**Meeting no. 291 - 16-10-19**

Senate

**Meeting to be held on Wednesday 16th October 2019 from 2pm to 5pm, in City 125 Suite**

Agenda

**Members are invited to raise questions of detail with the speakers specified for a paper ahead of the meeting with a view to improving the effectiveness of the meeting. Please notify the Governance team if you wish to star an item.**

Note: Papers marked 'Restricted' are only accessible via a City, University of London staff log in.

| **Part One – Preliminary Items** | **Paper1** | **Main Speaker(s)** |
| --- | --- | --- |
| **\*1. 2.00pm** | **Apologies**To **note**apologies received for the meeting. | Verbal | Chair |
| \*2. | **Highlighted Items**To **agree**the highlighted (\*) items as the main items of business for the meeting2. | Verbal | Chair |
| \*3. | [**Minutes**](https://www.city.ac.uk/__data/assets/pdf_file/0009/494190/Item_3_Unapproved_Minutes_Senate_10_07_19_Senate_16_10_19.pdf)To **agree**the minutes of the meeting held on 10th July 2019. | Open | Chair |
| \*4. | [**Matters Arising**](https://www.city.ac.uk/__data/assets/pdf_file/0010/494191/Item_4.0_Matters_Arising_Senate_16_10_19.pdf)* **4.1 Item 19** – University Admissions Policy: Fraudulent ApplicationsTo receive an update.
* **4.2 Item 25** - Internal Audit ReportsTo receive an update on the implementation of the Internal Audit for Admissions.
* **4.3** To note any other matters arising not covered elsewhere on the Agenda.
 | Verbal | DP&P DP&P Chair |
| \*5. | **Conflicts of Interest**To **note**any members’ conflicts of interest pertaining to this meeting’s business. | Verbal | Chair |
| \*6. | [**Terms of Reference and Governance Regulations**](https://www.city.ac.uk/__data/assets/pdf_file/0011/494192/Item_6_Terms_of_Reference_Senate_16_10_19.pdf)To **note**the terms of reference of Senate and the regulations relating to Senate. | Open | Chair |
| \*7. | **Membership*** **7.1**[Senate Membership 2019/20](https://www.city.ac.uk/__data/assets/pdf_file/0003/494193/Item_7.1_Senate_Election_Results_2019-20_Senate_16_10_19.pdf)To note the Senate election results and Senate Membership List for 2019/20, to welcome all new Senators, and to approve the outcome of the election for the Senior Elected Senator.
* **7.2**[**Chairs & Deputy Chairs of Board of Studies 2019/20**](https://www.city.ac.uk/__data/assets/pdf_file/0004/494194/Item_7.2_Chair_Deputy_Chairs_BoS_Senate_16_10_19.pdf)To note the Deans who will act as Chairs of Boards of Studies and to approve the appointment of the Deputy Chairs for 2019/20.
 | Open | Chair |
| \*8. | **Items Specially Brought Forward by the Chair*** **8.1**[**Assessment Board Chair Nominations**](https://www.city.ac.uk/__data/assets/pdf_file/0005/494195/Item_8.1_SASS_-Assessment_Board_Chairs_Senate_16_10_19-.pdf)To **note**Chair’s action taken to approve SASS Assessment Board Chairs.
 | Open | Chair / DP&P |
| \*9. | [**Senate Calendar**](https://www.city.ac.uk/__data/assets/pdf_file/0006/494196/Item_9_Senate_Calendar_Senate_16_10_19.pdf)To **note**the annual calendar for Senate business. | Open | Chair |
| \*10. 2.30pm | [**Students’ Union Standing Report**](https://www.city.ac.uk/__data/assets/pdf_file/0007/494197/Item_10_SU_Report_Senate_16_10_19.pdf)To **note**and discuss issues brought forward by the Students’ Union. | Open | SU President |
| **Part Two – Major Items for Discussion** | **Paper1** | **Main Speaker(s)** |
| \*11. 2.50pm | **Education & Student Strategy 2016-2021*** 11.1 To **note**the [summary of key developments](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_11.1_Education_-and-_Student_Strategy_2016-2021_Summary_of_Developments_Senate_16_10_19-RESTRICTED.pdf).
* 11.2 To **receive**the [NSS 2019 Report](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_11.2_NSS_Report_Sept_2019_Senate_16_10_19-RESTRICTED.pdf).
* 11.3 To **receive**the [Integrated Student Support Review](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_11.3_Integrated_Student_Support_Review_Senate_16_10_19-RESTRICTED.pdf).
* 11.4 To **receive**the [Employability Development Plan](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_11.4_Employability_Development_Plan_Senate_16_10_19-RESTRICTED.pdf).
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| \*12. 2.50pm | **Proposals/reports to Senate from Research & Enterprise Committee*** **12.1 REF Update**To **receive**an update.
 | Verbal | VP (R&E) |
| \*13. 2.55pm | **Proposals/reports to Senate from Academic Governance Committee*** **13.1**[**Proposed Revisions to Regulation 10 – Fitness to Study**](https://www.city.ac.uk/__data/assets/pdf_file/0003/494202/Item_13.1_Regulation_10_Fitness_to_Study_Amendments_Senate_16_10_19.pdf)To **consider**and approve the proposed revisions.
* **13.2**[**Proposed revisions to Assessment Regulation 19 - Cass Business School updates to Programme Regulations**](https://www.city.ac.uk/__data/assets/pdf_file/0004/494203/Item_13.2_Updated_Programme_Regulations_-2019-20_Cass_Senate_16_10_19.pdf)To **consider**and approve the proposed revisions.
* **13.3**[**Recommendation for the Award of Professor Emeritus**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_13.3_Emeritus_Professor_Nomination_Senate_16_10_19-RESTRICTED.pdf)To **consider**the nomination and approve
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| \*14. 3.10pm | **Proposals/reports to Senate from Educational Quality Committee*** **14.1**[**Student Representative Review**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_14.1_Student_Representative_-Review_Senate_16_10_19-RESTRICTED.pdf)To **receive**an update.
