



**Senate**

<b>Paper Title</b>	Minutes of the meeting of Senate held on 9 March 2017.
<b>Outcome requested</b>	Senate is asked to <b>approve</b> the minutes of the last meeting
<b>Points for Senate members to note and further information</b>	n/a
<b>Questions for Senate to consider</b>	n/a
<b>Regulatory/statutory reference points</b>	n/a
<b>Strategy and risk</b>	n/a
<b>Reporting/consideration route for the paper</b>	Senate to approve.
<b>Authors</b>	Jane Pallant, Deputy Academic Registrar
<b>Sponsor</b>	Professor Simon Gaskell, President and Principal

## Senate

### Minutes of 9 March 2017 (unconfirmed)

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#### Present:

Professor Simon Gaskell (Chair)	Sumeera Ahmad	Professor Amrita Ahluwalia
Professor Adrian Armstrong	Dr Aylin Baysan	Miranda Black
Professor Warren Boutcher	Dr Anrejs Braun	Professor Edmund Burke
Dr Adrian Briggs	Professor James Busfield	Dr Jenny Chamarette
Dr Colleen Cotter	Professor Adam Fagan	Professor Lucinda Hall
Dr Henri Huijberts	Professor Seán McConville	Dr Michael McKinnie
Professor Peter McOwan	Professor Valsamis Mitsilegas	Professor Mauro Perretti
Dr Chris Philips	Professor Richard Pickersgill	Professor Julia Shelton
Professor Robbie Shilliam	Professor William Spence	Professor Steve Thornton
Dr Christopher Tyson	Professor Wen Wang	Professor Geraint Wiggins

#### In attendance:

Dan Burke	Jonathan Morgan	Jane Pallant (Secretary)
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#### Apologies:

Professor Robert Allaker	Professor David Arrowsmith	Dr Russell Binions
Professor Alison Blunt	Professor Frances Bowen	Dr John Buchanan
Dr Sebastian del Bano Rollin	Dr Däne Goodsman	Professor Julian Jackson
Mahnur Khan	Professor Boris Khoruzhenko	Professor Nicholas Lemoine
Professor Spyros Maniatis	Dr Sandra Nicholson	Professor Thomas Prellberg
Dr Mark Roberts	Dr Isobel Roele	Professor David Sadler
Professor Adrian Smith	Dr Anwar Tappuni	Professor Tim Warner
Professor Anthony Warrens		

### Part 1: Preliminary items

#### Minutes of the previous meeting (SE2016.37)

2016.82 Senate **approved** the minutes of the meeting held on 15 December 2016.

#### President and Principal's Report

2016.83 The President and Principal **reported** that:

- (i) Lord Clement-Jones had been identified as the next Chair of Council. QMUL was delighted with this appointment and was working with Lord Clement-Jones on the search for the next President and Principal. The current Chairman of Council, Sir Nicholas Montagu, wished to inform Senate that the selection

process was progressing well and that Council expected to receive a recommendation from the selection committee within the following month.

- (ii) The Higher Education Bill was at the report stage in the House of Lords. The Minister of State for Universities, Science, Research and Innovation, Jo Johnson, had lodged a series of amendments to the Bill, based on critical issues that had been identified by Universities UK. The majority of these points had been addressed with the outstanding ones unlikely to change; the Lords themselves had added some amendments but these were unlikely to be included in the final draft.
- (iii) The Government had published a Green Paper, '*Building our Industrial Strategy*' in January 2017. The ten pillars of the proposed industrial strategy offered significant opportunities for universities given the higher education sector's evident contributions to each of these objectives. The Russell Group had discussed ways in which universities might highlight their achievements and contributions in relation to the ten pillars as part of their response to the Green Paper. The British Council had attended a Russell Group meeting discussion on the industrial strategy and had commented on the attractiveness of the UK to international students, noting that both students and external partners were drawn to those institutions that were well-connected and were embedded in their local communities.

