

**UNIVERSITY OF HULL  
UNIVERSITY OF YORK**

**HULL YORK MEDICAL SCHOOL**

**JOINT SENATE COMMITTEE**

Minutes of the meeting held on 24<sup>th</sup> January 2019

**PART A: UNRESERVED BUSINESS**

**18-19/20 ATTENDANCE AND APOLOGIES**

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

The Chair welcomed the Committee, including Professor Huxley-Binns who was attending the meeting before assuming the role of Deputy Chair immediately afterwards. Apologies for absence were also **noted**.

**18-19/21 MINUTES 24<sup>th</sup> October 2018**

The minutes of the meeting held on 24<sup>th</sup> October 2018 (enclosure HJSC.18-19.14) were reviewed and **approved** as a true and accurate record of the meeting

**18-19/22 MATTERS ARISING**

The Committee **received** a list of matters arising (HJSC.18-19.15). It was **noted** that:

a) Re M18-19/03.a) and M17-18/40b.v – The Joint Board at its December meeting supported the progression of discussions between HYMS and the South Tees Hospitals NHS Foundation Trust, but the Vice-Chancellors asked that the signatories of any agreements be reviewed against their institutional schemes of delegation. The Joint Board further noted the School's intention to use any future contract template for South Tees as a model for other similar partnerships.

b) Re M18-19/03.b) and M17-18/44 – The Secretary contacted the Governance Officers of both Universities re the *Code of Practice on Fitness to Study*. It was suggested by both Universities that they would expect that the decision should be taken by the Vice Chancellor of the university with which the student is registered. The final revised version of the *Code of Practice on Fitness to Study* was **considered** later in the HJSC agenda (M18-19/27 refers).

c) Re M18-19/03.c) and M17-18/46 – The Secretary confirmed that York will manage HYMS' participation in the National Student Survey and Postgraduate Research Experience Survey. Hull has also confirmed it will participate in the Postgraduate Taught Experience Survey and will manage HYMS' participation in it on behalf of both Universities.

d) Re M18-19/05 – The Committee **considered** a quoracy for the Committee proposed by the Chair and Deputy Chair. It was **agreed** that the quorum for future meetings would be 7 full

members of the Committee which must include at least three members from each University and one full member from HYMS. Also, there must be at least one student present who may contribute to the quota from one or other University.

e) Re M18-19/05 – At HJSC’s request, the Joint Board approved amendments to HJSC terms of reference 10 and 15 at its meeting 10 December 2018.

f) Re M18-19/12 – The Dean’s Report (M18-19/25 refers) summarises how the School has responded to the NSS results; actions which were discussed with and supported by the Associate Dean for Teaching, Learning and Students for the Sciences, York.

g) Re M18-19/14 – The Deputy Chair confirmed that Hull would be undertaking an internal TEF subject-level exercise, but would not be participating in the Office for Student’s official TEF pilot. The Chair and Deputy Chair agreed that HYMS would not be included in the activities at either university on this occasion.

The Office for Students has since communicated to the University of York that:

“Our metrics team have now looked in more detail and identified that in future it would be possible for us to combine together York/Hull metrics to create a workbook that includes all the students across the joint medical school. A consequence of this would be that the joint medical school is treated as its own provider throughout provider and subject-level metrics. We would require you and Hull to give us explicit instruction to do so and hence remove these students from both York and Hull’s provider-level metrics and create outputs for the medical school.

The medical school would then have the option of writing a submission. We appreciate there may be challenges to doing this and we invite your thoughts on these and the idea of a combined workbook through informal feedback to the pilot when you have time to think about them. This would be helpful for us in thinking through future approaches to this scenario”.

Consideration will be given in due course to the implications of HYMS’ participation as a separate institution in the TEF and of the support required from the Universities to enable this should it be the approach decided. The agreed approach will then be forwarded to the OfS for consideration.

### **18-19/23 TO RECEIVE FOR INFORMATION A LIST OF CHAIR’S ACTIONS SINCE THE PREVIOUS MEETING**

The Committee **received** a list of Chair’s Action approvals (HJSC.18-19.16) since the last meeting. The Chair **approved** revisions to the MSc in Pharmacology and Drug Development programme proposal such that the programme could be advertised and recruited to for 2019-20.

