

UNIVERSITY OF YORK

UNIVERSITY OF HULL

Hull-York Medical School Joint Senate Committee

Unreserved Minutes of the meeting held on 02 July 2025.**M24-25/68 Attendance, Apologies and Valedictions**

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

The new Chair welcomed the Committee to the meeting. It was noted that Lucy Amborse has started in their new role as Associate Dean Education.

The Chair gave valedictions for Claire Hughes, Caroline Chaffer, Chris Wilcox and the Student Representatives, and thanked them for their participation and work for the Committee.

A request for any declarations of conflicts of interest was made and none were received.

M24-25/69 Minutes 01 May 2025

The minutes of the previous meeting (HJSC.24-25.50) were **reviewed** and **approved** as a true and accurate record of the meeting.

M24-25/70 Matters Arising

The Committee **received** a list of matters arising (HJSC.24-25.51). It was confirmed a number of actions had now been reported as completed, and that the following matters arising and actions from last meeting were still ongoing:

- Several actions related to the ongoing issues with data sharing between York and Hull.
- HYMS Chair of Board of Studies to contact Academic Quality/Policy colleagues at both Universities, to check if any further policy or regulation amendments are required to permit credit accumulation of CPD courses.
- HYMS Associate Dean Education, with University of York (UoY) Associate PVC TLS and University of Hull (UoH) Associate Dean Education to discuss if there have been any reports of misogyny at UoH and UoY, and associated work in this area at the respective Universities, and then report findings back to the Committee.

It was agreed that the action relating to the discussion of opportunities for better coordination of systems and data-sharing should be removed, as the School had incorporated this action into their ongoing work. However, the action relating to data provision for the Annual Review should remain open until after the data for 2023/4 review has been received.

The action regarding concern about possible reports of increased misogyny at the School and parent Universities was reported as complete. The HYMS Associate Dean Education confirmed that the work surrounding this issue had been incorporated into the School's EDI Committee Action

Plan. The UoY Associate PVC TLS confirmed there were no reports of misogyny at UoY. In a related matter, a meeting had been planned between UoY and UoH colleagues responsible for conduct and respect to discuss the incorporation of the new Office for Students Condition E6: Harassment and Sexual Misconduct at the Universities.

M24-25/71 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.24-25.52). Comments were invited and none were received.

M24-25/72 Report from the Student Representatives

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

- The Staff-Student Committee (SCC) Co-Deputy Student Chair reported that it had been an overall positive year. The students felt their voices had been heard and issues dealt with at the appropriate level.
- The HYMS York Course Rep Lead confirmed that all issues were solved at the appropriate level and that there were no new issues reported. There were some concerns amongst the students regarding accommodation in relation to their block rotation; however, students were still waiting for further information about this.
- The HYMS Hull Course Rep Lead raised an ongoing issue at UoH regarding library access. At UoH, the libraries are usually open 24 hours during the exam period at the University, but this period does not always align with the School peak exam period. The HYMS York Course Rep confirmed that there was a similar issue at the UoY, where the extended library opening times were aligned to the University's assessment period, but not necessarily the School's assessment period.

The Chair and Deputy Chair requested confirmation of the School's assessment period dates so they can follow up with the services at their respective Universities and to help ensure better alignment between this and the library services extended opening hours. The HYMS Associate Dean Education confirmed that they would share the School's assessment period information.

ACTION: The HYMS Associate Dean Education, Chair and Deputy Chair

The Chair thanked all the Student Representatives for their input to the Committee throughout the year; their feedback as members was important to the Committee as a whole. .

M24-25/73 Report from the Dean of HYMS

The Dean of HYMS gave a presentation to the Joint Senate. In supplement to the details in the slides, the following points were highlighted:

- The School had been awarded Athena Swan Gold and it was noted that a lot of hard work went into achieving this.
- The School had been welcoming students from Karazin Kharkiv National University (Ukraine) to study at the School, as they no longer have access to their own teaching facilities. The School had funding to continue to do this for the next three years.

