

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 30 October 2020 via Zoom Conferencing.

Present: The Senior Pro-Vice-Chancellor (Education), Dr M Frasca-Spada (CC) (Secretary), Dr A Spencer (CAI), Dr R E Hunt (CHR), Mr Partington (CHU), Dr J Tasioulas (CL), Dr Iain Black (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr J Bunbury (ED) (Associate Secretary), Dr R Henderson (EM), Dr P Chirico (F), Dr S Fulton (G), Dr P Johnston (HH), Dr G Parks (JE), Dr M Nicholls (JN), Dr T Flack (K), Dr J Greatorex (LC), Dr S Martin (M) (Associate Secretary), Dr M Gemelos (MUR), Prof L Taub (N), Dr D Tucker (PEM), Dr S Hampton (PET), Prof M Dixon (Q), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Dr C Jackson (TH), Dr S Larsen (W), Ms L Thompson (LC) (Secretary of the Bursars' Committee), Dr S Lucy (Director of Undergraduate Admissions), Mr B Margolis (Cambridge SU UG President), Dr A Dahal (Cambridge SU PG President) and Mrs A Benton (Executive Secretary), with Ms G Long and Miss K Springthorpe.

Apologies were received from: The Vice Chancellor, Dr P Barton (HOM) and Dr D Woodman (R).

Dr L Joy (HOM) attended as Dr Barton's deputy.

Declaration of Interests

There were none.

2133 Minutes and notes of previous meetings

The Minutes of the formal meeting of 10 July 2020 and the informal meetings of 28 September and 9 October 2020 were received and approved (STC.20.114, STC.20.115 and STC.20.116 respectively).

2134 Matters arising and for report not itemised below

There were none.

2135 Starred items

The Committee approved the starred items.

2136 Chair's and Secretary's Reports

The Chair offered his renewed thanks to Senior Tutors for their ongoing work in the continually challenging circumstances of Covid-19.

The Chair reported that the issue of students going home at the end of term was a live one but there was still a great deal of uncertainty; a recent Government task force meeting on the topic had been cancelled at very short notice. The University was lobbying hard to ensure that students were not adversely affected, with the use of asymptomatic testing already in place at Cambridge to mitigate the onward spread of infection being emphasised.

The matter of students returning in January was also a topic of significant concern, with the Chair noting that the collegiate University would be subject to the political and legal regime in place at the time. A meeting of the University Senior Leadership Team including Heads of School had taken place the previous day and there had been unanimous support for the continuance of the existing approach regarding residence – i.e. that students were expected to continue to be resident unless there were travel or ISID issues. The Committee noted that there was no intention to change this policy, but that it would be kept under review.

2137 Principal items of business

2137.1 Covid-related business

2137.1.1 Reports from recent meetings

Dr Henderson reported on the following:

- That the Agile Project Team meetings, which had been meeting three times a week at the beginning of term, was now only meeting weekly because the testing programme was mainly running smoothly. Senior Tutors with concerns or questions about the testing programmes were encouraged to continue to send them to Dr Matthew Russell so that these could be considered by the Agile Project Team.
- That the University was publishing data from the testing programmes via the Stay Safe Cambridge website. The data from the preceding week had indicated a slight decrease in infection rates. Rates of infection to date had been lower than expected.
- That it was anticipated that asymptomatic testing would be increased to include swabs from half of household members (up from two) in the near future and this would likely continue to increase as term progressed. More information would be forthcoming.

2137.1.2 Creation of the Covid Incident Management Team (CIMT)

The Committee noted that the CIMT had been established the proceeding week as part of the latest iteration of the University's Response Plan. The Team had met every week since its establishment and would continue to do so until the end of Term. The main responsibility of the Team was to work with Colleges as they experienced outbreaks (ie two or more connected cases). Core membership included Gillian Weale as the Head of the Covid Operations Centre, Dr Henderson, OEAC, University and Public Health England representatives. It was thought that factors leading to outbreaks were unauthorised social gatherings/parties, sports teams socialising and the incorrect use of bathrooms and kitchens. It was understood that PHE had been impressed with the way the Collegiate University was handling cases and outbreaks, noting that the level of compliance with self-isolation rules was infinitely higher amongst the student population than the general population.

Lessons learned were shared from three Colleges who had experienced recent outbreaks. One College had experienced the first significant outbreak, and their experience had considerably informed the establishment and approach of the CIMT.

Experience of the CIMT was that meetings with Colleges had been very helpful, supportive and constructive.

A recurring theme was the need to consider the wellbeing and mental health of self-isolators and suggestions to support this included:

- The importance of access to outdoor space. One College with larger scale self-isolation instituted a rota so that students did not crowd in the hallways.
- The need for clarity about when a student's self-isolation was due to end; it was helpful, but difficult, to give this at the outset.
- Students appreciated a town hall style meeting at which the Senior Tutor and/or Bursar and/or Head of House provided an explanation of the situation, an expression of support and the opportunity to answer questions.
- Organising groups of supporters amongst student's peers to catch up with self-isolators via Zoom was a helpful way to reduce the burden on Tutors.
- It was useful to note that the Counselling service was experiencing normal demand for the season so waiting lists remained relatively short (c. 2 weeks). Online counselling continued to be offered.
- The SU would be running a weekly self-isolation session every Thursday 4.30 – 5.30pm. Senior Tutors were encouraged to communicate this message to their students.
- The Committee was reminded of ongoing student mental health projects provided in

partnership with Mind: <https://www.cpslmind.org.uk/university-students/>

The Bursar representative reported that Bursars involved in CIMT meetings had also reported the meetings were constructive and useful for Colleges.

2137.1.3 Current rates of infection amongst student population and movement within tiers

The data on rates of infection for w/c 26 October had not been released at the time of the meeting.

Covid Gold would be reviewing the University's tier status weekly. It was currently at yellow, and this would continue but under close monitoring of rates of infection within the University and the city itself.

2137.1.4 Recently circulated documents

A number of documents had been circulated by email but were provided again for information and ease of reference:

- a) A follow-up protocol for instances where multiple positive cases are identified in Colleges (STC.20.117).
- b) The 'Response Framework' approved by Covid-19 Gold Team as the new appendix 5 of the collegiate University's Outbreak Response Plan (STC.20.118)
- c) The Outbreak Communications Plan (which is work in progress) and which will also form an appendix to the Response Plan (STC.20.119)
- d) The update from Dr Simone Schnall on the Covid Nudging Project (STC.20.120 and STC.20.121)

2137.2 Foundation Year Admissions Proposal

A paper outlining the proposed principles of admission to the Foundation Year Programme was received (STC.20.122). Dr Pryce, Foundation Year Course Director, was welcomed to the meeting and introduced the paper.

The Committee noted that UAC, Admissions Forum and GBEC had considered and endorsed the proposed principles of admission. The Committee agreed to approve the principles set out within STC.20.122.

The Committee was also asked to consider and decide on the matter of College preference for applicants to the Foundation Year Programme as outlined in STC.20.123. The Committee recorded its preference for applicants to be able to make an open application or express a preference for one College in the admissions process.

The Committee noted that the implementation of the Foundation Year was proceeding to the agreed timeline. The Chair expressed renewed thanks to Dr Pryce for presenting the papers and for her continued efforts to drive the Programme's implementation forward.

2137.3 Admissions 2021-22

A paper outlining the plans for the current admissions round was received for information (STC.20.124).

The Committee received a helpful summary of all the work being undertaken in preparation for the current admissions round. Amongst a number of points raised, the following were noted:

- Moodle courses were being developed to deliver interview training which it was hoped would be available by 11th November.
- The Winter Pool had been scheduled for 13-15th January 2021; this allows for an extended period of interviewing if needed to accommodate additional pre-Christmas load.
- It was unclear if formal exams would run in summer 2021 and concerns raised that there

would be additional numbers of A*s awarded. Colleges were encouraged to make lower numbers of offers in the current round; it was thought that 1.05 would be a more realistic cover ratio than the higher rates in previous years.

- A policy decision regarding widening the scope for enhanced adjustment would be brought to the next meetings of the Admissions Forum and STC. As WP applicants were likely to be particularly affected by Covid-19, it was considered especially important to ensure Colleges had means of adjusting for this.
- On the topic of grade inflation, it was noted that reducing cover ratios might lead towards conservatism in selection, and this may not be WP and APP-friendly. It was noted that if this was to be a long-term issue, it ought to be revisited under the Strategic Review of UG Admissions.
- A report on the progress of the Strategic Review of UG Admissions was expected towards the end of November. Offer levels/ranges would be considered within the scope of the review but it would take time to work through the materials. Offer levels for 2021-22 admission had already been advertised, so it would not be possible to change them for the current round.

2137.4 Funding for Admissions Assessments from 2021

A revised paper outlining two options for moving the funding of admissions assessment to a more sustainable footing in subsequent admissions cycles was received (STC.20.125). The Committee engaged in a lively discussion, with serious concerns raised about both options.

Amongst several points raised, the following were noted:

- The impact of Covid-19 had not been foreseen and there was increased awareness of the financial demands that Colleges were facing.
- There had been a 30% increase in the numbers of overseas applicants for the current round.
- There was clearly interest from other HEIs re option b (movement to share assessments with other HE institutions, with candidates then charged per entry, as in the current BMAT model, but offering fee waivers to low income students), but there were serious concerns about sequencing and ensuring other HEIs committed at the outset.
- The issue of Oxford's position (i.e. that they had publicly committed not to charge for pre-interview assessments) meant that Cambridge would be placed at a disadvantage and inroads made re access would likely be lost.
- Serious concerns were raised about the WP implications and potential reputational damage to the Collegiate University.
- The idea of charging specific cohorts of applicants (UK independent school, overseas, etc) was thought unpalatable to a significant number of Senior Tutors.
- Other income streams outside the levies envelope were also discussed, with the possibility of approaching CUDAR and College Development Directors mooted.
- The possibility of running the tests using a different provider was also suggested, but this option had already been considered and discounted. It was indicated that the infrastructure and logistics of the operation were significant, and the tests did not generate profit for Cambridge Assessment. So it was suggested that finding another provider that would offer the tests for less was not be realistic.
- A third option of moving just the Cambridge Test of Mathematics for University Admission (CTMUA) to a publicly funded model was suggested as a pilot. It was understood that many other HEIs already used it.

No consensus could be reached during the meeting and it was noted that the matter would need to be decided upon at the Committee's next meeting (ie before the end of Michaelmas Term). The Director of UG Admissions urged Senior Tutors to discuss the matter urgently

with their Bursar, Head of House and Development Director to allow for a full and frank exchange of views across intercollegiate fora.

ACTION: All Senior Tutors

The Chair expressed gratitude on behalf of the Committee to the Director of UG Admissions for progressing this work.

2137.5 Skills Strategy 2020-25

The Committee was reminded that the Access and Participation Plan had specified a review of skills provision during 2019-20 in order to develop a new strategy for student academic, employability and life skills. During 2019-20, an Advisory Group (including Senior Tutor and student members) had been convened to guide the development of a new Skills Strategy. At its final meeting, the Advisory Group reviewed a series of premises and priorities to be used to develop a draft Skills Strategy (2020-25) and to inform an associated action plan (circulated as STC.20.126).

The Committee noted that more work was required but were happy to offer broad support for the general direction of travel. Thanks were expressed to Dr Tait, Dr Larsen and the Advisory Group for the work undertaken thus far. An invitation was made for specific concerns and comments to be sent directly to Drs Tait and Larsen.

2137.6 College Transfer Procedures

At the 28 September 2020 informal meeting of Senior Tutors, it had been agreed that the College Transfer Procedures would be suspended until the division of Michaelmas Term 2020 in the first instance as a result of the ongoing upheaval arising from Covid-19. The Panel, in trying to resolve outstanding cases, had found that Colleges were still finding it difficult to accept transfers and the Committee agreed to approve a further extension to the suspension of the formal procedures until the end of Michaelmas Term. It was noted that suspension of the formal procedures did not preclude informal transfers being negotiated between Colleges.

2138 Reports by the Chairs of the Standing Committees

2138.1 Business Committee

The Notes of the meeting held on 7 October 2020 were received (STC.20.127). Attention was drawn to the following items:

2138.1.2 Minutes 4.1 and 4.2: Membership of Standing and External Committees

The Committee approved the following appointments:

From 1 September 2020:

- Dr Hunt (CHR) to replace Dr McLarty (W) as Chair of Transfer Panel.
- Dr Canuto (CTH) to replace Mr Partington (CHU) on the Exams, Access and Mitigation Committee.

From 1 October 2020:

- Dr Woodman (R) to replace Dr Kelly (Q) on the Standing Committee on Education for three years.
- Dr Jackson (TH) to the Cambridge University Libraries Education Programme Advisory Group for three years.
- Dr Williams (DOW) to replace Dr Holburn (CAI) on the Digital Teaching and Learning Committee for one year.
- Dr Flack (K) to replace Dr Holburn (CAI) on the University Information Services

Committee for three years.

