

**SENATE
MEETING 289 HELD ON 10th JULY 2019
UNAPPROVED MINUTES**

Composition		Membership	Count	Meeting 17.10.18	Meeting 12.12.18	Meeting 13.03.19	Meeting 15.05.19	Meeting 10.07.19	
(a) Ex-Officio Staff	President (Chair)	Professor Sir Paul Curran	1	Y	Y	Y	Y	Y	
	Director of Student & Academic Services	Ms Susannah Marsden	2	Y	Y	Y	Y	Y	
	Vice-President (Strategy & Planning)	Professor Zoe Radnor	3	NM	NM	NM	Y	Y	
	Vice-President (Research & Enterprise)	Professor Andrew Jones	4	Y	Y	Y	A	Y	
	Chairs of the Standing Committees of Senate:	BoS in Arts & Soc Sciences	Professor Chris Greer	5	A	Y	Y	Y	Y
		BoS in Business Studies	Professor Marianne Lewis	6	A	Y	Y	Y	NM
		BoS in Business Studies	Professor Paolo Volpin	6	NM	NM	NM	NM	Y
		BoS in Mathematics, Comp Sci & Eng.	Professor Roger Crouch	7	Y	NM	NM	NM	NM
		BoS in Mathematics, Comp Sci & Eng.	Professor Abdulnaser Sayma (Interim)	7	NM	Y	NM	NM	NM
		BoS in Mathematics, Comp Sci & Eng.	Professor Rajkumar Roy	7	NM	NM	Y	Y	Y
		BoS in Health Sciences	Professor Debra Salmon	8	Y	A	Y	A	AD
		BoS in Law	Professor Chris Ryan (Interim)	9	Y	Y	NM	NM	NM
		BoS in Law	Professor Andrew Stockley	9	NM	A	Y	Y	Y
		BoS in Learning Development	Professor Susannah Quinsee	10	Y	Y	A	A	Y
		Academic Governance Committee	Professor Zoe Radnor		Y	Y	NM	NM	NM
Academic Governance Committee		Professor Andrew Jones		NM	NM	Y	A	NM	
Research Ethics Committee		Professor Peter Ayton	11	Y	Y	Y	Y	Y	
Educational Quality Committee	Professor David Bolton	12	Y	A	Y	Y	Y		
Collaborative Provision Committee	Professor Laurence Solkin	13	Y	S	S	Y	Y		
Dean of City Graduate School	Professor Ken Grattan	14	A	Y	Y	Y	Y		
(b) Non Ex-Officio Staff	Elected members of academic staff to equal the number of ex-officio staff posts and to include at least two from each of the Board of Studies areas.	Arts & Soc Sciences (to Jul 20)	Professor Jean Chalaby	1	A	Y	Y	Y	A
		Arts & Soc Sciences (to Jul 19)	Professor Mireia Jofre-Bonet	2	Y	A	A	NM	NM
		Arts & Soc Sciences (to Jul 20)	Dr Rachel Cohen (Senior Elected Senator)	3	Y	Y	Y	Y	Y
		Arts & Soc Sciences (to Jul 20)	Dr Xenii Dassiou	4	Y	Y	A	Y	Y
		Business (to Jul 21)	Professor Charles Baden-Fuller	5	S	Y	Y	A	A
		Business (to Jul 19)	Professor Anthony Neuberger	6	Y	Y	Y	A	Y
		Business (to Jul 20)	Professor Elena Novelli	7	Y	A	A	Y	A
		Health Sciences (to Jul 20)	Dr Dave Flinton	8	Y	A	A	Y	Y
		Health Sciences (to Jul 20)	Dr Chris Flood	9	Y	A	Y	NM	NM
		Health Sciences (to Jul 21)	Ms Lucy Myers	10	Y	Y	Y	Y	Y
		Maths, Comp Sci & Eng (to Jul 19)	Dr Anton Cox	11	Y	Y	Y	A	A
		Maths, Comp Sci & Eng (to Jul 21)	Dr Richard Goodey	12	Y	Y	Y	Y	A
		Law (to Jul 21)	Professor Susan Blake	13	Y	Y	Y	Y	Y
		Law (to Jul 21)	Mr Keith Simpson	14	Y	Y	Y	Y	Y
(b)	One elected member from Visiting Staff (to May 21)	Mr Liam Devine	1	Y	Y	Y	Y	Y	
(c) Sstudents	A maximum of five students nominated by the Trustee Board one of whom should be the President of the Students Union. At least one from each of the following categories – undergraduate, postgraduate and research.	Ms Kristina Perelygina, President	1	Y	Y	A	Y	NM	
		Ms Tuna Kunt, President (July 2019 -)	1	NM	NM	NM	NM	Y	
		Ms Tuna Kunt, VP President	2	Y	Y	A	Y	NM	
		Mr Saqlain Riaz, VP Education (July 2019 -)	2	NM	NM	NM	NM	Y	
		Ms Nazia Bharde, VP Activities & Development	3	Y	Y	A	Y	NM	
		Ms Rania Salim, VP Community & Wellbeing (July 2019 -)	3	NM	NM	NM	NM	Y	
		Research Student Rep	4	NM	NM	NM	NM	NM	
	Ms Patricia Nascimento PGT Rep	5	NM	A	A	A	A		