- The School had been implementing academic leadership and management changes across their education team and Centre for Biomedicine.
- To address the financial challenges and external environment considerations, the School had been focused on recruitment and conversions, and new programmes including CPD development.
- The students on the MB BS programme did very well in the first formal cycle of the Medical Licensing Assessment (MLA) and out-performed national averages.
- The first Gateway Year Cohort would be graduating this year
- The PGT team were still waiting for the Leng Review to be published in order to make a decision about the future of the MSc Physician Associate programme.
- The School was expecting 2 new PGR students in the July intake and 20 in the September intake, 13 of whom will be externally funded.
- A very successful HYMS PGR Conference had been held on 4th June at the University of Hull.
- The School was beginning the implementation of NHS Clinical staff with honorary HYMS status as PGR primary supervisors, following the approval of this proposal by the Joint Senate Committee.
- A staffing update, including leavers and new starters within the School, was shared.

Slides would be circulated to the Committee.

ACTION: Secretary

M24-25/74 The 2024/5 Undergraduate and Postgraduate reports and Action Plans

The Committee **received** an update regarding the 2024/5 Undergraduate (UG) Action Plan (HJSC.24-25.53), Postgraduate Taught (PGT) Action Plan (HJSC.24-25.53.i) and Postgraduate Research (PGR) Action Plan (HJSC.24-25.53.ii):

a) UG report and action plan:

The MB BS programme board had completed a review of safeguarding in the MB BS Curriculum and as a result, had included four additional learning outcomes on the programme.

The Board was exploring whether it was possible to expand the Gateway programme. They had also been looking at policy on reasonable adjustments across both parent Universities, and plan to make changes based on these findings.

b) PGT report and action plan:

Ongoing activities and work focused on maximising PGT recruitment. All modules on the MSc Palliative Care would be run as CPD from September 2025, and the Board is looking at other ways to optimise CPD opportunities within the School. They are also exploring collaboration opportunities with industry partners.

The Physician Associate programme had been approved by the General Medical Council (GMC). However, the programme would remain suspended until the findings of the Leng Review were released and the School could make a decision about the programme's future.

c) PGR report and action plan:

The Postgraduate Research Experience Survey (PRES) survey had closed and there had been low student engagement with the survey as usual. There was an action on the PGR plan to increase engagement. The Committee acknowledged that the PRES had a reputation for low engagement nationally.

A discussion was had by the Committee regarding the value of engaging with the PRES in view of the low response rate and in comparison to the associated workload. The School partakes in the PRES because UoY offered for the HYMS students to be included in their return. The data are not provided at a granular level, so there are limits to the usefulness of these data for the School. There are also limits to how accurately the survey can capture the unique experience of a PGR student studying within HYMS.

The Chair of the PGR board mentioned that a couple of years ago, the School had a PRES response rate around 50%, which they were very pleased with. It may be that any survey, be that PRES or an internal equivalent, would yield similarly low levels of engagement from the current cohort. The Board was aiming to have more positive engagement with the students and build a sense of community within the School before asking them to respond to any further surveys. Part of this engagement has been the setting up of PGR bulletins with the aim of celebrating PGR activities within the School.

The Chair invited the Student Representative to comment. They suggested that finding additional incentives alongside asking the PGR reps to remind students to complete the survey would be helpful. It has also been effective to set aside time in sessions for students to complete surveys. The Committee agreed it might be worth looking at effective practice within the UG programmes and seeing what can be learnt to help support PGR student feedback.

M24-25/75 New programme proposal: MSc Health Technology and Human Anatomy

The Committee **discussed** and **approved** the new MSc Health Technology and Human Anatomy programme approval (HJSC.24-25.54). This programme would bring anatomy teaching to the York Campus and was formed of mostly existing modules, including some delivered by UoY School of Physics, Engineering and Technology (PET). There would be one new 20 credit module. It was confirmed that one of these PET modules will be a Level 6 module and therefore that students of the MSc Health Technology and Human Anatomy programme would take it on a pass/fail basis. It was confirmed that the PGCert and PGDips would also be offered as entry routes.

