

**Minutes of Meeting:** HYMS Joint Senate Committee

**Date and Time:** Thursday 2 May 2013 at 10.00 am ending 12.30 pm

**Venue:** Hull: First Floor, Loxley  
York: Main Meeting Room

**Part A: Unreserved Business**

Minutes: 13/26 – 13/46

Part A: 13/26 - 13/38

Name	Membership Category	11 Oct 2012	17 Jan 2013	2 May 2013
Professor Glenn Burgess	Chair Pro-Vice-Chancellor, University of Hull	✓	✓	✓
Ms Ioanna Antoniou	HYMS Faculty Coordinator, Hull Students' Union		Apologies	Apologies
Professor Jonathan Bennett	Academic Director, HYMS Postgraduate Centre	From minute 12/54	✓	✓
Dr Elizabeth Cleaver	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	Dr A Dunhill	✓	✓
Dr Alison Dunhill	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	Apologies		
Dr Jason Eames	Two members of the University of Hull Learning, Teaching and Assessment Committee (nominated by the Chair)	✓	✓	✓

Professor John Greenman	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	Apologies	✓	Apologies
Dr Steve Holland	Two members appointed by the Senate of the University of York (but excluding members of the HYMS Board of Studies)	✓	Apologies	✓
Professor Tony Kendrick	Dean of HYMS	✓	✓	
Mr Magid Mah	President, Hull University Students Union	✓	Apologies	✓
Professor Peter McCollum	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	✓		
Professor Tony Morland	Two members appointed by the Senate of the University of York (but excluding members of the HYMS Board of Studies)	✓	Apologies	✓
Dr Adrian Mountford	Two members of the University of York Teaching Committee (nominated by the Chair)	Apologies	Apologies	Apologies
Professor Sarah Nettleton	Two members of the University of York Teaching Committee (nominated by the Chair)	Apologies	✓	✓
Mr Graeme Osborn	Academic Affairs Officer, York University Students Union	✓	✓	✓
Dr David Pearson	Deputy Dean (Education), HYMS	Apologies	Apologies	✓

Mr Taha Rajab	Graduate Student Association Academic Officer, York University Students Union		Mr G Osborn	Apologies
Professor John Robinson	Deputy Chair Pro-Vice-Chancellor, University of York	✓	✓	✓
Professor Trevor Sheldon	Interim Dean of HYMS			✓
Mr Kallum Taylor	President, York University Students Union	Apologies	Mr K Zu	Apologies
Ms Victoria Winterton	Vice-President Education, Hull University Students Union	Apologies		
Mr Keke Zu	President, Graduate Student Association, York University Students Union		✓	Apologies
Vacancy	Two members appointed by the Senate of the University of Hull (but excluding members of the HYMS Board of Studies)	Professor P McCollum	Vacancy	Vacancy

In attendance:

Mr Nigel Dandy  
Dr Giles Davidson  
Mr Stuart Gilkes  
Ms Alison Pettigrew

Head of Academic Support Office, York University  
Head of Administration, HYMS  
Secretary  
HYMS Associate Dean and Academic Lead for Quality

Apologies:  
Ms Lynne Braham

Head of Quality Office, Hull University

## Action

### 13/26 Welcome

The Committee welcomed Alison Pettigrew and Professor Trevor Sheldon to their first meeting.

## **++13/27 Terms of Reference and Membership**

The Committee received its updated Terms of Reference and Membership.

### **RECOMMENDED TO SENATE EXECUTIVE BOARD:**

That the updated terms of reference and membership be approved.  
(copy circulated to SEB).

## **13/28 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 and/or pecuniary interest, direct or indirect, in any item on the agenda under Standing Orders. No declarations were made.

### (c) Starred Items

Minute 13/44 was starred.

Minute 13/46 was unstarred.

## **13/29 Minutes**

The minutes, Part A, of the meeting of the HYMS Joint Senate Committee held on 17 January 2013 were received.

### **RESOLVED:**

That minute 13/12 be adjusted to read "HYMS" rather than a named individual. Thus, "It was noted that HYMS was investigating methods by which consistency of student experience could be safeguarded across multiple organisations and the large geographical spread of the HYMS catchment area." Otherwise, the minute is unchanged.

It was noted that minute 13/17 (a, ii) was inaccurate and a quorum of six had not been agreed. However, it was now agreed that six was a suitable quorum.

**13/30 Matters Arising**

(a) Action Summary

A summary of actions taken since the last HYMS Joint Senate Committee meeting was received for information. There were no outstanding matters arising.