### **18-19/24 TO RECEIVE AN ORAL REPORT FROM THE STUDENT REPRESENTATIVES**

a) The Chair of the Staff-Student Committee **reported** that he is working with staff to ensure effective communication to the final year MBBS cohort about the National Student Survey as well

as working to ensure effective communication to all students about the evolving plans for the School's expansion.

b.i) The HUU President Education **reported** that the Union is still working to recruit a HYMS School Representative as member of the HUU, but that the Union has also decided to initiate a part-time officer role covering HYMS. It was anticipated that the part-time officer would fulfil one of the HUU places on HJSC but this would need confirming in liaison with the Chair and Secretary HJSC.

**Action: Secretary HJSC**

b.ii) The HUU President Education also **reported** that they had received feedback recently regarding the academic appeals process in HYMS raised through the HUU advice centre. Concerns had been expressed about the fairness of the HYMS Academic Appeals process and questions of whether it was leading to unfavourable outcomes for students. The HUU President Education added that she intends to raise the concerns with the Appeals Administrator and seek information from them about HYMS appeal cases to obtain a fuller picture of the situation.

c.i) The YUSU Academic Officer **reported** that he, colleagues from HUU and the Chair of Student Staff Committee in HYMS had met recently to discuss an engagement plan across HYMS and the Students' Unions to better include and represent HYMS students. It was **noted** also that the GSA were keen to work with HYMS to explore ways in which to develop the postgraduate student voice and particularly engagement of postgraduate research students.

c.ii) The YUSU Academic Officer also **reported** that YUSU is examining the costs incurred by HYMS students when travelling to placements, and whether the money they currently receive to cover travel expenses is enough. They will be examining the figures provided for the last year and calculating how they compare to actual travel costs incurred to identify any notable discrepancy.

**18-18/25 TO DISCUSS A WRITTEN REPORT FROM THE DEAN**

a) The HYMS Head of Quality and Standards introduced the Dean's report in the Dean's absence (HJSC.18-19.17) and drew the Committee's attention to:

- i. The work underway to implement the expansion of the MBBS programme including concerns about upgrading the facilities at York;
- ii. The governance review instigated by the Joint Board at its meeting December 2018;
- iii. The ongoing work to respond to the NSS results and which was returned to later in the meeting (M18-19/30a refers).

b) During the discussion it was **noted** that:

- i. To make a success of the School's expansion and to be ready for an enlarged MBBS cohort in September 2019 an appropriate upgrade is required to the York estate. The School appreciated the University's support and commitment to the recently agreed design plan, though because this was over the predicted budget the Committee was informed that University Executive Board needed to approve revised costs. The Committee recognised the critical risk that a delay in approving and undertaking building

work to accommodate the expanded cohort presented to the student experience. The Chair applauded the proposed redesign of the existing building, and the intended development of joint clinical training facility with the Department of Health Sciences, and he intended to give strong support to the School's case at the University Executive Board.

- ii. The Joint Board had expressed concerns about the Universities' ability to meet the Office for Students' expectations for good governance and that the governance review intended to propose a reformed structure to meet these requirements. The Dean was leading on the governance review in close discussion with the Vice Chancellors and Registrars and acknowledged that it was appropriate also to ensure the Chair and Deputy Chair of HJSC were consulted on any proposals.
- iii. Applications were strong for the MBBS with a Gateway Year programme (to begin in September 2019) and it was now intended to make approximately three times the number of offers with the intention of enrolling a cohort twice the size proposed when the Gateway year was approved. The School reassured the Committee that having a larger initial cohort would provide a better student experience and that there would be sufficient staff to provide the Problem Based Learning and wider teaching and student support. The programme also has limited clinical placement elements and so it was felt that sufficient placement opportunities would be available without compromising placement opportunities for Gateway students or others on clinical programmes.

#### **18-19/26 TO CONSIDER PROPOSED REVISIONS TO THE CODE OF PRACTICE ON ACADEMIC AND FITNESS TO PRACTISE APPEALS**

The Committee **considered** a proposal to revise section 18 of the *Code of Practice on Academic and Fitness to Practise Appeals* concerning reviews of decisions made as part of the appeals process at an appellant's request (HJSC.18-19.18). Following discussion of specific student cases as part of the reserved agenda of the meeting (M18-19/37 refers), the Committee **agreed** to withdraw the proposal and to request that a more thorough review of the Code of Practice is undertaken before being submitted to the Committee.

