

Minutes of Meeting: HYMS Joint Senate Committee

Date and Time: Thursday 19 January 2012 at 2.00 pm ending 4.00 pm

Venue: First Floor, Loxley Building, Hull and Main Meeting Room,
York by Video Conference

Part A: Unreserved Business

Minutes: 12/1 - 12/20
Part A: 12/1 - 12/12

Name	Membership Category	13 Oct 2011	19 Jan 2012	3 May 2013
Professor Glenn Burgess	Chair Four members appointed by the Senate of the University of Hull - PVC (Learning and Teaching)	✓	✓	
Tim Ellis	Four members appointed by the Senate of the University of York - President of York Students' Union	Apologies	Vice: Karin Diaconu	
Professor John Greenman	Four members appointed by the Senate of the University of Hull	Apologies	✓	
Dr Steve Holland	Four members appointed by the Senate of the University of York	✓	Apologies	
Professor Tony Kendrick	Dean of HYMS	✓	✓	
Professor Peter McCollum	Four members appointed by the Senate of the University of Hull	Apologies	✓	
Aidan Mersh	Four members appointed by the Senate of the University of Hull - President of Hull Students' Union	Absent	✓	
Professor Gillian Parker	Four members appointed by the Senate of the University of York	✓	Apologies	

Professor Trevor Sheldon	Four members appointed by the Senate of the University of York - Deputy Vice-Chancellor	✓	Apologies	
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In attendance:

Stuart Gilkes
Grace Dalley
Dr Giles Davidson
Kate Dodd
Rosemary Royds

Secretary
Deputy Secretary (Hull)
Head of Administration (HYMS)
Academic Registrar (York)
Manager, Student Administrative Services (York)

Action

12/1 Declarations

(a) Reserved Business

Items contained in Part B of the agenda were reserved items of business within the definition in Ordinance 31.

(b) Members' Interests

Members were invited to declare if they had any personal or pecuniary interest, direct or indirect, in any item on the agenda under Standing Orders.

Professor P McCollum declared his son is a registered student on the HYMS MBBS programme, Year 5.

(c) Starred Items

No items on the agenda were unstarred.

12/2 Minutes

The minutes, Part A, of the meeting of the Committee held on 13 October 2011 were approved as a correct record and signed by the Chair.

12/3 Matters Arising

(a) Action Summary

The Action Summary was received.

(b) Minute 11/28: Regulations to govern PhD or MD by Publication

See Minute 12/5 (a) below.

(c) Minute 11/32: Review of HYMS Governance

It was reported that the meeting originally convened by the Head of Administration, with the Registrars of Hull and York, in November 2011 had been unavoidably delayed until 9 February 2012. Thereafter, resolution of the Governance Review was anticipated.

12/4 Chair's Unreserved Business

There was no Chair's Unreserved Business.

12/5 Chair's Action

(a) Regulations to govern PhD or MD by Publication

Confirmation was received of the approval of these Regulations and the minor corrections made in consequence of the discussion of the previous meeting.

(copy attached to the Official Record as Appendix I)

12/6 HYMS Joint Learning and Teaching Committee

(a) Minutes (Part A) of the HYMS Joint Learning and Teaching Committee meeting held on 24 November 2011

The Committee received the minutes (Part A) of the HYMS Joint Learning and Teaching Committee held on 24 November 2011.

It was reported that initial discussions had resulted in York's Academic Integrity Tutorial being made available to HYMS students rather than making the Tutorial compulsory.

- (b) Opportunity to discuss HYMS Joint Learning and Teaching Committee approach to the NSS and PRES reports

RESOLVED:

That the Action Plans endorsed by HYMS Joint Learning & Teaching Committee toward both the National Student Survey and the Postgraduate Research Evaluation Survey be approved.

12/7 Revised HYMS Joint Learning and Teaching Terms of Reference

The Terms of Reference and Constituency of Membership, as proposed by HYMS Joint Learning and Teaching Committee, were received.

RESOLVED:

That the change to the first Term of Reference as recommended by HYMS Joint Learning & Teaching Committee, "To examine (rather than see) and approve new HYMS programmes and major modifications to existing HYMS programmes" be approved.

It was noted that HYMS was re-structuring and in the process of making new appointments.

RESOLVED:

That the following changes to the HYMS' attendees be approved:

1. Replace the Academic Director, Postgraduate Centre with the Chair of the HYMS Postgraduate Research Board
2. Replace the Quality & Standards Officer with the Academic Lead
3. Replace the Undergraduate Dean with the Deputy Dean (Education) for HYMS

12/8 HYMS Joint Learning and Teaching Committee Workplan 2011/12

The Committee received the proposed workplan for 2011/12.

RESOLVED:

That the workplan be approved (copy attached to the Official Record as Appendix II).

12/9 Changes to Regulations and Codes of Practice as recommended by HYMS Joint Learning and Teaching Committee

The Committee received the following Codes of Practice and Regulations from HYMS Joint Learning & Teaching Committee which were recommended to the Committee for approval.