- Dr Parks (JE) to replace Dr Tasioulas (CL) on the Teaching, Learning and Assessment Working Group for one year.

From 1 January 2021:

- Dr Bunbury (ED) to replace Dr Parks (JE) on the Societies Syndicate for four years.
- Dr Sewell (SEL) to replace Dr Needham (DAR) on the Military Education Committee for three years.
- Dr Hampton (PET) to replace Dr Johnston (HH) on the Accommodation Syndicate for three years.

2138.1.3 Minute 4.4: UG Admissions Complaints Panel

The Committee approved the changes to the terms of reference of the UG Admissions Complaints Panel (STC.20.128). It was agreed that the suggested statement outlining where liability for the Panel rested should be included at the earliest opportunity.

ACTION: Miss Springthorpe

2138.1.4 STC Committee Representation Review

The Committee noted that, in recognition of the ever-increasing burden of committee representation for Senior Tutors, the Standing Committee had agreed to conduct a review of committee membership with a view to rationalising representation. A matrix of Senior Tutor committee membership was received (STC.20.129) and Senior Tutors were asked to reflect on the following questions with respect to committees attended on behalf of STC:

- That the committees they attended were accurately represented on the matrix.
- To consider whether it was a valuable use of their time to attend these committees on behalf of STC – i.e. was there important business discussed that had significance for Senior Tutors or to which they contributed significantly on STC's behalf.
- To consider whether there was specific value that they brought to the Committee's discussion in their attendance as a Senior Tutor, or whether another College officer might be as well or better placed to contribute instead. If they served on a committee with an/other Senior Tutor/s, to consider if there was a good reason for more than one Senior Tutor representing STC.
- To consider, in their view, whether the Committee was doing a useful and necessary job.

Responses were to be provided to the administrative secretary via educationalpolicy@admin.cam.ac.uk by the 4 December 2020.

ACTION: All Senior Tutors

2138.2 Student Finance and Welfare

The Minutes of the meeting held on 12 October 2020 were received (STC.20.130). Attention was drawn to the following items:

2138.2.2 Minute 4.3: AccessAble

The Committee received a proposal from AccessAble (STC.20.131) setting out the approach and pricing for producing detailed access guides for the Colleges which would allow visitors to know what access would be like when they visited Colleges. The Committee supported the proposal in principle, noting that implementation would be at individual College discretion. Senior Tutors were encouraged to take the proposals back to their Governing Bodies for consideration.

ACTION: All Senior Tutors

2138.2.3 Minute 4.4: Cambridge Bursary Scheme

Thanks were expressed to Dr Lucy, Dr Bunbury and Dr Chirico for assessing all the applications. The Committee further noted that the Strategic Working Group on Access and Participation had agreed to close the scheme and that no further applications would be accepted.

2138.2.4 Minute 4.8: Disclosure and Barring Service

The Committee approved the changes to the template Safeguarding policy (STC.20.132), noting that the document would remain under review.

2138.2.5 Minute 5: Social Distancing Guidelines from CSU

A paper and recommendations from CSU on fair enforcement of College codes of conduct in the context of Covid-19 was received (STC.20.133). The Committee noted the Standing Committee's discussion and that issues highlighted in the paper were most likely a matter of language and presentation rather than practice. Senior Tutors were asked to consider their communications carefully, and in particular to ensure that students were fully aware that no disciplinary action would be taken against anyone who reported instances of harassment and/or sexual misconduct occurring during breaches of Covid-related distancing guidelines.

ACTION: All Senior Tutors

2138.3 Education

The Minutes of the meeting held on 16 October 2020 are **enclosed (STC.20.134)**. Attention was drawn to the following items:

2138.3.2 Minute ED.142-148/20: Certificate in Pre-Medical Studies

For its part, the Committee supported the direction of travel outlined within the proposal to deliver a Certificate in Higher Education in Pre-Medical Studies (STC.20.135). The Committee noted that there were potential student loan implications for students. Furthermore, that the Mature Strategy Group had considered the proposal at its recent meeting and that matters relating to admissions may need to be brought back for consideration by the Admissions Forum.

2138.3.3 Minute ED.158-162/20: Update on Changes to Student Immigration

The Committee noted that Anthony Dangerfield, Head of the International Student Office had presented an update to the Standing Committee on changes to student immigration regulations. The Committee's attention was particularly drawn to the Home Office change from monitoring attendance to monitoring engagement. It was understood that a review of current procedures was planned, and further details would be forthcoming. Guidance recently drafted by Mr Dangerfield for the Graduate Tutors' Committee was also circulated as a helpful summary (STC.20.136).

2138.3.4 Minute ED.165-167/20: Publication of Class-Lists and Provision of Exams Data for Colleges

Noting the Standing Committee's discussion, the Committee received the update on publication of Class Lists and the provision of exams data for Colleges (STC.20.137).

2138.4 Graduate Tutors

The Minutes of the meeting held on 15 October 2020 were received (STC.20.138). Attention was drawn to the following item:

2138.4.2 Minute 20.30.1: Issues relating to remote study

The Committee noted the issues raised and that this had been highlighted to the Senior PVC for Education and Head of Education Services. A reminder to Faculties and Departments had since been issued and it was expected that this would resolve the issue; Senior Tutors were urged to follow up with the Senior PVC for Education with any further concerns.

2139 Director of Undergraduate Admissions business

2139.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 12 August 2020 were received (STC.20.139) for information.

2139.2 Undergraduate Admissions Committee

The Minutes of the meeting held on 5 October 2020 were received (STC.20.140) for information.

2140 Reports from other bodies (Dr Frasca Spada)

2140.1 Colleges' Committee

The Minutes of the meeting held on 4 July were received and noted (STC.20.141).

2140.2 Colleges' Standing Committee

The Minutes of the meeting held on 6 October were received and noted (STC.20.142).

2141 Other business

2141.1 Student mental health projects

Further to the recent email circulated by Mrs Alice Benton, the Committee was **reminded** of two ongoing collaborations with MIND aimed at supporting student mental health:

[Tools and Techniques for Student Mental Health Workshops](#) [Good Mood Café and Calm Spaces](#)

Leaflets were received (STC.20.143 and STC.20.144 respectively), and Senior Tutors were encouraged to promote the opportunities widely to students. Suggested wording to include within communications to students has been drafted to support this (STC.20.145) and a referral pack had been created for those in College welfare roles who wanted to understand more about the projects and how to refer students (STC.20.146).

2141.2 MML Students repayment of Erasmus Grant

A query was raised about bursary students having been asked to repay an Erasmus grant by MML, with an implication from the Faculty that the College would pick up the tab. It was understood that 20-30 students had been approached for repayment. It was agreed that further investigation was required and the Executive Secretary would take the matter up with the Head of the International Student Team and the Faculty.

ACTION: Mrs Benton

2141.3 Resources for students: remote working study skills

A query was raised about whether there were any resources for student study skills on managing remote working. It was understood that some librarians were running workshops and that some general guidance was expected from CCTL but the Executive Secretary agreed to follow up with CCTL.

ACTION: Mrs Benton

2141.4 Supervisions and movement through tiers

A query was raised about how face-to-face supervisions would be prioritised as the collegiate University moved through the tiers. The Chair noted that the assumption from the University had been that non-essential in-person teaching included all supervisions and that these would therefore all go online as the University moved through the tiers. Senior Tutors were asked to advise the Executive Secretary should there be any subjects for which the continuation of in-person supervisions would be considered essential.

ACTION: Senior Tutors

The Committee discussed the extent to which supervisions were already being held online. It was agreed that this was a rapidly changing picture and varied across Colleges. Several Colleges had undertaken straw polls which had indicated a considerable proportion (50-100%) of supervisions had already shifted online.

2142 Next meeting

The Committee noted that the next meeting of the Senior Tutors' Committee would take place at 2.15pm on 27 November 2020. A link to join the Zoom call would be circulated with papers.

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 27 November 2020 via Zoom Conferencing.

Present: The Vice Chancellor, The Senior Pro-Vice-Chancellor (Education), Dr M Frasca-Spada (CC) (Secretary), Dr A Spencer (CAI), Dr R E Hunt (CHR), Mr R Partington (CHU), Dr J Tasioulas (CL), Dr Iain Black (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr J Bunbury (ED) (Associate Secretary), Dr R Henderson (EM), Dr P Chirico (F), Dr S Fulton (G), Dr P Barton (HOM), Dr P Johnston (HH), Dr G Parks (JE), Dr M Nicholls (JN), Dr T Flack (K), Dr J Greatorex (LC), Dr S Martin (M) (Associate Secretary), Dr M Gemelos (MUR), Dr D Tucker (PEM), Dr S Hampton (PET), Prof M Dixon (Q), Dr D Woodman (R), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Dr C Jackson (TH), Dr S Larsen (W), Dr A Freeling (HH) (Chair of Colleges' Committee), Ms L Thompson (LC) (Secretary of the Bursars' Committee), Dr S Lucy (Director of Undergraduate Admissions), Mr B Margolis (Cambridge SU UG President), Dr A Dahal (Cambridge SU PG President) and Mrs A Benton (Executive Secretary), with Ms G Long and Miss K Springthorpe.

Katrina West attended for the discussion under Minute 2151.3.1.

Apologies were received from: Prof L Taub (N). Dr E Perkins deputised.

2144 Declaration of Interests

There were none.

2145 Minutes and notes of previous meetings

The Minutes of the meeting of 30 October 2020 were received and approved (STC.20.148).

2146 Matters arising and for report not itemised below

There were none.

2147 Starred items

The Committee unstarred agenda item 8.1.1: AccessAble. Other starred items were approved.

2148 Chair's and Secretary's Reports

Secretary's Report

The Secretary reminded the Committee that a number of drafts had been circulated in relation to two issues: 1) ensuring students were not discouraged from reporting incidents of misconduct/harassment at an event at which they may have breached Covid social distancing guidelines and 2) considering sympathetically the position of those students who had left early before the second lockdown without permission. Senior Tutors had been agreed on the overarching principles. However, it had not been possible to gain consensus on the exact phrasing to be used to allow for agreement of a joint statement. The Secretary encouraged all Colleges to use the drafts if they found them helpful, in whatever form they felt appropriate, and if they so wished to publish their own statements based on the agreed principles.

The Committee was alerted to the issue of workload and deadlines that had been raised with the Secretary and others by the CSU sabbatical officers on behalf of students. Senior Tutors were encouraged to approach issues of deadlines and workload with flexibility and to promote this principle to DoS and Supervisors.

The Committee was reminded that candidates for certain categories of University Council membership would be the subject of an imminent vote by members of the Regent House. Committee members noted that Dr Sewell was standing for election and that it would be very beneficial to have Senior Tutor representation on the Council.

2149 Principal items of business

2149.1 Covid-related business

The Chair expressed appreciation to Dr Henderson for all his work in representing Senior Tutors on Covid related committees and matters.

Dr Henderson reported on a number of matters. The following points were noted:

- Senior Tutors were urged to encourage students to complete the recent survey that had been distributed by the University on behalf of PHE. It was thought this would yield important data. The initial response rate had been very encouraging.
- That this data would feed into a large genomics project being led by Prof Sharon Peacock (COG-UK) which was already yielding very interesting information about the way in which the virus had been transmitted amongst students.
- That a spike in the rate of infection amongst the student population was thought to have resulted from two significant dates: Halloween and the day before the second national lockdown had come into force.
- The infection rate since this spike had been reducing, with very few positive results arising from the asymptomatic screening programme in the preceding week.
- That PHE had been impressed at how well the collegiate University had responded to the guidelines and restrictions, particularly students.
- That Cambridge would be placed in tier two of government restrictions post-lockdown and that marshals and a police presence would be increased across the city to encourage compliance.
- That many documents had been circulated in relation to end of term arrangements. PHE had expressed a particular concern for the wellbeing and mental health of students who would remain in Cambridge during the Christmas vacation. Senior Tutors were encouraged to continue efforts in planning support for such students. In particular PHE had indicated they were supportive of a proposal for Colleges to introduce temporary household bubbles for those remaining. PHE had thought the risks of spreading infection that this would introduce were low compared to the benefits this would bring to those students likely to be feeling particularly isolated over the period. It was however noted that the circumstances of each College and how they operated over this period would likely vary considerably.
- That there was still a good deal of uncertainty relating to arrangements for students return in LT. There were a number of options being mooted but Russell Group and UUK representatives were urging Government to ensure any approach taken would not target restrictions for students beyond those imposed on the general population.
- That there was no direct evidence available on the level of transmission resulting from supervisions, but that was likely because the data had not been collected in sufficient detail. It was thought this may become clearer as a result of the PH survey. Good ventilation was noted to be key in reducing the likelihood of transmission.

