

UNIVERSITY OF YORK
UNIVERSITY OF HULL
HULL YORK MEDICAL SCHOOL
JOINT SENATE COMMITTEE

Minutes of the meeting held on 27 January 2022

PART A: UNRESERVED BUSINESS – CATEGORY I

M21-22/22 Attendance and Apologies

For a list of attendees and apologies, please see Annex A.

The Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received.

M21-22/23 Minutes 10 November 2021 (HJSC.21-22.18)

The minutes were reviewed and **approved** as a true and accurate record of the meeting.

A minor revision of the minutes was suggested, to the Chair's action approvals from the last meeting (M21-22/04.i refers) to provide more clarity regarding the timing of the temporary suspension and planned re-launch of the MSc Human Anatomy and Evolution in 2022/23. It was agreed that the minutes be slightly amended to state that the planned relaunch would be later that academic year.

Action: Secretary

M21-22/24 Matters Arising (HJSC.21-22.19)

- The action related to the PGT Review and discussion to explore further opportunities for the parent universities, was still ongoing (M21-22/07.vi refers). Members noted that it had not been possible to find a mutually convenient meeting time to suit all colleagues involved. The Committee agreed that the meeting should be convened with the Chair, Deputy Chair, HJSC, Deputy Dean and Chief Operating Officer, HYMS instead to allow more availability.

Action: Secretary

- Progress had been made in relation to the Degree Outcomes Report and challenges in obtaining robust data from the parent universities (M21-22/14 refers). The Deputy Dean reported that further discussions had taken place with the Business Intelligence Unit (BIU), York. A new timeline had been agreed for the production of granular and meaningful data to inform a report on degree outcomes and the awarding gap. A Working Group had been set up to review the data and this would inform the development of an action plan to enable the School to make relevant interventions. Members noted that the report would be available for consideration at the June HJSC meeting. The action was therefore closed.

- Members noted that all other actions from the last meeting had been dealt with and were closed.

M21-22/25 To Receive a Report of Chair's Actions undertaken since the last Meeting

The Committee noted that there had not been any unreserved Chair's Action approvals to report.

M21-22/26 To Receive an Oral Report from the Student Representatives

- a) The Academic Officer, YUSU was unable to attend and sent their apologies. There was nothing to report.
- b) The Chair of the Student Staff Committee, HYMS was unable to attend and sent their apologies. There was nothing to report.
- c) The President of Education, HUSU was unable to attend and sent their apologies. There was nothing to report.
- d) The VP Academic, GSA reported that the Welcome Back week for students was successful and received positively by students. Several issues have been raised by students, related to the ongoing impact of Covid and the Omicron variant, but these were being resolved. Students had reported that the recent communications and guidance in response to the pandemic had been helpful. GSA have considered in detail the recently announced ballot results from the UCU. On this occasion, they have taken the decision to take a neutral stance on UCU industrial action.

M21-22/27 To Receive a Verbal Report from the Dean of HYMS

The Dean drew the Committee's attention to the following updates:

- i. Covid-19 impacts. The School has continued to deal with the ongoing impact of the pandemic. The majority of students have continued to remain on placement throughout 2021-22, apart from Year 3 and Phase I that had some disruptions in January 2022. The School is currently preparing for the MBBS and Physician Associate Studies written and clinical assessments for the summer period, with consideration to the ongoing risks / challenges of the pandemic and GMC requirements.
- ii. Staff Wellbeing. The School has continued to prioritise supporting staff during the ongoing challenges of the pandemic, to ensure staff and student safety.
- iii. Equality, Diversity and Inclusion (EDI). The Deputy Dean reported that; the EDI Committee is reviewing the Staff and Student Harassment Policy and Equal Opportunities for Students Policy; the Student Pregnant & New Parent Policy is currently being developed; progress has been made in respect to gaining robust degree outcomes data from the parent universities, to enable the School to identify relevant interventions needed (M21-22/24 refers); HYMS Student and Staff Anti-Racism STAR Working Group were continuing to deliver the actions related to the BMA anti-racial harassment charter; the LGBT Charter would be considered at the next EDI Committee meeting.

