Queen Mary
UNIVERSITY OF LONDON

Senate

Paper Title	Minutes of the last meeting of Senate held on 16 March 2023
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, Director of Governance and Legal Services
Sponsor	Professor Colin Bailey, President and Principal

Senate

Minutes of 16 March 2023

Present:

Prof Colin Bailey (Chair)	Dr Erik Blair	Prof Frances Bowen
Dr Giorgio Chianello	Prof Alex Clark	Prof Mary Collins
Dr Dianne Cooper	Prof Kavita Datta	Dr Giulia De Falco
Dr Jayne Dennis	Prof Colin Grant	Prof Richard Grose
Muneer Hussain	Prof Andrew Livingston	Dr Philippa Lloyd
Prof Arunthathi Mahendran	Prof John Marshall	Prof Stephanie Marshall
Prof Seán McConville	Prof Anthony Michael	Dr Ali Nankali
Prof Richard Pickersgill	Dr Simon Rawlinson	Adi Sawalha
Prof Hazel Screen	Charlie Sellar	Saynab Sharif
Dr James Strong	Prof Jason Sturgess	Prof Elizabeth Tanner
Prof Wen Wang	Prof Anthony Warrens	

In attendance:

Celeste Bright	Dr Sharon Ellis	Prof Martyn Frampton
Michael Jannetta	Prof Stefan Krummaker	Maggie Leggett
Louise Lester	Jonathan Morgan	Jane Pallant
Kaya Wiles (Secretary)		

Apologies:

Prof Amrita Ahluwalia	Prof Adrian Armstrong	Dr Jason Berry
Prof Rob Briner	Dr Lucy Carter	Prof Mark Caulfield
Prof Paul Coulthard	Dr Joseph Cronin	Dr Debbie De Girolamo
Prof Panos Deloukas	Dr Pedro Elston	Dr Paula Fonseca
Elizabeth Gillow	Dr Abimbola Giwa	Prof Neve Gordon
Prof Jonathan Griffiths	Prof Peter Hobson	Prof Henri Huijberts
Prof Martin Knight	Prof Ioannis Kokkoris	Prof Steffi Krause
Dr Theo Kreouzis	Prof Nicholas Lemoine	Dr Michaela MacDonald
Prof Scott McCracken	Prof Wayne Morrison	Prof Mike Noon
Dr Émilie Oléron Evans	Dr Michael Page	Dr Anthony Phillips
Prof Thomas Prellberg	Dr Amitha Ranauta	Prof Kathryn Richardson
Dr Prakash Shah	Prof Daniel Todman	Prof Steve Uhlig
Prof Fiona Walter	Dr David Williams	Dr Yannick Wurm

Part 1: Preliminary items

Welcome and apologies

2022.079   The Chair welcomed members to the meeting and **noted** the apologies received.

Minutes of the last meeting on 15 December 2022   (SE2022.34)

2022.080   Senate **confirmed** the minutes of the meeting held on 15 December 2022.

Matters arising   (SE2022.35)

2022.081   Senate **noted** the feedback from the Education, Quality and Standards Board (EQSB) on the proposal to review assessments at programme level. Members noted that EQSB were supportive of the proposal but suggested that the framing, terminology and timescales should be reviewed. Discussions would continue and would include the consideration of overall improvements that could be made to enhance the effectiveness and efficiency of assessment.

2022.082   Senate **noted** the approval of Fellowship nomination for Dr Ibilola Amao by email circulation in January 2023. The Fellowship was awarded in February 2023.

President and Principal's report   (SE2022.36)

2022.083   Senate **received** the President and Principal's report. The following points were **noted**:

(i)   There were three bills moving through parliament that were of particular importance to the Higher Education sector: the Higher Education (Freedom of Speech) Bill, the National Security Bill, and the Lifelong Learning (High Education Fee Limits) Bill.

(ii)   Across the University, staff continued to be encouraged to apply for funding from Horizon Europe, with successful bids being underwritten by the UK government. The government was preparing to announce the alternative scheme that would be in place should the UK not associate with Horizon Europe. However, the recent 'Windsor Framework' should allow for possible membership of Horizon Europe.