**Action: Chair BoS**

#### **18-19/27 TO CONSIDER PROPOSED REVISIONS TO THE CODE OF PRACTICE ON FITNESS TO STUDY**

The Committee **considered** and **approved** a proposal to amend the *Code of Practice on Fitness to Study* (HJSC.18-19.19), specifically sections 9 and 10 relating respectively to authority to terminate or suspend a student's studies and to clarify the routes of appeal (see also M18-19/22.b). The Committee also **agreed** that as the revision to the Code of Practice had a neutral impact on the student experience that the revised Code could be implemented as soon as the accompanying flowchart had been revised to account for change to the appeals process.

**Action: Chair of BoS**

## **18-19/28 TO DISCUSS THE ANNUAL PROGRAMME REVIEW FOR 2017-18**

The Committee **agreed** that the Annual Programme Review report for 2017-18 (HJSC.18-19.20) should be considered by correspondence outside of the meeting due to a lack of time within the meeting to give the report an appropriate degree of scrutiny. The Secretary was asked to organise the discussion by correspondence for reporting in due course.

**Action: Secretary HJSC**

*Secretary's Note:* Following the meeting the Secretary initiated a discussion by correspondence with the non-HYMS members of HJSC to review the Annual Programme Review report. Members of the Committee were asked to comment on the strengths, weaknesses or challenges they identified and to highlight examples of good practice. The Chair will produce a report collating these comments for presentation to the full Committee at a later date.

**Action: Chair HJSC**

## **18-19/29 TO DISCUSS THE UNDERGRADUATE EXTERNAL EXAMINERS' REPORTS TABLE OF ISSUES FOR 2017-18 AND HYMS RESPONSES**

The Committee **discussed** the summary report of areas of praise, issues of concern and suggestions for improvement arising from the undergraduate External Examiners' reports for 2017-18. The report was prepared by the Academic Support Office, University of York, with responses provided by the School to the points raised (HJSC.18-19.21). The Committee congratulated the School on a number of areas of praise and good practice. It also **noted** that the School, and particularly the recently appointed Academic Lead for Assessment, had taken a diligent and proactive approach to responding to the issues External Examiners raised.

The Committee queried an observation that the number of exceptional circumstances claims (formerly referred to by HYMS as mitigating circumstances) had risen. The School reassured the Committee that it did not think that as a proportion of growing undergraduate and postgraduate student cohorts the number of claims was increasing, nor was there any cause for concern in comparison both with other departments of the Universities or other medical schools. The School also proffered that HYMS' promotion of exceptional circumstances processes as a positive student support mechanism and the effort undertaken to promote the revised policy may have recently raised students' awareness and willingness to use the process. The Committee suggested that there is value in remaining vigilant of any increases in the number of claims and also that a positive way to reduce the number of exceptional circumstances claims is to ensure that the curriculum develops to incorporate inclusive learning and teaching best practice.

## **18-19/30 TO DISCUSS THE MBBS AND POSTGRADUATE ACTION PLANS FOR 2018-19**

a) The Committee **discussed** the MBBS action plan for 2018-19 (HJSC.18-19/22a). The School **reported** that the MBBS action plan had again adopted a more minimal and strategic approach to detailing proposed enhancements to learning and teaching and the student experience, based on a range of student feedback collated, including the National Student Survey 2018. It was **noted** that

some of the actions from 2017-18 had rolled over as further work was required and that other actions were new. The focus remained on Organisation and Management, with Student Engagement, Teaching and Curriculum Development being the other key headings.

The Committee **discussed** the key role being taken, and developed by, the Clinical Deans to act as leaders of improvement in placement experiences and central conduits of communication between the student body, placement tutors and the School, in an effort to foster a 'One School' culture. The challenges of enacting change in this complex environment were **noted** but it was felt that positive changes were being made through the level of personal contact established by Clinical Deans and by virtue of their organisational role as it becomes more embedded.

The Committee suggested that the School considers adopting a *student partnerships* approach and language as more inclusive and empowering than is implied by *student engagement*, but that this would also have the benefit of better aligning with the language used by the Office for Students and the TEF.