During the discussion Members **noted**:

- The MB BS Culture, Experience and Safe Working Group are developing an action plan, which aims to benefit all professional placement programmes. They plan to extend the

culture and safer working initiatives within induction week to be embedded across the whole academic year. A further update will be provided at HJSC later in the year.

Action: Deputy Dean

The Chair welcomed these developments noting that they will bring the School's culture agenda more in line with the parent universities. The Deputy Dean suggested that better engagement with the parent universities would enable the School to be kept further in the loop and report on matters appropriately. The Chair agreed to pass on details of the relevant contact person leading on culture initiatives at York.

Action: Chair

- iv. Systems update. Good progress had been made in the four prioritised areas of work; Open Campus; Assessment and Progression; Curriculum Mapping and Student Support. Work was underway to support the implementation of the GMC Medical Licencing Assessment.
- v. Staffing update. There was a significant number of new posts at the stage of being approved, in recruitment or appointed to, which included HYMS and both Hull and York posts, which reflect the School's ongoing work on their expansion plans. A number of leavers were also highlighted.
- vi. The Dean noted the priorities for the remainder of the academic year, these included; continued support for staff and students during the pandemic; completing the admissions cycle; embedding the new expanded year 3 into Phase II; preparation for and induction of new colleagues; Strategy implementation (including PGT); completion of work on the York research model; implementation of the Hull biomedical science review, if approved.

The Chair thanked the Dean and Deputy Dean for the presentation, praising the School for the number of activities taking place.

M21-22/28 To discuss the MBBS and Postgraduate action plans 21/22 (HJSC.21-22.20)

a) MBBS Action Plan

The Chair of Board of Studies (CBoS) reported that the current version intended to encompass all ongoing development work and activities taking place in the coming academic year; actions initiated in response to the NSS 2021; other programme quality initiatives; expansion needs; covid impact and curriculum recovery; changes required by the GMC; and those drawn from the Periodic Review action plan. With respect to the latter, these relate to provision of Professional Services support, Placement Capacity and expansion plans, review of induction content and activities and implementation of the GMC, Medical Licencing Assessment.

Actions related to Phase III which included expansion plans for 2023/24 and review of induction content and timing, had been put on hold pending the recruitment of a new Phase III academic lead.

Actions included the implementation of a student conference for Clinical Phase students for summer 2022 (action 6.3), in response to Covid-19. This would incorporate areas impacted by the pandemic and would include career development opportunities. Members noted that the deadline should have been noted as July 2022 rather than 2021, the action plan would be amended to reflect this.

b) *Postgraduate action plan (PGT and PGR)* .

The action plan included Items that were currently being addressed as a priority, however more items may be added and a green-amber-red system would be used to track completion.

Members noted key priorities which included development, approval and implementation of the proposed new PGR training programme and review of the Postgraduate Taught (PGT) portfolio. The aims and scope of the PGT review had been approved by the HYMS Management Board and were in progress.

M21-22/29 To consider a proposal to replace the School's Postgraduate Training Scheme (PGTS) with the Postgraduate Researcher Development (PRD) Programme (HJSC.21-22.21)

The Chair of Board of Studies (CBoS) presented the proposal (HJSC.21-22.21) to replace the current credit, level 7 module-based PGTS scheme, with a points, experience-based Postgraduate Researcher Development (PRD) programme for introduction in 2022/23 (with the request to also implement retrospectively 2021/22 to allow current students to transfer if they wish). Currently, fulfilling the PGTS requirements is a prerequisite for PhD, MPhil and MSc thesis submission; MD students are not required, but are encouraged to engage with the scheme. The current joint degree awards; the Postgraduate Certificate in Research Training and Postgraduate Diploma in Research Training will be retained, to enable students who wish to undertake and complete credit-based training to be awarded accordingly, but it will no longer be compulsory.