(iii) The University completed its submission for the Teaching Excellence Framework (TEF) in January 2023. The TEF assessed teaching quality, considered university metrics, a narrative written by the University and an independent narrative from the Students' Union. The metrics covered student experience, using data from the National Student Survey (NSS), and student outcomes (continuation, completion, and progression). Providers were rated either as requiring improvement, bronze, silver or gold. Those rated as requiring improvements would be unable to charge the maximum tuition fee of £9,250 per year for full-time undergraduate courses. Fees would be capped at £6,000 at either programme or university level.

(iv)   Ofsted conducted a monitoring visit to assess the University's degree apprenticeship provision. The report had not yet been published. A full inspection would be expected in the next 24 months. The University's degree apprenticeship provision was also regulated by the Office for Students (OfS).

Vice Principal's reports   (SE2022.37a-g)

2022.084   Senate **received** a report from the Vice-Principal (Health) (SE2022.37a). The following points were **noted**:

<table>
<tr><td></td><td>(i)</td><td>The Faculty was on track to achieve the budget target for the year. Both income and expenditure were lower than expected.</td></tr>
<tr><td></td><td>(ii)</td><td>Postgraduate Taught (PGT) home and overseas student numbers were slightly lower than would be hoped at this point in the recruitment cycle. Efforts were being focussed on converting prospective students. Undergraduate (UG) student recruitment looked positive and the Faculty was close to achieving target.</td></tr>
<tr><td></td><td>(iii)</td><td>All medical students in the UK were required to undertake the UK Prescribing Safety Assessment. In 2022, the University had the 7th highest pass rate. The 2023 results showed a pass rate of 99.5%, with only two students requiring a resit. The results show a year-on-year improvement since 2021.</td></tr>
<tr><td></td><td>(iv)</td><td>To minimise the impact of the recent junior doctors' industrial action, alternative educational activities had been arranged for students to replace their placements on the affected dates.</td></tr>
<tr><td></td><td>(v)</td><td>Grant income was looking positive across the Faculty. The Faculty was focused on unlocking multidisciplinary funding opportunities by targeting opportunities ahead of open calls for proposals and constituting application teams in advance of a funding call going live.</td></tr>
</table>

2022.085   Senate **received** a report from the Vice-Principal (Humanities and Social Sciences) (SE2022.37b). The following points were **noted**:

   (i)   The Faculty were recruiting to three Head of School positions. Interviews for the Head of School of History had taken place. The position had attracted high-quality candidates. Vacancies for the Head of School of Politics and International Relations and the Head of the Department of Law were currently live.

   (ii)   The School of Business and Management had been awarded Association to Advance Collegiate Schools of Business (AACSB) accreditation. AACSB accreditation had represented the highest standard of quality in business education in the world for over 100 years. Fewer than 6% of business schools had AACSB accreditation. Colleagues were thanked for their efforts during the five-year assessment process.

2022.086   Senate **received** a report from the Vice-Principal (Science and Engineering) (SE2022.37c). The following points were **noted**:

   (i)   The Faculty's first showcase event, 'A Night of Science and Engineering', had been a great success. The event highlighted the Faculty's research, innovative education and collaborations with colleagues across the University. Over 200 people attended, with most coming from external organisations.

   (ii)   During the reporting period, the Faculty had been successful in winning external research grants. The Faculty had recently been awarded an Engineering and Physical Sciences Research Council (EPSRC) research fellowship worth £2 million.

	(iii)	Professor Adrian Bevan would be taking up the position of Interim Head of the School of Physical and Chemical Sciences.

2022.087　　Senate **received** a report from the Vice-Principal (Education) (SE2022.37d). The following points were **noted**:

	(i)	The three priority areas associated with the Education and Student Success Enabling Plan for 2022-23 had been agreed. The first priority would be to introduce a Course Quality Education Management dashboard. This would be developed in consultation with colleagues. The second priority would be to introduce a series of academic leadership programmes, led by the Queen Mary Academy. The third would be to ensure ongoing compliance with the new OfS 'B' Conditions.
	(ii)	The 2022-23 Education Excellence Awards and President and Principal's Prizes would be presented on 20 March 2023. The nominations had identified strong candidates from all three faculties.
	(iii)	Colleagues were thanked for their teamwork and contributions to the TEF submission.