Key: Y =In Attendance A= Apologies S=On Sabbatical leave NM=Not a Member EA=Extended Absence AD = Apol/Deputy Sent

In Attendance	Role
Dr Lia Litosseliti	Deputy for Prof Debra Salmon (BoS in Health Sciences)
Ms Alison Edridge	Assistant Director, Student & Academic Services
Ms Louise Doolan	Director of Library Services
Professor Vicky Joffe	Academic Director, Internationalisation (Item 10)
Ms Georgia Moustaka	Quality Officer, Student & Academic Services
Dr William Jordan	College Secretary
Ms Kim Edmunds	Governance Administrator

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

1. Apologies and Preliminary Discussions

The Chair **noted** apologies from Senators and welcomed Professor Paolo Volpin, Interim Dean of Cass Business School, and new student Senators, SU Vice-President Education Saqlain Riaz and SU Vice-President Community & Wellbeing Rania Salim. The Chair noted that the term of office was ending for elected Senators Professor Anthony Neuberger and Dr Anton Cox and thanked them for their contribution.

2. Highlighted Items

Senate **agreed** the highlighted items.

3. Minutes

The minutes of Meeting 288 held on 15th May 2019 were approved.

4. Matters Arising

4.1 Item 4 – Innovation Refurbishment Arrangements

Senate **received** an update from the Director of Library Services on the refurbishment of, and planned extension to, the Northampton Square Library. In discussion, the following points were noted:

- Islington Council had recently voted for a ‘resolution’ to grant planning permission for the proposed 7th floor extension, subject to fulfilment of several conditions. It was anticipated that the formal outcome of the planning application would be known in August/September.
- The project to develop Level 6 of the Library would continue as planned, with works due to start imminently and the area closed for refurbishment until December 2020.
- During the works, the remaining Levels 2-5 of the Library would remain open and operational as normal. Alternative study space for City students was being negotiated with the University of London and other London HEIs.

4.2 Item 19 – Sebastian Street Project

Senate **received** an update on the Director of Internal Audit’s report on the review of City Law School’s recent move from City Innovation Centre to Myddelton Street. The paper summarised results of further calculations based on ARQM data from 2018 and 2019 comparing the change in GPA average score for academic staff involved in the move.

4.3 Item 21 - Senate Calendar

Senators had requested a comprehensive paper setting out City’s policies relating to personal tutoring. The Deputy President & Provost noted that current work to develop an integrated student support model for students would need come to Senate before a review of the personal tutor role could be undertaken. The integrated student support working group was currently dealing with a series of recommendations and would be entering discussions in due course with staff and students.

4.4 Item 28 & 29 – Prevent Duty Compliance

Senate **received** an update from Student & Academic Services on Prevent and the external speaker process. In discussion, it was noted that:

- The comments made at the last Senate meeting by the SU had been general comments about Prevent and not specific to the Prevent Annual Report (2017/18) or the implementation of City's External Speakers' approval process.
- The SU had confirmed that City had not cancelled any speaker or event 'very late'.
- Speakers and events submitted to City by the SU were approved within ten working days in accordance with City's procedure.
- Feedback from student groups was that they were more likely to cancel events themselves due to concern that their speaker request form might take too long to be approved (resulting in limited time to advertise the event), or that the event might be cancelled or postponed due to the nature of the speaker.
- A level of dissatisfaction still existed within student groups around timing issues especially for potentially high-risk speakers.
- The SU confirmed that all SU staff and Officers had access to City's Prevent training. The SU would confirm in due course if the incoming Officer Team would be undertaking City's Prevent training in 2019/20. **[Action]**

5. **Conflicts of Interest**

None were noted.

6. **Terms of Reference and Governance Regulations**

Senate **noted** the Terms of Reference and Governance Regulations.

7. **Items Specially Brought Forward by the Chair**

- Senate election: Senate **noted** that the election for Senate membership for 2019/20 closed at 5pm on Friday 12th July.
- Employability modules: The Deputy President & Provost confirmed that a strategy and implementation paper for embedding employability in the undergraduate curriculum for 2020/21 would be presented to Senate's next meeting in October. **[Action]**

8. **Senate Calendar**

Senate **noted** the annual Senate calendar of business and that discussions regarding the calendar for 2019/20 would take place during the summer.

9. **Students' Union Standing Report**

9.1 **Students' Union Senate Report – June 2019**

Senate **noted** the Students' Union (SU) Standing Report. The SU President highlighted the following items:

- The previous role of Vice-President Activities & Development had been replaced by Vice-President Community & Wellbeing. This change in role reflected the Union's increased focus on student welfare and wellbeing.
- The NSS (Q26) results showed City's SU now ranked second in London. This improvement might reflect the enhanced Union accommodation and the advice service that was now available to students.
- A new agreement listing the Officers' priorities for the year ahead would be signed at the forthcoming meeting of the Board of Trustees, and the team was looking forward to working with City on their objectives for the year.