### Vice-Principals' Reports (SE2016.38a-SE2016.38g)

2016.84 Senate **received** a report from the Vice-Principal (Health), (SE2016.38a). Members **noted** that:

- (i) The MBBS Malta programme was due to commence in September 2017. The General Medical Council had visited the School of Medicine and Dentistry in London and Malta during January and March 2017.
- (ii) The Physician Associate programme commenced in January 2017 and had received strong support from the NHS. Colleagues were congratulated for their achievement in launching the programme.
- (iii) A bid for £5.5 million had been submitted to the Medical Research Council's (MRC) *Growing Research Capacity Fund*. The project involved colleagues from across QMUL and aimed to establish sustainable partnerships between the UK, Zimbabwe, Malawi and Bangladesh to enable interdisciplinary research aimed at child growth and development. If the bid was successful, it would enable capacity development through the delivery of a research programme bridging biomedicine, public health, economics, geography and social sciences.
- (iv) Professor Tim Warner had been appointed as Director of the Blizzard Institute.

- (v) The School was pleased to note that three staff had been included in the 2017 New Year's Honours list: Professor Jack Cuzick received a CBE for services to cancer prevention and screening; Professor Kam Bhui received a CBE in recognition of his services to mental health research and care; Sarah Murray received an MBE for services to oral health.

2016.85

Senate **received** a report from the Vice-Principal and Executive Dean (Humanities and Social Sciences), (SE2016.38b). Members **noted** that:

- (i) The Historic Royal Palaces had selected QMUL as its partner for a collaborative MA in Heritage Management, based in the School of Business and Management. The partnership would build on the Faculty's cross-disciplinary strengths and the extensive resources offered by the six Historic Royal Palaces. The competitive proposal was led by the School of Business and Management and the School of Geography, with additional contributions from the School of History, the School of English and Drama and the School of Languages, Linguistics and Film. The Dean for Taught Programmes would have oversight of the partnership's development.
- (ii) The Faculty had held a workshop on Collecting Evidence of Impact. Participants had benefitted from the opportunity to learn from colleagues with experience of demonstrating impact and were able to discuss how they might develop and evidence impact from their own research.

2016.86

Senate **received** a report from the Vice-Principal and Executive Dean (Science and Engineering), (SE2016.38c). Members **noted** that:

- (i) The Faculty had appointed two Deputy Deans: Jane Reid as Deputy Dean (Graduate Opportunities) and Dr Henri Huijberts as Deputy Dean (Student Experience). The Deputy Deans would work with the Dean for Taught Programmes to provide leadership across the Faculty in preparation for the next phase of the Teaching Excellence Framework, with the aim of achieving excellence in all aspects of the student experience. The Faculty was also seeking to appoint a Faculty Student Experience Officer who would work with the Dean's team in identifying best practice within schools and developing a strategy to improve the student experience across the Faculty.
- (ii) The School of Mathematical Sciences and the School of Biological and Chemical Sciences submitted their silver Athena Swan applications in November 2016. The School of Engineering and Materials Science would submit its proposal for the silver award later in 2017.
- (iii) The School of Biological and Chemical Sciences was pleased to announce its success following the submission of a joint bid with

Imperial College London and other London-based universities for £3 million of Wellcome Trust funding to establish a shared high resolution cryo-electron microscopy facility for research and training.

2016.87

Senate **received** a report from the Vice-Principal (Student Experience, Teaching, Learning), (SE2016.38d). Members **noted** that:

- (i) Undergraduate recruitment for 2017-18 was slightly below the same period for 2016-17. The main decline was in applications from EU and overseas students but home applications were also down in comparison with the previous year. The decline in applications was most notable in the Faculty of Humanities and Social Sciences; all schools except Geography and the School of Politics and International Relations had fewer applications than at the same point in the 2016 cycle. The cause of the decline was, in part, because of a strategy to increase or sustain high-entry requirements in the high-volume areas such as the School of Business Management, the School of Economics and Finance and the School of Law.
- (ii) Postgraduate applications for 2017 entry had increased in comparison to the same point in 2016. This increase could be partly attributed to the investment of additional staff resource in, and reorganisation of, central Admissions, which had resulted in the faster turnaround and conversion of Postgraduate Taught Applications.
- (iii) QMUL's provider submission for year two of the Teaching Excellence Framework (TEF) was completed and submitted in time for the deadline of 26 January 2017. The outcomes of the TEF Year Two exercise would be published in May 2017 to be available for students applying to university for 2018-19. HEFCE would undertake a lessons learned exercise at the end of the Year Two process and pilots were planned for Year Three in order to test the assessment frameworks for the TEF at subject level.
- (iv) QMUL had established its partnership with Cambridge Education Group (CEG) Digital to develop a range of high-quality online programmes for part-time global delivery. Three programmes had been identified for launch in 2017-18: MA International Relations; LL.M International and Comparative Dispute Resolution; MSc Global Public Health and Policy.
- (v) The annual Teaching and Learning Conference and Drapers' Lecture had taken place on 25 January 2017, providing an opportunity for staff to share good practice and discuss issues relating to the student experience, teaching and learning. The title of the 2017 conference was '*Teaching Excellence and Internationalisation*'. Chris Millward, Director (Policy) at HEFCE had delivered an illuminating Plenary Lecture entitled "*Higher Education Reform 2.0: Quality, Competition and Choice*", which explored the Government's higher education reforms and what these mean for higher education institutions. The annual Drapers'

Lecture entitled *"Intellectual Property: Rights, Risks and Rebellions in International Higher Education"*, had been delivered by Dr Jo Beall, Director of Education and Society and Executive Board Member of the British Council.

- (vi) The 2017 Westfield Fund for Enhancing the Student Experience had been launched and would close for applications on 5 May 2017. There were two funding streams with £80k available for large grants of up to £25k, and £25k available for smaller projects with budgets of up to £5k.
- (vii) Responses to the National Student Survey (NSS) 2017 from QMUL students were below expectations for this point in the year. Queen Mary's Students' Union (QMSU), in line with the National Union of Students (NUS), was running a campaign to boycott the NSS because its results formed part of the metrics used by the TEF which linked to tuition fees. QMUL would continue to promote the NSS (in line with Ipsos MORI guidelines) as the feedback received enhanced QMUL's understanding of the student experience and informed review and planning processes.
- (viii) QMUL had recently been successful in two collaborative applications to HEFCE's Catalyst Fund: one led by the University of Exeter on differential outcomes for BTEC entrants and the other led by the University of Roehampton on differential outcomes for black, ethnic and minority students.
- (ix) Senate had discussed the proposed models for a dedicated 'School' of Foundation Studies at the meeting in December 2016, resulting in a post-Senate consultation on a revised proposal document. The revised proposal had been supported by the Faculty of Science and Engineering but less so by the Faculty of Humanities and Social Sciences. It was now proposed that a pilot would be undertaken to focus on science and engineering foundation programmes and transnational foundation provision.

2016.88

Senate **received** a report from the Vice-Principal (Research), (SE2016.38e). Members **noted** that:

- (i) The Vice-Principal (Research) was leading on the formulation of QMUL's response to the HEFCE consultation on the Research Excellence Framework which set out proposals for implementation based on the principles identified in the Stern Review.
- (ii) Schools and Institutes would receive data sets on grant income, postgraduate research student numbers and staff numbers in preparation for REF Status Reviews in Spring 2017. Schools and Institutes were required to submit internal review scores for outputs and impact cases, together with a research environment statement, by the end of March 2017.

- (iii) QMUL would consult with staff on the possibility of implementing a UK Scholarly Communications Licence at QMUL. This licence, currently under consideration for adoption by other HEIs, would grant a non-exclusive right to QMUL to retain and release a copy of journal articles and conference papers authored by academics as a result of their research undertaken at the institution, with authors retaining copyright. The aim of this Licence was to make it easier for authors to meet the requirements of funding and other bodies around Open Access and a proposal would be submitted for Senate's consideration at the June 2017 meeting.
- (iv) QMUL had been approved for membership of the European University Association (EUA), a collection of over 850 European universities, which played an important role in influencing EU policies on higher education, research and innovation.
- (v) A joint statement between QMUL and Barts Health Trust (BHT) was released in January, setting out QMUL's intention to create approximately 40,000 square metres of laboratory space, offices and meeting space on land purchased from BHT. The Joint Statement marked a new phase in QMUL's Life Sciences initiative and work was underway to ensure that the right governance and planning approaches were in place to take advantage of these expanding opportunities. More detailed information would be made available to Senate in future reports from the Vice-Principal (Research).

