

SENATE

Minutes of the Meeting held via Microsoft Teams on 23 June 2021

Members:	Abdulraouf Abdussalam	Inshaal Ahmed	Dr Pam Bagley
	Clare Beckett-Wrighton	Dr Keren Bielby-Clarke	Professor Marina Bloj
	Dr Peter Branney (present 2-2.45pm, 4pm onwards)	Professor John Bridgeman	Dr Elaine Brown
	Professor Felician Campean	Professor Shirley Congdon (Chair)	Omar Ehtsham (left 4pm)
	Professor Sherif El-Khamisy (present 2-4pm, 4.40pm onwards)	Professor Engobo Emeseh (present 2-4pm, 4.30pm onwards)	Professor Vincent Gaffney (left 4pm)
	Sarah George	Professor Alastair Goldman	Professor Maryann Hardy
	Alison Hartley	Janice High (present 2-2.15pm, 3.30pm-4pm)	Zafar Iqbal
	Professor Zahir Irani	Chris Kaushall-Bolland	Dr Jing Li (joined 3pm)
	Dr William Martin	Ashok Mistry	Dariya Mykhayliv
	Professor Iqbal Mujtaba	Clare Peyton (joined 3pm)	Nikki Pierce
	Professor Martin Priest	Professor Rami Qahwaji	Dr Nejat Rahmanian
	Jona Schmidt	Rachel Simpson	Professor Vishanth Weerakkody

In attendance: Carl Chambers, Lay Member of Council (Observer)
 Kersten England, Lay Member of Council (Observer, until 4pm)
 Joanne Marshall, Director of People and Campus Services
 Stuart McKinnon Evans, Chief Finance Officer (Present 2-3pm, 4pm onwards)
 Bharti Mistry, Legal and Governance team, Observer
 Mohammed Pandor, Lay Member of Council (Observer)
 Riley Power, University Secretary Patrick Ryan, Senior Lecturer, FoMLSS (Item SEN112/20-21)
 Matthew Stephenson, Assistant Head (Casework, Risk & Information Governance) (item SEN113/20-21)
 Rachel Trawally, Governance and Projects Officer
 Paul Watson, Director of Learning, Teaching and Student Experience
 Stuart Watson, Lay Member of Council (Observer)

Apologies:	Professor Udy Archibong	Dermot Bolton	Dr Karina Croucher
	Dr Hatice Kizgin	Amreen Mehnaz	Nilam Prinjha
	Maria Tuffail		

106.20-21 **Minutes of the meeting on 21 April 2021 (Document SEN102/20-21)**

106.1 The minutes of the meeting held on the 21 April 2021 were **approved** as a correct record.

107.20-21 **Matters arising and action tracker (Document SEN103/20-21)**

107.1 Senate received a report on matters arising from the Senate meeting on 21 April 2021 and the actions taken since that meeting to address them.

107.2 It was noted that there was one outstanding PSRB in relation to exemptions and waivers, and this was expected to be confirmed by the end of next week. Subsequently, Chair's action would be taken to consider the exemptions and waivers to the regulations in relation to PSRB's as agreed at the last meeting of Senate.

108.20-21 **Chair's report (oral report)**

108.1 The Chair welcomed new members to Senate and four lay governors: Carl Chambers, Kersten England, Mohammed Pandor and Stuart Watson who had been invited to observe the meeting to support Council's role in ensuring the effective oversight of academic governance and increasing their understanding of the work of the Senate. The Chair also thanked members of Senate that were due to complete their terms of office on 31 July 2021, noting specific thanks to Pam Bagley who was due to retire in the Summer as Dean of the Faculty of Health Studies.

108.2 The Chair provided a summary on the key areas of activity undertaken:

- Preparations for the next academic year included the planned return to campus for staff and students, on-campus activities and an update on the vaccination programme;
- An update was also provided on Home Office concessions on the issuing of visas to students during the pandemic, Universities UK update supporting students through the transition from school to university following the pandemic, Skills and Post-16- Education Bill second reading on 15 June 2021, the Augar review and the recent visit to campus by the Secretary of State for Education.