The Committee suggested that actions could be more specific, with SE1 and TC2 highlighted as positive actions, but ones that might benefit from sub-headings showing how specific elements of the actions would be addressed step-by-step. This could also have the benefit of being able in due course to provide evidence for a subject-level TEF submission from already taking the form expected by the TEF. In addition, the Committee advised that TEF panels were being directed to focus their assessment of actions taken by Universities on those demonstrating impact and that action plans stimulating the recording of the impact of actions would again be beneficial.

#### **Action: Chair of BoS**

b) The Committee **discussed** the Postgraduate Action Plan for 2018-19 (HJSC.18-19/22a). The School **reported** that the focus was on staffing and central support resources for programme delivery and good governance; enhancing student representation and student engagement as ongoing concerns, particularly regarding postgraduate research students; and reviewing modes of assessment and promoting consistency across programmes following the incremental development of a broader suite of postgraduate taught degrees.

The Committee **noted** that the postgraduate taught student body had become more engaged in student representation activities in the past year, but that this was not the case for postgraduate research students and there remain concerns about how to maximise engagement in the postgraduate taught and research experience surveys. The Vice-President Academic from the GSA offered, via the Secretary, to work with the School to explore ways to enhance student engagement amongst postgraduate students.

The Committee suggested that the timelines for completing actions be reviewed to ensure it was clear what had been actioned, by when and what remained outstanding. Reference was made particularly to actions 1 and 4.

#### **Action: Chair of BoS**

**18-19/31 TO CONSIDER A PAPER ON THE MANAGEMENT OF PROPOSALS FOR COLLABORATION BETWEEN HYMS AND EXTERNAL PARTNERS (M18-19/10 REFERS)**

The Committee **considered** a paper (HJSC.18-19.23) on the management of proposals for collaboration between HYMS and external partners (M18-19/10 refers). The HYMS Head of Quality and Standards introduced the paper on behalf of the Dean of HYMS, addressing a number of questions put to HYMS by the Committee at its last meeting and that had subsequently been discussed by the HYMS Management Board attended by the Chair of Board of Studies and the two Deans of Faculty. This also followed the Joint Board's decision that consideration of collaboration proposals under the University of York's policy and on behalf of both Universities be limited to proposed international partnerships.

The School confirmed it agreed with the Joint Board's proposal (Joint Board Oct. 2017 M8 refers) that proposals for international collaborative teaching and learning activities should be managed by the University of York. The School further agreed to use the University of York's *Procedure for the Approval of Collaborative Provision Involving Taught Programmes and Research Degree Programmes*, with suitable adaptations to ensure the input of the University of Hull (Annex B – HJSC.18-19.8a revised). The School proposed that for UK-based teaching and learning collaboration proposals that it should use its own procedures to ensure effective due diligence. However, in the case of work-based learning activities it would review the Universities' policies and incorporate examples of good practice into its own versions if any gaps were identified. The School justified this proposal by highlighting the robust processes it has in place at present so that it can fulfil the high expectations of the General Medical Council and Health Education England in arranging placements for medical students.

The School **reported** that to better evidence its procedures for the consideration of UK partnership proposals that it was reviewing its practice and examining ways in which to bring together different processes to be both more efficient and to highlight how seriously it takes the assessment of placement providers. The School proposed to bring revised documentation to a future HJSC meeting. This revised documentation would address any gaps in process identified by the review and as responses to the changing contexts of health provider partnerships.

During the discussion it was **noted** that both Universities have other departments working with the same NHS providers as HYMS and it would be mutually beneficial if partnership processes could consider how to ensure effective communication between departments to share practice, and any quality concerns that might be raised to one department for which it would be beneficial for others to be aware. The School acknowledged this suggestions and also offered the reassurance that the Dean had worked hard to reinvigorate the NHS Partnerships Group which included senior members of staff from both Universities, the School and NHS Trust colleagues.

The Committee **agreed** with the proposal that international collaborative partnership proposals be considered using the adapted University of York policy (Annex B – HJSC.18-19.8a revised) and that HYMS takes responsibility for ensuring the due diligence of UK-based proposals, with the Committee to receive an update on the processes to be employed for this activity in due course.

