



Senate

Paper Title	Minutes of the last meeting of Senate held on 04 June 2020.
Outcome requested	Senate is asked to approve the minutes of the last meeting.
Points for Senate members to note and further information	n/a
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	Senate to approve
Authors	Jane Pallant, Deputy Academic Registrar
Sponsor	Professor Colin Bailey, President and Principal

Senate

Minutes of 04 June 2020 (unconfirmed)

Present:

Professor Colin Bailey (Chair)	Shamima Akter	Professor Amrita Ahluwalia
Megan Annetts	Dr Mark Baxendale	Dr Jason Berry
Professor Ginestra Bianconi	Dr Victoria Bird	Dr Adrian Briggs
Dr John Buchanan	Dr Sadhvi Dar	Dr Debbie De Girolamo
Professor Danë Goodsman	Professor Colin Grant	Professor Penny Green
Professor Chris Griffiths	Dr Richard Grose	Sheila Gupta
Professor Yang Hao	Professor Matthew Hilton	Professor Peter Hobson
Professor Henri Huijberts	Professor Kimberley Hutchings	Dr Jessica Jacobs
Professor Boris Khoruzhenko	Professor Andrew Livingston	Dr Philippa Lloyd
Professor Simon Lucas	Professor Stephanie Marshall	Professor Seán McConville
Professor Anthony Michael	Professor Parvati Nair	Dr Fu Ng
Professor Sandra Nicholson	Dr Jason Niggli	Professor Mike Noon
Professor Phoebe Okowa	Professor Alastair Owens	Dr Eranjan Padumadasa
Professor Mauro Perretti	Christina Perry	Professor Richard Pickersgill
Professor Thomas Prellberg	Annika Ramos	Dr Amitha Ranauta
Dr Prakash Shah	Dr Catherine Silverstone	Professor Adrian Smith
Professor Anwar Tappuni	Dr Christopher Tyson	Professor Wen Wang
Professor Tim Warner	Professor Anthony Warrens	

In attendance:

David Boyle	Professor Jo Brown	Simon Hayter
Maggie Leggett	Jonathan Morgan	Jane Pallant
Kaya Wiles (minutes)		

Apologies:

Professor Rob Allaker	Dr Adrian Bevan	Dr Edo Boek
Antonio Brozicevic	Professor Paul Coulthard	Professor Jack Cuzick
Dr Madeleine Davis	Dr Sebastian del Bano Rollin	Dr Robert Janes
Dr Judith Jones	Professor Nicholas Lemoine	Dr Kamyar Mehran
Professor Sujoy Mukerji	Jane Reid	Dr Mark Roberts
Sidhant Singh	Professor John Stark	Professor Steve Thornton
Krista Tingbranda	Professor Dan Todman	Professor Ian Walden

Part 1: Preliminary items

Minutes of the previous meeting (SE2019.46)

- 2019.187 Members **noted** the amendment to minute number 2019.111 to include the reference to Tata Consultancy Services.
- 2019.188 Members **noted** the amendment to minute number 2019.129 to clarify that institutional environment would be considered by the REF panel.
- 2019.189 Members **noted** the amendment to minute 2019.130 to clarify that the reference to the Equality and Diversity Panel was a national panel.
- 2019.190 Members **noted** that the Timetable Policy was in the process of being finalised. Changes to the wording around accessibility, as noted in minute 2019.163, would be further discussed with QMSU before the final version of the policy was agreed.
- 2019.191 Senate **confirmed** the minutes of the meeting held on 05 March 2020 subject to the amendments identified.

President and Principal's report (SE2019.47)

- 2019.192 Senate **received** a report from the President and Principal.
- 2019.193 Members **noted** that the sector was facing significant financial challenge due to the Covid-19 pandemic. The pandemic was likely to have a negative impact on Home, EU and Overseas student recruitment in September 2020. Circumstances were continuously evolving and so preparations were being made for a number of eventualities.
- 2019.194 The President and Principal expressed sincere thanks to all staff who had been working very hard to adapt Queen Mary's educational provision. Plans were in place to offer students a blended learning approach in September 2020 with teaching being provided online and face to face.