2022.088　　Senate **received** a report from the Vice-Principal (International) (SE2022.37e). The following points were **noted**:

	(i)	Overseas UG application numbers looked positive. Applications were up by 8% in comparison to the same point last year and offers had increased by 25% year-on-year. There had been a noticeable growth from India, Saudi Arabia, the United Arab Emirates and Turkey.
	(ii)	Overseas PGT applications had increased by 17% compared to the same point last year. China was the University's largest application market, with close to 10,000 PGT applications received from China for 2023 entry.
	(iii)	The Faculty of Medicine and Dentistry's (FMD) application to the British Council's Going Global Partnerships Scheme with Ain Shams University had been successful. Under this project, the universities would co-develop an online CPD course in Digital Health, with the first in-person visit due to take place in March 2023.
	(iv)	There had been a 32% increase in the number of associate students joining Queen Mary in 2022-23 compared to last year. Associate student recruitment had now fully recovered post-Covid.

2022.089　　Senate **received** a report from the Vice-Principal (Policy and Strategic Partnerships) (SE2022.37f). The following points were **noted**:

	(i)	Reinstatement works to repair water damage to the lower floors of the London City Institute of Technology (IoT) was expected to

be completed by the end of June 2023. The aim was to have the entire building operational by the start of the 2023-24 academic year.

(ii) A new storefront for short courses was being procured which would allow learners to discover, register and pay for courses. The storefront would be piloted in FMD, before being extended cross-faculty.

(iii) Education and Skills Funding Agency (ESFA) and Ofsted compliance readiness checks had been carried out in December 2022. The findings had been delivered in three separate reports: the Apprenticeship Quality Review Report, Operational Management Review Report, and Operational Compliance Review Report. The University was also refining its Self-Assessment Report and Quality Improvement Plan as required under the Ofsted Education Framework.

(iv) As noted in minute 2022.83 (iv), Ofsted conducted a monitoring visit to assess the University's degree apprenticeship provision. The inspection considered three themes: leadership and management (including governance), quality of education and training that addressed the needs of apprentices and employers, and the effectiveness of safeguarding arrangements.

(v) The Centre for Public Engagement had launched a pilot funding scheme to enable participatory and co-produced research. Grants of up to £10,000 would be available to enable 3-month projects which involved non-academic partners in the research process. The annual Public Engagement Large Grants round had received 18 applications and awarded seven grants of up to £10,000 for public engagement projects.

2022.090   Senate **received** a report from the Vice-Principal (Research and Innovation) (SE2022.37g). The following points were **noted**:

(i) The Vice-Principal (Research and Innovation) had now met with most Heads of Schools/Directors of Institutes to hear reflections on past Research Excellence Framework (REF) results and discuss preparations for REF 2028. The discussions had been encouraging, with all Schools/Institutes looking at areas of growth and having a focus on impact. The Chief Operations Officer and Chief Financial Officer were working to address barriers affecting research support. Priority was being given to areas posing the greatest challenge. There would also be added support for large and interdisciplinary funding applications.

(ii) The inaugural Research and Innovation Awards would take place on 25 May 2023. The awards had been designed to recognise the diversity of roles and contributions that made up the team effort in research and innovation activities. As part of the celebration, there would be a photography project around the theme of jobs that change the world, aligning with the UK Research and Innovation's (UKRI) '101 jobs that change the world' campaign.

Students' Union President's report **(SE2022.38)**

2022.091   Senate **received** the Students' Union President's report. The following points were **noted**:

(i)   The Students' Union and 15 other Russel Group Students' Unions participated in a research project looking at the impact of the cost-of-living crisis. Over 1000 Queen Mary students responded to the survey, which received over 8000 responses in total. The Students' Union would analyse the response data and share the findings with relevant colleagues across the University.

(ii)   The Spring Elections were underway and would close at 4pm on 16th March 2023. Students would be voting for six full-time Executive Officers, more than 70 Part-Time Officers and four Student Trustees. A total of 152 self-nominations had been received from students. The results would be released at the Results Party on 16 March 2023.

Part 2: Matters for Discussion

Presentation from the Vice-Principal (Education)   **SE2022.39 & Presentation**

2022.092   Senate **received** a presentation from the Vice-Principal (Education) on the National Student Survey and compliance with Office for Students Condition B3. The following points were **noted**:

(i)   The OfS set conditions of registration across seven areas. The conditions were designed to have providers demonstrate that they offered high-quality education. The second area, 'B' Conditions, related to quality, reliable standards, and positive outcomes for students. There were six ongoing 'B' Conditions.

