

UNIVERSITY OF WARWICK

SENATE

Minutes of the meeting of the Senate held on 30 June 2004.

- Present: Vice-Chancellor, Professor L Bridges, Dr P Byrd, Professor M J Cooper, Professor R G Dyson, Professor R Freedman, Dr E Gallafent, Dr C Humphreys, Professor J Jones, Mr R Jones, Professor M Luntley, Professor P Mack, Dr G Martin, Professor M McCrae, Dr C MacDougall, Professor A McFarlane, Dr H Nesi, Professor S B Palmer, Dr P Roberts, Professor D Singer, Dr C Sparrow, Mr B Spooner, Professor M Waterson, Professor M Whitby, Professor R Wilson, Ms Y Zhabina.
- Apologies: Ms A Bell, Professor Y Carter, Professor M Devereux, Professor A Easton, Professor R Fine, Professor A Harris, Professor I Lauder, Professor R Lindley.
- In Attendance: Mr S Lucas, Mr K Mohaddes, for items 113-114/03-04 Professor P Burnham, Professor P Carpenter, Dr E Carter, Professor J Copas, Professor J Davis, Professor P Derrick, Professor T Docherty, Dr P Ferdinand, Professor R J Green, Dr J P Khan, Mr S Pidcock, Professor D Rand.

The Vice-Chancellor welcomed Mr K Mohaddes, the incoming second student representative on the Senate, to his first meeting of the Senate.

113/03-04 University Financial Plan: 2004-2008

CONSIDERED:

The University Financial Plan for the period to 2007/2008 recommended for approval by the Strategy and Finance and General Purposes Committees (S.53/03-04) together with oral reports from the Vice-Chancellor and the Finance Director, noting that the following major assumptions and provisions had been incorporated within the Plan and that, on the recommendation of the Strategy Committee and the Finance and General Purposes Committee, modest savings totalling between £675,000 and £900,000 per annum had been incorporated into the Plan:

- (a) The introduction of variable top-up fees for full-time Home/EU undergraduate students with effect from 2006/2007, the Council having previously agreed in principle that the University would charge a £3000 fee and seek to direct around 30% of the additional fee income to fund student bursaries and access initiatives.
- (b) A reduction in student fee forecasts projected in 2003, particularly in the postgraduate area, following shortfalls against forecasts during the current academic year.
- (c) Annual pay awards of 3% and provision for the costs of the implementation of the University's approved Human Resources strategy.

- (d) The application of safety factors providing a contingency of £2.4 million in the first year rising to £4.9 million during the course of the Plan.
- (e) Increases in Research Grant and Contract Income, largely due to HRI activity, but with the expectation that a research incentives scheme be developed to encourage future growth.
- (f) Additional funding, rising from £0.1 million to £1.0 million per annum during the course of the Plan, to support the Library's new Strategic Plan.
- (g) An annual reduction of £0.3 million in spending on IT Services.
- (h) 130 additional academic posts over the period 2003/2004 to 2007/2008, including 39 posts in the Warwick Business School and 57 in the Warwick Medical School.
- (i) Capital expenditure, with significant associated fundraising activity anticipated, on the construction of Phase 3a of the Warwick Business School and a University 'Landmark Building' together with the provision of £1.5 million per annum for other, as yet unallocated, capital schemes.
- (j) Increases in the block grant to the Students' Union of £120,000 per annum, subject to certain conditions including analysis of the current and future relationship between the University and the Students' Union.
- (k) Development of services funded through the Central Administrative Budget, including the creation of an in-house legal team; development costs to be met in part through savings of between £380,000 and £550,000 in each year.
- (l) Further strengthening of the Development and Alumni Relations Office.
- (m) The implementation of a new management structure in the Estates Office.

REPORTED:

That the Director of Student and Ancillary Services would be discussing with the Students' Union the implications of operating as a devolved University department and that any future agreement reached with the Students' Union to optimise the provision of services to students would preserve the representative and democratic functions of the Students' Union.

RECOMMENDED:

That the University Financial Plan for the period to 2007/2008, recommended for approval by the Strategy Committee and the Finance and General Purposes Committee, be approved for submission to the Council and the HEFCE as set out in paper S.53/03-04.