2016.89

Senate received a **report** from the Vice-Principal (International), (SEN2016.38f) Members **noted** that:

- (i) The first reporting and stock take on progress against the International Strategy had taken place in February 2017. Overall, there had been a high level of progress and achievement in key areas, notably an increase in student recruitment (5% increase in overseas and EU student numbers in 2015-16) and an increase in outward student mobility (up by 17% in 2016-17). The delivery of the international strategy was supported by the established Regional Interest Groups for South Asia and South East Asia. These groups continued to develop with a focus for the future on academic research to facilitate institutional knowledge sharing.
- (ii) Work was underway to deliver the first QMUL summer school in 2018. The programme would open for admissions in September 2017 and the recruitment process for a Summer School Director was underway.
- (iii) Since the last report to Senate, the International Partnerships team had hosted visits from: Zhengzhou University (China); the British Ambassador for Indonesia; and Mahidol University (Thailand).

- (iv) In February 2017, the VP International had hosted a Trans-National Education (TNE) roundtable forum in London with 35 participants from the higher education sector. The event was organised in collaboration with HEGlobal and the Equality Challenge Unit, with QMUL acting as champion for the development of human resource policy in TNE for the UK.

2016.90

Senate **received** a report from the Vice-Principal (Public Engagement and Student Enterprise), (SE2016.38g). Members **noted** that:

- (i) The QMUL Engagement and Enterprise Awards 2017 had taken place on 7 February. This event recognised excellence in public engagement, innovation, enterprise and public relations linked to QMUL research and learning. Finalists had undertaken co-produced film projects, museum exhibitions, performance-led social action, business spin-outs and media campaigns. Details of all winning and highly commended projects from across all three QMUL faculties were available on the Centre for Public Engagement web pages.
- (ii) The Centre for Public Engagement would launch the first Community Celebration Awards in 2017 which would recognise the impact that QMUL staff, students and community partners were having on the social wellbeing of local communities and wider society. The deadline for nominations was the 28 March 2017 with winning entries to be announced on 17 May 2017.
- (iii) The second Tower Hamlets Festival of Communities would take place on 20 and 21 May 2017. The Centre for Public Engagement was looking for QMUL academics, support staff and students to run interactive activities and demonstrations at this event.
- (iv) 50 students had been tasked with establishing social enterprises in three days to address local community problems as part of the east London Social Hack Bootcamp. The three winning teams provided an enterprise for extra-curricular workshops in schools to raise grades, an enterprise promoting social cohesion in east London through musical events and Fiscal Fitness, a financial education service for secondary school students.

### **Students' Union President's report**

2016.91

The Students' Union President **reported** that:

- (i) The Vice-President (Education) had increased responses to QMSU's annual student experience survey by distributing paper copies of the survey in lectures. This approach had been very effective and the 1100 responses to questions on the theme of learning resources would feed in to the Student Experience Seminar on 15 March 2017.



- (ii) QMSU was using an external research agency to explore student expectations from their Students' Union. Social mobility emerged as an issue for further attention, together with requests for improved study space and welfare support.
- (iii) QMSU sabbatical officer elections for 2017-2018 were about to close with an improved turnout on the 2016-2017 election. QMSU had been pleased that there was an increase in the number of international students running for full-time positions although the number of postgraduate nominations had declined due to the clash with the timing of dissertation submission in August.
- (iv) The Students' Union President confirmed that a written report would be provided for future meetings of Senate.