108.3 **ACTION: to write to thank all Senate members completing their term of office on Senate on 31 July 2021 (Chair).**

109.20-21 **Declarations of interest (Document SEN104/20-21)**

109.1 No declarations of interest were received in relation to the business of the meeting.

110.20-21 **People Strategy (Document SEN105/20-21)**

110.1 The People Strategy had been approved at Council in May 2021, and the final version had been provided to Senate for information. It was noted that the version in the appendix had been included in error and that the correct version would be circulated to members after the meeting. The draft strategy had previously been presented to Senate at its last meeting

in April 2021. Feedback from Executive Board, People Committee and Senate had been incorporated into the final version of the Strategy, and a delivery plan was being developed which would be presented to Senate for information in the next academic year.

110.2 Members queried some of the terminology in the report to the extent that it related to the Bradford Excellence Programme. It was agreed to review the terminology used to describe the process that was previously enacted around this programme.

110.3 **ACTIONS:**

- **To circulate the final version of the People Strategy to members of Senate (Director of People and Campus Services/Secretary);**
- **To review the wording in the report relating to the previous management of the Bradford Excellence Programme (Director of People and Campus Services).**

111.20-21 **Update on Student Offer (Document SEN106/20-21)**

111.1 The DVC AIQ presented an update on the taught Student Offer for 2021/22 and provided an overview of the seven working groups and the three time-bound phases which remained on schedule. Noting that following feedback, the student offer would consist of students wanting a campus-based experience, meaningful interaction with staff and students, better understanding of working and learning opportunities, engaging with and accessing education and student services, and providing meaningful interactions for our students.

111.2 Senate noted the following in particular:

- the importance of having as much on campus activities as possible to improve the student experience;
- the availability of the academic timetable to students. It was confirmed timetables would be published in September, with students being able to download them. This was later than planned due to the pandemic but this was mitigated by a later start to the academic year.,
- It was confirmed that there had been far fewer examinations since pandemic, and not all had been held on campus due to restrictions. As part of implementation of LTSES the range and balance of assessments would be reviewed.
- It was noted that planning was underway for an on-campus experience, making use of what had been learned during the pandemic, and that it had been challenging for staff and thanks was noted by the Chair/Vice-Chancellor to all staff for their hard work during the pandemic.

111.3 Members **endorsed** the overall approach to the Student Offer for 2021-22.

112.20-21 **Student recruitment report (Document SEN107/20-21)**

112.1 The DVC AIQ presented a comprehensive overview of an update on marketing and recruitment activity including open days and clearing.

112.2 For the 2021-22 recruitment cycle attention was drawn to the following:

- Undergraduate home acceptances were similar to last year, however the distribution across courses was different.
- Postgraduate home acceptances, undergraduate international applications and acceptances, and postgraduate international taught applications and acceptances had increased from the previous year
- The impact on travel restrictions around COVID-19 on international student recruitment would be monitored closely. It was also noted that the University had agreed to assist students with the cost of pre-departure tests during this period.
- New programmes and apprenticeships were not included in the student numbers;
- Clearing preparations were underway and would be outsourced again this year, using a different provider.

113.20-21 **Update on International Foundation College (Document SEN108/20-21)**

113.1 An update was provided by the Chief Finance Officer on the International Foundation Year Project and plans for the launch in September 2021.

113.2 The following was highlighted:

- the project board would continue to operate until the transition was complete, and the appointed Director of the College was in place.
- following this the oversight of the governance arrangements would be implemented.
- the College required the approval of the UKVI to be added to the University's sponsor licence before it could operate, and this application had been submitted and was awaiting approval.
- the student contract was presented to Senate for approval at this meeting (see Document SEN115/20-21) which contained the arrangements for UBIC.

113.3 The Academic Registrar noted the work to be completed on inclusion within SITS for a new enrolment portal and updating of policies. The University had applied to UKVI to add UBIC as a site to their licence to issue CAS. Arrangements were being made for managing the impact of any delay to approval and were being overseen by the project board and Executive Board.