(ii)   Condition B6 stated that providers must participate in the TEF. NSS scores formed one set of the data indicators used in the TEF. The University's absolute overall satisfaction score in the NSS had been gradually declining over the past four years. This decline needed to be addressed in the TEF narrative submission. In the latest TEF exercise, University-level indicators for assessment and feedback, academic support, and learning resources were all below the benchmark.

(iii)   There had been changes to the NSS for 2023, including the removal of a question asking students to rate their overall satisfaction with the quality of their course. The question had previously been used to measure Queen Mary's KPI on student satisfaction. A new measure would be identified in consultation with Council.

(iv)   Schools and Institutes had developed action plans as part of a new approach to the NSS. There would need to be a continuous effort to monitor the implementation of actions and their effectiveness at local level to achieve a sustained improvement in student satisfaction. Deans for Education were a key point of

contact, but support was also available from the Faculty Vice-Principal and Vice-Principal (Education) where needed.

(v) The new B3 Condition took effect in October 2022. It set out a series of minimum thresholds for student outcomes, specifically continuation, completion, and progression (to professional employment or further study). These student outcomes measures were also used in the TEF. The TEF data showed that the University had seen continuation improve by 5%. Completion rates were satisfactory but could be improved and progression rates were around the TEF benchmark. Careers and Enterprise would be increasing support and working to further embed employability into education.

(vi) Failure to comply with OfS conditions of registration could trigger a visit from the OfS. Receiving 'requires improvement' in the TEF could result in a cap on tuition fees. Compliance with the conditions would be assessed at programme level.

(vii) Split indicators were recognised as being potentially volatile where sample sizes were small. Split indicators provided useful information to help understand data in more depth. The OfS would largely be looking for compliance at programme level, but a visit could involve an in-depth look at all data.

Philanthropy and alumni giving presentation **Presentation**

2022.093 Senate **received** a presentation from the Director of Development and Alumni Engagement on philanthropy and alumni giving. The following points were **noted**:

(i) Queen Mary had 210,000 alumni worldwide. 70% of alumni were based in the UK with large concentrations also from China, India, Greece, the United States, Hong Kong, and Germany. International Alumni Chapters had been established in Beijing, Shanghai, Kuala Lumpur, Lahore, Paris, New York, Delhi and Mumbai.

(ii) 6.6% of alumni were actively engaged and attended events, donated philanthropic gifts, opened communications and/or had a mentoring relationship with the University.

(iii) Philanthropy was recognised as a force for good that enabled significant achievements in shorter timespans than would otherwise be possible. Some of the core principals of philanthropy included that people gave to those they trusted and liked, communication of the institutional strategy enabled interest to grow and shift, and significant donors responded to the leadership giving of others.

(iv) The University's future philanthropic potential was strong. 18 of the University's alumni were FTSE 350 directors and 3% of the FTSE 100 had Queen Mary alumni as their Chief Executive Officer (CEO). 294 alumni were rated as having influential networks in addition to personal gift capacity. This contrasted to

there being only one alumnus on a list of top 10 donors from the last five years and indicated that Queen Mary alumni were not used to being asked to philanthropically support the organisation.

(v)   Early successes in harnessing potential included building connections with colleagues to understand our philanthropic needs, engaging with hundreds of international alumni, delivering high-calibre engagement events, responding to opportunities, and working towards sustainable growth. There had been an increase in international trips, with recent visits to Singapore, Malaysia and Dubai. Additional regional prospect research yielded information on alumni who had not in some cases been contacted in 20 or 30 years. This research resulted in thirty productive face-to-face meetings whilst in Singapore and Malaysia.

(vi)   The work and audiences of the Directorate of Development and Alumni Engagement (DDAE) were considered a rallying point for the University, bringing together our various stakeholders. It was also noted that philanthropic income had the potential to fund areas less suited to other sources of funding, including capital projects and innovative, more risky initiatives, and as such could be transformative for Queen Mary.

