

SENATE

CONFIRMED Minutes of Meeting held on 20 June 2018

Present: Professor Simone Buitendijk, (Chair); Professors, Buluwela, Gibson, Gooderham, Lindstedt, McCoy, Veloso; Drs Craig, , Fobelets, Trotta; Ms Bannister; Ms Compton;; Mr Burstow; Mr McCrone; Mr Tebbutt with Professor Lloyd representing Professor Weber, Mr Ashton (Secretary); Ms Webster (Minute Secretary).

Apologies: Professors Brandon, Buenfeld, Distaso, Dougherty, Harding, Kingsbury, Magee, Perkmann, Stirling Weber, Welton; Drs Costa-Pereira, Field, Gounaris, Malhotra, Meyer; Ms Compton, Ms Makuch

2262 Minutes

The Minutes of the meeting of the Senate held on 9 May 2018 were confirmed as an accurate record.

2263 Chair's Action

There was no Chair's Action to report.

2264 Matters Arising

There were no matters arising not otherwise covered by the agenda.

2265 Provost's Business

Received: A Report from the Provost (**Paper Senate/2017/45**).

(1) Dean of the Faculty of Medicine

Reported: That Professor Jonathan Weber FMedSci, FRCP, FRCPath, has accepted the appointment of Dean of the Faculty of Medicine, with effect from 1 May 2018, for an initial period of 5 years.

Professor Weber has been the Acting Dean of the Faculty since 1 October 2017. Since 1991, he has been the Jefferiss Professor of Communicable Diseases and Genitourinary (GU) Medicine at Imperial and an Honorary Consultant Physician at the St Mary's Hospital NHS Trust (now Imperial College Healthcare NHS Trust).

(2) Student Academic Choice Awards

Reported: That the winners of the Student Academic Choice Awards for 2018 were as follows:

Best Supervision: Professor Marisa Miraldo, Imperial College Business School
Best Tutor: Dr Graeme Wilson, School of Medicine

Best Graduate Teaching Assistant: Hormoz Ramian, Imperial College Business School
Best Teaching for UGs: Dr Anna Regoutz, Department of Materials
Best Support Staff: Clare Drysdale, Department of Electrical and Electronic Engineering
Best Innovation: Giskin Day, School of Professional Development
Best Feedback: Dr Luc Vandeperre, Department of Materials
Best Teaching for PGs: Dr Fidelis Perkonigg, Department of Computing

(3) Imperial College Union, Officer Elections 2018

Reported: That the following have been elected as Officers of the Imperial College Union for the academic year 2018-19:

Union President: Robert Tomkies
Deputy President (Education): Alejandro Luy
Deputy President (Welfare): Becky Neil
Deputy President (Clubs & Societies): James Medler
Deputy President (Finance and Services): Claudia Caravello
Felix Editor: Andrew Djaba

Assumption of their posts is, as usual, subject to their being in good academic standing in the summer.

Full results are available here:

<https://www.imperialcollegeunion.org/news/leadership-elections-2018-results>

Ute Thiermann has been elected as President of the Graduate Students' Union for the academic year 2018-19

The Union President, the Deputy President (Education) and the President of the Graduate Students' Union will join the Senate in 2018-19 as representatives appointed by the Imperial College Union.

2266 **Periodic Review of Research Degree Provision**

Received: A report from the Periodic Review of Research Degree Provision conducted in the Department of Mathematics (**Paper Senate/2017/46**).

Reported: (1) That the review had been conducted as part of the College's quality assurance procedures as an internal paper-based exercise. Departments are asked to demonstrate how they comply with the College's Research Degree Precepts and supply supporting documentation regarding the progress of their students over a prescribed period (normally the previous 3 years). The outcomes are reported to the Postgraduate Research Quality Committee.

(2) That the Panel who conducted the review in the Department of Mathematics had expressed full confidence in the Department's ongoing management of the academic standards of its research degree provision and the quality of learning opportunities provided to its students. The Panel commended the Department for good practice, amongst other things, around the provision of an effective induction programme

Agreed: Senate endorsed the Quality Assurance and Enhancement Committees acceptance of the report and agreed that the Department of Mathematics research degree provision should next be reviewed through the PGR Periodic Review Process in 2020-21.

Considered in discussion:

(1) That Senate welcomed the Panel's findings of good practice in the Departments in particular the induction programme which helped to make students feel part of the department and student-led initiatives such as the Maths Help Desk.

(2) That the recommendations for enhancement included the need to closely monitor recruitment given the current space restrictions on the Campus. Communal space for students was not very well equipped and that a systematic and robust monitoring system for recording supervisory meetings was required to ensure that students who needed additional support were identified as early as possible.

2267 Distribution of Honours Degree Classifications 2016-17 and Undergraduate Failure Rates 2016-17

Received: A report from Registry (**Papers Senate/2017/47 and Senate/2017/48**)

Reported: (1) That the Faculties has been asked to consider the data presented and identify any themes and actions they would be taking to address them.

(2) That there were residual concerns about the presentation of the data and its accuracy expressed by the Faculty of Natural Sciences and it was suggested that the timing of the data snapshot should be reviewed. A working group had been established in the Department of Maths to look at changes made at the University of Oxford to address differentiation in performance across genders. The Department of Life Sciences planned to review the breadth of their assessment methods.

