**Meeting no. 290 - 10-7-19**

SENATE

**Meeting to be held on Wednesday 10th July 2019 from 2pm to 5pm in the Convocation 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** | | **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/__old_design/__data/assets/pdf_file/0004/474421/Item_03_Unapproved_Senate_Minutes_15_05_19_Senate_10_07_19.pdf) To **agree**the minutes of the meeting held on 15th May 2019. | Open | Chair |
| **\*4** | [**Matters arising**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0005/474422/Item_04.0_Matters_Arising_Senate_10_07_19.pdf) | | |
| **4.1** | [Item 4 – Innovation Refurbishment Arrangements](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0006/474423/Item_4.1_Library_Estate_Senate_10_07_19.pdf) To r**eceive**an update on the Library Project. | Open | Director Library Services |
| **4.2** | [Item 19 – Sebastian Street Project](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0007/474424/Item_4.2_Sebastian_Street_Project_Senate_10_07_19.pdf) To **receive**an update on the report. | Open | DIA |
| **4.3** | Item 21 - Senate Calendar To **receive**an update on personal tutoring policy / integrated student support timeline. | Verbal | DP&P |
| **4.4** | Item 28 & 29 – Prevent Duty Compliance To **receive**an update from S&AS. | Verbal | Assistant Director S&SA |
| **4.5** | To **note**any other matters arising not covered elsewhere on the agenda. | Verbal | 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/__old_design/__data/assets/pdf_file/0008/474425/Item_06_Terms_of_Reference_Senate_10_07_19.pdf) To **note**the terms of reference of Senate and the regulations relating to Senate. | Open | Chair |
| \*7 | **Items Specially Brought Forward by the Chair** To **consider**any issues brought forward by the Chair. | Verbal | Chair |
| \*8 | [**Senate Calendar**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0009/474426/Item_08_Senate_Calendar_Senate_10_07_19.pdf) To **note**the calendar for Senate business and to **note**that discussions regarding the calendar for 2019/20 will take place during the summer. | Open | Chair |
| \*9 2.20pm | **Students’ Union Standing Reports** | | |
| 9.1 | [**Students’ Union Senate Report – June 2019**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0010/474427/Item_9.1_SU_Report_Senate_10_07_19.pdf) To **note**and **discuss**issues brought forward by the Students’ Union. | Open | SU President |
| 9.2 | [**Graduate Students who Teach**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0011/474428/Item_9.2_SU_Survey_Report_Senate_10_07_19.pdf) To **receive**the results of the survey on the new GTA arrangements. | Open | SU President |
| 9.3 | **Students’ Union Programme Representative Report** To **receive**the report. | To Follow | SU President |
| **Part Two - Presentation** | | **Paper** | **Main Speaker(s)** |
| \*10 2.35pm | [**Undergraduate Annual Programme Evaluation - Internationalisation in the Curriculum Thematic Review**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0003/474429/Item_10_APE_Thematic-Report_Internationalisation_in_the_Curriculum_Senate_10_07_19.pdf) To **note**the paper. | Open / Presentation | VP (Int) / Academic Director Int |
| **Part Three - Major Items for Discussion** | | **Paper** | **Main Speaker(s)** |
| \*11 2.55pm | **Proposals/reports to Senate from Academic Governance Committee** | | |
| 11.1 | [**Doctoral College Board of Studies**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474430/Item_11.1_Doctoral_College_BoS_Senate_10_07_19.pdf) To **note**the proposed establishment of a Doctoral College Board of Studies. | Open | VP (R&E) |
| 11.2 | [**Proposal for Interim Senate Research Ethics Committee Chair and Deputy Chair 2019/20**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0005/474431/Item_11.2_Research_Ethics_Committee_Interim_Chair_Senate_10_07_19.pdf) To **approve**the appointment of Interim Chair and Deputy Chair for the academic year 2019/20. | Open | Chair SREC |
| 11.3 | [**Proposed Amendments to Senate Regulation 4 – Senate’s Committees**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0006/474432/Item_11.3_Revisions_to_Regulation_4_Senate_10_07_19.pdf) To **approve**the revisions to relating to the Chair of AGC;  and the revised status and Terms of Reference of the Research and Enterprise Committee. | Open | College Secretary |
| 11.4 | [**Proposed Amendments to Regulation 19 – Assessment**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0007/474433/Item_11.4_Assessment_Regs_updates_2019-20_Senate_10_07_19.pdf) To **approve**minor updates to the Regulation for 2019/20. | Open | DP&P |
| 11.5 | [**Proposed Amendments to Regulation 19 – Assessment - Programme Regulations**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0008/474434/Item_11.5_Assessment_Regulations_Programmes_Updates_Senate_10_07_19.pdf) To **approve**revisions to the Programme Regulations for 2019/20. | Open | DP&P |
