

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting held on Wednesday 4 July 2012

- Present: Vice-Chancellor (in the Chair), Professor R Ball, Professor C Bates, Mr L Boe (except for item 111 (a) (ii)/11-12), Professor A Caesar, Professor A Czumaj (from item 103 (b)/11-12 to 117/11-12), Professor J Davey, Professor C Dowson, Professor S Hand, Professor N Hewlett (except for items 109 (c)/11-12 to 110 (a)/11-12 and 110 (b) (i)/11-12 to 110 (b) (iii)/11-12), Professor Christopher Hughes, Professor S Jacka, Dr C Jenainati (until item 110 (c) (xii)/11-12), Professor T Jones, Dr J Kidd, Professor J Labbe, Professor J McCarthy (from item 103 (c)/11-12), Professor A Norrie (from item 110 (d)/11-12), Dr D Roper, Mr S Ruston, Professor C Sparrow (from item 103 (b)/11-12), Professor M Taylor (from item 103 (b)/11-12), Mr S Williams, Professor P Winstanley (until item 117/11-12).
- Apologies: Ms A Chambers, Professor S Croft, Professor S Gilson, Dr N Holdsworth, Professor Christina Hughes, Professor N Johnson, Mr P Krishnamurthy, Professor K Lamberts, Professor G Lindsay, Professor M Luddy, Professor A Muthoo, Professor A Reeve, Professor M Shipman, Professor N Stallard, Professor S Stewart-Brown, Professor S Swain, Professor P Thomas.
- In attendance: Registrar, Deputy Registrar, Academic Registrar, Director of Finance and Financial Strategy, Director of Finance, Head of Corporate Governance, Head of Governance Support Services, Administrative Officer (Governance), Incoming President of the Students' Union, Mr J Entwistle-Wilkinson (Incoming Student Representative), Mr R Green (Acting Librarian), *for item 80/11-12 only*: Dr D Lamburn, Dr D Lines, Dr H Schmitz.

The Vice-Chancellor welcomed the incoming President of the Students' Union, Mr N Swain, and the second student representative, Mr J Entwistle-Wilkinson, to the meeting as observers, prior to taking up their posts from 1 August 2012.

### 103/11-12 2012/13 Budget and the Provisional University Financial Plan: 2012-2016

#### CONSIDERED:

The draft University Financial Plan for the period to 2015/16 (S.53/11-12) together with oral reports from the Director of Finance and Financial Strategy and the Registrar.

#### REPORTED: (by the Director of Finance and Financial Strategy)

- (a) That the draft University Financial Plan was ambitious in the scale of planned investment needs in support of the University's aspirations, including capital investment, a successful REF outcome, strategic partnerships, staff:student ratios and the student experience.
- (b) That Warwick's income had increased by 5.5 per cent to £443M compared to the previous year, with a forecast surplus of £22M due to an underspend on academic salaries following lower than expected levels of reappointments.

- (c) That Warwick's forecast surplus position would start low in 2012/13, as a result of upfront investment needs, before starting to be restored over the planning period to 3% in 2015/16.
- (d) That, in the longer term, the University would seek to move towards a target of 4 to 5% surplus to maintain the ambitious levels of new investment that were required now.
- (e) That the drop in HEFCE-funded students would impact the level of the University's surplus and, consequentially, its planned capital spending, and therefore a larger proportion and volume would need to be supported by internally generated sources such as increased retained surpluses.
- (f) That the purchase of the Science Park and its associated properties had the potential to generate a substantial financial return.
- (g) That the draft University Financial Plan was cautious in its inclusion of QR funding, with prudent safety factors included.

(by the Registrar)

- (h) That the draft University Financial Plan would instil confidence in the Funding Council and future students, by balancing prudence with confidence in Warwick as a place of quality to study and to work.

(by the President of the Students' Union)

- (i) That the parity of esteem between departments in relation to their physical environment, particularly in relation to the Humanities building, was important from the student perspective, and that he had expected to see investment in the infrastructure of the Humanities Building specifically within the Financial Plan.

(by the Vice-Chancellor)

- (j) That a Working Group of the Board of the Faculty of Arts had been tasked to discuss the future vision for the Humanities Building, and were yet to provide a proposal.
- (k) That the need to ensure sufficient capacity in student study spaces for both undergraduate and postgraduate students was acknowledged, and this would need to be monitored given a number of new developments such as those in Rootes and Leamington Spa.

RESOLVED:

That the Senate be updated in the Autumn Term 2012 on any significant amendments from the draft Financial Plan presented in S.53/11-12.

