

BOURNEMOUTH UNIVERSITY**SENATE****Wednesday 3 June 2015, 2.15pm****Board Room, Poole House, Talbot Campus****AGENDA**

		Paper	Timing
1	Welcome, apologies and declarations of interest		
2	Minutes of the Meeting of 25 February 2015 (VC) 2.1 Matters Arising 2.2 Ratification of Chair's Actions: <ul style="list-style-type: none"> • Fair Access Agreement • Clarification of Section 9 – Submission of Coursework of 6A – Standard Assessment Regulations (all awards) • Award Titles for Integrated Masters Programmes 	SEN-1415-50	2.15
3	Report of Electronic Senate Meeting of 13 to 20 May 2015	SEN-1415-51	
4	Review of Code of Practice on Freedom of Speech (For note and comment – Mr J Andrews and Ms R Collins)	SEN-1415-52	2.30
	PART A – Debate		2.45
5	Academic Leadership (Prof T McIntyre-Bhatty)		
	PART B – Vice-Chancellor's Communications		3.30
6	6.1 BU 2018 and HE Sector Update 6.2 Key Performance Indicators (Prof T McIntyre-Bhatty) 6.3 Global Engagement Plan (Dr S Minocha) - Confidential	Verbal Report SEN-1415-53 SEN-1415-54	
	PART C – Other Reports		4.15
7	7.1 Proposed changes to 6A – <i>Standard Assessment Regulations: Postgraduate Research Degrees</i> (For approval – Prof T Zhang) 7.2 Review of Senate Membership and Terms of Reference (For approval – Ms J Mack) 7.3 Revisions to Senate Committee Structure (For approval – Ms J Mack)	SEN-1415-55 SEN-1415-56 SEN-1415-57	
	PART D – Routine Committee Business		4.25
8	Minutes of Standing Committees: Faculty Academic Boards: 8.1 Faculty of Health & Social Sciences (unconfirmed), 6 May 2015 8.2 Faculty of Media & Communication (unconfirmed), 29 April 2015	 SEN-1415-58 SEN-1415-59	

	Research Standing Committees: 8.3 University Research & Knowledge Exchange Committee (unconfirmed), 6 May 2015	SEN-1415-60	
9	Any other business Please Note: items of any other business should be notified a week in advance to the Secretary of Senate.		4.30
10	Dates of next meeting: Electronic Senate – 9.00am - Wednesday 7 October 2015 Senate Meeting – 2.15pm - Wednesday 28 October 2015		

BOURNEMOUTH UNIVERSITY

UNCONFIRMED

SENATE

MINUTES OF A MEETING OF SENATE HELD ON 25 FEBRUARY 2015

- Present: Prof J Vinney (**Chair**)
Mr C Allen; Ms M Barron; Mr G Beards; Dr C Bond; Dr C Chapleo; Prof J Fletcher; Ms J Forster; Dr R Gunstone; Mr A James; Ms J Mack; Prof I MacRury; Ms E Mayo-Ward (SUBU); Prof S McDougall; Dr S Minocha; Prof T McIntyre-Bhatty; Ms J Quest; Ms C Schendel-Wilson (SUBU); Dr H Thiel; Prof G Thomas; Prof T Zhang
- In attendance: Ms M Frampton (Policy & Committees Officer); Mr I Marsland (Observer); Mr G Rayment (Corporate Governance & Committee Manager); Mr R Rogers (Agenda Item 6.1 & 6.2); Ms D Wakely (Agenda Item 6.3)
- Apologies received: Mr J Andrews; Mr P Briant (SUBU); Mr S Jukes; Prof A Mullineux; Prof S Page; Prof E Rosser; Ms A Stevens; Prof K Wilkes

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

The Chair welcomed members to the meeting and apologies were noted as above.

The Chair also welcomed Mr Ian Marsland as an observer.

2. MINUTES OF THE MEETING OF SENATE HELD ON 29 OCTOBER 2014

The minutes were approved as an accurate record.

2.1 Matters ArisingItem 4.1.12 – HE Sector Update – AV Equipment in Lecture Theatres

A response was provided through the February Electronic Senate meeting. No further action was required by Senate.

3. REPORT OF ELECTRONIC SENATE MEETING OF 4 FEBRUARY TO 11 FEBRUARY 2015

The report of the Electronic Senate meeting of 4 to 11 February 2015 was noted.

The question raised by Dr Gunstone regarding an access control system for the Faculty of Science and Technology's laboratories was not an issue within Senate's Terms of Reference, therefore the Deputy Vice-Chancellor had agreed to raise the matter directly with the Faculty's Management Team.

4. VICE CHANCELLOR'S COMMUNICATIONS**4.1 BU 2018 and HE Sector Update**

Since the last meeting of Senate a number of exciting events had taken place which included the announcement of the Research Excellence Framework (REF) results. The Deputy Prime Minister, Nick Clegg, had visited Bournemouth University in January 2015 to officially launch the £12.6m expansion of the Government's Growth Deal for Dorset. Part of the funding would be used to create a joint business incubation centre for Bournemouth University and the Arts University Bournemouth.

A lot of discussion had taken place within the Labour Party with regards to the reduction of tuition fees from £9,000 to £6,000 and this was expected to be part of the Labour Party's manifesto for the General Election in May 2015. The proposals would cost £10 billion over the next parliament, and would be funded from tax revenues. The Board of Universities UK (UUK) had written an open letter to The Times expressing their concern over the policy, which highlighted fears that the funding gap may not be met by government.

Bournemouth University had recently received the annual grant letter from the Department for Business, Innovation and Skills (BIS) which confirmed the funding allocations to the Higher Education Funding Council for England (HEFCE) for the 2015/16 financial year. The letter confirmed that the total funding available to universities was expected to increase from £11.1 billion to £12.1 billion in 2015/16. It was important to remember that there would be a Comprehensive Spending Review after the General Election when it was expected that cuts would be made to the BIS budget from 2016/17.

The cost of REF had been in the media recently and it was believed that the total cost of the 2014 REF had been £1.2 billion.

The A-Level Content Advisory Board (Alcab), which was set up to advise on the content of A-Level syllabuses, would no longer receive further funding.

There had been 592,290 university applications by the main admissions deadline in January 2015 which was an increase of 2% on last year. Bournemouth University's position has remained strong with application numbers similar to previous years.

There was still concern regarding the future of quality assessment in Higher Education and speculation continued regarding the role of the Quality Assurance Agency for Higher Education (QAA). The initial consultation would remain open until 27 February 2015.

The Dowling Review was ongoing and was exploring how government could support effective collaboration between businesses and University researchers. Senators were requested to submit any comments to Colette Cherry.

Ms Schendel-Wilson advised that the SUBU Democracy Team had been working with Bournemouth Council to encourage students to participate in the forthcoming General Election as historically it had been difficult for those students living in Halls of Residence to register to vote.

4.1.1 Research Excellence Framework 2014

Prof Fletcher presented the results of the 2014 Research Excellence Framework (REF) which had been excellent, and was a consequence of Bournemouth University having staff and students who had helped to make a significant difference. The 2014 REF had looked at the impact of the research undertaken in addition to the papers which were submitted. All of the University's submissions were excellent submissions and it was highlighted that BU had succeeded in every aspect.

Prof Fletcher explained the REF scorecard to Senators and advised that scores of 2* and above related to institutions with international recognised research. A score of 4* was for world leading research. For the sector, the average REF submission based on staff FTE fell by 2.5 FTE (0.7%), however the University's submission had increased by 50.6 FTE (45.5%), which now placed the University in an excellent position and was now within the Top 20 institutions with the largest FTE increases and the second highest proportion of 4* research.

In 2008 the University was ranked 99 out of 158 institutions, however, in 2014 the University had increased its position to 69 out of 154 institutions. The Grade Point Average increased from 2.18 in 2008 to 2.74 in 2014, which had in turn increased the University's ranking from 92 in 2008 to 87 in 2014. The staff FTE submitted had increased from 111.2 in 2008 to 161.8 in 2014, which therefore had increased the University's ranking from 90 to 79. The University was now 5th for world-leading research environment, 12th for world-leading impact and 25th for world-leading research outputs.

One third of the University's research had world class impact which was very impressive for an institution which was new to research. The University was now ranked 12th out of 69 post-1992 institutions based on world-leading 4* research impact scores. It was now important for the University to develop its external communications regarding the REF results. Further work would continue to look at the roles of Institutes, Centres and Clusters in continuing to enhance future REF results.

A University REF Committee had been established which would report to the University Research and Knowledge Exchange Committee (URKEC). The REF Committee would develop strategies for existing and new REF Units of Assessment (UoA). An Output Working Group would also be established shortly to develop output strategies including Open Access (OA) and to examine the REF papers submitted by the University. An Impact Working Group would also be introduced to develop impact strategies and monitor metrics. 'International' would be the key term moving forward and would be important for a 4* institution.

UET had considered the Research Assessment Exercises (RAE) and REF FTEs which would be submitted for the 2020 REF and further information would be disseminated via Deans.

Moving forward, the University would need culture change to establish a more collegiate team environment and broaden the international aspect.

The Themes were due to be reviewed in June 2015 and cross-faculty working would be encouraged with some focus groups being introduced to engage with the local community. The structure and framework had recently been agreed and further information would emerge through the delivery planning process, which would then continue as an annual process.

5. DEBATE

5.1 Shaping our Journey towards a Global BU

Dr Minocha presented an overview of the development of the University's Global Engagement Plan (GEP) to date. The Plan would drive the University in the right direction in order to achieve its global ambitions as defined in BU 2018.

The emergent GEP had been informed by a range of engagement with staff across the University over the last few months. Targeted discussions had taken place and these discussions had helped to inform the development of the key anchors of the GEP and to create a Global BU which was supported by activity across the core academic and service areas of global engagement. It was anticipated that the GEP would be finalised by the end of the 2014/15 academic year.

External Context

It was proposed to promote BU Fusion globally, however Global HE is a crowded marketplace and the majority of HEIs were seeking international growth. It was therefore important that the University was able to be innovative and distinguish itself from the rest of the sector and find its own position and space in order to raise its profile internationally.

Internal Context

The starting point for the internal context was Fusion, and the journey to make Global Fusion happen had now commenced in line with the following vision statements in BU2018 creating a world class learning community; develop strategic international partnerships; build strong professional and academic networks worldwide; create an increasingly internationally diverse staff and student body and also ensuring the University's graduates were culturally aware and internationally mobile.

When Fusion is promoted globally, it would have its own educational character and a Global BU personality would be identifiable. Discussion took place regarding the challenges in the partnerships, recruitment and mobility agendas.

International student support was a very important element in the University's global strategy and further work still needed to be carried out, whilst recognising the special or additional support which was necessary for international students. The University would provide an excellent diverse and multi-cultural experience for students and staff.

The importance of integrating home and international students was highlighted and the University needed to ensure that all students received the best possible experience whilst at the University, for example, to ensure that students fully understood academic policies and regulations.

Dr Gunstone advised that some UK universities were starting to set up satellite campuses and it was questioned whether this was something the University would wish to look into for the future. It was believed there could be some issues with regards to the validation of courses. However it was acknowledged that these satellite campuses appeared to be successful and could be beneficial to the University, although some felt this was a high risk model.

Further thought would be given as to how the University captured 'international' information and the richness that already existed.

In order for the University to begin to make the shift towards internationalisation, it was suggested that the University should reinvigorate language programmes again, which may encourage students to study abroad.

BU 2018 measures of success would include: the University becoming a Top 50 institution in the UK; 16% of the non-UK student population being on campus; 20% of undergraduates undertaking an international activity as part of their programme and attendance at one international conference per academic FTE. Senators agreed that the promotion of the University to international students as a very 'English' experience should be capitalised upon. It was noted that accommodation for international students had historically been a barrier, however solutions to this issue were being identified through the Estates Development Framework.

The numbers of incoming students from the USA were low, which was possibly due to the low number of partnerships with American universities at present. Further work would therefore continue to increase the number of American partnerships.

The next steps for the GEP would include further discussion and debate, internally and externally, to develop the detail for the Plan. A lot of staff and student engagement would take place over the next six months to assist with the production of the GEP. A Global Engagement team would be established to lead the journey over the coming months and virtual Global BUzz workshops would take place shortly where staff and students could become involved and help shape the detail of the GEP.

Moving forward, work would continue towards designing a comprehensive, cohesive and confident strategy and an underpinning resource map to aid the journey to a Global BU.

An update of the Global Engagement Plan (GEP) journey would be presented to Senate at the June meeting.

Senate **noted** the presentation and the report provided, and it was agreed that progress would be reported to Senate at the next meeting.

6. OTHER REPORTS

6.1 Annual Review of Assessment Regulations and 6L – *Implementation of the Regulations*

Following the review by the Quality Assurance Standing Group (QASG) and consideration by the Academic Standards Committee (ASC) meeting in February 2014, Senate was asked to consider and approve the proposed changes to the Standard Assessment Regulations. Upon approval by Senate the changes would be introduced for the 2015/16 academic year for all continuation students and new entrants.

Section 2.1.1 – Compensation, Regulation 6A Section 7.1

The compensation regulation currently allows compensation for up to 40 credits as long as the student achieves a mark of 40% (or 50% for postgraduate provision) in other units for the level. To ensure consistency across all Boards, ASC supported QASG's proposal to clarify the regulation that where a Pass/Fail element has been failed, it should also be taken into account when units are considered for compensation even though a Fail does not alter the numerical mark profile for the unit.

Approved: Senate approved the recommendation that Section 7 'Compensation' of 6A – *Standard Assessment Regulations* (all awards) be amended to make explicit that failed Pass/Fail elements must be considered in the same way as units with failed numerical elements when compensation decisions are made.

Section 2.1.2 – Submission of coursework, Regulation 6A Sections 9.1 – 9.2

From the 2013-14 academic year, Assessment Boards have had the discretion to accept a late piece of work as a resubmission piece of work if it falls within three weeks of the deadline and would have achieved a pass mark had it been submitted on time. If accepted by the Board, the capped mark is currently carried forward to the next Board as the reassessment mark. The mark is then ratified and the credits awarded to the student. As most students submit their late work within 72 hours of the deadline, in this situation ASC agreed that the work would be marked and capped at the pass mark (no Board discretion) and would form part of the reassessment allowance.

Dr Bond commented that Section 9 of 6A - *Standard Assessment Regulations* (all awards) should clarify that the late submission of work would be counted towards the reassessment allowance.

It was agreed that Section 9 would be clarified further and the updated paper would be circulated electronically and approval would be made via Chair's Action.

ACTION:	Section 9 would be clarified further and the updated papers would be circulated electronically and approval to be made via Chair's Action.
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ACTION BY:	Mr R Rogers
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Section 2.1.3 – Classification, Regulation 6A Sections 11.1 – 11.2

ASC approved a number of changes relating to Board reporting in July 2013 in order to prepare for the implementation of the new Student Record System and to bridge the gap in the classification weightings to accurately reflect achievement.

Approved: Senate approved the recommendation that Section 11, 'Classification' of 6A – *Standard Assessment Regulations* (all awards) be amended to incorporate the proposed new classification bands.

Section 2.1.4 – Provision for failed candidates, Regulation 6A Section 12

The 2013-14 regulations introduced an equal reassessment limit alongside the new capping rule to ensure parity of assessment outcomes for all students. ASC endorsed the proposal to exceptionally allow Board discretion to determine a lower limit where students exceed the level entitlement for reassessment if it is not deemed to be in the student's academic interest to be reassessed in a large number of credits at one time. A detailed rationale for the decision should be recorded in the Board minutes and the student counselled accordingly.

Approved: Senate approved the recommendation that Section 12, 'Provision for Failed Candidates' of 6A – *Standard Assessment Regulations* (all awards) be amended to allow Boards to exceptionally determine a lower reassessment limit for students who exceed the level entitlement for reassessment if this is perceived to be in their academic interest.

It was noted that all changes to student-facing documents within the University's *Academic Regulations, Policies and Procedures (ARPP)* were notified to students at the start of each academic year and links to the updated documents were also included in emails to students, and on the Student Portal.

6.2 ***Integrated Masters Assessment Regulations and 2A – Awards of Bournemouth University: Policy incorporating changes and new titles relating to Integrated Masters Awards***

BU currently has a Master of Engineering (with Honours) (MEng (Hons)) Integrated Masters award and previously a Master of Chiropractic (MChiro) award which was delivered at the Anglo-European College of Chiropractic (AECC) and is currently in the process of being re-approved. In addition to these two awards, three new Integrated Masters award titles had been approved by the Academic Standards Committee (ASC) for development during 2014-15 as follows: Master of Nutrition (MNutr); Master of Literature (MLit) and Master of Design with Honours (MDes (Hons)). A further Master of Management with Honours (MMan (Hons)) and Master of Business with Honours (MBus (Hons)) were currently under development within the Faculty of Management.

Following discussion by QASG and ASC giving in-principle approval, the recommendations are made to Senate for approval of the draft Integrated Masters Assessment Regulations.

Section 2.1 – Period of Registration (Section 5 of the Regulations)

Following discussion by ASC, the Committee recommended a period of 7 years rather than 10 years should be set for the maximum period of registration for part time Integrated Masters awards as there was not an expectation that this provision would be delivered in a part time mode, but exceptionally, due to circumstances, a student may be required to move from full-time to a part-time route.

Approved: Senate approved the Period of Registration be set at 7 years for part-time Integrated Masters awards.

Section 2.2 – Progression (Section 8 of the Regulations)

Where students progress from one award to a higher award, e.g. a student on a Foundation degree progresses to a Level H/6 programme, a progression hurdle may be stipulated to ensure the student is both able to study at the higher level and is not being set up for potential failure. QASG recommended that a progression hurdle should be placed between Levels H/6 and M/7 with an aggregate pass mark of 50%. ASC agreed with this recommendation.