EDI Annual Report presentation   **Presentation**

2022.094   Senate **received** a presentation from the People, Culture and Inclusion Engagement Manager on the Equality, Diversity and Inclusion (EDI) Annual Report. The following points were **noted**:

(i)   The purpose of the Equality, Diversity and Inclusion (EDI) Annual Report was to highlight key areas of work in progressing EDI, help to continuously measure and share progress and to be publicly available to a wide range of readers. The 2021-22 annual report retained a similar structure and style to previous years but had developed the human element of the report, for example by including quotes from staff members.

(ii)   Over the reporting period, there had been an increase in resource to help deliver the University's People, Culture and Inclusion (PCI) aims and objectives. The additional capacity had enabled the team to be proactive in supporting EDI initiatives across a range of characteristics and at all levels of the institution.

(iii)   The EDI governance structure included the Equality, Diversity and Inclusion Steering Group (EDISG) and multiple working groups. The EDISG, chaired by the Vice-Principal (Policy and Strategic Partnerships), had received 12 presentations from Schools, Institutes and Directorates detailing their progress, success and learning in relation to their local EDI action plans.

(iv)   The Gender Equality Action Group had supported the University in retaining its Silver Institutional Athena Swan status in January 2022. Queen Mary was one of only three Higher Education institutions which had successfully renewed at the Silver level.

(v)   The LGBTQA+ Action Group had supported awareness raising and visibility. In March 2022, the University's Trans Inclusion Statement of Commitment was re-affirmed and updated, outlining Queen Mary's balanced approach and position with specific regard to trans inclusion.

(vi)   The Preventing and Addressing Harassment and Sexual Misconduct Working Group (PHASE) had established a strategic approach to preventing and responding effectively to bullying, harassment and sexual harassment.

(vii)   The Race Equality Action Group (REAG) had launched the 'Race Equality Toolkit' and 'Short Guide to Understanding Race and Ethnicity Language and Terminology'.

(viii)   The Wellbeing and Mental Health Steering Group had agreed that the University should work towards the University Mental Health Charter. An external gap analysis had been conducted to identify current positioning and areas for further development. The findings would be used to produce a strategy and action plan for mental health and wellbeing.

(ix)   There were three staff networks at the start of the reporting period. Two more had since been created, focusing on race and gender equality respectively.

(x)   The full report would be presented to Council in March 2023. The report would include metrics on Report + Support. There was also a separate Report + Support annual report.

Staff engagement update   **(SE2022.40)**

2022.095   Senate **received** an update on staff engagement and the staff survey from the Chief Operations Officer and the Director of Human Resources.

2022.096   Senate **noted** that the 2022 staff survey was the first conducted since the launch of Strategy 2030. The previous staff survey, which ran in 2019, had focused on values, behaviour and EDI so was not directly comparable to the 2022 staff survey. The 2022 staff survey would be repeated annually, with the next survey due in Spring 2023. The questions would remain the same to allow progress to be tracked and the impact of actions monitored.

2022.097   Senate **noted** that the 2022 survey achieved a staff engagement score of 47%. The engagement score was based on university-wide positive responses to five specific questions. The results of each of the five questions being aggregated to derive the 47% score. Updates were made to the risk register to classify the risk associated with staff engagement as red on the RAG rating.

2022.098   Senate **noted** that the survey identified key areas to improve, including addressing poor performance and the visibility of role models in senior positions.

2022.099   Senate **noted** that a staff survey governance framework had been established including a Staff Survey Steering Group Chaired by the Chief

Operations Officer (COO), supported by a Staff Survey Working Group and a cohort of Staff Survey Champions. All Schools, Institutes, Faculties and Directorates had established staff survey action plans. An institution-wide action plan had also been published in February 2023. A key action was to increase staff confidence in the University's response to the survey results through maintained engagement and two-way communication around actions.

Annual Report on Student Casework (2021-22)　　　　　　　　**(SE2022.41)**

2022.100　　　　Senate **received** three reports on student casework covering complaints, disciplinary misconduct and fitness to practise, academic misconduct, and appeals.

