

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 4 November 2022
in the Upper Hall at Fitzwilliam College**

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	*Corinna Russell
Fitzwilliam	Paul Chirico
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	James Wood
Wolfson	Susan Larsen
CSU: UG President	Zaynab Ahmed
CSU: PG President	Amelia Jabry

Attendees

University	Sarah d'Ambrumenil, Head of OSCCA (minute STC.22.7) Alice Benton, Head of Education Services Anthony Freeling, Acting Vice-Chancellor Gemma Long, Head of the Education Quality & Policy Office Bhaskar Vira, Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Heather Hancock (JN), Deputy Chair of Colleges' Committee
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declared conflicts of interest.

STC.22.1 Welcome

The following were welcomed to their first meeting in their new roles:

- Zaynab Ahmed, Cambridge SU President (Undergraduate)
- Paul Dominiak (JE), Senior Tutor
- Anthony Freeling, Acting Vice-Chancellor
- Heather Hancock (JN), Deputy Head of the Colleges' Committee
- Myfanwy Hill (K), Senior Tutor
- Amelia Jabry, Cambridge SU President (Postgraduate)

- Bhaskar Vira, Pro-Vice-Chancellor (Education)
- Sheila Watts (N), Senior Tutor
- Toni Williams (G), Senior Tutor
- James Wood (TH), Acting Senior Tutor

STC.22.2 Unreserved Minutes of the meeting held on 15 July 2022

The Committee approved the unreserved minutes of the meeting on 15 July 2022 as a true record.

STC.22.3 Terms of reference

The current terms of reference for the Committee, and the privacy statement on the management of public information about its minutes, were provided for information and reference:

Paper 1	STC terms of reference (last revised May 2022)
Paper 2	Privacy statement

STC.22.4 Matters arising not elsewhere on the agenda

a) Proposed mental health governance arrangements (15 July 2022, minute STC.21.106.b)

Judith Bunbury (ED) reminded the Committee of the newly established Joint Wellbeing Committee, and noted the recent first meeting of its Operational Sub-Committee. Any business regarding mental health should be sent to Katherine Springthorpe, Senior Project Lead for Student Support, for consideration by either committee.

b) Undergraduates Admissions Appeals and Complaints procedure (15 July 2022, minute STC.21.110)

The Committee noted that all Colleges had adopted the new procedure for administering appeals and complaints regarding undergraduate admissions.

STANDING REPORTS

STC.22.5 Report of the Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) Implementation of the Mental Health Transformation Programme was progressing well. Since September 630 students had self-referred to the University Counselling Service, all had been offered an appointment within 10 days which met the target set by UCS. Following the new triage system those students deemed high risk had been seen within 72 hours, in extreme cases within 24 hours. From data gathered until Week 4 of Michaelmas Term, the new system appeared to be coping well with the demand. It was too early to share more granular data, but the situation would continue to be monitored as further data was acquired.
- b) The Mental Health Advice Service was now fully staffed, with five Mental Health Advisors. The College Link Scheme appeared to be progressing well.
- c) The mental health crisis out-of-hours phone line had only received five calls since it was established. It was difficult to tell whether this was a concerning number. In any case the pilot would continue for the entire academic year before the service was assessed.
- d) The Reach Out campaign appeared to be successful in reaching its audience: the campaign webpage had received 2,000 page views a week. The campaign's videos and Instagram channel

were also very popular. A survey sent out to students, asking for views on the campaign, had received 1,300 responses in the first 24 hours.

- e) Over the summer a group of economists had been brought together to construct a Cambridge cost of living index for students. The Cambridge SU had run a survey aimed at postgraduates, to report on their annual expenditure, and a similar survey for undergraduates had also been launched. This data would be used, in conjunction with data from the Office for National Statistics, to tailor its consumer price inflation basket to Cambridge life and particular student profiles. It was hoped that a robust calculation of the true cost of living in Cambridge could be provided by the end of Michaelmas Term 2022. The intention was that the report would be updated annually without the need for further work by economists, thus providing an update to the previous methodology used to calculate maintenance rates.

