

UNIVERSITY OF WARWICK

SENATE

Minutes of the meeting of the Senate held on 1 December 2004.

- Present: Vice-Chancellor (in the Chair), Professor S Bassnett, Professor L Bridges, Professor S Bright, Professor P Burnham, Professor R Burns, Dr P Byrd, Professor A Caesar, Professor Y Carter, Professor M J Cooper, Professor J Davis, Professor M Devereux, Professor T Docherty, Professor R G Dyson, Professor A Easton, Professor R Fine, Professor R Freedman, Professor A Harris, Professor J Jones, Professor K Lamberts, Professor R Lindley, Mr S Lucas, Professor M Luntley, Dr C MacDougall, Professor A McFarlane, Mr K Mohaddes, Dr H Nesi, Professor S B Palmer, Professor E Peile, Dr A M Price, Dr P Roberts, Professor D Singer, Dr C Sparrow, Mr B Taylor, Professor M Waterson, Professor M Whitby.
- Apologies: Ms A Bell, Professor M Harrison, Dr C Hughes, Dr C Humphreys, Professor I Lauder, Dr P O'Hare, Professor A Phizacklea, Professor S Thornton, Professor R Wilson.
- In Attendance: Academic Registrar, Director of Student and Academic Affairs, Director of IT, Finance Director, Registrar, University Secretary, Ms N Snodgrass.

The Vice-Chancellor welcomed Professor Burnham and Professor Peile to their first meeting of the Senate.

17/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 29 September 2004 be approved.

18/04-05 Warwick in Asia

RECEIVED:

An oral report from the Vice-Chancellor on the progress of the further exploratory work being undertaken into the opportunity to establish a second University campus in Singapore.

REPORTED: (by the Vice-Chancellor)

That a special meeting of the Senate would be held on 24 January 2005 to consider the first stage feasibility report for the Warwick in Asia initiative.

19/04-05 Governing Instruments Committee

RECEIVED:

- (a) An oral report from Professor Jones on the progress of the consultation process being undertaken on the initial report from the Governing Instruments Committee, noting that discussions had been held with representatives from each of the four faculties as well as with lay members of the University Council and that he and the University Secretary would be preparing a summary of the outcome of the consultation for consideration at the next meeting of the Council on 15 December 2004.
- (b) A copy of the CUC Governance Code of Practice (S.10/04-05) together with an oral report from the University Secretary summarising the key aspects of the Code and its implications for the governance structures of the University.

20/04-05 National Health Service University

CONSIDERED:

An oral report from the Registrar on the recent announcement by the Secretary of State for Health on plans to merge the National Health Service University (NHSU) with the NHS Modernisation Agency, the NHS Leadership Centre and the new Innovation Centre to create a single NHS Institute for Learning, Skills and Innovation; the establishment of a transitional group chaired by Sir Ian Carruthers to oversee the progress of the merger; and his planned meeting with Sir Ian to discuss the implications of the NHSU merger on the University's partnership arrangements with the NHSU.

RESOLVED:

That a specific and imminent deadline be given to the NHSU for reaching a decision on a date for occupancy of Senate House taking into account the significant opportunity costs of continuing non-occupancy of the building for the University.

21/04-05 Students' Union Constitution

CONSIDERED:

An oral report from the Vice-Chancellor on changes to be proposed to the Students' Union Constitution, including a change in timings of the Union election schedule and a reduction in the quorum for Union General Meetings from 300 to 200.

RESOLVED:

That the Steering Committee and the Vice-Chancellor be authorised to consider the proposed changes to the Students' Union Constitution on behalf of the Senate prior to submission of the revised Constitution for consideration by the Council at its meeting on 15 December, in accordance with Statute 25.

22/04-05 Academic Statistics 2004/2005

CONSIDERED:

The University's Academic Statistics for the academic year 2004/05 together with an oral report from the Director of Student and Academic Affairs summarising a number of trends relating to the student, staff and research data presented in the document.