9.2 **Graduate Students who Teach**

Paper 9.2 reported the results from the recent survey conducted by UCU and the SU in response to the matter arising from the Senate meeting in December 2018 to gather

feedback from GTAs on the new arrangements and information about the reasons why additional teaching hours might be sought externally. In discussion the following points were raised:

- Only 50 authenticated responses had been received, but the qualitative comments provided useful information.
- Many students had reported concerns about the implementation of the GTA contract; and many had concerns around financial hardship, including students with scholarships.
- It was surprising that the different possible part-time arrangements for studying for a PhD on which views had been sought in the survey, i.e., 0.7FTE / 0.8FTE, had not received a more positive reaction.
- Raising the annual teaching hours cap to 180 hours would be very helpful. City would look again at the current level of capped hours; and was mindful that there was some variation in practice in the sector around the level of capped hours. There was also a need to take account of the complex regulatory landscape in which HEIs operated and of funding council rules.
- The responses from Cass PhD students suggested there were specific issues in relation to the assumed 60-hour annual teaching workload, that was included in their enhanced monthly studentship grant and both the number of additional hours of paid work available and the hourly rate of pay for that additional work. These ongoing contractual issues were the subject of ongoing discussions with HR.
- The level of scholarship funding for PhD students depended on which body was providing the funds. City's current position (outside of Cass) was to align with EPSRC rates, where possible, although it would be useful to look at the different rates and this would be the subject of further discussions with HR.
- Hardship issues for PhD students, stress caused by financial hardship, along with a review of the award of studentships would form part of the remit of the proposed new Doctoral College.

9.3 Students' Union Programme Representative Report

Senate **received** a verbal report on Programme Representatives from the VP Education:

- Last year had seen a 13% increase in the number of Programme Representatives, with a high level of representation from SMCSE. Training had increased by 64% with more face-to-face training being provided to increase engagement.
- There had been varying levels of engagement with training delivery across Schools. In total, 68% of Programme Representatives had been trained (228 UG, 126 PG).
- Ongoing support for Programme Representatives included development of a handbook providing key information about the role, and a monthly newsletter highlighting activities and training opportunities. 90% of representatives had been satisfied with the quality of the training offered, with face-to-face training considered particularly helpful.

Part Two – Presentation / Debate Item

10. Undergraduate Annual Programme Evaluation - Internationalisation in the Curriculum Thematic Review

The Chair welcomed to the meeting Professor Vicky Joffe, Academic Director, Internationalisation, to give a presentation on *Internationalisation of the Curriculum*. Senate noted that this topic comprised part of the larger piece of work being undertaken around inclusivity. In discussion the following points were noted:

- Internationalisation had a broad scope and ranged from creating an inclusive environment for international students to promoting global perspectives and opportunities for all students.

- Internationalisation should be embedded across all components of the curriculum including course documentation, course content, mode of delivery, assessment, and support structures. Measurement and monitoring of internationalisation of the curriculum would need to be undertaken, perhaps through periodic reviews, which should not cause additional work as many elements were already embedded into programmes.
- The 2017/18 Undergraduate Annual Programme Evaluations had included questions on how courses supported students in developing a global outlook and how internationalisation was embedded in the curriculum. Common key themes from across Schools included student exchanges and elective placements; a diverse and multicultural student and staff body; modules with an international focus; international visiting and guest lecturers; and blended teaching, learning and assessment.
- Three main actions had been implemented as a result of the thematic exercise: a range of training sessions to support staff in developing this initiative further; formation of a Task and Finish Group with representation from Schools, Students' Union, Professional Services and LEaD; development of an international curriculum guide for staff which would form part of the University's Curriculum Toolkit; and extension of the work to postgraduate courses.
- International Champions had been nominated in all Schools.
- The attainment gap work being undertaken by the Equalities Committee needed to be considered together with internationalisation, and reflected accordingly in the curriculum as a single strand of work.
- Students' perception of internationalisation and their engagement with initiatives was important, and the message that research indicated that a global outlook increased job opportunities should be promoted.

Part Three – Major Items for Discussion

11. Proposals/Reports to Senate from Academic Governance Committee

11.1 Doctoral College Board of Studies

Senate **noted** the proposed establishment of a Doctoral College Board of Studies, which would report to Senate. The Vice-President (Research & Enterprise) reported that the paper had been discussed at ExCo and AGC and that further work was planned before a more detailed proposal, including terms of reference and composition, could be submitted for Senate's approval. The existing City Graduate School and new Doctoral College would run in parallel for a transitional period. City Graduate School would remain responsible for day-to-day operational activities; and School Boards of Studies would retain their current responsibilities while the new Doctoral College focussed on the development of new policies and processes.

11.2 Proposal for Interim Senate Research Ethics Committee Chair and Deputy Chair 2019/20

Senate **considered** a proposal for the interim appointment of Dr Lorna Ryan as Chair, and Dr Nick Drey as Deputy Chair of Senate Research Ethics Committee (SREC) for the academic year 2019/20 during the current Chair's period of sabbatical leave. As Chair of SREC, Dr Ryan would become an ex officio member of AGC and Senate.