STC.22.6 Report of the Chair of the Committee

The Chair of the Committee provided an oral report, on implementing the current Suicide-Safer Strategy:

- a) A pilot was being designed to provide easily accessible, required training for front-line staff, which would be brief but targeted to those working in the intercollegiate University. Members expressed concerns as to whether online training would be sufficient or suitable. **The Committee approved creation of the pilot training course.**
- b) Work had begun on establishing criteria for 'near miss' incidences, to enable the reporting of such occurrences in order to identify the size of the phenomenon.
- c) From recent public discussions the University and Colleges were being strongly encouraged to maintain student emergency contact information, separate from next of kin contacts, for use in serious but not life-threatening situations. Many Colleges were trailing such a system, the Chair requested that they provide feedback on their experiences on the Senior Tutors' Forum.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.22.7 Reflection on OSCCA

The Committee received a briefing from Sarah d'Ambrumenil, Head of the Office of Student Conduct, Complaints and Appeals. She reported on the Office's recent work, the review the Student Disciplinary Procedure, and presented a proposal to create a Task and Finish Group to explore a shared risk assessment process for precautionary action:

Paper 3	OSCCA reflection outcomes
Paper 4	Student Discipline Procedure consultation
Paper 5	Task and Finish Group proposal

In the discussion that followed, it was noted that:

- a) the consultation did not seek feedback on the racial harassment procedures, a topic which particularly concerned students. Sarah d'Ambrumenil agreed to meet with the Cambridge SU representatives to gather their feedback on the procedures.
- b) if the task and finish group recommended that a University and Colleges joint decision group should be established, to consider precautionary action during an investigation, student representation on that group would be sought.

- c) the consultation would be adjusted so that respondents received an automatic receipt, confirming their feedback had been received.
- d) the acceleration of investigations into academic misconduct was welcomed, however there was the concern that devolving such matters to departments would create a disparity in penalties students received from examination boards. Specific sanction guidance would be produced to avoid this problem, and to make the range of penalties following academic misconduct more transparent to students.
- e) having an established process in place for the use of precautionary action would provide welcome security to Colleges, particularly for those whose Head of House held such powers or where there was no identified individual.
- f) a Dean of Discipline (perhaps in place of one of the Senior Tutors) would be a strong addition to the Task and Finish Group.

The Committee approved the creation of the Task and Finish Group. Sarah d'Ambrumenil would seek endorsement of the proposal at the General Board's Education Committee, if approved the Task and Finish Group would aim to return with outputs at the end of Lent Term 2023.

STC.22.8 Increasing international student numbers

The Committee received a paper from David Cardwell, the Pro-Vice-Chancellor (Strategy and Planning), presented by Stuart Martin (M), requesting an increase in international student numbers:

Paper 6 Trends in intake of international undergraduates

In the discussion that followed, it was noted that:

- a) There were various barriers for international undergraduates applying to Cambridge that other HE institutes did not have: application fees were charged, tuition fees were higher than most competitors, and comparatively little financial aid was provided.
- b) Colleges did not have an incentive to increase international student numbers as the majority of income generated by such students was received by the University, whereas the considerable financial burden of supporting international students was more evenly split.
- c) An academic case needed to be made for increasing international student numbers, particularly due to the pressure to increase widening participation for home students.
- d) Cover ratios for international undergraduate offers needed to be higher, to reflect the greater attrition rate of such applicants (accepting places at other HE institutions).
- e) The combination of international students facing both a high cost to study at Cambridge, and a high expectation of academic excellence, was probably the cause of the relatively small number of applicants.
- f) More support was needed to improve widening participation for international undergraduates, but this was hampered by having only a partial understanding of social disadvantages within countries.
- g) The matter was one part of the ongoing 'Size and Shape' discussion. At a recent meeting of the Joint Working Group on Student Numbers, the Schools' expectation was that there would be no increase in undergraduate numbers across the next five years, which, everything else being equal, implied that home students would need to be substituted for international students. In fact, the

University and Colleges needed to establish a point of view on what percentage of Home and international students was desired.

- h) There was a risk in being too parochial when increasing international numbers from certain regions only; the University should have a culturally and intellectually diverse academic environment, and that a healthy proportion of EU students was very important for this.
- i) There was, on the other hand, a danger in drifting too far from the values of the University by presenting it as an international institute at an undergraduate level.
- j) The spread of international undergraduates across subjects was not even, so consideration was needed as to the student makeup of particular subjects and not just the University as a whole.