**Action: Dean of HYMS**

## **18-19/32 TO RECEIVE FOR INFORMATION THE ANNUAL REPORT OF THE HYMS ETHICS COMMITTEE SUBMITTED TO THE ETHICS COMMITTEES OF THE UNIVERSITIES OF HULL AND YORK**

The Committee **received** the HYMS Ethics Committee annual report in the form of its report pro formas to be submitted to the Ethics Committees of the respective universities (HJSC.18-19.24). During the **discussion** the Committee was pleased to note the extension of research integrity training to postgraduate research students, but was unclear as to the exact form of this training given that both Universities have some form of provision. It was **noted** that the completion of researching integrity training was now a compulsory element of the Postgraduate Training Scheme.

The Committee also questioned the statement on the report to the University of Hull (page 3) stating: "There were some requests for retrospective approvals but HYMS Ethics Committee members have opined that retrospective approvals should not be granted as part of good practice". The Committee was concerned that this could suggest projects had taken place without any ethics approval. The Committee **agreed** that this concern should be raised with the Chair of the HYMS Ethics Committee and the Deputy Chair offered to raise the issue with the Hull Ethics Committee which was due to receive the report.

**Action: Secretary HSJC**

## **18-19/33 DATES OF MEETINGS IN 2018-19**

Dates of remaining meetings for 2018-19

- **Wednesday** 17th April 2019, 2.00-4.00pm, Meeting Room 223 HYMS York/ **2nd floor** meeting room Loxley Building Hull
- **Thursday** 25th July 2019 10.00am-12.00pm, Meeting Room 223 HYMS York/ 1st floor meeting room Loxley Building Hull

## **ANNEX A: Attendees of the Unreserved Category I Agenda**

### **Members**

Professor John Robinson (Chair, PVC York)  
Professor Glenn Burgess (Acting Deputy Chair, DVC Hull)  
Professor Stephen Smith (Senate, York)  
Dr Barry Lee (Teaching Committee, York)  
Professor Tracy Lightfoot (Teaching Committee, York)  
Mr Colin Johnson (Teaching Committee, Hull)  
Dr Colette Conroy (Teaching Committee, Hull)  
Dr Sam Cobb (Chair Board of Studies, HYMS)  
Dr Julie Seymour (Chair of Postgraduate Programmes Board, HYMS)  
Mr James Hare (Academic Officer, YUSU)\*  
Mr Vassili Crispi (Acting Chair Student Staff Committee, HYMS)\*  
Miss Isobel Hall (President Education, HUU)\*

**In attendance:**

Dr Adrian Lee (Secretary, York)  
Mr John Busby (Chief Operating Officer, HYMS)  
Mr Nigel Dandy (Head of Academic Support Office, York)  
Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)  
Professor Martin Veysey (MBBS Programme Director, HYMS)  
Professor Rebecca Huxley-Binns (PVC Education Hull and in-coming Deputy Chair)

**Apologies**

Mrs Lisa Tees (Academic Quality Manager, Hull)  
Ms Charlotte Chamberlain (Vice President Academic, Graduate Students' Association)\*  
Ms Sehrish Shafi (President, Graduate Students' Association)\*  
Professor Julie Jomeen (Dean of Faculty of Health Sciences, Hull)  
Professor Brian Fulton (Dean of Faculty – Sciences, York)  
Professor Una Macleod (Dean, HYMS)  
Professor Neil Lunt (York Senate representative)  
Dr Sarah-Louise Jones (Senate, Hull)  
Dr Jacquie White (Senate, Hull)  
Ms Lynne Braham (Deputy Director Academic Partnerships, Hull)

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

**ANNEX B**

Approved by HJSC: M18-19/31 refers

UNIVERSITY OF HULL, UNIVERSITY OF YORK

HYMS JOINT SENATE COMMITTEE

**Procedure for the Approval of Collaborative Provision Involving Taught Programmes and  
Research Degree Programmes in Hull York Medical School**

(Full University of York Procedure is available at:

<https://www.york.ac.uk/staff/teaching/procedure/programmes/collaboration/developing/>)

**Introduction**

The HYMS Joint Board has agreed that **international** collaborative provision (educational provision leading to an award or credit from an awarding institution, delivered and/or supported and/or assessed through an arrangement with a partner organisation) involving taught and research degree programmes in the Hull York Medical School (HYMS) should follow the University of York's

policy and procedures relating to collaborative provision, with appropriate modifications to accommodate the particular needs of HYMS.