RESOLVED:

That the University's Academic Statistics document for the academic year 2004/05 be referred to the Academic Quality and Standards Committee to examine and review key data.

23/04-05 Departmental Governance

CONSIDERED:

- (a) The draft Report from the Working Group established by the Steering Committee to consider matters relating to the governance of academic departments (S.11/04-05).
- (b) Extracts from the Report of the Governing Instruments Committee relating to the academic organisation of the University (S.6/04-05 {part}).

RESOLVED:

That the Deputy Vice-Chancellor and Professor Jones undertake wider consultation within the University on the proposals set out in papers S.11/04-05 and S.6/04-05 relating to the academic organisation of the University and the governance of academic departments, taking into account discussion at the meeting, with a view to final proposals being brought forward to the next meeting of the Senate on 9 March 2005.

24/04-05 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.12/04-05 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) HE Admissions: Speech of Minister for State for LLL, FE and HE to UUK
- (b) Guidance Letter from the Secretary of State to the Director of Fair Access
- (c) 14-19 Reform Working Group: Final Report
- (d) OECD Report on Financial Management and Governance
- (e) *Times Higher World University Rankings*
- (f) HE Performance Indicators
- (g) UCAS Report on Provisional Figures for Entry to UK HE
- (h) 40th Anniversary Celebrations
- (i) 50th Anniversary Preparations
- (j) Development and Alumni Relations Issues
- (k) WGA Scholarship Scheme 2004/05
- (l) Joint Pricing and Costing Steering Group Annual Report

- (m) Report from the TRAC/fEC Steering Group
- (n) EPSRC Science and Innovation Awards
- (o) Review of the Modern Records Centre
- (p) University Open Days
- (q) University Term Dates
- (r) OIA Review of Student Complaints
- (s) Scrutiny of Degree Awarding Powers and University Status
- (t) WMG Exit Strategy from South Africa
- (u) Approach from Sunway College, Kuala Lumpur
- (v) Proposed Amendment to ITT Inspection
- (w) Warwick Medical School Devolved Budget: Year End Report
- (x) Warwick Business School Devolved Budget: Year End Report
- (y) Capital Projects Appraisal Group
- (z) Appointments to Senate Committees
- (aa) Quality Issues
- (bb) Fitness to Practice Committee Panel.

(a) UUK/SCOP Report on Measuring Student Success

RECEIVED:

The Report of the UUK/SCOP Scoping Group chaired by the Vice-Chancellor of the University of Leicester, Professor Robert Burgess, on measuring and recording student achievement (SC.55/04-05 {part}).

REPORTED: (by Professor Whitby)

That those Pro-Vice-Chancellors from Russell Group universities with responsibility for teaching and learning matters would be meeting in March 2005 to discuss the issue of degree classifications as addressed in the UUK/SCOP Report on Measuring Student Success and that input from members of the Senate to inform this discussion would be welcomed.

(b) Centres for Excellence in Teaching and Learning: Second Stage Bids

REPORTED:

That the two University bids for Stage Two of the HEFCE CETL initiative for establishment of the CAPITAL Centre and the Reinvention Centre for Undergraduate Education had been submitted to the HEFCE by the deadline of 29 October and the outcome of the bids was expected to be announced on 16 December 2004.

(c) RAE 2008

RECEIVED:

- (i) A report from the Steering Committee on its receipt of a report on the publication of the Science and Technology Select Committee report on the RAE and the Select Committee's conclusion that the next RAE should proceed in 2008 (SC.6/04-05).

- (ii) A copy of a press release on the appointment of RAE 2008 main panel chairs together with a UUK report on the Science and Technology Committee Report on the RAE (SC.14/04-05).

REPORTED: (by the Director of Student and Academic Affairs)

That Dr G Carden and Ms N Owen had been appointed as RAE 2008 Panel Secretaries.

(d) Warwick Undergraduate Bursary Scheme

CONSIDERED:

Draft proposals for the introduction of the Warwick University Bursary Scheme with effect from the academic year 2006/07 as set out in paper SC.81/04-05.