STC.22.9 Undergraduate Supervision System Task and Finish Group

The Chair of the Undergraduate Supervision System Task and Finish Group, Judith Bunbury, provided an oral report on the Group's work over the Long Vacation. The Committee was invited to approve two papers produced by the Group, previously circulated amongst Senior Tutors:

Paper 7	Supervisor Expectations
Paper 8	An explanation of the Cambridge undergraduate supervision system

In the discussion that followed, it was noted that:

- a) Further statistical data, on the proportion of postgraduate supervisors, could be provided in the document explaining the supervision system. Wording which described supervisions as not following a set curriculum needed adjusting.
- b) Judith Bunbury would discuss with the Cambridge SU student representatives about the work of the Task and Finish Group.
- c) The Supervisor Expectations document described restrictions to the number of hours PhD students could supervise for. Regardless of University restrictions, in practice due to the rise in the cost of living more research students were having to work excessive hours in order to be financially secure. It was hoped that the Cambridge cost of living index and the subsequent outcomes in supporting student finances would ensure that the restrictions did not need to be altered.

The Committee approved both papers for publication, with minor alterations as discussed.

STC.22.10 Senior Tutor Peer Support proposal

The Committee received a proposal from Judith Bunbury, reforming the College Academic and Welfare Reviews:

Paper 9	Senior Tutor Peer Support
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A pilot meeting of three Senior Tutors, utilising the proposed form, would be held shortly for further feedback on the concept. The aim of the process was to identify good practice and any concerns by Senior Tutors, and provide evidence to the Office for Students that the Colleges were assessing their compliance of various regulations.

The Committee approved the new process, with a request to make the language in the form less compliance-driven.

STC.22.11 Refunding student travel expenses to the Elms SARC

The Committee was invited to approve a proposal from Max Beber (SID), endorsed by the Bursars' Fees and Student Finance Committee and the University's Student Sexual Harassment and Violence Support Service, to standardise the method by which Colleges paid taxi costs for students needing to travel to the Elms Sexual Assault Referral Centre in Huntingdon.

The proposal was for the SHVSS to pay for taxi services of students to Huntingdon and then invoice the relevant Colleges. This would add another avenue of support to students when needing anonymous financial support in an emergency.

The Committee approved the proposal.

STC.22.12 College Transfer Procedures

The Committee was invited to approve changes to the procedures used when an applicant or student requested transferring College:

Paper 10 College Transfer procedures

The alterations aimed to streamline the process, so as to resolve a transfer application more rapidly than the current procedures allowed.

The Committee approved the changes to the procedures.

OTHER BUSINESS

STC.22.13 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>on ...</i>	<i>Appointment of ...</i>	<i>replacing ...</i>
Careers Service Committee	Duncan Needham (DAR)	Annette Mahon
Review of the University's approach to Examination and Assessment Adjustments, Allowances and Mitigation Expert Advisory Group	Robert Hunt (CHR) Vicky Argent (G, Tutorial Administrator)	<i>new*</i>
Joint Wellbeing Committee	Robert Mayhew	<i>new*</i>
Joint Wellbeing Committee	Richard Partington	<i>new*</i>
Joint Wellbeing Committee	Susan Larsen (ex officio)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Susan Larsen (Co-Chair)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Holly Hedgeland (CLH)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Judith Bunbury (ED)	<i>new*</i>
Senior Tutors' Education Committee	Holly Canuto (CTH)	Liba Taub (N)

The Committee received information on a new expert advisory group and two new wellbeing governance committees, as indicated above (*):

Paper 11 Review of EAAAM Expert Advisory Group
Paper 12 JWC and JWC Operational Sub-Committee ToR

Attention was drawn to the following current or impending vacancies:

<i>on ...</i>	<i>replacing ...</i>
Cambridge Centre for Teaching and Learning Steering Committee	Robert Henderson (EM)
Cambridge Centre for Teaching and Learning Steering Committee	Sandra Fulton (G)
Chair of the CamCORS Project Board	Robert Hunt (CHR), with immediate effect
Disabled Students Bursary Fund (Guardian)	Michele Gemelos (MUR), from Easter Term 2023
Examination and Assessment Committee (of the General Board)	Robert Hunt (CHR), from Lent Term 2023
GBEC Academic Standards and Enhancement Committee	Michele Gemelos (MUR), from Easter Term 2023
Hardship Committee	Robert Hunt (CHR), from Lent Term 2023
International Engagement Working Group	<i>new*</i>
Mental Health Funding Task and Finish Group	Robert Hunt (CHR), From Lent Term 2023
PRC Fees and Funding Sub-Committee	Sandra Fulton (G)
Senior Tutors' Education Committee	Michele Gemelos (MUR), from Easter Term 2023
Teaching Excellence Framework (TEF) Steering Group	Marina Frasca-Spada (CC)
Technology-Enabled Learning, Teaching and Assessment Working Group (TELTA)	Robert Hunt (CHR), from Lent Term 2023
Undergraduate admissions appeals:	Volunteers are requested to join the pool of independent reviewers for the new undergraduate applicant appeal process.