**RECOMMENDED: (to the Council)**

That the 2012/13 Budget be approved as set out in S.53/11-12, and the draft University Financial Plan for the period 2011/12 to 2015/16 be noted for operational purposes, noting that additional work would be carried out over the summer by the Financial Plan Sub-Committee prior to further consideration of the final Plan by the

Finance and General Purposes Committee and the Council in November 2012 prior to submission to HEFCE by 1 December 2012.

104/11-12 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 13 June 2012 be approved.

105/11-12 Senate House Council Chamber

REPORTED: (by the Vice-Chancellor)

That future meetings of the Senate would take place within the Council Chamber suite within Senate House once completed.

106/11-12 Pro-Vice-Chancellor Appointments

REPORTED: (by the Registrar)

- (a) That the Senate and the Council had approved the arrangements for a joint Pro-Vice-Chancellor with Monash University, and that the position had been advertised both nationally and internationally, raising awareness of the Alliance brand.
- (b) That following the shortlisting of several high calibre candidates, interviews would take place during the week commencing 9 July 2012, and that further information would be made available in due course.
- (c) That the Council had resolved at its meeting held on 16 May 2012 that the remaining Pro-Vice-Chancellor vacancy be advertised external to the University.

107/11-12 Institutional Review of Teaching, Learning and the Student Experience: Outcomes of the Faculty Engagements

CONSIDERED:

A report outlining the outcomes of the Faculty Engagements, following the institution-wide review of teaching, learning and the student experience, held in November 2011 (S.54/11-12).

RESOLVED:

- (a) That the recommendations within the three Faculty Engagement reports as set out in papers TLR 96-98/11-12, be noted.
- (b) That the recommendations and points arising within the two responses prepared by the Chairs of the Faculties of Arts and Science on behalf of their Boards, as set out in papers BFA.23/11-12 and BFS.22/11-12 respectively, be noted.
- (c) That the recommendations of the Institutional Review Steering Group for onward referral of the recommendations in the Faculty Engagements to the

appropriate body for further detailed consideration be approved as set out in paper TLR.101/11-12 (revised 3).

- (d) That Senate, via the Steering Committee, receive an update on the progress of action taken in response to any agreed recommendations.

#### 108/11-12 Format of Future Reviews of Departments

##### CONSIDERED:

A report outlining the proposed format of future reviews of departments (S.55/11-12).

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

- (a) That the Steering Committee, the Academic Quality and Standards Committee, the Board of Undergraduate Studies, the Board of Graduate Studies and the Boards of the Faculties had considered and approved the adoption of a focussed institution-wide approach to teaching and learning review, in place of the Strategic Departmental Review process, to be undertaken every five years with an interim review and report process to be determined.

(by the Deputy Registrar)

- (b) That the proposed process reflected the numerous changes expected from the QAA and how teaching would be delivered in the future.
- (c) That some departments may be identified as requiring a specific interim review to complement the institutional process.

(by the Registrar)

- (d) That the, the Deputy Vice-Chancellor, and the Academic Registrar would consider whether any further supplemental processes were required on an ad hoc basis to ensure that effective strategic review and development of the full range of a department's activities was undertaken and communicated to key stakeholders, including research and administrative elements.

(by the Vice-Chancellor)

- (e) That the QAA were yet to decide their review period, and that the proposed process enabled flexibility to allow synchronisation with the QAA.

(by Professor S Jacka)

- (f) That departments would welcome early consultation on the precise timing of future reviews.

##### RESOLVED:

That the Strategic Departmental Review process be discontinued and a focussed institution-wide approach to teaching and learning review be adopted, in which all teaching and learning provision be reviewed at the same time every five years, with further consideration to be given to the process, methodology and timeline including a process for an interim review and report.

109/11-12 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.56/11-12 {parts 1 and 2}) and its resolutions recorded under the following items, together with an oral report from the Vice-Chancellor:

(a) 2011/12 Annual Risk Management Report

REPORTED: (by the Vice-Chancellor)

- (i) That the Steering Committee had considered a report providing an update on areas of operational risk, alongside the Annual Risk Report which provided an overview of risk management activity over the past year.
- (ii) That the Report highlighted the current review of the risk management process at the University and outlined an intention to develop a University Risk Management Strategy to articulate the overarching aims, objectives and structures of risk management at Warwick.

(b) Personal Tutoring

REPORTED: (by the Vice-Chancellor)

- (i) That the University Senior Tutor initiated a survey of students and staff in the Autumn Term of 2011 seeking views on the operation of the Personal Tutoring system at the University.
- (ii) That the Steering Committee approved recommendations for revisions to the Personal Tutoring system, which included Personal Tutors holding a group meeting with their tutees at the start of the academic year to explain the role of Personal Tutors and students' responsibilities.
- (iii) That an electronic database recording students' academic and personal progress would be established to considerably enhance Personal Tutors' role in monitoring student progress and also to ensure greater consistency and continuity in personal tutoring.