Approved: Senate approved the recommendation to introduce a progression hurdle between Levels H/6 and M/7 with an aggregate pass mark of 50%.

Section 2.3 – Classification – Aggregate Weightings (Section 11 of the Regulations)

At present the classification of the MEng (Hons) award is based on 15% Level I/5 units, 35% Level H/6 units and 50% Level M/7 units. Where MEng (Hons) students enter directly to Level H/6 (part time students), classification is based only on the Level H/6 and Level M/7 units with an equal weighting of 50% and 50%. Sector research varied greatly when determining classification weighting of the Integrated Masters award, however sector research tended to favour the approach used within BU's current MEng (Hons) regulations.

QASG recommended that a standard classification based on 15% Level I/5, 35% Level H/6 and 50% Level M/7 units (as per the MEng (Hons) award) was appropriate. ASC agreed with this recommendation.

Approved: Senate approved the recommendation that a standard classification be set based on 15% Level I/5 units, 35% Level H/6 units and 50% Level M/7 units.

The second part of this recommendation is whether students should be allowed to enter onto an Integrated Masters award beyond Level H/6. Currently, Recognition of Prior Learning would allow a student to enter at level H/6 with only 40 credits remaining at that particular level. It was perceived that this did not align with the nature of the Integrated Masters award and could potentially impact upon postgraduate provision.

Approved: Senate approved the recommendation that students should not enter an Integrated Masters award after the commencement of Level H/6 (unless Professional requirements specifically permit this).

Students who enter at the commencement of Level H/6 would be required to have alternative aggregate weightings as opposed to students entering at Level C/4 or Level I/5. QASG suggested a ratio of 40% Level H/6 and 60% Level M/7 to allow students the opportunity to embed into their studies, which was endorsed by ASC.

Approved: Senate approved the recommendation for a standard classification based on 40% Level H/6 units and 60% Level M/7 units for students entering at Level H/6.

Section 2.4 – Classification – Aggregate Mark (Section 11 of the Regulations)

The current MEng (Hons) award is classified as per the UG classification. The sector research greatly supports this approach providing Level H/6 is included in the weighting of the award, even where award titles do and do not include (with Honours). Following discussion by QASG, it was recommended that the aggregate mark classification should be based on the UG classification. This recommendation was approved by ASC.

It was noted that the changes to the *Standard Assessment Regulations* for 2015/16 including changes to the classification bands (as approved by Senate) would be incorporated into the Integrated Masters Regulations.

Approved: Senate approved the recommendation that the University adopts the UG classification as the standard approach to classify Integrated Masters awards.

Section 2.5 – Classification – Board Discretion for the award of Bachelors degree (Section 11 of the Regulations)

Students who have performed at a higher classification than their aggregate mark in at least two thirds of their final Level credits will be awarded the higher classification if the aggregate mark is no more than 3% below the classification boundary. Where the aggregate mark falls more than 0.5% below the classification boundary but remains within 1.0% of it, the Assessment Board may use its discretion and award the student the higher classification as long as this is justified by the student's overall performance. This will apply as standard to the Integrated Masters Award.

Following discussion by QASG, it was noted that the intermediate Bachelors award was ordinarily a final award in its own right and recommended that the profile regulation and the 1% Board discretion should apply to this intermediate award. ASC agreed with this recommendation.

Approved: Senate approved the recommendation that the Profile Regulation and the 1% Board discretion should be applied to the Intermediate Bachelors degree award.

Section 3.1 – 2A – Awards of the University: Policy

With the ongoing development of Integrated Masters awards across BU, one generic statement for all Integrated Masters awards has been proposed using a definition from the *Framework for Higher Education Qualifications (FHEQ)* October 2014.

Approved: Senate approved the recommendation of the amended wording in *2A – Awards of the University: Policy* for inclusion within the *Academic Regulations Policies and Procedures*.

Senate considered the addition of the following new Integrated Masters award titles within *2A – Awards of the University: Policy*.

Master of Nutrition (M Nutr)
 Master of Literature (MLit)
 Master of Design (with Honours) (MDes (Hons))

It was noted that within the Faculty of Management, a Master of Management (with Honours) (MMan (Hons)) and a Master of Business (with Honours) (M Bus (Hons)) was currently being developed and should be added to *ARPP 2A* for Senate approval (subject to pending subsequent ASC approval for the proposal).

The discussion on Integrated Masters questioned why some awards included (with Honours) in the title and others did not, as those awards that excluded (with Honours) in the title could affect the marketing of the programme. Senate supported consistent Integrated Masters awards titles and it was agreed that the various teams working on the development of the Integrated Masters awards would consider including (with Honours) in the award title

Approved: It was agreed that Senate would approve the updated titles in-principle and would be ratified following discussion within teams. Final approval would be made via Chair's Action.

ACTION:	Following the decision to make the titles of all Integrated Masters Awards consistent, further discussion would take place with Faculty teams to address the issue.
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ACTION BY:	Mr R Rogers
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Section 7.5.1.3 - 2A – Awards of the University: Policy

For clarity, Section 7.5.1.3 (*Masters Degrees MA, MSc, MBA*) had been updated to remove the requirement that students entering the Master of Business Administration (MBA) must have appropriate professional experience.

Approved: Senate approved the amendment to Section 7.5.1.3 which had been updated to remove the requirement that students entering the Master of Business Administration (MBA) must have appropriate professional experience.

6.3 Review of Governance Documents

Ms Wakely directed Senators to the paper titled 'Analysis of differences between the current and proposed Instrument and Articles of Government'. There had been very minor changes to the Instrument around terminology, for example the term 'teachers' had been amended to read 'academics'.

Within the Articles section of the paper, it was proposed to change the responsibilities of Senate (section 4.3(a)) which was previously named Academic Board. Senate's responsibilities would be amended from 'the research, scholarship, teaching and courses' to 'research, education and professional practice' which was a more accurate reflection of the current BU terminology.

Noted: Senate noted the change in terminology from 'teachers' to 'academics' and 'Academic Board' to 'Senate', and also noted the amendment to 'research, education and professional practice' which was a more accurate reflection of the current BU terminology.

Section 5 of the paper proposed setting out Senate membership and procedures. This section would be removed entirely as it would increase the flexibility of keeping Senate procedures up to date and would therefore be set out in the Board Scheme of Delegation for Board approval.

Noted: Senate noted the removal of Section 5 in order to increase the flexibility of keeping Senate procedures current and up to date.

Section 10.2 of the paper referred to Academic Freedom. The term 'rules' was replaced with 'policies and procedures' to reflect current practice. It was proposed to strengthen this section to include the Senate and the Vice-Chancellor as well as the Board. This revised drafting would ensure that all those approving Policies and Procedures would be reminded of the need to consider academic freedom.

Noted: Senate noted the changes of terminology to 'policies and procedures' and inclusion of 'Senate and the Vice-Chancellor'.

Senators were requested to advise Ms Wakely of any further comments by email. Comments received from Senators would be included in the papers presented to the University Board in May 2015.

7. ROUTINE COMMITTEE BUSINESS

Minutes of Standing Committees:

7.1 Education and Student Experience Committee (unconfirmed), 2 February 2015

The minutes were noted.

Academic Boards:

7.2 Faculty of Health and Social Care (unconfirmed), 5 February 2015

The minutes were noted.

8. ANY OTHER BUSINESS

Dr Gunstone advised that the pay progression form which had been introduced by Human Resources required a significant amount of time and effort on the part of academic staff. Dr Bond agreed with Dr Gunstone and advised that the form had created an unmanageable workload. It was agreed this issue would be flagged to Mr Andrews and Prof Fletcher for further consideration.

ACTION:	Mr Andrews and Prof Fletcher would be advised of the difficulties encountered by academic staff in completing the pay progression form.
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ACTION BY:	Deputy Vice-Chancellor
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Dr Gunstone advised that there was a significant lack of space within the Faculty of Science & Technology and one member of staff did not have an office and alternative working space was very difficult to locate. It was agreed this issue would be flagged to Mr Andrews.

ACTION:	Mr Andrews to consider space issues in the Faculty of Science and Technology.
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ACTION BY:	Deputy Vice-Chancellor
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9. DATE OF NEXT MEETING:

Electronic Senate – 9.00am, Wednesday 13 May 2015

Live meeting – 2.15pm, Wednesday 3 June 2015

BOURNEMOUTH UNIVERSITY

ELECTRONIC SENATE

**REPORT OF A MEETING OF ELECTRONIC SENATE held on
13 May 2015 (9AM) TO 20 May 2015 (5PM)**

STATEMENT ON QUORUM

1. The meeting was quorate with 20 members confirming attendance.

EXTRAORDINARY ELECTRONIC SENATE MEETING – 8 APRIL TO 15 APRIL 2015

2. 2015 HONORARY AWARDS (SEN-1415-38)

The meeting was quorate with 16 members confirming attendance.

Senate were requested to approve the recommendations for the 2015 Honorary Awards set out within Item 4 of the Honorary Awards Task Group minutes of 11 March 2015.

Senate **approved** Item 4 of the Honorary Awards Task Group minutes of 11 March 2015.

The University Board subsequently **approved** Item 4 of the Honorary Awards Task Group minutes on 8 May 2015.

MATTERS RAISED BY MEMBERS

3. UPDATE ON PERFORMANCE AGAINST THE BU2018 KEY PERFORMANCE INDICATORS (SEN-1415-39)

Raised by: the Faculty Academic Staff Representative, Faculty of Media & Communication

Description of the matter: Please could all staff have an update on performance against the BU2018 KPIs and please could we have a regular report.

Response from the Deputy Vice-Chancellor was given with the paper.

Chair's Decision

Issues noted, no further action.

OTHER REPORTS

4. TWO SENATE CHAIR'S ACTIONS FROM THE MEETING OF SENATE HELD ON 25 FEBRUARY 2015 (SEN-1415-40)

Description of the matter: Following the meeting of Senate held on 25 February 2015, Senators were requested to consider the content of the paper provided and give approval of the amendments made to Sections 9 and 12 of 6A – *Standard Assessment Regulations* highlighted in yellow, and to approve the new award titles for Integrated Masters programmes in 2A – *Awards of the University*.

Decision required: Senate is asked to **consider** and **approve** the report.

Prof Rosser questioned whether the full title of MLit (Hons) listed in the Chair's Action paper should have read MLit (Hons) English. EDQ confirmed that the full title of MLit (Hons) English did not need to be included in the Chair's Action paper as only the awards were listed in 2A – *Awards of the University: Policy*, e.g. MLit (Hons), MNutr (Hons), although there is an MLit (Hons) English award title at the University. The award titles listed in the Chair's Action paper were to show the award titles which had 'with Honours' added recently.

Prof Rosser was content with the clarification.

Chair's Decision

The two Chair's Action items were **approved**.

MINUTES OF STANDING COMMITTEES

5. ACADEMIC STANDARDS COMMITTEE, 4 FEBRUARY 2015 (SEN-1415-41)

Decision required: Senate is asked to **note** the minutes.

Chair's Decision

Item noted, no further action.

6. ACADEMIC STANDARDS COMMITTEE, 15 APRIL 2015 (SEN-1415-42)

Decision required: Senate is asked to **note** the minutes.

Chair's Decision

Item noted, no further action.

7. EDUCATION AND STUDENT EXPERIENCE COMMITTEE, 25 MARCH 2015 (SEN-1415-43)

Decision required: Senate is asked to **note** the minutes.

Chair's Decision

Item noted, no further action.

MINUTES OF ACADEMIC BOARD MEETINGS

**8. ANGLO-EUROPEAN COLLEGE OF CHIROPRACTIC ACADEMIC BOARD,
11 MARCH 2015 (SEN-1415-44)**

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

9. FACULTY OF MANAGEMENT ACADEMIC BOARD, 31 MARCH 2015 (SEN-1415-45)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

10. GRADUATE SCHOOL ACADEMIC BOARD, 25 FEBRUARY 2015 (SEN-1415-46)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

11. FACULTY OF MEDIA AND COMMUNICATION ACADEMIC BOARD, 11 FEBRUARY 2015 (SEN-1415-47)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

12. FACULTY OF SCIENCE & TECHNOLOGY ACADEMIC BOARD, 26 FEBRUARY 2015 (SEN-1415-48)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

MINUTES OF RESEARCH STANDING COMMITTEE MEETINGS

13. UNIVERSITY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE, 26 JANUARY 2015 (SEN-1415-49)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

DATE OF NEXT MEETING

Next in-person meeting:

Wednesday 3 June 2015 at 2.15pm in the Board Room

Next Electronic Senate meeting:

9.00am on Wednesday 7 October 2015 to 5.00pm on Wednesday 14 October 2015

**SENATE**

Meeting Date	3 June 2015
Paper Title	Review of Code of Practice on Freedom of Speech
Paper Number	SEN-1415-52
Paper Author/Contact	Jim Andrews, Chief Operating Officer
Decision Required	Senate are invited to note and comment on the revised Code of Practice on Freedom of Speech prior to it being submitted to the Audit, Risk & Governance Committee and the Board for approval.
Confidentiality	Not restricted

EXECUTIVE SUMMARY

1 BACKGROUND AND CONTEXT

- 1.1 Under section 43(1) of the Education (No.2) Act 1986 (the “Education Act”), the University is required to “take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers”. The Education Act also requires the University to issue and keep updated a code of practice on freedom of speech.
- 1.2 The University’s current Code of Practice on Freedom of Speech (the “Code”) was last reviewed in July 2012 and requires revision to take into account UUK’s Guidance on External Speakers in Higher Education Institutions and the University’s responsibilities under anti-terrorism legislation.
- 1.3 The Board’s Audit, Risk and Governance Committee is due to review the revised Code on 30 June 2015 and make recommendations to the Board which will be asked to give approval on 10 July 2015.

2 KEY RISKS AND ISSUES

- 2.1 The Code is attached with proposed revisions shown as tracked changes. The substantive amendments are to:
 - 2.1.1 introduce a requirement for a Speaker Request Form to be completed by the Principal Organiser of a Designated Activity (as described in section 6.3 of the Code) so that the Chief Operating Officer can make an informed decision about whether the event can proceed within the law;
 - 2.1.2 include information about the grounds for refusing a request(section 6.5 of the Code);
 - 2.1.3 include more detailed information about the conditions that the Chief Operating Officer may impose to manage identified risks (section 6.6 of the Code); and
 - 2.1.4 require the Principal Organiser to notify the Chief Operating Officer of any material changes to a Designated Activity (section 6.9 of the Code).
- 2.2 The Prevent duty in section 26 of the Counter-Terrorism and Security Act 2015 (the “Counter-Terrorism Act”) requires specified authorities (including higher education institutions) to have due regard to the need to prevent people being drawn into terrorism. Guidance on the Prevent duty has been issued by the Government but the implementation of section 26 of the Counter-Terrorism Act and the Prevent Guidance has been delayed. This is because the Home Office is required to issue further guidance to higher education institutions on the management of external speakers and the holding of events, including the interaction of the Prevent duty with institutions’ existing duty to secure freedom of speech. Whilst the University’s revised Code may need updating once the Home Office Guidance has been issued, it is thought prudent to issue a revised Code without further delay to incorporate a clearer process for submitting and assessing external speaker requests and to ensure we comply with our obligation under the Education Act to keep the Code updated.

3 PRIOR SCRUTINY AND RECOMMENDATIONS OF OTHER COMMITTEES

- 3.1 N/A

4 DECISION REQUIRED

- 4.1 Senate are invited to comment on the proposed amendments to the Code. Any comments will be fed back to the Audit Risk and Governance Committee and the Board when they consider the revised Code for approval.

5 APPENDICES

- 5.1 Revised Code of Practice on Freedom of Speech.

Owner:	Clerk to the University Board
Version number:	<u>3</u>
Date of approval:	<u>[date when approved]</u>
Approved by:	University Board
Effective date:	<u>[day after approval/other relevant date]</u>
Date of last review:	<u>July 2012</u>
Due for review:	<u>[no more than one year from date of last review]</u>

CODE OF PRACTICE ON FREEDOM OF SPEECH

1. SCOPE AND PURPOSE

- 1.1 Bournemouth University's Code of Practice on Freedom of Speech is based on Section 43 of the Education (No 2) Act 1986, which places a duty on every individual and body of persons to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for staff and students of the University and for visiting speakers.

2. KEY RESPONSIBILITIES

- 2.1 This Code of Practice is applicable to all staff and students. It also applies to the Students' Union and to any societies, clubs or associations which normally operate on University premises, and to persons external to the University who are invited to speak on University premises.
- 2.2 Section ~~6.5~~ places particular responsibilities upon staff designated to consider applications for the use of University premises for meetings and other events.
- 2.3 Provision is also made at Section ~~6.5~~ for the Chief Operating Officer to be the deciding authority in respect of certain applications as described in Sections ~~6.5.3 and 5.4~~ to ~~6.9~~~~10~~. The University's Health & Safety Officer will provide advice as appropriate.
- 2.4 Any appeals against the decision of the Chief Operating Officer will be submitted to the Clerk to the University Board.

3. LINKS TO OTHER UNIVERSITY DOCUMENTS

- 3.1 There are a number of policies, procedures and codes of practice which sit alongside this Code of Practice. Some of these are as follows:

- Dignity, Diversity and Equality Policy
- Code of Practice – Harassment

~~3.4.~~ GENERAL PRINCIPLES

- ~~3.14.1~~ Bournemouth University endorses the principle of freedom of speech and has adopted the following Code of Practice in order to secure freedom of speech within the law on all University premises.
- ~~3.24.2~~ All University staff and students have access to and are required to comply with the University's policies, procedures and codes of practice.
- ~~3.34.3~~ The University's duty outlined in Section 1.1 above is to secure freedom of speech, even if such speech is controversial, it challenges prevailing orthodoxies and/or it is offensive,

provided it is within the law. Therefore, so far as is reasonably practicable, access to the premises of the University shall not be denied to any member of staff or registered student of the University or to any other authorised individual or body on any grounds relating to:

- the beliefs or views of that member of staff registered student, or person so invited; or
- the policies or objectives of that body;

except insofar as the expression of such belief, views, policies or objectives shall be unlawful and where it is reasonably anticipated that the unlawful expression of such beliefs, views, policies or objectives might occur on the relevant occasion. Consequently any exercise of the right to freedom of speech that amounts to incitement to religious or racial hatred, unlawful discrimination, harassment, incitement to public disorder **or acts of terrorism, eliciting support for terrorism or** conduct that is likely to put the safety of staff, students, visitors and/or others at risk or is otherwise unlawful will be subject to reasonable restrictions imposed by the University.

