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**Meeting:** SENATE

**Date and Time:** Wednesday 3 February 2021 at 2.15 pm

**Venue:** Remote by MS Teams

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**Present** Prof I White (Vice-Chancellor and President), (Chair)

Prof B Morley (Deputy Vice-Chancellor & Provost)	Prof M McManus (Elected by Professoriate)
Prof J Bradshaw (Pro-Vice-Chancellor (Int&Doc))	Prof G Sankaran (Elected by Professoriate)
Prof J Knight (Pro-Vice-Chancellor (Research))	Prof A Zalewska (Elected by Professoriate)
Prof P Lambert (Pro-Vice-Chancellor (Learning & Teaching))	Dr R Branston (Elected by Academic Assembly)
Dr C Wilson (Vice-President (Student Experience))	Dr M Carley (Elected by Academic Assembly)
Prof S Brammer (Dean, School of Management)	Dr R Chawla-Duggan (Elected by Academic Assembly)
Prof N Brook (Dean, Faculty of Science)	Dr S Gheduzzi (Elected by Academic Assembly)
Prof D Galbreath (Dean, Humanities & Social Sciences)	Dr M Harney (Elected by Academic Assembly)
Prof G Hawley (Dean, Faculty of Engineering & Design)	Dr N Johnston (Elected by Academic Assembly)
Dr J White (Chair of Academic Assembly)	Dr F Laughton (Elected by Academic Assembly)
Ms K Robinson (University Librarian)	Dr D Moon (Elected by Academic Assembly)
Prof B Rayton (Chair of CPAC)	Dr P Shepherd (Elected by Academic Assembly)
Prof A Abbas (Elected by Professoriate)	Dr J Troyer (Elected by Academic Assembly)
Prof J Barnett (Elected by Professoriate)	Dr S Wharton (Elected by Academic Assembly)
Prof D Bird (Elected by Professoriate)	Dr J Zang (Elected by Academic Assembly)
Prof M Davidson (Elected by Professoriate)	Mr F Masala (SU President)
Prof J Davenport (Elected by Professoriate)	Ms A Willingham (SU Education Officer)
Prof C Frost (Elected by Professoriate)	Dr F KH Ho (SU Postgraduate Officer)
Prof M Hejmadi (Elected by Professoriate)	Mr P-R Hall (elected student member)
Prof T Ibell (Elected by Professoriate)	

Observers:

Dr C Bonfield - Acting Academic Director, Centre for Learning & Teaching  
Ms A Butler - Chief Digital and Information Officer

In Attendance:

Dr C Harris - Governance Manager (back-up Secretary)  
Ms A Pater - Deputy Director (Academic Governance & Compliance) (Secretary)  
Ms R Sheer - Acting Director of Academic Registry  
Ms C Slack - SU Head of Student Voice & Engagement  
Mr K Zimmerman - Chief Operating Officer (minute 14891)

**Apologies:** Apologies for absence were received from Prof R Kelsh. Ms A Butler left at 4pm.

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The Vice-Chancellor welcomed everyone to the meeting, especially newly elected member Prof Andrea Abbas. He reported that paper S20/21- 106 had been withdrawn. **ACTION**

**14887 DECLARATIONS OF INTEREST**

The Chair asked for any declarations of interest concerning the business to be discussed; there were none.

**14888 MINUTES OF THE PREVIOUS MEETING**

Senate APPROVED the minutes of the meeting on 18 November 2020 (S20/21-093) as a correct record of the proceedings. The minutes would later be signed by the Chair. The January meeting had been an informal discussion meeting.

**14889 MATTERS ARISING**

- 1) Minute 14845 – Senate vacancy (Professor): Prof Andrea Abbas had been elected unopposed to 31 July 2021.
- 2) Minute 14848 – Council had approved the report on Academic Standards in Undergraduate Outcomes for 2019/20.
- 3) Minute 14863 – Council had approved the waiver of Ordinance 14.10 for 2020/21 regarding holding annual degree congregations.
- 4) The SU President asked to discuss minute 14859, actions from the Independent PGR Advisor Report. Dr Wilson responded that this was a standing item for meetings of the University Executive Board; reports had reduced in number, with no issues of sexual harassment reported this academic year, but there had been some bullying reports; some good practice regarding better communications was being shared; students were encouraged to use the Report and Support tool. Dr McManus added that some further reports had been made very recently and were being followed up.

It was AGREED a further report would be brought to Senate.

**VP(SE)**

**14890 FORMAL REPORT OF THE VICE-CHANCELLOR**

The Vice-Chancellor introduced his report on key issues facing the University (paper S20/21-094) and thanked everyone for their continued hard work.