2149.2 Admissions 2021-22

The Director of UG Admissions and Associate Secretary for Admissions noted the following:

- That an expression of thanks should be noted to Helen Reed, her colleagues in the CAO Admissions and Data Services Team and the Digital Admissions and Moodle teams at UIS for their efforts in supporting this work.
- That all pre-interview assessments had been completed. At-interview assessments were ongoing.
- That Moodle refresher training for experienced interviewers had been running, together with face to face training for new interviewers.
- That overseas interviews were running and that unexpectedly most of the issues had arisen as a result of problems with eduroam. This had raised some concerns about the delivery of domestic interviews due to begin in earnest in the second week of December.
- That, noting the limitation of online interviewing particularly in STEM subjects, hopes were expressed by the Associate Secretary that face to face interviewing would resume the following year.

2149.3 Funding for Admissions Assessments from 2021 (Minute 2137.4, 30 October 2020)

The Committee was reminded that a letter was circulated to all senior College officers on 9 November 2020, on behalf of the Senior Officers of the Colleges', Bursars' and Senior Tutors' Committees (received as STC.20.149).

Ongoing discussion since the previous meeting in various fora including SWAP had highlighted that there remained significant reservations about the introduction of charging applicants to take pre-interview assessments in 2021 (as had been mandated by the Colleges' Committee in December 2019). It was recognised that this cut across the progress of the Strategic Review of Outreach and Admissions, and also that it ran counter to the very positive widening participation work being undertaking, not least the Foundation Year, which was due to be formally launched in January 2021.

In light of this, the Secretary proposed that the decision on the future of admissions assessments be suspended for one year and instead the Committee consider agreeing to:

- a) increasing the charge for Overseas applications by, say, £30 (i.e. from c.£30 to c.£60);
- b) adopting the TMUA rather than the CTMUA (TMUA was already a charged test, which was provided free of charge as CTMUA for growing numbers of Computer Science applicants); and
- c) continuing to restrict testing to those subjects where they were demonstrably useful for deselection.

Senior Tutors were invited to provide feedback on this proposal and their internal College discussions and amongst a number of points raised the following were noted:

- That another year's extension caused concern to some members of the Committee.
- That despite this unease, imposing radical reform at a time when GCSEs were in flux and grade inflation would continue was also considered imprudent.
- That value for money needed to be scrutinised more closely, particularly around the logistics of delivering the tests which was where most of the costs arose.
- That it was understood that around half of applicants failed to meet the standard university offer level and consequently the possible introduction of Post Qualification Admission (PQA) may have a significant impact on the number of

applicants and therefore the numbers of tests and the associated costs. (Post-qualification offer-making would have no material impact, however). Members were keen to see how this and other sector-wide developments played out before agreeing a permanent arrangement for admissions assessments.

- That the chargeable public examination model proposed at the previous meeting might still warrant further exploration; the concerns raised previously around the optics of such a model might perhaps be addressed by introducing rebates/waivers for WP candidates.
- That one member had concerns about the impact of the cost of the TMUA on overseas applicants who would also be paying double the application fees under the above proposals.
- That reversing the decision on charging for the test would require arguments to be presented to Colleges' Committee to reverse its decision in 2018.

It was concluded that the Director of Undergraduate Admissions would draft a brief paper to outline the projected costs of assessments continuing without any change, together with the projected cost savings which might be achieved by enacting a) and b) above. The draft would be circulated to Senior Tutors to allow for consultation and discussion between Senior College Officers ahead of the Colleges' Committee meeting on 5 December 2020.

ACTION: Director of Undergraduate Admissions

2149.4 Strategic Review on Undergraduate Admissions and Outreach

The Executive Summary of the Interim Report was received as STC.20.150, with the full report available on the [SharePoint site](#).

The Secretary noted that other documents were in the pipeline, including a proposed model for the reallocation of applicants across Colleges prior to interview which it was thought would cause concern for a number of Colleges given it would not allow them to assess the full gathered field of applicants naming them as first choice College.

Two Working Groups had been convened: one to consider Outreach proposals — this was thought to be progressing well — and the other reviewing admissions processes. The Secretary noted that the Strategic Review had yet to address a number of items considered critical to Colleges, including governance, more extensive agreed thresholds for deselection, IT systems, and cost efficiencies. It was understood that these concerns had been fed back to the Review Group.

2149.5 Strategic Review of Student Mental Health Provision across Collegiate Cambridge

A paper outlining the aims, objectives and proposed governance arrangements for the Strategic Review of Student Mental Health Provision was received as STC.20.151. The Committee endorsed the direction of travel and approved the appointment of Dr Larsen and Mr Partington as Senior Tutor representatives on the Steering Group.

The Committee noted that the issue of out of hours mental health support had been discussed at the Senior Tutors' Breakfast Meeting in February 2020 and the Head of Wellbeing, Ms Natalie Acton, was keen to seek Senior Tutors' views on what demand there was for out of hours support for Colleges. Ms Acton would contact Senior Tutors directly for comment.

2149.6 Joint Working Group on Size and Shape

A note on a meeting between the Vice-Chancellor, the Chair of the Colleges' Committee and the Senior Pro-Vice-Chancellor about the Size and Shape Working Group was received as STC.20.152a. The note was intended to identify and highlight points of agreement between the Colleges and the University. A further paper outlining answers to a series of questions on the matter that College members of the Working Group had

provided was also received as STC.20.152b.

The Secretary reported that there was continued divergence in aspirations around one-year postgraduate taught versus research/doctoral student numbers with the Schools broadly promoting growth in the former and Colleges aspiring to growth in the latter.

It was understood that these papers would provide the basis on which discussions would continue.

2149.7 Assessment ET2021

Ms Long, Head of Education Quality and Policy Office, provided a brief update on planning and arrangements for assessment in Easter Term 2021. It was noted that all summative assessment would be running, with the majority of examinations taking place online. A few in-person exams would be held with the exceptional agreement of GBEC, and Faculties and Departments with approved in-person exams had had to provide a plan b) in the event that in-person exams were once again not possible. It was noted that most students should have been notified by their Faculty or Department with confirmation of assessment arrangements already. It was understood that the Exams Office had shared the details of agreed assessment arrangements with College Tutorial Offices and members of the Committee requested a synopsis to be held via a stable URL that would allow Senior Tutors to view the arrangements. Ms Long agreed to look into the feasibility of this for the New Year.

ACTION: Ms Long

The Chair thanked Ms Long and her team for the considerable efforts they had made to ensure robust assessment arrangements would be in place across the institution.

2150 Director of Undergraduate Admissions business

2150.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 16 October 2020 were received as (STC.20.153). Attention was drawn to the following item:

2150.1.1 Minute 20/118 Adjustment 2021: Criteria

The Committee noted the discussion on widening the scope of UCAS Adjustment for summer 2021. This had further been discussed at the November Admissions Forum meeting, which narrowly voted in favour of the criteria being widened to two flags rather than three (which would increase the size of the potential Adjustment field by c. 81% as illustrated in the circulated paper STC.20.154). The Forum voted overwhelmingly in favour of including verified FSM status as a standalone flag, as with the In Care flag and also recommended the discontinuation of the Open Offers scheme.

The Committee discussed the recommendations in detail and agreed that the verified free school meals status would be included as a standalone flag but that the criteria being widened to two flags rather than three (which would increase the size of the potential Adjustment field by c. 81%) should not be progressed. The Committee was also supportive of discontinuing the Open Offers scheme on the grounds that Adjustment met the same goals more effectively.

2150.1.2 Undergraduate Admissions Complaints Panel Annual Report 2019-20

The Committee received and noted the Annual Report 2019-20 (STC.20.155).

2151 Reports by the Chairs of the Standing Committees

2151.1 Student Finance and Welfare

The Minutes of the meeting held on 9 November were received as STC.20.156. Attention was drawn to the following items:

2151.1.1 Minute 3.2

The Committee was reminded that the AccessAble closing date is 18 December 2020 for Colleges to ensure inclusion in the forthcoming round of surveys.

2151.1.2 Minute 4: Cambridge Officers' Training Corps (OTC)

The Committee noted the Standing Committee's discussion, and that Senior Tutors may be contacted by the OTC regarding the welfare of OTC enlisted students.

2151.1.3 Minute 7: College Mental Health Provision Questionnaire

The Committee noted that access to the results from the Colleges' Mental Health Provision Questionnaire July 2020 had been made available: [REDACTED] and that Senior Tutors would be notified of their College's number by separate email following the meeting. Senior Tutors were encouraged to consider and share their results within their Colleges. It was proposed that the survey would be run annually, and work had already begun to produce the next iteration.

The Committee also noted that the Wellbeing Team wished to circulate a Tutorial Survey to be completed by Colleges to inform work on establishing a baseline of provision as discussed at the Senior Tutors' breakfast meeting on student mental health earlier this year. A version incorporating feedback from the Standing Committee was received as STC.20.157. It was agreed that the survey would be circulated to College Tutorial Offices via an online form at the end of term to allow for an earlier return than discussed at the Standing Committee.

2151.1.4 Minute 8: College Childcare Provision Survey (Good Practice)

The Committee noted the circulated paper (STC.20.158), authored by Alice Gilderdale, CSU Welfare and Community Officer, outlining good practice gleaned from the College Childcare Provision Survey and particularly the desire of the Standing Committee to support the proposed introduction of partner cards as outlined in the paper.

2151.1.5 Minute 9: Medical Evidence and Exam Access and Mitigation Committee

The Committee noted the circulated exchange between Secretary to the Exam Access and Mitigation Committee and the Cambridge SU Disabled Students' Officer (STC.20.159) regarding medical evidence for alternative modes of assessment applications.

2151.2 Education

The Committee noted that the meeting scheduled for 13 November 2020 had been cancelled owing to lack of substantive business.

2151.3 Graduate Tutors

The Minutes of the meeting held on 12 November 2020 were received as STC.20.160. Attention was drawn to the following items:

2151.3.1 Minute 20.40.4: Update on PG Funding Project

A paper authored by Katrina West was received as STC.20.161. Ms West attended to

present the paper and to field questions.

The Committee discussed two issues of policy outlined within the paper:

- a) The funding threshold to allow applicants to move College automatically
- b) Removal of the requirement of College preference to apply for College funding.

On a) there was limited discussion but, of those expressing a view, there was consensus to maintain £5,000 as the appropriate funding threshold for automatic movement between Colleges.

On b) Committee members were supportive in principle, with many indicating that there was potential to derestrict some funding opportunities. However, a number of Senior Tutors noted constraints that would prove problematic to making all funding opportunities open-access and it was agreed that it would be for individual Colleges to consider and decide which funding opportunities they would be willing/able to derestrict access to.

2151.3.2 Minute 20.40.5: Update on widening participation

The Committee noted the work being undertaken by Dr Powlesland in the area of diversity and widening participation within the postgraduate applicant and student body.

2151.3.3 College Allocator Working Party (CAWP)

A proposal put forward by the CAWP to calculate the minimum number of doctoral applications required for Colleges via the Allocator was received as STC.20.162. The paper had originally been circulated at the March 2020 meeting but had had to be deferred due to the pandemic. The paper had been supported by the Graduate Tutors' Committee on 27 February 2020 and had since been updated to include the most recent admissions statistics. The Committee approved the proposal.

A complementary paper, commissioned by the CAWP, on Accept-All College status in response to a question from the Accept-All Colleges themselves, was also received (STC.20.163) for information.

2151.4 Business Committee

The Notes of the meeting held on 4 November 2020 were received as STC.20.164. Attention was drawn to the following item:

2151.4.1 Minute 2.3: UG Admissions Complaints Panel

Following revisions to the Panel's terms of reference approved at the previous meeting, the Committee approved the appointment of Dr Sewell and Mr Partington as Chairs of the UG Admissions Complaints Panel from 1 October 2020 for three years and noted Dr Fulton had agreed to act as the third available Chair for the remainder of her existing second term. Gratitude was extended to all three Senior Tutors for agreeing to serve as Chairs.

2152 Reports from other bodies

2152.1 UCJC

The Minutes of the meeting held on 20 October 2020 were received for information (STC.20.165).

2152.2 Colleges' Committee

The Minutes of the meeting held on 31 October 2020 were received for information (STC.20.166).

- 2152.3 Colleges' Standing Committee
The Minutes of the meeting held on 17 November 2020 were received for information (STC.20.167). Attention was drawn to the following items:
- 2152.3.1 CS.20.24: Progress update on the Strategic Review on Admissions and Outreach
The Committee noted the discussion.
- 2152.3.2 CS.20.25: Resourcing of the Office of Intercollegiate Services
The Committee noted that the role and resourcing requirements of OIS would be reviewed in 2020-21. The Secretary had been asked to join the Working Group undertaking the review.
- 2152.3.3 CS.20.26: Progress towards the reform of the Cambridge Bursary Scheme (CBS2)
The Committee noted the discussion and that clear intentions for bursary provision in 2021-22 would need to be resolved quickly and would require proactive engagement from all Colleges in the Lent Term 2021. It was understood that the two Colleges which had previously dissented to the proposals had since indicated their agreement to participate. More would follow as discussions progressed.
- 2152.3.4 CS.20.27: Progress updated on the Working Group on Size and Shape
The Committee noted the discussion.