Note that ~~the application of this policy to international collaborative provision as defined here~~ therefore excludes proposals for UK-based teaching and learning collaborations, ~~does not including~~ learning and teaching provided within the NHS as part of HYMS' standard programme provision, ~~nor and~~ elective placements ~~(which are the responsibility of the Hull York Medical School under its own policy and dealt with in the Policy Statement on Work-Based Learning and Placements)~~. ~~†~~ This policy also excludes student/staff exchanges and study abroad, which are dealt with by York's Centre for Global Programmes, or progression/matriculation agreements (entry without advanced standing), which are dealt with by York's Student Recruitment and Admissions team.

### ***Governance responsibilities for the approval of collaborative provision***

The approval of **international** collaborative provision involving taught and research programmes in HYMS is the responsibility of HYMS Joint Senate Committee (HJSC).

### ***Overview of the procedure for the approval of collaborative provision***

The procedure for approval of collaborative provision is a two-stage process:

#### *Stage 1 - initial consideration for permission to proceed with negotiation*

This stage aims to establish if, in the light of the *Policy on Collaborative Provision*, there is a prima facie case to proceed with negotiation with the proposed **international** collaborative partner. This stage includes an initial due diligence assessment of the proposed partner. The aim of stage 1 is to filter out proposals that are unlikely to receive approval, to ensure that work is not undertaken in vain and that a proposed partner is not given unrealistic expectations. **It is important to note that permission to proceed to Stage 2 does not guarantee that full approval will be granted.**

*Stage 2 - detailed consideration*, for approval of the proposed **international** collaborative partner (based on an assessment of its suitability and its ability to enter into a legal contract/agreement with the Universities of Hull and York etc.) and the proposed collaborative venture, based on: (i) an assessment of the business case and (ii) an assessment of the academic case (e.g. pedagogic value, compliance with national and relevant university policy).

### **Modifications to the University of York procedure**

The approval of **international** collaborative provision involving taught and research degree programmes in HYMS should follow the University of York's *Procedure for the Approval of Collaborative Provision Involving Taught Programmes and Research Degree Programmes*.

In the case of HYMS where the University of York's policy and pro formas refer:

- to the proposing department, this should be read as HYMS
- to University Teaching Committee (UTC) or Policies and Programmes Sub-Committee (PPSC) this should be read as the HJSC
- to Senate, this should be read as the HYMS Joint Board as the most senior committee overseeing the work of HYMS
- to the PVC/Dean of YGRS, this should be read as the Chair of HJSC (the PVC who represents one university) in consultation with the Deputy Chair of HJSC (the PVC who represents the non-chairing university)
- to Chair's action, this should be read as action taken by the Chair of the HJSC in consultation with the Deputy Chair of HJSC who represents the non-chairing university
- to the Faculty Learning and Teaching Group (*FLTG*) for business case approval, this should be read as the FLTG at York following consultation with the relevant planning officer at the University of Hull. In the case of collaborative proposals requiring additional resources, approval should have been sought from HYMS Management Board, Planning Committee at the University of York and the relevant University of Hull office prior to presentation at FLTG
- to internal stakeholders within the University of York, this should read as relevant stakeholders within HYMS and/or the University of Hull and/or the University of York as appropriate to the situation, including:
  - for stage 1 approval, due diligence approval and stage 2 approval of the academic case - consultation should include staff from both universities representing student recruitment and admissions, academic registrar/student services, planning, academic quality (including Hull's Academic Partnerships Office) and ~~(where relevant)~~ international office, as well as relevant staff in HYMS
  - for stage 2 business case approval – consultation should include planning officers at both Universities and Hull's Academic Partnerships Office.

For the avoidance of doubt:

- validation or franchise of HYMS programmes will not be considered
- HYMS will consider carefully whether any proposal for **international** collaborative provision has any implications for the GMC or other PSRB and ensure that they are consulted/informed at the earliest opportunity
- Chair's action (by the Chair of HJSC in consultation with the Deputy Chair of HJSC from the non-chairing university) will only be taken for where both the partner and collaborative venture are deemed to be low risk
- where a proposed **international** partner is a strategic partner (and/or has already undergone due diligence proceedings and/or is already collaborating successfully in the field of learning and teaching) of just one of the two universities, then it will be for the PVC acting as Chair/Deputy Chair of HJSC from the university that does not have the pre-existing relationship with said partner to decide whether it requires the completion of the *Due Diligence Pro Forma*.