

UNIVERSITY OF LEICESTER

MEETING OF SENATE

Minutes of a meeting held on
Wednesday 12 March 2014

Present: The Vice-Chancellor (Chair)

Professor P Andrew	Professor M Lester
Professor J Ainley	D G Lewis
Dr R Aissaoui	Professor S Lilley
Mr B Ahwal	Professor P Lunt
Professor H Atkinson	Professor S Macleod
Dr I Barber	Dr C Marsh
Professor M Barstow	Dr B Norman
Professor A Beck	Professor Page
Professor M Bell	Dr R Parry
Professor B Carter (<i>vice Professor Hughes</i>)	Professor M Peel
Professor J Chapman	Professor M Phythian
Professor J Coffey	Professor E Raven
Professor J Coleman	Professor T Robinson (<i>vice Professor Samani</i>)
Professor R Davidchack	Professor J Schwabe
Ms J Dunne	Ms C Taylor
Professor R England	Professor M Thompson
Professor T Erlebach	Professor P Wilson
Ms C Fyfe	Professor T Yeoman
Dr C Gibson	Dr R Young (<i>vice Professor Mattingly</i>)
Professor S Hainsworth	Mr S Kelly-Walsh
Professor S King	Mr M Rubin

In attendance: Director of Finance, Mrs J Wood (Assistant Registrar, Vice-Chancellor's Office), Registrar and Secretary, Academic Registrar (Secretary) and Mr A Petersen (Assistant Secretary)

Apologies for Absence were received from Ms E Bailey, Professor A Fry, Professor J Hughes, Professor N London, Dr J Maltby, Professor D Mattingly, Dr H O'Connor, Dr M Rawlinson, Professor N Samani, Professor C Wallace and Professor D Wynford-Thomas

UNRESERVED BUSINESS

14/M6 **FUNDING FOR HIGHER EDUCATION, 2014/15**

Senate considered the annual letter from the Department of Business Innovation and Skills to the Higher Education Funding Council for England (HEFCE) outlining the funding allocation for teaching in the 2014/15 academic year. A summary paper to accompany the letter had been prepared and the Director of Finance drew Senate's attention to particular aspects of the national grant allocation.

Senate noted that the letter outlined national funding for teaching, and that individual institutions would be informed of their allocations in late March. Total HEFCE funding for teaching would reduce by 2.3% in the 2014/15 academic year to £1,915 million. The overall HEFCE funding for Higher Education would fall by 3%. The anticipated impact upon the University's finances would be a continuation in the decline of the proportion

of University income coming from HEFCE grants to 14%, with a corresponding rise in income from tuition fees to 25% of total income.

Senate also noted that the University had been awarded 40 extra student places in 2014/15, and that the annual letter confirmed that the student number control would be removed for 2015/16 onwards.

14/M7 **MINUTES OF THE PREVIOUS MEETING**

Senate considered the minutes of a meeting held on 13 November 2013.

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

14/M8 **VICE-CHANCELLOR'S BUSINESS**

(a) Staff Distinctions

The Vice-Chancellor drew attention to the following distinctions:

Queen's New Year's Honours 2014

Professor Helen Atkinson (Department of Engineering) has been awarded a CBE for services to Engineering and Education.

Mr Richard Buckley (University of Leicester Archaeological Services) has been awarded an OBE for services to Archaeology.

Dr Jane Doughty (PhD Education, 1999) Director of Design and Development, National College for Teaching and Leadership has been awarded a CBE for services to education.

Ms Sarah Hauldys Evans (MA Victorian Studies, 1977) Head teacher King Edward VI School of Girls, Birmingham, has been awarded an OBE for Services to Education.

Ms Lynda Hamlyn (BA Combined Arts, 1975) Chief Executive, NHS Blood and Transplant Service has been awarded a CBE for Services to Healthcare.

Professor Peter Lansley (BSc Mathematics, 1968) Professor Emeritus of Construction Management, University of Reading, has been awarded an MBE for services to research into Ageing and Well-being of Older People.

Dr Susan Loughlin (BSc Geology, 1991) now Head of Volcanology at the British Geological Survey. Dr Loughlin has been awarded an MBE for services to Volcanology.