## Part 2: Matters for information

### Presentation from QMUL's Diversity and Inclusion Manager, Human Resources

2016.92 Senate **received** a presentation from the Diversity and Inclusion Manager. Members **noted** the following:

- (i) That the Diversity and Inclusion team sought to advance this area of work at QMUL with the aim of ensuring compliance with the Equality Act 2010 and the alignment of behaviours with QMUL's values.
- (ii) The governance structure for equality and diversity comprised the Equality and Diversity Steering Group, the Equality and Diversity Advisory Group and the Gender Equality Self-Assessment Team.
- (iii) QMUL was working towards expanding its recognition through external equality charters. QMUL had submitted an application for a Silver award from Athena SWAN (gender equality) and expected to hear the outcome in May 2017. QMUL would submit its intention for an award from the Race Equality Charter Mark later in the year with a view to submitting an application in November 2019; further, QMUL was participating in the Stonewall work equality index (Stonewall is the group campaigning for equality for lesbian, gay, bisexual and trans people in the UK).
- (iv) The team had delivered successful unconscious bias training sessions across QMUL, and extended the offer of training to Senate members. Members were asked to contact the Diversity and Inclusion Manager for further information, also if they wished to work as mentors as part of the B-Mentor scheme for black, minority and ethnic (BME) staff, working in partnership with University College London, London School of Economics and Kings College London.

### QMUL Model (SE2016.40)

2016.93 Senate **received** an update paper on the QMUL Model, together with the QMUL Model risk register.

- 2016.94 Members **noted** that schools and institutes had submitted module amendment proposals for level 4 modules that would be offered as part of the QMUL Model from September 2017. A review was planned for later in the year to consider new modules and ways in which students might take modules from outside their home school or institute.
- 2016.95 Members **noted** that a competency framework was being developed to underpin the skills audit that would inform students' personal development plans. Members further **noted** that this work stream had been informed by Organisation for Economic Co-operation and Development (OECD) data and would be further developed in a consultative way across QMUL. It was recognised that the Faculty of Humanities and Social Sciences (HSS) had significant expertise in issues relating to social capital and that the contribution of colleagues from HSS to the consultation would be welcomed.
- 2016.95 Senate extended its thanks to colleagues for their work on the QMUL Model so far. It was clear from the recognition that the project had received, both internally and externally, that it was a unique and valuable initiative.

### Teaching Excellence Framework

- 2016.96 Senate **received** an oral update on the Teaching Excellence Framework (TEF).
- 2016.97 In addition to the information provided in the Vice-Principal's (Student Experience, Teaching and Learning) report, members **noted** that QMUL had developed a web page with frequently asked questions on the TEF and that this would be updated as developments unfolded.
- 2016.98 QMUL would respond to the Universities UK consultation on the cost of TEF 2 to the sector. The subject level TEF, planned for phase three, had been put back to phase 4 although this decision was under further consideration. Pilot exercises were planned for 2017-18, extending into 2018-19, and the general approach regarding how subjects would be grouped was the subject of significant discussion, particularly given the administrative burden that would result from a granular approach at subject level.

### Foundation Studies

- 2016.99 Senate **received** an oral update on the proposals regarding foundation studies that had been discussed at the December 2016 meeting of Senate. The proposals were considered further through an email consultation outside the meeting.
- 2016.100 Members **noted** that a pilot of an educational development unit for foundation provision in the Faculty of Science and Engineering was under consideration, with a view to discussing the outcome of the pilot with the Faculty of Humanities and Social Science for the future.

## Part 3: Matters for consideration

### Student casework reports (SE2016.41a-SE2016.41d)

- 2016.101 Senate **considered** the following reports on student casework:
- academic appeals

- non-academic appeals
- assessment offences
- complaints, discipline and fitness to practise