In addition, the Vice-Chancellor:

- 1) reported with sadness the recent death of Professor Emeritus Ian Wallace, who had been Head of Department of the predecessor department to PoLIS;
- 2) reported that he had approved new members to be appointed to Academic Ethics and Integrity Committee, following meetings on 27 January, with himself, Prof Chris Eccleston, Prof Cathryn Mitchell and Dr Filipa Vance: Dr Katherine Button, Psychology, Prof Kevin Paine, Architecture and Civil Engineering, and Dr David Ellis, School of Management;
- 3) reported that Court had met on 28 January: its main agenda item had related to a set of recommendations made by Council about Court reform. The proposals originated from the Stakeholder Engagement Working Group, a group comprising members of both Council and Court, that was set up in response to a principal recommendation of the Halpin review. Court had debated four separate motions on Court reform:
  - It approved a recommendation to reduce the total membership of Court from around 225 to 93 members, with a revised set of membership categories designed to better reflect the profile of University stakeholders;
  - It also approved a recommendation to remove the role of Court in the appointment of the Chancellor and Pro-Chancellors. Both these changes

required amendments to Statutes, and the process for making these amendments, which will include consultation of Senate, was underway;

- Court voted against one of the four motions, which proposed to remove its role in amending the University Charter. The reasons would be discussed at the Council meeting on 25 February;
- If any Senator required information on this issue, they were invited to contact the Head of Strategic Governance.

Senate NOTED the report.

## **14891 COVID-19 UPDATE**

The Pro-Vice-Chancellor (Learning & Teaching) introduced paper S20/21 – 095. He highlighted the number on on-line assessments submitted; data would be collected and feedback provided. In Semester 2, only MPharm students were being taught in person. Government advice was being followed and may change. Students and staff would be given at least one week's notice of any changes to teaching arrangements. He also explained that the NSS was going ahead but the OfS would review what results would be published in due course.

The Chief Operating Officer (COO) joined the meeting for this item; he gave a further update on the number of students returning to campus and the low number of positive COVID-19 cases; these seem to have been infected elsewhere. He reminded staff and students that they could book tests.

Comments made in the discussion included:

- A question about the nurse closure; the COO said he would respond to this in more detail; **COO**
- Whether it would be possible to give more certainty to when in-person teaching would start; the PVC (L&T) explained there was a need to await government advice on 29 March, but he appreciated the issue with uncertainty; he was liaising with the SU and with Internal Audit to ensure Departments were advising students what to expect;
- That Semester 1 results would be delayed slightly; that timing of semester 2 assessments was under discussion;
- That there would be data analysis of results, discussed at the Degree Outcomes group; **DoAR**
- Particular issues for postgraduate students;
- Issues with setting dates for start of student placements;
- Whether there would be vaccine 'passports'.

Senate:

- 1) NOTED the update in the report on learning and teaching in the context of COVID-19 contingency work, including no-detriment implementation and a review of semester 1 teaching and assessment activity in light of CMA obligations.
- 2) AGREED, as set out in Appendix 1, that:
  - i) All Boards of Studies be given discretion to allow, on a programme-year basis, continuation of study in the subsequent programme-year where a progression decision was outstanding. This would be consistent with the 2020 approach, but with the decision being applied at the Faculty/School level and applied to specific programme-years. **PVC (L&T)**

- ii) Academic departments would be responsible for ensuring students understood that, should the subsequent progression decision require it, they may need to suspend studies to retrieve outstanding assessments.

#### **14892 SENATE EFFECTIVENESS REVIEW**

The Secretary to Senate introduced paper S20/21- 096, setting out the recommendation from the Senate Effectiveness Review regarding governance of senior academic appointments.

A current member of the Senior Academic Appointments Committee, having declared an interest, proposed that the draft procedures be discussed at the Committee. He also suggested that a member of Senate be on the Selection Committee for these roles and that the issues of term-limits and re-appointment be addressed. The SU President suggested the SU have a role in selection for these roles.

The Vice-Chancellor suggested the issue be reconsidered. No member disagreed.

Senate:

- 1) AGREED to defer consideration of the proposed changes to Statutes and Ordinances which would facilitate abolition of the Senior Academic Appointments Committee and the proposed revised procedures, which would be discussed first by the Committee;
- 2) NOTED the updated Action Plan as set out in Appendix 4.

**Sec**

#### **14893 TERMS OF OFFICE FOR SENATE MEMBERS ON COUNCIL**

The Secretary to Senate introduced paper S20/21-097, setting out the recommendation regarding terms of office of Senate members of Council. Council had a normal maximum term limit of nine years for its members.