The programme had been reviewed by Julie Castronovo (UoH Associate Dean Education and Committee member) and the York Academic Quality team on behalf of the Committee, who gave generally positive feedback about the new programme. Their feedback had been passed onto the School before the meeting. The reviewers had raised some missing information about the part-time route structure and lack of clarity about whether the School was planning to offer both a two-year and three-year part-time route.

The Committee discussed the proposal and the following points were made:

1. Colleagues within HYMS confirmed that the plan was to offer both a two-year and three-year part-time structure and that the structure of these part-time routes would be provided to the Chair in due course. The Committee emphasised a need for a clear proposed part-time structure and what this route might involve from a student's point of view.
2. The full MSc and PGDip needed to be offered on a two- and three-year part-time basis in order to allow students the opportunity and flexibility to engage with the modules needed for the award.
3. Concerns were raised regarding the longer three-year part-time route, especially as health technology is a rapidly-evolving field, so the programme may need to be changed and updated over the three years. The School would need to ensure that any necessary changes would stay aligned with the programme learning outcomes, especially in regards to the PET modules as these are not owned by the School. The programme leader would need to communicate regularly with relevant module leaders in PET to ensure that the impact on any changes to these modules was considered for the MSc Health Technology and Human Anatomy students.

The Committee **approved** the full-time routes for the MSc, PGCert and PGDip programmes. The part-time routes were **approved in principle** with the condition that the part-time structures would be confirmed for consideration/approval via Chair's action

ACTION: Chair of BoS and Chair of the PGT Board

Tracy Lightfoot left the meeting.

M24-25/76 New programme proposal: Postgraduate Certificate in Advance Generalist Medicine

The Committee **discussed** and **approved** the new Postgraduate Certificate in Advance Generalist Medicine programme (HJSC.24-25.55). This programme was previously approved as a CPD programme and has now been amended to form a PGCert.

The programme was reviewed by Zach North (UoH Director of Apprenticeships and Committee member) and the York Academic Quality team on behalf of the Committee, who gave generally positive feedback about the new programme. Their feedback had been passed onto the School before the meeting. The reviewers' main concern was ambiguity around the length of the proposed programme and if credit accumulation would be involved.

The Committee discussed the proposal and the following points were made:

1. The Chair of BoS confirmed that for the moment the programme would only be offered as a one-year PGCert. The School may put forward an amendment in the future to offer the programme via credit accumulation over five years. This amendment would need to come to the Committee for approval.
2. The modules had been listed as non-compensatable in anticipation for the programme possibly being offered by credit accumulation in the future. It had since been clarified in line with [1] that offering the programme via credit accumulation was not proposed at this stage,

so the module descriptors would need to be corrected to remove references to the modules being non-compensatable.

3. The programme structure means that the modules do not need to be taken in sequential order. The School could run these modules simultaneously to allow flexibility for the students.
4. The reviewers' recommendation to consider diversifying the assessment types would not be appropriate for the programme. The proposed assessments were appropriate for the intended students and the programme, and aligned with what these students would find most useful for their professional portfolios.
5. References to the modules being Independent Study Modules were inaccurate and would need to be removed.

The Committee **approved** the programme **subject to the following conditions** (fulfilment of which would be confirmed by Chair's Action), to:

1. Remove all references to credit accumulation in the programme specification document
2. Correct the module descriptors to remove wording about the modules being non-compensatable
3. Remove references to the modules being Independent Study Modules.