* **14.2 Academic Year**To **receive**an update on the review.
* **14.3**[**Academic Policy Review Schedule**](https://www.city.ac.uk/__data/assets/pdf_file/0007/494206/Item_14.3_Academic_Policy_Review_Schedule_Updated-Sept19_Senate_16_10_19.pdf)To **note**the Schedule.
* **14.4**[**Module Evaluation Process Review Update and Policy**](https://www.city.ac.uk/__data/assets/pdf_file/0008/494207/Item_14.4_Module_Evaluation_Update_and_Revised_Policy_Senate_16_10_19.pdf)To **approve**the updated policy.
* **14.5**[**Policy on Extensions and Late Submission of Student Work**](https://www.city.ac.uk/__data/assets/pdf_file/0009/494208/Item_14.5_-Policy_on_Extensions_and_Late_Submissions_Senate_16_10_19.docx.pdf)To **approve**the policy and the SHS exemption.
* **14.6**[**External Examiners**](https://www.city.ac.uk/__data/assets/pdf_file/0010/494209/Item_14.6_External_Examiner_Appointments_Senate_16_10_19.pdf)To **note** the status of appointments for 2019/20.
* **14.7**[**Periodic Review**](https://www.city.ac.uk/__data/assets/pdf_file/0020/494210/Item_14.7_Periodic_Review_Update_Report_2018-19_Senate_16_10_19.pdf)To **receive**the Periodic Review Update Report for 2018/19 and Schedule for 2019/20.
* **14.8**[**Student Records Audit**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_14.8_Student_Records_Audit_Senate_16_10_19-RESTRICTED.pdf)To **note**the completed Internal Audit of Student Records.
* **14.9**[**Quality Enhancement Review – University of London**](https://www.city.ac.uk/__data/assets/pdf_file/0004/494212/Item_14.9_Quality_Enhancement_Review_Senate_16_10_19.pdf)To **note**the 2018/19 report.
* **14.10**[**Fitness to Practise Policy**](https://www.city.ac.uk/__data/assets/pdf_file/0005/494213/Item_14.10_Fitness_to_Practise_Policy_Senate_16_10_19.pdf)To **approve**the policy.
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| \*15. 3.50pm | **Doctoral College**To **receive**an update. | Verbal | VP (R&E) |
| \*16. 3.55pm | [**Outcomes from Module Evaluation 2018/19 – Spring 2019**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_16_Outcomes_from_Module_Evaluation_Report_Spring_2018-19_Senate_16_10_19-RESTRICTED.pdf)To **consider**the report. | Restricted | DP&P |
| \*17. 4.05pm | [**Undergraduate Admissions Policy**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_17_UG_Admissions_Policy_Senate_16_10_19-RESTRICTED.pdf)To **consider**the policy. | Restricted | DP&P |
| \*18 4.15pm | [**Staff Eligible to Sit on Stage 2 Appeal & Disciplinary Panels**](https://www.city.ac.uk/__data/assets/pdf_file/0008/494216/Item_18_Staff_Eligible_to_Sit_on_Stage_2_Appeal%2C-Disciplinary-and-Fitness-to-Study-Panels_2019_Senate_16_10_19.pdf)To **approve**the list of nominated staff. | Open | DP&P |
| \*19 4.20pm | [**Annual Assurance Report on Quality and Standards to Council**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_19_Quality_Assurance_Report_to_Council_2018-2019_Senate_16_10_19-RESTRICTED.pdf)To **consider**and agree to recommend to Council for approval the Annual Assurance Report to Council. | Restricted | DSAS |
| \*20. 4.30pm | **Reports from Sub-Committees and Executive Advisory Committees*** **20.1**[**Boards of Studies Minutes**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_20.1_Board_of_Studies_Minutes_Senate_16_10_19-PART-RESTRICTED.pdf)To **note**the minutes and consider any matters of concern.
* **20.2 Reports from the Graduate School Committee, Research & Enterprise Committee, Educational Quality Committee, Academic Governance Committee, Collaborative Provision Committee**To **receive**a verbal update and consider any matters of concern.
 | Part restrictedVerbal | BoS ChairsCommittee Chairs |
| **Part Three – Other Items for discussion** | **Paper1** | **Main Speaker(s)** |
| \*21. 4.35pm | [**Unistats Return 2019/20 submission to HESA**](https://www.city.ac.uk/__data/assets/pdf_file/0011/494219/Item_21_Unistats_2019_Senate-_16_10_19.pdf)To **note**the report. | Open | DP&P |
| \*22. 4.40pm | [**Undergraduate Admissions Summary for 2019/20**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_22_Undergraduate_Admissions_2019-20_Report_Senate_16_10_19-RESTRICTED.pdf)To **note**the report. | Restricted | DP&P |
| **Part Four – Items for Information** | **Paper1** | **Main Speaker(s)** |
| 23. | **Minutes for Information**To **note**minutes from the following meetings:* 23.1 [Council](https://www.city.ac.uk/__data/assets/pdf_file/0004/494221/Item_23.1_Council_Minutes_17_05_19_Senate_16_10_19.pdf)
* 23.2 Senate Committees
* 23.2.1 [Senate Research Ethics Committee](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2019-20/16-10-19/Item_23.2.1_SREC_-Draft_Minutes_26June2019_Senate_16_10_19-RESTRICTED.pdf)
* 23.2.2 [Academic Governance Committee](https://www.city.ac.uk/__data/assets/pdf_file/0006/494223/Item_23.2.2_Unapproved_AGC_Minutes_18_September_19_Senate_16_10_19.pdf)
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| 24. | [**Honorary Visiting Professors**](https://www.city.ac.uk/__data/assets/pdf_file/0007/494224/Item_24_HVPs_Senate_16_10_19.pdf)To **note**the appointments and reappointments of Honorary Visiting Professors approved by Chair’s action. | Open | Chair |
| **Part Five – Concluding Items** | **Paper1** | **Main Speaker(s)** |
| \*25. | **Freedom of Information Review**To **identify**any changes to the open/restricted/closed classification of papers from this meeting. | Verbal | Chair |
| 26. | **Any Other Business**To **note**any other business. | Verbal | Chair |