2153 Other business

- 2153.1 Student Skills Strategy (2020-25) and Action Plan (2020-21)
For its part, the Committee approved the circulated Student Skills Strategy and Action Plan (STC.20.168), which had been updated with minor amendments following discussions at the last meeting. GBEC, for its part, had approved the document at its meeting on 18 November 2020.

The Committee noted that a Skills Working Group was being constituted to take forward work during the current academic year, with a particular focus on matters relating to the first year of undergraduate study. The Working Group would include Senior Tutors, Directors of Teaching, professional services staff and undergraduate students and it was intended to include a balance between STEM and AHSS subjects.

2153.2 AOB

The UG CSU President asked that Senior Tutors made all students aware of the imminent deadline for applications of an adjusted mode of assessment (end of full Michaelmas Term).

2154 Next meeting

The next meeting of the Senior Tutors' Committee would take place at **2.15pm on 12 February 2021**. A link to join the Zoom call would be circulated with papers nearer the time.

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 12 February 2021 via Zoom Conferencing.

Present: The Vice Chancellor (in the Chair), Dr M Frasca-Spada (CC) (Secretary), Dr J Bunbury (ED) (Associate Secretary), Dr S Martin (M) (Associate Secretary), Dr A Spencer (CAI), Dr R E Hunt (CHR), Mr R Partington (CHU), Dr J Tasioulas (CL), Dr Iain Black (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr R Henderson (EM), Dr P Chirico (F), Dr S Fulton (G), Dr P Barton (HOM), Dr P Johnston (HH), Dr G Parks (JE), Dr M Nicholls (JN), Dr T Flack (K), Dr J Greatorex (LC), Dr M Gemelos (MUR), Prof L Taub (N), Dr D Tucker (PEM), Dr S Hampton (PET), Prof M Dixon (Q), Dr D Woodman (R), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Dr C Jackson (TH), Dr S Larsen (W), Dr A Freeling (HH) (Chair of Colleges' Committee), Ms L Thompson (LC) (Secretary of the Bursars' Committee), Dr S Lucy (Director of Undergraduate Admissions), Mr B Margolis (Cambridge SU UG President), Dr A Dahal (Cambridge SU PG President) and Mrs A Benton (Executive Secretary), with Ms G Long and Ms J. Hansell-Rainbow.

Present for individual items: Mr Jon Beard (Agenda item 6.2, Minute 2160.2), Dr Alex Pryce (Agenda item 6.3, Minute 2160.3), Dr Michael Ramage and Dr Andi Bawden (Agenda item 7.2.2, Minute 2161.2.2)

Apologies were received from: Professor G Virgo (Senior Pro-Vice-Chancellor, Education)

Declarations of Interest

There were no declarations of interest.

2156 Minutes of previous meeting

The Minutes of the meeting of 27th November 2020 were received and approved.

The Notes of the informal meeting held on 29th January 2021 were received for information.

2157 Matters arising and for report not itemised below

2158 Starred items

The Committee approved the starred items (***)

2159 Chair's and Secretary's Reports

Chair's report

The Chair (Vice Chancellor) reported on two primary matters:

1) The UK Government is due to issue guidance on students' return to Universities on 22nd February 2021. As yet, the contents of the announcement are uncertain, although UUK and the Russell Group are making ongoing efforts to gain more information.

2) The UK Secretary of State for Education has issued a letter to Lord Wharton, the recently- appointed Chair of the Office for Students (OfS). The appointment of this Chair, who has no prior experience in the Higher Education sector, is designed to be a “reset” for OfS. There were some positive elements in this letter for Cambridge, namely a commitment to risk-based regulation – that is, a recognition that OfS should not focus on “high-quality” providers but on providers where there is cause for concern. The letter also expressed desire to reduce bureaucracy. However, the Vice Chancellor expressed concern that OfS might involve itself in matters of curriculum, highlighting statements in the letter about free speech and academic freedom, particularly the suggestion that OfS should challenge providers who implement policies which drop certain authors or texts from the curriculum, insinuating movements such as “Decolonise the Curriculum”.

Secretary’s report

The Secretary reported on the following three matters:

1) The UK Government has announced additional funding intended for students facing financial hardship as a result of the Covid-19 pandemic, which Higher Education providers will be responsible for distributing to their students. Cambridge will receive £76k, and it is proposed applications, approvals and distribution be managed by the same process as other Hardship Funding (i.e. via the Bell, Abbott, and Barnes Committee, Postgraduate Hardship Fund, and Special Hardship Fund). Ms S Gannon, Head of Student Funding, will write to all students and Senior Tutors to lay out criteria for applications for these funds in the next week.

2) An audit of admissions assessments has been requested by the Colleges’ Committee and Colleges’ Standing Committee. The overarching aim is to improve the efficiency of the processes relating to deselection. Work is ongoing to put together a Steering Group for this purpose.

3) There will be an informal meeting of the STC on Friday 19th February (in one week) at 4.30pm. It will be an opportunity to meet with the external provider, SUMS Consulting, of the Strategic Review of Mental Health Provision.

2160 Principal items of business

2160.1 Covid-related business

2160.1.1 Reports from recent meetings

The Chair gave thanks to Dr Henderson and Dr Frasca-Spada for their work on the University's Covid-related Committees. Dr Henderson reported the following:

- Reiterating information from the Chair’s report, Covid-related business is somewhat in hiatus until 22nd February, when the Government will issue guidance on students’ return to Universities. In the next STC meeting, in four weeks’ time (12th March), there should be more to discuss.
- At the Covid Management Team meeting, The Director of Health and Safety (Dr M Vinell) focussed on mental health and wellbeing – every member of the University has been affected differently by this pandemic and many are bottling up issues and not coping well. Dr Henderson encouraged Committee members to look at the resources detailed in the Vice Chancellor’s email sent on 11th February. The Vice Chancellor agreed that all members of the University must be forgiving of ourselves and colleagues, remaining conscious of how we are

interacting and reacting under these difficult circumstances.

- A small number of Committee members highlighted an issue with the Asymptomatic Testing Programme within their Colleges: cases of a household test returning a positive result but all subsequent individual tests on members of that household returning negative results. The Chair and Dr Greatorex responded that this is a known issue that has been occurring since the programme's inception. It is the nature of the test and is to be expected, so no action will be taken.

2160.1.2 Student Return

Mr Margolis (Cambridge Students' Union) presented a College Returns Policy from the Students' Union (**STC.21.03**), regarding the approach Colleges have been taking, and should take, when responding to students who present cases to be allowed to return to Cambridge in Lent term despite national lockdown. The Committee discussed the poor-practice and best-practice examples and recommendations given in the paper:

- The Cambridge Students' Union would support the model adopted by several colleges, whereby students requesting to return for mental health reasons do not require a doctors' note or other "professional" proof, but must have conversations with their Tutor(s) to fully understand the reality of returning to Cambridge. Other Colleges also take this approach.
- Other Colleges have received abuse on social media and in the student press in response to their cautious approaches to these cases. Misinformation seems to be present in the student body about the processes involved and the number of cases.
- All parties - the Students' Union and Committee alike – recognise the need for critical engagement with cases for return, and the need for transparent and fair processes, including appeals. However, all recognise that each College is different and there cannot be one blanket application and approval process across all Colleges.
- The Committee supported the two recommendations in the paper, finding them reasonable and practicable.

2160.1.3 Assessment

Ms Long provided an update on Assessment in Easter Term (2020-21):

- Senior Tutors will have received a paper detailing revised plans for assessment via the Key Issues bulletin.
- The exam period overall has been extended until 2nd July. Priority students' (final-year undergraduates and postgraduate taught students) exams will still take place in the usual exam period.
- There has been no decision yet on the possibility of in-person (rather than online) exams for some subjects, and the possibility of online proctoring is still being considered.
- The General Board's Education Committee (GBEC) has decided that all assessment will be summative and that exam results will appear on students' transcripts.
- The progression requirements for Years 1 and 2 are being waived. However, Colleges can still review and enter into conversation with individual students who are underperforming at the end of their first or second year.
- Departments have been invited to consider discretionary options, such as using pass/fail rather than numerical marks for certain papers, and reconsidering dissertation titles in considering limited access to libraries.
- Attention is being given to cohort equity, ensuring that classification

distribution in 2020-21 remains in line with recent years (except 2019-20). There is no standard way to do this – it will be different for each Tripos.

- Several Committee members envisage large numbers of students in College residence at the time of assessments, expressing concerns about the feasibility of maintaining exam conditions in College. Suggestions were made about potential College exam halls, recognising potential issues such as ventilation.
- Ms Long agreed to take these comments into account and consider issuing some advice to Colleges about how to manage online assessments for students residing in Colleges.

ACTION: Ms Long

2160.2 International Student Recruitment Strategy

Mr Beard presented a draft International Student Recruitment Strategy received by the Committee (**STC.21.04**). Key points of this presentation and discussion were as follows:

- The Strategy has already been seen at the Undergraduate Admissions Forum, Postgraduate Admissions Committee, and University Admissions Committee.
- The overall aim of the strategy is not currently to increase the number of international students or applications, but to encourage high-quality applications from more diverse countries and across a broader range of subjects, partially given the projected decrease in EU student applications in response to Brexit.
- Overall, the Senior Tutors' Committee welcomes this strategy, particularly its regard for diversifying the range of subject areas to which international students apply.
- It was highlighted that it would be helpful to read this Recruitment Strategy alongside the Graduate Union's International Student Experience Report, which was presented to Postgraduate Admissions Committee the previous day. Dr A Dahal (Cambridge SU Postgraduate President) would be happy to bring this report to this Committee.
- The Chair raised that there should be more regard for Widening Participation in the Strategy.
- Multiple Committee members reiterated the importance of financial support in international student recruitment. For the strategy to be successful, and for Cambridge to remain competitive with US and other Universities, there must be provision of bursaries, scholarships, and/or other financial support for international students. Colleges and the University must work together to offer this provision. Mr Beard confirmed that CUDAR (Cambridge University Development and Alumni Relations) are aware of the International Student Recruitment Strategy and are awaiting the finalised version before beginning to fundraise for the associated financial support.
- With these comments noted, the Committee supported the International Student Recruitment Strategy.

2160.3 Cambridge University Foundation Year

Dr Alex Pryce provided a paper (**STC.21.05**) and presented on the launch of the Cambridge University Foundation Year:

- The Foundation Year was launched on 13th January 2021, with pertinent media coverage.
- Currently, consideration is being given to how the Foundation Year might

become a springboard for student recruitment, attracting teachers and applicants alike. There has already been a virtual event held for 200 teachers who showed interest in the initiative.

- The Vice Chancellor thanked Dr Pryce for her work on the Foundation Year and on preparing for the launch, which went extremely well.

2161 Reports by the Chairs of the Standing Committees

2161.1 Student Finance and Welfare

The Minutes of the meeting held on 25th January 2021 were received (**STC.21.06**). Attention was drawn to the following items:

2161.1.2 3.2. Bystander Initiative

The Committee noted the Standing Committee's discussion, particularly that the Head of Student Wellbeing is investigating funding for this initiative for the academic year 2021-22.

2161.1.3 4. Race Equality Charter Self Assessment Team Meeting, 30th November 2020

The Committee supported the Standing Committee's recommendation that a poll be carried out at an upcoming STC meeting regarding Race Equality training provision in Colleges.

2161.1.4 9. Administrative Support for College Nurses

The Committee noted the Standing Committee's recommendation that Colleges consult with their nurses regarding potential need for administrative support, and take appropriate action where necessary.

2161.2 Education

The Minutes of the meeting held on 29th January 2021 were received (**STC.21.08**). Attention was drawn to the following items:

2161.2.1 Minute ED.11-17/21: Chemical Engineering and Biotechnology Tripos

Noting the Standing Committee's discussion, the Committee was invited, for its part, to support the proposal (**STC.21.09**) to revise the Chemical Engineering and Biotechnology Tripos. The following comments were made:

- Some Senior Tutors are concerned about the proliferation of Triposes increasing academic siloization, rather than encouraging interdisciplinarity.
- However, Chemical Engineering and Biotechnology is not a new Tripos (and will not increase overall student admissions), but a rationalisation of the route into the Tripos from the first year of study. Should this proposal come to fruition, it would allow applicants to apply specifically for this Tripos, sharing 50% of their first-year curriculum with Part IA maths, and 50% being new Tripos-specific content. Currently, students must apply for and study either Natural Sciences or Engineering at Part IA, beginning their Chemical Engineering Tripos at Part IB.
- One Committee member raised that this revision should be a positive step in Widening Participation: Chemical Engineering attracts diverse applicants, but the current unclear entry routes prove inaccessible for some.
- Noting these comments, the Committee supported the proposal.