Decision

Senate **approved** the appointment of Dr Lorna Ryan as Chair, and Dr Nick Drey as Deputy Chair of Senate Research Ethics Committee for the academic year 2019/20.

11.3 Amendments to Senate Regulation 4 - Senate's Committees

Senate **considered** a proposal, agreed at AGC, for revisions to Regulation 4 – Senate's Committees. The changes reflected the appointment of the Vice-President

for Research & Enterprise as Chair of AGC; and incorporated into the Regulation the Terms of Reference already agreed by Senate for the Research & Enterprise Committee, which would report to Senate on research issues.

Decision

Senate **approved** the proposed amendments.

11.4 Proposed Amendments to Regulation 19 – Assessment

Senate **considered** a proposal for minor amendments for 2019/20 to Senate Regulation 19 – Assessment. The amendments proposed were mainly for clarification and to update terminology, and to respond to recommendations arising from a recent Internal Audit of Assessment Boards.

Decision

Senate **approved** the proposed amendments.

11.5 Proposed Amendments to Regulation 19 - Assessment / Programme Regulations

Senate **considered** proposed amendments to Regulation 19 – Assessment – Programme Regulations for Cass Business School, the School of Health Sciences, and City Law School. Senate noted that:

- The proposals from Cass Business School had been reconsidered following discussion at EQC and AGC.
- Proposals from the School of Mathematics, Computer Science & Engineering were still being developed and would be circulated to Senate for approval by circulation. **[Action]**
- There were no proposed amendments from SASS or LEaD.

Decision

Senate **approved** the proposed revisions to the Programme Regulations for 2019/20 for Cass Business School, the School of Health Sciences, and City Law School.

11.6 Proposed Amendments to the Appeals Regulations – Senate Regulation 20, 20b, 21, 21b

Senate **considered** the amendments to the Appeals Regulations:

- 20 Student Appeals - Taught Programmes
- 20b Student Appeals - Taught Programmes at Validated Institutions
- 21 Student Appeals - Research Programmes
- 21b Student Appeals - Research Programmes at Validated Institutions

The Deputy President & Provost explained that amendments focussed on clarification of time frames and time limits.

Decision

Senate **approved** the proposed amendments.

11.7 Revisions to Senate Regulation 25 - Physical Format, Binding and Retention of Theses

Senate **considered** the revisions to Regulation 25 - Physical Format, Binding and Retention of Theses. In discussion the following points were noted:

- The Regulation had last been revised in 2007, since when City had developed its institutional, open access online repository, City Research Online (CRO). All PhD theses were now uploaded to CRO unless embargoed at the request of the student and with agreement from the Director of Library Services or Vice President (Research & Enterprise). The electronic version of the theses was also available from the British Library via EThOS. The Library currently

received both a hard copy and an electronic copy of PhD theses and now proposed that only an electronic version of final theses was submitted.

- The library's physical storage space was becoming increasingly limited and currently the PhD collection was growing by 5 metres a year.
- Revisions to the Regulation had been made following research on current practice in the sector, and following comments received at AGC.
- The Graduate School Committee fully supported the proposed revisions.

Decision

Senate **approved** the proposed amendments.

11.8 Recommendation for the Award of Professor Emeritus

Senate **considered** the nomination and **approved** the recommendation for the award.

Decision

Senate **approved** the recommendation for the award of Professor Emeritus.

11.9 Senate Effectiveness

Senate **received** an update on the work taken forward by the College Secretary, the Senior Elected Senator and Assistant Director, Student & Academic Services in 2017/18 and 2018/19 to improve the effectiveness of Senate. Recent progress included the Framework for Development and Review of Academic Policy & Guidance which had been presented to, and welcomed by Senate and which would be reviewed in March 2020; and the introduction of new cover sheets that had been adopted for most Senate papers.

The College Secretary, Senior Elected Senator and Assistant Director, Student & Academic Services, would meet over the summer to consider the Senate calendar for 2019/20 and to discuss the feasibility of more effective distribution of Senate business across the year. **[Action]**

12. Proposals/reports to Senate from Research and Enterprise Committee

12.1 Annual Research and Enterprise Report

Senate **received** an updated version of City's Research & Enterprise Supporting Strategy for the 2017/2018 academic year which now included the final data for four of the Strategy PIs, namely PI4 (PhD completions), PI5 (citations), PI6 (research grant and contract income), and PI7 (enterprise income). To avoid future Research & Enterprise reports being submitted without data relating to these four KPIs, future reports would be brought to Senate in March. Senate noted that City had made significant progress in the first year of the new Research & Enterprise Strategy, in line with Vision & Strategy 2026. There had been a small improvement in the proportion of full-time PhD students completing within four years (52% to 60%) but a decrease for part-time student completions (50% to 33%); a 17% increase in citation impact; and a marginal increase in contract income.