- 2016.102 Members **noted** that the internal audit conducted by KPMG had confirmed that QMUL's processes for handling appeals and complaints were operating effectively. The report of the audit had noted that QMUL was good at resolving complaints at the informal stage but that there was a lack of consistency in terms of the recording of complaints at this stage. ARCS would work with schools and institutes to develop mechanisms for reporting informal and stage 1 complaints.
- 2016.103 Members **noted** that results surgeries (or equivalent) were not operating in all schools and institutes, as recommended by Senate in 2015. Students often submitted an academic appeal because they did not understand the mark that they had received and felt that they had no other option in order to resolve the matter. Members **agreed** that results surgeries should be implemented across QMUL in order to provide students with appropriate feedback after summative assessment processes and to ensure that QMUL aligned with best practice as recommended by the Office of the Independent Adjudicator. ARCS would contact schools and institutes over the coming months with regard to their plans for results surgeries. Members were also reminded of the need to ensure that marking trails were clear and could be evidenced easily.
- 2016.104 Senate **noted** that timescales for the completion of appeals cases were always challenging and that ARCS regularly reviewed its work in ensuring that processes allowed for cases to be completed in a timely way. Students were informed of progress on their case and were always advised if the case was unlikely to be completed within the specified time frame. The final review stage had been re-introduced from 2015-16 and this third stage in the process did increase the timeframe for concluding a case but it had been helpful in identifying minor modifications to a small number of case outcomes.
- 2016.105 Senate **agreed** that for the future, the report on the number of appeals by school and institute would also include the total number of students by school or institute.

#### **Annual Provider Review (SE2016.42)**

- 2016.106 Senate **received** guidance issued by the Committee of University Chairs (CUC) on the provision of suitable and relevant information to help governing bodies discharge their responsibilities in relation to HEFCE's Annual Provider Review (APR)
- 2016.107 Senate members **considered** the annex to the guidance which suggested an approach for the development of an annual report on academic governance for QMUL's Council. Members **agreed** that this was a helpful approach and that QMUL's Education Quality Board would have oversight of the report which would be reviewed by Senate before submission to Council.
- 2016.108 Senate members **approved** a change to the title of the Education Quality Board, a sub-board of Senate. It was **agreed** that the Board should be re-titled the 'Education Quality and Standards Board' to better reflect its role and responsibilities on behalf of Senate.

#### **Ethics of Research Committee (SE2016.43)**

2016.109 Senate **considered** and **approved** the recommendation of Dr Helen Jenner as the next Chair of the Ethics of Research Committee. Dr Jenner (external to QMUL) would be supported in her role by Dr Dylan Morrissey, Senior Clinical Lecturer in the William Harvey Research Institute, as Deputy Chair.

#### **Centre for Population Genomic Medicine (SE2016.44)**

2016.110 Senate **approved** the formation of a Centre for Population Genomic Medicine. The Centre had been established following a HEFCE award of £5 million to deliver the project which was a collaborative enterprise between QMUL, King's College London and University College London. The collaboration provided a population-based research and education environment, supporting gene-based experimental medicine studies and novel therapeutic validation.

### **Part 4: Reports from sub-boards of Senate**

#### **Taught Programmes Board (SE2016.45)**

2016.111 Senate **noted** the report from the Taught Programmes Board which detailed academic developments considered between November 2016 and February 2017.

#### **Research Degrees Programmes and Examinations Board (SE2016.46)**

2016.112 Senate **noted** the executive summary of business considered by the Research Degrees Programmes and Examinations Board at meetings held between December 2016 and February 2017.

#### **Partnerships Board (SE2016.47)**

2016.113 Senate **noted** the executive summary of business considered by the Partnerships Board between November 2016 and February 2017.

#### **Vice-Principal's (Research) Advisory Group (SE2016.48)**

2016.114 Senate **noted** the executive summary of the Vice-Principal's (Research) Advisory Group held on 20 February 2017.

#### **Vice-Principal's (International) Advisory Group (SE2016.36)**

2016.115 Senate **noted** the executive summary of the Vice-Principal's (International) Advisory Group held on 9 February 2017.

#### **Ethics of Research Committee (SE2016.50)**

2016.116 Senate **noted** the executive summary of the meeting of the Ethics of Research Committee held on 16 November 2017.

#### **Vice-Principal's (Public Engagement and Student Enterprise) Advisory Group (SE2016.51)**

2016.117 Senate **approved** the terms of reference and membership for the Vice-Principal's (Public Engagement and Student Enterprise) Advisory Group for 2016-17 and

**noted** the executive summary of meetings held on 23 November 2016 and 1 February 2017.

## Part 5: Other matters

### Dates of meetings in 2016-17

- 2016.118      Senate **noted** that the next meeting of Senate would be held as follows:
- Thursday 9 June 2017