A long-standing member of Senate declared an interest, then asked if the maximum term of office would apply to existing members. Three long-standing members expressed their disagreement with the proposal.

The Secretary invited members who were not conflicted to express any views. Several such members supported the proposals as good governance. When asked by the Chair, no-one indicated that they wished to hold a vote.

Senate AGREED:

- 1) In principle Council's recommendation that Senators' membership on Council be limited to a total of not more than nine years;
- 2) that a 'fallow year' was not required and so Statute section 16.4 should be deleted;
- 3) that the query about existing members would be referred to the Secretary to Council.

**Sec**

#### **14894 EQUALITY, DIVERSITY AND INCLUSION**

Ms Butler, the Executive Chair of the Equality, Diversity and Inclusion Committee, introduced paper S20/21-098. She thanked everyone for their input into the statement at Appendix 1 and in particular work on Athena SWAN. It was noted that the document applied to all the University community.

The Vice-Chancellor thanked her and Prof Naidoo, Head of the Race Equality Taskforce.

The Vice-Chancellor introduced Appendix 2, which aimed to clarify the position on the working definition of antisemitism adopted by the International Holocaust Remembrance Alliance (IHRA). He reported that several ancillary meetings had been held with various groups and there appeared to be widespread support for agreeing the definition as a reference point for the university developing its procedures. Several other universities had adopted it. It was not a legal definition. In considering this matter, it was recognised that it was important not to compromise freedom of speech or restrict research, and it was also important to build a community where people felt protected and discussions could continue in a respectful way. He commended the proposal to Senate, for consideration by Council.

Points made in discussion included:

- statements of support for the proposal;
- that this was being discussed because a government minister had written to all universities about it;
- that the examples attached to the definition had proved controversial;
- potential issues of workers' rights and disciplinary processes, although the Director of Human Resources had been consulted by UCU to clarify this.

Senate:

1) AGREED to:

- Support, in principle, the University applying for the Race Equality Charter and beginning the groundwork to enable this;
- Support the University applying for a Silver Athena Swan Award at institutional level.

AB

2) Following a vote (27 for, 4 against, 8 abstentions) AGREED support for the proposed clarification of the University's position regarding the IHRA definition at Appendix 2, namely 'adopting the International Holocaust Remembrance Alliance's (IHRA) working definition on anti-Semitism as a reference point in the development of our staff and student processes'.

Sec

**14895** **STUDENT DISCIPLINARY AND MISCONDUCT COMMITTEE: CHANGES TO TERMS OF REFERENCE / CHAIR AND STATUTE 5 AND REGULATION 8**

The Vice-President (Student Experience) presented paper S20/21-099 on Student Discipline matters. She explained that the volume of work chairing Student Disciplinary & Misconduct Committees, and processing appeals, was becoming unmanageable.

There was a discussion of the proposed temporary measure during the pandemic of having a disciplinary appeal panel of one Council member rather than a full Senate Appeals Committee of three members. It was proposed alternatively that the smaller panel should be increased to one Council and one Senate member. A complex case should however be considered by a full Senate Appeals Committee.

It was suggested that Statute 5.7 should refer to 'Chairs or Vice-Chair' (or similar) and this was supported.

Senate approved the proposed changes in principle, as below, but AGREED to consider final wording by circulation in advance of the use of urgent business powers:

- Statute 5.7 as set out in para 3, for recommendation to Council, but that it should refer to 'Chairs or Vice-Chair' (or similar);
- Role & Responsibility of Chair/Vice-Chair of Student Disciplinary & Misconduct Committee, as set out in paragraph 4;
- Committee Terms of Reference as set out in Appendix 1;
- Person specification for the Committee Chair as set out in Appendix 2;
- Regulation 8 as set out in Appendix 3.
- Addition to the end of Regulation 8.29: 'To uphold the sanction'.

**Sec**

#### **14896 HONORARY DEGREES CRITERIA AND COMMITTEE MEMBERSHIP**

The Vice-Chancellor presented paper S20/21 – 100 proposing amended criteria for honorary degrees, and that additional members be included in the committee composition.

One member suggested there should be reference to 'thought leadership' and said they believed the new criteria may disqualify candidates who would have been eligible in the past under the previous criteria.

Senate:

- 1) Considered changes to the criteria and guidance as set out in section 2, and AGREED there should be further consideration by circulation before use of urgent business powers to approve these;
- 2) AGREED to recommend to Council that an SU Officer and member of professional services staff be added to the composition of Honorary Degrees Committee.