Vice-Principals' Reports (SE2019.48a – SE2019.48h)

- 2019.195 Senate **received** a report from the Vice-Principal (Health), (SE2019.48a).
- 2019.196 Members **noted** that that the School of Medicine and Dentistry (SMD) had been discussing placement capacity with trusts and general practices. If required, the option to split placements into morning or afternoon only sessions would be explored. Throughout these discussions the priority had been to enable students to achieve all learning outcomes and compliance with the General Medical Council's (GMC) expected standards and outcomes.
- 2019.197 Senate **received** a report from the Vice-Principal and Executive Dean (Humanities and Social Sciences), (SE2019.48b).
- 2019.198 Members **noted** the report from the Vice-Principal and Executive Dean (Humanities and Social Sciences).

- 2019.199 Senate **received** a report from the Vice-Principal and Executive Dean (Science and Engineering), (SE2019.48c).
- 2019.200 Members **noted** the report from the Vice-Principal and Executive Dean (Science and Engineering).
- 2019.201 Senate **received** a report from the Vice-Principal (Education) (SE2019.48d).
- 2019.202 Members **noted** the report from the Vice-Principal (Education). The Vice-Principal (Education) expressed her thanks to all staff involved in the response to the coronavirus crisis with special thanks to Directors of Education for their help in shaping the framework for online provision.
- 2019.203 Senate **received** a report from the Vice-Principal (International), (SE2019.48e).
- 2019.204 Members **noted** that since the publication of the meeting papers, the number of prospective international postgraduate students who had confirmed their places through paid deposits had risen from approximately 1600 to 2100.
- 2019.205 Members **noted** that international postgraduate students who would be able to enrol in September 2020 were being offered guaranteed accommodation. This offer would not affect the guarantee in place for first-year undergraduate students.
- 2019.206 Senate **received** a report from the Vice-Principal (Policy and Strategic Partnerships), (SE2019.48f).
- 2019.207 Members **noted** the report from the Vice-Principal (Policy and Strategic Partnerships).
- 2019.208 Senate **received** a report from the Vice-Principal (People, Culture and Inclusion), (SE2019.48g).
- 2019.209 Members **noted** the report from the Vice-Principal (People, Culture and Inclusion). The Vice-Principal (People, Culture and Inclusion) expressed her thanks to all those involved in back to campus transitions. Four research laboratories had opened on Tuesday 02 June 2020. The next steps being considered were the opening of further research laboratories, the Queen Mary Nursery and, if possible, some on-campus study space.
- 2019.210 Members **noted** that steps were being taken to establish a BAME network. The network would be championed by the Vice-Principal (People, Culture and Inclusion) and led by the BAME community. The network would have opportunities to make recommendations to the Equality and Diversity Steering Group. More information on the network would be circulated to staff in the near future. It was noted that many staff and students did not identify as BAME and so there was ongoing work towards identifying a more inclusive term that the Queen Mary community would identify with.

- 2019.211 Senate **received** a report from the Vice-Principal (Research and Innovation), (SE2019.48f).
- 2019.212 Members **noted** that the impact of Covid-19 on research funding was not yet clear. Queen Mary's cost recovery on research was in the lower quartile of Russell Group universities. Given the uncertainty caused by Covid-19 it would be increasingly important for Queen Mary to recover a higher proportion of research spending. It was noted that the lower recovery was not restricted to Queen Mary's charity-funded portfolio and was persistent across UK Research and Innovation (UKRI) and industry funded research. Members noted the importance of balancing a higher return with competitive costs to make sure that Queen Mary would not be priced out of certain areas.