~~3.44.4~~ Failure to ensure that the requirements of the Code are observed will render staff and students of the University liable to disciplinary action under the relevant disciplinary code. External bodies or individuals may be liable to prosecution for breach of the law.

4.5. FREEDOM OF SPEECH

4.45.1 The freedom of speech protected in ~~the~~ Code of Practice is confined to lawful free speech. The University believes that all staff and students should have the right to speak freely, without fear of disciplinary action or any other sanction, provided they do so lawfully.

4.25.2 No member of the University shall intentionally or recklessly prevent, disrupt or impede, or attempt to disrupt, lawful activities and functions which take place on University premises.

4.35.3 Any person organising a meeting or other activity on University premises shall be responsible for ensuring, as far as is reasonably practicable, that **any** such ~~a~~ meeting or activity is conducted in a manner to maintain good order and academic discipline and shall not involve or lead to damage to property or an infringement of the law.

5.6. MEETINGS AND EVENTS

5.16.1 The University has no legal obligation to hold meetings or other events that are open to the public on its premises. All applications for the use of University premises for meetings and other events shall be made in accordance with standard procedures and must comply with this Code of Practice.

5.26.2 The organisers of a Designated Activity (see **Section 6.3** below) shall ensure that one person, who shall normally be a student or employee of the University or a member of the relevant Students' Union society, is appointed as principal organiser ("Principal Organiser").

6.3 Designated Activities are those meetings or other events which take place on University premises and which give rise to a reasonable expectation on the part of the Principal Organiser and/or staff designated to accept bookings on behalf of the University that:

- ~~freedom of speech within the law may be compromised;~~ **and/or**
- ~~and/or which may cause~~ a breach of the peace **may be caused;** or
- ~~that~~ problems, difficulties or disturbances may occur

-if the Designated **Event/Activity** takes place.

-For example, Designated Activities may include visits by outside speakers whose views have previously provoked controversy or where the subject matter of the activity is likely to be

regarded as offensive, objectionable or controversial by some students, staff, and /or participants. In those circumstances, the Principal Organiser shall ensure that, at least 15 working days before the date of proposed Designated Activity, he/she shall provide a completed Speaker Request Form as set out in Appendix 1 to staff designated to accept bookings on the University's behalf. Forms submitted outside of this timeframe shall not normally be accepted other than in exceptional circumstances. The Principal Organiser may be required to provide such other information as may reasonably be required by such booking staff, details of the speaker/s; the subject of the address; the proposed venue and the time of arrival and departure of the speaker/s (and such other information as may reasonably be required by staff designated to take bookings on behalf of the University) which The Speaker Request Form, together with any additional information requested by the booking staff, shall immediately promptly be referred to the Chief Operating Officer for consideration.

6.4 The decision on whether or not that particular application should be approved and/or whether approval should be granted subject to conditions will then rest with the Chief Operating Officer who will take into account the requirements of the Education (No. 2) Act 1986 and any other relevant legislation or guidance, the principles and conditions laid down in this Code, and the maximum capacity of the areas available for the event and other safety factors as advised by the University's Health & Safety Officer.

6.5 The Chief Operating Officer may, after full consideration of possible mitigating actions, decide there are grounds for refusing a request. These may include, but are not limited to:

- that the speaker has links to or represents a proscribed terrorist group or organisation or it is reasonably believed that the speaker is intending to invite support for such an organisation or its activities;
- that, having considered input from the University's Health & Safety Officer and, where appropriate, other relevant parties (including, but not limited to, the Facilities team, the University's chaplain, Student's Union, police, community groups and other Institutions who are known to have previously hosted or refused the speaker) it is believed to be in the interests of public safety, the prevention of disorder or crime or the protection of those lawfully on the University's premises that the event does not go ahead;
- that following appropriate input from relevant parties and the consideration of available evidence, the Chief Operating Officer has concluded that reasonable steps cannot be taken to prevent the speaker from:
 - expressing views that are contrary to the law; or
 - encouraging, assisting or committing criminal acts; or
 - putting forward views or ideas that unlawfully infringe the rights of others or unlawfully breach the University's equality obligations.

6.6 In the event that the Chief Operating Officer has approved the Designated Activity, the Principal Organiser and any other organisers shall ensure that all conditions imposed by the Chief Operating Officer are complied with. Such conditions may include, but are not limited to:

- a requirement for a limited number of tickets to be issued;
- that an adequate number of suitable stewards or security staff is/are made available;
- the relocation of the Designated Activity to an alternative venue;
- the admission (or non-admission) of members of the public;

- checking the identity of persons attending the Designated Activity;
- the admission or exclusion of press, television or broadcasting personnel;
- imposing conditions on how the event is advertised;
- restricting what materials are available at the event;
- making a translator available to University staff attending the event;
- requiring a speaker with an opposing viewpoint to speak at the event to provide a balanced debate; and/or
- and/or that additional information is provided.

6.7 The Chief Operating Officer's decision will be made within 5 working days of his/her receipt of the Speaker Request Form (or, where requested, the receipt of any additional information) and will be notified in writing to the Principal Organiser. The Designated Activity must not be advertised or promoted internally or externally until permission for it to take place has been granted.

6.8 The Chief Operating Officer reserves the right to request the provision, in advance of the Designated Activity taking place, a list of those attending the Designated Activity, copies of the speaker's speech and ~~a copy of~~ any promotional material.

6.9 If a Designated Activity is approved, the Principal Organiser must inform the Chief Operating Officer if there is a material change to an event booking. Such changes may include, but are not limited to:

- a different speaker;
- the intended audience;
- the number of people expected to attend the event;
- a different venue;
- a different sponsor;
- substantive changes to the speaker's speech;
- substantive changes to any promotional material.

Details of any material changes to event bookings should be sent by email to the Chief Operating Officer immediately upon the Principal Organiser becoming aware of any such changes.

6.10 The Chief Operating Officer may amend any conditions imposed or cancel a Designated Activity in light of changed circumstances or factors not known at the time of reviewing the application.

6.11 The Principal Organiser shall be responsible for ensuring the speaker and the Chair of the Designated Activity are aware of this Code of Practice and associated policies before submitting a Speaker Request Form.

5.36.12 The Chair and Principal Organiser of the Designated Activity have a duty to ensure that, as far as possible, the audience and the speaker act in accordance with the law during the course of the Designated Activity. In the case of unlawful or unreasonably disruptive conduct by members of the audience, the Chair or Principal Organiser is required to give appropriate

warnings and, should such unlawfulness or disruptive conduct continue, require the withdrawal or removal of the persons concerned by stewards or security personnel. If such persons are students or employees of the University, they may be subject to disciplinary proceedings under the University's regulations. If the speaker infringes the law, the Chair or Principal Organiser may curtail or end the Designated Activity. The Chair or Principal Organiser is responsible for calling for police assistance to prevent serious disorder.

6-7. APPEALS

6.47.1 In the event that the Principal Organiser of any event should wish to appeal against the decision of the Chief Operating Officer such appeal is to be made in writing to the Clerk to the Board, on behalf of the University Board, whose decision shall be final.

7-8. REVISION

7.1.1.1-8.1 This Code of Practice will be revised as necessary in the light of statutory changes, new guidance and/or experience of its operation. ~~As a number of other associated policies are under development, or due for review, over the next 12 months it is intended that this Code of Practice will be reviewed in a year's time, at which point the linkages between this Code and other policies will be made explicit.~~

8-9. APPENDICES

Appendix 1 – Speaker Request Form.

~~Noel DG Richardson
Clerk to the University Board~~

Appendix 1Speaker Request Form

Please send the completed form to the staff designated to take bookings on behalf of the University at least 15 working days before the date of the proposed event. Forms submitted outside of this timeframe shall not be accepted other than in exceptional circumstances

<u>1</u>	<u>Event title:</u>	
<u>2</u>	<u>Date:</u>	
<u>3</u>	<u>Time:</u>	
<u>4</u>	<u>Venue:</u>	
<u>5</u>	<u>Principal Organiser's full name:</u>	
<u>6</u>	<u>Principal Organiser's contact details:</u> <u>(organisation/address/email/tel. contact no.)</u>	
<u>7</u>	<u>Speaker's full name:</u> <u>If there is more than one speaker, please complete a form for each speaker</u>	
<u>8</u>	<u>Speaker's organisation:</u> <u>(Title of organisation and website url)</u>	
<u>9</u>	<u>Speaker's contact details:</u> <u>(address/email/tel. contact no.)</u>	
<u>10</u>	<u>Speaker's time of arrival:</u>	
<u>11</u>	<u>Speaker's time of departure:</u>	
<u>12</u>	<u>Name of appointed Chair:</u>	
<u>13</u>	<u>Subject matter of event:</u>	
<u>14</u>	<u>Does the event have any controversial subjects?</u> <u>If yes, please provide details</u>	
<u>15</u>	<u>How will the event be advertised and in what language?</u>	
<u>16</u>	<u>Is the event being sponsored and, if so, who by:</u>	
<u>17</u>	<u>Who is expected to attend the event (e.g., staff, students, named guests, general</u>	

	<u>public):</u>	
18	<u>What conditions will apply to entry to the event (e.g. ticketed, open to the general public):</u>	
19	<u>Number of individuals expected to attend the event:</u>	
20	<u>Is there an intention to segregate the event: If yes, please provide further details:</u>	<u>Yes/No*</u>
21	<u>What publications or materials will be available to attendees:</u>	
22	<u>Has the speaker spoken at the University before? If so, please provide date(s).</u>	<u>Yes/No*</u>
23	<u>Has the speaker been refused to speak publicly or at any other educational establishment before? If yes, please provide details:</u>	<u>Yes/No*</u>
24	<u>If the event is approved, is there a likelihood of media interest?</u>	<u>Yes/No*</u>
25	<u>Please provide details of any other details about the event that should be noted</u>	
26	<u>(a) Have you made the speaker and Chair aware of the University's: - Code of Practice on Freedom of Speech, - Dignity, Diversity and Equality Policy; and - Code of Practice – Harassment (b) Have the speaker and Chair agreed in writing to comply with the above Codes and Policy?</u>	<u>(a) Yes/No*</u> <u>(b) Yes/No*</u>
	<u>Principal Organiser's signature:</u>	
	<u>Date of signature:</u>	

* Delete as appropriate



Committee Name	SENATE
Meeting Date	3 June 2015
Paper Title	Annual Review: Key Performance Indicators/Performance Indicators
Paper Number	SEN-1415-53
Paper Author/Contact	Prof Tim McIntyre-Bhatty
Purpose & Summary	<p>The report summarises performance against the KPIs and PIs which are set out in BU 2018.</p> <p>The tables in the report show performance at University, and where possible, School/Faculty level for the 14 KPIs, followed by the detail for the 15 PIs which inform the Academic Strength KPI.</p>
Decision Required of the Committee	For information.
Confidentiality	None.

Introduction

The following report summarises performance against the KPIs and PIs which are set out in BU 2018.

The tables in the report show performance at University, and where possible, School/Faculty level for the 14 KPIs, followed by the detail for the 15 PIs which inform the Academic Strength KPI.

Movement since the November report is reflected by the performance column arrows. Arrows for the first 14 KPIs show the direction of actual performance. For the remaining PIs up and down arrows are shown if performance has moved plus or minus 5% against the target. Where there is no arrow there is no update since the last report.

Executive Summary

KPI1 Academic Strength has improved by 1% to 61% since the February report; this is largely a result of three measures which have increased by more than 5% of target:

- The number of research assistants and post-doctoral research assistants to Professoriate (PI4) has increased from 0.4 to 0.5. This is a result of research assistants and post-doctoral research assistants increasing at a faster rate (increase of 9.4) than Professoriate (increase of 4.7) since the last report;
- The number of international conference presentations from academic staff (PI5) has increased from 0.55 to 0.64; and
- The proportion of academic staff who hold at least 1 recognised professional affiliation (PI14) has increased from 25% to 31% following data checking within faculties.

Two other academic strength measures have reduced by more than 5% of the target:

- There has been a decrease since the last report in the number of student staff co-authored publications (PI10) over a rolling 12 month period from 0.14 to 0.12.
- The % of academic staff on secondment into industry (including those also working in industry) (PI15) has also decreased by 1% although remains above the 2018 milestone. However, further work will be undertaken to explore the situation, and possible further supporting staff initiatives, in particular in Management and Science & Technology.

Following the recent positive REF 2014 performance PI1 will also improve; further investigation is being carried out into the best way to reflect this and it will be updated before the next report.

Further consideration is also being given to the three PI's within KPI1 where data is self-reported by academic staff to ensure complete data is being provided.

KPI7 has been updated to reflect the latest staff establishment. In addition a third SSR measure has been included; the three measures now show:

- a) The SSR if all established vacancies were filled against 2014-15 students
- b) The SSR of current staff in post against students currently enrolled in 2014-15
- c) The estimated final SSR position for the 2014-15 year which is in line with what is expected to be published externally

The last two at this point of the year are the same as it is not expected that the c70 fte of vacant posts will start before the end of 2014-15.

The latest Complete University Guide publication has seen BU rise 11 places to 54th. This has resulted in KPI6 League Table composite rank moving from 75 to 71.

KPI Board Report – May 2015

KPI Performance

		BS	HSC	MS	SciTech	ST	BU	Performance	14-15 BU Target	BU 2018 Target	Notes	Next Board Update
KPI1	Academic Strength %	58%	67%	52%	68%	58%	61%	↑	-	100%	Composite of PI1-PI15. No BU target for 2014-15 as progress will vary by School.	Jul 15
KPI2	Overall student satisfaction (as measured by NSS) %	74%	84%	77%	83%	83%	80%	-	81%	84%	NSS 2014 results	Nov 15
KPI3	Non-UK student population on campus %	23%	1%	17%	9%	21%	12%	↔	13%	16%	2014-15 enrolments	Nov 15
KPI4	Average UCAS tariff points	316	324	347	302	297	317	-	300	300	2014-15 tariff score for enrolled students on campus	Nov 15
KPI5	Graduate employability %	93%	95%	90%	90%	92%	92%	-	90%	90%	Most recent DLHE survey showing 2012-13 graduates	Nov 15
KPI6	League Table composite rank	<i>Not available by school</i>					71	↑	50	50		Jul 15
KPI7 (a)	Student/staff ratio incl. vacant posts	19.3	14.5	14.2	15.0	19.3	15.9	↑	-	-	established staff incl. vacant posts against 14-15 students	Nov 15
(b)	Student/staff ratio excl. vacant posts	22.2	15.5	15.5	16.9	22.6	17.7	↑	-	-	SSR based on staff in post against 14-15 students	Nov 15
(c)	Student/staff ratio estimated final position	22.2	15.5	15.5	16.9	22.6	17.7	-	19.5	18.0	Estimated final SSR for 2014-15	Nov 15
KPI8	Academic staff with doctorates %	67%	48%	55%	74%	62%	61%	↑	65%	70%	As at 28 th February 2015	Jul 15
KPI9	Overall staff satisfaction %	90%	87%	87%	85%	80%	85%	-	84%	90%	2013 Staff survey	Nov 15
KPI10	Total student numbers. A: Total Student Numbers	2,690	4,502	2,954	3,407	2,198	17,073	-	-	-	2014-15 HESES (BU total includes Partner numbers)	Nov 15
KPI10	Total student numbers. B: UG SNC	<i>Not available by school</i>					2,536	-	-	-	2014-15 HESES	Nov 15
KPI11	Current ratio	<i>Not available by school</i>					1.3	-	0	1.3	2014-15 forecast	Jul 15
KPI12	Annual contribution %	<i>Not available by school</i>					4%	-	4%	6%	2014-15 forecast	Jul 15
KPI13	Total reserves £m	<i>Not available by school</i>					62	-	55	84	2014-15 forecast	Jul 15
KPI14	Gearing %	<i>Not available by school</i>					26%	-	34%	29%	2014-15 forecast	Jul 15

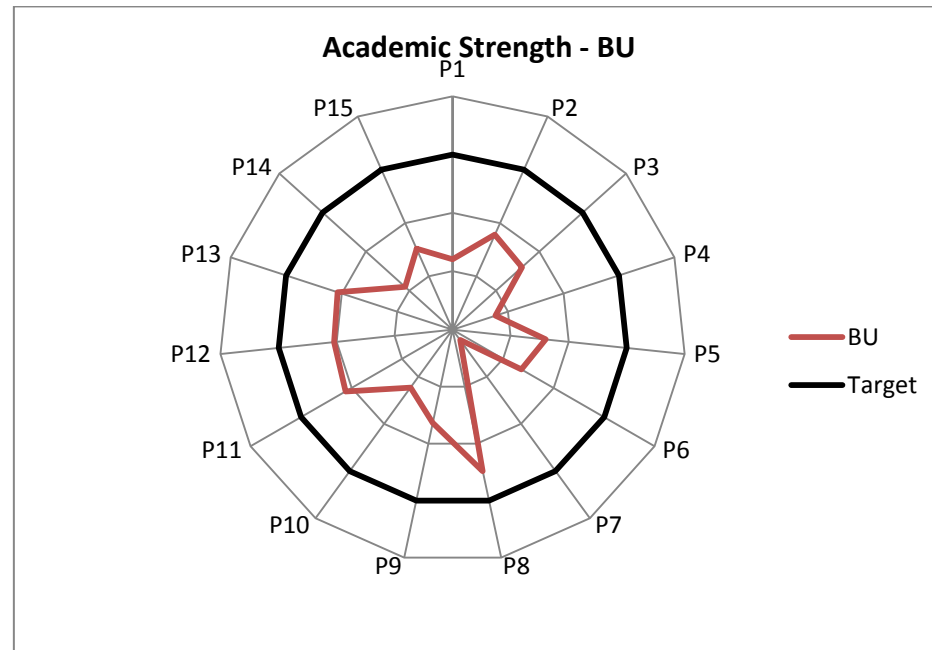
Key: ↔ Updated but no performance movement since last report
 ↓ Updated with decrease in performance