Members noted that the HYMS PGTS is closely tailored to the University of Hull requirements and has been in place since the inception of HYMS PGR degrees in 2009. Since then, the views of training and professional and personal development have evolved significantly for both research staff and students and while the current scheme has experienced updates and changes, a strong support for a substantial revision has emerged within the academic supervisors and PGR students.

The CBoS reported that the proposal had received substantial scrutiny, and student consultation; the new scheme would allow more flexibility and inclusiveness, as well as creating more links with industry. Points will be awarded for a range of training, activities and experiences. Students will have to submit a certain amount of points to be able to submit a thesis. Points will be based around the UKRI concept of ten days per annum. Full implementation of the Scheme would take a year and the School will be required to update all related handbooks and guidance.

During the discussion the following points were made:

- The Associate Dean (TLS), Faculty of Sciences, York queried how the range of training and activities would be monitored to ensure that they maintain the appropriate level 7 academic standards. The Chair of the Postgraduate Programmes Board clarified that the related policies and handbooks would be revised to ensure clear guidance is provided for Supervisors and Thesis Advisory Panels (TAPs). Supervisors will be reviewing the points allocated and there will be further scrutiny at the TAP meeting.
- The proposal highlighted that MD students will be encouraged to engage in development activities, but there will be no mandatory requirement. An evaluation of the support that is needed and feasible by MD students will be revisited in the future. The Chair suggested that it would be useful to understand the timeline for this and if specific activities will be included for the MD students.

The Chair of the Postgraduate Programmes Board agreed to feed this back to the PGR team and noted that the MD review is taking place, and this will also form part of the wider PGR review.

Action: Chair of the Postgraduate Programmes Board

- The Chair of the Postgraduate Programmes Board stated that the PGR team will assess engagement and added value of the programme annually and act upon concerns that are identified. The School will report back on evaluation of the new Scheme in due course.

The Committee **approved** the new Postgraduate Researcher Development Programme for introduction in 2022/23, and **agreed to approve** implementation retrospectively in 2021/22 to allow current students to transfer if they wish.

M21-22/30 To consider amendments to the Policy on Mitigating and Exceptional Circumstances Affecting Assessment and Examination (HJSC.20-21.22)

The Chair of Board of Studies (CBoS) presented the proposal (HJSC.20-21.22) and reported that the School needed to amend the Mitigating and Exceptional Circumstances Affecting Assessment and Examination (MEC) policy to better align with the parent universities' policies, which had recently been updated.

Members noted the key policy changes:

- a. To allow for the MEC's to be submitted by a third-party on behalf of a student who has a known MEC and is at risk of missing the deadline;
- b. The requirement for evidence (death certificate) for a bereavement has been removed from the policy;
- c. Students can self-certify for short illnesses 1-5 days before an assessment without evidence from a GP;
- d. Clarification on who can provide medical evidence. This must be from a third-party professional and independent to the student (i.e., no family members or friends);
- e. To remove the confusing statement regarding the ability of the MECC to be challenged by the BoEs. Signposting that the MECC is an independent entity from the BoEs has been added to the wording;
- f. A new e-form has been designed to enable students and staff to submit a form easily and on any device.

The CBoS also noted that the School decided to retain two contingency-related amendments introduced during the pandemic in the updated MEC policy; to keep 'Primary Caring Responsibilities' and 'Key Workers' as circumstances normally supported within MEC claims.

Members were supportive of the changes and during the discussion the following comments and recommendations were made:

- 1) The updated MEC claim forms will create the ability for MECC to audit claims, analyse data and report back to MECC confidentially. The Committee suggested that this would be useful for providing an overview to HJSC in the future too.