Students' Union President's report (SE2019.32)

- 2019.213 Senate **received** a report from the Acting President of the Students' Union.
- 2019.214 Members **noted** that Dr Talhah Atcha had resigned as Students' Union President in April 2020 to return to the NHS to support the Covid-19 response. Megan Annetts, Vice President Barts and The London, had been appointed Acting President.
- 2019.215 The Acting President expressed her thanks to Students' Union staff for their work in response to Covid-19 including the improvements made to mental health resources.
- 2019.216 Members **noted** that an emergency Student Council meeting had been called to discuss the Students' Union's request to apply for the Coronavirus Job Retention Scheme (CJRS). Student Council unanimously passed a motion in support of the Students' Union applying for the CJRS. Queen Mary had explained that it would not be necessary to access the CJRS as it had agreed to pay student workers' salaries, equalling what would have been paid if the outlets had remained open and therefore what would have been received through the CJRS. There had however been discussion over the interpretation of the scheme's guidance and therefore around the payments that student staff would have been entitled to. The issue had been discussed in detail at the last meeting of Council, where had been stated that the Students' Union would not be able to claim any more funds from the CJRS than the proposal that had been made by Queen Mary. There were concerns that there could be legal and reputational damage in the event that a claim was made through the CJRS that exceeded the estimated salary costs. Both parties were hoping to resolve the issue with input from legal advisors around the scheme.

Part 2: Matters for Discussion

Presentation from the Vice-Principal (Education)

- 2019.217 Senate **received** a presentation from the Vice-Principal (Education) on the education enabling plan and from the Deputy Vice-Principal (Education Programmes) on Education 3.1 and provisions for September 2020-January 2021.

- 2019.218 Members **noted** the four pillars of education and student experience excellence: excellence in education, excellence in student engagement, excellence in student employability and excellence in the learning environment.
- 2019.219 Members **noted** the updates to the excellence in education pillar. Work to streamline Queen Mary's portfolio of modules had progressed well and was expected to be complete by September 2020. Professor Henri Huijberts, Deputy Dean for Education (Science and Engineering), had led a review of assessments for summer 2020. Work would continue to streamline future assessments.
- 2019.220 Members **noted** the updates to the excellence in student engagement pillar. Professor Tony Michael, Deputy Vice-Principal for Education (Strategic Projects), had been undertaking a review of academic advising. Student-Staff Liaison Committees (SSLCs) were also a crucial part of student engagement and the Students' Union were thanked for their input and for using SSLCs to raise key issues.
- 2019.221 Members **noted** the updates to the excellence in student employability pillar. Key aspects of student engagement priorities included the development of alumni mentoring and the recording of extra-curricular activities, together with any reflective accounts of student experiences on Higher Education Achievement Reports (HEAR).
- 2019.222 Members **noted** the updates to the excellence in the learning environment pillar. Key projects included the expansion of Queen Mary's digital estate and the development of blended learning guidance.
- 2019.223 Members **noted** the updates on the work of the Education 3.1 steering group and the nine workstreams that were feeding into the group on a weekly basis;
- Professor Henri Huijberts, Deputy Dean for Education (Science and Engineering), was leading the team working on assessments. The work stream was working towards a more holistic way for students to learn and be assessed;
 - the team dedicated to timetabling needed to ensure that the 2020-2021 timetable took into account room sizes and space for on-campus teaching and time zones for online learning wherever possible;
 - the facilities workstream had been considering the measures required to safely open campuses in accordance with social distancing guidelines;
 - the student mobility workstream has been reviewing processes related to external spaces such as student placements and welcoming students from other institutions;
 - the student development and support team had been working to make sure that students had the resources they required and had been prioritising student wellbeing;

- the staff development team had been organising training to support staff in the transition to online teaching;
- the information technology workstream had been supporting staff who might require additional equipment.

2019.224 Weekly reports from workstreams to the steering group provided details on activity taken in the previous week, activity planned for the upcoming week and any risks or issues that needed escalating.