(3) That there was less concern around the difference between genders in Engineering where there was a more balanced set of results. It was noted that there are small numbers of female students in the Faculty and so it was difficult to be conclusive. However, there was more concern about the failure rate, particularly in some departments but a hope that this would, in part be addressed, through the single set of regulations and greater clarity around failure and progression.

(4) That in terms of the Undergraduate degree classifications, there was a clear expectation that with the high entry requirements for applicants of the College, that there would be a higher number of first and higher second classifications. The external focus on grade inflation was noted and the work being undertaken by Universities UK in this area was reported.

2268 Student Death Protocol

Received: A paper from the Director of Student Services (**Paper Senate/201749**)

Reported: That the protocol had been updated since the previous meeting of the Senate in accordance with two of the three suggestions made by Senate members around the use of emotive language, how to deal with media enquiries and the production of a guidance document. It has been agreed that in order to expedite the introduction of the main protocol, that this would be re-presented to this meeting and that the guidance would be made available for the start of the next academic year. Some further minor editing amendments were suggested.

Agreed: The Student Death Protocol was approved subject to minor editing amendments

2269 Learning and Teaching Committee

Received: An update from the meeting of the Committee held in May 2018 (**Paper Senate/2017/50**).

Reported: (1) That the Curriculum Review Panels were being established and that a briefing session would be held for Panel members in June 2018. Liaison was taking place with Departments to ensure that the work of the Programmes Committee in considering the outputs from the Curriculum Reviews would be manageable across the 2018/19 academic year.

(2) That the Learning and Teaching Committee had also received updates on the following:

- Digital Learning Strategy
- Registration with the Office for Students
- Teaching Excellence Framework.

2270 Quality Assurance and Enhancement Committee (QAEC)

Received: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2017/51**).

Reported that QAEC had:

- (1) recommended the revised Mitigating Circumstances Procedure and the revised Academic Misconduct Procedure to Senate for approval with effect the 2018/19 academic year;
- (2) recommended minor revisions to the Research Regulations for approval with effect from 2018/19;

Considered in discussion:

- (3) That the revisions to the Mitigating Circumstances and Academic Misconduct procedures had been made to ensure a more consistent approach in both these areas across College. Senate welcomed the broader range of penalties available under the revised Academic Misconduct procedures and the commitment to provide an evaluative report to Senate on casework. It was noted that the procedure would be kept under review.
- (4) That there was a concern from Senior Tutors in Engineering that the revised Mitigating Circumstances Procedure required three signatures to sign off an extension for a piece of coursework and that this was particularly difficult if a student became unwell over the weekend. It was also felt the procedure needed to be clearer on what happened to an accepted claim where the assessment had been passed and there was a concern that the new procedure could extend some Masters courses by a year as the procedure stated that students should take the assessment at the next available opportunity.

Agreed:

- (5) To review the Mitigating Circumstances Procedure in the light of the concerns raised at the meeting and bring it back to Senate for approval.
- (6) To approve the Academic Misconduct Procedure with effect from the 2018/19 academic year.
- (7) to approve the revised Research Regulations with effect from the 2018/19 academic year.

Noted that QAEC had:

- (8) Considered and approved the Statement of Policies and Procedures for assuring Quality and Standards 2018/19.
- (8) Considered draft revised Undergraduate Academic Regulations for 2018/19.

- (10) Supported a proposal to trial the Academic Calendar for 2018/19.
- (11) Approved Framework and Roles and Responsibilities documents for Graduate Training Assistants subject to minor amendments.
- (12) Considered the outcomes of Annual Monitoring of Postgraduate Taught Provision for 2016/17 and included a report summarising the themes, instances of good practice and areas for enhancement as an appendix to this report for Senate.
- (13) Considered a report providing analysis of the External Examiner reports of undergraduate and postgraduate taught provision from 2016/17.
- (14) Considered a report from the Imperial College Union providing an audit of Wednesday afternoon timetabling for PGT students.
- (15) Considered the summary report on the Postgraduate Research Experience Survey (PRES) from summer 2017.
- (16) Considered and approved changes to the Special Cases Policy for admission to Postgraduate Programmes.
- (17) Considered and approved a proposal to establish a Collaborative Provision Sub-Group to report to QAEC.
- (18) Considered reports from the Programmes Committee and approved recommendations for programme withdrawals, programme suspensions and modifications including in-session and major modifications;
- (19) Considered a report from the Postgraduate Research Quality Committee.

2271 Membership of Student Casework Panels 2018-19

Received: A note by the Academic Registrar (**Paper Senate/2017/52**).

Approved: Membership of Panels as set out in the paper including the practice of drawing from the College Consul list as Chairs of Panels.

2272 Appointment of External Examiners 2017-18

Received: A note by the Academic Registrar (**Paper Senate/2017/53**).

Noted: The names, affiliations and periods of tenure of External Examiners for undergraduate degrees and Masters degrees appointed since the last meeting of Senate.

2273 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 10 October 2018, starting at 3.00pm.