113.4 Points noted in discussion included:

- OIEG were responsible for arrangements relating to the marketing and recruitment of students through their networks and agents, in line with parameters agreed with the University.
- The impact on student recruitment resulting from delays in approval of the arrangement by the UKVI.
- Transitions arrangements for current foundation programme students in terms of reassessment were discussed for those students that had not passed the current programme. Noting under the emergency regulations the cap on reassessment had been waived, and students would be supported to complete their programmes, and would have the option to transfer to the new programme if needed.

- It was confirmed that the new students would follow the University regulations, policies and processes and if a breach of academic integrity was identified would follow the University's formal disciplinary procedure.

114.20-21 **Senate effectiveness review update (Document SEN109/20-21)**

- 114.1 An update was provided by the University Secretary on the recommendations previously agreed following the senate effectiveness review.
- 114.2 A key recommendation on the action plan was to review the terms of reference and membership of Senate and its committees. An evidence gathering exercise had been undertaken and a proposed revised term of reference for Senate was presented. This had been reviewed and changes had been made to provide clarity and more consistent language to the Charter and Statutes.
- 114.3 It was **approved** that the revised terms of reference for Senate be recommended to Council for approval. It was further resolved that further consultation with committee chairs would be undertaken and revisions to the remit of Senate and its committees along with a re-induction to academic governance would be presented to Senate members at its briefing event on 21 July 2021 for consideration and approval.
- 114.4 **ACTION: to circulate the dates for the senate informal sessions for 2021-22 (Secretary).**

115.20-21 **Student Success Annual Report (Document SEN110/20-21)**

- 115.1 The Academic Registrar presented the annual student success report, which provided an analysis of the University's student data, various characteristics, and demographic information in comparison to benchmark institutions. It was noted that the benchmark institutions currently being used were to be reviewed.
- 115.2 The report highlighted the following points:
- There was a greater proportion of female students (58%) to male students (42%) at the University, and this would be investigated further as part of the ongoing APP work. This was partly attributed to the greater proportion of undergraduate health studies students in nursing and health related programmes and work was ongoing in this area.
 - fewer EU students following Brexit, however this was inevitable given the recent funding changes.
 - There was an overall increase in good honours being achieved, which was in line with benchmark institutions.
 - There was an awarding gap between white and BME graduates of 7.5%, however this was one of the better awarding gaps, and work was being undertaken as part of the APP work to eradicate this gap by 2025.
 - There was no attainment gap identified for students with disabilities.

115.3 Points noted in the discussion included:

- The work being undertaken by the collaborative outreach group across Bradford and the increase in partnerships.
- The importance of linking work on gender across other work being undertaken e.g. through Athena SWAN, for which postgraduate applicants were predominantly male.
- That gender differences varied across each faculty e.g. STEM and engineering gender imbalance.
- In relation to the awarding gap, it was noted that a set of proposals were being developed over the next 12-18 months in relation to improving aspects of practice in terms of academic standards.

115.4 The data would continue to be reviewed annually and the activities of the workstreams would be revised as required, and regularly reporting back to Senate on progress.

115.5 **ACTION: include updates on Senate schedule of business (Secretary)**

116.20-21 **Research Code of Practice (Document SEN111/20-21)**

116.1 The DVC RIE presented the University of Bradford Code of Good Practice in Research which was based on the UK Research Integrity Office's Code of Practice for Research.

116.2 The purpose of the Code was to:

- Promote good practice in research and to prevent misconduct.
- Set out the University's expectations for staff and students when engaging in research at the University.
- Provide guidance and signposts to key related documentation, policies and procedures, and a checklist listing the key points of good practice in research.

116.3 Senate **approved** the new Code of Practice for Research.

117.20-21 **Academic Workload Model (Document SEN112/20-21)**

117.1 A presentation on the Academic Workload Model provided the institutional context leading to the review of the model. It was noted that the software package currently used was being replaced with the Workload Academic Management System (Simitive) from September 2021 and the AWLM handbook was also being revised.

117.2 The model aimed to ensure academics understood how the University was allocating work and to be more transparent on how work was allocated, ensuring workloads are based on what is strategically important to the University and parity of treatment.