2022.101　　　　Senate **noted** that academic misconduct cases had been increasing across the sector. This increase had been intensified by the move to online examinations since the start of the Covid-19 pandemic. Members were asked to consider approaches that might reduce the number of academic misconduct allegations, including changes to assessment design, enhancing support for students, and amending current processes around handling cases. One option might be to have Schools and Institutes process first offences, referring only the more serious cases to the Appeals, Complaints and Conduct Office (ACCO). It was noted that this change would need to be part of a wider strategy to reduce the number of cases overall due to limited resource in Schools and Institutes.

2022.102　　　　Senate **noted** that ChatGPT and other artificial intelligence writers were freely available and may not be picked up by Turnitin. Guidelines developed with the QM Academy had been considered by the Education Strategy Steering Group (ESSG). The guidelines would be further considered by the Assessment and Feedback Board and EQSB. There was also a task and finish group dedicated to the area. Artificial intelligence writers and assessment would be added to the agenda for the October Senate meeting. If possible, Senate would receive a presentation from external consultants with expertise in the area.

2022.103　　　　Senate **noted** the importance of making sure guidance around what constituted plagiarism and other forms of academic misconduct was consistent across the University. Guidance and a module on academic integrity was available. The Assessment and Feedback Board would further review this area of work, including how information was disseminated to students.

2022.104　　　　Senate **noted** the benefits of having students on campus for sessions on academic integrity as engagement tended to be higher. It was noted that attending sessions on campus could however be a barrier to those with part-time work obligations and/or financial constraints.

2022.105　　　　Senate **agreed** to consider a revised policy and procedure on academic misconduct outlining a proposed split of responsibilities between Schools/Institutes and the ACCO.

Semester dates 2023-2028　　　　　　　　　　　　　　　　**(SE2022.42)**

| 2022.106 | Senate **considered** the proposed semester dates for academic years 2023-2028. |

| 2022.107 | Senate **noted** that the 2022-23 academic calendar had been amended to include an additional bank holiday to mark the King's coronation. |

| 2022.108 | Senate **noted** that September and January Welcome Week dates would be included in the published calendars for years 2022-2023 and beyond. |

| 2022.109 | Senate **noted** the proposed semester dates for 2027-28 and 2028-29. Semester start and end dates were essential for planning the delivery of the curriculum and informing the Student Loans Company (SLC) of tuition fee and maintenance payment dates. The dates were also used in the creation of applicant and student records and in turn used in the submission of statutory returns such as Higher Education Statistics Agency (HESA) Data Futures. To create a record for a student on a programme of more than one year required all years of the programme to have been recorded in the Student Record System (SRS). |

| 2022.110 | Senate **approved** the amendment to the 2022-23 semester dates, the inclusion of Welcome Weeks in the published calendars and the new semester dates for academic years 2027-28 and 2028-29. |

Part 3: Matters for Report

Taught Programmes Board (SE2022.43)

| 2022.111 | Senate **noted** proposals relating to programme and module academic developments that have taken place between 03 November 2022 and 22 February 2023. |

Education Quality and Standards Board (SE2022.44)

| 2022.112 | Senate **noted** the executive summary of business considered by the Education Quality and Standards Board at the meeting on 25 January 2023. |

Research Degrees Programmes and Examinations Board (SE2022.45)

| 2022.113 | Senate **noted** the executive summary of business considered by the Research Degrees Programmes and Examinations Board (RDPEB) from December 2022 to February 2023. |

Ethics of Research Committee (SE2022.46)

| 2022.114 | Senate **noted** the executive summary of business of the Ethics of Research Committee meeting held on 23 November 2023 and actions taken since. |

Partnerships Board (SE2022.47)

| 2022.115 | Senate **noted** the executive summary of business considered by the Partnerships Board 17 November 2022 to 03 February 2023. |

Part 4: Other matters

Dates of future meetings

2022.116   Senate **noted** the upcoming Senate meetings for 2022–23:
                  - Thursday 8 June 2023, 3–5pm

Any other business – Freedom of Speech

2022.117   Senate **noted** that freedom of speech and the changes being considered in
                  parliament through the Higher Education (Freedom of Speech) Bill had
                  been discussed at Senate in June 2021. Senate had established a working
                  group to consider the proposed legislative changes and the impact of these
                  on Queen Mary. The working group had been referencing policies and
                  receiving legal guidance. Training, guidance and embedding the Freedom
                  of Speech policy would be considered alongside the legislation.
                  Recommendations would be brought to Senate for approval.