(c) Student Careers and Skills Update

REPORTED: (by the Vice-Chancellor)

- (i) That the HEIF-funded Placement Learning Unit had a Placement Learning Officer assigned to each faculty, to work with employers to source placements, and with staff and students to encourage and promote them.
- (ii) That, to date, the unit had provided 90 bursaries to students with short-term unpaid placements.

(d) Strategic Plan for Monash-Warwick Alliance 2012-2017

REPORTED: (by the Vice-Chancellor)

- (i) That the Strategic Plan for the Monash-Warwick Alliance 2012-2017 drew on the key objectives for the partnership as laid out in the December 2011 Heads of Agreement, but differed in that a more focused objective of engaging with industrial partners had replaced the original funding objective, as accessing new sources of funding would underpin all of the strategic objectives.
- (ii) That the Strategic Plan had been approved by both Vice-Chancellors and would be considered by both University Councils in July 2012 following this consultation with the Senate.
- (iii) That the Strategic Plan may be revised in the light of the appointment of the joint Pro-Vice-Chancellor with Monash University.

(by the President of the Students' Union)

- (iv) That consideration of how best to motivate students to invest in the activity resulting from the alliance with Monash University was required, in order to attain the admirable aspiration of at least 200 students involved in some form of Alliance activity per year by 2015.

RESOLVED:

That the Strategic Plan for the Monash-Warwick Alliance 2012-2017 be supported as set out in paper SC.410/11-12.

- (e) Risk Management Report to Audit Committee
- (f) University's Risk Identification and Assessment for Summer 2012
- (g) Honorary Degrees Committee Report
- (h) Fees Working Group Report: Non-Standard Fee Recommendations for 2013/14
- (i) Changes to Methods of Payments for Students Paying Tuition Fees and Accommodation Fees in 2012/13
- (j) Interim Widening Participation Strategic Statement 2012/13
- (k) Quarter 3 End - ARC
- (l) Teaching Quality Update Report
- (m) Health and Safety Update
- (n) Capital Developments and Space Management
- (o) Institute of Advanced Study Update
- (p) Research Councils UK School-University Partnerships Initiative
- (q) Student Number Controls for 2013-14: Proposals for High Grades and a Core and Margin Exercise
- (r) HEFCE UK Research Partnership Investment Fund
- (s) BIS Survey of UK Civil Nuclear Energy Research Capability
- (t) HEFCE Consultation on Philanthropic Support for Higher Education in the UK
- (u) QAA Consultation on the UK Quality Code: Section B3 – Learning and Teaching
- (v) Ofqual Consultation on A Level Reform
- (w) UCEA Consultation on the Tier 2 Codes of Practice and updating the Tier 2 NQF6+ Occupation List

- (x) UCEA Consultation on amendments to the Medical Profession (Responsible Officers) 2010 Regulations
- (y) Regional Impact Study
- (z) UK Quality Code for Higher Education - Database of expertise for 2012-13
- (aa) Matched Funding Scheme for Voluntary Giving
- (bb) Executive Officer (Vice-Chancellor's Office)
- (cc) Leamington Residents General Meeting
- (dd) Warwick Student Arts Festival
- (ee) Sabbatical Societies Officer Portfolio

110/11-12 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the Academic Quality and Standards Committee (S.57/11-12 {parts 1 and 2}) and its resolutions recorded under the following items, together with an oral report from the Pro-Vice-Chancellor for Education and Student Experience:

(a) Learning and Teaching Strategy

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

- (i) That the Learning and Teaching Strategy had been updated to reflect changes to the environment, the refresh of the University Strategy, and the outcomes of the Institutional Review.
- (ii) That consultation on the changes had been undertaken with the Academic Quality and Standards Committee, the Board of Undergraduate Studies, Board of Graduate Studies, Boards of the Faculties, the Students' Union and administrative colleagues, but that further comments were invited.

RESOLVED:

- (i) That the Learning and Teaching Strategy be approved in principle, as set out in Paper AQSC.70/11-12 (revised 2), subject to amendments being made in light of comments received and approved by the Chair on behalf of the Academic Quality and Standards Committee noting that further development and refinement would be undertaken over the summer and a final version brought to the Senate for approval at its meeting in the Autumn Term 2012.
- (ii) That the commitment to introduce a Liberal Arts degree as set out in Vision 2015 be reviewed and developed into a broader commitment to enhancing flexibility and inter-disciplinarity in all undergraduate degrees, noting that the Centre for Lifelong Learning offered generic part-time undergraduate degrees in Humanities and Social Studies which could be adapted for full-time study.