| 11.6 | [**Proposed Amendments to the Appeals Regulations – Senate Regulation 20, 20b, 21, 21b**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0009/474435/Item_11.6_Amendment_to_Appeals_Regulations_20_20b_21_21b_Senate_10_07_19.pdf) To **approve**the amendments to the Appeals Regulations. | Open | DP&P |
| 11.7 | [**Revisions to Senate Regulation 25 - Physical Format, Binding and Retention of Theses**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0010/474436/Item_11.7_Proposed_Changes_Regulation_25_Senate_10_07_19.pdf) To **approve**the revisions to Physical Format, Binding and Retention of Theses Regulation. | Open | Directory Library Services |
| 11.8 | [**Recommendation for the Award of Professor Emeritus**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_11.8_Nomination_Professor_Emeritus_Senate_10_07_19.pdf) To **consider**the nomination and **approve**the recommendation for the award. | Restricted | Chair AGC |
| 11.9 | [**Senate Effectiveness**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0003/474438/Item_11.9_Senate_Effectiveness_Senate_10_07_19.pdf) To **receive**an update. | Open | College Secretary |
| \*12 3.15pm | **Proposals/reports to Senate from Research and Enterprise Committee** | | |
| 12.1 | [**Annual Research and Enterprise Report**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474439/Item_12.1_R_and_E_Annual-Report_updated_Senate_10_07_19.pdf) To **receive**an update. | Open | VP (R&E) VP |
| 12.2 | **REF Update** To **receive**an update on REF preparations | Verbal | (R&E) |
| \*13 | **Proposals/Reports to Senate from City Graduate School** | | |
| 13.1 | [**Postgraduate Research Learning Outcomes**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_13.1_Postgraduate_Learning_Outcomes_Senate_10_07_19.pdf) To **endorse**the actions proposed by City Graduate School Committee to improve completion rates. | Restricted | Dean Grad School |
| 13.2 | [**Graduate Teaching Assistants**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0006/474441/Item_13.2_Graduate_Teaching_Assistants_Senate_10_07_19.pdf) To **approve**the amended Policy and the Equality Impact Assessment. | Open | Dean Grad School |
| 13.3 | [**Viva Voce or Oral Examination Policy: Use of Videoconferencing**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0007/474442/Item_13.3_Viva_Voce_Policy_Senate_10_07_19.pdf) To **approve**the amended Policy and the Guidance Note on the use of Videoconferencing. | Open | Dean Grad School |
| 13.4 | [**Audio Recording of Research Degree Viva Voce Examinations**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0008/474443/Item_13.4_Recording_Viva_Voce_Senate_10_07_19.pdf) To **approve**the recommendations. | Open | Dean Grad School |
| \*14 | **Proposals/Reports to Senate from Educational Quality Committee** | | |
| 14.1 | [**Academic Integrity and Misconduct Policy**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0009/474444/Item_14.1_Academic_Integrity_Misconduct_Policy-and-Guidance_Senate_10_07_19.pdf) To **consider**the proposed revisions to the Policy. | Open | DP&P |
| 14.2 | [**University Admissions Policy: Fraudulent Applications**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0010/474445/Item_14.2_Fraudulent_Applications_Policy_Senate_10_07_19.pdf) To **approve**the Policy. | Open | DP&P |
| 14.3 | [**Review of External Examiners’ Annual Reports**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_14.3_External_Examiner_Report_Senate_10_07_19.pdf) **2017/18** To **note**the report and **approve**the recommendations. | Restricted | DP&P |
| 14.4 | [**Report on Student Case Activity in 2018**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_14.4_Student_Case_Activity_Senate_10_07_19.pdf) To **note**the report. | Restricted | DP&P |
| 14.5 | [**Count Me In: Taught Student Attendance Policy**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474448/Item_14.5_Count_me_in_Policy_Senate_10_07_19.pdf) To **approve**the draft Policy. | Open | DP&P |
| 14.6 | [**Academic Year Structure Review Outcomes and Proposed 2020/21 - 2022/23 Structure**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0005/474449/Item_14.6_Academic_Year_Structure_Review_Senate_10_07_19.pdf) To **approve**the academic year structure to operate from 2020/21 to 2022/23. | Open | DP&P |
| 14.7 | [**Module Evaluation Process Review Update**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0006/474450/Item_14.7_Module_Evaluation_Process_Review_update_Senate_10_07_19.pdf) To **receive**an update. | Open | DP&P |
| 14.8 | [**Internal Audit Reports**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0007/474451/Item_14.8_Internal_Audit_Reports_Senate_10_07_19.pdf) To **note**the Final Internal Audit Reports for:   * UKVI * Student Appeals * Admissions * Assessment Boards | Open | Chair EQC |
| \*15 4.10pm | **Reports from Sub-Committees and Executive Advisory Committees** | | |