Ms Joan Martin (Medieval Studies, 1981) Former Head teacher of Northampton School for Girls and current Chair of the Board of Governors, has been awarded an MBE for services to Education

Emeritus Professor Geoffrey Palmer of Heriot-Watt University, who graduated from Leicester in the 1960s, was knighted for services to human rights, science and charity in the New Year's Honours.

Ms Claire Taylor (former Head of Student Welfare) has been awarded the British Empire Medal for services to Higher Education.

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Queen's Anniversary Prize 2013

The University of Leicester was awarded the Queen's Anniversary Prize for inter-connected research and expertise in history, heritage and archaeology, highlighted by the discovery of Richard III.

Staff Awards

Ms Maria Artigas (Health Sciences) has been selected by the Scientific Review Panel of the Council for the Lindau Nobel Laureate Meetings to participate in the 64th meeting to be held in Lindau in Germany.

Professor Baltzer (Department of Geography) has been appointed to the Steering Committee of the NERC Airborne Remote Sensing Facility. He has also been invited to join the AirSAR Project Advisory Board for the Satellite Applications catapult and become a Fellow of the Higher Education Academy.

Dr John Bond (Chemistry) has won the Marie Curie Initial Training Network.

Mr Richard Buckley (University of Leicester Archaeological Services) has been awarded the Archaeologist of the Year 2014 Award by the readers of *Current Archaeology*.

Professor Gibson Burrell (School of Management) has won the prestigious Martin Trailblazer Award for career achievement.

Dr Neil Chakraborti (Criminology) has been appointed as Chair of the Research Committee for the Board of Trustees of the Howard League for Penal Reform.

Professor Peter Fisher (Geography) has been invited to sit on the Research Review Panel for the Academy of Finland, Natural Sciences and Engineering Research.

Professor George Fraser (Space Research Centre) has been awarded the Jackson-Gwilt Medal by the Royal Astronomical Society.

Professor Sarah Hainsworth (Graduate Dean/Department of Engineering) has been asked to be on the Review Panel for the Statutory Review of the European Science Foundation's Materials Science and Engineering Expert Committee. The Committee delivers foresight reports and scientific advice on issues related to Materials Science and Engineering.

Professor Martin Halliwell (School of English) has been asked by the QAA to Chair the English Subject Benchmark Review and has been elected Chair of the English Association.

Professor Andrew King (Physics and Astronomy) has been awarded the Eddington Medal by the Royal Astronomical Society.

Professor Mark Lester (Physics and Astronomy) has been awarded the Royal Astronomical Society's Service Award for Geophysics.

Professor Rodrigo Quian Quiroga (Centre for Systems Neuroscience) has been selected as one of the ten RISE (Recognising Inspirational Scientists and Engineers) leaders.

Professor Mike Saren (School of Management) has been offered an honorary professorship at St Andrews University.

Mrs Frances Stone (Director Residential and Catering Service) has been elected Chair of the Association of College and University Business Officers, which represents 95 higher education institutions in areas for student residences and catering and other revenue generating activities.

Dr Dylan Williams (Chemistry) has been invited by the Royal Society of Chemistry to join an assessment panel for the approval of chemistry CPD training.

Dr Graham Wynn (Department of Physics and Astrophysics) has led the department's successful bid for re-accreditation by the Institute of Physics

University Awards

The University of Leicester was named as a runner up for the award for Best Communication Campaign at the Guardian University Awards 2014 for their press and communications work surrounding the discovery of Richard III.

The University of Leicester Botanic Gardens Team, led by Ruth Godfrey, has been awarded the Learning Outside the Classroom Quality Badge and also the Growing Schools Garden Award.

Leicester Conferences has won gold in the Business Tourism Award category at the Leicester and Leicestershire Excellence in Tourism Awards 2014.

The Marketing and Communications Team (External Relations) has been awarded with the European Excellence Awards 2013 for the Best Communications Campaign in the category 'Science and Education'.

Student Awards

Mr Ryan Hunt (B.Sc. Interdisciplinary Science – 1st year) has won the Men's National C1 Canoeing Championship.

