

UNIVERSITY OF YORK

UNIVERSITY OF HULL

Hull-York Medical School Joint Senate Committee

Unreserved Minutes of the meeting held on 26 June 2024

PART A: UNRESERVED BUSINESS – CATEGORY I**M23-24/69 Attendance, Apologies and Valedictions**

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.

No valedictions were given at this time in the meeting, however, The Chair confirmed that this would be their last meeting, as they will be leaving their current position at the University of Hull (UoH) at the end of August to take up a new post. The Chair thanked the Committee for all their support and work, noting that they have enjoyed being Chair and PVC at the UoH for the past five and a half years.

M23-24/70 Minutes 17 April 2024

The minutes (HJSC.23-24.59) were reviewed and **approved** as a true and accurate record of the meeting.

M23-24/71 Matters Arising

The Committee received a list of matters arising (HJSC.23-24.60). It was confirmed that the following matters arising and actions from last meeting were still ongoing:

- HYMS Chair BoS to update Associate PVC about developments around data provision that relate the UoY Annual Review of Teaching and Learning. (M23-24/51 refers)
- Deputy Chair to discuss implications of the NHS Workforce Plan with the Russell Group Educational Leads group, and feed back to Chair HJSC and HYMS Dean (M23-24/52 refers)
- Chair and Deputy Chair to discuss opportunities for better coordination of systems and data-sharing regarding HYMS matters across the two parent Universities and follow up with respective Faculty Deans. (M23-24/53 refers)
- Chair and Deputy Chair to contact Deputy Vice-Chancellors and Directors of Planning at both Universities regarding data provision. (M23-24/53 refers)
- Secretary to discuss monitoring of OfS conditions with the Chair and Deputy Chair HJSC, in conversation with the Heads of Academic Quality at York and Hull, and HYMS Governance Office (M23-24/56 refers)

M23-24/72 Report of Chair's Actions undertaken since the last Meeting

The Committee **received** a list of decisions approved via Chair's Action since the last meeting (HJSC.23-24.61). Comments were invited and none were received.

M23-24/73 Report from the Student Representatives

The Committee **received** the following report from Student Representatives:

- The Vice President of the University of York (UoY) Graduate Students' Association reported that they were currently in the process of conducting their handover for the next officer team. The survey to gather feedback from postgraduate students about their academic issues and needs has been going for 3 months now. In order to increase engagement, they were hosting an event to promote it, along with putting up posters in the Library and collaborating with different societies to share the survey. So far, they have had over 19 responses, but are hoping this number will increase.
- The University of York Students' Union (YUSU) Academic Officer reported that as a result of the merger of the GSA and YUSU at York, there will now only be one academic officer position. They are currently in the process of handing over to the new officer. Confirmed that no HYMS staff were nominated for YUSU 'Excellence Awards', but reminded the committee that HYMS staff were eligible. Currently looking at how to support students on professional placements, with a focus on how to support students' mental health and wellbeing especially around difficult experiences, like patients passing away on placement.

The Chair praised the Student Representatives for all important work they were doing and their contributions to HYMS and hoped that the handover would go well.

M23-24/74 Report from the Chair of BoS

The Chair BoS presented an oral report, highlighting the following:

- Welcomed the new Deputy Chair of BoS to their first joint senate. The Deputy Chair of BoS thanked the Chair of BoS for the introduction and stated that they were happy to be at the meeting.
- Changing the Work (CtW) guidance had been released last month at York and collating aligned proposed changes within HYMS is currently underway. The Joint Senate asked for a summary of the changes which are likely to be coming through the School:
 - For PGT, looking to reduce the number of summative assessments to a single assessment and targeting programmes with fewer than 10 students. The proposals, which have been approved at the PGT board, will be going to extraordinary BoS and then Joint Senate hopefully by Chair's Action
 - For UG, the proposals are going to be coming to the boards in September and will be looking at the removal of formative assessments. They will be going out for Student consultation, so likely to come to this Joint Senate closer to Christmas.
- There will be an update about MBBS awarding gap progress later in this meeting from The Director of MBBS.
- Work continues on trying to get the data from UoH and UoY in one place.

The Chair confirmed she and the Deputy Chair will be available to approve CtW changes for 2024/5 delivery by Chair's Action.