**13/31 Chair's Unreserved Business**

(a) Plan of Work

The Plan of Work was received. It was noted that all items had been completed.

**13/32 Chair's Action**

(a) Approval of MB BS internal examiners

The list of approved examiners was received.

**13/33 Report from the Dean of HYMS**

The Acting Dean endorsed the report of the Dean. Ongoing discussions pertaining to a joint Cancer Centre between HYMS and the Biological Sciences department in Hull and the pending appointment of a Director were noted.

**13/34 Annual Report from the General Medical Council and the HYMS Action Plan**

The Summary of 2012 Medical School Annual Return (MSAR) and letter to the Dean were received. It was noted this was the current format of the GMC's Annual Report. It was reported that HYMS was referred to as School number 12 in the MSAR. While some of the data (e.g. attrition rates) is factual, it was noted that some of the results are based on reporting of self-perceptions.

It was noted that the GMC welcomed many items of good practice and the direction in which HYMS is travelling.

The GMC indicated:

- (i) HYMS initiatives in tracking graduates would be of further interest to them
- (ii) A planned Audit of assessment in all medical schools.

HYMS stated their intent for action on these matters, building on existing work.

A further analysis of the report and its implications would be presented to the next meeting.

### **13/35 Codes of Practice as proposed by HYMS Quality Committee**

The Committee considered a report on HYMS Codes of Practice for Review. It was established that there had been significant student input and the inter-relationship of all the Codes of Practice had been considered. Quality Committee had been asked for feedback on all the Codes of Practice. Those brought to the Committee today had been identified as higher priority.

It was noted that, though further changes may be proposed, the Codes of Practice received represented an improvement on the previous versions.

The Committee thanked the authors of the revised Codes of Practice for their work in preparing the documentation.

#### **RESOLVED:**

To delete the following Codes of Practice:

- (i) Management of MBBS Curriculum
- (ii) Monitoring attendance/engagement of Postgraduate students
- (iii) Transfer Masters to PhD

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To de-couple the Code of Conduct for Undergraduate Medical students at HYMS from the Code of Practice on Fitness to Practice Medicine.

Ten Codes of Practice were considered for approval.

- (a) Acceptable Use of Information Technology

The Committee considered a proposed Code of Practice on Acceptable Use of Information Technology.

#### **RESOLVED:**

That the proposed Code of Practice be approved subject to amending paragraph 2.13 to add legitimate activities of Student Unions to those activities considered exempt (amended copy attached to the official record as Appendix I).

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(b) Investigation and Determination of Student Complaints

The Committee considered a proposed Code of Practice on Investigation and Determination of Student Complaints and an update of additional information.

**RESOLVED:**

That the Code of Practice on Investigation and Determination of Student Complaints be approved including the amendments put forward in the additional information paper given to the Committee (copy attached to the official record as Appendix II)

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(c) Student Research Misconduct

The Committee considered a proposed Code of Practice on Student Research Misconduct.

It was noted that the scope of the Code did not include staff as they would need to be considered under their employer's Code of Practice. The Committee was open to reconsidering future revision to this Code of Practice further to discussion.

It was noted that research funders may prevent research findings being reported which would inadvertently lead to student research misconduct. Therefore, the Committee favoured altering paragraph 2.2.

**RESOLVED:**

That the proposed Code of Practice on Student Research Misconduct be approved subject to amending paragraph 2.2 to insert "appropriately" in the eighth bullet point to read, "Failure to report appropriately relevant findings of research." (amended copy attached to the official record as Appendix III)

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(d) MBBS Assessment and Examination in Phase I

The Committee considered a proposed Code of Practice on Assessment and Examination for MB BS in Phase I.

**RESOLVED:**

That the Code of Practice on Assessment and Examination for MB BS in Phase I be approved subject to the following amendments:

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- (i) Semantic change: 'would' is altered to 'will' regarding the 3<sup>rd</sup> and 4<sup>th</sup> bullet points, paragraph 5, page 9
- (ii) Consideration be given to greater clarity explaining how both mechanisms work in Recognition of High Achievement, paragraph 5, pages 9-10
- (iii) Threshold for Satisfactory Performance – Years 1 and 2: appendix 6, page 20, opening paragraph be amended to, "The examinations Working Party will recommend to the Board of Examiners thresholds using internationally recognised evidence based methods."

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

(e) MBBS Assessment and Examination in Phases II and III

The Committee considered a proposed Code of Practice on Assessment and Examination for MB BS in Phases II and III.