↑ Updated with improvement in performance
 - Nothing to update since last report

KPI Board Report – May 2015

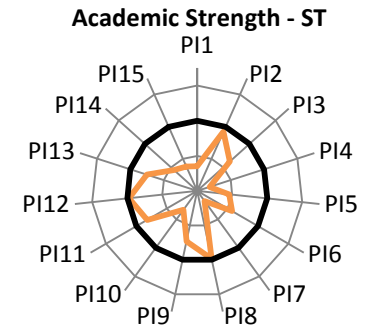
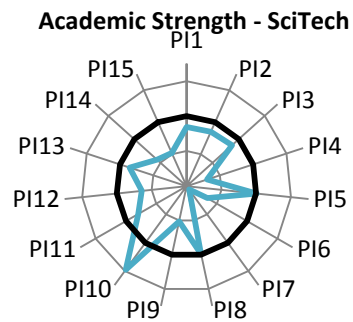
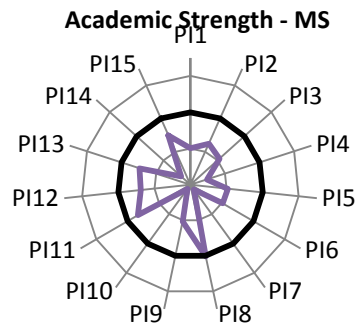
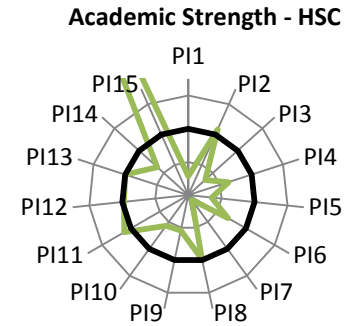
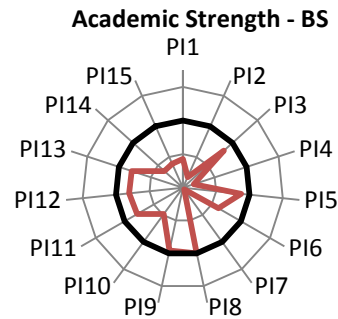
KPI 1 Academic Strength

The graph below shows performance in KPI1: Academic Strength in each of the 5 Schools/Faculty and at BU. The 15 PIs that make up KPI1 are split between the three areas of fusion, Research (PI1-5), Education (PI6-10) and Professional Practice (PI11-15). The graph shows progress in each School/Faculty towards the targets for each of these areas and the gap left to cover before 2018. Particular areas of strength remain in Professional Practice around graduate employment into professional jobs and the number of placement opportunities taken up by students.



BS	HSC	MS	SciTech	ST	BU
58%	67%	52%	68%	58%	61%

KPI Board Report – May 2015



KEY	
Black Line = Target	
Coloured Line = School/Faculty Performance	
Research	
PI1: Academic Staff with 4 outputs at REF 2* or above as a % of the total number of academic staff	
PI2: R&E Income per Academic FTE (£000s)	
PI3: Post Grad Research Students (FTE Equivalent) : Academic Staff	
PI4: FTE equivalent of RA/PDRA : to Professoriate	
PI5: International Conference Presentations per Academic FTE per year	
Education	
PI6: Academic Staff who are HEA Fellows (%)	
	PI7: UG Students engaged in exchange and mobility in their programme (%)
	PI8: Full Time BU (excl PI) First Degree New Entrants Continuation (%)
	PI9: PGT/PGR Students as a proportion of total student population (%)
	PI10: Student/Staff Co-authored publications per academic FTE per year (ratio)
	Professional Practice
	PI11: FT First Degree Leavers in Employment & Further Study (%)
	PI12: UG Students undertaking sandwich out or short placement (%)
	PI13: Degrees accredited by PSRBs (% of Eligible programmes only)
	PI14: Proportion of academic staff who hold at least 1 recognised professional affiliation (%)
	PI15: Academic Staff on Secondment into Industry (%)

KPI Board Report – May 2015

Academic Strength Data

		BS	HSC	MS	SciTech	ST	BU	Perfor mance	BU 2018 Milestone	Notes	Next Data Update
PI1*	Academic staff with 4 outputs at REF 2* or above as a % of the total number of academic staff	30%	20%	35%	59%	25%	35%	-	70%	REF submission / Dec 13 Academic FTE	Jul 15
PI2	R&E Income per Academic FTE (£)	3,125	19,484	11,185	15,309	16,606	13,694	↔	18,000	R&KE 3 year budget average/ 3 year Academic FTE average	Jul 15
PI3	Post Grad research students (FTE equivalent) : Academic staff	0.8	0.3	0.5	0.9	0.6	0.6	↔	1	14-15 PGR FTE /Feb 15 Academic FTE	Jul 15
PI4	FTE equivalent of RA/PDRA : to Professoriate	0.3	1.0	0.4	0.5	0.3	0.5	↑	1.5	Staff FTE - Feb 15	Jul 15
PI5	International conference presentations per Academic FTE per year	0.87	0.35	0.52	1.01	0.46	0.64	↑	1	Int. conf. Mar 14 - Feb 15 / average Academic FTE	Jul 15
PI6	Academic staff with teaching qualification and/or who are HEA Fellows (%)	61%	69%	51%	34%	57%	54%	↔	100%	Teaching quals/HEA Fellows as proportion of staff in post	Jul 15
PI7	UG Students engaged in exchange and mobility in their programme (%)	0.6%	1.8%	1.6%	1.2%	3.6%	1.7%	-	20%	Overseas mobility activity 2014-15 projection	July 15
PI8	Full Time BU (excl PI) First degree new entrants continuation (%)	90%	89%	91%	89%	88%	90%	-	90%	First degree entrants who continued in 14-15	Feb 16
PI9	PGT/PGR Students as a proportion of total student population (%)	19%	11%	10%	10%	15%	13%	-	20%	2014-15 enrolments	Feb 16
PI10	Student/staff co-authored publications per academic FTE per year (ratio)	0.10	0.11	0.01	0.30	0.07	0.12	↓	0.2	Mar 14 - Feb 15 / average Academic FTE	Jul 15
PI11	% of Graduates entering professional employment or graduate study	63%	89%	67%	64%	66%	68%	-	80%	Most recent DLHE showing 2012-13 graduates info	Nov 15
PI12	UG Students undertaking sandwich out or short placement (%)	80%	98%	69%	65%	98%	79%	-	100%	2014-15 Year 3 Students with sandwich year or short placement	Feb 16
PI13	Degrees accredited by PSRBs (% of Eligible programmes only)	80%	100%	74%	86%	75%	84%	↔	100%	Number of accredited programmes 2014-15	Feb 16
PI14	Proportion of academic staff who hold at least 1 recognised professional affiliation (%)	26%	44%	12%	40%	31%	31%	↑	70%	Academic staff with affiliation recorded on BRIAN as at Feb 15	Jul 15
PI15	Academic staff on secondment into industry (including those also working in industry) (%)	4%	59%	7%	5%	4%	21%	↓	10%	Staff on secondment into industry	Jul 15

Key

↔ Updated with performance movement since last comparative report is + or – 5% of target ↑ Updated with improvement performance of 5% or more of target
 ↓ Updated with decrease in performance of 5% or more of target - Nothing to update since last report

* PI1 remains static while investigation takes place as to the best approach to reflect REF14 where higher thresholds were used for inclusion.

KPI Board Report – May 2015

KPI 1 – Definitions

KPI 1 - Academic Strength	Measurement Definition
PI 1 - Academic staff with 4 outputs at REF 2* or above as a % of the total number of academic staff excluding demonstrators	This will be measured via mock results available after Oct 12 and May 13 followed by REF submission in Dec 13 and REF results in Feb 15
PI 2 - R&E Income per Academic FTE (£000s)	Rolling three year average using budget/forecast information at the same point in time for current year and previous two years divided by the average number of academic staff less demonstrators and research assistants over the same three year period.
PI 3 - PGR Students (FTE equivalent) : Academic staff	All academic staff to PGR Students
PI 4 - FTE equivalent of RA/PDRA : Professoriate	Researchers FTE (both pre and post doctorate) to number of Professors FTE
PI 5 - International conference presentations per Academic FTE per year	International conferences as reported via BRIAN over the last 12 months per academic staff member less demonstrators (averaged over the same 12 month period)
PI 6 - Academic staff with teaching qualification and/or who are HEA Fellows (%)	Academic staff (excluding demonstrators) who hold a teaching qualification or an HEA fellow. The PI now shows those who only hold 'post compulsory education' qualifications only. Work to ensure all academic staff are captured is continuing and will be made easier with the introduction of Core. The % of staff can only increase as more data is gathered.
PI 7 - UG Students engaged in exchange and mobility in their programme (%)	Defined as those students engaging in overseas mobility that is connected with their course regardless of duration.
PI 8 - Full time BU (excl PI) First degree new entrants continuation (%)	The proportion of full-time, first degree entrants who continued in the following year. As defined by HESA performance indicators to ensure sector comparison
PI 9 - PGT/PGR Students as proportion of total student population (%)	Number of postgraduate taught and research students as a proportion to all students
PI 10 - Student/staff co-authored publications per academic FTE per year (ratio)	Number of academic staff who have co-authored a publication/conference paper with a student over the past 12 months divided by the average number of academic staff less demonstrators. As reported via BRIAN.
PI 11 - % of Graduates entering professional employment or graduate study	Number of first degree leavers that go on to professional employment or graduate level study after 6 months as per the Destinations of Leavers Survey
PI 12 - UG Students undertaking sandwich out or short placement (%)	Sandwich out and short placement is based on Year 3 Level P & H students who are either on placement year, or have a unit enrolment on a short placement
PI 13 - Degrees accredited by PSRBs (% of Eligible programmes only)	Reported annually using EDQ database and eligibility checked with schools.
PI 14 - Proportion of academic staff who hold at least 1 recognised professional affiliation (%)	Number of academic staff holding recognised affiliations from professional bodies (as per BIS and KIS lists) as reported on BRIAN as a percentage of academic staff less demonstrators and researchers
PI 15 - Academic staff on secondment into industry (%)	Defined as those academics either on formal secondment into industry, have fractional contracts and also work in industry or are contracted in from industry.

Committee Name	SENATE
Meeting Date	3 June 2015
Paper Title	Proposed changes to 6A - <i>Standard Assessment Regulations: Postgraduate Research Degrees</i>
Paper Number	SEN-1415-55
Paper Author/Contact	Dr Fiona Knight / Prof Tiantian Zhang
Purpose & Summary	<p>To consider and approve the proposed changes to the University's standard assessment regulations for postgraduate research degrees.</p> <p>RDC reviewed the current research degree registration periods in its March meeting and supported changes to the MRes and PhD registration periods. The proposed new registration periods are outlined in Section 4.1 of the regulations. The background and rationale for the proposals is highlighted in the relevant RDC paper in Appendix 1.</p> <p>The other changes relate to differentiation between the progression/transfer and assessment processes for different PGR awards and are proposed for further clarity.</p>
Decision Required	For Senate approval, following In Principle Approval given by the Academic Standards Committee on 14 May 2015.
Strategic Links	The proposed change to PhD registration periods is in line with BU 2018 PI32 (PGR completion rates within 4 years of enrolment).
Implications, impacts or risks	<p>Subject to Senate approval, the regulations will be effective for the 2015-16 academic year. The Graduate School will update 8A - <i>Code of Practice for Research Degrees</i> in line with the revised regulations and formally communicate the changes to all affected PGRs.</p> <p>The changes affect all new PGR entrants and continuation students with the following exception: the revised PhD registration period will apply to current pre-transfer PGRs whilst post-transfer PGRs are not affected by the change.</p>
Confidentiality	None



Owner:	Educational Development & Quality
Version number:	2.0
Effective date:	1 September 2015 (Academic Year 2015 - 16)
Date of last review:	April 2015
Due for review:	April 2016

This document is part of a revised series of Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

6A - Standard Assessment Regulations: Postgraduate Research Degrees

1. SCOPE AND PURPOSE

- 1.1 Every Bournemouth University programme which leads to an award of the University, including the award of credit, is governed by a set of standard assessment regulations.
- 1.2 The regulations in this document govern degrees by research and are intended for Bournemouth University staff and Postgraduate Research Students (PGRs). The regulations must be followed by the Research Degree Examination Team which is authorised to assess PGR candidates in accordance with the relevant assessment regulations, and to recommend that awards of the University be conferred on those who achieve the standards required for an award.
- 1.3 The standard regulations are applicable, without modification, unless exceptions have been approved by the University through the formal procedure of validation, review or modification. Exceptions may be required to accommodate the requirements of Professional, Statutory or Regulatory Bodies (PSRBs) or to accommodate research programmes with taught, credit-rated units of assessment. Where this is the case, the exceptions are recorded in the *8A - Code of Practice for Research Degrees* and must be clearly articulated to the Research Degree Examination Team at the beginning of the viva examination.
- 1.4 All PGRs sign up at enrolment to accept the assessment regulations prevailing at the time and any subsequent approved changes during their registration period. The assessment regulations are made available to PGRs on the Portal and are provided on enrolment. Each PGR is presented with a hard copy of the current *8A - Codes of Practice for Research Degrees* on an annual basis and are notified of any changes made to the assessment regulations during their studies.

2. KEY RESPONSIBILITIES

- 2.1 **Senate:** to approve the standard assessment regulations and any amendments to these and to confirm awards to students.
- 2.2 **Academic Standards Committee (ASC):** to consider revisions to the assessment regulations periodically and recommend amendments to Senate.
- 2.3 **Research Degree Examination Teams:** to implement the assessment regulations and confer awards to students who have met the requirements of the award.
- 2.4 **The Graduate School and Educational Development and Quality (EDQ):** to review the assessment regulations periodically and make recommendations for amendments.

3. LINKS TO OTHER BU DOCUMENTS

- 3.1 These regulations should be read in conjunction with the *8A - Code of Practice for Research Degrees* which sets out the University’s policy and procedural framework relating to research degrees and defines a set of standard procedures and specific responsibilities covering the academic supervision, administration and assessment of research degrees for all Schools within the University.
- 3.2 The functions and operations of the Research Degree Examination Teams is detailed in *8A - Code of Practice for Research Degrees*.

Regulations

4. REGISTRATION

- 4.1 The maximum periods which a PGR may take to complete the programme of research, from first registration, are normally as follows:

		Minimum (months)	Maximum (months)
MRes	Full Time	12	18
	Part Time	24	36
MPhil	Full Time	18	36
	Part Time	36	72
PhD	Full Time	24	48
	Part Time	48	84
DBA	Part Time	48	84
DProf	Full Time	48	60
	Part Time	48	84
EdD	Part Time	48	84
EngD	Full Time	48	60
	Part Time	-	-

Comment [FK1]: Has been added for completeness as was not in the previous version of the regulations.

Comment [FK2]: Has been added for completeness as was not in the previous version of the regulations.

- 4.2 Where there are mitigating circumstances PGRs may request an extension to the maximum registration. Extensions cannot be granted retrospectively and applications must be made by the PGR in advance.
- 4.3 PGRs whose work forms part of a larger group project may register for a Research Award. In such cases each individually registered project must in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought.

5 PROGRESSION AND TRANSFER

- 5.1 All PGRs registered for a research degree, including professional doctorates, will be monitored regularly to ensure satisfactory progress is maintained. Formal monitoring points are set out in *8A - Code of Practice for Research Degrees*, or appropriate Professional Doctorate Programme Specification/Handbook.
- 5.2 PGRs registered onto an MRes or MPhil, who make exceptional progress, may with agreement of their supervisory team, choose not to submit an MRes or MPhil thesis for

Comment [FK3]: Slight updates to this section to reflect:

- the direct enrolment to PhD
- standalone awards of MRes & MPhil
- Professional Doctorate routes

and to align closer to the outcomes of the final viva.

examination, at the specified time, but to transfer to PhD. In such instances, the candidate should prepare for the transfer examination as set out in the 8A - Code of Practice for Research Degrees.

- 5.3 Doctoral candidates who are enrolled onto a programme of PhD research, commence their study at MPhil level and only later progress to Doctoral level subject to successful outcome of the transfer examination process, no later than 18 months registration full-time study (36 months part-time study) as set out in the 8A - Code of Practice for Research Degrees. Doctoral candidates on other programmes of research (e.g. DProf, EngD and EdD) are normally enrolled on the named award and progress/transfer in line with the programme requirements.

Comment [FK4]: This has been revised to reflect the change to enrolment of doctoral candidates and in line with a panel condition of approval from a recent DProf evaluation event

- 5.4 The transfer examination (report and viva voce examination) is a formal assessment of progress and is conducted in the same way as the final examination (thesis and viva voce examination). The University's policy and procedural framework for research degree examination is set out in the 8A - Code of Practice for Research Degrees. Following the transfer examination the transfer examiners may recommend one of the following. That the candidate:

Comment [FK5]: These have been clarified in line with feedback gathered from DDRPPs, Faculties and discussed at RDC.