(b) Warwick Community Statement

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

- (i) That the Students' Union had been widely consulted in the creation of the Warwick Community Statement.

(by Professor R Ball)

- (ii) That the title of "community" encompassed more than what appeared to be included within the current remit of this statement, for example, alumni and external partnerships, and that the title should be revised to reflect the statement's current remit, or the statement widened to encompass Warwick's full community.
- (iii) That the reference to "normally" within the University's Learning and Teaching aims to provide timely feedback to students did not seem necessary.

(by the President of the Students' Union)

- (iv) That he was pleased with the content of the Warwick Community Statement, however, he also did not believe the term "normally" within the University's Learning and Teaching aims to provide timely feedback to students was necessary.

(by the Registrar)

- (v) That the term normally in this context could be removed, noting that it was the University's intention to provide timely feedback to students unless there were exceptional circumstances.

RESOLVED:

That the Warwick Community Statement be approved as set out in Paper AQSC.101/11-12 (revised 2), subject to further amendments being made in light of comments received and in discussion with representatives of the Students' Union, and approved by the Chair on behalf of the Academic Quality and Standards Committee and the Vice-Chancellor on behalf of the Senate

(c) Undergraduate Degree Classifications

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

- (i) That the proposed revised Undergraduate Assessment Conventions would apply to students commencing their studies from Autumn 2013 at the earliest.
- (ii) That in-principle approval was being sought to enable individual departmental conversations to commence.



- (iii) That the QAA had indicated a need for change to Undergraduate Assessment Conventions to ensure that students are assessed on quality of work, rather than on quality and volume of work.
- (iv) That Dr David Lamburn would be reviewing the Undergraduate Assessment Conventions as a whole, as part of the proposed revisions.

(by Mr S Ruston)

- (v) That Warwick was considered by prospective and current students to be distinctive in the flexibility of its courses and the ability to broaden educational experience while at University.
- (vi) That there was concern among some parts of the student body with the proposal that Examination Boards would cease to use additional numerical credit in the calculation of year end marks.

(by the Vice-Chancellor)

- (vii) That there was currently inequity between different parts of the student body and the option to undertake additional credits depending on their department but that the principle of being able to study additional credits beyond the core curriculum was to be valued.

(by Professor C Sparrow)

- (viii) That Undergraduate Assessment Conventions should continue to be considered on a course by course basis.
- (ix) That Dr David Lamburn's experience would be valuable in his work with the Pro-Vice-Chancellor for Education and Student Experience on preparations for the QAA Audit.

(by Professor S Jacka)

- (x) That the proposed timescales for amending Undergraduate Assessment Conventions for students commencing their studies in 2013 would need to be considered carefully against the formal governance timetable..

(by Professor R Ball)

- (xi) That he was concerned regarding the application of revised Undergraduate Assessment Conventions across joint degrees.

(by the Registrar)

- (xii) That the University would provide evidence to the QAA of Warwick's principles of flexibility and distinctiveness of education provision.
- (xiii) That amendments to Undergraduate Assessment Conventions should not be constrained by the structure of the Committee Timetable.

RESOLVED:

That the proposed 'in principle' amendments to the Undergraduate Assessment Conventions as set out in Paper AQSC.105/11-12 be approved subject to further amendments being made in the light of comments received and wider consultation, noting that further work would need to be undertaken on the detail of the implementation.

(d) Risk Assessment and Collaborative Course Approval

RESOLVED:

That the proposal for a "risk scoring" framework for categorising risk as part of the collaborative course approval process be approved as set out in Paper CFDLSC 103/11-12 (revised).

(e) Collaborative Review Process

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

That the proposals included additional levels of scrutiny, particularly with regard to the renewal of collaborative partnerships.

RESOLVED:

That the proposal for a process for review of collaborative provision be approved as set out in paper CFDLSC 102/11-12 (revised).

(f) Collaborative Policy and Strategy

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

That the proposed University Collaborative Policy and Strategy had been revised to be more aligned with the University's overall strategic aims.

RESOLVED:

That the proposed University Collaborative Policy and Strategy be approved as set out in paper CFDLSC 8/11-12.

(g) Amendments to University Regulations

(i) Amendments to Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees

**RECOMMENDED: (to the Council)**

That amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees be approved as set out in paper BGS 85/11-12

- (ii) Amendments to Regulation 12: Absence for Medical Reasons from a University Examination for First Degrees

**RECOMMENDED: (to the Council)**

That amendments to Regulation 12 relating to the MBChB be approved as set out in Paper BUGS 24/11-12.

