

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting of the Senate held on 1 October 2003.

Present: Vice-Chancellor, Ms A Bell, Professor L Bridges, Dr P Byrd, Professor M J Cooper, Professor C Davis, Professor M Devereux, Professor R G Dyson, Professor A Easton, Professor R Freedman, Dr E Gallafent, Professor J Jones, Mr R Jones, Professor K Lamberts, Professor I Lauder, Professor R Lindley, Professor P Mack, Dr G Martin, Professor M McCrae, Professor A McFarlane, Professor A Mullender, Professor S Palmer, Professor D Singer, Dr C Sparrow, Mr B Spooner, Professor M Whitby, Professor R Wilson.

Apologies: Professor J Dale, Professor R Fine, Professor A Harris, Professor M Harrison, Professor M Luntley, Professor H Nesi.

1/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 2 July 2003 be approved subject to the incorporation of the following minor addition to the resolution of minute 96/02-03 on the amendment to University Regulation 25 governing the constitution of discipline committees to allow for two student members on the Discipline Appeal Committee, this being the final agreed position of the Campus Life Committee (addition underlined):

(25)(5)(b) Appeals from the Discipline Committee

The membership of the Appeals Committee is as follows:

Chair – normally the Vice-Chancellor

Three further members of the Senate appointed by the Senate

Two A Student members (normally a sabbatical officer of the Union of Students and one other student whose names shall be communicated to the Registrar by the President) (~~normally the President of the Union of Students~~).

2/03-04 Lord Butterworth

REPORTED:

That members of the Senate were invited to attend a memorial service in honour of Lord Butterworth which would be held on Friday 7 November in the Warwick Arts Centre.

3/03-04 Membership of the Senate

The Vice-Chancellor welcomed new members to their first meeting of the Senate.

RECEIVED:

The membership of the Senate for the academic year 2003/2004 (S.1/03-04).

REPORTED:

That a notice would appear in the next edition of the University Newsletter inviting the submission of nominations by 4 November 2003 for appointment to the two vacant places in representatives of the Assembly on the Senate occasioned by the absence on Study Leave of Professor Caesar and Dr Earle.

4/03-04 Horticulture Research International

RECEIVED:

An oral report from the Registrar on the progress of the arrangements for the transfer of Horticulture Research International to the University noting that a Business Plan for Warwick HRI would be considered by the Finance and General Purposes Committee and the Council at their meetings following the Senate and that a Warwick HRI Transfer Board had been established to oversee the smooth transition of HRI to the University.

5/03-04 National Health Service University

RECEIVED:

An oral report from the Vice-Chancellor on the progress of discussions on the development of a formal relationship between the University and the National Health Service University, noting that the University had submitted a bid to become the principal academic partner of the NHS University.

6/03-04 National Grid House

An oral report from the Vice-Chancellor on plans for the occupation of National Grid House from Easter 2004 onwards including the creation of a student resources centre, re-location of administrative and student services and improvements to University infrastructure to integrate the new building into the University estate.

7/03-04 Registrar

REPORTED:

That the Registrar, Dr Jonathan Nicholls, was expected to leave the University to take up the position of Registrar at the University of Birmingham with effect from 1 January 2004.

RESOLVED:

That the Senate record its gratitude to the Registrar for his considerable contribution to the University over the past two decades and its best wishes to him for the future.

8/03-04 Membership of Senate Committees and Related Matters

REPORTED:

- (a) That the membership of the Advisory Boards and Management/Executive Committees of Research Centres and Institutes for the 2003/2004 academic year would be set out in the University Calendar 2003/2004.

- (b) That steps were being taken to identify a Chair for the Faculty Advisory Board for Medicine.

RECEIVED:

An oral report from the Vice-Chancellor on the review of University decision-making structures noting that:

- (a) A discussion paper prepared by the Registrar and the Administrative Secretary had been considered by the Steering Committee and was now the basis for further discussion in the University community during the Autumn Term prior to proposals for change being brought forward for consideration by the Senate and the Council.
- (b) He was establishing a regular meeting between Chairs of Departments and members of the Steering Committee in order to promote discussion and improve internal communications; the first of which would take place on Friday 3 October.

