

**MEETING OF THE SENATE**

**29 JUNE 2016**

**Present:** The Vice-Chancellor (in the Chair), the Deputy Vice-Chancellor, Pro-Vice-Chancellors Professor Birch and Professor Brown, Executive Pro-Vice-Chancellors Professor Badcock, Professor Beveridge and Professor Burgoyne, Professors Balogun, Barr, Caddick, Chalker, Clegg and Cunliffe, Mrs E Eades, Dr S Edwardson, Professors Garde and Grubb, Dr L Harkness-Brennan, Professor Herzberg, Dr F Jarman, Dr S Jones, Dr P Leftwick, Professors Mair, Marshall and McGrath, Dr E Michalopoulou, Professors O'Sullivan, Plater, Ralph and Richter, Shirazi-Beechey and Shovlin, Dr R Urbano Gutierrez, Professor Van der Hoek, Professor Dame Margaret Whitehead and Professor Zhao.

The President, Deputy President and Vice-Presidents of the Liverpool Guild of Students and the student representative from the Faculty of Science and Engineering were present as representatives of the student body.

**In attendance:** The Head of Strategic Planning, the Head of Corporate Governance and Support, the Governance Co-ordinator and the Governance Officers.

**Apologies for absence** were received from 11 members of the Senate.

**1. WELCOME TO NEW MEMBERS**

The Vice-Chancellor welcomed the following new members of the Senate:

Professor Soraya Shirazi-Beechey  
Dr Georgina Turner

**2. DISCLOSURE OF INTEREST**

2.1 Disclosure of Interest

Members of the Senate were asked to declare any interest that could give rise to conflict in relation to any item on the agenda. No such interests were declared.

**3. MINUTES OF THE PREVIOUS MEETING**

The unreserved minutes of the meeting of the Senate held on 20 January 2016 were taken as read and agreed.

**4. REPORT ON BUSINESS CIRCULATED BY EMAIL**

**RECEIVED:**

- a) A report on the business circulated by email following the cancellation of the March meeting.

**REPORTED:**

- b) Following the cancellation of the meeting scheduled for 16 March 2016, papers regarding the following had been circulated:
- Strategy 2026 implementation plans and progress update
  - Report of the Education Committee meeting held on 25 February 2016
  - Report of the Research and Impact Committee meeting held on 18 February 2016
  - Report of the Collaborative Provision Committee meeting held on 11 February 2016
  - Report of the PGR Committee

- Report on action taken by the Vice-Chancellor on behalf of the Senate in relation to the approval of additional appointments to the pool of Fitness to Practise Panel members 2015/16
  - Monitoring of Written Student Complaints 1.8.14-31.7.15
  - Academic Compliance Report for the Academic Session 2014/15.
- c) The Vice-Chancellor had subsequently taken Chair's action on behalf of the Senate to approve the recommendations contained within the reports (as outlined in minutes 34 and 35 below).

## 5. EU REFERENDUM

The Vice-Chancellor reported that:

- a) Following the result of the referendum on membership of the EU, the University was beginning to develop its response, especially in relation to:
- Implications for staff
  - Modelling possible changes to student numbers and fee and research income
  - Partnerships
  - Research strategy
  - Reputation building.
- b) The University would be doing all it could to continue to promote tolerance and inclusion.
- c) EU students arriving to study in 2016 would have access to student loans for the duration of their programme of study, but there were no guarantees for future cohorts.
- d) In terms of research funding, activity associated with EU grants should proceed as normal for the time being. Colleagues in the sector would work together to maximise opportunities and minimise negative consequences following the outcome of the referendum.
- e) Academics from across relevant disciplines (e.g. law, history, politics, modern languages and cultures) were working together to share expertise and to demonstrate the value of evidence-based argument and rational debate.

### AGREED:

- f) Senate's support for Professor Michael Dougan, in recognition of his outstanding work on promoting public understanding of EU matters, should be formally recorded.
- g) Senate's thanks to the Vice-Chancellor for the valuable role she had played as UUK's nominee on the 'Britain Stronger in Europe' campaign should also be formally recorded.