- 2) The Student Support section of the Policy signposts students to the Student Unions at York and Hull. Members highlighted that Hull University Student Union (HUSU) has changed its name from HUU and the email contact should also be updated to husu-advice-centre@hull.ac.uk.
- 3) Members queried a discrepancy in section 2.4.2, of the Policy, which referred to the maximum number of days illness to allow self-certification (5 days) for a hand-in assignment, compared to the maximum number of days allowed for an extension (7 days). Members suggested further clarity be provided within this section as it appeared to be inconsistent if the extension is to compensate for any working time lost.
- 4) The Terms of Reference and Membership of MECC stated that the length of term is normally three years and can be extended to four years, to be approved by the Board of Studies, the wording 'mitigating and exceptional circumstances' appeared to be a typo error and should be removed from the paragraph.
- 5) References to Exceptional Circumstances and Mitigating Circumstances needed to be consistent within the MEC Policy and the Exceptional Circumstances (EC) Claim form.
- 6) Members suggested further transparency be provided in section 5.3 of the Policy, which refers to students seeking an extension to an assignment. The Policy should state that EC claims are approved rather than supported by MECC. Further clarification was needed regarding whether students can submit the EC form and provide evidence later. Currently the Policy states that EC claims should be submitted with supporting evidence, no later than 5 working days of the deadline of the assignment, however the EC claim form states that evidence can be submitted later (within 5 days of submission of the EC Claim form).
- 7) The Academic Quality Manager, Hull had queried whether a student friendly version of the MEC Policy would be produced, suggesting that the current length of full Policy document could be a barrier for students with exceptional circumstances, however the School confirmed that students would be signposted to the relevant sections [3 and 4] of the Policy, that would need to read prior to completion of the EC Claim form.

The Committee **approved** the amendments to the Policy on Mitigating and Exceptional Circumstances Affecting Assessment and Examination, subject to minor amendments [points 2-6 above].

Action: CBoS/Secretary

21-22/31 To receive for information the annual report of the HYMS Ethics Committee submitted to the Ethics Committees of the Universities of Hull and York (HJSC.21-22.23)

The Academic Ethics and Compliance Committee requires an annual return from Chairs of local level ethics committees responsible for considering ethical issues raised by academic activities. The annual return provided a list of activities; projects considered, approved, or rejected. The data suggested that activities had not been affected by the pandemic as the numbers looked similar to previous years, however trend data was not available. Members suggested that it would be useful to receive trend data in the future.

M21-22/32 Dates of meetings in 2021/22

(The Secretary would confirm the format of the meetings in due course)

- Thursday 28th April 2022, 09:30-11:30
- Thursday 30th June 2022, 10:00-12:00

ANNEX A: Attendees of the Unreserved Agenda

Members

Una Macleod (Dean, HYMS)

Tracy Lightfoot (Chair, PVC York)

Rebecca Huxley-Binns (Deputy Chair, PVC Hull)

Lesley Morrell (Senate, Hull)

Justin Morris (Senate, Hull)

Stephen Smith (Senate, York) (M21-22/25-28)

Claire Hughes (Teaching Committee, York)

Barry Lee (Teaching Committee, York)

Helen Fenwick (Education Committee, Hull)

Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)

Peter Bazira (Chair of Board of Studies, HYMS)

Matt Morgan (Deputy Dean, HYMS)

Lina Gega (Chair of the Postgraduate Programmes Board, HYMS)

Ekansh Kapoor (Vice President Academic, Graduate Students' Association)*

In attendance

Elizabeth Allen (Secretary, York)

Lisa Tees (Academic Quality Manager, Hull)

Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)

Paul Hagan, (Faculty Dean of Health Sciences, Hull)

Steve King, (Associate Dean (TLS), Faculty of the Sciences, York)

Apologies

Caroline Chaffer (Senate, York)

Claire Vallance (Chief Operating Officer, HYMS)

Peace Igi-Ehon (President Education, HUSU)*

Elisha De-Alker (Chair Student Staff Committee, HYMS)*

Matt Johnstone (Academic Officer, YUSU)*

*Members marked with a * do not attend for reserved business.