Otherwise, the following paper was circulated for information:

Paper 13 Membership reports as at 28 October 2022

Senior Tutors were asked to check the report for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.22.14 Senior Tutors' Business Committee

The minutes of the most recent meeting were circulated for information:

Paper 14 Minutes of the meeting on 24 October 2022

a) Admitting under 18 students policy (minute STBC.22.10)

The Senior Tutors' Business Committee recommended for approval a policy proposal received from the Postgraduate Admissions Committee, which formalised current practice for admitting postgraduate students who would be under 18 at entry:

Paper 15 Admitting postgraduates who are under 18

The Committee approved the policy.

STC.22.15 Reports of Standing Committees

The following business was for report:

a) **Postgraduate Tutors' Committee**

The unconfirmed minutes of the most recent meeting were circulated for information:

Paper 16 Postgraduate Tutors' Committee Minutes 6 October 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

i) **Minute 22.46.2: Terms of reference**

The Committee noted the updated Terms of Reference for the Postgraduate Tutors' Committee:

Paper 17 PTC Terms of Reference

ii) **Minute 22.46.6: Cost of living 2022-23**

The Committee noted that concerns were raised that funders of the Cambridge Doctoral Studentship were expected to bear the cost of intermission. It was reported that work to establish a central 'insurance fund' for Colleges to draw from when students intermit was still underway, but that progress was slow.

iii) **Minute 22.47.1: MSt student accommodation costs**

The Committee noted the discussion on the differences in how Colleges charge MSt students for accommodation. It was reported that the MSt Committee were of the view that MSt students should not be asked to pay more than the standard full-time student room rate.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.16 Undergraduate Admissions data and guidance documents

The Committee received a pack of Admissions-related guidance documents and data, together with an explanatory cover note, presented by Sam Lucy (N) and Richard Partington (JN):

Paper 18 Admissions bundle cover note
Paper 19 Attainment profiles
Paper 20 Comparator offer levels
Paper 21 Differential offers executive summary
Paper 22 Differential cover ratios
Paper 23 2023 assessment score guidance
Paper 24 Meeting standard offer matrices for AA courses with no threshold
Paper 25 Pool use by College 2022-23 entry
Paper 26 Admissions data by subject College

Senior Tutors were asked to read through the papers, so as to be informed on matters that their Admissions Tutors would soon discuss with them.

STC.22.17 External Organisations Guidance

The Committee received a paper from Sam Lucy, outlining principles intended to aid any part of the collegiate University in determining when it was appropriate to work with an external organisation:

Paper 27 External Organisations Guidance 2022

In the discussion that followed it was noted that, if an external speaker was rejected due to it being a commercial activity this should be recorded as such on the College's PREVENT return.

STC.22.18 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received the following minutes:

Paper	Committee/body	Date of meeting
28	Undergraduate Admissions Committee	3 October 2022
29	Admissions Forum	17 August 2022
30		14 October 2022

a) PBS Tripos offer level increase (Admissions Forum, minute 22/147)

The Admissions Forum recommended to the Committee that the typical offer for the PBS Tripos for entry in 2024/5 should be raised to A*A*A, and that wording should be appended indicating that applicants would 'normally' be expected to have taken A Level Biology or Mathematics. Where this was not the case applicants should be able to demonstrate clear strength in the Sciences. The proposed wording was:

Subject requirements

Required: No specific subjects required by all Colleges, but applicants would normally be expected to have taken A Level/IB Higher Level Biology or Mathematics. Where this is not the case, applicants should show evidence of strong performance in the Sciences to GCSE level (or its equivalent, as demonstrated in a high school transcript).

The Committee approved the offer level increase and change to the entry requirements.