## 6. HONOURS AND APPOINTMENTS

The Vice-Chancellor reported that:

- a) Professor Michael Brada, from the Institute of Translational Medicine, had been given a prestigious lifetime achievement award by the European Society for Radiotherapy and Oncology.
- b) Professor Sarah Coupland, from the Institute of Translational Medicine, had been elected as Vice-President Elect for 2017/18 for the Association for Research in Vision and Ophthalmology.
- c) Professor Carl Hopkins, from the School of Architecture, would be awarded the prestigious Institute of Acoustics Engineering Medal in September in recognition of his outstanding contributions to research and development in the field of acoustical engineering.

- d) Professor Peter Kinderman, from the Institute of Psychology, Health and Society, had been appointed the new President of the British Psychological Society.
- e) Professor Derek Knottenbelt, Head of the Division of Equine Studies at the Large Animal Hospital, had been presented with the British Equine Veterinary Association Welfare Award, for his outstanding contribution to national and international equine medicine and welfare.
- f) Professor John Neoptolemos, from the Institute of Translational Medicine, had been elected President of the European Pancreatic Club.
- g) Pro-Vice-Chancellor for Research and Impact, Professor Dinah Birch, and Professor of Governance, Laura McAllister, had been recognised in the Queen's Birthday Honours List 2016. Professor Birch would receive a CBE for services to higher education, literary scholarship and cultural life. Professor McAllister would receive a CBE for services to higher education and the sporting industry.
- h) The University had been awarded a Regius Professorship in Chemistry as part of the Queen's 90<sup>th</sup> birthday celebrations. The title of Regius Professorship was a rare and prestigious award bestowed by the Sovereign to recognise exceptionally high quality research.

## 7. SPECIAL COMMITTEE OF THE SENATE

### AGREED:

- a) The following should be appointed a Special Committee of the Senate to deal, on behalf of the Senate, with any urgent matters which might arise between meetings of the Senate in the period from the end of the long vacation 2016 until the end of the long vacation 2017:

The Vice-Chancellor, the Deputy Vice-Chancellor, the Pro-Vice-Chancellors (Executive and Policy) and the President of the Guild of Students (on the understanding that, in accordance with normal practice, the President of the Guild would not participate in reserved business).

- b) The Special Committee should be authorised to exercise all the powers of the Senate and to undertake all the duties of the Senate, other than the powers and duties currently delegated to other committees.

## STRATEGIC MATTERS FOR DISCUSSION/DECISION

## 8. STRATEGY AND PLANS 2016/17 TO 2018/19

### RECEIVED:

- a) A summary of delivery plans for:
  - The three supporting strategies: Research and Impact, Education, and Professional Services – including how the Planning Units will contribute to these
  - The three cross cutting areas of: International, People, and Environment, Estates and Sustainability
  - Draft KPIs and targets for 2021 and 2026
  - The Raising Performance Matrix for 2016, and proposed positions for 2026.

### NOTED:

- b) While Strategy 2026 would need revisiting in light of the outcome of the EU referendum, it was believed that the overall objectives remained appropriate. The detail of the delivery plans would also be reviewed and adjusted through future planning cycles.
- c) Further work would be carried out over the summer on the proposed KPIs, SPIs and PIs.

- d) The Raising Performance Matrix would be revised annually in light of actual performance and changes to the external environment. Different targets had been set for different areas in order to ensure that targets are realistic and to reflect the specific nature of some departments. The methodology associated with the Matrix was available.
- e) Further consideration would be given to size and shape issues.

**AGREED:**

- f) That the Strategy and Plan for the next three years should be endorsed for further consideration by Council.

**9. CHANGES TO THE EXTERNAL LANDSCAPE REGULATING TEACHING AND LEARNING IN HE****RECEIVED:**

- a) A paper informing Senate and Council of the key external changes regulating teaching and learning in HE.

**REPORTED:**

- b) HEFCE's revised operating model for quality assessment would come into effect from 2017/18 after a series of pilot activities during 2016/17.
- c) The Teaching Excellence Framework (TEF): Technical Consultation for Year Two was currently out for consultation. This consultation would close on 12 July 2016.
- d) Management of any changes needed to ensure that the University is compliant with the HEFCE revised model and TEF would be overseen by the appropriate Committees.

