.1(d): The Graduate Dean, the Director of Lifelong Learning, the Director of Information Technology Services, the Director of the Career Development Service and the Director of Distance Education.’

Senate agreed to **recommend** to Council that the amendment to Ordinance 34(1) be approved.

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13/M07 **STRATEGY AND POLICY (continued)**

## (b) University Risk Register

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

Senate **approved** the Risk Register for onward submission to Council.

13/M08 **LEARNING AND TEACHING**

## (a) Academic Policy Committee

The Pro-Vice-Chancellor (Students) presented reports of the meetings of the Academic Policy Committee held on 29 November 2012, 22 January 2013 and 21 February 2013.

Senate noted the publication of the revised chapter of the QAA Quality Code regarding the management of higher education provision with others, and that the University Code of Practice on Collaborative Provision currently under development would be drafted in light of this. Senate also noted that the Committee had approved a revised reporting process for External Examiners, which was informed by the relevant chapter of the QAA Quality Code. Senate further noted that the Committee had considered a draft new Code of Practice on Programme Development, Approval and Modification. The new Code incorporated a significant increase in the support available to academic colleagues when designing new programmes of study, and Senate welcomed this development.

Senate noted the Committee's annual review of external examiners' reports for undergraduate programmes. Senate was pleased to note that the reports had confirmed that Senate could have confidence in the standards of its awards and the robustness of the external examining process. The reports had also confirmed that the scope of assessment methods, the standard of marking and assessment and the conduct of the examining process were appropriate and congruent with national standards. The small number of issues raised through the reports had been referred for consideration by the appropriate bodies at University or College level.

Senate also noted that the Committee had approved a revised Student Charter. The Charter had been developed following wide consultation with students and staff, and had adopted a values-based approach which focussed on the principles set of shared commitments which underpin the partnership between students and staff.

Senate noted comments arising from the Periodic Review of the School of Biological Sciences with relation to the development of University policy regarding workload management models at department and School level. Senate **agreed** that this should be referred to the Academic Policy Committee for consideration.

Senate **approved** the reports.

13/M08 **LEARNING AND TEACHING (cont)**

## (a) Career Development Advisory Board

The Vice-Chancellor presented a report of the meeting of the Career Development Advisory Board held on 4 February 2013.

Senate was pleased to note the progress that had been made to date in the implementation of the employability strategy, in particular the growth of volunteering, the uptake of the Leicester Award, and the pro-active encouragement of student engagement through the festival of careers and graduate internship programme. Senate also welcomed the activity at institutional level to engage employers and the scheduling of another Employability Summit for 4 July 2013

Senate also noted the Committee's consideration of the Transferable Skills Framework and its application in order to embed employability skills within the academic curriculum, and that this would be referred to the Academic Policy Committee in due course.

Senate **approved** the report.

## (b) Postgraduate Research Policy Committee

The Graduate Dean presented reports of the meetings of the Postgraduate Research Policy Committee held on 21 January and 4 March 2013.

Senate considered proposed amendments to the regulations governing research degree programmes. Senate noted that the new regulations had been drafted through extensive consultation with academic colleagues in colleges and departments, and had been informed by the requirements of Chapter B11 of the QAA Quality Code regarding Research Degrees.

Senate considered the proposed amendments in detail. Senate has agreed that further consideration of the practicalities of admissions interviews and annual review for distance learning students would be necessary. Senate also agreed that it would be helpful for the regulations to state more clearly how they would operate with relation to external requirements from funding councils, on issues such as supervisory teams and suspension of studies. Senate further requested that the Committee review the role of University Professors Emeritus in the supervisory process.

Senate supported the principles underpinning the regulations and agreed that they should be **approved**, with the exception of those issues above which should be resolved through further consultation followed by consideration by VCAC with the outcome being reported to Senate at its next meeting.

Senate **approved** the reports.

## (c) Programmes of Study

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

13/M09     **RESEARCH AND ENTERPRISE**

## (a)   Enterprise Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Enterprise Policy Committee held on 25 February 2013.

Senate noted in particular the re-organisation of the Enterprise and Business Development Office in order to provide more structured support for enterprise activities in Colleges. Senate also noted with pleasure that the annual HEBCIS (Higher Education –Business and Community Interaction Service) data summary for the institution had shown significant improvement upon previous years.

Senate **approved** the report.

## (b)   Research Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Research Policy Committee held on 15 February 2013.

Senate noted in particular that the M5 consortium of Midlands research intensive universities of which Leicester was a part had been formally launched, and was already promoting collaboration and enterprise across the institutions. Senate further noted the establishment of the Open Access Publication Fund designed to support the open publication of journal articles and conference proceedings that have benefited from Research Council funding.

Senate **approved** the report.

13/M10     **REPORTS FROM JOINT COMMITTEES WITH COUNCIL**

## (a)   Staffing Policy Committee

The Pro-Vice-Chancellor (Research and Enterprise) presented a report of the meeting of the Staffing Policy Committee held on 7 February 2013.

Senate noted in particular the proposals to amend the procedures for the recruitment of new staff to improve the speed of the process. Senate also noted that the Committee had confirmed that in the case of long term sick leave, top up benefits for staff on research grant funding would now be funded centrally rather than by the relevant Department.

Senate **approved** the report.

**UNRESERVED BUSINESSs****(a) Information and Communication 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 Communication Technology Committee held on 1 March 2013.

Senate noted the ongoing work of the Committee and IT Services to implement the University IT Strategy. In particular, Senate noted the Committee's support for a proposal to centrally fund the provision of a standard computing device for all University funded staff whose role required access to a desktop computer and all PGR students whose personal computing requirements were not met by a research grant. Additionally, Senate noted the Committee's support for sustainable printing through the use of multifunctional devices that were free at the point of use.

Senate **approved** the report.

**13/M11 DATE OF NEXT MEETING**

Senate noted the dates and times of its next meeting as follows:

Thursday 4 July 2013 at 2.00 pm

**13/M12 THANKS**

Senate noted that Professor Tallack, Pro-Vice-Chancellor and Head of the College of Arts, Humanities and Law would shortly be retiring from the University. Senate wished to record its thanks to Professor Tallack for his service to the College and to the University.

**13/M13 APPOINTMENT OF THE UNIVERSITY'S NEXT VICE-CHANCELLOR**

Senate considered a paper detailing the proposed process for the appointment of the University's next Vice-Chancellor, and the membership of the Joint Committee of the Council and Senate that would recommend the final appointment. For this item the meeting was Chaired by the Pro-Vice-Chancellor (Students).

Senate noted that the proposal for the process and nominations for the membership of the Joint Committee had been informed by consultation with the Heads of College and other stakeholder groups, as well as the processes previously adopted by the University and other peer institutions. It was proposed that the work of the Joint Committee would be informed by detailed briefing from internal stakeholder groups and external advice in order to establish the appointment details for the role. Senate noted the provisional timescale which would see the appointment finalized in early 2014.

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The following were nominated to represent Senate on the Joint Committee:

Professor Julie Coleman	College of Arts, Humanities and Law
Professor Catrin Pritchard	College of Medicine, Biological Sciences and Psychology
Professor Martin Barstow	College of Science and Engineering and Pro-Vice-Chancellor
Professor Simon Lilley	College of Social Science

Senate **endorsed** the process and **approved** the nomination of representatives of Senate to sit on the joint committee. Senate **recommended** to Council that the process and membership of the joint committee be approved.