114/03-04 University Corporate Planning Statement: 2004

CONSIDERED:

The University Corporate Planning Statement for 2004 (S.54/03-04) providing a general update of the University's progress during 2003/2004 against previously identified strategic priorities and presenting an outline of strategic priorities and areas for activities in 2004/2005, together with an oral report from the University Secretary.

RESOLVED:

That, subject to minor changes in the light of discussion at the meeting, the University Corporate Planning Statement, including the proposed outline of strategic priorities and areas of activity for 2004-2005, be approved as set out in paper S.54/03-04 for submission to the HEFCE at the end of July.

115/03-04 Membership of the Senate

REPORTED: (by the Vice-Chancellor)

That this was the last meeting of the Senate for those members whose current periods of office were coming to an end and he wished formally to record his gratitude to all those who were leaving the Senate for their service and support during their period of office.

11603-04 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 16 June 2004 be approved.

117/03-04 Institutional Audit (minute 97(a)/03-04 refers)

REPORTED: (by Professor Whitby)

That the QAA's final report on the Institutional Audit of the University conducted in March 2004 had recently been received and would be brought forward for consideration by the Steering Committee at its meeting on 5 July 2004.

118/03-04 Warwick HRI (minute 87/03-04 refers)

REPORTED:

That the Steering Committee, at its meeting on 21 June 2004, had received its first progress report from Warwick HRI as a devolved department of the University, providing an update on departmental finances, integration issues, research grant applications and awards and interactions with key funding bodies.

119/03-04 Awards and Distinctions (minute 101/03-04 refers)

REPORTED:

That since the list of Awards and Distinctions was received at the last meeting of the Senate on 16 June, Professor Jim Beckford of the Department of Sociology had been elected a Fellow of the British Academy.

120/03-04 Membership of the Senate

REPORTED:

That, in accordance with Regulation 2(3), Professor Susan Bassnett of the Centre for Translation and Comparative Cultural Studies and Dr Christina Hughes of the Department of Sociology had been appointed to fill the vacancies in the appointees of the Assembly on the Senate occasioned by the expiry of the terms of office of Professor M Wills and Dr G Martin.

121/03-04 Administrative Re-organisation

RECEIVED:

An oral report from the Vice-Chancellor on changes being made to the roles and responsibilities of the Senior Officer team with effect from 1 July 2004.

122/03-04 Higher Education Bill

REPORTED:

That the Higher Education Bill was about to conclude its passage through Parliament and no significant changes to the draft Bill were anticipated at this stage.

123/03-04 Transparent Accounts (minute 100/03-04 refers)

REPORTED: (by the Finance Director)

That, since the last meeting of the Senate, he had met with Chairs of Departments in the Faculty of Arts to discuss the impact of the financial planning process upon academic departments, particularly those of a smaller scale, and steps were being taken to improve the process prior to the 2004/2005 planning round.

124/03-04 Governing Instruments Committee

RECEIVED:

An oral report from the Chair of the Governing Instruments Committee on the Committee's progress in reviewing the role of the Court and the Council and the current academic structures of the University, noting that work was currently being undertaken to model in detail two potential governance structures, both of which would include the abolition of the Court, streamlining of the business of the Faculty Boards in order to permit the Boards to adopt a more strategic role and the revision of the Committee structure, with a view to bringing forward a report for consideration by the Senate and the Council at their meetings on 29 September.

125/03-04 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.55/03-04 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) Higher Education Innovation Fund 2
- (b) Centres for Excellence in Teaching and Learning
- (c) Undergraduate and Postgraduate Admissions
- (d) Risk Management
- (e) National Student Satisfaction Survey
- (f) ESRC Consultation
- (g) Lifelong Learning Networks
- (h) Warwick Business School Finances
- (i) Warwick Medical School Finances.

Chair of the Board of Graduate Studies

REPORTED:

That Professor Malcolm McCrae's term of office as Chair of the Board of Graduate Studies would expire on 30 September 2004.