UoY Associate PVC TLS mentioned the Voluntary Severance scheme currently underway at UoY and confirmed that the aim is to make sure that remaining colleagues can do the work by making efficiencies. Also mentioned that one of CtW strands is about governance and removal of Board of Studies (BoS), moving towards a single committee responsible for approval of new programmes, which is in line with the sector. The aim of this is to stop duplication, but it will not be coming in for 2024/5, as the York Senate Task and Finish group is only just starting work on this. UoY Associate PVC TLS confirmed that there will be discussions around BoS and Joint Senate for HYMS.

The Chair confirmed that UoH does not have BoS and the CtW being done at UoY aligns with what has happened at UoH in increments over several years rather than in one project. Nothing conflicts in the CtW guidance between the two Universities.

M23-24/75 Report from the Dean of HYMS

The Dean of HYMS gave a presentation to the Joint Senate, highlighting the following:

- Update on the size and shape of HYMS:
 - It was hard to get the data for this update and collate it. As a School, HYMS have around 330 staff across the sites, with the majority based at UoH. The student to staff ratio is 14:9.
 - Most of the research income is generated at UoH.
 - The School currently has 1199 students on the HYMS owned MB BS programme, 185 on the HYMS owned PGT programmes and 86 on the HYMS owned PGR programmes.
 - First students on the new MSc in Palliative Care are due to start in 2024/5.
 - HYMS also collaborates on several programmes which are owned by other departments at UoH and UoY, with HYMS leading on MPH Public Health and MSc Mental Health Research at UoY.
- Programme Updates:
 - The School was planning to double the MSc Physician Associate Studies programme, but there is currently a lot of political discussion around Physician Associate programmes nationally, so the recruitment is down this year.
 - CPD programmes will have the first credit bearing modules put forward for approval at this meeting. The Associate Dean for Teaching and Learning is making progress on credit accumulation policy and hopes to bring it forward for approval by the end of this year.
 - There's been a focus on the student numbers on current programmes and the new programmes coming in, and the overall module sizes on the PGT programmes.
 - For PGR, the School is currently considering a PhD in Med Science (Forensic Science), taking advantage of the Forensic Science expertise in Hull and a working group will be reviewing the MD programme over summer/autumn.
- NHS Long term workforce plan:
 - 8 additional medicine places have been awarded for 2025. The School is seeking support via SPG for resource for development work for a larger bid
 - GMC regulations of Physician Associates will be coming this year and there is an ongoing national debate about the role, so programme expansion at HYMS is likely to pause.
- Staffing Update:
 - A slide was dedicated to noting the staff who are leaving and the new starters.
 - There are currently 3 posts in recruitment which are being externally funded; one of them is at UoY and the other two are at UoH

The Chair noted that the information about which programmes are awarded by HYMS, UoY or UoH was very useful. The Chair suggested that this could be worth exploring at the away day, especially around what it is best for the HYMS to look at and develop. There is a substantial workload and complexity around these programmes.

M23-24/76 The 2023-24 Undergraduate and Postgraduate reports and Action Plans

The Committee **received** a progress update regarding the 2023-24 Undergraduate Action Plan (HJSC.23-24.62), Postgraduate Taught (PGT) Action Plan (HJSC.23-24.62.i) and Postgraduate Research (PGR) Action Plan (HJSC.23-24.62.ii) :

a) UG report and action plan:

The updated action plan showed the good progress that had been made in a number of areas.

The Chair of BoS noted that the major change happening on the MBBS programme is to the year five site allocations, which have been reduced from five sites to two sites. Currently students spend their first two years of study either based at York or Hull, and then they are moved around various sites. The change means that students will be told in advance of their third year of study, whether their base site will be York or Hull. It should help to bring students on campus for pre-learning weeks and build a better sense of community at their base site. It will also help to increase stability for the students.

The sense from students is that they are happier with this change as it means it's easier to find accommodation in their base site location and HYMS will continue to provide students with accommodation if the students are needing to study at a location away from their base site.

The Director of MBBS provided an update on the awarding gap. HYMS have a complete set of data for the 2022/3 academic year and are currently in the process of doing detailed analysis. From the preliminary data, a gap can be seen in early years, but this reduces as students progress through the programme and almost disappears when they reach year five. It was noted that national discussions around the introduction of a four year MBBS programme may undermine this and HYMS are planning to present their in depth data analysis and findings at a national conference. The debate at the national level is around the financial impact of the degree length on the students versus academic achievement. HYMS also wants to explore possible ways to reduce the gap in earlier years of study.

b) PGT report and action plan:

The updated action plan showed the good progress that had been made.