12.2 REF Update

Senate **received** a verbal update from the Vice-President (Research & Enterprise) on preparations for REF2021. In discussion the following points were noted:

- A mock REF exercise had just been completed across the University for the 13/14 units of assessment (UoA). Internal and external advice had been sought. This showed that the level of preparedness for the REF varied across Schools but that overall, City was well placed.
- A broad draft of the submission had been prepared including draft UoAs. Additional staff resources would be made available as the submission date approached. A new Interim Head of Research & Enterprise had been appointed

and a detailed timetable for actions required leading up to submission was being developed.

- A top priority over the summer would be to draft the institutional level statement, although final guidance was awaited before this statement could be finalised.
- Work would also be focussed on revising the text of the 60-70 impact case studies across the 13/14 UofA.
- A further update would be provided to Senate at its meeting in October.
[Action]

13. Proposals/Reports to Senate from City Graduate School

13.1 Postgraduate Research Learning Outcomes

Senate **received** the annual update of the University's PI for PhD completion rates undertaken in May 2019, broken down into full-time and part-time students. In discussion the following points were noted:

- City's completion rates for full-time students were improving, but remained below the institutional target. There were significant variances across the University.
- Part-time student completion rates were disappointing but this group represented a small proportion of students. School Boards of Studies had responsibility for individual students and it was anticipated that the new Doctoral College Board of Studies, once established, should help increase completion rates.
- Several actions were proposed, particularly to agree action plans for part-time students who had been enrolled for longer than seven years. Targeted support would need to continue to be provided to these candidates to enable completion.
- Students should be encouraged to publish as a student – as having a PhD and having publications improved employability - but this should not hold up PhD completion. Publication as a student and timely completion of studies should be compatible and parallel goals.
- Training for staff supervising PhD students in supervision skills might help improve completion rates. Such training was common practice at other institutions but was not required at City. The Dean of City Graduate School suggested that supervisors perhaps needed support rather than direct training, and there might be scope for running seminars and half-day presentations around regulation changes and targets. This could be taken forward in due course by the new Doctoral College.
- Training for PhD students was also an option worth considering: Boards of Studies were looking at student training and this issue would be discussed at the next Graduate School Committee in the autumn.
- There was also a case for much tighter controls when PhD students requested extension beyond 3 years. Extensions should be agreed only in exceptional circumstances. City was currently out of step with other institutions that implemented a strict 3-year deadline. The culture for both students and staff would need to change to achieve this, with strict timelines being signalled at enrolment and emphasised throughout the period of study
- Time out for illness or other circumstances should be supported appropriately. Supervisors and support staff should be trained to consider reasonable adjustments sympathetically, especially around student health and wellbeing. Students should be able to complete in time and also have enjoyed the experience.
- The option of switching from full-time to part-time study should also continue to be available to PhD students. The Doctoral College would be in a position to offer appropriate support as well as to help City address the problem with timely completion.

13.2 Graduate Teaching Assistants

Senate **received** paper 13.2 which included the final draft of the amended Policy on Graduate Teaching Assistants, and the accompanying Equality Impact Assessment.

Comments from the May meeting of Senate had been included in this revised draft. The policy now reflected current contractual arrangements; any change to the cumulative annual limit on teaching hours was not within Senate's remit for approval. In discussion the following points were made:

- The references to 'trade unions' needed to be amended to read 'UCU'.
- In Principle 4 of the draft, regarding allocation of teaching duties, in order to clarify previous equality issues around recruitment for work, the second sentence should read "Decisions on the allocation of teaching duties will be *transparent and* made based on the qualifications, experience, aptitude and skills of each individual. *Teaching opportunities should be advertised publicly.*"

Decision

Senate **approved** the draft Policy and Equality Impact Assessment, subject to the points made in discussion and noted above.

13.3 Viva Voce or Oral Examination Policy: Use of Videoconferencing

Senate **received** the amended Policy and the Guidance Note on the use of Videoconferencing in research degree examinations. Senate had considered amendments to the Policy at its meeting in May and the current paper incorporated comments made at that meeting, specifically around the definition of 'exceptional circumstances' and provision of operational guidance to staff members. In discussion, it was noted that the additional examples of exceptional and unforeseen circumstances listed in paragraph 4 of Appendix 2 captured most eventualities but agreed that removal of the wording "of the external examiner" in paragraph 4a "Health difficulties preventing travel ..." would be less restrictive.

Decision

Senate **approved** the amended Policy and Guidance Note, subject to the point made in discussion and noted above.

13.4 Audio Recording of Research Degree Viva Voce Examinations

Senate **received** a paper summarising discussions at the Senior Tutors for Research Forum where it had been requested that consideration be given to the audio recording of *viva voce* examinations. This issue had arisen following recent cases where the candidate had felt that the questioning of the external examiner had been inappropriate and a complaint/appeal was anticipated. In discussion the following points were noted:

- City Graduate School proposed not to take this initiative forward, but to improve training and guidance for Chairs as a remedial action.
- Senate noted that it was City's policy for every *viva voce* examination to have a Chair. The Doctoral College could ensure that the external examiner policy was applied consistently across all Schools.
- City Graduate School Committee recommended to Senate: (a) that *viva voce* examinations should not be audio recorded; (b) that the Chair's report should be enhanced to provide a more detailed record of the *viva* and to confirm that the questions asked were appropriate and that any inappropriate behaviour by examiners was challenged and/or de-escalated; and (c) development of periodic institutional briefing sessions for both candidates and examination Chairs to clarify expectations, roles, responsibilities and tools available to ensure appropriate conduct of the examination.