RESOLVED:

- (a) That Professor Lee Bridges be appointed as Chair of the Board of Graduate Studies for a three year period from 1 October 2004 to 30 September 2007.
- (b) That the Senate record its thanks to Professor McCrae for his service to the University in the role of Chair of the Board of Graduate Studies over the last nine year period.

126/03-04 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 13 May and 9 June 2004 (S.58/03-04 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) Good Practice Guide on Providing Information to Students
- (b) Annual Course Review
- (c) Periodic Review Reports.

(a) Penalties for Late Submission of Assessed Work

RESOLVED:

That differential tariffs of 5% per day for undergraduate students and 3% per day for postgraduate students be imposed for the late submission of work where no formal extension had been granted; it being noted:

- (i) That pieces of work with a credit value less than or equal to 2 CATS be exempt from this policy;
- (ii) That departments be advised to avoid the use of Fridays as deadlines for pieces of work;
- (iii) That the introduction of this policy did not preclude departments continuing to use the sanction of requiring students to sit an examination in lieu of submitting a piece of work.

(Note: Approved following a show of hands with 15 of those members present at the meeting in favour of the motion.)

(b) Amendments to Regulations: Fitness to Practise

CONSIDERED:

- (i) A paper prepared by the Deputy Director (Undergraduate Recruitment & Admissions) setting out proposed changes to the following Regulations (paper BGS.40/03-04 {revised 2}):
 - (A) Regulation 6 governing admission to courses of study;
 - (B) Regulation 8.1 governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB, 4 year);
 - (C) Regulation 13 governing attendance and termination of registration;
 - (D) Regulation 14 governing higher degrees;
 - (E) Regulation 18 governing termination of registration of candidates for higher degrees and postgraduate diplomas, postgraduate certificates, postgraduate awards, post-experience diplomas and post-experience certificates (to be deleted and incorporated elsewhere);
 - (F) Regulation 19 governing the Postgraduate Certificate in Education .
- (ii) Paper AQSC.112/03-04 providing a rationale for the proposed revisions to Regulations outlined in (i) above.

RECOMMENDED:

That the proposed changes to University Regulations governing Fitness to Practise be approved as set out in paper BGS.40/03-04 (revised).

(c) Amendment to Regulation 14 Governing Higher Degrees

CONSIDERED:

Proposed amendments to Regulation 14 to permit students reading for a PhD in a Modern Language to submit their thesis in the target language (AQSC.111/03-04).

RECOMMENDED:

That amendments to Regulation 14 to permit students reading for a PhD in a Modern Language to submit their thesis in the target language be approved as set out in paper AQSC.111/03-04.

(d) Working Group on Student Support and Guidance

CONSIDERED:

The final report from the Working Group on Student Support and Guidance (AQSC.107/03-04) recommending that:

- (i) The Personal Tutor System be retained but modified to ensure its continuing effectiveness, bearing in mind its important function in relation to student retention.
- (ii) The role of the Personal Tutor be refined and the role of the University Senior Tutor in overseeing the system re-emphasised.
- (iii) Departments be permitted greater flexibility in the operation of the system within defined parameters and subject to agreement with the Senior Tutor.
- (iv) Monitoring of student progress be improved at department level, not as a new administrative burden but perhaps via email contact with groups of tutees through the Managed Learning Environment.
- (v) That the Director of Student and Ancillary Services be asked to improve signposting of central support services provided both by the University and Students' Union.

RESOLVED:

- (i) That the recommendations of the Working Group on Student Support and Guidance be approved as set out in paper AQSC.107/03-04.
- (ii) That prior to circulation of the report to Chairs of Departments, the Secretary to the Working Group draft a generic role description for the role of Departmental Senior Tutor as envisaged by the Group; it being the understanding of the Senate that the role was intended to ensure oversight of the appropriate operation of the Personal Tutor system at departmental level rather than to require a greater degree of professional counselling competence on the part of the post holder.

- (iii) That it be noted that some departments already required a member of staff to perform this function but that this role might, for example, be subsumed with the role of a member of staff appointed as Director of Studies, and that this practice continue where it worked effectively.