RESOLVED:

- (i) That the broad principles and proposals of the Warwick Undergraduate Bursary Scheme for introduction with effect from the academic year 2006/07 be approved as proposed in paper SC.81/04-05 on the basis of Model 1 and subject to further work being undertaken on the following:
 - (A) Achieving a smooth tapered scale of relief for the bursaries awarded to students whose family income is above £21,475 and below £31,972 with the aim of reducing the gaps between bursary levels as currently proposed in paper SC.81/04-05.
 - (B) Exploring the feasibility of proposals for a work-study programme to be offered in conjunction with the Warwick Bursary Scheme as a means of extending the funding opportunities available to students.
- (ii) That it be noted that the proportion of funding which the University had determined should be allocated to bursaries and access enhancement and provision would be in the region of 30% of the total additional fee income accruing from 'top-up' fees from 2006.
- (iii) That the Steering Committee be authorised to approve, on behalf of the Senate, the detailed operation for the Warwick Bursary Scheme during the Spring Term 2004/05 and a full report on the Scheme be submitted to the next meeting of the Senate on 9 March 2005.

(e) University's Access Agreement to OFFA

CONSIDERED:

A progress paper on the development of the University's Access Agreement to the Office for Fair Access (SC.74/04-05).

RESOLVED:

- (i) That the proposals set out in paper SC.74/04-05 on the content and principles of the University's Access Agreements be approved as the basis for the development of the University's Access Agreement to OFFA for submission by the deadline of January 2005.
- (ii) That the Steering Committee be authorised to approve the final Access Agreement on behalf of the Senate.
- (iii) That the Steering Committee be authorised to approve, on behalf of the Senate, the University's revised Widening Participation Strategy for submission to OFFA as an appendix to the University's Access Agreement.

(f) Setting of University Fees

CONSIDERED:

The Report of the Working Group on the University's Approach to Setting Fees (SC.76/04-05).

RECOMMENDED:

- (i) That proposed undergraduate and postgraduate fees for the academic year 2005/06 be approved as proposed in Appendix 1 of paper SC.76/04-05.
- (ii) That proposed fees for part-time, Foundation and 2+2 degrees for the academic year 2005/06 be set at existing levels, subject to inflationary increases.
- (iii) That the Working Group on the University's Approach to Setting Fees undertake a further review of fee levels and recruitment to part-time, Foundation and 2+2 degrees in advance of the academic year 2007/08 it being the view of the Committee that a number of anomalies were evident in the fee levels currently set which warranted further examination.
- (iv) That the fee for Home/EU Year Abroad students be set at 50% of the Home/EU full time fee with effect from 2006/07 noting that the Working Group would be giving further consideration to the fee to be charged to overseas students for the Year Abroad.

(g) Regulations Governing the Withdrawal of Postgraduate Research Students

CONSIDERED:

Proposed amendments to University Regulation 13 governing the Continuation of Registration of Students and Regulation 14 governing Higher Degrees (SC.85/04-05).

RECOMMENDED:

That proposed amendments to Regulation 13 Governing the Continuation of Registration of Students and Regulation 14 Governing Higher Degrees be approved as set out in paper SC.85/04-05.

25/04-05 Report from the Strategy Committee

RECEIVED:

A report from the meeting of the Strategy Committee held on 18 November 2004 (S.13/04-05) and its resolutions recorded under the following items:

- (a) External Developments
- (b) University Estate Development Plan
- (c) Faculty Advisory Boards.

26/04-05 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 21 October and 17 November 2004 (S.14/04-05 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) HEFCE National Student Survey
- (b) HEFCE Teaching Quality Enhancement and Professional Standards Funding
- (c) QAA Code of Practice on Postgraduate Research Degrees
- (d) Revised QAA Code of Practice on Collaborative, Flexible and Distributed Learning.