- i) transfers and continues on the programme of PhD*;
- ii) transfers and continues on the programme of PhD* subject to CORRECTIONS / AMENDMENTS being made to the transfer report as recommended by the transfer examiners (within 1 month full time / 2 months part time);
- iii) does not transfer but is permitted to undertake further work to RESUBMIT the transfer report and be re-examined (within 2 months full time/4 months part time);
- iv) does not transfer but works to the submission for the award of MPhil;
- v) does not transfer and is withdrawn.

*PhD or appropriate Professional Doctorate.

The outcome of the examination and progression is monitored by the Academic School and reported to the Graduate School.

- 5.5 Where a PGR fails to pass the transfer at the first attempt, the Transfer Examiners should advise the PGR the reasons why transfer has not been approved, and what further work should be carried out prior to resubmission within an agreed time frame. If the PGR fails to satisfy the transfer examination upon resubmission, one further opportunity is provided to re-submit.
- 5.6 If the PGR then fails to meet the necessary level on the second resubmission, the Transfer Examiners will either:
- i) allow the candidate to continue to work to the submission of the award of MRes or MPhil;
 - ii) withdraw the candidate from the University.

6 RESEARCH DEGREE EXAMINATION

- 6.1 The University's policy and procedural framework for research degree examination is set out in the 8A - Code of Practice for Research Degrees. The process for submission and examination of a research degree thesis is the same at both MPhil and Doctoral level. Differences in process at MRes level are outlined below and in the 8A - Code of Practice for Research Degrees.

- 6.2 The examination of a research degree is in two parts (preliminary assessment of the thesis (or

equivalent) and the *viva voce* examination. **Candidates for an MRes award will be required to give a presentation as part of the *viva voce* examination.** On completion of the examination, the Research Degree Examining Team may recommend one of the following:

- i) that the award for which the candidate is registered be made;
- ii) that the award for which the candidate is registered be made subject to CORRECTIONS being made to the thesis;
- iii) that the award for which the candidate is registered be made subject to AMENDMENTS being made to the thesis;
- iv) that the candidate be permitted to RE-SUBMIT for the degree and be re-examined;
- v) that the candidate be awarded the lower research degree of MPhil (*only available for candidates registered for doctoral examinations and subject to the presentation of the thesis amended to the satisfaction of the Examiners*) that the candidate NOT be awarded the degree and not be permitted to be re-examined.

6.3 Any corrections or amendments must be made to the satisfaction of the Research Degree Examining Team before the appropriate award can be made.

7 PROVISION FOR FAILED CANDIDATES

7.1 Where the Research Degree Examining Team recommends that the candidate resubmit (see regulation 6.2 iv above), the candidate will be permitted a re-examination on one occasion only.

7.2 If there are mitigating circumstances that prevent a PGR from meeting the deadline set for the re-examination, these circumstances must be made known to the Graduate School at least one month prior to the due date. Such notification does not mean that an extension can be provided.

7.3 On completion of the re-examination, the Research Degree Examining Team may recommend one of the following:

- i) that the award for which the candidate is registered be made;
- ii) that the award for which the candidate is registered be made subject to CORRECTIONS being made to the thesis;
- iii) that the award for which the candidate is registered be made subject to AMENDMENTS being made to the thesis;
- iv) that the candidate be awarded the lower research degree of MPhil (*only available for candidates registered for Doctoral examinations and subject to the presentation of the thesis amended to the satisfaction of the Examiners*);
- v) that the candidate NOT be awarded a degree and not be permitted to be re-examined.

8 PROVISION FOR FAILED CANDIDATES WITH VALID REASONS FOR POOR PERFORMANCE

8.1 If it is established to the satisfaction of the Research Degree Examining Team that a PGR's absence, failure to submit work or poor performance in all or part of the assessment for an award was due to illness, or other cause found valid on production of acceptable evidence, the Research Degree Examining Team will act as follows.

- 8.2 Where mitigating circumstances are confirmed, a PGR may be reassessed as if for the first time in any or all of the elements of assessment, as specified by the Research Degree Examining Team. If an assessment affected by illness was itself a second attempt the PGR will be permitted to be reassessed as if for the second time.
- 8.3 In exceptional cases, where the PGR's ability to complete his/her programme of research is affected by serious circumstances (such as terminal illness of the student), and it is established that the PGR is likely to be unable to complete/return to complete his/her studies within a reasonable time period, the Research Degree Examining Team may act in one of the following ways:
- i) where the Research Degree Examining Team is satisfied that there is sufficient evidence of the PGR's achievement to determine an award, the PGR may be recommended on the basis of the available evidence for the award for which he or she is a candidate. The decision of the Research Degree Examining Team must be ratified by the Chair of Senate.
 - ii) an Aegrotat award may be recommended when the Research Degree Examining Team does not have enough evidence of the PGR's performance to recommend the award for which the PGR is a candidate. Before such a recommendation is made, the student must have demonstrated achievement at the level for which an Aegrotat award is considered. The Research Degree Examining Team must be satisfied that on the balance of probabilities but for illness or other valid cause the PGR would have reached the standard required. The decision of the Research Degree Examining Team must be ratified by the Chair of Senate. Where appropriate, the PGR must have signified that he or she is willing to accept the award.

9 ACADEMIC MISCONDUCT

- 9.1 Where evidence of an assessment offence in the preparation of the thesis, or other irregularities in the conduct of the examination, comes to light prior to or subsequent to the recommendation of the Research Degree Examination Team, action will be taken, in accordance with the University policy on academic misconduct as outlined in *6M - Misconduct in Academic Research: Policy and Procedure*. Where an allegation is upheld, the examiners will be notified of any required action and whether the candidate is eligible for any recommendation as outlined in Section 7 above.

10 TERMINATION

- 10.1 Should the PGR fail to maintain appropriate contact; make satisfactory progress or pass formal milestones as outlined in the Code of Practice, the PGR's enrolment may be terminated subject to the appropriate termination procedures outlined in *8A - Code of Practice for Research Degrees* being followed.

General

11 REFERENCES AND FURTHER INFORMATION

- 11.1 *8A - Code of Practice for Research Degrees* will be available on the staff intranet.
- 11.2 Details of the Appeals Procedure are given in the current version of the University's *11C Academic Appeals: Policy and Procedure for Research Awards* which will be available on the staff intranet.
- 11.3 Full listing of the University's Academic Policies and Regulations will be available on the staff intranet, including the following:
- *6J - Mitigating Circumstances including Extensions: Policy and Procedure*
- 3 *3A Standard Assessment Regulations: Postgraduate Research Degrees*

- *6M - Misconduct in Academic Research: Policy and Procedure*
- 11.4 The QAA's [Chapter 1: The National Level](#) (incorporating the Framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ)) describes the level and achievement represented by all postgraduate research awards (other than honorary degrees and higher doctorates) granted by the University.
- 11.5 The QAA Code of Practice for the assurance of academic quality and standards in higher education [Section 1: Research Degree Programmes](#) guides University principles and process for the assessment of PGRs.
- 11.6 Further information:
The Graduate School, Bournemouth University
e-mail: graduateschool@bournemouth.ac.uk



Bournemouth University Review of Research Degree Registration Timescales

1. Introduction

- 1.1 The Graduate School recommends modification to the current minimum and maximum registration periods for standard research degrees (MRes, MPhil and PhD), as outlined below.
- 1.2 These proposed modifications need to be discussed and agreed by the Graduate School RDC, before being submitted to Academic Standards Committee for recommendation for Senate approval.

2. Current Registration Periods

- 2.1 The current registration periods are set out below:

		Minimum (months)	Maximum (months)
MRes	<i>Full Time</i>	12	12
	<i>Part Time</i>	24	24
MPhil	<i>Full Time</i>	18	36
	<i>Part Time</i>	36	72
PhD	<i>Full Time</i>	24	60
	<i>Part Time</i>	48	84

- 2.2 The current registration periods were updated prior to 2005. Subsequently several other research degree programmes (including professional doctorates) have been validated. In addition, changes to registration procedures now require that all doctoral candidates register directly onto a PhD and not onto an MPhil. As such, the minimum and maximum registration periods need to be reviewed.

3. Rationale – MRes timeframes

- 3.1 The Masters by Research (MRes) was validated in 2013. To date, 1 candidate has completed the degree but took in excess of 12 months (FT). We currently have 9 PGRs registered for the programme of study, 4 of who have already exceeded maximum registration.
- 3.2 Whilst the expectation should remain that the research is completed within 12 months (FT), we recommend that, to enable timely completion (including submission of thesis, viva, corrections and award) within a realistic timeframe it is proposed that we **increase the maximum registration to 18 months (FT) and 36 months (PT)**. Further work, including an enhanced MRes Handbook, will be carried to inform candidates, supervisors and examiners of the expectations of the programme. A specific Supervising MRes Students will be built into the revised Supervisory Training programme.
- 3.3 A review of the Alliance Group (Appendix 1) indicated that maximum registration for an MRes programme of study is up to normally 2 years (FT) or 3 years (PT). For those with a maximum registration of 1 year (FT) however, there is no evidence whether or not candidates complete within the expected timeframe. As such the proposed increase would be in line with current sector practice.

4. Rationale – MPhil timeframes

- 4.1 Historically, Master of Philosophy (MPhil) registration has been used as a progression pathway to the PhD, with PGRs transferring registration midway through their programme of research. However, as all doctoral candidates now register directly onto a PhD, to enhance reporting from the Student Record System and to align to UK Visa & Immigration (UKVI) requirements, the MPhil is now predominantly a standalone research degree. Currently the maximum registration is 3 years (FT) and years 6 years (PT).
- 4.2 BU has a particular cohort of students registered on distance learning MPhils at HKU University of the Arts Utrecht which offers research degrees in fine art, design, media, games and interaction, music, theatre and arts management via the Faculty of Media and Communication.
- 4.3 As such, we recommend that **the minimum and maximum registration for both full and part time registration remain unchanged**. Further work, including an enhanced MPhil Handbook, will be carried to inform supervisors and candidates of the expectations of the programme.

4.4 A review of the Alliance Group (Appendix 1) shows a wide variation in the maximum registration for a part time MPhil programme but the proposed new registration periods are in line with majority sector practice.

5. Rationale – PhD Timeframes

5.1 The Doctor of Philosophy (PhD) currently has a maximum registration of 5 years (FT) and 7 years (PT). However we recommend that **the maximum registration is decreased to 4 years (FT) but remains at 7 years (PT)**. This represents 3 years research for a full time PGR (6 years for a part time) plus 1 year continuation. The key rationale for the change is outlined below.

5.2 *Sector Analysis* - A review of the Alliance Group (Appendix 1) indicated that the majority have a maximum registration for a PhD programme of study of 4 years (FT) or less. As such, the proposed change would bring us in line with the Sector.

5.3 *Completion Rates* – We are continually trying to identify ways to improve our completion rates in line with BU2018 PI 32 (PGR Completion rates within 4 years of enrolment). Currently, our maximum registration period for a PhD is 60 months (FT) which frequently causes confusion for PGRs & Supervisors. As such, many PGRs work towards the 5 year maximum registration rather than the expected 4 year as evidenced through progression milestones, despite repeated reminders from induction to completion to drive timely completion. The proposed change to registration would remove this confusion completely and focus completion within the target of 4 years.

5.4 *UKVI requirements* – In order to align to UKVI requirements, all our international PGRs on a Tier 4 Visa BU need to demonstrate that the minimum and maximum registration dates for the programme of study meet those outlined on the visa. Currently at BU, this is not the case. Our Tier 4 students receive an offer letter indicating an expected completion of 4 years, have maximum registration on our student record system of 5 years and are issued a visa of 5 years. The new proposed maximum FT registration of 48 months would resolve this. However, should a PGR require additional time to complete their research, they would be able to apply for an extension to their registration and, for a small cost, an extension to their Tier 4 Visa.

5.5 Further work would be carried out to improve the information provided to the PGRs and their supervisors to focus on ensuring timely and successful completion. Furthermore, monitoring processes within the Faculties are being improved to identify and address slow progress.

6. Recommendations for the Revised Registration Periods

6.1 In summary, the new registration periods, with the proposed changes highlighted in blue, are as follows:

		Minimum (months)	Maximum (months)
MRes	<i>Full Time</i>	12	18
	<i>Part Time</i>	24	36
MPhil	<i>Full Time</i>	18	36
	<i>Part Time</i>	36	72
PhD	<i>Full Time</i>	24	48
	<i>Part Time</i>	48	84

6.2 For Masters level (MRes and MPhil) and Doctoral level (PhD) candidates, this represents minimum and maximum registration for a part time candidate as double that for a full time candidate. However for Doctoral level candidates, the maximum registration is 3 years research (FT) and 6 years (PT) plus 1 year continuation.

6.3 The RDC is asked to discuss and agree to these recommendations which will then be submitted to Academic Standards Committee for recommendation for Senate approval.

6.4 If approved, these changes will take place from 1 August 2015 and apply to all new PGRs and those current PGRs who have not yet transferred. It is proposed that current PGRs, post transfer, are not affected by these changes. Any changes will be formally communicated to all affected PGRs.

Appendix 1 – Sector Analysis of the Alliance Group of Universities

Full Time Registration	MRes		MPhil		PhD	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Bournemouth University	12	12	18	36	24	60
Cardiff Metropolitan	-	-	12	36	36	60
Coventry University	12	24	12	60	12	72
Kingston University	12	12	12	36	12	48
Liverpool John Moores University	-	-	12	24	33	48
Manchester Metropolitan University	12	24	18	30	36	48
Northumbria University*	-	-	-	-	-	-
Nottingham Trent University	-	-	18	36	24	48
Oxford Brookes University	12	24	24	36	24	60
Plymouth University	12	24	12	36	24	48
Sheffield Hallam University	-	-	18	24	24	48
Teesside University			18	36	24	48
University of Greenwich	12	24	18	36	24	60
University of Hertfordshire			12	24	12	36
University of Huddersfield	12	12	12	24	24	48
University of Lincoln	9	16	18	32	27	48
University of Portsmouth	-	-	-	24	-	36
University of Salford	12	12	12	12	36	60
University of South Wales	12	18	18	36	24	60
University of West of England	-	-	18	36	24	48

Part Time Registration	MRes		MPhil		PhD	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Bournemouth University	24	24	36	72	46	84
Cardiff Metropolitan	-	-	24	60	60	108
Coventry University	18	36	24	72	24	84
Kingston University	24	24	24	72	24	96
Liverpool John Moores University	-	-	24	48	45	84
Manchester Metropolitan University	24	36	36	48	72	84
Northumbria University*	-	-	-	-	-	-
Nottingham Trent University			30	72	48	96
Oxford Brookes University	24	36	36	48	36	72
Plymouth University	24	36	24	48	36	72
Sheffield Hallam University	-	-	30	36	36	84
Teesside University			30	48	36	84
University of Greenwich	24	28	30	48	36	72
University of Hertfordshire			24	48	24	72
University of Huddersfield	24	24		36	48	84
University of Lincoln	14	24	27	48	41	72
University of Portsmouth			-	48	-	72
University of Salford	24	24	24	24	60	108
University of South Wales	24	36	30	48	36	72
University of West of England	-	-	30	48	36	84

*Not available at time of drafting paper

**SENATE**

Meeting Date	3 June 2015
Paper Title	Review of Senate Membership
Paper Number	SEN-1415-56
Paper Author/Contact	Jacky Mack, Senate Secretary
Decision Required	To consider and approve the proposals for amendments to the Senate membership
Confidentiality	Not restricted

EXECUTIVE SUMMARY

1 BACKGROUND AND CONTEXT

- 1.1 During the Senate's previous discussions on the implementation of the new Faculty structure, it was noted that Senate membership should be reviewed to ensure that it remained appropriately representative in the context of the new academic structure (see Senate minutes, 4th June 2014, 4.1.9).
- 1.2 Under the existing membership structure, there is one elected academic representative and one appointed Professoriate representative for each of the 6 Schools (as was), irrespective of the size of the School. The move to 4 Faculties, if the existing membership structure were retained, would create a more even distribution in terms of the ratio of academic staff representatives to academic staff, but reduces the overall number of academic staff representatives on Senate.
- 1.3 At present, the Membership of Senate is set out in the University's *Articles of Government*. Senate will be aware, however, that the Articles are currently under review and, subject to Privy Council approval, Senate Membership will be removed from the Articles and set-out in a *Board, Senate and Committees Policy & Procedures* document to allow for ease of amending. The draft of this new policy will be brought to Senate for consideration before being finalised.

Proposed Membership Changes

- 1.4 Having considered several options, it is recommended that from 2015/16 Senate membership be amended to comprise 2 elected academic staff representatives from each Faculty, plus one appointed Professoriate representative. This will raise the total overall ratio of elected academic representatives to academic staff from approximately 1:100 to 1:75.
- 1.5 In addition it is proposed that the Head of RKEO join Senate in order to add particular expertise on matters of research and knowledge exchange. This would also be consistent with the fact that the Heads of Academic Services and Student Support Services are Senate members.

Implementation of the proposed changes

- 1.6 The following elected Senate Members' terms of office are due to finish at the end of 2014/15:
- Clive Allen (FM)
 - Dr Carol Bond (FHSS)
 - Dr Chris Chapleo (FM)
 - Jill Quest (FMC)

It is proposed, therefore, that the following elections take place late Summer/early Autumn 2015:

Faculty of Management	2 x Academic Staff
Faculty of Health & Social Sciences	2 x Academic Staff
Faculty of Management	2 x Academic Staff
Faculty of Science & Technology	1 x Academic Staff (to join Dr Gunstone whose term of office runs until 2016/17)
Faculty of Media & Communication	2 x Academic Staff

* Note that both Chris Chapleo and Jill Quest, having served only one term, are free to stand for election for a second term.