(e) Working Group on Post –Experience Provision

RESOLVED:

That the proposed nomenclature and credit framework for University post-experience provision be approved as set out in paper AQSC.108/03-04; it being noted that the changes would need to be reflected in Course Regulations and departmental literature for the academic year 2004-05.

(f) Minor Amendments to External Examiner Report Form

CONSIDERED:

A copy of the External Examiner report form amended to take account of a recommendation from the Quality Enhancement Working Group that External Examiners be asked to comment in their reports on whether students demonstrated evidence of having benefited from research-led teaching (AQSC.99/03-04).

RESOLVED:

That the amended External Examiner report form be approved as set out in AQSC.99/03-04 (revised).

(g) Revised Part 1 Course Approval Documentation

RESOLVED:

That the revised Part 1 form of the course approval documentation, amended to include requirements for departments to comment on external input into new course development and to liaise with departments possessing subject expertise if introducing courses including teaching in (an) area(s) outside their own subject expertise, be approved as set out in paper AQSC.101/03-04 (revised).

(h) Amendment to University Ordinance 7

CONSIDERED:

Proposed revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine (BFM.39/03-04 {revised 2}).

RECOMMENDED:

That the revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine be approved as set out in paper BFM.39/03-04 (revised 2).

(i) Undergraduate Student Appeals Procedures

RESOLVED:

That the guidance for students and a pro-forma for student use when submitting appeals against decisions of final year undergraduate Boards of Examiners under Regulation 8.12 be approved as set out in paper BUGS.23/03-04.

(j) Annual Review Reports for Research Degrees

RESOLVED:

That draft procedures for the Annual Review of Research Degree provision be approved as set out in paper BGS.41/03-04 (revised).

(k) Revisions to Periodic Review Documentation

RESOLVED:

That the amendments proposed to the sections of the Information Pack on the Procedures for the Periodic Review of Courses of Study to incorporate recommendations from the Quality Enhancement Working Group, e-Learning Steering Group and Skills Working Group be approved as set out in paper AQSC.106/03-04 (revised).

(l) Amendments to Course Specifications Proforma

RESOLVED:

That amendment of the University Course Specification proforma to include a section for departments to set out how students are enabled to engage with personal development planning (PDP) be approved as set out in paper AQSC.90/03-04; it being noted that it was not the intention to require departments to make changes retrospectively to individual specifications, but that a mechanism be provided for enabling completion of the section at departmental level by the Skills team following meetings with departmental staff concerning the implementation of PDP.

(m) New and Revised Undergraduate Courses of Study

Diploma in Occupational Health

RESOLVED:

That the proposal from the Division of Health in the Community for the introduction of a new level 2 Diploma entitled Diploma in Occupational Health, with effect from September 2004, be approved as set out in paper GCFM.20/03-04 (revised).

(n) New and Revised Postgraduate Courses of Study

RESOLVED:

That the following proposals for new and revised postgraduate courses be approved:

(i) Institute of Education

A proposal from the Institute of Education to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation as set out in paper GFSS.109/03-04.

(ii) Faculty of Medicine

(A) Postgraduate Certificate in Diabetes Care for Dieticians

A proposal from the Division of Health in the Community of the Warwick Medical School to introduce a Postgraduate Certificate in Diabetes Care for Dieticians with effect from October 2004 as set out in paper GCFM.18/03-04 (revised).

(B) Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses

A proposal from the Division of Health in the Community of the Warwick Medical School to introduce a Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses with effect from October 2004 as set out in paper GCFM.19/03-04 (revised).

(C) MSc Health Services Management

A proposal from the Division of Health in the Community of the Warwick Medical School to introduce a MSc in Health Services Management with effect from October 2004, as set out in paper GCFM.4/03-04 (revised 2).

(iii) School of Law

An outline proposal from the School of Law to restructure the LLM Law in Development as set out in paper BGS.44/03-04, it being noted that;

(A) it was the expectation of the Senate that formal course approval documentation would be forthcoming in the Autumn Term;

(B) the decision of the Senate to permit the School to advertise the course during the summer vacation 2004 did not set a precedent; it being the view of the Senate that the School was proposing revisions to an existing course and it had confidence in the School's ability to provide formal documentation and ensure the necessary staffing resources were in place;

(C) the change in academic direction intended for the LLB was already well embedded in other areas of the School's activities.