- (iii) Amendments to Regulation 11: Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test

**RECOMMENDED: (to the Council)**

That amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test be approved as set out in paper BGS 84/11-12 (revised)

- (iv) Amendments to Regulation 8: Regulations for First Degrees (Appeals)

**RECOMMENDED: (to the Council)**

That amendments to University Regulation 8.1: Regulations for First Degrees, be approved as set out in BUGS 26/11-12, to be applied also to the analogous paragraphs in Regulations 8.2, 8.3, 8.4, 8.7, 8.9, 8.10 and 8.11.

- (h) Good Practice Guide on Joint and Cross Departmental Degrees

**RESOLVED:**

That the amended Good Practice Guide on Joint and Cross Departmental Degrees be approved as set out in Paper AQSC.103/11-12.

- (i) Collaborative Course Approval Documentation and Guidance

**RESOLVED:**

- (i) That proposed amendments to the “Procedures for the approval and monitoring of collaborative courses”, together with the accompanying online guidance attached as an annex be approved as set out in Paper CFDLSC 104/11-12 (revised).

- (ii) That proposed amendments to the CA1 - part 4 course approval form be approved as set out in Paper CFDLSC 105/11-12.

- (j) Information for Students

**RESOLVED:**

That the updated Good Practice Guide on Information for Students be approved as set out in Paper AQSC.107/11-12 (revised), subject to minor revisions agreed in the meeting and noting that the Guide would be supplemented with examples of good practice.

(k) Evolution of the SSLC System

RESOLVED:

That proposals for the revision of the SSLC system be approved as set out in Paper AQSC.63/11-12 (revised).

(l) Collaborative Course Proposals

(i) Joint Warwick/NTU PhD in Neuroscience

RESOLVED:

That the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, be approved as set out in papers:

- (A) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
- (B) External views on the course proposal BGS.73-74/11-12
- (C) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

(ii) Joint PhD between Warwick and Monash (Arts)

RESOLVED:

That the proposal from the Faculty of Arts to introduce a new collaborative PhD with Monash University, be approved as set out in papers:

- (A) Part 1 course approval form (paper CFDLSC 137/11-12);
- (B) Part 4 course approval form (paper CFDLSC 138/11-12);
- (C) External advisor's report (paper CFDLSC 139/11-12).

(iii) MA in the History and Business of the Contemporary Art Market

RESOLVED:

That a proposal from the Department of History of Art to introduce a new course entitled MA in the History and Business of the Contemporary Art Market in collaboration with an existing partner, L'Institut D'Etudes Supérieures des Arts (IESA), France, be approved as set out in papers:

- (A) Background to the collaboration (paper CFDLSC 147/11-12);
- (B) Part 1 Course approval form (paper CFDLSC 148/11-12);
- (C) Course specification (paper CFDLSC 149/11-12);
- (D) Part 4 course approval form (paper CFDLSC 150/11-12).

(iv) New College Nottingham

RESOLVED:

That the proposal from the Centre for Lifelong Learning to enter into a new collaborative partnership with New College Nottingham to deliver the following existing courses:

- Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Foundation Degree in Teaching in the Lifelong Learning Sector

be approved as set out in papers:

- (A) Part 4 course approval form (paper CFDLSC 158/11-12);
- (B) Two letters of support from New College Nottingham (papers CFDLSC 159/11-12 and 160/11-12).

(v) Solihull College

RESOLVED:

That a proposal from the Centre for Lifelong Learning to enter into a collaborative partnership with Solihull College to deliver the existing BA Social Studies (2+2) be approved, as set out in papers:

- (A) Part 4 course approval form (paper CFDLSC 167/11-12);
- (B) Letter of support from Solihull College (paper CFDLSC 168/11-12).

(vi) Postgraduate Diploma in Public Finance and Leadership

RESOLVED:

That a proposal from the Warwick Business School to suspend the Postgraduate Diploma in Public Finance and Leadership, delivered in collaboration with the Chartered Institute of Public Finance and Accountancy, be approved as set out in paper CFDLSC 169/11-12.

- (m) Personal Tutoring
- (n) Learning and Development Centre Update
- (o) Institutional Review of Teaching and Learning
- (p) QAA Institutional Review Thematic Element 2012/13
- (q) Policy on Accreditation of Prior Learning
- (r) New Postgraduate Courses of Study
- (s) Revised Postgraduate Courses of Study
- (t) Discontinuation of Postgraduate Courses
- (u) New Undergraduate Courses of Study

111/11-12 Report from the University Health and Safety Executive Committee

RECEIVED:

A report from the University Health and Safety Executive Committee (S.58/11-12) and its resolutions recorded under the following items, together with an oral report from the Registrar.