CONSIDERED:

The appointment of the Committees of the Senate for the 2003/2004 academic year (S.2/03-04).

RESOLVED:

- (a) Academic Staff Committee

That the constitution of the Academic Staff Committee be revised to provide for the appointment of a second representative from the Faculty of Medicine.

- (b) Board of Graduate Studies

That the constitution of the Board of Graduate Studies be revised to provide for the appointment of the Chair of the Graduate Studies Committee of the Faculty of Medicine and the appointment of two representatives from the Faculty of Medicine thus bringing its representation into line with the three other faculties.

- (c) Higher Education Foundation Programme Board of Studies

That the constitution of the Higher Education Foundation Programme Board of Studies be revised to provide for:

- (i) The appointment of ten rather than nine members of academic staff to reflect the introduction of the new Chemistry/Biology foundation programme.
- (ii) The appointment of two representatives from Solihull College and one representative from the British Council in Hong Kong .

- (d) Membership of Senate Committees

That membership of the Committees of the Senate for the academic year 2003/2004 be as set out in Appendix 1 attached to the minutes in the official minute book.

RECOMMENDED:

Information Technology Policy Committee

That the constitution of the Information Technology Policy Committee be revised to remove the Deputy Registrar as a member.

9/03-04 Appointment of Other Representatives and Bodies

CONSIDERED:

The appointment by the Senate of other representatives and bodies for the academic year 2003/2004 (S.3/03-04).

REPORTED:

That the Vice-Chancellor had determined that responsibility for Equal Opportunities matters should continue to rest with Professor.

Higher Education Access Committee

RESOLVED:

That Dr F McKay and Ms Y Salter-Wright be re-appointed as the University's representatives on the Higher Education Access Committee for the academic year 2003/2004.

10/03-04 Admissions October 2003

RECEIVED:

An oral report from the Academic Registrar on the current indications of the likely number of new students registering with the University for the academic year 2003/2004.

11/03-04 Report for the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.4/03-04 {Parts 1 (in two parts, the second of which was laid on the table at the meeting) and 2}) and its resolutions recorded under the following items:

- (a) CHeSS
- (b) Annual Monitoring Statement
- (c) Warwick Leadership Programme
- (d) Midlands Hub for Research Students
- (e) Chinese Fellowships
- (f) Third Leg Activities
- (g) CRER
- (h) Centre for Scientific Computing
- (i) HEFCE Golden Hellos
- (j) Centres for Excellence in Teaching and Learning
- (k) Higher Education Innovation Fund – Round 2
- (l) Collaboration with RASE
- (m) OFSTED Inspection Outcomes

- (n) Reviews of Research and Teaching Funding
- (o) Roberts Review of Research Assessment
- (p) HEFCE Financial Memorandum
- (q) Working Group on Student Support and Guidance
- (r) Warwick HRI Transfer Board
- (s) Vice-Dean of the Warwick Medical School
- (t) Institutional Audit: Self-Evaluation
- (u) HEFCE Framework for Improving Standards in Research Degree Programmes
- (v) DTI/OST Consultation on Sustainability of Research.
- (w) Future of the BA(QTS)
- (x) Project Capital Funding
- (y) League Tables
- (z) Degree Awarding Powers and University Title
- (aa) Further Development of Teaching and Learning
- (bb) QAA Review of Foundation Degrees
- (cc) WMS Devolved Budget
- (dd) Exchange Agreement with City University of Hong Kong
- (ee) Queen's Awards for Enterprise

(a) University Research Ethics Committee

CONSIDERED:

Proposals for the establishment of a University Research Ethics Committee within an overall Research Governance Framework for the University (SC.285/02-03 {revised}).

RECOMMENDED:

That a University Research Ethics Committee be established within an overall Research Governance Framework for the University as set out in paper SC.285/02-03 (revised), it being noted that the operation of the Committee and the Framework should be kept under review.

(b) Postgraduate Application Fee

CONSIDERED:

Detailed proposals for the introduction of an application fee for postgraduate taught programmes (SC.10/03-04 {revised}).

RESOLVED:

That the detailed proposals for the introduction of an application fee for postgraduate taught programmes be approved in principle as set out in paper SC.10/03-04 (revised) it being noted that the operation of the fee should be kept under review and subject to a paper being brought forward for consideration by the Steering Committee:

- (i) Providing a full cost analysis of the taught postgraduate application system.
- (ii) Addressing the issue of the cumulative charges likely to be incurred under the scheme as currently formulated by applicants for multiple modules.