(iv) Department of Chemistry

A proposal from the Department of Chemistry to introduce a new degree course leading to the award of the degree of PhD in Chemistry with Industrial Collaboration with effect from October 2004 as set out in paper SGS.55/03-04 (revised).

(v) Warwick Business School

A proposal from WBS to redesign the MSc in Management Science and Operational Research as set out in paper GFSS.93/03-04.

(o) Discontinued Courses of Study

RESOLVED:

That the proposal from the Division of Health in the Community of the Warwick Medical School to discontinue the MA/MSC in Applied Health Studies: Primary Care Practice be approved as set out in paper GCFM.25/03-04.

(p) New and Revised Collaborative Courses

RESOLVED:

That the following proposals for new or revised collaborative courses be approved:

(i) Specialist Schools Trust

A proposal from the Institute of Education to introduce a Postgraduate Certificate in Innovation in Education with effect from October 2004 as set out in papers PDLSC.84 to 103/03-04.

(ii) Beijing Normal University

A proposal from the Centre for English Language Teacher Education to establish a new collaboration with the Beijing Normal University to offer the MA in English Language Teaching with effect from October 2005 as set out in papers PDLSC.132 to 140/03-04.

(iii) Franchise of SureStart Recognised Early Years Sector-endorsed Foundation Degree at North Warwickshire and Hinckley College

A proposal from the Institute of Education to franchise the existing SureStart Recognised Early Years Sector-endorsed Foundation Degree at North Warwickshire and Hinckley College with effect from October 2004 as set out in papers PDLSC.124 to 130/03-04.

(iv) Foundation Degree in Basic Skills Education and Training at North Warwickshire and Hinckley College

A proposal from the Centre for Lifelong Learning to offer a Foundation Degree in Basic Skills Education and Training at North Warwickshire and Hinckley College with effect from April 2004 as set out in papers PDLSC.104 to 106/03-04.

(q) Discontinuation of Partnerships

(i) Termination of Contract with ITM, India

REPORTED:

(A) That the University had terminated its contract with the Institute of Technology Management, India, at the request of the School of Engineering (PDLSC.77/03-04).

(B) That no students had been recruited to start the collaborative BEng or MEng in Electronic Engineering or Electronic and Communication Engineering in October 2004, and that continuing students, having completed their first year at ITM, would transfer to Warwick in October 2004; it being noted that:

(1) Higher numbers of Indian students were now enrolling on the campus-based variants of the BEng and MEng in Electronic Engineering and Electronic and Communication Engineering and that the School of Engineering was keeping overseas recruitment to the courses under review.

(2) The School of Engineering would reflect on the market research which had been conducted prior to the establishment of the partnership with ITM.

(ii) Heart of Birmingham Teaching Primary Care Trust

RESOLVED:

That the proposal from the Warwick Medical School to discontinue the partnership with the Heart of Birmingham Teaching Primary Care Trust for the Postgraduate Award in Sexual Health with effect from July 2004 be approved as set out in paper GCFM.23/03-04.

(r) Proposed Tutors for the BA English Language, Translation and Cultural Studies

RESOLVED:

That, in the light of the curricula vitae provided, the following staff be appointed to teach on the BA in English Language, Translation and Cultural Studies at Renmin University, China:

- (i) Zhang Yonxian (PDLSC 141/03-04)
- (ii) Long Yan (PDLSC 142/03-04)
- (iii) Ping Li (PDLSC 143/03-04)
- (iv) Wang Xiaolu (PDLSC 144/03-04)
- (v) Yang Hua (PDLSC 145/03-04)
- (vi) Yuling Bee (PDLSC 146/03-04)
- (vii) Zeng Wei (PDLSC 147/03-04)
- (viii) Zhang Ling (PDLSC 148/03-04).