2019.225 Senate recognised that Covid-19 presented an opportunity to enhance Queen Mary's ways of working and to identify useful online teaching resources and tools.

2019.226 Members noted the high levels of collegiality and staff engagement that had been highlighted as a result of Covid-19. Colleagues were thanked for their hard work and dedication across all areas of Queen Mary.

Centre for Clinical Excellence and Health Data Science (SE2019.50)

2019.227 Senate **received** a request to create a new Centre for Clinical Effectiveness and Health Data Science within the Institute of Population Health Sciences (IPHS).

2019.228 Members **noted** that the IPHS had experienced various successes since its establishment in November 2019. The ambition was to expand the institute to generate the highest quality research and to attract the best students into the Wellcome Trust funded PhD programme in Health Data in Practice. The establishment of the new centre would also resonate well with international students.

2019.229 Senate **approved** the request to create the Centre for Clinical Effectiveness and Health Data Science.

Assessment, Progression and Award (SE2019.51)

2019.230 Senate **received** the guidance and policy arrangements that had been published to staff and students in relation to alternative arrangements for assessment, progression and award in response to Covid-19.

2019.231 Members **noted** that the guidance and policy had been approved by the Education Support Group, with approval at higher levels where appropriate. Special thanks were expressed to the Assistant Academic Registrar (Assessment Governance), and QMSU Vice President (Education), for their hard work on the project.

2019.232 Senate **endorsed** the coronavirus contingency arrangements (assessment, progression and award).

Degree Outcomes Statement (SE2019.52)

2019.233 Senate **received** the Degree Outcomes Statement.

- 2019.234 Members **noted** that the Degrees Outcome Statement was a new initiative of the UK Standing Committee for Quality Assessment in response to discussions and concerns around grade inflation.
- 2019.235 Members **noted** that the Degrees Outcome Statement was currently in draft form with a finalised version due to be considered by Council.
- 2019.236 Senate **endorsed** the approach outlined in the statement for approval by Council.

Academic Regulations 2020-21 (SE2019.53)

- 2019.237 Senate **received** the Academic Regulations for 2020-21.
- 2019.238 Members **noted** the minor revisions to the Academic Regulations 2020-21.
- 2019.239 Members **noted** that specific details relating to LLB progression and award were under discussion. The outcomes of these discussions would necessitate small changes to section 4 of the Academic Regulations.
- 2019.40 Members **noted** that a sub-group of the Education Quality and Standards Board was considering changes to extenuating circumstances around the introduction of limited self-certification to the process. The outcomes of the review would necessitate small changes to section 3 of the Academic Regulations.
- 2019.241 Senate **approved** the minor revisions to the Academic Regulations 2020-21 excluding the outstanding matters detailed above.
- 2019.242 Senate **agreed** that further changes made to the Academic Regulations 2020-21 relating to the LLB progression and award and revisions to the extenuating circumstances policy would be agreed by Chair's Action.

Assessment Handbook 2020-21 (SE2019.54)

- 2019.243 Senate **received** the Assessment Handbook for 2020-21.
- 2019.244 Members **noted** the minor amendments to the Assessment Handbook. These amendments included reformatting in line with Queen Mary's new house style, the inclusion of links to related policies and the removal of references to special regulations for the LLB award, which from 2020-21 entry would adopt the existing regulations common to other bachelors awards at Queen Mary.
- 2019.245 Members **noted** that a major review of the Assessment Handbook would take place in 2020-21 if circumstances permitted.
- 2019.246 Members **noted** that a sub-group of the Education Quality and Standards Board was considering changes to the extenuating circumstances process for 2020-21. The outcome of this review would necessitate some changes to chapter nine of the Assessment Handbook to be approved by Chair's Action.
- 2019.247 Senate **approved** amendments to the Assessment handbook 2020-21.