**Date of Next Meeting**
11th December 2019 from 2.00pm to 5.00pm.

**Dr William Jordan**
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1City, University of London’s Publication Scheme, produced in accordance with the Freedom of Information Act 2000, states that the approved minutes of the meetings of Council and Senate are routinely published on the web. “Open” and “Restricted” Council papers, with the exception of the minutes of sub-committees, will normally be made available on the Staff Hub following the discussion at the Council meeting. “Open” Senate papers are published on the web and “Restricted” papers are also available to staff via the web using a password. The agenda, papers and minutes for the other Committees of Council and Sub-Committees of Senate are not routinely published on the web or Staff Hub, with the exception of the open minutes of Remuneration Committee which are published on the web. The classification of papers as “Open”, “Restricted” and “Closed” has been determined in the light of the provision of the Freedom of Information Act. “Open” papers will normally be made available to a member of the public lodging an FOI request. “Closed” papers will not normally be made available. “Restricted” classifies a paper that is “Closed” but has been made available to staff. Staff should treat “Restricted” papers as confidential and not share or discuss them with anyone other than City staff. The Committee may change the classification of papers on the agenda at the meeting at which they are considered.

2 Discussion will be limited to starred items only. Members are asked to give advance notice of a wish to star an item not starred on this agenda. Recommendations included in papers not starred and thus not discussed will be taken as approved. Members are invited to raise questions of detail with the speakers specified for a paper ahead of the meeting with a view to improving the effectiveness of the
meeting.