**Sec**

#### **14897 ORDINANCE 14.12**

Senate considered paper S20/21-101 and AGREED to recommend to Council a revision to Ordinance 14.12 as below:

'Recipients of Honorary Degrees shall be presented by senior members of staff or members of University Council appointed by the Honorary Degrees Committee. The Chair of the Honorary Degrees Committee may also appoint other presenters in specific cases if appropriate.'

**Sec**

#### **14898 STANDING ORDERS FOR JOINT COUNCIL/SENATE COMMITTEES**

Senate considered paper S20/21-102.

Senate recommended the revised Standing Orders to Council for approval.

**Sec**

#### **14899 CURRICULUM COMMITTEES**

The Pro-Vice-Chancellor (Learning & Teaching) gave an oral update on Curriculum Committees. He explained there were now three committees covering similar functions and he would be proposing a rationalisation of these.

**PVC  
(L&T)**

Senate NOTED that a paper would be circulated for comments in advance of use of urgent business powers to merge the functions of these committees.

**Sec**

**14900 SCHEME OF DELEGATION (COUNCIL AND SENATE)**

Senate considered paper S20/21-103.

Senate AGREED the changes to the combined scheme of delegation for Council and Senate, subject to corrections regarding the Librarian and some other minor changes. **Sec**

**14901 ACADEMIC YEAR DATES 2021/22 and 2022/23**

The Acting Director of Academic Registry introduced paper S20/21-104. The timetable had been updated in light of Bank Holiday changes in May/June 2022.

Senate APPROVED the Academic Year Dates 2021/22 and 2022/23 **DoAR**

**14902 COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**

Senate considered paper S20/21-105.

Senate:

- 1) APPROVED the proposed new Terms of Reference for Academic Ethics and Integrity Committee and for Research and Knowledge Exchange Committee with immediate effect to clarify responsibility for research ethics. **Sec**
- 2) NOTED the additional members appointed to Student Disciplinary and Misconduct Committee: Jeremy Dixon, Catherine Bailey, Catrin Sawford, Karoline Von Oppen, Sadegh Javaheriafif, Jenny Medland, Yk Kumar.

**14903 AWARD CEREMONY PROCESSION PROCEDURE**

Paper S20/21-106 was withdrawn and the item deferred for fuller consideration. **DoAR**

**14904 URGENT BUSINESS**

Senate NOTED paper S20/21 – 108, setting out urgent business approved since the previous meeting.

**14905 STUDENT NUMBERS SUMMARY AS AT 1 DECEMBER 2020**

Senate NOTED papers S20/21 – 109A/B:

- 1) Student Numbers Summary as at 1 December 2020
- 2) Postgraduate Taught Admissions for 2020 Entry

**14906 STUDENT APPLICATIONS UPDATE 2021/22**

Senate NOTED papers S20/21 – 110A/B:

- 1) Undergraduate applications;
- 2) Postgraduate taught applications.

**14907 REF UPDATE**

Senate NOTED paper S20/21-111, an update on the Research Excellence Framework.

**14908 ANNUAL REPORTS FROM RESEARCH INSTITUTES**

Senate NOTED papers S20/21 – 112A/B, annual reports from:

- 1) Institute for Mathematical Innovation
- 2) Institute for Policy Research.

**14909 MINUTES OF BOARDS OF STUDIES**

Senate RECEIVED the minutes of the following meetings of Boards of Studies (papers S20/21- 113-117):

Faculty of Engineering & Design	19 November 2020
Faculty of Humanities and Social Sciences	19 November 2020, 13 January 2021
Faculty of Science	19 November 2020, 13 January 2021
School of Management	19 November 2020, 13 January 2021
Board of Studies (Doctoral)	14 October and 4 November 2020

**14910 EXECUTIVE BOARD**

Senate RECEIVED a summary of meetings in Nov/December 2020 (paper S20/21 – 118).

**14911 MINUTES OF SENATE AND JOINT SENATE/COUNCIL COMMITTEES**

Senate RECEIVED minutes of the following meetings of Senate and Joint/Senate/Council Committees (papers S20/21-119-123):

Council/Senate/Students' Union Committee	3 November and 3 December 2020
Education, Quality and Standards Committee	29 October 2020
Equality, Diversity and Inclusion Committee	5 November 2020
Research and Knowledge Exchange Committee	3 December 2020
University Doctoral Studies Committee	5 November 2020

**14912 CALENDAR OF MEETINGS**

Senate NOTED the Calendar of Meetings of Senate for the remainder of the year:

Wednesday 21 April 2021

Wednesday 9 June 2021

Note: All meetings starting at 2.15pm, currently on MS Teams.

**14913 ANY OTHER BUSINESS**

There was none.

The meeting concluded at 5.00pm