Michelle Spiteri (Ph.D. student - School of Management) has been awarded 'Best Academic Essay' by Professions for Good and the Institute for Business Ethics (IBE), for her essay entitled 'Ethics, Trust and Auditing – Conceptualising a Tripartite Framework' which focused on how to put ethics and the 'public good' back at the heart of the financial auditing process.

Mr Richard Talbot (Ph.D. School of History) has been awarded an MBE for services to the community, in particular recognition of his fund-raising for local parks, and safeguarding one of the city's biggest theatres.

(b) Vice-Chancellor's action: Appointment of Members to Senate

Senate noted that the Vice-Chancellor had taken action on behalf of Senate to appoint Dr Bob Norman (Department of Medical and Social Care Education) as an Other Nominated Member of Senate as defined under Statute 6, Section 1(f). Senate noted that Dr Norman was replacing Professor Scott as a member, following his appointment as Academic Registrar. Senate congratulated Professor Scott on his appointment.

(c) National Student Survey 2014

Senate noted that the current student response rate to the 2014 National Student Survey was lower than at the equivalent point in the previous year. Senate noted that it was essential that departments within the University reached the required threshold for inclusion within the published results in order to support future recruitment, and agreed that all members should further encourage students to complete the survey before the end of term.

14/M9 **STRATEGY AND POLICY**

(a) Nomination of a Senate Representative on Council

Senate considered a proposal from the Vice-Chancellor to appoint Professor Raven to serve as a member of Council until 31 July 2015. Senate noted that a vacancy had been created following the appointment of Professor Scott as Academic Registrar, meaning that he was no longer able to serve as a member of Council. Senate noted that as this was considered a casual vacancy, Senate had the authority to make a direct appointment to fill the remainder of the period of appointment, at which point a further election would be held.

Senate **approved** the proposal to appoint Professor Raven as a member of Council with immediate effect, until 31 July 2015.

(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.

14/M10 **LEARNING AND TEACHING**

(a) Academic Policy Committee

The Pro-Vice-Chancellor (Students) presented reports of the meetings of the Academic Policy Committee held on 28 November 2013, 17 December 2013 and 21 January 2014.

Senate noted in particular the development of a Quality Assurance framework for the approval and monitoring of Massive Open Online Courses (MOOCS). Senate also noted the development of a University policy on the responsibilities of academic departments for the management of educational delivery partners. Senate also noted the Committee's initial consideration of the development of a flexible pathway approach to undergraduate degrees in the Colleges of Arts, Humanities and Law and Social Science from 2015/16 onwards. Senate noted that the proposal would emphasise student centred flexibility as the core of the University's undergraduate offer, making the Leicester approach more distinctive in the market place. Combinations of pathways would be attractive to high achieving students with broader intellectual interests, whilst also allowing students to combine traditional academic study with vocational elements should they wish. Senate noted that the Academic Policy Committee was maintaining regular oversight of the project, and that further details on the development of the pathways project would be considered by Senate at its meeting in July 2014.

Senate **approved** the reports

- (b) Proposals for amendments to Senate Regulation 7 governing the assessment of taught programmes

Senate considered proposed amendments to the Senate Regulations governing the assessment of taught programmes. Senate noted that the regulations had been subject to a full and systematic review following their first year of operation. This review had considered a significant body of evidence from departments, external examiners, students, student support services, the Registry and the Quality Office. The revised regulations had undergone a further round of consultation with academic departments and central services, and final revisions had been considered at the meeting of the Academic Policy Committee on 7 March 2014. The revised regulations had been presented to Senate for consideration.

Senate considered the revised regulations in detail. It was noted that the regulations had been designed to meet the requirements of the QAA Quality Code for Higher Education. It was further noted there had been a lack of consensus in the feedback received on a number of issues. Senate noted that the regulations had been restructured and the wording clarified or expanded in places in response to the feedback received. Senate further noted that a small number of amendments to regulations had been incorporated, particularly in relation to the role of the Panel of Examiners, the consideration of mitigating circumstances and the late submission of coursework. Senate noted that in all cases the Academic Policy Committee had carefully considered the feedback provided through the consultation process, and sought to develop a policy which reflected the comments as far as possible within the context of the requirements set out in the QAA Quality Code.

Senate **approved** the revised regulations.