117.3 The model had been reviewed to build on lessons learned since introduction in 2016, to ensure the adoption of the new University Strategic Plan and Vision and the new Bradford Academic career path, and the adoption of the market leading Simitive software in

September 2021. The new system would allow end user approval of their work and to preview anonymised details of work undertaken in their area.

117.4 Feedback on the review process and handbook was requested by 16 July 2021 using the link provided to the HR Workload Planning intranet page. Senate **approved** the recommendation for this review to be taken to the AWLM oversight group for discussion and approval.

118.20-21 **Fitness to Practise and Student Disciplinary revised procedures (Document SEN113/20-21)**

118.1 The revisions to the Fitness to Practise and Student Disciplinary procedures were presented by the University Secretary and the Assistant Head (Casework, Risk & Information Governance). Amendments had been developed to provide further clarity and consistency across the procedures.

118.2 The following amendments were highlighted:

- the timescales would be standardised across the procedures with references to working days;
- the personnel involved at each stage would be revised, including the change to the Chairs of panels to include only the eight senior academic managers and the authority to suspend or expel a student would be delegated by the Vice-Chancellor;
- training and guidance would be developed for those involved, providing examples to enhance consistency;
- specific or varied procedures would be agreed with the Academic Registrar in relation to cases of sexual violence and harassment;
- and clarity would be provided on how the processes would be run alongside each other.

118.3 Points noted in discussion included:

- It was questioned why the existing review process for protective suspensions had been changed from a series of 4-week suspensions to a continued suspension with a 4-weekly review of the circumstances. It was clarified that the process had been simplified so that rather than remaking the decision every 4 weeks there would be a mandated review every 4 weeks to see if the suspension was still appropriate. It was noted that a student could request a review during this time should their circumstances change e.g. a police investigation being dropped.
- Clarification was requested on the following wording used “a Dean (usually of a different Faculty)” in relation to the Chairing of a Stage 3 panel hearing. It was explained that this had been proposed to avoid unnecessary rigidity in the process, however the wording would be reflected upon and updated in the final procedures.
 - It was confirmed that broad consultation had been undertaken including feedback from the Students Union and changes had been incorporated following feedback.
 - It was noted that going forward the Students’ Union would be advised when a student was going through a case rather than following the current process of advising a student to get in touch with the Students’ Union directly for advice.

- A breakdown analysis of outcomes would be included in the annual reporting presented to Senate on Fitness to Practise and Student Disciplinary cases.

118.4 Senate **approved** the proposed changes to be provided in the procedural documentation and the revised Ordinance 16 would be recommended to Council for approval. Senate also agreed that the final technical changes to the procedures, and Regulation 18 would be made in line with the detail contained in the report, circulated to Senate for final comment, with final approval of the drafting changes to be agreed by Chair's action.

118.5 **ACTION: Final procedural documentation to be circulated to Senate for final comments and subsequently approved by Chair's action (University Secretary).**

119.20-21 **Definitions of Anti-Semitism and Islamophobia (Document SEN114/20-21)**

119.1 The paper provided Senate with details of the approach taken by Executive Board to the International Holocaust Remembrance Alliance working definition of anti-Semitism, and the All Party Parliamentary Group on British Muslims definition of Islamophobia.

119.2 A discussion took place regarding the definitions and the following was highlighted:

- Both definitions needed to be used in a manner that did not infringe on academic freedom and freedom of speech. It was explained that the University's position clarified how the definitions would be used to address allegations of anti-Semitism or Islamophobia. The University Secretary noted that the University already had duties to maintain academic freedom and freedom of speech and that there was not a necessary conflict between using these definitions as a tool in handling allegations of anti-Semitism and Islamophobia and upholding academic freedom. .
- It was clarified that the University would use the definitions as a framework to help inform decision making when investigating any allegations of anti-Semitism or Islamophobia, and any cases would be considered on their individual facts and circumstances.
- Senate queried how academic research and associated ethical approval might be impacted by the University position. Senate were advised that the definitions were a tool that could be used to assist in managing complaints of anti-Semitism and Islamophobia and that separately a robust ethical process was in place when considering research proposals, and the University had processes in place regarding research integrity and conduct which were apt to address any concerns about how research was managed at the University.