(a) Terms of Reference

CONSIDERED:

Proposed amendments to the Terms of Reference of the Academic Quality and Standards Committee (AQSC.2/04-05).

RESOLVED:

That the proposed amendments to the Terms of Reference of the Academic Quality and Standards Committee be approved as set out in paper AQSC.2/04-05.

(b) Report from Collaborative Policy Working Group

CONSIDERED:

- (i) A report from the Working Group on the University's Collaborative Policy (AQSC.24/04-05).
- (ii) A draft policy on the development of collaborative partnerships with other institutions and organisations (AQSC.25/04-05 {revised}).

RESOLVED:

That the proposed policy on the development of collaborative partnerships with other institutions and organisations be approved as set out in paper AQSC.25/04-05 (revised) subject to the following amendment to point six of Section 4 of the proposed policy (addition underlined):

That the proposed collaboration will contribute, where appropriate, to the University's policy on widening participation.

(c) Collaborative Contracts

CONSIDERED:

A report from the Academic Quality and Standards Committee on its consideration of a report from the Collaborative, Flexible and Distributed Learning Sub-Committee about the current state of negotiations on contracts for new collaborative arrangements, in particular the difficulties faced by the Medical School in negotiating a contract with GIFT for the MSc in Implant Dentistry.

RESOLVED:

That University departments be not permitted to enrol students on collaborative courses until a formal contract between the University and the collaborative partner had been approved and signed by the University.

(e) Final Undergraduate Degree Classification Conventions

CONSIDERED:

Minor revisions to the final undergraduate degree classification conventions for the Faculties of Arts and Social Studies; it being noted that the Board of Undergraduate Studies, at its meeting held on 10 November, recommended that the following minor amendments be made to the conventions:

- (i) it should be made clearer that, in the clauses regarding the calculation of averages, the phrase "the whole profile" refers to all eight marks by the insertion of "i.e. all eight marks" after the phrase "if the average mark for the whole profile" in the classification conventions (b) and (c) for Class I, convention (b) for Classes II.1 and II.2 and the convention for Class III;

- (ii) the convention governing compensation should be made slightly more explicit, as follows: "...a mark higher than the class required may compensate for a mark lower than the class required..." [proposed amendment underlined].

RESOLVED:

- (a) That clause (ii) above be approved.
- (b) That the intention behind clause (i) be reinforced through the insertion of the following sentence at the end of the preamble to Section 2 of the conventions for Arts and Social Studies:

"The average mark for the whole profile is calculated on the basis of all eight marks."

as set out in paper BUGS.12/04-05 (reserved) (revised) (extract).

- (f) Pass Degree Regulations

CONSIDERED:

Recommendations from the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours status (BUGS.15/04-05 {revised}).

RESOLVED:

That the recommendations of the Boards of the Faculties concerning credit loads for the award of Pass degrees and routes for Pass candidates to be reinstated to Honours be approved as set out in paper BUGS.15/04-05 (revised).

- (g) Student Academic Complaints

CONSIDERED:

Proposed revisions to the University's Academic Complaints Procedure (AQSC.10/04-05 {revised}).

RESOLVED:

That revisions to the University's Academic Complaints Procedure be approved as set out in paper AQSC.10/04-05 (revised).

- (h) QAA Code of Practice on Postgraduate Research Degrees

CONSIDERED:

- (i) A briefing paper setting out implications for the University and significant issues arising from the Code of Practice on Postgraduate Research Degree programmes (BGS.5/04-05).

- (ii) Proposed revisions to the External Examiner's report Form to permit External Examiners to note issues of concern or examples of good practice identified at departmental or institutional level (AQSC.21/04-05).

RESOLVED:

That revisions to the External Examiner's report Form to permit External Examiners to note issues of concern or examples of good practice identified at departmental or institutional level be approved as set out in paper AQSC.21/04-05.

- (i) Accreditation of Prior Learning

CONSIDERED:

A copy of the proposed University Accreditation for Prior (Experiential) Learning application form (AQSC.15/04-05 {revised}).