**10. ANNUAL REPORT OF QUALITY ASSURANCE FOR TAUGHT PROVISION****RECEIVED:**

- a) The 2015/16 Annual Report of Quality Assurance for Taught Provision providing a formal update on: Quality Assurance Agency matters; approvals of new activity; monitoring and review activities; development and enhancement activities; and evaluation and oversight of processes.

**AGREED:**

- b) The report should be endorsed for onward transmission to the Council.

**BUSINESS FROM THE FACULTIES****11. FACULTY OF HUMANITIES AND SOCIAL SCIENCES – PROPOSAL TO FORM TWO NEW SUBJECT GROUPS IN ULMS BY DIVIDING THE ORGANISATION AND MANAGEMENT GROUP****RECEIVED:**

- a) A proposal to form two new subject groups in the Management School by dividing the Organisation and Management Group.

**REPORTED:**

- b) Creating two new groups would address concerns about the challenges which the group size and spread produces and enable the School to develop a coherent critical mass in the areas of Strategy/International Business/Entrepreneurship, and Organisational Behaviour/Organisation Theory/Human Resources Management. Such groups would be consistent with the sort of clustering

of expertise found in other management schools, facilitating recruitment through a more recognisable set of subject groupings.

- c) Informal consultation had already taken place. Many staff were supportive of this change and no staff members had raised objections to date. It was intended that work on creating the groups would commence in the autumn.

**AGREED TO RECOMMEND:**

- d) The creation of two new subject groups within ULMS through the reorganisation of the current Organisation and Management subject group should be approved, and that Ordinance 19 (The Academic Organisation of the University) should be amended accordingly.

**12. FACULTY OF SCIENCE AND ENGINEERING – PROPOSAL TO RESTRUCTURE THE SCHOOL OF ENGINEERING**

**REPORTED:**

- a) The School of Engineering was currently structured into three research centres: Centre for Materials and Structures, Centre for Engineering Dynamics, and Centre for Engineering Sustainability. It was proposed that the School should be restructured into two departments: Mechanical, Materials and Aerospace Engineering, and Civil Engineering and Industrial Design. The new structure was intended to:

- Create departments that are aligned with major teaching programmes; and
- Increase the importance of the School's Level 1 Heads and create an environment that allows them to contribute more fully to staff management.

- b) The structure had been endorsed by a School staff meeting and by the Senior Management Team.

**AGREED TO RECOMMEND:**

- c) The proposed restructuring in the School of Engineering should be approved, for use from 1 September 2016, and that Ordinance 19 (The Academic Organisation of the University) should be amended accordingly.

**REPORTS OF THE SUB-COMMITTEES**

**JOINT COMMITTEE ON HONORARY DEGREES**

**13. RECEIVED:**

- a) An oral report on the recommendations of the Joint Committee on Honorary Degrees.

**REPORTED:**

- b) Further to the recommendations approved by the Senate at its meeting held on 24 June 2015:

Andrea Spyropoulos had received her honorary degree in December 2015.

The following were scheduled to receive their honorary degrees at ceremonies in July or December 2016:

Professor Mary Beard  
 Jean-Luc Courcoult  
 Frances Crook  
 Professor Sir David Greenaway

John Kennedy  
 Paul Lewis  
 Sir Jon Murphy  
 Tom Murphy  
 Cardinal Vincent Nichols  
 Professor Rodney Phillips  
 Professor Dame Carol Robinson

- c) In accordance with the provisions of Ordinance 30 (Honorary Degrees), the Joint Committee on Honorary Degrees had met to consider nominations which had been received for the conferment of honorary degrees and had made a number of recommendations.
- d) The Committee had also considered a proposal that the University should begin to award honorary fellowships in order to provide a means of formally recognising former members of staff of the University who have made a substantial, significant and sustained contribution to the life and development of the University. It was proposed that honorary fellowships should be awarded only rarely and recipients would have:
- Embodied the values of the University in their daily work
  - Made an impact over and above that implied by the remit of their role
  - Positively changed practices, attitudes and culture across the whole University
  - Been regarded as a role model by their colleagues
  - Had a track record of exceptional achievement with sustained impact.

Subject to Senate and Council's approval of the award of honorary fellowships, it was further proposed that the former Academic Secretary, Miss Catherine Jones, should be invited to become the inaugural recipient of an honorary fellowship.