Decision

Senate **agreed** to the recommendations noted above.

14. Proposals/Reports to Senate from Educational Quality Committee

14.1 Academic Integrity & Misconduct Policy and Guidance

Senate **noted** that a scheduled review of the Academic Integrity & Misconduct Policy and Guidance had started. The policy had been reviewed in consultation with the Contract Cheating Working Group and Educational Quality Committee and the proposed changes to the Policy, Guidance and Appendices were listed in the Policy Update Cover Sheet and highlighted within the draft revised policy. Senate was asked to provide any initial views on the proposed Policy revisions prior to wider consultation. Comments should be sent directly to the Director of Student & Academic Services. **[Action]**

14.2 University Admissions Policy: Fraudulent Applications

Senate **received** the newly drafted University Admissions Policy: Fraudulent Applications. City did not currently have an agreed policy for staff to use when assessing (and challenging) the validity of the information provided throughout the admissions cycle from the 50,000 or so applications received each year across UG, PGT and PGR programmes. Colleagues from across the institution had been consulted in the development of the policy, and it had been approved with minor amendments at both EQC and the Operations Board. The policy had two main objectives: (a) to provide clarity for applicants during the admissions process; and (b) to provide a robust foundation for admissions practitioners throughout the University. In discussion the following points were noted:

- The Chair of BoS for SMCSE queried if the 20-30 students who often dropped out within the first few weeks of term without any communication had possibly made fraudulent applications to access student funding, and wondered if this problem could be addressed through this policy. The Deputy President & Provost would investigate this issue; and consider whether the possibility should be flagged in this policy. **[Action]**
- In the School of Health Sciences, it would often be the case that fraudulent activity would bring into question the good character of an individual and hence their fitness to practise. Similar issues might arise in relation to the City Law School. It would therefore be helpful to amend the end of paragraph 6.1.1 to read “ ... or may be subject to the Student Disciplinary Regulations *and, in certain programmes which are regulated by PSRBs, the fitness to practise policy.*”. **[Action]**

Decision

Senate **approved** the policy, subject to the points made in discussion and noted above.

14.3 Review of External Examiners' Annual Reports 2017/18

Senate **noted** the Review of External Examiners' Annual Reports 2017/18. Overall, the External Examiners had confirmed that they were satisfied with the academic standards and programmes. Programme design, innovative curriculum content and assessment design, and marking and moderation practices were frequently commended. The report outlined a number of recommendations for Senate's approval, including timely consultation around programme changes, and ensuring assessment board dates were provided at the beginning of the new academic year.

Decision

Senate **approved** the recommendations.

14.4 Report on Student Case Activity in 2018

Senate **received** the Report on Student Case Activity in 2018 which outlined activity in relation to student Appeals, Complaints, Academic Misconduct, Disciplinary and Fitness to Study cases managed within Schools and the Student Voice Team (Student Experience & Engagement Department) within Student & Academic Services. This annual report provided an overview of shared learning and enhancement activities.

Student cases were reported on by calendar year in line with the Office of the Independent Adjudicator. Senate agreed that it was an important and useful report that should continue to be submitted for Senate's (and Council's) review.

14.5 Count Me In: Taught Student Attendance Policy

Senate **received** the revised Count Me In: Taught Student Attendance Policy. The proposed changes followed consultation, including with Senate, earlier in the year. The majority of the consultation responses concerned the practical implementation of the policy and have been referred to the Count Me In Working Group. School-based professional services staff would now take a role in triaging attendance concerns before referral to personal tutors. The policy also referred readers to the Academic Integrity Policy for matters related to the falsification of attendance records. In discussion the following points were raised about the Authorised Absence section of the policy (page 10):

- It was not clear how easy it would be to implement consistently the proposal for recording planned short-term absence. At present, it was common for students to informally advise their tutor or course officer rather than following the formal process.
- The Director of Student & Academic Services confirmed that a new approach to recording absence was being implemented with front line staff and this might be supported with technology in due course.
- An implementation strategy had not been included with the policy. The Director of Student & Academic Services confirmed that an implementation plan would come to Senate in due course. **[Action]**
- The reference to 'temporary withdrawal' in point (c) would be reviewed as this terminology was not commonly used in other City documentation. **[Action]**

Decision

Senate **approved** the revised policy, subject to the points made in discussion and noted above.