The Chair of BoS noted that they have admissions numbers for 2024/5, which are useful for UoY's Changing the Work guidelines and formed part of the conversation in the School about which programmes should and should not run, and what proposed changes should be made.

The PGT Board has decided to extend the deadline for home student PGT recruitment as the application numbers have dropped. It will now be open throughout the whole of July, but the recruitment environment is difficult at the moment. They will look at the recruitment numbers again at the end of July.

The Associate Dean for Teaching and Learning confirmed that all current programmes will be running for 2024/5, but the plan is to suspend modules which are problematic in terms of numbers of students on them.

The Chair noted all the work that has gone into the Advance HE Fellowship accreditation and recognised this achievement.

c) PGR report and action plan:

It was noted that a few items would be coming up for approval and discussion later in the meeting.

The Chair of PGR Board confirmed that the work around exploring the possibility of replacing PRES with HYMS' own survey would be put on hold, as it is not a priority for the next 12 months. This is due to the amount of work this is going to take and that it's currently not feasible to carry this out alongside all the higher priority work which needs to be done.

M23-24/77 CATALYST CPD Programme - Advancing Generalist Wisdom (credit bearing modules)

The Committee **approved** four credit bearing modules forming part of a new HYMS PGT and CPD (credit and non-credit bearing) programme “CATALYST: Advancing Generalist Wisdom” (HJSC.23-24.63). The non-credit bearing version of modules had been approved at BoS level, which is in line with the HYMS CPD policy. The CATALYST programme is designed to promote, grow and sustain Advanced Generalist Medicine skills within the GP-consultant-led general practice workforce.

The Chair highlighted the positive testimonial which had been included as part of the proposals. The Chair of BoS confirmed that a version of these modules are already being delivered in a pre-existing CPD course, funded by the NHS, and the testimonials from these former students were included to support why this proposal would work. The plan is for the 4 modules to be done separately, but if a HYMS credit accumulation policy is approved and implemented, then these modules could contribute towards the award of a Postgraduate Certificate.

A discussion was had around the type of summative assessment for the modules, which is currently a 3,000 word essay, would be most appropriate to ensure a constructive alignment between subject and assessment and that it is also an assessment of learning and for learning. The Chair of BoS confirmed that there are only so many assessment types which can be selected, and ‘essay’ was the most appropriate type in this situation.

There was a request for clarity about the statement that the modules would be delivered weekly. It was confirmed that the GPs would be released from work for a period of time each week to focus on the modules. Concerns were raised about the total workload amounts listed for each module. It was confirmed that this paper would be going to the OPS board as well where the focus would be on approving the workload side of the modules, rather than the academic.

ACTION: Paper author and HYMS Chair BoS to clarify the following on the module summaries:

- **Box 12 Indicative Content: refine the phrasing around the modules being delivered weekly to reflect that the GPs are being released for a period of time each week to focus on the modules.**
- **Box 11 Staffing, workload and potential impact on other areas of HYMS: the total workload amounts listed.**

M23-24/78 Regulations for PhD by Distance Learning for HYMS

The Committee **approved** the new Regulations for PhD by Distance Learning for HYMS and the setup of distance learning PhDs and exit award routes (HJSC.23-24.64). The new regulations will be implemented on 01 July 2024 and the programme set up as soon as possible.

The Chair of PGR Board noted that this was being done in line with the sector moving toward this for appropriate programmes, and that UoY already offers several PhD by distance learning. It was confirmed these will be distance learning routes of HYMS’ current PhD programmes, and not a separate programme. Included in the paper (see Appendix 1) was a checklist aimed at ensuring that the distance learning route would be academically appropriate for each PhD student wishing to transfer onto it.

It was also confirmed that ‘by Distance Learning’ listed in the route titles on page 3 will only be used for advertisement but would not be included in the award title.

A question was raised about the information contained in the boxes on several pages of regulations and whether this information was part of the actual regulations or just explanations. The Chair of PGR Board confirmed that they were explanations.