- (s) Proposed Tutors for the Diploma in Integrative Counselling, Solihull College

RESOLVED:

That in the light of the curricula vitae provided (PDSLSC.113-114/03-04), Ms Jayne Hedges and Ms Pat Ward be appointed course tutor and visiting tutor on the Diploma in Integrative Counselling at Solihull College.

127/03-04 Report from the Estimates and Grants Committee

RECEIVED:

A report from the meetings of the Estimates and Grants Committee held on 4 May and 10 June 2004 (S.60/03-04) and its resolutions recorded under the following items:

- (a) Vacancies, Chair's Action and Establishment Changes
- (b) Professorship in the Department of the History of Art
- (c) Start Date for Academic Contracts.

128/03-04 Report from the Campus Life Committee

CONSIDERED:

A report from the meeting of the Campus Life Committee held on 7 June 2004 (S.61/03-04) at its resolutions recorded under the following items:

- (a) Facilities at Lakeside
- (b) Students' Union Arts Festival
- (c) Warwick Volunteers.

- (a) The Future of Warwick Sport

CONSIDERED:

A proposal for the creation of a new sports administration, Warwick Sport, to develop future sports activities jointly between the University and the Students' Union (CLC.11/03-04).

RECOMMENDED:

That the proposal for the creation of a new sports administration, Warwick Sport, to develop future sports activities jointly between the University and the Students' Union be approved as set out in paper CLC.11/03-04.

(b) Disability Network

CONSIDERED:

A report from the Senior Tutor proposing the establishment of a University Disability Network (CLC.14/03-04).

RESOLVED:

That the proposal for the establishment of a University Disability Network be approved as set out in paper CLC.14/03-04.

(c) Child Protection Policy

CONSIDERED:

A revised draft University Child Protection Policy Statement (CLC.16/03-04).

RECOMMENDED:

That the revised University Child Protection Statement be approved as set out in paper CLC.16/03-04.

129/03-04 Report from the Equal Opportunities Committee

CONSIDERED:

A report from the meeting of the Equal Opportunities Committee held on 19 May 2004 (S.62/03-04) and its resolutions recorded under the following items:

- (a) Equal Opportunities Monitoring Report: analysis of existing staff 2002/2003
- (b) Recruitment Monitoring Report 2002/2003.
- (c) Equality Challenge Unit/Commission for Racial Equality Project
- (d) Diversity Champions.

Equal Opportunities Implementation Update 2003/2004

RECOMMENDED:

That the University's Equal Opportunities Action Plan be reviewed and revised during 2004/2005 prior to submission for consideration by the Senate and the Council.

130/03-04 Report from the Accommodation Review Group

RECEIVED:

A report from the Accommodation Review Group on the allocation of academic accommodation for the academic year 2004/2005 (S.64/03-04).

131/03-04 Appointment of Representatives of the Senate to the Council

REPORTED:

That, in accordance with the procedure approved by the Senate at its meeting on 2 November 1983, the University Secretary had written to members of the Senate to seek nominations for the appointment of five representatives of the Senate to the Council.

CONSIDERED:

The appointment of five representatives of the Senate to the Council for the period 1 August 2004 to 31 July 2007.

RESOLVED:

That the following members of the Senate be appointed to membership of the Council for the period 1 August 2004 to 31 July 2007:

Professor A Caesar
Professor Y Carter
Professor A Harris
Professor R Lindley
Professor A McFarlane.

132/03-04 Sabbatical Officers in the Students' Union

CONSIDERED:

In accordance with Regulation 25(4) the conferral of registered student status for the academic year 2004/2005 on :

President:	Simon Lucas, 3 rd year Philosophy and Politics
Education Officer and Deputy President:	Kamiar Mohaddes, 3 rd year Economics
Finance and Internal Affairs Officer:	Andrew Cox, 3 rd year Economics
Societies and Student Development Officer:	Katharine Stark, 3 rd year Film and Television Studies
Sports Officer:	Gemma Morris, 3 rd year Biological Sciences
Welfare and Equal Opportunities Officer:	Carly Braddock, 3 rd year Classics and Ancient History
Community Development and Communications Officer:	Gareth Barker, 3 rd year Philosophy and Literature

RESOLVED:

That, in accordance with Regulation 25(4), registered student status be conferred on Simon Lucas, Kamiar Mohaddes, Andrew Cox, Katharine Stark, Gemma Morris, Carly Braddock and Gareth Barker for the academic year 2004/2005.