- e) The Committee had also considered a proposal that Mr Peter Cresswell should be invited to accept the award of an honorary undergraduate degree. Mr Cresswell was the only student to be permanently excluded from the University following the occupation of Senate House in 1970, an occupation undertaken by students who were protesting against several matters including the publication of the University's investments which included investment in the then apartheid state of South Africa. It was believed that this would be an appropriate way of recognising the academic work Mr Cresswell had completed and the impact of the University's decisions at the time.

**AGREED:**

- f) That the recommendations of the Joint Committee on Honorary Degrees in relation to the conferment of honorary degrees, the introduction of honorary fellowships and the conferment of the inaugural award on Miss Catherine Jones, and the conferment of an honorary undergraduate degree on Mr Peter Cresswell should be endorsed and forwarded to the Council.

**COLLABORATIVE PROVISION COMMITTEE**

14. The Senate received a report on the meetings of the Collaborative Provision Committee held on 5 April and 20 May 2016, which included items for Senate's approval (see minutes 15 and 16 below), together with information regarding the Committee's approval of various XJTLU programmes, Erasmus+ partnerships, Study Abroad Exchanges and Annual Monitoring Reports.
15. **REACCREDITATION OF XJTLU**

**RECEIVED:**

- a) A summary of the XJTLU reaccreditation review and resulting recommendations and commendations.

**REPORTED:**

- b) The Collaborative Provision Committee had received the report from the reaccreditation visit to XJTLU undertaken in early December 2015 and had endorsed the recommendation of the Panel that XJTLU should be reaccredited for the delivery of undergraduate, postgraduate taught and postgraduate research provision for a further five years, from 2016-2021.

**AGREED TO RECOMMEND:**

- c) XJTLU should be reaccredited for the delivery of undergraduate, postgraduate taught and postgraduate research provision for a further five years, from 2016-2021.

16. **RENEWAL OF COLLABORATIVE PARTNERSHIP WITH BIRKENHEAD SIXTH FORM COLLEGE****RECEIVED:**

- a) A summary of the institutional review of Birkenhead Sixth Form College and resulting recommendations and commendations.

**REPORTED:**

- b) The Collaborative Provision Committee had received the report from the institutional review of Birkenhead Sixth Form College held on 8 March 2016 and had endorsed the Panel's recommendation that the partnership with the College, for the delivery of Year 0 Foundation Programmes in Health and Veterinary Studies leading to guaranteed progression onto University of Liverpool undergraduate degrees, should be renewed for a further five years.

**AGREED TO RECOMMEND:**

- c) The collaborative partnership with Birkenhead Sixth Form College should be renewed for a further five years.

**RESEARCH AND IMPACT COMMITTEE**

- 17. The Senate received a report on the meeting of the Research and Impact Committee held on 8 June 2016.

18. **RESEARCH LEADERSHIP****REPORTED:**

- a) The Research and Impact Committee had received proposals for a coordinated recruitment campaign to enhance research leadership capacity. It was believed that such a campaign would bring benefits in terms of profile raising and encouraging research leadership culture across the institution.
- b) The Research and Impact Committee had agreed that a business case should be developed in conjunction with the Faculties, and linked to existing plans, early in the next session, for the commitment of significant resource for a campaign for delivery in 2017. This was the key time window to enable benefits to be realised within the lifecycle of the Research and Impact Strategy (up to 2021), and the current REF cycle.

19. **THEMATIC RESEARCH****REPORTED:**

- a) Following agreement of the three mature themes where Liverpool had a position as a global knowledge leader (Advanced Materials, Personalised Health and Infectious Disease), progress had

been made in setting further ambitions and priorities and a further five established or emerging themes had been highlighted:

- Genome to Biological Systems (defined as a theme that provides underpinning capability)
  - Healthy Living/Ageing
  - Energy
  - Digital Research, including Digital Humanities (but requiring a discrete plan and leadership)
  - Heritage.
- b) Further consideration would be given to the appropriate ways to prioritise and resource thematic research, and how this might be embedded in planning.
- c) The Research and Impact Committee had agreed that further work should be done to assess the potential additional areas of thematic research identified above and that progress should be reviewed in Spring 2017, with input from external stakeholders and reviewers, with the possibility that revised priorities would be agreed for further development.