Code of Practice for Research Degrees 2020-21 (SE2019.55)

- 2019.248 Senate **received** the Code of Practice for Research Degrees for 2020-21.
- 2019.249 Members **noted** the proposed amendments to the Code of Practice for Research Degrees for 2020-21. The minor amendments included reference to new EngD awards and information on temporary changes to thesis submissions during the Covid-19 pandemic.
- 2019.250 Senate **approved** the amendments to the Code of Practice for Research Degrees for 2020-21.
- 2019.251 Senate **approved** the request to delegate authority to approve final minor revisions to the text of the Code of Practice to the Chair of the Research Degrees Programmes and Examinations Board.

Student Casework Policies 2020-21 (SE2019.56a-56e)

- 2019.252 Senate **received** the Academic Misconduct Policy, Appeal Policy, Student Complaints Policy, Professional Capability and Fitness to Practise Regulations and the Code of Student Discipline.
- 2019.253 Members **noted** the small amendments to the Academic Misconduct Policy made to provide clarification around the policy and procedure.
- 2019.254 Members **noted** the minor amendments to the Appeal Policy made to improve the policy by adding additional clarification where appropriate.
- 2019.255 Members **noted** the amendments to the Student Complaints Policy, including updating the format in line with Queen Mary's house style, updated terminology and the expansion of the pool of staff who could consider a Stage 3 complaint from the Vice-President (Education) (or another Vice-Principal acting as nominee) to any member of senior staff nominated by the President and Principal. The widened pool of staff able to consider a Stage 3 complaint was considered critical in reducing the timeframe for the consideration of complaints..
- 2019.256 Members **noted** the amendments to the Professional Capability and Fitness to Practise Regulations. The Professional Capability and Fitness to Practise Regulations had been amended to update the format in line with Queen Mary's house style, update terminology and to give the Professional Capability Chair authority to impose limited conditions and undertakings where proven concerns related solely to the management of health.
- 2019.257 Members **noted** the amendments to the Code of Student Discipline, including updates to the format in line with Queen Mary's house style, the addition of a new outcome requiring students to complete training or awareness activities and the inclusion of Deputy Vice-Principals when referring to Vice-Principals. An expanded section on the disclosure of outcomes, including to parties other than the responding student, had been added for clarification.
- 2019.258 Senate **approved** the amendments to the Academic Misconduct Policy, Appeal Policy, Student Complaints Policy, Professional Capability and Fitness to Practise Regulations and the Code of Student Discipline.

Part 3: Matters for Report

Taught Programmes Board (SE2019.57)

2019.259 Senate **noted** the proposals relating to programme and module academic developments considered by the Taught Programmes Board between 06 February 2020 and 29 April 2020.

Education Quality and Standards Board (SE2019.58)

2019.260 Senate **noted** the executive summary of the Education Quality and Standards Board meeting held on 13 May 2020.

Research Degrees Programmes and Examinations Board (SE2019.59)

2019.261 Senate **noted** the executive summary of business considered by the Research Degrees Programmes and examinations Board between March 2020 and May 2020.

Vice Principal (Research) Advisory Group (SE2019.60)

2019.262 Senate **noted** the executive summaries of the Vice-Principal (Research) Advisory Group meetings held on 18 March 2020 and 21 April 2020.

Ethics of Research Committee (SE2019.61)

2019.263 Senate **noted** the executive summary of the Ethics of Research Committee meeting held on 25 March 2020.

Part 4: Other matters

Dates of future meetings

2019.264 Senate **noted** that the next meetings of Senate would be held as follows:

- Thursday 15th October 2020, 3pm-5pm in the Colette Bowe Room, Queens' Building, Mile End / via Microsoft Teams (TBC)
- Thursday 10th December 2020, 3pm-5pm in the Colette Bowe Room, Queens' Building, Mile End / via Microsoft Teams (TBC)
- Thursday 4th March 2021, 3pm-5pm in the Colette Bowe Room, Queens' Building, Mile End
- Thursday 10th June 2021, 3pm-5pm in the Colette Bowe Room, Queens' Building, Mile End.