REPORTED BUSINESS**STC.22.19 Minutes and Reports from Other Intercollegiate Committees**

The Committee received the following minutes:

Committee minutes	Meetings since last STC
Bursars' Committee	<i>Has not met</i>
Colleges' Committee	<i>Has not met</i>
Colleges' IT Committee	19 October 2022
Cambridge Outreach Strategy Committee	16 June 2022
Colleges' Standing Committee	11 October 2022
Joint Student Numbers Management Group	12 May 2022
University and Colleges Joint Committee	18 October 2022

STC.22.20 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

The Committee received the following minutes:

Committee minutes	Meetings since last STC
Admissions Assessment Steering Group	7 October 2022
Admissions Research Steering Group	7 June 2022
Information Services Committee	24 May 2022

The Committee received the following reports:

Paper	Committee/body
31	Information Services Committee: Annual Report 2021-22

FINAL DISCUSSIONS

STC.22.21 Future meetings

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

- 2 December 2022
- 17 February 2023
- 17 March 2023
- 26 May 2023
- 21 July 2023

STC.22.22 Items of reserved business

There was one item of reserved business, outlined on a separate agenda, discussed in the absence of student representatives:

- Levy proposal for new supervisor payments

2022-11-04 STC UNRESERVED minutes v2

M Millbrook
7 November 2022

Senior Tutors' Committee

MINUTES of the meeting held at 2 pm on Friday 2 December 2022 via Zoom

The meeting was chaired by Marina Frasca-Spada (CC), Judith Bunbury (ED) acted as Deputy Chair: the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) also attended as a deputy for the respective member.

Christ's	
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Sheila Watts
Pembroke	
Peterhouse	*Saskia Murk Jansen
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	James Wood
Wolfson	Susan Larsen
CSU: UG President	Zaynab Ahmed
CSU: PG President	Amelia Jabry

Attendees

University	Natalie Acton, Head of Student Support Alice Benton, Head of Education Services Nick Brooking, Director of Sport Gemma Long, Head of the Education Quality & Policy Office Karen Pearce, Deputy Director of Sport Bhaskar Vira, Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Heather Hancock (JN), Deputy Chair of Colleges' Committee Saskia Murk Jansen (PET), College Development Directors' Committee
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declared conflicts of interest.

STC.22.23 Unreserved Minutes of the meeting held on 4 November 2022

The Committee approved the unreserved minutes of the meeting on 4 November 2022 as a true record.

STC.22.24 Reserved Minutes of the meeting held on 4 November 2022

The Committee approved the reserved minutes of the meeting on 4 November 2022 as a true record.

STANDING REPORTS

STC.22.25 Report of the Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) The Dean of the Clinical School had reported concerns from departments that students hadn't been attending in great numbers for in-person teaching. It was believed that the move towards providing online recordings of lectures had resulted in students not attending University activities. It was the first year of normalcy in the provision of University teaching, following the lockdowns imposed by the COVID-19 pandemic, with many students unaccustomed to attending live teaching sessions. The Pro-Vice-Chancellor felt that the response to this drop in attendance was to explain the benefits of live teaching to students: emphasis should be placed on online recordings being one level of support which fitted into a range of education provision, not an alternative to in-person teaching but complementary to it.

Members discussed this matter, noting anecdotal evidence that the drop in attending in-person teaching was across subjects. A message to students explaining the benefits of attending live teaching, rather than simply demanding attendance, was seen as the correct approach. The Pro-Vice-Chancellor (Education) had also requested colleagues across the Schools to collect data on attendance, before making any assumptions as to the severity and causes of the problem.

- b) The three days of UCU industrial action had varied across areas of the University: reports suggested that more cancellations in teaching had occurred in the Arts & Humanities than the Sciences. Departments were putting together mitigation measures in response. An active watch was needed on student concerns for access to their education.
- c) The Mental Health Transformation Programme continued to meet its targets, the ten-day target to offer self-referrals appointments for the University Counselling Service was being easily met. Data would be continued to be collected, but after one term it appeared that the USC was handling the demand well.

STC.22.26 Report of the Chair of the Committee

The Chair reported that Robert Mayhew (PEM) was currently on the ballot for election to the University Council. Without of course wishing to interfere in members' choices, she wanted to highlight how Colleges benefited from Senior Tutors being represented on the Council.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.22.27 Student Mental Health & Wellbeing Plan

Natalie Acton (Head of Student Support) attended the meeting for this item.