Senate noted that those elements of the regulations which related to clarifying and enhancing the operation of the assessment and award process could be introduced for the current (2013/14) cohort of students. However, it was further noted that in order to ensure equity for all students certain aspects of the regulations should not be introduced until the following academic year. Senate **noted** that a detailed implementation plan would be circulated to academic departments following approval of the revisions.

Senate further noted that as part of the consultation process a number of additional issues regarding the wider suite of Senate Regulations had been raised and that these would be addressed through a rolling programme of regulatory review going forwards. In particular, Senate noted that the reports of several External Examiners had discussed the role of borderline categories within the undergraduate and taught postgraduate schemes of assessment, and that these would be considered through reviews of the Senate Regulations in question.

(c) External Examiner's Reports for undergraduate programmes, 2012/13

Senate considered a summary of the reports from the external examiners for undergraduate 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 has also noted a small number of areas identified by the Academic Policy Committee for further action, and the proposals for addressing these.

Senate noted that in a small number of cases the reports demonstrated a lack of clarity as to the revised role of the external examiner within the national framework set by the QAA Quality Code for Higher Education. Senate noted that the Academic Practice Service had developed an online training programme for external examiners in order to support them in performing this role.

Senate welcomed the confirmation of the academic standards of the university's awards as evidenced through the reports, **endorsed** the proposals for action and **noted** the process by which reports of external examiners would be reported to Senate in the future.

(d) Quality Assurance Agency Higher Education Review, 2015/16

The Pro-Vice-Chancellor (Students) informed Senate of the process of preparation for the Higher Education Review of the University by the Quality Assurance Agency (QAA), which was due to take place in the 2015/16 academic year.

Senate noted that a Higher Education Review sub-group of the Academic Policy Committee was undertaking mapping exercises in order to confirm compliance with the requirements of the QAA Quality Code for Higher Education, drafting a Self-Evaluation Document (SED) and preparing case-study documentation for consideration. Senate encouraged all academic departments to consider the upcoming review in their academic planning and to support the work of the Higher Education Review Group wherever possible.

(e) Career Development Advisory Board

The Vice-Chancellor presented a report of the meeting of the Career Development Advisory Board held on 12 February 2014.

Senate noted that not all of the internship opportunities available to final year students had been filled by the current cohort, and encouraged departments to work with the Career Development Service further publicise the opportunities available to students. Senate also noted that the annual Festival of Careers had become a well-established and attended event, and that the 2014 festival would take place between 7-9 October. Senate also noted that following its success in 2013 a further Student Awards Dinner was scheduled for June 2014. 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 2 December 2013, 20 January 2014 and 3 March 2014.

Senate considered proposed amendments to Senate Regulation 9 governing research degrees in order to:

- a) re-establish minimum registration periods for research degrees;
- b) amend the word limits of theses submitted for the degrees of Doctor of Psychology, Doctor of Clinical Psychology or for practice based theses submitted for the degree of Master of Philosophy or Doctor of Philosophy;
- c) permit alternative forms of assessment in place of the probation review in order to accommodate particular external requirements, such as those arising from research council sponsored Doctoral Training Centre partnerships.

Senate **approved** the above amendments for implementation in the 2014/15 academic year.

Senate considered a proposal to revise the regulations in order to avoid conflicts of interest in the appointment of research degree supervisors. Senate noted that the equality aspects of this policy may require further consideration and **agreed** that consultation should take place on this issue amongst members of VCAC, with a revised proposal to be presented for consideration at a future meeting.

Senate noted that the University would be a partner institution in three new Doctoral Training Centre schemes – the Midlands3Cities Doctoral Training Partnership (sponsored by the Arts and Humanities Research Council); the Central England NERC Training Alliance (sponsored by the Natural Environment Research Council); and the Centre for Doctoral Training in Innovative Metal Processing (sponsored by the Engineering and Physical Sciences Research Council). Senate has congratulated the colleagues who had been involved in the successful bids.

Senate also noted the approval of the development of a collaborative relationship for split-site PhDs with Nantong University, China. Senate has further noted that the Committee would be undertaking a review of the English Language requirements for doctoral degrees.

Senate **approved** the reports.