ACTION: Chair of PGR Board to add 'Explanatory Note' to the boxes on pages 14, 15, 16 and 18.

A comment was made about the continuation fees for part-time students' rebate scales outlined in Section 26. It was confirmed that the scales are in line with the standard on campus PhD and if this should change, then it would need to be looked at for both the distance learning and non-distance learning PhD regulations, and this would need to be its own project.

M23-24/79 Regulations for the degree of Doctor of Medicine (M.D.)

The Committee **approved** amendments to the regulations which would introduce a formal progression point for MD students at the end of year one (HJSC.23-24.65). It will be introduced for the incoming cohort of September 2024 onward.

The MD programme is two years long and there have been a lot of extension requests for the final submission deadline on the programme. The aim of introducing a progression TAP at the end of the first year is to help with this, by the students having their progress assessed and, if lacking, it can be addressed at the time.

The Chair noted the feedback given by the Deputy Chair by email in regard to the introduction of a progression point. A Task and Finish group is being put together at UoY to look at progression points and thesis advisory panels with a view to making changes. As no alternatives have been agreed at UoY yet, this introduction is supported, however, the Deputy Chair put forward the following conditions:

- A member of staff from HYMS contacts the Dean of York Graduate Research School to be part of the T&F group so that HYMS are in the room for the discussions.
- HYMS could consider being used as a model to test a lighter approach to progression.

UoY Associate PVC TLS confirmed that the aim of the UoY Task and Finish group was to look at the balance between keeping support for PGR students and the time staff spend on other activities which are valuable to the programmes and University. The Chair of PGR Board stated that no one from HYMS currently has capacity or availability to attend UoY Task and Finish group. The Chair confirmed that the Chair of PGR Board should contact the Dean of York Graduate Research School about HYMS' PGR progressions and TAPs so this can be feedback to the group.

ACTION: Chair PGR Board to contact Dean of York Graduate Research School by email about HYMS PGR progression and TAPs so information can be fed back UoY Task and Finish group

ACTION: UoY Associate PVC TLS to feedback back to the Deputy Chair and confirm also happy with the course of action.

M23-24/80 Code of Practice on Academic Misconduct & Code of Practice on Fitness to Study

The Committee **approved** amendments to the Code of Practice on Fitness to Study (HJSC.23-24.66) which were proposed by the HYMS Academic Cases Committee as a result of their annual review of the regulations.

It was noted that, following some communication issues between the HYMS Fitness to Study Committee and UoH Student Cases Committee, there's a UoH working group feeding back on their work regarding the

priority of Code of Practices and regulations. Any necessary clarifications from this work can be incorporated into the CoP on Academic Misconduct.

The Committee **approved in principle** amendments to the Code of Practice on Academic Misconduct (HJSC.23-24.66) which were also proposed by the Academic Cases Committee as a result of their annual review of the regulations.

It was noted by the Committee that the use of AI was missing from the regulations. It was mentioned that UoY have a policy regarding AI, whereas UoH have chosen to update their regulations around false authorship to incorporate AI use and best practices.

ACTION: UoH to share updated regs with UoY

UoY Associate PVC TLS mentioned that the section 5.6 'Proofreading should only be done in accordance with the University of York Proofreading Policy' is referring to a policy which has since been superseded by a new one at UoY.

ACTION: UOY to share the new regulation which superseded the previous UoY Proofreading Policy with Hull

The Committee confirmed that the amendments to the Code of Practice on Academic Misconduct are **approved in principle**, but the Academic Cases Committee should look at updated regulations from both Universities and adapt accordingly regarding AI/False Authorships. The Chair also confirmed that this paper does not need to be brought back to Joint Senate once this is done.

ACTION: Chair of Academic Cases Committee to look at updated regs from both Unis and adapt accordingly regarding AI for the HYMS Code of Practice on Academic Misconduct.

M23-24/81 Clinical Honorary (HYMS) staff as main supervisor for HYMS registered PGR students

The Committee **considered** a proposal to allow Clinical Honorary (HYMS) staff as the main supervisor for HYMS registered PGR students (HJSC.23-24.67). Currently this is not allowed in both Universities and HYMS regulations, as Clinical Honorary staff are not University employees, but they can be co-supervisors.

The Chair noted that the checks and considerations listed in the paper were comprehensive, however, the PVCs in Research at both Universities need to review and endorse it first before the Joint Senate can consider and endorse this.