2161.2.2 Minute ED.18-21/21: Design Tripos

Noting the Standing Committee's discussion, the Committee was invited, for its part,

to support the proposal **(STC.21.10)** for a new Tripos in Design (MDes). Dr Michael Ramage, the Course Director, presented a general introduction to the Tripos and responded to specific queries raised:

- Considering the concern raised in the prior discussion of the Chemical Engineering and Biotechnology about increased siloization and proliferation of Triposes, Dr Ramage highlighted that the Design Tripos has been developed in close collaboration with Engineering, and Materials Science and Metallurgy, aiming to broaden students' interdisciplinary study rather than propagate silo's.
- One Committee member queried the very specific entry requirements for Design listed in the proposal: that applicants must be studying for A-levels in Maths, one essay-based subject, and one science subject. Dr Ramage clarified that the intended requirements were for Maths to be compulsory, but there is flexibility in the other A-level subject requirements. A typical application may include one essay-based and one science subject, but it is not a requirement to have both. Dr Ramage agreed to adjust the proposal wording for future purposes, to accurately reflect entry requirements.

ACTION: Dr Ramage

- With these comments noted, the Committee supported the proposal.

2161.2.3 Minute ED.33-37/21: Global Executive Masters of Business Administration (GEMBA)
Noting the Standing Committee's discussion, the Committee was invited, for its part, to support the proposal **(STC.21.11)** to deliver a new route of the Executive Masters of Business Administration (EMBA) partly in China as the Global EMBA. The following points were raised:

- The GEMBA is intended to be a 20-month part-time programme, delivered 50% in Shenzhen and 50% in Cambridge, primarily at weekends. Teaching hours would be the equal to those for the standard EMBA.
- Committee members echoed the concerns raised in Education Committee around air travel: the carbon footprint/environmental impact of GEMBA students flying between locations multiple times per year does not seem aligned with the University's Environmental Sustainability Strategy.
- There may also be issues around the College tutorial input required for GEMBA students, such as the provision of financial advice and health support. Therefore, there needs to be careful clarification of the intended pastoral support to be provided in Cambridge and in China.
- Although this Committee is not the appropriate place for this discussion, the idea of charging a premium College fee to GEMBA students has been mooted.
- The Committee agreed to send these comments to the Judge Business School, provisionally supporting the GEMBA proposal if these concerns are addressed.

ACTION: Ms Long

2161.3 Graduate Tutors
The Notes of the informal forum held on 28th January 2021 were received **(STC.21.12)**. Attention was drawn to the following item:

2161.3.1 5. Hotel quarantine payments
The Committee noted this discussion. Committee members agreed to continue the discussion of how to deal with cases where students must quarantine in hotels after arriving in the UK from certain countries outside of this meeting.

2161.4 Business Committee

The Notes of the meeting held on 13th January were received (**STC.21.13**). Attention was drawn to the following item:

2161.4.1 3. Review of Senior Tutors Representation on Committees across Collegiate Cambridge

The Committee noted this discussion. The Secretary reported that following a full audit of all University Committees with Senior Tutor representatives in their membership, it had not proved possible to reduce the number of Senior Tutor representatives on committees. The Senior Tutors' Business Committee will, however, circulate a brief for Senior Tutors' Committee representatives, to clarify the expectations of this representation.

2161.5 Director of Undergraduate Admissions business

2162.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 22nd January 2020 were received (**STC.21.14**). Attention was drawn to the following items:

2162.1.1 21/06 School Leaving Examinations Situation

The Committee noted the discussion, particularly that:

- Offers for 2021 entry were made in the knowledge that cancellation of examinations for UK students was probable
- The University's response to the Consultation emphasised the importance of keeping students learning for as long as possible.

2162.1.2 21/07 Review of the Round

The Director of Admissions updated on the admissions round and the review process so far, including feedback from an applicant survey, as well as on Digital Admissions:

- A full report will be provided in due course, but preliminary indications from an applicant survey with over 400 participants indicates how positively this academic year's interviews were viewed by applicants.
- The final offer breakdowns have not been confirmed, but it would appear that Colleges have been conservative in offer-making as recommended.
- Consideration is being given to how to conduct the next round, working closely with University Information Services.
- With awareness that some Colleges wish to implement entirely digital admissions in 2021-22, the Director of Admissions urges all Senior Tutors to not make any public announcements on this topic until internal reviews are completed.
- Dr Hunt formally requested that the Undergraduate Terms of Appointment be included in the review of the round. Christ's College would like to make comments on these, both in specific and general terms.

2162.1.3 21/10 Admissions Assessment Update

The Director of Admissions reiterated the message from the Secretary's report that a Steering Group is in the process of being established to consider this matter.

2162.1.4 21/13 Cert HE in Pre-Medical Studies

The Committee supported the recommendation from Admissions Forum that admissions be dealt with via an open application and open offer route, with final College allocation made in August for the very small number (approximately three)

of students expected.

2162.2 Undergraduate Admissions Committee
The Minutes of the Undergraduate Admissions Committee held on 16th November 2020 were received **(STC.21.15)**. Attention was drawn to the following items:

2162.2.1 7. Strategic Review of Undergraduate Admissions and Outreach
The Committee noted that there has been more recent progress in both working groups, with interim reports expected soon.

2162.2.2 12. Planning Round Projections
The Committee noted that estimated places for 2021 entry provided by Colleges align with School ambitions as expressed via the planning round.

2163 Reports from other bodies

2163.1 Colleges' Committee
The Minutes of the meeting held on 5th December 2020 were received **(STC.21.16)**.

2163.1 Colleges' Standing Committee
The Minutes of the meeting held on 17th November 2020 were received **(STC.21.17)**. Attention was drawn to the following item:

2163.2.1 CS.20.26 Progress towards the reform of the Cambridge Bursary Scheme (CBS2)
Dr Bunbury reminded the Committee that comments on the proposed reform of CBS2 must be made by 30th April 2021.

2163.2 Postgraduate Admissions Committee
The Minutes of the meeting held on 5th November 2020 were received **(STC.21.18)**.

2163.4 Steering Group on the Strategic Review of Mental Health Provision
The minutes of the first two meetings of the Steering Group on the Strategic Review of Mental Health Provision, from 8th December 2020 **(STC.21.19)** and 8th January 2021 **(STC.21.20)** were received.

2164 Other business

2164.1 Suspension of the College Transfer Process
Dr R Hunt, Chair of the College Transfer Panel, proposed that the College Transfer Process be suspended until the end of the academic year. A primary motivation for suspending this process is that with the current Covid-19 situation, many Colleges are not in a position to readily accept new students.

The Committee supported the decision to suspend this process.

Ongoing cases (i.e. where an initial case was put forward by a student or their College before this meeting) will continue to resolution.

2164.2 External Affairs and External Regulations update
The Committee received a report from Ms G Long, detailing recent significant external affairs and external regulations updates **(STC.21.21)**.

2165

Next meeting

The next meeting of the Senior Tutors' Committee will take place at **2.15pm on 12th March 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee took place at 2.15 p.m. on Friday 12th March 2021 via Zoom videoconferencing.

Present: The Vice Chancellor (in the Chair), The Senior Pro-Vice-Chancellor (Education) Dr M Frasca-Spada (CC) (Secretary), Dr J Bunbury (ED) (Associate Secretary), Dr S Martin (M) (Associate Secretary), Dr A Spencer (CAI), Dr R E Hunt (CHR), Mr R Partington (CHU), Dr J Tasioulas (CL), Dr H Pennant (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr R Henderson (EM), Dr P Chirico (F), Dr S Fulton (G), Dr P Barton (HOM), Dr P Johnston (HH), Dr G Parks (JE), Ms B James (K), Dr J Greatorex (LC), Dr M Gemelos (MUR), Prof L Taub (N), Dr D Tucker (PEM), Dr S Hampton (PET), Prof M Dixon (Q), Dr A Thompson (Q), Dr D Woodman (R), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Ms S Gardner (T), Dr C Jackson (TH), Dr S Larsen (W), Dr M Russell (OIS), (Chair of Colleges' Committee), Ms L Thompson (LC) (Secretary of the Bursars' Committee), Dr S Lucy (Director of Undergraduate Admissions), and Mrs A Benton (Executive Secretary), with Ms G Long and Ms J. Hansell-Rainbow.

UNRESERVED MINUTES

2167 Declaration of Interests and apologies for absence

Apologies were received from Dr A Dahal (Cambridge SU PG President) and Mr B Margolis (Cambridge SU UG President).

2168 Minutes of previous meeting

The Minutes of the meeting of 12th February 2021 (**STC.21.23**) were approved.

2169 Matters arising and for report not itemised below

2170 Starred items

The Committee approved the starred items (***)

2171 Chair's and Secretary's Reports

Chair's Report

The Vice Chancellor welcomed Dr Andrew Thompson, who will take up the role of Senior Tutor at Queens' College, and thanked Prof Martin Dixon, the previous role holder. He also highlighted that a message relating to international travel, arising from conversations with the Russell Group and England's Chief Medical Officer, was sent by email to all Senior Tutors earlier in the day, and should be noted.

Secretary's Report

Dr Frasca-Spada reiterated the importance of the international travel information mentioned by the Chair, and advised that the message should be sent to all students, who must consider very carefully before travelling abroad. She also updated that the Steering Group on Admissions Assessments (focusing on their use, purpose and cost), has had their first meeting, and begun collecting materials and considering key questions, with work ongoing.

The Secretary asked the Committee to support the Charlie Waller Memorial Trust's offer to develop Mental Health Training for Tutors, and to encourage newer tutors to make contact with the CWMT. She also highlighted that the Trust can offer support to students directly, which may be especially helpful during the upcoming vacation. Ms Katherine Springthorpe, from the Student Wellbeing team, will circulate a link to all Senior Tutors with more information on the CWMT.

ACTION: Ms Springthorpe

Finally, the Secretary brought to the Committee's attention that there have been claims from student representatives that some Colleges are charging conference rates to students for accommodation over the vacation. As was the case over the Christmas vacation, given current travel restrictions, students should only be charged the standard term-time rate on their rooms; and if this causes them hardship, they should apply for relevant funds from College and elsewhere. Therefore, Senior Tutors are asked to ensure that students are being charged the correct rate.

ACTION: Senior Tutors

2172 Principal items of business

2172.1 Covid-related business: Reports from recent meetings

Dr Henderson reported the following information:

- Most people at the Committee meeting will have been present at the Covid Taskforce briefing earlier in the day, so there is no need to repeat that information.
- The number of Covid-19 cases in Cambridge is currently very low: 24 per 100,000 in total, and in Central Cambridge specifically, figures are too low to be specified. This presents a broadly optimistic outlook for Easter term.
- However, caution is still essential ahead of next term: although there have been very few positive cases in Cambridge this term, we have been in national lockdown. Therefore, there is a possibility of outbreaks once restrictions start easing on 12th April.
- The University's Covid Helpdesk is changing its approach to contact tracing. The current approach is "forward tracing", i.e. identifying the direct contacts of a student with a positive Covid test to ensure that they also self-isolate. The new approach will be "backward tracing", i.e. conducting an extensive interview with the infected person to identify source of infection. This approach was developed in Korea and Japan after the 2003 SARS pandemic. It is very effective but also labour intensive – so it may not be possible to sustain if there is a large outbreak.

The Chair thanked Dr Henderson for his work on the University's Covid groups.

2173 Director of Undergraduate Admissions business (Dr Lucy)

2173.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 19th February 2021 (**STC.21.24**) were received. Attention was drawn to the following items:

2173.1.1 Minute 21/30: Update on 2022 Admissions Cycle

Dr Lucy reported on progress in this area:

- A survey will be sent to all Colleges, to identify areas of agreement and difference in College's plans for timings, types of trainings, and more. It is intended to establish a clear direction of travel in the next two to three weeks, so Colleges should expect to take part in this circulation very soon.
- Work is ongoing on Digital admissions, particularly on the Cambridge Online Preliminary Application (COPA) and Supplementary Application Questionnaire (SAQ). Currently, thought is being given to which questions should be asked, whether current questions are relevant, etc.

2173.1.2 Minute 21/32: Undergraduate Open Days 2021 Proposal

Dr Lucy asked that Senior Tutors liaise with their Admissions Offices to determine whether an element of in-person Open Days (specifically College tours) might be possible in July or September.

ACTION: All Senior Tutors

- One Senior Tutor asked, as per the Postgraduate Admissions Committee suggestion later in the agenda, if it may be possible to roll together Undergraduate and

Postgraduate open day options. Dr Lucy agreed that this should certainly be considered as a route forward.

- Other Senior Tutors expressed concern that there may be a third wave of Covid-19 infections and/or that Government restrictions on in-person events may be re-introduced, preventing the possibility of in-person open days. Dr Lucy responded that the September open days take the form of College tours for offer holders, rather than mass open days for prospective applicants, so even with restrictions on large gatherings, events with smaller numbers of participants may be allowed. In any case, most Colleges are - and should be - planning for both possibilities, of physical and virtual open days.