- (a) University Health and Safety Committee (UHSC) Business, including the Annual Health and Safety Report 2011.

REPORTED: (by the Registrar)

- (i) That the Committee had received a presentation from the Commercial Group regarding the work undertaken to change attitudes towards health and safety, and that it had been recommended that the presentation be shared with Heads of Departments.
  - (ii) That the number of RIDDORS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) had diminished over the last 3 years, as processes were seen to be more robust and resilient.
- (b) University Genetic Modification and Biosafety Committee (GMBSC)
  - (c) Review of Health and Safety
  - (d) Internal Audit Report on Health and Safety

112/11-12 Report from the Research Committee

CONSIDERED:

A report from the Research Committee (S.59/11-12) and its resolutions recorded under the following items, together with an oral report from the Pro-Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine).

- (a) Research Centre Governance

REPORTED: (by the Pro-Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine)).

- (i) That, following a period of consultation inclusive of all Faculty Boards, the guidelines for Research Centre Governance had been agreed and were recommended to the Senate for approval.
- (ii) That these Guidelines would be used by the Research Committee in future when considering proposals for the establishment of new University Research Centres (URC).
- (iii) That any proposal to establish a URC would need to clearly show how it would provide 'added value' – financially, intellectually and/or reputationally, and that a pro forma for proposals to establish a new URC would be developed and agreed by the Committee in the Autumn Term 2012.
- (iv) That the Research Committee would also undertake a triennial review of

existing URCs, primarily to ensure that centres were effectively contributing to the University's research strategy.

[Members of the Senate were asked to note that the nomenclature for Centres had been amended to I, II, II rather than A, B, C to reduce potential confusion with the categories of academic department used by the Academic Resourcing Committee for delegation.]

RESOLVED:

That the guidelines for Research Centre Governance be approved as set out in paper RC.47/10-11 (revised 3).

(b) Establishment of the Warwick Industrial Biotechnology and Biorefining University Research Centre

REPORTED: (by the Pro-Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine)).

- (i) That the Research Committee recommended that the Centre for Warwick Industrial Biotechnology and Biorefining be approved 'in principle', as it aligned with the University's GPPs.
- (ii) That the constitution and further information about the Centre for Warwick Industrial Biotechnology and Biorefining would be considered by the Research Committee and Senate, in consultation with the Board of the Faculty of Science, in the Autumn Term 2012.

RESOLVED:

That the establishment of the University Research Centre (URC) for 'Warwick Industrial Biotechnology and Biorefining' be approved in principle and that the Centre be able to advertise itself as a URC as set out in paper RC.45/11-12, with a view to the detailed proposals, together with a formal constitution, being brought forward for consideration as appropriate in the Autumn Term 2012.

(c) Research Committee Terms of Reference

REPORTED: (by the Pro-Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine)).

That, in the light of the further development of the Research Centre Guidelines as well as the Committee's consideration of its effectiveness and its role and responsibilities, particularly in relation to the Research Ethics Committee, the University Research Committee recommended limited changes to its membership and terms of reference.

RESOLVED:

That the revised constitution and terms of reference for the University Research Committee be approved as set out in Annex 1 of paper RC.42/11-12 and as follows (additions underlined and deletions ~~struck through~~):

(i) Membership

~~Heads of the Devolved Departments including: Dean of the Warwick Business School or his/her nominee~~

Up to ~~four~~ three academic members of staff of the University, appointed by the Senate on the recommendation of the Research Committee

(ii) Terms of Reference

~~... (h) To consider reports from and make reports to the University Research Ethics Committee, Faculty Research Committees and faculty Boards when appropriate.~~

- (d) Incentivising Major Research Applications and Research Income.
- (e) Global Priorities Programme
- (f) Warwick-Africa Education Institute
- (g) Early Career Researcher Provision
- (h) Impact Support Strategy
- (i) Research Administration System
- (j) Institutional Risk Monitoring

113/11-12 Report from the Research Ethics Committee

CONSIDERED:

A report from the Research Ethics Committee (S.60/11-12) and its resolutions recorded under the following items, together with an oral report from the Pro-Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine).

(a) Annual Report

**RECOMMENDED: (to the Council)**

That the Research Ethics Committee Annual Report, be approved as set out in Appendix 1 - REC.12/11-12 (revised).