133/03-04 Report from the Board of the Faculty of Science

CONSIDERED:

A report from the meeting of the Board of the Faculty of Science held on 19 May 2004 (S.56/03-04).

(a) Chair of the Board of the Faculty of Science

RECEIVED:

The Board's report of its re-appointment of Professor Easton as Chair of the Board of the Faculty of Science for the academic year 2004/2005.

(b) Appointment of Science Faculty Representatives on the Senate

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Science to the Senate for the academic year 2004/2005.

(c) Membership of the Board of the Faculty of Science

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Science for the academic year 2004/2005.

(d) Membership of the Sub-Committees of the Board of the Faculty of Science 2004/2005

RECEIVED:

The Board's report on the membership of the Sub-Faculty of the Board of Science, the Faculty Graduate Studies Committee, the Faculty Information Technology Committee, First Year Board of Examiners in Science and the Undergraduate Appeals Committee for the Board of the Faculty of Science for the academic year 2004/2005.

(e) Faculty Board Elections

RECEIVED:

A statement of the Board's appointment of representatives of the Board of the Faculty of Science on other University Committees for the academic year 2004/2005.

134/03-04 Report from the Board of Graduate Studies

CONSIDERED:

A report from the meeting of the Board of Graduate Studies held on 30 June 2004 (S.57/03-04).

(a) Elections

RESOLVED:

- (i) That the Board's report on the membership of the Board of Graduate Studies for the academic year 2004/2005 be approved as set out in paper BGS.43/03-04 (revised).
- (ii) That the Board's report of its appointment of representatives of the Board to University Committees for the academic year 2003/2004 be approved as set out in paper S.57/03-04.

(b) Graduate Appeals Panel

RESOLVED:

That the nominations from the Boards of the Faculties for representatives on the Graduate Appeals Panel be approved as set out in paper BGS.46/03-04 (revised).

135/03-04 Report from the Information Policy and Strategy Committee

CONSIDERED:

A report from the meeting of the Information Policy and Strategy Committee held on 1 June 2004 (S.59/03-04).

Information Security Policy

CONSIDERED:

A revised draft of an Information Security Policy for the University (IPSC.3/03-04 {revised}).

RESOLVED:

That the revised draft of the Information Security Policy for the University be approved as set out in paper IPSC.3/03-04 (revised).

136/03-04 Report from the Academic Staff Committee

CONSIDERED:

A report from the meeting of the Academic Staff Committee held on 10 June 2004 (S.63/03-04) and its resolutions recorded under the following items:

- (a) Annual Review 2003/2004: Promotions to Personal Professorships
- (b) Recent Academic Appointments and Resignations.

- (a) Emeritus Readers

RECOMMENDED:

That the title and status of Emeritus Reader be granted on 30 September 2004 to the following members of academic staff in recognition of their distinguished service to the University:

Dr L Allison (PAIS)
Dr T Hawkes (Mathematics).

- (b) Emeritus Professors

RECOMMENDED:

That the title and status of Emeritus Professor be granted on 30 September 2004 to the following members of Professorial staff in recognition of their distinguished service to the University:

Professor R Dupree (Physics)
Professor R Mulryne (Department of English and Comparative Literary Studies)
Professor D Thomas (School of Theatre, Performance and Cultural Studies)

137/03-04 University Committee Timetable and Term Dates

CONSIDERED:

The Committee Timetable for the academic year 2004/2005 and University term dates for 2014/2015 (S.65/03-04), it being noted that there was some duplication of the timetabling of the Research Opportunities Group in the Spring and Summer Terms which would be rectified in the final published versions.

RESOLVED:

That, subject to minor revision, the Committee Timetable for the academic year 2004/2005 and University term dates for 2014/2015 be approved as set out in paper S.65/03-04.