2173.2 Undergraduate Admissions Committee

The Minutes of the Undergraduate Admissions Committee held on 1st February 2021 were received (**STC.21.25**). Attention was drawn to the following items:

2173.2.1 Minute 7: Strategic Review of Undergraduate Admissions and Outreach

Dr Lucy reported that:

- Following a meeting of the full Strategic Review, there seems to be a clear direction for both outreach and admissions. Ahead of the next Senior Tutors Committee meeting, Dr Lucy should be able to provide more detailed information, particularly on the Area Link Scheme on the outreach side, and re-allocation models on the admissions side.
- The matter of admissions and outreach governance is now being considered by a working group organised by the VC and the Chair of the Colleges Committee.

2173.2.2 Minute 12: Ofqual consultation on awarding of grades

The Committee noted that the key points in the collegiate University's response appear to have been taken on board in the recently announced outcomes of the consultation.

2174 Reports by the Chairs of the Standing Committees

2174.1 Student Finance and Welfare (Dr Fulton)

The Minutes of the meeting held on 22nd February 2021 were received (**STC.21.26**). Attention was drawn to the following items:

2174.1.1 Item 3.2: Colleges Mental Health Provision Questionnaire

The Committee agreed that the questionnaire (which is administered annually, as agreed in 2019-20) should be managed locally (as it was in July 2020) rather than centrally; i.e. it should be sent out by individual Colleges to their students. The Committee approved circulation of the survey, after clarifying the content of the questions.

Dr Fulton responded to a question around privacy and students' possible apprehension around sharing their mental health information with their Colleges, agreeing that an introduction would be added to the questionnaire, reassuring students that whilst Colleges will receive reports on the findings of the questionnaire, no information will be identifiable.

ACTION: Dr Fulton

2174.1.2 Item 4.1: Office for Student Conduct, Complaints and Appeals Annual Report 2019-20

The Committee noted the 2019-20 OSCCA Annual Report (**STC.21.27**) and the Standing Committee's discussion.

2174.1.3 Item 4.2: Report and Support

The Committee noted the Standing Committee's discussion, and that a more finalised report will be provided by Ms Sarah d'Ambrumenil by circulation over the coming weeks.

2174.1.4 Item 6: Disabled Students' Commission Annual Report 2020-21

The Committee noted the DSC Annual Report 2020-21 (**STC.21.28**), with particular attention drawn to the recommendations at the end of the report.

2174.1.5 Item 8: Student Advice Service Annual Report 2019-20

The Committee noted the SAS Annual Report 2019-20 (**STC.21.29**).

2174.1.6 Item 11: Racism in Medical Education

The Committee noted the Standing Committee's discussion.

2174.2 Education (Dr Tasioulas)

The Minutes of the meeting held on 26th February 2021 were received (**STC.21.30**). Attention was drawn to the following items:

2174.2.1 Minute ED.56-60/21: Libraries Accessibility Service

Noting the Standing Committee's discussion, the Committee note the overview of the service (**STC.21.31**). Dr Tasioulas reported: that the purpose of this paper is to raise awareness of this service. It launched in November, with aim of helping disabled students to access libraries, including College libraries. It includes provision for print and screen readers. Students have to be registered with the Disability Resource Centre to use the service, but after that point access should be automatic.

The Chair wishes to pass on thanks to Justin and the team at the University Library for their quick and thorough work on this.

2174.2.2 Minute ED.72-75/21: Investigating and addressing awarding gaps in the context of Collegiate Cambridge

Noting the Standing Committee's discussion, the Committee noted the next steps for the early stage of the project (**STC.21.32**). Dr Tasioulas elaborated that research is currently being undertaken by Cambridge Centre for Teaching and Learning on awarding gaps, especially with regards to Black British students, and students with declared mental health issues. It is being highlighted at this Committee to ask if any Colleges have already looked into this issue. All Senior Tutors are asked to discern whether any of this work has been done in their College, and if so, to contact Dr Meg Tait by email.

ACTION: all Senior Tutors

2174.3 Graduate Tutors (Dr Needham)

The Minutes of the meeting held on 25th February 2021 were received (**STC.21.33**). Attention was drawn to the following items:

2174.3.1 Minute 21.06.1 PG Open Day – consultation

The Committee noted the Standing Committee's discussion. Dr Needham reported that:

- The Postgraduate Open Day will take place online, allowing attendance from prospective applications across the globe - which is important in the content of the International Student Recruitment Strategy presented at the last Committee meeting (Minute 2160.2, 12th February 2021).
- However, Colleges may also offer in-person visits. Dr Needham thanked Dr Lucy for the suggestion that these may be rolled in with Undergraduate offer-holder open days.
- Dr Needham shared a link to a short survey for Senior Tutors to complete immediately after the meeting (https://cambridge.eu.qualtrics.com/jfe/form/SV_3sKH7nZwfHpEbSm).

2174.3.2 Minute 21.06.2 Admissions numbers

The Committee noted the Standing Committee's discussion, and that this matter is likely to be a focus at the next Committee meeting (21st May 2021). As an initial introduction:

- Postgraduate admissions are up 16% year-on-year (a 10% increase in Doctoral student admissions, and 20% in other Postgraduate student admission). Colleges had set the target of increasing uptake by 10%, so these figures are excellent.
- The Allocator Group had raised issue that applications were not being received as quickly at less well capitalised Colleges as at their better capitalised counterparts. However, since this issue was raised, changes have been made and the process is flowing very quickly.

2175 Reports from other bodies (Dr Frasca Spada)

2175.1 ***Colleges' Standing Committee

The Minutes of the meeting held on 26th January 2020 were received (**STC.21.34**).

2175.2 Postgraduate Admissions Committee

The Minutes of the meeting held on 11th February 2021 were received. Attention was drawn to the following item:

2175.2.1 Minute 1521: Widening Participation

The Committee noted this discussion.

2175.3 ***Steering Group on the Strategic Review of Mental Health Provision

The Notes of the meeting held on 5th February 2021 were received (**STC.21.36**).

2175.4 ***University and Colleges' Joint Committee

The Minutes of the meeting held on 2nd February 2021 were received (**STC.21.37**).

2176 Other business

2176.1 Annual Report on College Transfers

The Committee noted a report detailing the use of the College Transfers Procedures in Academic Year 2019-20 (**STC.21.38**).

2177 Next meeting

The next meeting of the Senior Tutors' Committee will take place at **2.15pm on 21st May 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15pm on Friday 21 May 2021 via Zoom Conferencing.

UNRESERVED MINUTES

Present: Professor G Virgo (Senior Pro-Vice-Chancellor for Education) (in the chair), Dr M Frasca-Spada (CC) (Secretary), Dr J Bunbury (ED) (Associate Secretary), Dr S Martin (M) (Associate Secretary), Dr A Spencer (CAI), Dr R Hunt (CHR), Mr R Partington (CHU), Dr J Tasioulas (CL), Dr H Hedgeland (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr R Henderson (EM), Dr P Chirico (F), Dr S Fulton (G), Dr M Keene (HOM), Dr C Roughley (HH), Dr G Parks (JE), Dr M Nicholls (JN), Dr T Flack (K), Dr J Greatorex (LC), Dr M Gemelos (MUR), Professor L Taub (N), Dr D Tucker (PEM), Dr S Hampton (PET), Dr A Thompson (Q), Dr D Woodman (R), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Dr C Jackson (TH), Dr S Larsen (W), Dr A Freeling (HH) (Chair of Colleges' Committee), Ms L Thompson (LC) (Secretary of the Bursars' Committee), Dr S Lucy (N) (Director of Undergraduate Admissions), Mr B Margolis (Cambridge SU UG President), and Mrs A Benton (Executive Secretary), with Ms G Long, Ms E Paulus, and Dr M Russell.

Apologies were received from: Professor S Toope (Vice-Chancellor), Dr P Johnson (HH) and Dr A Dahal (Cambridge SU PG President).

Declarations of interest

There were no declarations of interest

2180 STC Membership and representation

The Committee welcomed Dr C Roughley (HH) and Dr M Keene (HOM) as deputy for Dr P Johnson and Dr P Barton respectively.

2181 Minutes of previous meeting

The Minutes of the meeting of 12 March 2021 (**STC.21.40**) were approved.

2182 Informal STC meetings

The Committee noted the items that had been discussed at informal STC meetings in the 2020-21 academic year.

- Covid-19 asymptomatic testing
- Contingency planning for the future of the academic year
- The use of face coverings in supervisions
- Lecture handouts
- Student Experience in the Pandemic: STEP towards Mental Health and Wellbeing
- Contribution to University Library investment in ebooks
- Printed lecture notes
- Admissions interviews in December 2021
- OSCCA's Report and Support Tool

- Residence requirements and examination arrangements for Easter 2021
- Revision of the formulae of presentation at Graduation
- Update on the University Counselling Services
- The Mental Health Review interim report
- The draft response to Post-Qualification Admissions consultation

The Committee noted that at the informal STC meeting on 16 April 2021, it had been agreed that the admissions interviews for the 2021 recruitment should take place online. The Committee also noted that it had been agreed at a meeting on 30 April 2021 that *collegam* was appropriate for the presentation of University officers, College Fellows taking degrees under Statute B II 2 and *scholarem* was the preferred term for presenting students or former students.

2183 Chair's and Secretary's Report

Chair's Report

The Pro-Vice Chancellor summarised draft plans for teaching in Michaelmas 2021. While the intention would be to encourage students to come to Cambridge and undertake as much in-person teaching as possible, there was an assumption that some students overseas will face difficulties travelling to Cambridge. It was likely that lectures would be recorded throughout Michaelmas and that social distancing would remain in place. The Committee were invited to comment upon the paper and asked to send substantive feedback to Ms G Long.

There was a discussion about the plans for the next academic year, with a particular focus upon online learning. The Committee heard that there has been positive engagement with recorded lectures which are an important tool for accessibility. Hope was expressed that the progress made in this area would be maintained. There was an acknowledgement that the student body might expect lecture recording to continue. Concern remained however, that if all teaching were available online, students may be reluctant to return to Cambridge.

The Committee broadly supported the outline of the plans for the next academic year. The Chair stressed the importance of being as clear as possible when communicating with offer-holders and current students about plans. Communications would go out to these groups in July.

Secretary's report

Dr Frasca-Spada reiterated the importance of encouraging students to take part in the asymptomatic testing programme (ATP) at the University. It was noted that the ATP is a research project and it is therefore important for reasons of research ethics that participants are not coerced into engaging. The Committee discussed the challenges associated with this and that while encouragement could be provided, restrictions could not be placed upon those who did not engage with the ATP. The current participation rate at about 55% was higher than in other similar programmes and was a significant proportion of the student population. Concerns were expressed about further addition of pressure on students who are facing exams. It was noted that Colleges could use the data about participation in ATP to inform their internal risk assessments and that participation in events could be made dependent upon a

negative lateral flow test result, and on result at a college-population level, but not an individual level.

Dr Frasca-Spada informed the Committee that the audit of Admissions Assessments is ongoing.

2184 Principal items of business

2184.1 E-books for teaching and learning

Dr Tasioulas reported that the Levies Panel had approved the request for financial support to purchase e-books. The situation was complex and needed monitoring, but the overall assumption was that Colleges would reduce spending on printed books to meet this cost, and Senior Tutors were encouraged to support the reduction in their library's budget.

2184.2 Supervision Rates

The Committee noted that supervision payment rates would not increase for the next academic year, in line with academic pay. It was acknowledged that this related to wider conversations on supervisions across the Collegiate University. A group had been established to engage with discussion with the Universities and College Union and the Cambridge SU on this matter. This group included Dr Bunbury, Dr Carne (as Chair of Bursars' Committee) and Mrs Benton.

2184.3 Digital Admissions

The Committee noted the progress report **(STC.21.42)** and a background paper **(STC.21.43)** on the history and aims of the project. Dr Lucy explained that this is the first report on this topic and that work is focussed upon preparation for the next admissions round and the production of digital candidate files. Dr Lucy reported that the Levies Panel is expected to approve additional funding for the project, but that more work is needed to establish satisfactory governance arrangements. The Committee heard that the establishment of a separate project board not involving those working on digital admissions was being discussed.

2185 Reports by the Chairs of the Standing Committees

2185.1 Senior Tutor Education Committee (Dr Tasioulas)

The minutes of the Standing Committee on Education held on 30 April 2021 were received **(STC.21.44)**. Attention was drawn to the following items:

2185.1.1 Minute ED.98-102/21: Redesign of the Education Tripos

Dr Tasioulas outlined the proposals to redesign the Education Tripos **(STC.21.45)**. The plan enabled greater flexibility for students and had received positive feedback following consultation. The Committee supported the proposal and Dr Tasioulas agreed to ascertain whether there would be a preliminary examination ahead of Part 2 of the course.

ACTION: Dr Tasioulas

2185.1.2 Minute ED.103-113/21: Student Mobility

The Committee noted the paper about the Turing Scheme (**STC.21.46**) and the proposal from the Faculty of Law (**STC.21.47**) to expand their partnerships for student exchange programmes.