119.3 Senate **approved** the approach following clarification of the final wording that would be submitted to Council. Senate **recommended** that Council adopt the statement on the definitions to Council.

119.4 **ACTION: To circulate the final wording to Senate members following Council approval (University Secretary).**

120.20-21 **Student Contract (Document SEN115/20-21)**

- 120.1 The Student Contract had been reviewed for 2022/23 and minor amendments had been made including typographical corrections and the additional clarity provided relating to the student accommodation not being owned by the University.
- 120.2 The UBIC Student Contract for 2021/22 included clarity on the tripartite agreement between the student, the University and OIEG; data sharing arrangements and information on the purpose and offer by UBIC. Senate noted that the UBIC contract included that students would be enrolled with the University and have access to our campus and services for the first year, and going forward students would pay UBIC directly and they would oversee the credit control and follow their procedures in terms of fee payment arrangements.
- 120.3 Minor amendments were noted in relation to section 12 of the UBIC Student Contract and clarification on the DBS and OH arrangements that would not apply to the integrated programmes offered but would for students on the International Foundation Year who progress to specific programmes.
- 120.4 The University's Student Protection Plan had been updated to include reference to arrangements for UBIC students in the unlikely scenario that they failed to deliver the programme, noting the University could offer the programme which would meet the OfS obligations for the students to complete their studies. Once in place UBIC would have their own Student Protection Plan and the University Secretary would update the OfS accordingly.
- 120.5 Senate **approved** the Student Contract for 2022/23, the University of Bradford International College (UBIC) Student Contract for 2021/22 and the University Student Protection Plan.

121.20-21 **Access and Participation Plan update (Document SEN116/20-21)**

- 121.1 The Academic Registrar presented an update on the work undertaken to date towards the delivery of the five year plan and wider work within the University to support access, participation and social mobility.
- 121.2 It was noted that no response had been received to date on the submission of the Impact Monitoring Report to the OfS.

122.20-21 **Amendments to Ordinances and Regulations Pertaining to Research Degrees (Document SEN117/20-21)**

- 122.1 Proposed amendments to the four Ordinances 6&8, 9, 7 and Regulation 10 were presented to Senate. A vast amount of work and consultation had been undertaken over the last two years with the PG admin team, AD's RKT, PGR Directors and RDSC and changes highlighted included amendments to governance structures, updates in line with processes, and clarity on processes to make the Ordinances and Regulation clearer.

122.2 A question had been raised in relation to whether the four-year term of the doctorate proposals could be extended and it was confirmed that there would be scope to extend in exceptional circumstances if required.

122.3 Senate **approved** the proposed amendments to the following Ordinances and Regulations:

- Ordinances 6 and 8: amendments to reflect changes to governance structures for Research Degrees.
- Ordinance 9: amendments to reflect changes to governance structures for Research Degrees, inclusion of application fee for Higher Doctorates and removal of gender references.
- Ordinance 7: amendments to reflect changes to governance structures for Research Degrees, and correct organisational team names.
- Regulation 10: amendments to reflect changes to governance structures for Research Degrees, inclusion of distance learning provision, industrial partnership routes and PhD progression monitoring. Removal of gender references and to provide greater clarity for PG researchers and their supervisors.

123.20-21 **Academic Calendar (Document SEN118/2020-21)**

123.1 The Academic Registrar presented the 2022-23 academic calendar which incorporated a number of changes following their introduction during the pandemic. These included a later start date, a designated optional activity week in half term, a scheduled revision week, extension of the three-week winter and spring breaks, a week between assessment periods and the start of semester two had been incorporated and avoided scheduling assessment or examinations during major religious festivals across the year.

123.2 Senate **approved** the academic calendar for 2022-23.

124.20-21 **Updates to Standard Academic Regulations (Regulation 2,7 and 8) (Document SEN119/20-21)**

124.1 Context was provided by the Director of Learning, Teaching and Quality Enhancement on the commencement of a full review of the taught regulations provision which had been interrupted in 2020 by the pandemic. Noting the implementation of the Emergency Regulations in 2019-20 and the Temporary Regulations in 2020-21. All regulations were being reviewed as part of the implementation of the Learning, Teaching and Student Experience Strategy, and were being aligned to current practice and retaining the positive good practice and lessons learnt during this period.