| 15.1 | [**Board of Studies Minutes**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_15.1_BoS_Minutes_Senate_10_07_19.pdf) To **note**the minutes and **consider**any matters of concern | Part restricted | BoS Chairs |
| 15.2 | **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. | Verbal | Committee Chairs |
| **Part Four – Other Items for discussion** | | **Paper** | **Main Speaker(s)** |
| \*16 4.15pm | [**Graduate Students who Teach – LEaD Training Module**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0009/474453/Item_16_Update_on_LEaD_Training_Module_Senate_10_07_19.pdf) To **receive**an update on the effectiveness of the training module and the enhanced training pilot. | Open | DLEaD |
| \*17 4.20pm | [**Update to the Student Bullying and Harassment Policy**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0010/474454/Item_17_Student_Bullying_and_Harassment_Policy_Senate_10_07_19.pdf) To **note**the proposed change and recommended actions. | Open | DP&P |
| \*18 4.25pm | [**Update Report for Student Experience Committees**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0011/474455/Item_18_Update_SEC_Report_Senate_10_07_19.pdf) To **note**the update to Student Experience Committees. | Open | DP&P |
| \*19 4.30pm | [**Student Survey Activity**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_19_Student_Survey_Activity_Senate_10_07_19.pdf) To **note**the report. | Restricted | DP&P |
| \*20 4.35pm | [**University Programme Approval Committee (UPAC) Schedule 2019/20**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474457/Item_20_UPAC_Dates_2019-20_Senate_10_07_19.pdf) To **note**the UPAC dates for 2019/20 and the deadlines for receipt of papers. | Open | DP&P |
| \*21 4.40pm | [**Assessment Feedback Turnaround Times Report – 2018/19 Autumn Term**](https://www.city.ac.uk/__old_design/_media/city-site/documents/about/education/academic-committees/senate/2018-19/10-7-19/10-7-19-login-needed/Item_21_Assessment_Turnaround_Report_for_Autumn_2018.19_Senate_10_07_19.pdf) To **note**the report. | Restricted | Assistant Director S&AS |
| \*22 4.45pm | [**Annual Programme Evaluation (APE) Postgraduate Taught and Postgraduate Research Programmes Report 2017/18**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0006/474459/Item_22_APE_PGT_-and-_PGR_Report_2017-2018_Senate_10_07_19.pdf) To **approve**the 2017/18 PGT and PGR Report. | Open | DP&P |
| \*23 4.50pm | [**Register of Collaborative Provision 2018/19**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0007/474460/Item_23_Register_of_Collaborative_Provision_2018-19_Senate_10_07_19.pdf) To **note**the Register of Collaborative Provision 2018/19. | Open | Chair CPC |
| **Part Five – Items for Information** | | **Paper** | **Main Speaker(s)** |
| 24 | **Minutes for Information** To **note**minutes from the following meetings: | | |
| 24.1 | [Council](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474484/Item_25_HVPs_Senate_10_07_19.pdf) | Part Restricted | Chair |
| 24.2 | Senate Committees | | |
| 24.2.1 | [Educational Quality Committee](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0008/474479/Item_24.2.1_Educational-Quality-Committee-Minutes_6_June_2019_Unconfirmed_Senate_10_07_19.pdf) | Open | Chair EQC |
| 24.2.2 | [Senate Research Ethics Committee](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0009/474480/Item_24.2.2_SREC_Minutes_May_2019_Senate_10_07_19.pdf) | Open | Chair SREC |
| 24.2.3 | [Academic Governance Committee](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0010/474481/Item_24.2.3_Unapproved_Minutes_-AGC_12.06.19_Senate_10_07_19.pdf) | Open | Chair AGC |
| 24.3 | **Executive Advisory Committees** | | |
| 24.3.1 | [Research and Enterprise Committee](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0011/474482/Item_24.3.1_R-and-E_Committee_22_May_2019_unconfirmed_minutes_Senate_10_07_19.pdf) | Open | VP (R&E) |
| 24.3.2 | [Graduate School Committee](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0003/474483/Item_24.3.2_CGSC_Unconfirmed_Minutes_21-06-2019_Senate_10_07_19.pdf) | Open | Dean Grad School |
| 25 | [**Honorary Visiting Professors**](https://www.city.ac.uk/__old_design/__data/assets/pdf_file/0004/474484/Item_25_HVPs_Senate_10_07_19.pdf) To **note**the appointments and reappointments of Honorary Visiting Professors approved by Chair’s action. | Open | Chair |
| **Part Six – Concluding Items** | | **Paper** | **Main Speaker(s)** |
| \*26 | **Freedom of Information Review** To **identify**any changes to the open/restricted/closed classification of papers from this meeting. | Open | Chair |
| 27 | **Any Other Business** To **note**any other business. | Open | Chair |

**Date of Next Meeting**  
16th October 2019 from 2.00pm to 5.00pm.

**Dr William Jordan**  
College Secretary    [William.Jordan@city.ac.uk](mailto:William.Jordan@city.ac.uk)

1 City, 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.