RESOLVED:

That the proposed University AP(E)L application form be approved as set out in paper AQSC.15/04-05 (revised).

- (j) New and Revised Collaborative Contracts

- (i) WMG: Extension to Integrated Graduate Development Scheme in Malaysia

RESOLVED:

That the proposal from the Warwick Manufacturing Group to extend the Integrated Graduate Development Scheme in Malaysia be approved as set out in papers CFDLSC 13 and 14/04-05 (revised), noting that the Committee was of the view that it was not appropriate for the Site Visit Report to be signed off by Dr A Dowd as both Chair of the lead University department and University Course Convenor and that the Warwick Manufacturing Group be so advised for future reference.

- (ii) Centre for Lifelong Learning and Solihull Local Education Authority

RESOLVED:

That the proposal from the Centre for Lifelong Learning to establish a Certificate for Teaching Assistants in partnership with Solihull LEA with effect from January 2005 be approved as set out in papers UFSS.19, UFSS.20, UFSS.21 (extract) and UFSS.24/04-05.

(iii) Institute of Education and the Adult Learning Inspectorate

RESOLVED:

That the proposal from the Institute of Education to validate a Masters Course in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005 be approved as set out in papers CFDLSC.30 (revised) and CFDLSC.36/04-05.

(k) Amendment to Regulation 18 Governing the Postgraduate Certificate in Education

CONSIDERED:

Proposed amendments to Regulation 18 Governing the Postgraduate Certificate in Education (AQSC.30/04-05).

RECOMMENDED:

That amendments proposed by the Institute of Education to Regulation 18 Governing the Postgraduate Certificate in Education be approved as set out in paper AQSC.30/04-05 with immediate effect.

27/04-05 Report from the Information Policy and Strategy Committee

CONSIDERED:

A report from the meeting of the Information Policy and Strategy Committee held on 12 November 2004 (S.15/04-05).

(a) University Freedom of Information Act Guidelines

CONSIDERED:

A draft copy of the University's Freedom of Information Act Guidelines (IPSC.10/04-05 {revised}).

RESOLVED:

That the University's Freedom of Information Guidelines be approved as set out in paper IPSC.10/04-05 (revised).

(b) Email System Review

RECEIVED:

A report on the review of the University's email system (IPSC.3/04-05) noting the Committee's resolution on the need to replace the Novell GroupWise email system with alternative software and the outline plan for steps to be taken to effect this decision.

(c) IT Maintenance Work

REPORTED: (by the Registrar)

That major IT maintenance work would be taking place on 23 December 2004 and that this would cause significant disruption to all networked IT facilities including loss of both internal and external email access throughout the day.

28/04-05 Report from the Academic Resourcing Committee

RECEIVED:

A report from the meeting of the Estimates and Grants Committee held on 29 June and the Academic Resourcing Committee held on 12 October 2004 (S.16/04-05) and the Committee's resolutions recorded under the following items:

- (a) Action by the Chair during the Summer Vacation
- (b) Vacancies and Other Changes in the Establishment
- (c) Operations of the Committee and Academic Resourcing
- (d) New Academic Posts
- (e) Research Councils UK Posts
- (f) Planning for PG Growth
- (g) Report from the Academic Enterprise Group
- (h) Recurrent Estimates 2004/05
- (i) Teaching Arrangements in CTCCS/English
- (j) Funding the Department of French Studies

29/04-05 Report from the Campus Life Committee

CONSIDERED:

A report from the meeting of the Campus Life Committee held on 15 November 2004 (S.17/04-05) and its resolutions recorded under the following items:

- (a) Developing a Residential Accommodation Policy
- (b) Allocation of Residential Accommodation for the 2004/05 Academic Year
- (c) Allocation of Residential Accommodation for the 2005/06 Academic Year
- (d) Careers Service Usage Statistics

(a) Constitution for Warwick Sport

CONSIDERED:

A report from the Director of Physical Education and Sport and the Sports Officer of the Students' Union on a Constitution for Warwick Sport (CLC.5/04-05).