20. **DRAFT CODE OF PRACTICE FOR THE ANNUAL ASSESSMENT OF INDIVIDUAL RESEARCH AND IMPACT PERFORMANCE**

**RECEIVED:**

- a) The draft Code of Practice for the Annual Assessment of Individual Research and Impact Performance, together with a tabled paper setting out UCU's concerns regarding the Code of Practice.

**REPORTED:**

- b) The annual review of research activity undertaken by individual researchers was a key tool to be used to monitor progress towards meeting the institutional objectives set out in Strategy 2026 and to identify priorities for support. The Code of Practice set out how processes of review would be undertaken and communicated to staff, and how the information would be used within the institution.
- c) The draft Code of Practice had undergone consultation with relevant staff in the period 13 May to 10 June 2016. In addition to the open consultation, a meeting had been held between the PVC for Research and Impact, Head of Research Policy and representatives of UCU. Faculties had held targeted discussions or briefing sessions and had submitted summary reports on key points raised. Some amendments had been made based on the consultation responses and other issues would be addressed as part of the broader implementation of Strategy 2026.

**NOTED:**

- d) UCU did not endorse the Code of Practice in its present form, citing several concerns relating to:
- the fact that Lord Stern's review of the REF had not yet reported;
  - the association of REF results with individual performance and assessment;
  - moving from an exercise which is being benchmarked at national level to the use of similar criteria at an institutional level;
  - the definition of criteria and the performance of the review at level 2 of the University structure;
  - perceived alteration of Terms and Conditions;
  - insufficient detail;
  - absence of guidance for implementation; and
  - the level of individual responses made to the consultation.
- e) In response to UCU's concerns, it was important to emphasise that there would be opportunity for further review of the Code of Practice following the publication of the outcomes of Lord Stern's review, but a robust Code of Practice needed to be in place before next session given the timescales



associated with both Strategy 2026 and REF. Appropriate consultation had been undertaken with relevant staff and HR guidance had been obtained.

**AGREED:**

- f) The Code of Practice for the Annual Assessment of Individual Research and Impact Performance should be approved, for adoption in 2016/17.

**EDUCATION COMMITTEE**

21. The Senate received a report on the meeting of the Education Committee held on 9 June 2016.

22. **THE LIVERPOOL EMPLOYABILITY AWARD**

**REPORTED:**

- a) The Education Committee had agreed that an employability award should be introduced.
- b) Through participating in the award students would:
- Get more out of activities that they do outside of their degrees and gain recognition for their involvement
  - Develop the key skills employers are looking for
  - Increase confidence and self-awareness
  - Be able to articulate skills and achievements to employers
  - Receive support and feedback to help them achieve their career goals.
- c) The framework would be based around key themes which broadly align with the Education Strategy and the Guild's strategy, e.g. work experience, volunteering, enterprise, developing networks, digital literacy, global and cultural awareness and sustainability.
- d) The award would be piloted with first years in two or three subject areas, together with a Guild Society.

23. **CAREERS REGISTRATION PROPOSAL**

**REPORTED:**

- a) The Education Committee had agreed that work should begin to introduce a Careers Registration initiative across the University, with implementation at the start of the 2017/18 academic year. This entailed all students on all programmes at all levels answering questions on levels of work experience and career readiness at the point of enrolment.
- b) A HEFCE Learning Gain strand had been set up to assess the impact of Careers Registration to date, and had found a significant range of positive outcomes.

24. **WINNERS OF THE LEARNING AND TEACHING FELLOWSHIPS FOR 2015/16**

**RECEIVED:**

- a) A report providing details of the proposed winners of the Learning and Teaching Fellowships for 2015/16.

**REPORTED:**

- b) The Education Committee had agreed that the award of the Fellowships outlined should be approved.

25. **WINNERS OF THE LEARNING AND TEACHING PRIZES AND NOMINATIONS FOR THE SIR ALASTAIR PILKINGTON AWARD FOR TEACHING EXCELLENCE FOR 2015/16**

**RECEIVED:**

- a) A paper providing confirmation of the winners of Learning and Teaching Prizes and the nominations for the Sir Alastair Pilkington Award for Teaching Excellence for 2015/16 for each Faculty.