14.6 Academic Year Structure Review Outcomes and Proposed 2020/21 - 2022/23 Structure

Senate **received** a paper proposing the academic year structure for three years: 2020/21, 2021/22 and 2022/23. The recommended priorities for the review were agreed in October 2018 and Student & Academic Services led the review which launched in December 2018. The paper provided a summary of the outcomes of consultations with stakeholders and proposed revisions to the academic year structure that represented the best fit with the consultation outcomes. In summary, the revised structure proposed to reduce the spring term vacation by one week, providing an additional week between results being issued and graduation, to move the summer Graduation Ceremonies to later in July and to formally extend the January assessment period by one week to accommodate the current and future volume of examinations. In discussion, the following points were raised:

- The proposal accurately reflected the outcome of extensive consultation across City; and The Deputy President & Provost thanked Georgia Moustaka for the work undertaken in this comprehensive review.
- The proposed framework was, however, not feasible as July graduation, which was already late in comparison with the sector, was routinely held in week 47 and could not be scheduled for week 48 or beyond as this would mean that graduation fell within the school holidays (which would be inconvenient for the guests of our students) and the summer annual leave period for many City colleagues.
- Moving graduation to the autumn would not work as students wanted graduation to take place before the summer holidays.
- The proposed arrangements would need to be revisited as a matter of urgency as approval was required before the start of the academic year. Further work

would therefore be undertaken with relevant colleagues to understand how the issues might be addressed. Student & Academic Services would aim to conclude this work by the end of July and present a revised proposal to Senate in August via email circulation. **[Action]**

14.7 Module Evaluation Process Review Update

Senate **received** an update on the Module Evaluation Process Review. A comprehensive review of the Module Evaluation process had been completed in 2018. The review report made several recommendations which had been approved by Senate and ExCo. Senate had noted that many of the recommendations would be contingent on clarification of Recommendations 1 (development of a Module Evaluation Policy setting out the aims and purposes, and use of data, to make the process more transparent) and 2 (to provide clarity on parameters to be used for module evaluation e.g. the scope of modules and individual roles that should be evaluated, maximum evaluations per module, requirements for surveys for individuals and/or tutorials). This report provided an update on the actions taken to date for all Recommendations and the next steps, and provided an opportunity for Senate to provide comments on the draft policy as part of the consultation exercise. In discussion, the following points were noted:

- At the May Senate meeting there had been discussion about provision of feedback to students, and so the draft policy now included a section to address this issue.
- Issues concerning the use of module evaluations in the appraisal of teaching and staff performance had not yet been fully addressed. It would therefore be difficult to implement the policy from 2019/20.
- It would also be useful to have sight of the proposed online form and guidance for consideration and comment before the policy was implemented.
- The 'Principles and Purpose' section of the policy suggested that module evaluation was just one of the methods used at City to assess quality of teaching. If so, it would be helpful for other review mechanisms to be set out more explicitly. This would include peer review of teaching, other institution-wide initiatives and initiatives underway in Schools to improve NSS results.
- A revised paper would be brought back to Senate after further consideration by EQC. It would be useful if a fuller paper could be provided that included detailed feedback from all the consultation groups and committees, and more detail on unconscious bias and how this would be managed and taken account of in performance management. **[Action]**

14.8 Internal Audit Reports

Senate **noted** the Final Internal Audit Reports for UKVI, Student Appeals, Admissions, and Assessment Boards. These reports had been approved by Audit and Risk Committee and had come to Senate for information and to support Senate's annual report to Council. In discussion, it was noted that all the agreed recommendations in the reports which had been agreed by management would be implemented by the Executive. The Deputy President & Provost would provide a progress report on the implementation of the recommendations relating to the Internal Audit report on Admissions for the October meeting of Senate. **[Action]**

15. Reports from Sub-Committees and Executive Advisory Committees

15.1 Boards of Studies Minutes

Senate **noted** the minutes of Boards of Studies in Cass Business School, the School of Arts & Social Sciences, and the School of Mathematics, Computer Science & Engineering.

15.2 Reports from the Graduate School Committee, Research & Enterprise Committee, Educational Quality Committee, Academic Governance Committee, Collaborative Provision Committee

There were none.

Part Four – Other Items for Discussion

16. Graduate Students who Teach – LEaD Training Module

Senate **received** an update on the effectiveness of the LEaD training module and the enhanced training pilot course undertaken by GTAs, which combined Matters Arising actions 1 and 9. GTAs at City currently undertook the first module from LEaD's MA in Academic Practice, 'Learning, Teaching and Assessment' (LTA) which was also taken by other teaching academic and professional staff (internal and external). To provide additional, specific support for PhD students, a new course had been created following informal interviews with PhD students who teach and relevant academic staff. This preparatory, non-credit bearing course, 'Establishing a Teaching Persona' (ETP), was a 1.5-day course, which ran for the first time in September 2018 (21 attendees) and again in January 2019 (17 attendees). In discussion, the following points were noted:

- City Graduate School Committee was very supportive of the courses.
- The LTA module was open to Visiting Lecturers, but it would be for Schools to determine whether to fund Visiting Lecturers to attend this course.
- The Senior Elected Senator suggested that more detailed information showing changes made to the module in response to specific feedback would be helpful, and would meet with the Director of LEaD to explore the issues around the LTA module in more detail. **[Action]**
- It would be helpful to schedule further discussion on the LTA module at Senate's December meeting.