ACTION: Chair of BoS

M24-25/77 HYMS Policy on Leave of Absence and Code of Practice on Student Fitness to Practice Medicine

The Committee **discussed** and **approved** amendments to the HYMS Policy on Leave of Absence and Code of Practice on Student Fitness to Practice Medicine (HJSC.24-25.56). The current structure of the absence policy was introduced a year ago following concerns having been raised around attendance and engagement. The policy aligns with the expectations for foundation year doctors. The School has mechanisms to collect data on attendance for both in-class sessions and placements. Currently, the maximum absence allowed is 40 sessions/20 days; however, there are processes to help identify support needs and signpost students to additional support before this threshold is reached. The School also has a clear fitness to study (FtS) route, and a route where attendance issues are not related to FtS.

The proposed changes aimed to clarify whether, in situations when the students had not been engaging with the absence process, they should undertake a Leave of Absence or a suspension. The Chair of the PGT Board requested that it should be made explicit in the policy to which HYMS students and programmes the policy applies, i.e. predominately those on the MB BS programme.

The HYMS York Course Rep Lead highlighted the need for more communication with students to clarify how the absence policy would work, as some students had found it confusing. The HYMS Associate Dean Education confirmed that there was an FAQ document available for students, but that they would check with the Phase Leads to make sure that this is up-to-date.

The Committee **approved** the policy amendments on the condition (fulfilment of which would be confirmed by Chair's Action) that the policy be amended to make explicit which students/programmes are in scope.

ACTION: Chair of BoS

Chris Wilcox left the meeting.

M24-25/78 Removal of Postgraduate Training Scheme from PGR development/training

The Committee **discussed** and **approved** the suspension of the Postgraduate Training Scheme (PTS) from PGR development.

This paper came to the previous HJSC meeting on 01 May 2025, where the School was originally seeking approval to withdraw the PTS scheme. They had since decided to suspend the PTS scheme for three years and not offer it to new PGR students rather than withdraw it. The rationale for suspension rather than withdrawal was due to recent statements made by the Government which may lead to closer ties with the EU and student mobility, so a credit-bearing scheme may be required in the future.

The School confirmed that those students who were currently on the PTS scheme would be able to complete it. However, new students would not be able to take part in a credit-bearing scheme whilst this is suspended. This will also mean that the related PGCert and PGDip awards would also be suspended.

M24-25/80 Dates of Meetings in 2025/2026

- Wednesday 05 November 2025 10:00-12:00
- Wednesday 21 January 2026 10:00-12:00
- Wednesday 22 April 2026 14.00-16.00
- Wednesday 01 July 2026 10:00-12:00

M24-25/81 Any Other Business

The Chair confirmed that this was their last meeting as Chair and that the PVC for Teaching, Learning and Students at UoY, Tracy Lightfoot, would be the Chair of this Committee for 2025/6 and 2026/7 as per the Committees Terms of Reference.

ANNEX A: Attendees of the Unreserved Agenda

Members

John Craig (Chair, PVC, Education, Hull)

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)

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

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

of York)

Eka Narayan (Co-Deputy Student Chairs, SSC (Hull and York leads))*

Kehinde Akin-Akinyosoye (Deputy Chair for the BoS)

Kosar Babani (HYMS Hull Course Rep Lead)*

Lauren Clunie (Chair, Postgraduate Taught Board, HYMS)

Lucy Ambrose (Director of MBBS and Associate Dean Education)

Mark Wade (Chair Postgraduate Research Board, HYMS)

Matthew Morgan (Dean of HYMS)

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

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

Tvisha Ganesh Gowdra (HYMS York Course Rep Lead)*

In Attendance

Lisa Tees (Academic Quality Manager, University of Hull)

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

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

Apologies

Amber Lidster (Student Co-Chair, Student Staff Committee (SSC), HYMS)*

Debbie Maxwell (University of York Senate representative)

Francis Ani (HUSU President for Student Communities)*

Julie Castronovo (Associate Dean Education, Hull)

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

Nadine Smith (Chief Operating Officer, HYMS)

Zach North (Director of Apprenticeships / Senior Lecturer in Advanced Clinical Practice, Hull)

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