**REPORTED:**

- b) The Education Committee had agreed that the nominations for the Sir Alastair Pilkington Award for Teaching Excellence should be approved.

26. **LECTURE CAPTURE POLICY**

**RECEIVED:**

- a) A proposed Policy on Lecture Capture.

**REPORTED:**

- b) A policy on capturing lectures had been developed by the Technology Enhanced Learning Working Group in autumn 2015. The group had looked at existing effective practice across the sector and advice from Jisc and had consulted with the University's Legal, Risk and Compliance Team and the IP team in the Library.
- c) In response to feedback provided during consultation with the Faculties, the policy had been amended and a series of frequently asked questions had been made available online.
- d) Many Departments now routinely captured all of their lectures with many others having some captured lectures. Departments where there was currently no lecture capture were expected to pilot lecture capture during 2016/17, with a view to full implementation in 2017/18.

**NOTED:**

- e) Recordings would be retained in accordance with the University's Retention Policy.
- f) There was some concern regarding the compulsion to capture lectures in 2017/18. However, the University was already behind its peers in this regard and to delay the initiative further was likely to prove detrimental to student satisfaction.
- g) The Policy would evolve as further experience is gained.
- h) It was believed that implementation of the Policy actually afforded academic staff increased protection.

**AGREED:**

- i) That the Lecture Capture Policy should be approved.

**ACADEMIC QUALITY AND STANDARDS COMMITTEE**

27. The Senate received a report from the Academic Quality and Standards Committee (AQSC).

**28. POLICY ON ENGAGING STUDENTS IN CURRICULUM DEVELOPMENT AND APPROVAL****REPORTED:**

- a) The QA Process Review Group (QAPRG) had reviewed the 'Changes to Programmes of Study: Policy on Consulting and Informing Students' and had developed the Policy further to include engaging students in the programme development and approval processes.
- b) The Policy would be reviewed in light of the programme approval processes approved for 2016/17 and it was proposed that any changes required to reflect those new processes (which were likely to be minor) should be approved by Chair's action on behalf of AQSC.

**AGREED:**

- c) That the Policy on Engaging Students in Curriculum Development and Approval should be approved.

**PGR COMMITTEE**

29. The Senate received a report from the PGR Committee.

**30. PGR POLICIES AND PROCEDURES****REPORTED:**

- a) PGR Committee had considered the following PGR Policies and Procedures at its meeting held on 12 April 2016 and, subject to Chair's action regarding minor suggested changes (which had now been incorporated), had agreed to recommend them for approval:
  - PGR Policy on Plagiarism and Dishonest Use of Data
  - Policy on PGR Suspensions, on Extensions of Study, and on Extenuating Circumstances in relation to the Viva Voce Examination
  - Research Degree Appeals Procedure
  - PGR Policy and Procedures for Visiting Research Students.
- b) The updated documents: ensured consistency of approach with the PGR Code of Practice and its other Appendices, and other University Codes; captured good practice within the sector; reflected current Faculty structures and the new Liverpool Doctoral College; and provided additional detail/clarification and signposting for staff and students.

**AGREED:**

- c) The proposed amendments to the PGR Policy on Plagiarism and Dishonest Use of Data, the Policy on PGR Suspensions, on Extensions of Study, and on Extenuating Circumstances in relation to the Viva Voce Examination, the Research Degree Appeals Procedure, and the PGR Policy and Procedures for Visiting Research Students should be approved, to come into effect immediately.

**OTHER ITEMS FOR APPROVAL/ENDORSEMENT****ACTION TAKEN BY THE VICE-CHANCELLOR ON BEHALF OF THE SENATE**

31. The Senate received a report outlining action which had been taken on its behalf by the Vice-Chancellor.

**32. POLICY ON THE USE AND STORAGE OF HUMAN MATERIAL FOR RESEARCH PURPOSES****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of a Policy on the Use and Storage of Human Material for Research Purposes.
- b) The President of the Council, acting on the Council's behalf, had approved the above recommendation.