RESOLVED:

That all uses of the word “per” should be replaced with “in accordance with.”

(a) Code of Practice: Student Research Misconduct

RESOLVED:

That that the following points be clarified and that the Code of Practice be re-submitted to a future meeting:

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stration,
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- (i) The barrister or solicitor referred to in paragraph 6.2 should be neutral if they attend the proceedings
- (ii) Review of the Code of Practice to absorb the advice of the Solicitors of the Universities of Hull and York

(b) Regulations for MPhil and PhD by thesis

RESOLVED:

That the regulations for MPhil and PhD by thesis be approved subject to the following minor adjustments to the wording:

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stration,
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“An extended period of study will require the payment of tuition fees at the rate set for that *year*. *There* will normally be no rebate for early submission (page 2, paragraph 5).”

The permitted duration of the completion of training credits should be cross referred to the Code of Practice on Research Degrees: Termination of programme (page 3, paragraph 7 (ii) of Regulations for MPhil and PhD by thesis).

Postgraduate Research Board (rather than “office”, page 6, paragraph 13 (i) and page 8, paragraph 16 (i)).

Addition of, “Once submitted to the examiner, the thesis cannot be recalled” (page 6, paragraph 13 (i)).

“HYMS Joint Senate *Committee* (page 6, paragraph 13 (iii) and page 8, paragraph 16 (ii)).”

“Resubmission for PhD following award of a Masters (page 9, paragraph 17).”

(Amended copy attached to the Official Record as Appendix III.)

(c) Code of Practice: Chairing Viva Voce Examinations for Research degree by Thesis / Published Work

RESOLVED:

That the Code of Practice: Chairing Viva Voce Examinations for Research degree by Thesis/Published Work be approved subject to the following minor adjustments to the wording:

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stration,
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“Centres” rather than “departments and centres” (page 1, paragraph 4.1 (i)).

“HYMS Board of Studies” rather than “JL&TC” (page 1, paragraph 4.1 (iii)).

(Amended copy attached to the Official Record as Appendix IV.)

(d) Code of Practice: Postgraduate Admissions for HYMS Programmes Governed Jointly by the University of Hull and the University of York

RESOLVED:

That the Code of Practice: Postgraduate Admissions for HYMS Programmes Governed Jointly by the University of Hull and the University of York be approved.

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stration,
HYMS**

(Copy attached to the Official Record as Appendix III.)

(e) Code of Practice on Academic and Fitness to Practice Appeals

RESOLVED:

That the following points be addressed and that the Code of Practice be re-submitted to a future meeting:

- (i) Review of the Code of Practice to absorb the advice of the Solicitors of the Universities of Hull and York.
- (ii) Change of typographical error to read as “Code of Practice” (page 1, paragraph 4(a)).

- (iii) Change of typographical error to read as “The Chair of *the* relevant academic committee or board (page 8, paragraph 17 (c) and (d)).

(f) Code of Practice on Suspension of Registration for Postgraduate Students

RESOLVED:

That the Code of Practice on Suspension of Registration for Postgraduate Students be approved (copy attached to the Official Record as Appendix VI).

The Committee expressed its gratitude to Dr Sarah Elton, Dr Kit Fan, HYMS Board of Studies and HYMS Joint Learning & Teaching Committee for their work in drafting and considering these Regulations and Codes of Practice.

12/10 HYMS Action Plan Exploring Ethnicity and Examinations

The Committee received the HYMS Action Plan Exploring Ethnicity and Examinations.

It was noted that the primary goal was to provide all struggling students with adequate support.

The Committee thanked all the participants involved in drafting the report for their work.

RESOLVED:

The Committee wished to support the Action points noted in the report.

12/11 Any Other Unreserved Business

Valediction

The Committee wished to thank Professor Trevor Sheldon for all his work and commitment to the Committee as well as his work with HYMS.

12/12 Date of next meeting

Members were asked to note that the next meeting would be held on Thursday 3 May 2012 at 10.00 am.

Attachments to Part A: Unreserved Business

Minute	Paper	Circulation
12/5(a) Appendix I	Chair's Action: Regulations to govern PhD or MD by publication	OR
12/8 Appendix II	HYMS Joint Learning and Teaching Committee Workplan 2011/12	OR
12/9(b) Appendix III	Regulations for MPhil and PhD by thesis (amended version)	OR
12/9(c) Appendix IV	Code of Practice: Chair Viva Voce Exams for Research Degrees by Thesis/ Published Work (amended version)	OR
12/9(d) Appendix V	Code of Practice: Postgraduate Admissions for HYMS Programmes Governed Jointly by the University of Hull and the University of York	OR
12/9(f) Appendix VI	Code of Practice on Suspension of Registration for Postgraduate Students	OR

Signature of Chair _____

Date of signature _____

These minutes are available in alternative formats on request from Committee Section.

SG/VB