**RESOLVED:**

That the Code of Practice be approved subject to the following amendments and Chair's Action (to determine the acceptability of point (i)).

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- (i) HYMS reconsider a form of words to reflect satisfactory student attendance is required to ensure progression and retention of their place on the programme, paragraph 2.3.6, page 7
- (ii) Reinstate the words, "Students also sit the second part if any of the following conditions are not met." Paragraph 2.4.7, page 10
- (iii) Consideration be given to a more clearly defined number of excellent grades contributing to the award of Honours, paragraph 2.7.1, page 15
- (iv) Semantic change: 'would' is altered to 'will' regarding the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> bullet points, paragraph 2.7.2, page 15.

(amended copy attached to the official record as Appendix V)



(f) Suspension of Registration for Postgraduate Students

The Committee considered a proposed Code of Practice on Suspension of Registration for Postgraduate Students.

**RESOLVED:**

That the Code of Practice on Suspension of Regulation for Postgraduate Students be approved subject to the following changes where necessary, "Leave of Absence" for absence not imposed on the student (e.g. medically required or requested by the student) and "Suspension" for absence that is imposed on the student.

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(amended copy attached to the official record as Appendix VI)

(g) Postgraduate Research Students

The Committee considered a proposed Code of Practice on Postgraduate Research Students.

**RESOLVED:**

That the Code of Practice be approved subject to amendment of its title to "Postgraduate Research Degrees."

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(amended copy attached to the official record as Appendix VII)

(h) Termination of Research Degree Programmes

The Committee considered a proposed Code of Practice on Termination of Research Degree Programmes.

Although not a condition of approval, it was noted that there may be scope to merge three Codes of Practice:

- (i) Suspension of Registration for Postgraduate Students
- (ii) Postgraduate Research Degrees
- (iii) Termination of Research Degree Programmes

**RESOLVED:**

That the Code of Practice on Termination of Research Degree Programmes be approved subject to one change (Paragraph 4.1.1, page 4):

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“This warning must not be issued without the candidate being offered an interview with the Chair of the Postgraduate Research Board or a nominated deputy, who has the power to recommend that a warning is not issued.”

(amended copy attached to the official record as Appendix VIII)

- (i) Chairing Viva Voce Examinations for Research Degrees by Thesis/Published Work

The Committee considered a proposed Code of Practice on Chairing Viva Voce Examinations for Research Degree by Thesis / Published Work.

**RESOLVED:**

That the Code of Practice be approved subject to deletion of paragraph 5.3.

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(copy attached to the official record as Appendix IX)

- (j) Academic Committees

The Committee considered a proposed Code of Practice on Academic Committees.

**RESOLVED:**

That the Code of Practice on Academic Committees be approved subject to clarification that all Committees report to HYMS Board of Studies which is the sole Committee reporting to this Committee. Appendices pertaining to Committees other than HYMS Board of Studies may be removed (copy attached to the official record as Appendix X).

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**13/36 Valediction of retiring student members**

The Committee thanked the student members for their support of the Committee during the academic year: Graeme Osborn, Kallum Taylor, Magid Mah, Keke Zu and Tahar Rajab.

**13/37 Any Other Unreserved Business**

There was no other Unreserved Business.

**13/38 Dates of Meetings 2013/14**

Thursday 10 October 2013  
Thursday 16 January 2014  
Thursday 1 May 2014

**Attachments to Part A: Unreserved Business**

<b>Minute</b>	<b>Paper</b>	<b>Circulation</b>
13/27	Terms of reference and Membership	SEB
13/35(a) Appendix I	Code of Practice - Acceptable Use of information technology	OR
13/35(b) Appendix II	Code of Practice - Investigation and Determination of Student Complaints	OR
13/35(c) Appendix III	Code of Practice - Student Research Misconduct	OR
13/35(d) Appendix IV	Code of Practice - MBBS Assessment and Examination Phase I	OR
13/35(e) Appendix V	Code of Practice - MBBS Assessment and Examination Phase II and III	OR
13/35(f) Appendix VI	Code of Practice - Suspension of Registration for Postgraduate Students	OR
13/35(g) Appendix VII	Code of Practice - Postgraduate Research Degrees	OR

13/35(h) Appendix VIII	Code of Practice - Termination of Research Degree	OR
13/35 (i) Appendix IX	Code of Practice - Chairing Viva Voce Examinations for Research Degrees by Thesis/Published Work	OR
13/35(j) Appendix X	Code of Practice - Academic Committees	OR

Signature of Chair \_\_\_\_\_

Date of signature \_\_\_\_\_

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

SG/VB