- 1.7 In terms of appointed Professoriate representatives, Senate currently has two representatives from the Faculty of Management – Prof Mullineux (for the former Business School) and Prof Page (for the former School of Tourism). It is proposed that, having only been appointed this year, Prof Page continues as representative of the Faculty of Management, with Prof Mullineux, as the longer serving member, standing down. All other professoriate appointments remain unchanged and will run until 2016/17.

- 1.8 There are no changes proposed to the Professional and Support Staff representatives.
- 1.9 If Senate are content to agree the proposed changes, the updated Terms of Reference will be presented to the Board for formal approval.

2 KEY RISKS AND ISSUES

- 2.1 In order to ensure good academic governance it is important that Senate continues to have a strong and effective academic voice and these proposals aim to ensure that this is the case in the new academic structure.
- 2.2 The review also coincides with the review of the University's key constitutional documents which will be amended to provide scope for the University to redefine the membership of Senate to better reflect its requirements.
- 2.3 A key risk is identifying and encouraging suitable academic staff to stand for election to Senate. We will use the usual internal communications routes to advertise the roles and welcome input from Senate members themselves on any new ways to encourage staff to put themselves forward.

3 PRIOR SCRUTINY AND RECOMMENDATIONS OF OTHER COMMITTEES

- 3.1 The Vice-Chancellor, Deputy Vice-Chancellor and Secretary have considered the proposals and recommend them to Senate. The changes to the Terms of Reference require formal approval from the University Board.

4 DECISION REQUIRED

- 4.1 Senate are asked to approve the proposed membership changes and that elections will take place in time for new appointments to commence in 2015/16.
- 4.2 Senate are asked to agree the attached changes to the Terms of Reference to reflect these changes, and to recommend them to the Board for approval.

5 APPENDICES

- 5.1 Membership list – proposed changes.
- 5.2 Senate Terms of Reference – proposed amendments.

			Proposed Change:
	Membership requirement as per Articles of Government* * Currently under review, with this detail proposed to be moved to an internal Policy & Procedures document, subject to Privy Council approval.	Current Membership as at May 2015 (reflects transition between structures).	2 elected reps per faculty and 1 appointed professorial rep per faculty.
a	the Principal	VC	VC
b	the Deputy Principal(s), the Director of Personnel, and any other Assistant Principal(s)	DVC PVC (R,E & I) PVC (GE) COO	DVC PVC (R,E & I) PVC (GE) COO
c	Deans and Heads of Academic Departments	4 x Deans of Faculty Head of Graduate School	4 x Deans of Faculty Head of Graduate School
d	Heads of Central Service Departments (from those Central Service Departments established by the Board of Governors)	DoFP Head of Student Support Services Head of Academic Services (Secretary)	DoFP Head of Student Support Services Head of Academic Services (Secretary) Head of RKEO
e	one member of the full-time teaching staff from each Academic Department freely elected biennially by members of that Department, in accordance with such regulations and procedures as the Academic Board shall from time to time approve	5 x School/Faculty Elected Members (academic) 5 x School/Faculty Nominated Professoriate Members	8 x Faculty elected members (2 per Faculty)(academic) 4 x Faculty Nominated Professoriate Members
f	two members of the full-time non-teaching staff freely elected biennially by members of such staff, in accordance with such regulations and procedures as the Academic Board shall from time to time approve	2 x Professional and Support Staff Elected Members	2 x Professional and Support Staff Elected Members
g	two students of the University elected annually from the student body	President of SUBU VP (Education) SUBU	President of SUBU VP (Education) SUBU
		Additional Members General Manager of SUBU Principal of AECC	Additional Members General Manager of SUBU Principal of AECC
	TOTAL Senate Membership	29	32

Senate

Terms of Reference

Delegated Authority and Purpose	Senate is the academic governing body of BU and is responsible to the Vice-Chancellor and the University Board for monitoring and advising on the academic work of the University.
Main responsibilities	<p>Subject to the provisions of the Articles of Government for BU, Senate shall be responsible for:</p> <ol style="list-style-type: none"> 1. General matters relating to the research, scholarship, teaching and programmes at the University, including the criteria for the admission of students; 2. The appointment and removal of internal and external examiners (delegated to Academic Standards Committee); 3. Policies and procedures for assessment and examination of the academic performance of students; 4. The content of the curriculum; 5. Academic standards and quality and the validation and review of programmes; 6. The procedures for the awards of qualifications and honorary academic titles; 7. Confirmation of awards made by undergraduate and postgraduate Boards of Examiners and by Research Examinations Teams (the Vice-Chancellor on behalf of Senate); 8. The procedures for the expulsion of students for academic reasons 9. Considering both the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the University Board thereon; 10. Advising on such other matters as the University Board or the Vice-Chancellor may refer to Senate.
Duration	Permanent
Chair	Vice-Chancellor
Deputy Chair	Deputy Vice-Chancellor
Management and Support	Secretary and administrative support – As appointed by the Chair.
Membership	<ol style="list-style-type: none"> 1. Deputy Vice-Chancellor 2. Pro Vice-Chancellors 3. Director of Finance and Performance 4. Chief Operating Officer 5. Head of Academic Services 6. Head of Student Support Services 6-7. Head of Research and Knowledge Exchange 7-8. Deans of School/Faculty

	<p>8-9. Principal of Anglo-European College of Chiropractic</p> <p>9-10. President of the Students' Union</p> <p>10-11. Vice-President (Education) of the Students' Union</p> <p>11-12. General Manager of the Students' Union</p> <p>12-13. One-Two members of academic staff from each School/Faculty freely elected triennially by members of academic staff of that School/Faculty</p> <p>13-14. Two members of the professional and support staff freely elected triennially by members of professional and support staff, in accordance with such arrangements as Senate shall from time to time approve</p> <p>14-15. One member of the professoriate in each School/Faculty, nominated by the Dean and approved by the Chair.</p> <p>15-16. Head of the Graduate School</p> <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
Quorum	At least 50% of the total membership (or as otherwise agreed by Senate)
Usual Number of Meetings	Three per year
Reporting Line	None
Minutes	University Board (for noting)
Sub-committees	<p>Academic Standards Committee</p> <p>Education and Student Experience Committee</p> <p>Research and Knowledge Exchange Committee</p> <p>Research Ethics Committee</p> <p>School-Faculty Academic Board</p>
Publication	Non-confidential agendas, papers and minutes are routinely published.
Notes	The responsibilities of Senate and other related information is detailed in the Articles of Government for Bournemouth University.

Policy and Committees use only:

Final approval by:	University Board	Version number:	
Approval date:	July 2015 (tbc)	Notes:	
Date of last review		Due for review:	Annually or as required.

**SENATE**

Meeting Date	3 June 2015
Paper Title	Revisions to Senate Committee Structure
Paper Number	SEN-1415-57
Paper Author/Contact	Jacky Mack, Senate Secretary
Decision Required	To consider and approve the proposals for amendments to the Senate Committee Structure and to approve the proposed amendments to the Faculty Academic Board Terms of Reference.
Confidentiality	Not restricted

EXECUTIVE SUMMARY

1 BACKGROUND AND CONTEXT

- 1.1 Following the academic restructuring, the existing Senate Committee structure has been reviewed to ensure that it remains fit for purpose. As a result, two revisions are proposed for additional committees, plus updated Terms of Reference for Faculty Academic Boards are presented for approval. A revised Senate Committee Structure chart is attached, showing the additional committees and reporting lines.
- 1.2 Faculty Education and Student Experience Committee (FESEC). The introduction of Faculty level ESECs was discussed and agreed in principle at the Education and Student Experience Committee (ESEC) meeting on 12th May. Terms of Reference for the new FESECs are being drafted for approval by ESEC (out of committee if necessary), in consultation with Faculties as appropriate. The Terms of Reference will broadly mirror the purpose and activities of the ESEC, but at Faculty level. They will report to ESEC, with a dotted line to the Faculty Academic Board. This reporting line mirrors that of the Faculty Academic Standards Committee which reports to the Academic Standards Committee.
- 1.3 Faculty Research Degrees Committee (FRDC). It is proposed to standardise existing practice, and establish the FRDC as a formal Senate sub-committee. They will be responsible for overseeing research degree related matters, including advising on research degree development and delivery at Faculty level. Standard Terms of Reference for FRDCs are being drafted for approval by the University Research & Knowledge Exchange Committee (out of committee if necessary), in consultation with Faculties as appropriate. They will report to Faculty Research & Knowledge Exchange Committees, with a dotted line to the Graduate School Research Degrees Committee.
- 1.4 Faculty Academic Board (FAB) Terms of Reference. These have been reviewed and are appended to this paper for Senate's approval. Terminology has been updated to reflect current practice, and the new secondary reporting line with the FESECs. A revised indicative agenda for FABs is in development and will be disseminated with the updated ToRs.

2 KEY RISKS AND ISSUES

- 2.1 The periodic review of committee structures is a matter of routine good practice to ensure that academic governance remains effective. In addition to this review, a fuller independent review of Senate effectiveness will be commissioned within the next 12 to 18 months, in accordance with the recommended good practice prescribed in the HE Code of Governance (2014).

3 PRIOR SCRUTINY AND RECOMMENDATIONS OF OTHER COMMITTEES

- 3.1 Internal consultation has taken place with key people and teams on the proposed changes, including the PVC (R&I), RKEO and the Head of the Graduate School.

4 DECISION REQUIRED

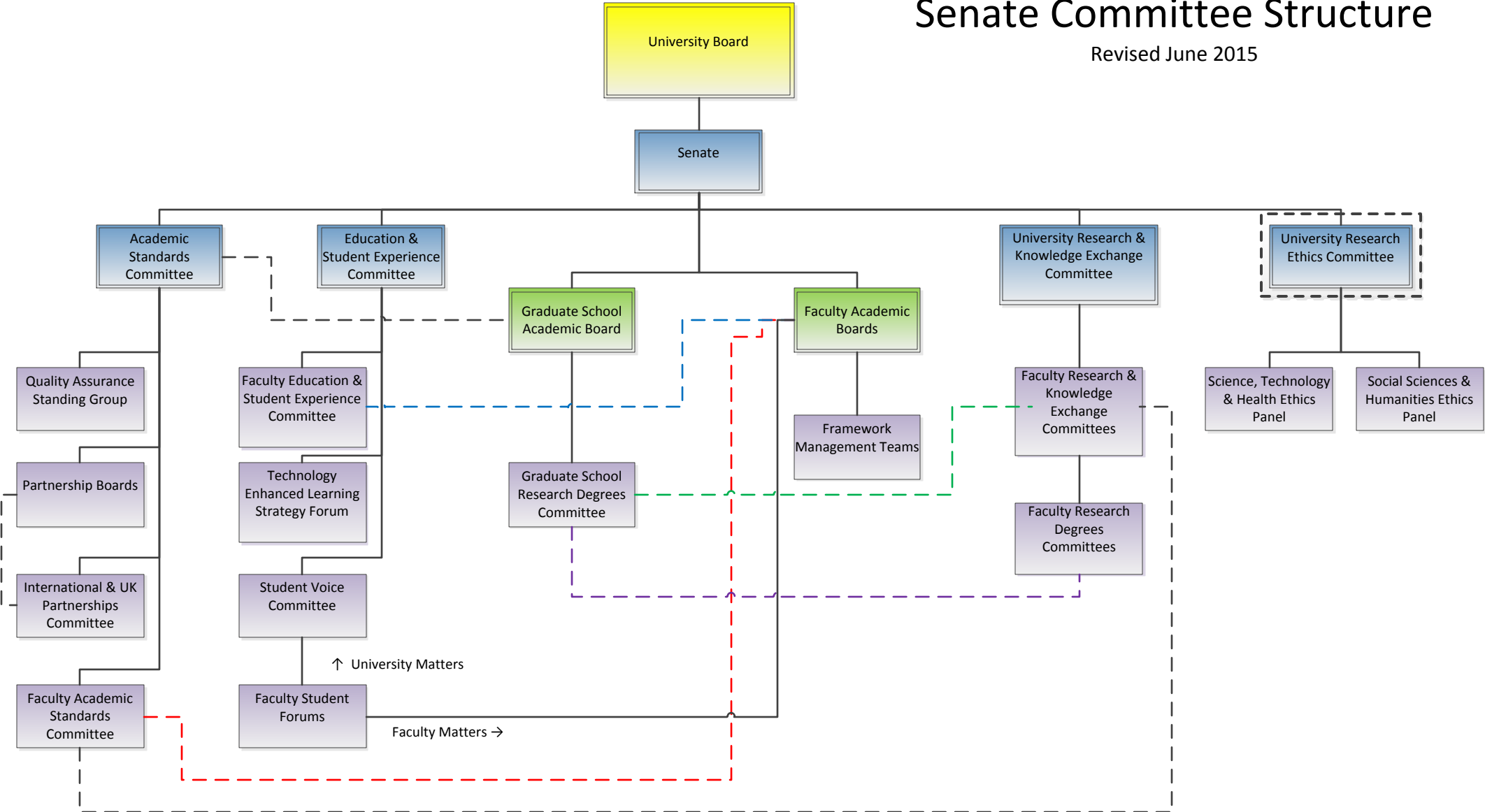
- 4.1 To approve the revised Senate Committee Structure.
- 4.2 To approve the revised Faculty Academic Board Terms of Reference.

5 APPENDICES

- 5.1 Revised Senate Committee Structure Chart.
- 5.2 Faculty Academic Board Terms of Reference – proposed amendments.

Senate Committee Structure

Revised June 2015



Key:

- Senate Standing Committees Chaired by UET members reporting directly to Senate
- Senate Standing Committee with Independent Chair
- Other Senate Committees reporting directly to Senate
- Sub-Committees reporting to Senate Committees

Links between UET and Senate: UET members chair Senate and its Standing Committees (with the exception of the Research Ethics Committee) and own the implementation of BU 2018. This will inform the work of Senate Committees.

School Faculty Academic Board

Terms of Reference

<p>Delegated Authority and Purpose</p>	<p><u>School Faculty</u> Academic Board is the principal academic deliberative committee of the <u>School Faculty</u> with responsibility for the nature and quality of the <u>School Faculty</u>'s academic provision. Subject to the general responsibility of Senate for the academic work of the University, each <u>School Faculty</u> Academic Board shall debate the planning, co-ordination, development and oversight of frameworks and research, enterprise, professional practice and education within the <u>School Faculty</u>. It should also work with the Dean and the <u>School Faculty</u> Executive on key aspects of <u>School Faculty</u> policy and the implementation of University academic policies.</p>
<p>Main responsibilities</p>	<ol style="list-style-type: none"> 1. To take responsibility for admissions, assessment and examination procedures and other matters pertaining to student progress 2. To inform Academic Standards Committee (ASC) and Education and Student Experience Committee (ESEC) in a timely manner of matters which may jeopardise the maintenance of academic standards or the quality of learning opportunities 3. To maintain an overview of education and student experience matters including the Faculty Education and Student Experience Plan and other matters reported by the Faculty Education and Student Experience Committee (FESEC), develop and update annually the School Education Enhancement Strategy in light of the University's Education Enhancement Strategy and the School Quality Report. To monitor the implementation of the School Education Enhancement Strategy 4. To oversee arrangements for, and monitor the implementation of the Peer Reflection of Education Practice (PREP) policy and procedure. 5. To consider and act upon current provision of frameworks and programmes and make recommendations to ASC (and University Leadership Team if required) on future provision 6. To maintain an overview of quality assurance through the <u>School Faculty</u> Quality Report and other matters reported by the <u>School Faculty</u> Academic Standards Committee (<u>SF</u>ASC) 7. To recommend and agree the policies for education, professional practice, research and <u>knowledge exchangeenterprise</u> within the <u>School Faculty</u> and to identify any associated staff development needs 8. To liaise with the <u>School Faculty</u> Executive to consider and act upon management information data relating to the <u>School Faculty</u>'s provision 9. To consider both the development of the academic activities of the <u>School Faculty</u> and the resources needed to support them 10. To consider and act upon student representative reports and Students' Union synoptic reports 11. To maintain oversight of Framework Management Team

	activity and promulgate best practice
Duration	Permanent
Chair	Dean
Deputy Chair	A Deputy Dean (or equivalent)
Management and Support	Member of staff from the relevant School/Faculty as nominated by the Dean.
Membership	<ol style="list-style-type: none"> 1. Vice-Chancellor (Ex-officio) 2. All academic members of School/Faculty 3. Other members of School/Faculty Executive not included in the above 4. Four representatives from professional and support staff in the School/Faculty (to be determined by ballot) 5. Up to two Student Representatives (one undergraduate, one postgraduate) nominated by the Students' Union 6. A member of the Student & Academic Services Executive <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
Quorum	15 people or 50% + 1 (whichever is the smaller)
Usual Number of Meetings	Three per year
Reporting Line	Senate University Leadership Team for approval of academic developments (new programmes/frameworks and partnerships)
Minutes	Senate
Sub-committees	<p>Framework Management Team</p> <p>School/Faculty Student Forum (for School/Faculty Matters)</p> <p>School/Faculty Academic Standards Committee (secondary reporting line)</p> <p>School/Faculty Research and Enterprise Committee (secondary reporting line)</p> <p>Faculty Education and Student Experience Committee (secondary reporting line)</p>
Publication	Documentation is not routinely published
Notes	Where variation in roles and titles exist within School/Faculties , the Dean of the relevant School/Faculty should nominate an appropriate person to undertake the membership role.