RESOLVED:

That the Constitution for Warwick Sport be approved as set out in paper CLC.5/04-05, subject to the following amendments:

- (i) The membership of the Users Subgroup being extended to include:
 - (A) One additional academic or academic-related member of staff;
 - (B) One additional clerical, manual or technical member of staff;
 - (C) The Chair of the Sports Federation Committee;
 - (D) Two student representatives from the Sports Federation Committee.
- (ii) The inclusion of the phrase 'as far as is practicable, membership will reflect the diversity of users'.
- (iii) The addition of a clause giving Warwick Sport the power to exempt any member from the membership fee.

(b) Facilities at Lakeside

RECEIVED:

A report from the Campus Life Committee on its consideration of a progress report from the Director of Student and Ancillary Services on the proposal to construct a building to house a social facility adjacent to Lakeside.

RECOMMENDED: (to the Capital Appraisal Working Group)

That the construction of additional social space at Lakeside be given high priority as it would significantly improve the campus life experience of students living in Lakeside and Heronbank and would constitute an essential aspect of the strategy to increase the recruitment of new postgraduate students to the University.

30/04-05 Report from the Equal Opportunities Committee

CONSIDERED:

A report from the meeting of the Equal Opportunities Committee held on 1 November 2004 (S.18/04-05) and its resolutions recorded under the following items:

- (a) Student Statistics
- (b) Race Equality – Annual Report
- (c) Equal Opportunities Monitoring Report: Personal Promotions 2003/04

Equal Opportunities Policy and Action Plan

CONSIDERED:

- (a) The revised University Disability Policy for Staff (EOC.12/03-04 {revised}).
- (b) The revised Equal Opportunities Action Plan for 2004/05 (EOC.3/04-05 {revised}).

RECOMMENDED:

- (a) That the University Disability Policy for Staff be approved as set out in paper EOC.12/03-04.
- (b) That the University's Equal Opportunities Action Plan be approved as set out in paper EOC.3/04-05.

31/04-05 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions conferred on members of the University since the last meeting of the Senate held on 29 September 2004 (S.19/04-05).

32/04-05 Report from the Board of the Faculty of Social Studies

CONSIDERED:

A report from the meeting of the Board of the Faculty of Social Studies held on 3 November 2004 (S.20/04-05).

(a) Election to Senate

RECEIVED:

Notification of the Committee's resolution that Professor P Burnham be appointed to the vacant position in Faculty representatives on the Senate arising from Professor L Bridges' appointment to the Chair of the Board of Graduate Studies.

(b) Revised Constitutions and Advisory Committees

CONSIDERED:

- (i) A revised constitution for the Centre for Small and Medium-Sized Enterprises (CSME) (BFSS.04/04-05).
- (ii) A revised constitution for the Centre for Educational Development, Appraisal and Research (CEDAR) (BFSS.05/04-05).
- (iii) Proposals for the establishment of an advisory committee for The Centre for Management Under Regulation (CMUR) (BFSS.06/04-05).

- (iv) Proposals for the establishment of an advisory committee for the Study of Safety and Well-Being (SWELL) (BFSS.07/04-05).
- (v) A revised constitution and proposals for the establishment of an advisory committee for the Centre for Research in Ethnic Relations (CRER) (BFSS.15/04-05).

RESOLVED:

- (i) That the revised constitution for the Centre for Small and Medium-Sized Enterprises (CSME) be approved as set out in paper BFSS.04/04-05.
- (ii) That the revised constitution for the Centre for Educational Development, Appraisal and Research (CEDAR) be approved as set out in paper BFSS.05/04-05.
- (iii) That the establishment of an advisory committee for the Centre for Management Under Regulation (CMUR) be approved as set out in paper BFSS.06/04-05.
- (iv) That the establishment of an advisory committee for the Study of Safety and Well-Being (SWELL) be approved as set out in paper BFSS.07/04-05.
- (v) That the revised constitution of and the establishment of an advisory board for the Centre for Research in Ethnic Relations (CRER) be approved as set out in paper BFSS.15/04-05.