124.2 Senate **approved** the proposed amendments to the following University Regulations:

- Regulation 2: updates included definition of terms, programmes of study, supplementary assessment clauses, performance in supplementary assessment and clauses 15, 17 and 19,
- Regulation 7: updates to clauses 4-10 on assessment committee and board of examiners,

- Regulation 8: to reflect changes in duties for External Examiners.

125.20-21 **Amendment to Ordinance 2 Degrees (Document SEN120/20-21)**

- 125.1 The Director of Learning, Teaching and Quality Enhancement presented the amendment to Ordinance 2: to include the addition of a new undergraduate Graduate Certificate award. Noting it was given phase 1 approval in September 2020 and phase 2 approval in February 2021.
- 125.2 The award had been developed following a request from the NHS to deliver the Psychological Wellbeing Programme and the award of graduate certificate was key in the profession as evidence of completion.
- 125.3 Senate **approved** the amendment of Ordinance 2 to add a new Graduate Certificate award to the list of awards that could be conferred by the University.

126.20-21 **Applications for Honorary, Visiting and Emeritus Professor(s) (Document SEN121/20-21)**

- 126.1 The Dean of the Faculty of Engineering and Informatics presented the application for the appointment of Mr James Wardman whom had been vetted to deliver the project to develop student key skills in conceptual design of structures for educating the next generation of engineers and had been awarded the title of Royal Academic of Engineering Visiting Professor in Structural Engineering in Practice. The award enabled Mr Wardham to work with the Department of Civil and Structural Engineering for a period of three years from 4 January 2021.
- 126.2 Senate **approved** the application for the appointment of Mr James Wardman as an Honorary Visiting Professor for a three-year period from 4 January 2021.

127.20-21 **Prevent update (Document SEN122/20-21)**

- 127.1 Senate received and noted the report which provided an update on the implementation of the Prevent Duty.

128.20-21 **Ethics Committee (Document SEN123/20-21)**

- 128.1 Senate received the report from the Ethics Committee held on 30 April 2021.

129.20-21 **Learning and Teaching Committee (Document SEN124/20-21)**

- 129.1 Senate received the report from the Learning and Teaching Committee held on 20 May 2021.
- 129.2 Learning and Teaching Committee endorsed and recommended to Senate the approval of the amendment to Ordinance 2 to allow provision for a Graduate Certificate in the list of qualifications (SEN120/2020-21 refers).

130.20-21 **Research and Knowledge Transfer Committee (Document SEN125/20-21)**

130.1 Senate received the report from the Research and Knowledge Transfer Strategy Committee held on 17 May 2021.

131.20-21 **Management, Law and Social Sciences (Document SEN126/20-21)**

131.1 Senate received and noted the report from the Faculty of Management, Law and Social Sciences Faculty Board held on 1 June 2021.

132.20-21 **Draft agenda for 20 October 2021 (Document SEN127/20-21)**

132.1 Senate received and noted the report.

133.20-21 **Schedule of Business 2021-22 (Document SEN128/20-21)**

133.1 Senate received and noted the Senate Schedule of Business for 2021-22.

134.20-21 **Any other business**

134.1 A question was raised as to whether the proposed changes to the structure of the School of Management within the Faculty of Management Law and Social Sciences had been or would be provided to Senate. The Vice-Chancellor noted that not all changes were required to come to Senate, depending on the nature and scale of the change. Separately the Director of People and Campus Services noted that details of these changes had been provided to Senate.

SECRETARY'S NOTE:

By way of correction, following the meeting it was confirmed that the proposed changes following the FoMLSS AGPR had not, in fact, been submitted to Senate previously, these being management changes that were being undertaken in line with University policy. A further update on this process has been included in the FoMLSS Faculty Board report to Senate at its meeting on 20 October 2021.

134.2 Staff were also reminded to complete the Staff Pulse survey by the 9 July deadline.

Secretary: Rachel Trawally, Governance Team

Date: June 2021