(b) University Research Governance and Strategy

RESOLVED:

That the amendments to the constitution and terms of reference of the University Research Ethics Committee be approved as set out in Annex 2 of paper REC.11/11-12, revised and as follows (additions underlined, deletions ~~struck through~~):

(i) Membership

One academic member of staff from within each of the four Faculties, nominated by the relevant Faculty Board and approved by the Senate, typically being the Chair of Faculty Research Committee.



(ii) Terms of Reference

- (a) To recommend to the Council and the Senate such policies as may be required on ~~matters~~ issues of research governance and ethics and to establish related procedures in line with such policies, ensuring alignment with associated statutory and legal requirements and the University's research strategy, consulting the University Research Committee and other committees as appropriate. ~~ethics and conduct in relation to research.~~
- (b) To provide the Council, the Senate with ~~periodic reports and an~~ periodic reports and an ~~annual monitoring report on the work of the Committee and on the operation of the University's research governance policies and procedures framework, inclusive of the University's Research Code of Practice; in the University~~ and to provide periodic reports on the work of the Committee to other relevant bodies, including but not exclusive to the University Research Committee.
- (c) To advise the Council and the Senate of any policies that may be required in relation to accepting funds from particular ~~fund~~ fund ~~sponsors of research, in conjunction with the University's Gift Acceptance Committee if appropriate.~~
- (d) To review the University's Codes of Practice on Research Conduct and Research Misconduct and to recommend to the Council and the Senate proposals for their approval and amendment.
- (e) To approve research governance and ethics arrangements of the Research Ethics Sub-Committees and brought forward by academic departments for the approval and monitoring within that department of research activities containing ethical implications.
- (f) To receive regular reports on the activities of the Research Ethics Sub-Committees ~~by academic departments~~ established to oversee procedures to approve and monitor research activities with potential ethical implications.
- ~~(g) To approve and monitor research activities with potential ethical implications and departmental procedures for maintaining such activities from those academic departments without delegated Research Ethics Sub-Committees.~~
- (g) To consider any issues relating to research ethics and governance brought forward by members of staff of the University, as seen appropriate by the Chair of the Committee.
- (h) To act as the final body of appeal against decisions of Sub-Committees and those considered directly by the Committee to reject research on ethical grounds and final decision on any disputed matter concerning research ethics and conduct.

- (c) Membership
- (d) Research Governance Project Plan Update
- (e) Chair's Letter to Heads of Departments
- (f) Own Funded Research
- (g) Modification of Biomedical Research Ethics Committee and Humanities and Social Science Research Ethics Committee Terms of Reference
- (h) Harmonisation of BREC and HSSREC Ethics Application Forms
- (i) Universities UK Draft Research Integrity Concordat
- (j) Postgraduate Certificate in Transferable Skills in Science Module
- (k) Risk
- (l) Periodic reports from the Sub-Committees

114/11-12 Report from the Intellectual Property Committee

CONSIDERED:

A report from the Intellectual Property Committee (S.61/11-12) and its resolutions recorded under the following items, together with an oral report from the Pro-Vice Chancellor for Knowledge Transfer, Business Engagement and Research (Science and Medicine).

(a) Membership of the Intellectual Property Committee

**RECOMMENDED: (to the Council)**

That the constitution of the Intellectual Property Committee be amended to include the Director of Corporate Relations as an ex officio member from the start of the 2012/13 academic year.

- (b) Development of Intellectual Property Policy
- (c) Student-Generated Intellectual Property
- (d) Student Laboratory Notebooks

115/11-12 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions that have been conferred upon members of the University since the meeting of the Senate held on 13 June 2012 (S.62/11-12).

116/11-12 Election of an Assembly Representative to the Senate

REPORTED:

- (a) That, in accordance with Regulation 2.3, a notice had appeared on Insite and was sent to staff by email via Inbox Insite seeking nominations to fill the vacancy in the representatives of the Assembly on the Senate for commencement from 2 July 2012 until 31 August 2015.
- (b) That, as only one of the existing members of the Assembly serving on the Senate is of professorial status, there were no limitations as to those members of the Assembly who can be nominated.
- (c) That, by the published deadline of 18 June 2012, three nominations of individuals were received by the Registrar from members of the Assembly and, therefore, notification of an election by post was circulated via email to all members of the Assembly on 25 June 2012.
- (d) That the names of the following individuals, together with their respective proposer and seconder, appeared on the ballot:

Robert Horton	Departmental Administrator, Department of History
Stephen Lamb	University Senior Tutor
William Rupp	Administrative Officer (WP), Student Admissions and Recruitment Office

- (e) That the deadline for ballot papers to be received by the Deputy Registrar's Office was 5pm on 2 July 2012.