The Committee received, for information and comment, a live document outlining actions taken in response to the SUMS Mental Health Review:

Paper 1	Covering note for Student Mental Health & Wellbeing Plan
Paper 2	Student Mental Health & Wellbeing Plan

The Pro-Vice-Chancellor (Education) informed members that there were external drivers for the University and Colleges to publicise the Student Mental Health & Wellbeing Plan, showing what commitments had been agreed to be undertaken across the University and the Colleges. A forward contextualising the document was being created by the Vice-Chancellor, the Chair of the Colleges' Committee, and the Cambridge SU.

The Committee supported the publication of the Student Mental Health and Wellbeing Plan.

The Committee received an action plan, endorsed by the Suicide Safer Strategy Task and Finish Group and the Joint Wellbeing Committee, to meet the aims and commitments set out within the Suicide Safer Strategy:

Paper 16 Suicide Safer Strategy Action Plan

The Committee approved the Suicide Safer Strategy Action Plan.

STC.22.28 Strategy for Sport & Physical Activity 2023-27

Nick Brooking (Director of Sport) and Karen Pearce (Deputy Director of Sport) attended the meeting for this item.

The Committee received a briefing from Karen Pearce, on the introduction of a five-year Strategy for Sport which was received by the Sports Committee on 24 November 2022:

Paper 3 Strategy for Sport and Physical Activity Presentation
Paper 4 College Sport and Physical Activity Survey - Summary Report
Paper 5 Strategy for Sport and Physical Activity 2023-27

The Committee strongly supported the five-year strategy and welcomed the creation of an implementation plan.

STC.22.29 Election of Officers

The Chair, Associate Secretaries, and Cambridge SU representatives exited the meeting at this point. The meeting was Chaired by Richard Partington (JN) for this section only.

The Committee was reminded that the current officers' tenures were due to expire at the end of the current academic year. At its meeting on 21 November 2022, the Business Committee reviewed the election process for the appointment of officers and recommended the following:

Paper 6 Process for the appointment of STC Officers

The Senior Tutors were invited to approve the Business Committee's following recommendations:

Recommendation 1: To renew the terms of office for the Associate Secretaries for a further period of three years, to end in September 2026.

Recommendation 2: For the Committee to act outside of its Terms of Reference, to renew the term of office of the Chair (and Secretary *ex officio*) for a further period of a year, to end in September 2024.

Recommendations 1 and 2 were approved by the Committee.

The Chair, Associate Secretaries, and Cambridge SU representatives re-joined the meeting at this point.

The Senior Tutors were invited to approve the Business Committee's following recommendation:

Recommendation 3a: With Recommendations 1 and 2 approved, to adopt the election process as outlined in Paper 6 for the selection of officers from October 2024.

It was noted that the proposed election process was adopted from that used by the Bursars' Committee, which was seen to inject independence and transparency into its committee governance.

Recommendation 3a was approved by the Committee.

OTHER BUSINESS

STC.22.30 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Chair of the CamCORS Project Board	Judith Bunbury (ED)	Robert Hunt (CHR), - immediately
Examination and Assessment Committee (of the General Board)	Robert Hunt (CHR) to remain in post until Easter Term 2023	Robert Hunt (CHR), - from Michaelmas Term 2023
Disabled Students Bursary Fund (Guardian)	Paul Dominiak (JE)	Michele Gemelos (MUR), - from Easter Term 2023
Hardship Committee	Stuart Martin (M)	Robert Hunt (CHR), - from Lent Term 2023
GBEC's Academic Standards and Enhancement Committee	Rita Monson (CHU)	Michele Gemelos (MUR), from Easter Term 2023
International Engagement Working Group	Stuart Martin (M)	<i>new</i>
International Engagement Working Group	Holly Hedgeland (CLH)	<i>new</i>
Mental Health BME Task and Finish Group	Toni Williams (G)	Max Beber (SID)
Mental Health Funding Task and Finish Group	Max Beber (SID)	Robert Hunt (CHR)
Mental Health Postgraduate Advisory Task and Finish Group	Myfanwy Hill (K)	Mike Sewell (SE)
Precautionary Action Task and Finish Group	Toni Williams (G)	<i>new</i>
Senior Tutors' Business Committee	Andrew Spencer (CAI)	<i>new</i> - representing STEC
Senior Tutors' Education Committee	Robert Mayhew (PEM)	Michele Gemelos (MUR), - from Easter Term 2023
Teaching Excellence Framework (TEF) Steering Group	Paul Chirico (F)	Marina Frasca-Spada (CC)
Undergraduate admissions appeals	All Senior Tutors and Admissions Tutors, including those recently retired, should form pool.	