Concern was expressed that the Turing Scheme would not be as comprehensive as the Erasmus Scheme had been and it was noted that schools and colleges could also bid for funding from the Turing Scheme. While contingency plans existed for the next academic year, there was some apprehension about the future. The Chair thanked all those who had been involved in working on the Turing bid.

2185.1.3 Minute ED.120-130/21: Contracts for Undergraduate Supervisors

Dr Tasioulas summarised the Senior Tutors' Education Committee's discussion on this topic and stressed that it had focussed upon the educational impact of the proposals. In particular, the Committee indicated that a change in the system in the direction advocated in the paper would almost certainly lead to less opportunities for postgraduate students to get critical teaching experience. This would mean that postgraduate students would lose a set of valuable transferrable skills. At the same time, undergraduates would lose the current variety of voices that is so important to their student experience within the academy. This reduction of the number of diverse voices in undergraduate education and of career-enhancing opportunities for postgraduate students constitutes a serious concern. There were concerns that changing the current system would lead to a reduction in the number of individuals employed by the colleges to supervise their undergraduate students. It was noted that it was beneficial for undergraduates to be taught by a range of supervisors, something that the current system allows. It was also noted that it remained important to provide supervising opportunities for postgraduate students since this supports them to develop transferrable skills. It was acknowledged the flexibility allowed to undergraduate students (and much valued by them) may lead to potentially challenging late changes of plan for supervisors. It was suggested that perhaps a common code of conduct might be useful.

The Committee questioned the authorship of the paper they had received on this topic (**STC.21.48**). It was agreed that this would be clarified.

ACTION: Ms Paulus

Since the meeting, we have confirmed that the paper was written by representatives from the UCU and CSU

2185.1.3 Minute ED. 131-134/21: Cambridge Field Course

The Committee supported a proposal to run a 'catch-up' field trip in September 2021 (**STC.21.49**) for students studying Plant Sciences and Zoology which required a few students to be in residence in late September.

2185.2 Graduate Tutors' Committee (Dr Needham)

The minutes of the Graduate Tutor's Committee held on the 29 April 2021 were circulated (**STC.21.50**). Attention was drawn to the following items:

2185.2.1 Item: 21.16.1 Matters relating to postgraduate admissions to Colleges

The Committee noted that the College allocator was currently doing a good enough job, but that further discussion was needed, and taking place, on its working. The

Committee heard that plans existed to accommodate the increased number of Masters students to be admitted in the 2021-22 admissions cycle, and that there had been conversations among the Senior Tutors of the three accept-all Colleges about the intended addition of Lucy Cavendish College into this group. The Committee supported the changes in principle, but noted that additional detailed discussions at all levels were needed before these items could be formally approved.

2185.3 Student Finance and Welfare (Dr Fulton)

The minutes of the meeting held on the 26 April 2021 were received (**STC.21.51**). Attention was drawn to the following items:

2185.3.1 Item 4: Care+

Dr Fulton summarised the paper which drew attention to the challenges met by current students and recommendations for improvement. The Committee agreed that the Care+ recommendations (**STC.21.52**) should be circulated to Colleges.

ACTION: Mrs Benton

2185.3.2 Item 6: Race Equality Training

Committee members were asked to note the Legal Affairs and Employment Sub-Committee recommendation that Colleges organise race equality training locally. Members were reminded that the Office of Intercollegiate Services had circulated advice about recommended providers of race equality training.

2185.3.3 Item 7: Anti-Casualisation Group

Dr Fulton reported that the Student Finance and Welfare Committee had focussed their discussion on welfare issues associated with this as they did not have expertise in contracts. The Committee had felt strongly that it was important to stress that teaching was optional for students and that clarity about the amount of work individuals should take on would be helpful. There was a discussion about finance and that teaching should be used as supplementary rather than essential income during studies. There was an acknowledgement that this was an issue that required further Senior Tutor input. Dr Chirico volunteered to join the Anti-Casualisation Working Group.

2185.3.4 Item 8: Disability Resource Centre (DRC) Annual Report, 2019-20

The Student Finance and Welfare Committee noted the significant service provided by the DRC and the demands upon it. The Chair reported that this was being discussed as part of the strategic review of mental health provision.

It was noted that the Black Advisory Hub would launch that evening and attendance was recommended to Committee members.

2185.3.5 Item 11 Maintenance Rates 2022-23

The Committee approved the publication of the proposed maintenance rates for 2022-23 after the meeting by circulation.

2185.4 Business Committee (Dr M Frasca-Spada)

The Committee approved the following appointments:

- Dr Spencer (CAI) to replace Dr Martin (M) on the Senior Tutors' Education Committee from 1 October 2021
- Dr Hunt (CHR) to replace Dr Woodman (R) on the Examinations and Assessment Committee from 1 October 2021
- Dr Woodman (R) to replace Dr Hunt (CHR) as a member of the College Transfer Panel from 1 October 2021
- Dr Chirico (F) to become the Chair of the College Transfer Panel from 1 October 2021.

The Chair thanked those who had volunteered to take on the new positions above and also those who had served on those committees previously for all of their hard work.

The Committee elected Dr Chirico (F) to the Senior Tutors' Business Committee.

The Committee received for information an overview of Senior Tutor representation on committees (**STC.21.54**) and a descriptor of the role of representatives (**STC.21.55**).

2186 Undergraduate Admissions Matters

2186.1 Undergraduate admissions governance

The Secretary provided an update to the Committee and reported that the Vice Chancellor and the Chair of the Colleges' Committee had organised four separate working groups to

1. Consider possible principles for partnership between the Colleges and the University. This group had been exploring similarities and differences between the admissions systems at Oxford and Cambridge.
2. Focus upon management arrangements.
3. Explore the division of labour and management roles.
4. Consider the role that University Teaching Officers have in college life, undergraduate teaching and potentially wider issues of admissions and recruitment.

Dr Frasca-Spada explained that the first three working groups were due to report by the end of term and that the fourth working group would require more time before reporting. The Committee noted that some of the groups' work involved surveying Senior Tutors.

2186.2 Post-Qualification Admissions (PQA) Consultation

Dr Frasca-Spada expressed gratitude to all those who had worked on this, with particular thanks to Dr Emily Tomlinson who had chaired the working group that produced the response to the consultation. The response that was submitted made it clear that the University was keen to work with the Department for Education on plans for designing a post-qualification admissions system. The PQA Working Group still exists and had previously produced a paper about the range of PQA options that exist. They had now been joined by Dr Spencer (CAI) as representative of the STC, and they will continue to work on this and to communicate with the Department for Education.

The Chair thanked those who had worked on the PQA consultation and has been in touch with the Department for Education to offer the University's ongoing engagement, which has been accepted.

2186.3 Undergraduate Admissions Committee

The minutes of the Undergraduate Admissions Committee held on the 15 March 2021 were received (**STC.21.57**) and attention was drawn to the following items:

2186.3.1 Item 11. Overseas Application fee

The Committee noted the approval of the increase in the fee to £60 for the 2022 admissions cycle.

2186.3.2 Item 12. Applications and Offers on the Current Round

Dr Lucy informed the Committee that the annual admissions statistics for the 2020/21 round had been published and that there has generally been a positive response to these, especially the figures relating to ethnic minorities. The Collegiate University largely exceeded the targets that it had set for 2024/25 and it may be asked to increase them.

2186.3.2 Undergraduate Admissions Forum.

The minutes of the Undergraduate Admissions Forum held on the 30 April 2021 were received (**STC.21.58**) and attention was drawn to the following items:

2186.3.2.1 Item 21/43 Matters Arising

The Committee noted the approval of the move from CTMUA to TMUA following consultation with the Computer Science Directors of Studies Committee.

2186.3.2.2 Items 21/45 and 21/46 Arrangements for the next Admissions round

The Committee heard that there has been an announcement that the next admissions round would be held virtually as detailed in the most recent teachers' newsletter.

Dr Lucy reported that a communications plan exists for the overseas interviews which will go ahead in the next admissions round to supplement College offerings. The Committee noted criticism about the way that the overseas interviews had worked and that with support from the Admissions Forum, a working group has been established to consider the way overseas interviews could work in the future. It was agreed that this working group would report back to the Senior Tutors' Committee.

2186.3.2.3 Item 21/48 Strategic Review of Admissions and Outreach

The Committee noted the positive progress made with Outreach-related proposals and that changes that impact both strategy and delivery are expected in the final report from the Review which will be received by the Colleges' Committee and University Council who co-sponsored the review. Approved recommendations would be considered and developed in relevant committees in the future.

2187 Reports from other bodies

The Committee received the minutes from

- College's Committee (**STC.21.60-61**)

- Colleges' Standing Committee (**STC.21.62-63**)
- University and Colleges' Joint Committee (**STC.21.64**)
- Postgraduate Admissions Committee (**STC.21.65**)

2188 Starred items

The Committee approved the starred items.

2189 Other business

2189.1 Foundation Year Admissions Handbook

The Committee endorsed the Foundation Year Admissions Handbook.

2190 Date of next meeting

The next meeting of the Senior Tutors' Committee will take place at **2.15 on 16th July 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

Dr Frasca-Spada advised the Committee of an informal meeting of the STC on the 18 June 2021.

SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15pm on Friday 16 July 2021 via Zoom Conferencing.

UNRESERVED MINUTES

Present: Professor S Toope (Vice-Chancellor) (in the chair), Dr M Frasca-Spada (CC) (Secretary), Dr J Bunbury (ED) (Associate Secretary), Dr S Martin (M) (Associate Secretary), Dr A Spencer (CAI), Dr R Hunt (CHR), Dr J Tasioulas (CL), Dr H Hedgeland (CLH), Dr H Canuto (CTH), Dr D Needham (DAR), Dr G Williams (DOW), Dr R Henderson (EM), Dr P Chirico (F), Dr S Davis (G), Dr P Barton (HOM), Dr P Johnston (HH), Dr G Parks (JE), Dr M Nicholls (JN), Dr T Flack (K), Dr J Greatorex (LC), Dr M Gemelos (MUR), Professor L Taub (N), Dr D Tucker (PEM), Dr S Hampton (PET), Dr A Thompson (Q), Dr D Woodman (R), Dr M Sewell (SE), Mr M Beber (SID), Professor C Barnard (T), Dr C Jackson (TH), Dr S Larsen (W), Dr P Rogerson (Deputy Chair of the Colleges' Committee), Professor G Virgo (Senior Pro-Vice-Chancellor for Education), Dr S Lucy (N) (Director of Undergraduate Admissions), Mr Z Coleman (Cambridge SU UG President – incoming) Dr A Dahal (Cambridge SU PG President - outgoing), Ms A Nahar (Cambridge SU PG President - incoming), Mr B Margolis (Cambridge SU UG President - outgoing), with Mrs J Barrick and Ms K Gardiner and Dr M Russell.

Apologies were received from: Ms Thompson, Mr Partington (CHU), Dr Fulton (G) and Mrs Benton. Dr S Davis attended on behalf of Dr Fulton.

Declarations of interest

Dr Martin declared an interest in Item 2195.3.2.

2190. STC membership and representation

The Committee welcomed Dr Holly Hedgeland, the new Senior Tutor at Clare Hall, Mr Zak Coleman, incoming Cambridge SU President, UG and Ms Anjum Nahar incoming SU President, PG.

On behalf of the Committee the Vice Chancellor expressed thanks and best wishes for the future to Dr Philip Johnston (HH), Dr Mark Nicholls (JN) and Dr Dan Tucker (PEM) for their contribution in their time as Senior Tutors, and to the outgoing Cambridge SU Presidents Dr Dahal and Mr Margolis for their work during the last academic year. Dr Dahal and Mr Margolis expressed their appreciation for the work of the Committee in supporting students.

2191. Minutes of previous meeting

The Minutes of the meeting of 21 May 2021(**STC.21.66**) were approved.

2192. *Informal STC meetings**

There was an informal meeting of the Senior Tutors' Committee on Friday 25 June. The Committee **noted** the summary paper (**STC.21.67**) that provides an outline of the discussions and the decisions that were taken. In particular:

- Senior Tutors **approved** the proposal to create a fourth Accept-All College (cf. Item 7.1.2 below).
- Senior Tutors discussed the Strategic Review of Mental Health provision. They **agreed** that management of expectations about the level of support that the Collegiate University can provide would be a crucial area for future work and **supported** a recommendation to provide training for College Tutors.
- Senior Tutors **agreed** that training should be offered and taken up, and that new supervisors would not be paid for completing that training; that supervision payment rates should remain at the current rate for all supervisors (in line with current policy); but that supervision payments should be adjusted over time to ensure that they increase linearly with numbers up to a maximum of four.

2193. Chair's and Secretary's Reports

Chair's Report

The Vice Chancellor invited the Senior-Pro-Vice-Chancellor for Education to give an update on arrangements for Michaelmas Term 2021. In line with guidance from the Department of Education and the Office for Students, planning was for in-person delivery with contingency plans in place, which for many subjects would be a move to online provision. Some Faculties and Departments were considering blended learning models, featuring both online and in-person provision, for pedagogical reasons.