- (iii) Giving further consideration to the potential resource requirements of improving the service to applicants at departmental level.

12/03-04 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 7 July and 18 September 2003 (S.6/03-04 {parts 1 and 2}) and its resolutions recorded under the following headings:

- (a) QAA Developmental Engagement: Department of Chemistry
  - (b) Notes of Guidance on Credit and the Credit Accumulation and Transfer Scheme.
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- (a) QAA Review of the Foundation Degree in Community Enterprise and Development

RESOLVED:

That in light of the comments made in the QAA review of the Foundation Degree in Community Enterprise and Development as set out in paper AQSC 214/02-03, a review be undertaken of the University's policy on the Accreditation of Prior Learning; it being noted that the Committee supported the retention of its rigorous policy on accreditation of prior learning for core modules which applied to all University courses.

- (b) Assessment Practices and Examination Load and Late Submission of Assessed Work

CONSIDERED:

The following recommendations of the Academic Quality and Standards Committee:

- (i) That the current 50% rule be amended to allow Departments to request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work beyond 50% is accounted for by (a) substantial piece(s) of work (e.g. a dissertation or project) undertaken on an individual basis.
- (ii) That the current regulation regarding late submission of assessed work be amended such that five marks would be deducted for each working day a piece of assessed work counting for 10% or more of the credit for a module is late, noting that it would be for departments to determine whether this penalty should apply to those pieces of work which count for less than 10% of the module.

RESOLVED:

- (i) That the current 50% rule be amended to allow Departments to request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work

beyond 50% is accounted for by (a) substantial piece(s) of work (e.g. a dissertation or project) undertaken on an individual basis.

- (ii) That, without prejudice to the original recommendation, the Academic Quality and Standards Committee be asked to give further consideration to the proposed revision to the regulation regarding late submission of assessed work in the light of points raised at the meeting regarding the likely consequences of the variance in the actual penalties imposed upon students for late submission of assessed work being dependent upon the credit weighting of the work in question.

(c) PhD Supervision Guidelines

RESOLVED:

That the revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students be approved, as set out in paper BGS 21/02-03 (revised 2).

(d) PhD Viva examinations by Video-Conferencing

RESOLVED:

That the proposed procedures for the conduct of viva examinations for research degrees using video conferencing be approved as set out in paper BGS 24/02-03(revised); it being noted that the operation of the system should be kept under review.

(e) Regulation 10.3, Regulations Governing the Constitution and Appointment of Boards of Examiners for the full-time 2+2 and part-time Degree of BA

CONSIDERED:

Proposed amendments to Regulation 10.3, Regulations Governing the Constitution and Appointment of Boards of Examiners for the full-time 2+2 and part-time Degree of BA (BFSS 52/02-03).

RECOMMENDED:

That the proposed amendments to Regulation 10.3, Regulations Governing the Constitution and Appointment of Boards of Examiners for the full-time 2+2 and part-time Degree of BA be approved as set out in paper BFSS 52/02-03.

(f) Regulation 15, Regulations Governing Research Degrees

CONSIDERED:

Proposed amendments to Regulation 15, 'Regulations Governing Higher Degrees' (BGS 19/02-03 {revised1}).

RECOMMENDED:

That the proposed amendments to Regulation 15, 'Regulations Governing Higher Degrees' be approved, as set out in paper BGS 19/02-03 (revised1).

(g) Regulation 14.1, Regulations Governing Attendance at Classes

CONSIDERED:

Proposed amendments to Regulation 14.1, 'Regulations Governing Attendance at Classes' (AQSC 204/02-03).

RECOMMENDED:

That the proposed amendments to Regulation 14.1, 'Regulations Governing Attendance at Classes' be approved, as set out in paper AQSC 204/02-03.