**33. AMENDED POLICY ON ETHICAL APPROVAL FOR RESEARCH INVOLVING HUMAN PARTICIPANTS, TISSUES OR PERSONAL DATA****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of an amended Policy on ethical approval for research involving human participants, tissues or personal data.
- b) The President of the Council, acting on the Council's behalf, had approved the above recommendation.

**34. AMENDMENT TO THE STUDENT COMPLAINTS POLICY AND PROCEDURE****REPORTED:**

- a) In order to be able to offer a limited debt counselling and advice service to students in debt, the Financial Services Team in Student Administration and Support must be licensed by the Financial Conduct Authority (the FCA). The FCA required that students who wish to make a complaint about debt advice/debt counselling provided by the University must be informed of their right to take a complaint to the Financial Ombudsman Service and had indicated that the Student Complaints Policy and Procedure must be amended accordingly.
- b) No objections had been raised when this item was circulated to members for consideration in March and therefore, acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend that the final paragraph of the Student Complaints Policy and Procedure should be amended as proposed.
- c) Council had approved the recommendation at its meeting held on 11 May 2016.

**35. PGR COMMITTEE BUSINESS****REPORTED:**

- a) Following the cancellation of the March 2016 Senate meeting, several items referred from the PGR Committee had been circulated for consideration by Senate members. No objections had been raised and, acting on behalf of the Senate, the Vice-Chancellor had agreed:
  - To recommend to Council approval of an amendment to the PGR Ordinances 56(A): Master of Philosophy and 57(A): Doctor in Philosophy<sup>1</sup>.
  - To approve the proposed updated Policy and Procedures on the Academic Progress of PGR students.
  - To approve the proposed updated Framework for Online Professional Doctorates.
  - To approve the proposed updated Policy on Research Student Supervision.
- b) Council had approved the recommendations relating to the PGR Ordinances at its meeting held on 11 May 2016.

**36. PGR COMMITTEE TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of a recommendation from the PGR Committee that its revised terms of reference, constitution and membership be approved.
- b) Council had approved the recommendation at its meeting held on 11 May 2016.

**37. ORDINANCES FOR THE DEGREE OF DOCTOR OF MEDICINE****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of:
  - A recommendation from the PGR Committee that a new Ordinance 58(A) Doctor of Medicine (MD) (which would be applicable to new MD candidates from 1 September 2016)<sup>2</sup> be approved. The new Ordinance had been proposed to reflect changes to the MD degree to bring it in line with the PhD degree.
  - A recommendation from the PGR Committee that a revised Ordinance 58(B) Doctor of Medicine (MD) (the Ordinance governing existing MD students)<sup>3</sup> be approved.
- b) Council had approved the recommendations at its meeting held on 11 May 2016.

**38. RENEWAL OF THE UoL RIKEN PGR PROGRAMME AGREEMENT****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had approved a recommendation from the PGR Committee that the UoL RIKEN PGR Programme Agreement be renewed for an additional five years.

**39. ADDITIONAL APPOINTMENT TO THE POOL OF FITNESS TO PRACTISE PANEL MEMBERS 2015/16****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had approved the following addition to the pool of Fitness to Practise Panel members for 2015-16: addition to the list of approved staff from the School of Health Sciences: Dr Bethan Collins, Directorate of Occupational Therapy.

**40. CHANGE OF NAME OF THE 'CHAIR OF RUSSIAN HISTORY'****REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of a request to change the name of the vacant 'Chair of Russian History' to the 'Bowes Chair of Politics'.
- b) That the President of the Council, acting on the Council's behalf, had approved the above recommendation.

41. **ANNEX TWO TO APPENDIX D OF THE CODE OF PRACTICE ON ASSESSMENT (COPA): PROCEDURES FOR PROTECTING THE INTERESTS OF STUDENTS IN THE EVENT OF MAJOR DISRUPTION**

**REPORTED:**

- a) Following circulation of the Annex by email to Senate members, the Vice-Chancellor had, acting on behalf of the Senate, approved a proposed Annex Two to Appendix D of the Code of Practice on Assessment (CoPA): Procedures for Protecting the Interests of Students in the Event of Major Disruption. This Annex had been proposed in order to mitigate any negative impact on the student experience arising from major disruption. The timing of this had been prompted by the call for industrial action, but it was considered that the Annex would be a beneficial addition to the CoPA for use during any form of major disruption.
- b) The Annex would be brought back to Senate at its first meeting next session for detailed consideration.
- c) An electronic mechanism to enable Senate members to share comments on items between meetings was currently being investigated.