The Pro-VC asked Colleges to be mindful that incoming and returning students may have received little or no in-person teaching over the last year and as such may have increased academic and social needs, and encouraged them to consider this when making arrangements for freshers and re-freshers. A pooling of ideas for initiatives in this area was regarded as very desirable.

The Vice Chancellor invited Dr Henderson to give an update on Covid related matters. Rates in Cambridge were currently higher than the national average although they had reduced, most likely due to the departure of undergraduate students. Pop-up vaccinations centres will be in place over the summer, and planning is underway for pop-up centres for the beginning of Michaelmas term. Colleges had been provided with communication templates for new and returning students. The Committee held a brief discussion about managing students who have not or would not be vaccinated and heard that protocols were in place to manage instances where people coming to the UK had had one vaccination of a type not available in the UK.

2194. Principal items of business

2194.1 University Hardship Report 2016-2021

Mrs Barrick introduced the five-year report on hardship funding, which was approved recently by the General Board's Education Committee. The Committee welcomed the plans to simplify application arrangements. The Committee heard that the Special Hardship Fund would be wound down and from September 2021 would only be available for help with quarantine costs and for intermitting students. Concern

was raised about continued funding for intermitting students, as it was not clear whether these students would be able to access Universal Credit.

2194.2 Senior Tutors' Committee Constitution/Terms of Reference

The Committee discussed the proposed changes to the constitution of the Senior Tutors' Committee (STC.21.69). The Secretary introduced the proposals, noting that the recommended changes were aimed at promoting closer and more efficient interaction and communication between the Colleges' senior officers, and between the officers of the principal intercollegiate committees, which had proven so essential in the last 18 months. The proposed changes involved:

- i) the renaming of the Constitution as Terms of Reference and a presentation style closer to the Terms of Reference of the Bursars' Committee and the Colleges' Committee;
- ii) that from 1 October 2021, the role of the Chair of the Committee transfer from the Vice Chancellor to an elected Senior Tutor (and that in the first instance the role be taken by the Senior Tutor currently having the title of Secretary);
- iii) that from 1 October 2021, the Committee be serviced by the Office of Intercollegiate Services (OIS) (rather than EQPO, which would continue to attend the meetings of the Senior Tutors' Committee and to service the Senior Tutors' Standing Committees);
- iv) that separate and more formal Terms of Reference be developed for the Standing Committees.

The Vice-Chancellor confirmed that he was happy with the proposed new chairing arrangements, and that they would give him the opportunity to contribute more substantively to discussions.

During the discussion it was clarified, with reference to 1a and 1g of the draft Terms of Reference, that it was envisaged that matters would be referred from this Committee for decision to the Colleges Committee only when such matters represented substantial levels of commitment from individual Colleges and where resolution of any decision proved controversial at this Committee. It was further noted that such matters would likely require confirmation of individual College Governing Body/Council consent, and that Heads of House (as Chairs of their Governing Bodies/Councils) would ultimately be responsible for representing their Colleges' views. It was further clarified that, while it was appropriate for the Senior Tutors' Committee to "report" to the Colleges' Committee on its business and decisions, this was not intended to present the former as subservient to the latter. This was in line with the current protocol (2017) for decision-making and reporting lines between the intercollegiate committees.

The Committee **agreed** that some further drafting would be needed to clarify the different nature of the decisions of the Committee, including where a vote was one of the members of the Committee and where a vote was one representing their College.

The Committee otherwise **agreed** to the four points outlined in (i)-(iv) above, and that the officers of the Committee should undertake to bring forward a firm proposal for revised Terms of Reference as soon as practicable. It was **noted** that, in developing Terms of Reference for the Senior Tutors' standing committees, careful attention would be needed to articulate appropriately the connections with other joint or University bodies whose roles and procedures may be also currently under review.

2194.3 Residency Requirements

The Committee **discussed** matters relating to residency requirements for part-time students (**STC.21.70**) noting that the proposals in the paper had recently been endorsed by the General Board's Education Committee. The Committee **agreed** that further work was needed to develop an understanding of the expectations for Colleges and for part-time students on what College membership involved. A member suggested that greater coordination of timings of residential time-blocks also be considered as part of this work.

Some concern was expressed on the impact that a large growth of part-time students may have on Colleges.

2195. Reports by the Chairs of the Standing Committees

2195.1 Graduate Tutors' Committee (Dr Needham)

The minutes of the Graduate Tutors' Committee (GTC) held on the 24 June 2021 were received (**STC.21.71**). Attention was drawn to the following items:

2195.1.1 Item 21.26.1- Matters relating to international students

The Committee **noted** the GTC's support for the proposed methods of monitoring engagement for postgraduate student visa holders. This will be via the Postgraduate Feedback and Reporting System (PFRS) for Postgraduate Research students and via the Faculties and Departments for Postgraduate Taught students. The Committee welcomed moves to increase PFRS submission rates.

2195.1.2 ***Item 21.26.3- Matters relating to admissions

The Committee **noted** the GTC's discussion about the additional 300 Master's places for entry in Michaelmas 2022 and Michaelmas 2023 and the proposal for Lucy Cavendish to become an Accept All College (in the meantime approved by the Committee, see above, 2192). Dr Needham advised the Committee of plans to split the College Allocator into doctoral and non-doctoral strands. The Committee would receive an update in due course.

2195.2 Student Finance and Welfare (Dr Sewell)

The minutes of the Student Finance and Welfare Committee (SFW) held on the 21 June 2021 were received (**STC.21.72**). Attention was drawn to the following items:

2195.2.1 Item 3.2- Colleges Mental Health Provision Questionnaire

The Committee **noted** the discussion and login information for the dashboard.

2195.2.2 Item 5- Generic Welfare Advice for Clubs and Societies

The Committee **approved** the generic welfare advice for distribution (**STC.21.73**).

2195.2.3 Item 8- Bystander Initiative

The Committee **noted** upcoming recruitment for the initiative and agreed to encourage staff to participate.

2195.2.4 Item 9- Black Advisory Hub

The Committee **noted** the discussion on promoting the Black Advisory Hub to incoming and current students and **agreed** to consider ways to promote the Hub to current and incoming students

2195.2.5 Item 10- Rent Disparity

The Committee considered the recommendation that Colleges reflect on the data and note the information on rent and private accommodation (**STC.21.74**). It was stressed that direct comparisons of weekly rents between Colleges and between the Colleges and the external comparators was not possible, as the data did not take into account additional fixed charges that may be associated with student accommodation (e.g. kitchen charges, services charges) or with the length of contractual obligation, or the structures of different bursaries for accommodation operated across the Colleges. Dr Sewell agreed to continue to work on this.

2195.3 **Business Committee (Dr Frasca-Spada)**

The minutes of the Business Committees held on the 26 May 2021 (**STC.21.75**) and 30 June (**STC.21.76**) were received. Attention was drawn to the following items:

2195.3.1 *******STC Committee Representation

The Committee **approved** the following nominations:

- Dr P Barton to join the Standing Committee on Education until 31 Sept 2024
- Mr M Beber to be reappointed to the Fitness to Practice Vets Committee until 31 Sept 2024
- Dr R Henderson to be reappointed to the Medic Quota Committee until 31 Sept 2024
- Dr G Williams to be appointed to the Medical and Veterinary Students Progress Panel until 31 Sept 2024.
- Dr Andrew Thompson to join the Postgraduate Committee until 31 Sept 2024
- Prof Sachiko Kusakawa to become the Co-Chair of the Student Support Initiative Steering Group (SSISG) while Prof Catherine Barnard is on leave.

******* An overview of Senior Tutor representation on committees (**STC.21.77**) was received.

2195.3.2 Academic and Welfare Reviews

The Committee **approved** the Business Committee's recommendation at the meeting of 30 June (**STC.21.76**) to pause Academic and Welfare Reviews for the Michaelmas Term.

2195.3.2 Office of Intercollegiate Services (OIS) contracts for payment

The Committee **noted** the discussion about the contracts of services for overseas interview coordinators and subject convenors at the meeting of 30 June (**STC.21.76**) and approved the documents (**STC.21.78-81**).

2195.4 Education Committee (Prof Taub)

The minutes of the Education Committee (STEC) held on the 25 June 2021 were received (**STC.21.82**). Attention was drawn to the following items:

2195.4.1 Minute ED.152-158/21: Academic engagement monitoring for visa compliance purposes

Noting the Standing Committee's discussion and support, the Committee **supported**, for its part, the enclosed changes to the University's compliance with Home Office requirements (**STC.21.83**). The Committee agreed upon the need for clear communication to reassure students that the standard University processes will be applied before visa sponsorship is withdrawn.

2195.4.2 Minute ED.159-162/21 and 179-183/21: Residence requirements

Noting the Standing Committee's discussion, the Committee **supported**, for its part, the clarification of residence requirements for certain MPhil courses with required periods of study away from Cambridge (**STC.21.84**).

2195.4.3 Minute ED.170-174/21: Framework for Assessment 2021/22

Noting the Standing Committee's discussion, the Committee was invited to discuss the use of 24 hour exams and to note the Standing Committee's concerns. It was clear that although some students had benefitted from the 24-hour exam window, for others there had been a detrimental impact on both performance and wellbeing. It was suggested that a wider use of open-book examinations would make careful (re)consideration of plagiarism issues essential. Concerns were also raised about the expectation on Colleges to provide examination space. The Senior Pro-Vice-Chancellor reported that the option of a 5-hour exam had been added to the Framework for Assessment for 2021/22; and that 2021/22 remained a transition year, allowing for more permanent changes to assessment to be considered after the analysis of examination data for 2020/21.

2196. Undergraduate Admissions Matters

2196.1 ***21/67 Strategic Review

The Committee **noted** that the report had been finalised and would be circulated to relevant bodies once it had been considered by the University Council and the Colleges' Committee.

2196.2 Report from the Director of Admissions (Dr Lucy)

The Director of Admissions provided an update on arrangements for confirmation and the 2022/23 admissions round. Analysis of the International Baccalaureate results with those from 2019 showed clear grade inflation in the top levels and an increase in the number of offer holders getting top marks. Some Colleges were sitting on large numbers of offers, and this was a concern for teaching loads. STEP examinations had run as planned.

Arrangements for at-interview assessments were underway, with plans to streamline and to invigilate assessments in some areas.

2196.3 ***Undergraduate Admissions Committee

The minutes of the Undergraduate Admissions Committee held on 17 May 2021 were received (**STC.21.85**). Attention was drawn to the following items:

2196.3.1 ***Foundation Year Programme

The Committee **noted** the good progress made and that the first applications would be received in the coming admissions round (deadline January 2022).

2196.4 Admissions Forum

The minutes of the Admissions Forum held on 4 June 2021 were received (**STC.21.86**). Attention was drawn to the following items:

2196.4.1 21/72 Scholarships for Students from Underrepresented Ethnic Minority Groups

The Committee was asked to **note** the expected expansion of scholarship provision and the associated timeline. The website would be updated shortly and following scholarship announcements.

2196.4.2 21/82 Reports of Other Bodies

The Committee **noted** the recommendation from Admissions Forum that the entrance requirements for Affiliated Law be increased to a first-class degree (from a 2.1), for entry in 2023 and subsequently; a formal proposal with precise wording would be considered by Admissions Forum in due course.

2196.4.3 Item 21/83 AOB

The Committee **noted** the discussion of the St John's Scholarships, and the issues raised.

2197. Reports from other bodies (Dr Frasca-Spada)

2197.1 ***Colleges' Committee (**STC.21.87**)

2197.2 ***Colleges' Standing Committee (**STC.21.88**)

2197.3 ***University and Colleges' Joint Committee (**STC.21.89**)

3197.4 ***Postgraduate Admissions Committee (**STC.21.90**)

2198. Starred items

The Committee approved the starred items (***)?

2199. Any other business

2199.1 Sharing of quarantine hardship grants

The Senior Pro-Vice-Chancellor introduced a proposal to fund quarantine costs for students travelling from red list countries and who would otherwise experience hardship (**STC 21.91**). Some Universities had opted to cover this cost for all students, but the general view at Cambridge was that it would be more appropriate to frame this as a hardship fund, in line with other College and University schemes: the focus of financial support would be on students who faced financial hardship in

covering the quarantine cost. For its part the Committee **approved** the proposed arrangements, noting that further discussions would take place at the Bursars' Committee. Clarity of the process for managing funds was needed.

Concern was raised about the availability of rooms in quarantine hotels given the number of students expected to travel to the UK from red list countries. The University would continue to lobby the Government about the possibility of providing in-house quarantine, although it was accepted that the likely security requirements may make this impossible.

2200. Date of next meeting

The next meeting of the Senior Tutors' Committee would take place at **2.00 on 29 October 2021**. The venue of the meeting was to be confirmed. An informal meeting would be scheduled around mid-August.