(h) Course Approval Documentation

RESOLVED:

That the following revised drafts of the course approval documentation be approved:

- (i) A variant of the Part 1 form to apply for Postgraduate Awards as set out in paper AQSC 218/02-03.
- (ii) Part 2, Academic Fees and Resources as set out in paper AQSC 219/02-03.
- (iii) Part 3, Placement Learning as set out in paper AQSC 220/02-03.
- (iv) Part 4, Partnership Provision as set out in paper AQSC 221/02-03.
- (v) Part 5, Distance Learning as set out in paper AQSC 222/02-03.
- (vi) The standard University contractual agreement for collaborative provision as set out in paper AQSC 223/02-03; it being noted that the details would be considered in conjunction with the University's solicitors.

(i) Periodic Review Reports

RECEIVED:

Periodic Review reports and responses from the relevant Chair for the following Departments:

- (i) The Department of English & Comparative Literary Studies.
- (ii) The Department of Italian Studies.
- (iii) The Department of German Studies.
- (iv) The Department of the History of Art.
- (v) The School of Health & Social Studies.

RESOLVED:

That the amendments to the Information Pack on Procedures for the Review of Courses of Study be approved as set out in paper AQSC 238/02-03, it being noted that the advent of a Summary Report form met the University's Teaching Quality Information obligations under HEFCE 02/15.



(j) New HEFP Course

RESOLVED:

That the Higher Education Foundation Programme in Chemistry and Biology be approved as set out in papers PDLSC 59, 60 & 62/02-03(revised) and PDLSC 61/02-03.

(k) Postgraduate Award in Sexual Health, School of Medicine

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled Sexual Health in Primary Care for introduction with effect from October 2003 be approved as set out in paper GCFM 4/02-03 (revised).

13/03-04 Appointment of a Non-Academic Member of Staff to the University Council (minute 102/02-03 refers)

CONSIDERED:

A recommendation from the Nominations Committee for the appointment of a non-academic member of staff to the University Council for the period 1 August 2003 to 31 July 2006 (S.8/03-04).

RESOLVED:

That Mr T Monnington be appointed to serve as the non-academic member of staff to the University Council in accordance with Statute 16 and Ordinance 5 for the period to 31 July 2006.

14/03-04 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions that have been conferred upon members of the University since the last meeting of the Senate held on 2 July 2003 (S.10/03-04).

REPORTED:

That Professor Audrey Mullender, of the School of Health and Social Studies, had been elected a Fellow of the Royal Society of Arts.

15/03-04 Report for the Board of the Faculty of Medicine

CONSIDERED:

A report from the meeting of the Board of the Faculty of Medicine held on 30 June 2003(S.5/03-04).

(a) Membership of the Board of the Faculty of Medicine 2003/2004

CONSIDERED:

Proposed amendments to Ordinance 7 regarding the Constitution of the Board of the Faculty of Medicine (BFM.27/02-03).

RECOMMENDED:

That the proposed amendments to Ordinance 7 regarding the Constitution of the Board of the Faculty of Medicine be approved as set out in paper BFM.27/02-03.

(b) Faculty Board Elections 2003/2004

RECEIVED:

A statement of the Board's appointment of representatives of the Board of the Faculty of Medicine to the Senate and other University Committees for the academic year 2003/2004.

16/03-04 Report from the Accommodation Review Group

RECEIVED:

A report from the Accommodation Review Group on the allocation of academic accommodation for the academic year 2003/2004 (S.7/03-04).

17/03-04 Report from the Academic Staff Development and Appraisal Committee

CONSIDERED:

A recommendation from the Academic Staff Development and Appraisal Committee for the introduction of joint appraisals for clinical academics (S.11/03-04, laid on the table at the meeting).

RESOLVED:

That the proposal for the introduction of joint appraisals for clinical academics be approved as set out in paper S.11/03-04.

18/03-04 Amendments to University Regulations

CONSIDERED:

Proposed amendments to the following University Regulations (S.9/03-04):

- (a) Regulation 4 for the Annual Review by the Promotions Committee of Lecturers, Senior Lecturers and Readers.
- (b) Regulation 14 Governing Attendance and Termination of Registration.

RECOMMENDED:

That the proposed amendments to the following University Regulations be approved as set out in paper S.9/03-04:

- (c) Regulation 4 for the Annual Review by the Promotions Committee of Lecturers, Senior Lecturers and Readers.
- (d) Regulation 14 Governing Attendance and Termination of Registration.

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13/10/03