42. **PROTOCOLS FOR THE ELECTIONS OF ELECTED FACULTY REPRESENTATIVES ON SENATE 2016**

**REPORTED:**

- a) Acting on behalf of the Senate, the Vice-Chancellor had approved the protocols for/approach to conducting the elections of elected Faculty representatives on Senate in 2016.

**OTHER ITEMS FOR REPORT**

43. **UNIVERSITY OF LIVERPOOL ACCESS AGREEMENT 2017**

**RECEIVED:**

- a) Via the Senate members' intranet, the University's Access Agreement 2017 as well as a financial resource plan, both of which had been submitted to the Office for Fair Access by its deadline of 27 April 2016.

44. **ELECTIONS OF ELECTED FACULTY REPRESENTATIVES ON SENATE 2016 - RESULTS**

**RECEIVED:**

- a) A report providing the results of the recent elections.

**REPORTED:**

- b) Elections had been held recently to appoint to a number of vacancies for representatives from each Faculty elected by and from among the academic staff employed on substantive contracts on either Teaching and Research or Teaching and Scholarship pathways. The outcomes of the elections were as follows:

- i. Faculty of Health and Life Sciences

Dr Kate Bennett - 1 August 2016 to 31 July 2019

Professor Terry Jones - 1 August 2016 to 31 July 2019

Professor Soraya Shirazi-Beechey - 21 June 2016 to 31 July 2017 (vice Mr P Reed)

Dr Laura Swan - 1 August 2016 to 31 July 2019

ii. Faculty of Humanities and Social Sciences

Dr Stephen Finnegan - 1 August 2016 to 31 July 2019  
 Professor Bruce Gibson - 1 August 2016 to 31 July 2019  
 Dr Stefania Tufi - 1 August 2016 to 31 July 2019  
 Dr Georgina Turner - 21 June 2016 to 31 July 2018 (vice Dr R Huzzey)

iii. Faculty of Science and Engineering

Dr Rachel Bearon - 1 August 2016 to 31 July 2019  
 Dr Corina Constantinescu - 1 August 2016 to 31 July 2019  
 Dr Fabienne Marret-Davies - 1 August 2016 to 31 July 2019

45. **DATES OF MEETINGS 2016/17****REPORTED:**

- a) The Senate would meet on the following dates in the academic year 2016/17:

Wednesday 2 November 2016 at 2pm  
 Wednesday 25 January 2017 at 2pm  
 Wednesday 22 March 2017 at 2pm  
 Wednesday 21 June 2017 at 2pm

46. **DATE OF NEXT MEETING****REPORTED:**

- a) The next meeting of the Senate would be held on Wednesday 2 November 2016 at 2pm.

47. **RETIRING MEMBERS OF THE SENATE**

The Vice-Chancellor extended thanks to the following members of the Senate whose term of office was due to end prior to the next meeting:

Professor Anu Arora  
 Dr Jonathan Bridge  
 Dr Lynn Hancock  
 Professor Chris Harris  
 Professor Andrew Hodgson  
 Dr Steve Jones  
 Dr Eleni Michalopoulou  
 Professor Helen O'Sullivan  
 Professor Lasse Rempe-Gillen  
 Professor Michael Spitzer  
 Professor Christos Touramanis  
 Dr Liz Turner

Mr Harry Anderson, Mr Alex Ferguson, Ms Rosie O'Donnell and Ms Emma Sims (retiring President, Deputy President and Vice-Presidents respectively of the Liverpool Guild of Students) and the three student representatives for this session – Miss Kahrie Carter, Mr James Trinder and Mr Danchen Yan.

**Appendices**

- <sup>1</sup> PGR Ordinances 56(A): Master of Philosophy and 57(A): Doctor in Philosophy
- <sup>2</sup> Ordinance 58(A) Doctor of Medicine (MD) (applicable to new MD candidates from 1 September 2016)
- <sup>3</sup> Ordinance 58(B) Doctor of Medicine (MD) (Ordinance governing existing MD students)