ACTION: Dean of HYMS and Chair of PGR Board to contact PVCs in Research at both Universities and HJSC Deputy Chair for feedback on proposal.

A discussion was had by the Committee about the level of approval and number of checks outlined in the paper. The Dean of HYMS confirmed that this level of scrutiny is to ensure an appropriate level of oversight and could be reduced once everyone knows it's working.

It was agreed that this matter should return to the Joint Senate once it has been discussed with and endorsed by PVCs in Research at both Universities and HJSC Deputy Chair.

ACTION: Secretary/Assistant Secretary to advise the Dean of HYMS and Chair of PGR Board of any paperwork requirements for reporting the PVCs in Research's feedback to HJSC

M23-24/82 Dates of meetings in 2024/2025

- Wednesday 02 October 2024 - In person away day date in York
- Wednesday 06 November 2024 14:00-16:00
- Thursday 23 January 2025 10:00-12:00
- Thursday 24 April 2025 10:00-12:00
- Wednesday 02 July 2025 10:00-12:00

M23-24/83 HYMS Away Day Agenda

The Chair suggested that the agenda for the day should follow the same format as last time, with looking at the situation externally and then internally for the first couple of hours.

The Dean of HYMS confirmed they will be looking at more effective provision and synergies across the Universities, and how the institutions can link up outside of just medicine.

PART A: UNRESERVED BUSINESS – CATEGORY II**M23-24/84 For information HYMS Distance learning PhD concept note (HJSC.23-24.68)****ANNEX A: Attendees of the Unreserved Agenda****Members**

Becky Huxley-Binns (Chair, PVC, Education, Hull)

Chris Wilcox (Associate Dean Student Experience, Faculty of Health Sciences; University of Hull Student Experience, Employability and Engagement Committee representative)

Debbie Maxwell ((University of York Senate representative)

Helen Fenwick (Associate Dean for Education(Faculty of Arts Cultures and Education); University of Hull Education Committee representative)

Kehinde Akin-Akinyosoye (Deputy Chair for the BoS)

Marjan van der Woude (Chair Postgraduate Research Board, HYMS)

Matthew Morgan (Dean of HYMS)

Matthew Perry (Director of the International Pathway College; University of York Teaching Committee representative)

Nadine Smith (Chief Operating Officer, HYMS)

Paul Pryor (Chair of the Board of Studies, HYMS)

Peter Bazira (Associate Dean for Teaching and Learning, Chair in Clinical Anatomy and Medical Education, HYMS)

Simon Calaminus (Chair, Postgraduate Taught Board, HYMS)

Steve King (Associate PVC; University of York Teaching Committee representative)

Amelia Doherty (Academic Officer, YUSU)*

Cytherea Shen* (The Vice President (Academic), University of York Graduate Students' Association)*

In Attendance

Claire Hughes (Associate Dean (Teaching, Learning and Students), Faculty of Sciences, University of York)

Lucy Ambrose (Director of MBBS)

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

Amy Muckersie (Academic Quality Manager, University of York / Secretary)

Becky Lloyd Jones (Quality Support Officer University of York / Assistant Secretary)

Claire Pinder (Academic Quality Administration Coordinator, University of York)

Apologies

Tracy Lightfoot (Deputy Chair, PVC, Teaching, Learning and Students, York)

Caroline Chaffer (School for Business and Society Joint Associate Dean for Teaching and Learning-Student Experience; University of York Senate representative)

Julie Castronovo (Associate Dean Education (Faculty of Health Sciences); University of Hull Senate representative)

Laura Treadgold (Dean of the Faculty of Health Sciences, University of Hull)

Lesley Morrell (University of Hull Senate representative)

Lisa Tees (Academic Quality Manager, University of Hull)

Amber Lidster (Co-Deputy Student Chair, Student Support Committee (SSC))*

Anita Pothiraj/ Hava Janjua (HYMS York Course Rep Lead)*

Chloe Fenton (President of Education, Hull University Student Union)*

Marek Sadowski (HYMS Hull Lead / HYMS Students' Officer, HUSU)*

Mardan Nasier (York President of GSA)*

Niamh McBride (Student Chair, Student Staff Committee)*

Pierrick Roger (YUSU President)*

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