17. Update to the Student Bullying and Harassment Policy

Senate **noted** the proposed changes to the Student Bullying and Harassment Policy and the planned consultation process with academic and professional staff. An amendment to section 1.4 'Criminal offences' was required in order to comply with recommendations made in the Universities UK Changing the Culture Report (2016) and the Universities UK and Pinsent Masons Guidance for Higher Education Institutions: How to Handle Alleged Student Misconduct Which May Also Constitute a Criminal Offence (2016). The introduction of this amendment ensured that City was meeting its legal duty to prevent and appropriately respond to instances of harassment, in line with the Equality Act 2010, and also brought this policy document in line with practice already being adopted within Student and Academic Services in the handling of student misconduct. In discussion, the following points were noted:

- Academic and Professional Services staff had not yet been consulted on the proposed changes to the policy but, once consultation had taken place, approval of the revised policy would be sought from Senate before the beginning of the new academic year. **[Action]**
- City's Data Protection Officer noted that the changes proposed were required to bring City's policy into conformity with the GDPR and Data Protection Act 2018. It was critical that City's staff acted in accordance with the requirements of the GDPR and Data Protection Act 2018, rather than in conformity with the current policy.
- It was possible that other aspects of the policy also required urgent updating to conform with City's legal obligations. An academic in the Department of Sociology with expertise in the area of student bullying and harassment had offered to liaise with Student & Academic Services about a wider review of the policy. The Vice-President (Strategy & Planning) would also be happy to contribute to any further review. **[Action]**

Decision

Senate **agreed** for Chair's action to be taken to approve the proposed amendment to Section 1.4 of the policy following the consultation process noted above.

18. Update Report for Student Experience Committees

Senate **noted** the update report of activities undertaken by Professional Services at City as a result of feedback gathered from the five School Student Experience Committees during the academic year 2018/19. The report ensured that Student Representatives were informed of actions taken in response to the issues they had raised, and provided Senate with an oversight of student matters, student representation and the student voice.

In discussion, a factual inaccuracy regarding the #stepchange framework was noted in section 1.11 on page 9 of the report which would be corrected. **[Action]**

19. Student Survey Activity

Senate **received** the update on City's current position on the three global University-level annual undergraduate student surveys and noted the response rates, headlines from Your Voice 1 and Your Voice 2, next steps and schedule for release for internal surveys and NSS results.

20. University Programme Approval Committee (UPAC) Schedule 2019/20

Senate **noted** the University Programme Approval Committee meeting dates for 2019/20 and the deadlines for receipt of papers in Student & Academic Services, along with guidance from Marketing on programme start dates and inclusion in future prospectuses.

21. Assessment Feedback Turnaround Times Report – 2018/19 Autumn Term

Senate **received** a report on assessment feedback turnaround times for term 1 of the academic year 2018/19 up to and including the examination period in January 2019. It was noted that the average compliance across the School of Arts & Social Sciences, Cass Business School, the School of Health Sciences, the School of Mathematics, Computer Science & Engineering and Learning Enhancement & Development stood at 91%, an increase from 89% achieved for the same period during 2017/18. Data from the City Law School and Cass Executive Programme were not provided in time for inclusion in this report.

Given the importance of promptness of feedback for student satisfaction, the year-on-year increase of 2% in the compliance with the assessment feedback turnaround requirement was a welcome development. Yet, as the overall performance remained below 100% and was red (RAG) rated, further improvement was needed and work would be undertaken, as a matter of urgency, by all Schools to improve the ratings. **[Action]**

22. Annual Programme Evaluation (APE) Postgraduate Taught and Postgraduate Research Programmes Report 2017/18

Senate **received** the Annual Programme Evaluation (APE) Postgraduate Taught (PGT) and Postgraduate Research (PGR) Programmes Report for 2017/18. The report provided a summary of the PGT and PGR APE activity in the academic year 2017/18, and included a commentary on the quality of the information currently captured within the PGT & PGR APE forms and any themes arising including areas of strength / good practice and areas for improvement.

Decision

Senate **approved** the report.

23. Register of Collaborative Provision 2018/19

Senate **noted** the Register of Collaborative Provision 2018/19 which listed all collaborative arrangements between City, University of London and its partner institutions.

Part Five – Items for Information

The following items were noted for information and not discussed at the meeting.

24. Minutes for Information

Senate **noted** the minutes from the following meetings:

24.1 Council

24.2 Senate Committees

24.2.1 Educational Quality Committee

24.2.2 Senate Research Ethics Committee

24.2.3 Academic Governance Committee

24.3 Executive Advisory Committees

24.3.1 Research and Enterprise Committee

24.3.2 Graduate School Committee

25. Honorary Visiting Professors

Senate **noted** the Honorary Visiting Professors appointed since its last meeting.

Part Six – Concluding Items

26. Freedom of Information Review

Senate **agreed** the classification of papers from the meeting and noted that Item 14.2: University Admissions Policy: Fraudulent Applications had been submitted as ‘restricted’ but was ‘open’.

27. Any Other Business

There was none.

28. Date of Next Meeting

16th October 2019 from 2.00pm to 5.00pm

Professor Sir Paul Curran
President and Chair of Senate
July 2019

Note: **[Action]** = to be recorded in matters arising.