33/04-05 Report from the Board of Graduate Studies

CONSIDERED:

A report from the meeting of the Board of Graduate Studies held on 11 November 2004 (S.21/04-05 {Parts 1 and 2}).

- (a) Appointment to the Board of Graduate Studies

RESOLVED:

That Professor M Wills be appointed as the Deputy Chair of the Board of Graduate Studies for the period 1 August 2004 to 31 July 2007.

- (b) New Postgraduate Courses – Warwick Manufacturing Group

RESOLVED:

That the proposal from the Warwick Manufacturing Group for the introduction of a new MSc in Engineering Enterprise Excellence with effect from October 2005 be approved as set out in paper SGS.16/04-05.

(c) New Postgraduate Courses – Centre for Cultural Policy Studies

RESOLVED:

That the proposal from the Centre for Cultural Policy Studies for the introduction of a new MA in International Design and Communication with effect from October 2005 be approved as set out in paper AGSC.4/04-05.

(d) Masters in Diabetes

RESOLVED:

That the proposal from the Division of Health in the Community for the introduction of a new Masters course in Diabetes with effect from January 2005 be approved as set out in paper GCFM.2/04-05 (revised) subject to the Course Leader signing the proposal and noting that the 8 years' maximum duration might need to be reviewed once guidance on APL had been published.

(e) MSc in Public Health

RESOLVED:

That the proposal from the Division of Health in the Community for the introduction of a new MSc in Public Health with effect from September 2005 be approved as set out in paper GCFM.1/04-05.

34/04-05 Report from the Board of Undergraduate Studies

CONSIDERED:

A report from the meeting of the Board of Undergraduate Studies held on 10 November 2004 (S.22/04-05).

(a) Membership 2004/05

RESOLVED:

That the constitution of the Board of Undergraduate Studies be revised to include a representative from the Centre for Lifelong Learning.

(b) New Courses of Study

RESOLVED:

That the proposal from the Department of History to introduce a series of exchanges with four continental universities for its undergraduate courses be approved as set out in paper AUSC 4/03-04 (revised 3).

35/04-05 Report from the Safety Committee

CONSIDERED:

A report from the meeting of the Safety Committee held on 12 November 2004 (S.23/04-05).

(a) University Health and Safety Plan for 2005-2007

CONSIDERED:

A draft University Health and Safety Plan for the period 2005-2007 (USC.15/04-05).

RECOMMENDED:

That the draft University Health and Safety Plan for the period 2005-2007 be approved and adopted as set out in paper USC.15/04-05.

(b) Work Related Stress

CONSIDERED:

A proposal that the University adopt the Health and Safety Executive's Management Standards on Work Related Stress as a goal to work towards (USC.01/04-05).

RECOMMENDED:

That the proposal that the University adopt the Health and Safety Executive's Management Standards on Work Related Stress as a goal to work towards be approved as set out in paper USC.01/04-05.

(c) Safety Representatives' Charter

CONSIDERED:

A proposal that the University adopt the recommendation set out in the Safety Representatives' Charter as a standard for the involvement of the workforce in health and safety matters (USC.04/04-05).

RECOMMENDED:

That the proposal that the University adopt the recommendation set out in the Safety Representative's Charter as a standard for the involvement of the workforce in health and safety matters be approved as set out in paper USC.04/04-05.

(d) Revision of SITU Part 21, Discarded Syringe Needles

CONSIDERED:

Proposed amendments to Appendix B of SITU Part 21 to include a new policy on discarded syringe needles that may be contaminated with blood containing infectious agents such as hepatitis viruses or HIV (USC.11/04-05).

RECOMMENDED:

That the proposed amendments to Appendix B of SITU Part 21 be approved as set out in paper USC.11/04-05.