Policy and Committees use only:

Final approval by:	Vice-Chancellor on behalf of Senate	Version number:	3.02.0
Approval date:	11 November 2011	Notes:	
Date of last review	November 2011	Due for review:	November 2012

BOURNEMOUTH UNIVERSITY

FACULTY OF HEALTH & SOCIAL SCIENCES ACADEMIC BOARD

UNCONFIRMED MINUTES OF MEETING HELD ON 6TH MAY 2015

SUMMARY

1. RECOMMENDATIONS FOR APPROVAL

None

2. APPROVALS

Proposed New Visiting Professors

Dr Clare Wedderburn – Chair’s action to be taken

Proposed Renewals of Visiting Professors

Recommendation for approval to Vice-Chancellor – Professor Dr Ismail bin Baba
Recommendation for approval to Vice-Chancellor – Professor Janice Morse

Faculty Approvals

Proposed New Visiting Fellows and Associates

Dr Sue Ross – Approved Visiting Fellow
Dr Brijesh Sathian – Approved Visiting Fellow

Proposed Renewals of Visiting Fellows and Associates

Paul Watts – Approved as Visiting Fellow
Associate Professor Dr Azlinda Azman – Approved as Visiting Fellow
Dr Emma Pitchforth – Approved as Visiting Fellow

3. OTHER RELEVANT ACTIONS

None

HSS FACULTY ACADEMIC BOARD

UNCONFIRMED MINUTES

6TH MAY 2015

1.0	<p>Attendees and Apologies</p> <p>Attendees: Gail Thomas (Chair), Deirdre Sparrowhawk, Marion Main, Carol Bond, Barbara Dyer, Amanda Watson, Chris Fowler, Elizabeth Rosser, Clive Andrewes, Sara Crabtree, Cristina Lujan Barroso, Sarah Petty, Kim Vine, Leann Willis, Anne Mills, Ian Donaldson, Jason Edwards, Sara White, Catherine Angell, Ann Brooks, Saffron Scott, Christoph Schroth, Cathi Farrer, Laura Akers, Janet Scammell, Stephanie Schwandner-Sievers, Angela Turner-Wilson, Fiona Cusack, Peter Briant, Dorothy Monekosso, Maggie Hutchings, Sue Collins, Lesley Elcock, Andy Mercer</p> <p>Apologies were received from 47 colleagues</p> <p>Gail welcomed everyone to the meeting and asked everyone to introduce themselves as there were a few new faces amongst staff members.</p>	
2.0	<p>MINUTES OF LAST MEETING ON 5th February 2015</p>	
2.1	<p>Accuracy No comments were made. Minutes were agreed as accurate.</p>	
2.2	<p>Matters Arising There are no outstanding items from the action plan from the last meeting are now complete.</p> <p>2.2.1 Recommendations from FAB – Renewals Recommendations for Visiting Professor - All renewals were agreed and signed off.</p> <p>Update on department structure It was shared that the Dean's post had not been offered out following recent interviews; a plan will be made to move this forward shortly to a next round. We will now go out to ad for the new HoDs.</p> <p>Academic staff have been contacted about their proposed location in the new departments. Feedback has been received and work is still underway to agree final arrangements. SW advised that people within her team would value clarification about the relationship of being line managed in a department and teaching responsibilities. She asked if something could be sent out to clarify that a change line management will not automatically change teaching responsibilities.</p> <p>Other new appointments: Alison McConnell, Professor of Health and Sports and joins us from 1st June 2015. Dorothy Monekosso, Associate Professor Telehealth, started on Monday 27th and was welcomed.</p> <p>CEL funded projects CEL Fusion funded projects were offered out and a number were successfully submitted to the HSS colleagues: Ian Donaldson, Sara White, Catherine Angell and Jen Leamon. In addition, the opportunity was offered out for students to work with an academic on co-creating a product/outcome; 6 HSS students were successful and the projects looking very innovative. Case studies will be put on the CEL microsite.</p>	<p>Exec to finalise department membership and clarify implications</p>

3.0	EDUCATION ENHANCEMENT	
3.1	<p>Student Induction Process A student induction working group was led by GT under the CEL umbrella and a new process has been agreed. It includes arrivals preparation, Week One and then a settling in period up until Christmas. It is based on evidence from research on how to build belonging and to increase retention and success. All of the detail has been put on staff portal and sent to DDEs, ADSEs and Deans. There will be a bigger staff launch soon using the same concept/ look and feel as will be used for student communication to join things up.</p> <p>There was a discussion around making staff photos available on myBU as part of the welcome to prospective students. It was suggested that a team photo for each programme team could be a positive way forward to avoid any concerns individuals have about their picture being online. JC agreed to take this forward.</p>	<p>JC to work with KH on group photos</p>
3.2	<p>Vision4 Learning Update V4L is a project that is reviewing our eLearning approach looking at our eLearning platform so we can progress beyond the current approach using MyBU. However it is likely to be 2016/17 before we are able to go through the EU procurement process for a new product. It is important that the new student record system, SITS, and the online learning platform talk to each other in order to improve staff and student experience.</p> <p>ER shared that MH is going to reinvigorate the blended learning strategy in HSS. She shared that there will be central funds available for TEL development and faculties will be able to bid for initiatives/ developments. If people have got ambitions to develop eLearning materials online please put a case to JC and we will coordinate a bid to the central pot.</p>	<p>Information to JC</p>
3.3	<p>Dean's reflection over the past 8 years GT shared her memories over the past eight and a half years since arriving at BU as this will be her final FAB. The key issues were that the Faculty has come a long way, with colleagues having embraced the need to move to well-rounded academic profiles to meet the Fusion agenda. The profile of our academics has changed considerably with 50 % now postdoctoral; everyone is to be congratulated for having worked so hard to achieve and to support others in achieving. GT expressed pride in the progress and said she has thoroughly enjoyed her role at BU. ER thanks GT for her leadership and hard work. The Faculty has grown and GT has allowed people to grow.</p>	
4.0	<p>Reports</p>	
4.1	<p>Dean's report - No comments were raised</p> <p>Student Representative Reports The student rep awards evening went well with three HSS reps receiving awards. It has gone down well that the Fire Station is open in the day for refreshments and as social space. JC reported that the RLH vending machine is being installed and she will put a message on blog to tell students about it.</p>	<p>JC to communicate about RLH vending machine</p>
4.2	<p>Student Experience Forum – Mid Cycle Unit Evaluation BD provided information on the pilot run this year across BU. In Semester 1, 11,555 responses were received and in Semester 2, there were 10,033 responses. The questions may be further refined in future and this will be discussed at the student voice committee. The timing was raised; BD agreed that if in future the survey is scheduled for the first day of unit delivery, academics can decline the participation of their groups. A note was received from Sue Barron to say there were no specific issues from the Student Nurse Council.</p>	

<p>4.2.1</p> <p>4.2.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>5.0</p> <p>6.0</p> <p>7.0</p>	<p>Deputy Dean Education ER commented that in relation to course development, this has been an exceptionally busy year this year and next year is due to be similar.</p> <p>She reminded colleagues that PREP activity is due in June and suggested that colleagues engage in peer observation of teaching as a positive development opportunity. There was a debate on anonymous marking at ESEC and attendees were asked for some comments on this. Student Union is keen on anonymous marking but there is mixed feeling from academics; further work is to be done.</p> <p>Guidance on writing student references has been published. ER can collate any ideas or concerns about that policy so let ER have your views.</p> <p>Deputy Dean for Research & Professional Practice Report VH not at the meeting. Very self-explanatory report. No comments.</p> <p>Academic Services Report This has been previously circulated but there was just one item for action. The next round for the Global Horizons Fund for student mobility opens in May with a deadline of 30th June. GT asked how students are notified. CF will take back and advise.</p> <p>Minutes of sub-reporting committees No comments were made on ESAB. SW -Can the deadlines be extended to look at documents? It was suggested that if you are going to make comments, the person writing the paper needs time to respond to it. However it was agreed that we could allow people access to read the papers even though receipt of comments may stop.</p> <p>Items raised by staff Senate report – CB told the meeting that she will be standing down at the end of this year. If anyone is interested in becoming the faculty rep on Senate, CB is happy to brief them on the process and expectations.</p> <p>Framework Developments As it is the last FAB of the year, ER wanted to thank framework leaders and programme leaders for the excellent work they have done throughout the year. This year they have achieved a huge amount and have been meeting monthly. ULT is recognising the good work that is being done in HSS and ER recognises the positive effort FLs and PLs make.</p> <p>Collaborative Provision We are currently refreshing our MoU with Dorset Healthcare University NHS Foundation Trust and, while updating their strategy, the relationship with BU is being reinforced.</p> <p>We are interviewing for a joint appointment tomorrow, a Professor of Integrated Health Care. This individual will help to take the relationship forward positively. (Post meeting note: an appointment was not made and this will need to be offered again)</p> <p>Items for approval Completed forms were presented for approval. It was acknowledged that for renewals the Committee should look at how the continuation provided contribution and added value.</p> <p>New Visiting Professor Dr Clare Wedderburn – proposer GT. Will need chair’s action once updated CV submitted; ER agreed to look at the CV with GT before sending to VC.</p>	<p>CF to advise about communication re: Global Horizons Fund</p> <p>MM/ DS to investigate leaving EASB open for reading longer</p>
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	<p>Visiting Professor Renewal Recommendation for approval to Vice Chancellor Prof Dr Ismail bin Baba Prof Janice Morse</p> <p>New Visiting Fellows Dr Sue Ross – Approved as Visiting Fellow Dr Brijesh Sathian – Approved as Visiting Fellow</p> <p>Renewal Visiting Fellows Paul Watts – Approved as Visiting Fellow Prof Azlinda Azman – Approved as Visiting Fellow Emma Pitchforth – Approved as Visiting Fellow</p>	
10.0 10.1	<p>ANY OTHER BUSINESS</p> <p>DS provided an update on new build. There are three sites that the University are considering and hopefully a decision will be made in June and it will then be published to us. She has set up a working group to look at our requirements and to make sure the Faculty voice is heard. DS would be pleased to hear about any inspiring buildings colleagues are aware of that we might want to visit to get ideas.</p> <p>Student nominations should be in by the end of the month for prize giving.</p>	<p>Share ideas about buildings with DS</p> <p>KV to put on blog re new cut-off date. Put links on how to find forms.</p>
10.2	<p>HR Issues</p> <p>KM and LW provided updates on process issues to do with part time hourly paid staff and travel claims.</p> <p>KV shared that there are 1500 pay claim forms sent through each month so it is a huge task for Finance. It is important to ensure: Employee number is on the form Account number is correct Working time is correct Original signatures only are always required on the documents Passports need to be seen as we have to make sure that they are eligible to work in the UK.</p> <p>She also identified that PTHP staff are automatically put into the pension scheme; it is important that we let people know they will need to opt out if they don't want to pay into the pension scheme. The cut-off date for monthly payment is going to change to the 7th from June.</p> <p>LW addressed the meeting about travel claim forms not being completed correctly. In summary, the checklist is: 3 month time limit for claims Receipts within the limits you are allowed to claim Has claim been fully completed including employee number Have claim forms been signed on all sides Overseas are very similar; at the top it asks for country and exchange rate. You need to print off an Oanda exchange form with each claim Boxes asking for foreign and sterling values Read all small print if you want to be sure you are reimbursed in a timely fashion</p>	
11.0	<p>Future Meeting Dates 8th October 2015</p>	

BOURNEMOUTH UNIVERSITY**FACULTY OF MEDIA AND COMMUNICATION ACADEMIC BOARD****MINUTES OF MEETING HELD WEDNESDAY 29 APRIL 2015****SUMMARY****1. RECOMMENDATIONS FOR APPROVAL**

None

2. APPROVALS

See Section 5a

Programme Proposal:

- BA (Hons) Film

See Section 5b

PGT Project: Programme Proposals

- MA Sports Media (FMC and FM)
- MSc Data Visualisation (FMC and SciTech)
- MS App Development (FMC and SciTech)
- MA Design Strategy and Innovation (FM and SciTech)

See Section 7

Visiting Fellow – Proposal for Extension – Mr Matt Locke

3. OTHER RELEVANT ACTIONS

See Section 6

Students' Union Report - The Dean and Head of Student Experience agreed to discuss the problems highlighted with team delivery of courses and to establish steps to be taken to improve student satisfaction.

**FACULTY OF MEDIA AND COMMUNICATION
FACULTY ACADEMIC BOARD (FAB)**

MINUTES OF THE MEETING HELD WEDNESDAY 29 APRIL 2015 - 2PM, TAG02

Present: Stephen Jukes (chair), Richard Berger, Maurizio Borghi, Mark Brocklehurst, Fiona Cownie, Sharen Everitt, James Fair, Jonathan Flynn, Trevor Hearing, Maike Helmer, Keith Heyward, Argyro Karanasiou, Erik Knudsen, Iain MacRury, Ellie Mayo-Ward, Dinusha Mendis, Karen Newsome (Minutes), Jozsef Pacskovszki, Paula Peckham, Christa Van Raalte, Barry Richards, Catherine Symonds, Jeff Wale, Sally Weston, Chris Williams, Candida Yates

	Action
1. APOLOGIES	
Apologies: Sascha-Dominik Bachmann, Nick Bamford, Sue Bloss, Ken Brown, Hugh Chignell, Karen Fowler-Watt, Georgina Newton, Jill Quest, Alex Scher-Smith, Richard Scullion, Samantha Shave, Sue Warnock	
2. DECLARATIONS OF INTEREST	
No attendees had any conflicting interests to declare.	
3. MINUTES OF THE LAST MEETING	
The minutes of the meeting held on 11 February 2015 were agreed as a correct record.	
4. DEAN'S REPORT AND FACULTY CONSULTATION	
<p>The Dean presented his report, including the Executive Summary from the Delivery Plan (DP). Two particular requests in the DP were highlighted:</p> <ul style="list-style-type: none"> • The request for 16.5 new academic posts and 3.2 support staff; • The request to use the term 'School' for two departments, namely 1) Journalism and 2) Law. <p>The Dean noted that the Executive Summary sets out impediments to growth faced by FMC, e.g. space issues; and the difficulties in recruitment faced due to the requirement for PhD qualifications.</p> <p>The Dean presented a recruitment update according to the latest figures:</p> <ul style="list-style-type: none"> • UG: Extra marketing support to aid conversion will be required for SDAGE, Advertising and Politics. It was noted that aspirational offers have been made, which will provide a bigger 'pool' for confirmation. • PG: Following this year's introduction of SITS, comparison data has been difficult and it is impossible to have a clear picture of projected numbers. Nevertheless, in May, Exec will need to consider the viability of the following PG courses: <ul style="list-style-type: none"> ○ MA Lit Media; ○ MA Creative Media Arts; ○ LLM Public International Law. <p>It was noted that UET are aware of the difficulties; there will be improvements for the next cycle.</p>	

5. PROGRAMME PROPOSALS	
5a. BA (Hons) Film	
<p>James Fair presented a proposal for BA (Hons) Film, for discussion by FAB prior to submission to ASC. The proposal has been discussed at Exec, who have contributed to its development and endorsed it for progression.</p> <p>Media Production (MP) colleagues have developed the proposal in consultation with industry practitioners. Market research supports their confidence in the demand for a degree providing a unique Film offering, focused on ideas and practices, not production technologies alone; it will fuse history, practice and theory in each unit. Students will engage with Film in a dynamic way, preparing them for shaping it in the future, making them ‘thinkers’ as well as ‘makers’ of the future film industry, and encouraging a culture questioning the language of film.</p> <p>JF guided FAB through the course units. The following points were noted:</p> <ul style="list-style-type: none"> • Course content will aid the internationalisation of the curriculum; • It will cover roles, responsibilities, organisational structures, the nature of collaboration, distribution, marketing, property rights, scheduling, budgeting, location management, casting and more. • There is an optional industry placement year; the team is confident there will be partners to source this. However, it is not a condition of graduation. • The empty unit in Year 2 will encourage students to look at possibilities to be drawn on elsewhere in BU. (The Dean noted that a wider discussion will be useful to consider whether this model might be used more widely, enabling students to shape their degrees towards their interests and draw on a designated list of units across the Faculty.) <p>FAB supported the proposal, welcoming its engagement with the dynamic nature of the industry and its encouragement of a new way of thinking. It will provide innovative opportunities for partnerships and collaborations with Film Schools in other countries.</p> <p>FAB agreed to endorse the proposal for progression to ASC.</p>	
<p>RESOLUTION: The Board ENDORSED the proposal for BA (Hons) Film, for progression to ASC.</p>	
<p>5b. PGT Project - Programme Proposals:</p> <p>MA Sports Media (FMC and FM)</p> <p>MSc Data Visualisation (FMC and SciTech)</p> <p>MS App Development (FMC and SciTech)</p> <p>MA Design Strategy and Innovation (FM and SciTech)</p>	
<p>The Deputy Dean (Research and Professional Practice) (IM) updated FAB on the new programme proposals within the PGT Project, in which the FMC will have a level of involvement. These are collaborative cross-Faculty PGT programmes to be delivered in Fusion Building 1. MA Sports Media will be owned by FMC.</p>	

<p>ASC have indicated general support for the development of this innovative project and will consider the more detailed proposals at their next meeting. The proposals will be discussed at Exec on 5 May prior to submission to ASC.</p>	
<p>RESOLUTION: The Board ENDORSED the concept of the PGT project and the following proposals to be discussed at Faculty Exec before progression to ASC: MA Sports Media (FMC and FM) MSc Data Visualisation (FMC and SciTech) MS App Development (FMC and SciTech) MA Design Strategy and Innovation (FM and SciTech)</p>	
<p>6. STUDENTS' UNION – REPORT</p>	
<p>Jonathan Flynn (JF) and Ellie Mayo-Ward (EMW) presented the summary of student feedback collected by FMC student reps between 5 January and 27 March 2015.</p> <p>JF presented an overview of the report, which was positive. The lowest score was for Organisation and Management; JF suggested that the area of group teaching may be contributing to the dissatisfaction rate, as students are experiencing confusion where communication between lecturers appears insufficient when sharing course delivery.</p> <p>FC agreed that with the increase in team teaching, more attention must be given to the organisation of the unit delivery team, to ensure co-ordination. FAB recognised the investment required in team delivery, if student experience is not to be diminished. Consideration needs to be given to ownership of delivery, and to ensuring ‘presence’ on a regular basis in the delivery of the unit. This may entail defining the responsibilities of a unit leader.</p> <p>SAJ and FC will discuss this and establish steps to be taken to improve the situation.</p> <p>EMW noted that the response rate from SOS is quite low; SUBU are trying to find ways of improving this. One suggestion was to combine it with MUSE, but the Dean noted privacy issues which would make this unfeasible.</p> <p>FC noted a problem with online submissions in Computer Animation, as systems are not sufficiently robust to give students confidence their work is received in time. Ideally there should be a time stamp when the student presses ‘send’; MB confirmed this is being explored.</p> <p>IM asked about the outcome of the survey of the PG community; EMW confirmed results are available and will be disseminated by the Graduate School.</p>	
<p>ACTION: The Dean and Head of Student Experience agreed to discuss the problems highlighted with team delivery of courses and to establish steps to be taken to improve student satisfaction.</p>	<p>SAJ/FC</p>