(by the Registrar)

- (f) That, as a result of the ballot, the representative of the Assembly elected to the Senate for the period from 2 July 2012 until 31 August 2015 was Mr Stephen Lamb (University Senior Tutor).

#### 117/11-12 Membership of the Senate

CONSIDERED:

The membership of the Senate for the academic year 2012/13 (S.63/11-12).

RESOLVED:

- (a) That the Senate extend its thanks to the following colleagues for their service on the membership of the Senate as their period of office was due to expire on 31 July 2012:

Student Representatives – Leo Boe, Sean Ruston, Praveen Krishnamurthy  
Professor S Hand  
Professor S Stewart-Brown

- (b) That the Senate extend its thanks to Darren Wallis for his service on the secretariat of the Senate, as he had been appointed as the interim Director of the Centre for Lifelong Learning.

#### 118/11-12 Appointment of a Representative of the Senate to the Council

REPORTED: (by the Registrar)

- (a) That, in accordance with Ordinance 5 on the Procedure for the Appointment of Members of the Council by the Senate, the Registrar had written to members of the Senate to seek nominations for the appointment of an academic member of the Senate to membership of the Council for the period from 1 August 2012 through to 31 July 2015.
- (b) That the deadline for submission of nominations was Thursday, 21 June 2012.
- (c) That only one nomination for Professor Jackie Labbe was received and transmitted to the Senate and, therefore, in accordance with Ordinance 5 on the Procedure for the Appointment of Members of the Council Appointed by the Senate, Professor Jackie Labbe had been deemed to be elected as one of the representatives of the Senate to the Council for the period 1 August 2012 through to 31 July 2015.

#### 119/11-12 Proposed 2012/13 Dates for Meetings of the Senate and Term Dates to 2022/23

CONSIDERED:

The dates for meetings of the Senate for the academic year 2012/13 and University term dates for 2022/23 (S.64/11-12).

RESOLVED:

- (a) That the provisional dates for meetings of the Senate in the 2012/13 academic year be approved as set out in S.64/11-12, noting that the full timetable of meetings of Council and Senate committees would be confirmed over the summer and published online in September.
- (b) That the term dates for the academic year 2022/23 proposed following the formula previously agreed by the Senate (with the exception of the January meeting, due to the additional day allocated to Winter Degree Congregation), be approved as set out in S.64/11-12.

120/11-12 Report from the Academic Staff Committee

CONSIDERED:

A report from the Academic Staff Committee (S.65/11-12) and its resolutions and recommendations recorded under the following items:

- (a) Membership of Academic Staff Committee 2012/13

RESOLVED:

That the proposed membership of the Academic Staff Committee for the academic year 2012/13 be approved, as set out in paper ASC6/11-12.

- (b) Membership of Probation Review Group 2012/13

RESOLVED:

That the approval of the proposed membership and Terms of Reference of the Probation Review Group for the academic year 2012/13 be approved, as set out in paper ASC8/11-12.

- (c) Annual Review 2011/12: Promotion to Professors, Readers, Associate Professor, Principal Teaching Fellows, Senior Teaching Fellows, Principal Research Fellows and Senior Research Fellows

121/11-12 Sabbatical Officers in the Student's Union

CONSIDERED:

In accordance with Regulation 36.1(12) the conferral of registered student status for the academic year 2012/13 on:

President:	Nick Swain, Accounting and Finance
Education Officer:	James Entwistle, Philosophy, Politics, and Economics
Democracy and Development Officer:	Cosmo March, Philosophy, Politics, and Economics
Sports Officer:	Natasha Cabral, Sociology
Societies Officer:	Silkie Cragg, Philosophy, Politics, and Economics
Welfare and Campaigns Officer:	Ben Sundell, Politics and Sociology
Postgraduate Officer:	Anna Chowcat, International Security

RESOLVED:

That in accordance with Regulation 36.1(12), student status for the academic year 2012/13 be conferred on the named students above.

122/11-12 Conferral of the Titles of Emeritus Professor and Emeritus Reader

REPORTED: (by the Vice Chancellor)

That he, on behalf of the Senate had approved the conferral of the title of Emeritus Professor and Emeritus Reader on the following colleagues with effect from their retirement (given in brackets below):

*Emeritus Professor*

Professor Roger Burrige, School of Law (30 September 2012)

Professor Guy Thomson, Department of History (30 September 2012)

Professor Rajat Roy, Warwick Manufacturing Group (31 December 2012)

Professor Gordon Smith, Warwick Manufacturing Group (31 December 2012)

*Emeritus Reader*

Dr Humfrey Butters, Department of History (30 September 2012)