(g) Programmes of Study

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

14/M11 **RESEARCH AND ENTERPRISE**

(a) Summary of the Research Excellence Framework (REF) 2014

Senate considered a summary of the University's submission to the Research Excellence Framework in November 2014. Senate noted that across the institution 84% of the eligible staff had been included in the submission, and that on the basis of estimated internal and external scoring the quality of the outputs submitted for consideration was considerably higher than the previous RAE submission.

The Vice-Chancellor thanked all staff who had been involved in the University's submission to REF 2014, and noted that the summary report should be circulated to staff through departmental meetings or other appropriate fora.

(b) Research Policy Committee

The Vice-Chancellor presented a report of the meeting of the Research Policy Committee held on 14 February 2014.

Senate considered a proposal to establish a new Research Centre entitled the Leicester Centre for Hate Studies. The Centre would be the first of its kind in the world and build upon the University's research strength in this field. Senate noted that the Centre would develop and deliver continuing professional development training, establish an academic network for debate and knowledge exchange and submit high quality research funding applications. Senate **approved** the establishment of the Centre.

Senate also noted in particular the launch of the Leverhulme Trust's Doctoral Scholarships scheme. Senate noted that only one application was permitted per institution and therefore encouraged members to work with the Research Support Office to identify and support strong cross-disciplinary bids.

Senate **approved** the report.

14/M12 **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 6 February 2014.

Senate noted in particular that the Committee had considered and approved a policy for study leave for academic staff on teaching dominant contracts, providing that the work undertaken while on study leave was directly related to the development of teaching or wider pedagogy. Senate also noted that the Committee was considering the development of a more flexible approach to the recruitment process, and that this would be kept under review.

Senate **approved** the report.

(b) Information and Communications Strategy Committee

Professor Lilley presented the report of a meeting of the Information and Communications Strategy Committee held on 28 February 2014.

Senate noted that the Committee had considered how IT Services spending over recent years had focussed upon maintaining service levels, and had limited capacity to undertake enhancement or transformative work. Senate noted that the Committee was considering how it could support the relationship between IT Services and academic departments in order to identify and prioritise those projects with the greatest benefit to the academic activity of the institution.

Senate also noted that the Committee was working to embed policies for the secure operation of remote working more widely among staff. Further guidance on cyber security would be issued shortly, including a code of conduct for working remotely.

Senate **approved** the report

(c) Enterprise Policy Committee

The Vice-Chancellor presented a report of the meeting of the Enterprise Policy Committee held on 24 February 2014.

Senate noted in particular the Committee's consideration of the University's potential involvement with regard to the Leicester Science Park. Senate noted that this development presented opportunities for the University particular in terms of spinout companies and student enterprise activities, however there were a number of challenges regarding the location of the sites and access to key facilities. Senate noted that the Enterprise and Business Development Office was developing proposals for both immediate and longer term strategy with relation to the Science Park.

Senate **approved** the report.

(d) Student Senate Discipline Committee

The Senior Pro-Vice-Chancellor (Resources) presented a report of the meeting of the meeting of the Senate Student Discipline Committee held on 5 November 2013.

Senate considered and **approved** a minor change to the membership of the Committee, and **approved** the report.

14/M13 **DATE OF THE NEXT MEETING**

Senate **noted** that its next meeting would take place on Tuesday 1 July at 2:30pm.

14/M14 **APPOINTMENT OF THE NEXT VICE CHANCELLOR**

For this item the meeting was Chaired by the Pro-Vice-Chancellor (Students).

(a) Final report of the Joint Committee of Senate and Council

Senate **noted** the final report of the Joint Committee of Senate and Council which had recommended to Council the appointment of the University's next Vice-Chancellor.

(b) Amendment to the title of Vice-Chancellor

Senate considered a proposal to amend the title of the Vice-Chancellor to 'President and Vice-Chancellor'.

Senate noted that the revised title had greater resonance internationally, and that a number of peer institutions had similarly amended the title of their Chief Executive. Senate agreed that the proposal should support the increasing internationalisation of the institution, particularly with key Higher Education Markets in Asia and the Americas.

Senate also considered a proposal for minor amendments to the Charter and Statutes to amend references to 'Chairman' to read 'Chair' in line with appropriate modern practice.

Senate **endorsed** both proposals for consideration by Council.

CHAIR