7. VISITING FELLOW – PROPOSAL FOR EXTENSION – MR MATT LOCKE	
<p>Richard Berger (Associate Professor, CEMP) presented a proposal for the extension of Matt Locke’s Visiting Fellowship in CEMP, recognising his valuable contribution to CEMP residential courses and Knowledge Exchange activities.</p>	
<p>RESOLUTION: The Board AGREED to appoint Mr Matt Locke as a Visiting Fellow for a further three years.</p>	
8. FACULTY QUALITY AUDIT	
<p>IM updated FAB on the imminent quinquennial Quality Audit, examining procedures to establish that FMC governance is robust and the Faculty engages satisfactorily with BU requirements. IM presented the briefing document, a self-evaluation narrative, highlighting areas for reflection (i.e. where practices may have been localised, any variations may need to be defended); the audit will help senior FMC management identify where some BU policies may need to be demonstrated more coherently. IM noted that some partnerships have been highlighted as a risk, as where they are closing down there is a need to ensure that quality does not suffer.</p> <p>PP asked FAB to suggest names of students who may be willing to engage with the audit panel.</p> <p>Thanks were expressed to those who have provided documentation for the panel, in particular Sharen Everitt (Quality and Enhancement Officer) who has overseen the collation of the paperwork.</p> <p>It was noted that as this is a retrospective quinquennial review it will not include Law.</p>	
9. RESEARCH AND KNOWLEDGE EXCHANGE UPDATE	
<p>a. Deputy Dean Research and Professional Practice Report</p> <p>IM tabled a report for information, drawing attention to the Research Centres Review included in the FMC’s DP, setting out a timeline for reviewing and auditing the current Research Centres structure. The aims are:</p> <ul style="list-style-type: none"> • to encourage Research Centres to confirm and increase their membership; and • to use Research Centres as a base for the distribution of QR funds. <p>Research Centres will be assessed against KPIs. A PTHP post will be appointed to co-ordinate the review, interviewing Research Centre heads about their plans.</p> <p>b. QR Funding</p> <p>IM updated FAB re the 54% increase in research income to BU resulting from excellent REF results. The money will be distributed through UoAs in a similar way to past REF cycles. The Faculty will develop new UoAs for the next round, including one from Law, and to support the process additional members have been appointed to the REF management team.</p>	

<p>c. Research Day IM updated FAB re the Faculty Research Day on 3 June 2015. Details will be circulated imminently.</p> <p>d. The minutes of the Faculty Research Degrees Committee from 28 January 2015, and the minutes of the Sub-Committee Meetings of the Faculty Research Degrees Committee from 6 November 2014, 8 December 2014, 12 January 2015, 10 February 2015 and 9 March 2015 were noted and taken as read.</p> <p>e. The minutes of the Research and Knowledge Exchange Committee from 2 March 2015 were noted and taken as read.</p>	
<p>10. ACADEMIC SERVICES REPORT</p>	
<p>Catherine Symonds, Head of Quality and Academic Partnerships, presented the Academic Services Report, which was noted and taken as read.</p>	
<p>11. HEADS OF DEPARTMENTS – REPORTS</p>	
<p>11.1 CENTRE FOR EXCELLENCE IN MEDIA PRACTICE (CEMP) REPORT</p>	
<p>Richard Berger presented the report, highlighting:</p> <ul style="list-style-type: none"> • the Media Education Summit to be held at Emerson College, Boston, MA, in November; and • the advertisement for a Senior Lecturer in CEMP to cover for a member of staff on maternity leave. 	
<p>11.2 HEAD OF DEPARTMENT (Corporate and Marketing Communications) – REPORT</p>	
<p>The report was taken as read.</p>	
<p>11.3 HEAD OF DEPARTMENT (Law) – REPORT</p>	
<p>The Head of Department (Law) presented the report, highlighting engagement with the global agenda, grant awards, and numerous activities/publications.</p>	
<p>11.4 HEAD OF DEPARTMENT (Media Production) - REPORT</p>	
<p>The Head of Department (Media Production) presented the report, drawing attention to the large amount of outward-facing activity being undertaken by students, including work at the Edinburgh Television Festival and an exhibition for Pavilion Dance.</p>	
<p>11.5 HEAD OF DEPARTMENT (Computer Animation) - REPORT</p>	
<p>The Head of Department (Computer Animation) presented the report, highlighting events surrounding the CDE collaboration with Bath, including the first CDE student graduations.</p>	
<p>11.6 HEAD OF DEPARTMENT (Journalism and Communication) – REPORT</p>	
<p>FAB noted the report from the Head of Department (Journalism and Communication), highlighting the collaborative activities being undertaken by staff and students in relation to the General Election.</p>	

<p>12. INTERNATIONAL REPORT</p>	
<p>SAJ gave a verbal report on international activity, noting the following:</p> <ul style="list-style-type: none"> • Interviews for an Associate Dean (Global Engagement) will be completed by 14 May. • Mik Parsons is undertaking work in the area of international engagement in the meantime. • A summer school is being developed in collaboration with the UDLA in Ecuador. • Arrangements are being made with Sheridan (North America) to take their students onto the FMC’s PG Dip Masters SDAGE. 	
<p>13. FRAMEWORK TEAM MINUTES</p>	
<p>FAB noted the availability for viewing of the Framework Team Meeting Minutes in an accessible folder on the I:Drive.</p>	
<p>14. ANY OTHER BUSINESS</p>	
<p>The Dean updated FAB on the position re recruitment to senior management team positions within FMC as follows:</p> <ul style="list-style-type: none"> • The post of Executive Dean is being re-advertised. SAJ confirmed his commitment to stay in post until a successor is appointed. • The post of Deputy Dean (Education) is to be readvertised. • Applications have closed for the post of Associate Dean – Student Experience. • Interviewing for the Associate Dean (Global Engagement) will be completed by 14 May. <p>IM noted this has been identified as a risk in the Risk Register and for the Quality Audit.</p> <p>Thanks were expressed to Fiona Cownie for her continuing exceptional work within the Faculty.</p>	
<p>DATE OF NEXT MEETING: To be confirmed.</p>	

Approved as a true and accurate record:

.....
S A Jukes

Date:.....

Unconfirmed

**Minutes of the meeting held on Wednesday 6th May 2015 at 10am,
 Boardroom, Poole House**

Present: J Fletcher (Chair); J Northam; G Beards; I MacRury; V Hundley; S Page; J Roach; E Mayo; N Ford; M Bentley; E Van Teijlingen; C Richardson; M Heward; F Knight; J Taylor; R Hurst

Not in Attendance: J Vinney; T Zhang;

Observer: Don McQueen; C Maggs

AGENDA

WELCOME & APOLOGIES

The Chair welcomed Members to the meeting.

1 MINUTES OF THE PREVIOUS MEETING (26th January 2015)

1.1 The minutes were agreed as an accurate record.

1.2 Discussed the actions from the previous meeting:

3.2 Collect data to see if student engagement is having an impact. S Squelch and R Bowen are working on how best to gather data and will report back in Sept 2015 when they have engaged with more students.

3.3 SUBU to promote BU Research Blog for more undergraduate sign-ups. E Mayo circulated this through her social media channels so this action is complete.

3.4 S Squelch and I MacRury to meet to develop further student engagement ideas. They have not yet had time to meet but this will happen soon.

4.2 PR Exercise to better communicate KPI measures. J Fletcher confirmed this has not yet happened but will do.

5.2 J Fletcher to discuss with UET and Deputy Dean (RPP) to consider the role of the professoriate and to see how a professorial committee could work and to discuss this again at a future URKEC. J Fletcher confirmed this has not yet happened but will do.

6.2 Graduate School to produce a list of who needs to attend the supervisory training and to draft a report on the future supervisory training plan. J Taylor and F Knight confirmed this action is complete.

8.2 Circulate the EC HR action plan to URKEC once it has been approved. J Northam confirmed this has been circulated so the action is complete.

2 REVIEW OF BU RESEARCH THEMES (CHAIR)

2.1 The research themes were launched in 2011 and are due to be reviewed shortly. Currently there are 8 themes, some of which have engaged staff but generally they have not been a great success. J Fletcher initiated discussion around the purpose of the themes, who the audience is, what language we use and how we get staff and the general public to engage?

J Fletcher opened up the discussion to the room; where there was a suggestion to streamline the number of themes we currently have to perhaps 3 or 4 themes. Another suggestion was to have items under the theme headings revolving on a 3 month basis so the website landing page is always changing and more dynamic. This could also encourage a more focussed approach for staff to engage with the themes. The language that is used to describe the research themes needs to be addressed to engage more widely with the general public, especially on the landing page of the website. J Fletcher suggested running some focus groups during the FoL to better engage with the general public and small businesses. J Fletcher requested thoughts and ideas to be sent to him by email. Following this there will be a steering group set up to carry the ideas forward to develop a plan.

Unconfirmed

ACTION: Email thoughts and ideas about the research theme review to J Fletcher
ACTION BY: All Committee by end of May

3 COMPLYING WITH HEFCE POLICY ON GREEN OPEN ACCESS AND THE NEXT REF (CHAIR)

- 3.1 The open access gold route has gained momentum and the budget has now paid for a significant number of OA papers to be published. The open access green route requires complete engagement with the HEFCE REF policy. The green route requires you to upload in to BURO via BRIAN at point of acceptance with a maximum 3 month grace period. We need a simple mechanism to make sure everybody is aware of this policy. J Fletcher suggested that staff appraisals be linked to BRIAN data to encourage full engagement. The open access message needs to be cleverly communicated repetitively to engage as many staff as possible. Some suggestions were road shows around the faculties, a reminder update message on PC logon screens and to use staff in the faculties to communicate the information.

4 APPROVAL OF BU BRIDGING FUND SCHEME (J NORTHAM)

- 4.1 The bridging fund scheme is an action resulting from the EC HR Excellence in Research award which is addressed in the Research Concordat Steering Group. The aim of the scheme is to provide extra stability for staff that are on fixed term contract research posts, predominantly those that are externally funded. It is to encourage retention of skilled staff and to avoid a break in employment and it maximises the opportunity for research staff to produce high quality outputs. The proposal is to hold a central budget that faculties can bid in for and is set at £20k per annum which the faculties can request up to a 3 month extension for a fixed term research post. J Northam requested approval of this policy and any observations to be discussed and amended. I MacRury made a suggestion that the application procedure regarding the alignment of permissions and authority be amended. J Northam agreed this be changed to line manager and Deputy Dean (RPP) instead of the Head of Department. All committee members were happy for this policy to be approved.

5 APPROVAL OF BU RESEARCH DATA MANAGEMENT POLICY (N FORD)

- 5.1 This comes from the RCUK common principles on data policy which broadly states that data from publicly funded research needs to be made freely available where possible. On the 1st May the EPSRC requirements as to how institutions are going to enable this policy came in to force. A number of expectations have been set for researchers and institutions to make data publicly available and as a result the policy needs to be reviewed to ensure we capture those expectations. N Ford requested approval of this policy and any observations to be discussed and amended. In summary, the following changes were suggested by URKEC.

- 1.1 should explicitly mention PGRs and requirements for funded studentships.
- 2.1 should identify responsibility for succession planning when PI's leave a project.
- 4.5 should clarify the scope, i.e. that long-term preservation and access is only where appropriate (e.g. funder requirement).
- Section 4 should be reviewed to ensure that concerns about external contracts are covered.

Once these changes have been made the document will be circulated to the committee for approval.

ACTION: Changes requested to be made to the Data Management policy which should then be circulated to URKEC for approval
ACTION BY: N Ford in collaboration with RKEO

5.2 UPDATE ON RESEARCH DATA MANAGEMENT SUPPORT (N FORD)

- Library and Learning Support have agreed to lead in partnership with RKEO to develop policy and procedures for research data management.
- EPSRC requirements for providing access to research data came into force on 1st May 2015.
- The RDM steering group are implementing interim processes to meet the requirements. This includes support pages and a request form (based on the same process as Freedom of Information requests).
- We are currently identifying research data from EPSRC funded studentships that will need to be archived and cited in published outputs (including PhD theses).
- LLS are recruiting a 6 month fixed-term post to scope systems and support for RDM.
- Longer-term staffing to support RDM is awaiting approval through the Academic Services delivery plan.

6 GRADUATE SCHOOL UPDATE

- Studentships have had 450 applications for 24 allocated positions in the first round. The second round will be launched soon. An ex Bournemouth University PhD student James Hawkins shared his experience in the Independent following his studentship project in 2012 which is thought to have boosted the number of applications received in this round. The Graduate School priorities are to grow PGR numbers and improve completion rates, so they will be working hard with the faculties to implement a number of initiatives to achieve over the coming year.
- A new supervisory training programme has been drafted and will be circulated shortly.
- The DDRPP away day has not yet taken place but a date will be booked in due course to focus on identifying ways of working and increasing completion rates.
- A review of the research degree process will take place soon and will be a topic to discuss at the DDRPP away day.
- Resourcing has improved in the Graduate school as they have recruited two new fixed term Research Administrators who will be starting next week.
- The Graduate school have a post graduate summer ball on July 18th following the festival of Enterprise event and are starting to plan the next PGR conference improving on the success of last years.
- Lastly the Graduate school will look at implementing an exit service which has been used in the past but needs to be reviewed to see if it is still fit for purpose and whether this is done at faculty level or centrally.

7 FEEDBACK FROM THE RESEARCH STAFF REPRESENTATIVE

M Heward gave an update on the Research Staff Association which met for the second time in February 2015 and was attended by 6 research staff (out of a possible 30) but they were different staff members to those that attended the last meeting. The group will meet once a term, a couple of weeks prior to the RCSG so that information can be fed back to that group. The meeting is to be used as a platform for exchanging information across faculties and to gain peer support from other research staff. There is still very little awareness of the Research Concordat amongst those that attended. Attendees were asked if they would be willing to join a committee to help define the role of the RSA but no one stepped forward. The main issues have been fed back to the RCSG committee meeting. The next meeting is planned for 10th June which will feed in to the next concordat meeting. M Cash has now left the university and therefore is no longer responsible for the RSA but M Heward and A Ruiz-Navarro have stepped in to her role as joint RSA leaders.

Unconfirmed

8 UPDATES FROM SUB-COMMITTEES

8.1 UPDATE FROM URKEC SUB-COMMITTEES

- REF Committee (E Van Teijlingen)

REF Committee has met three times now for REF 2020 preparation. E. van Teijlingen missed the first one as he was still in Nepal. All of the UoAs (Units of Assessment) that were submitted to REF2014 are being considered, as well as a number of new ones, or potential ones, the latter include (a) Anthropology, (b) Law, (c) Sociology & Social Policy, and (d) potentially English Literature. There is a mixture of new UoA leaders and more experienced ones from last time round.

UoA leaders have drafted strategies for environment and impact to drive preparations for REF 2020.

REF 2014 sub-panel members have been identified for most UoAs and will be visiting BU in 2015 to advise on how BU can strengthen submissions for REF 2020.

- HEIF Committee (C Richardson)

HEIF 5 ends on 31st July 2015. HEFCE has confirmed a one off pot of money to the value of £604K running from Aug 2015 to July 2016. J Fletcher and the DDRPP's will announce how you can apply for this in due course. Funding for the existing projects will come to an end in July 2015.

- KTP Steering Group (J Northam)

R Edwards chairs this meeting but there is no update as they have not met recently. The committee is currently being revised.

- Research Concordat Steering Group (J Northam)

The EC HR Excellence in Research award has been retained which is good news. J Northam requested everyone complete the Vitae CROS & PIRLS surveys, as appropriate, which will be open until the end of May 2015. The data will be used nationally and by the European Commission so input is valuable. Bournemouth University will gain access to its own data which will be used to inform policy and procedures going forward.

9 ANY OTHER BUSINESS

- ### 9.1
- J De Vekey to be added to the mailing list but not to the membership of URKEC.
 - J Fletcher noted that following the RKE entities paper that was circulated, J Northam and J Fletcher are producing a policy on how RKE Centres will be established and monitored. This will be circulated at the end of this month. I MacRury added to this requesting this policy include a set of descriptors of what an RKE Centre Head is required to do and by who, which J Northam agreed to do.
 - J Fletcher discussed the IP policy which is now complete and is currently with Human Resources as it has to go out to consultation. The consultation should be quick and hopefully the policy will be approved by the end of this academic year.
 - J Fletcher will circulate a link to Prof Nigel Jump's three reports about the Dorset economy.
 - E van Teijlingen suggested an email go out advertising the BU research blog to encourage more sign ups. J Northam agreed to action this and added that all new starters are now automatically subscribed to the blog.

Unconfirmed

ACTION: J Fletcher and J Northam to produce a set of descriptors to accompany the policy on how RKE Centres will be established and monitored.
ACTION BY: J Northam

ACTION: Include J De Vekey in the URKEC mailing list.
ACTION BY: R Hurst

Date of next meeting: TBC

Rhyannan Hurst
Committee Clerk
Minutes 6 May2015