Otherwise, the following paper was circulated for information:

Paper 7 Membership reports as at 25 November 2022

Senior Tutors were asked to check the paper for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.22.31 Senior Tutors' Business Committee

The minutes of the most recent meeting were circulated for information:

Paper 8 Minutes of the meeting on 21 November 2022

a) Cambridge SU Intermission Report (minute STBC.22.20)

The Business Committee received a report published by the Cambridge SU, on findings and recommendations drawn from a student survey it conducted regarding the intermission process:

Paper 9 Intermission Report

Alice Benton (University) noted that the authors of the report were engaging with the Head of Wellbeing on what support the University's mental health services could provide for students intermitting. Judith Bunbury had agreed to meet the authors with the Chair of the Fees and Student Finance Sub-Committee, to discuss other concerns raised in the report.

STC.22.32 Reports of Standing Committees

The following business was reported:

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the most recent meeting were circulated for information:

Paper 10 Postgraduate Tutors' Committee Minutes 10 November 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

i) Minute 22.56.2: Cambridge Doctoral Scholarship

The Committee was **recommended** to support a mutual assurance scheme that could financially support periods of intermission taken by Cambridge Doctoral Scholarship holders.

ii) Minute 22.57.2: Late payment of stipends

Colleges were asked to be sympathetic and not impose late-payment fines on students who were awaiting activation of their stipend.

b) Standing Committee on Education

The minutes of the meetings held on 21 October 2022 and 18 November 2022 were circulated for information:

Paper 11 Unconfirmed STEC minutes 21 October 2022

Paper 12 Unconfirmed STEC minutes 18 November 2022

Jacqueline Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

i) Minute 4: Fieldwork in Archaeology

The Committee considered a proposal from the Tamsin O'Connell, to move the timing of compulsory fieldwork for the Archaeology Tripos from Easter Term to the end of the Long Vacation ahead of Part IIA:

Paper 13 Archaeology Fieldwork Proposal

Jacqueline Tasioulas reported that STEC was not inclined to approve the proposal, since, despite its pedagogical benefits, there were a number of concerns to relocating the fieldwork to the end of the Long Vacation: there would be an impact on conference business; it would reduce time to prepare rooms for incoming students; moving term-time business into the vacation would reduce the research period for academic staff; and pastoral support would need to be provided a week earlier, making it potentially more difficult to recruit Tutors.

In the discussion that followed, members raised further concerns about the proposal: stretching the length of term would further increase students' workload, which from recent discussions had been highlighted as a mental health concern; and caution was needed to agree on such a principle that could then be applied to other subjects, in order to resist increasing academic and financial burdens on students and Colleges.

Dr Sam Lucy, present in her capacity as Director of Undergraduate Admissions but also a member of the Archaeology Department, volunteered to the Committee information on the reasons why the compulsory fieldwork had originally moved to the start of the Easter Term, from May Week, and defended the advantages to conducting the fieldwork in September.

The Committee rejected the proposal. Jacqueline Tasioulas agreed to have further discussions with Dr Tamsin O’Connell, to arrive at a more agreeable proposal.

ii) Minute 5: Report on the Music Tripos pre-sessional course

The Committee noted that the Standing Committee had received a review of the Tonal Skills Preparatory Course, an online pre-sessional to the Music Tripos.

iii) Minute 8: Academic integrity and online exams

The Committee noted that the Standing Committee had received an update on the University’s arrangements for digital assessment and academic misconduct.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.33 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
14	Undergraduate Admissions Committee	14 November 2022
15	Admissions Forum	11 November 2022

REPORTED BUSINESS

STC.22.34 Minutes and Reports from Other Intercollegiate Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars’ Committee	17 November 2022
Colleges’ Committee	29 October 2022
College Development Directors’ Committee	2 November 2022
Colleges’ IT Committee	19 October 2022
Cambridge Outreach Strategy Committee	6 October 2022
Colleges’ Standing Committee	22 November 2022
University and Colleges Joint Committee	<i>Has not met</i>

STC.22.35 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Joint Student Numbers Management Group	4 November 2022 <i>(to follow)</i>
Joint Wellbeing Committee	13 October 2022

FINAL DISCUSSIONS

STC.22.36 Farewells

The Chair noted that Robert Hunt was ending his term as Senior Tutor at Christ's College. On behalf of the Committee, the Chair thanked him for his long service to Christ's College and the Collegiate University.

STC.22.37 Future meetings

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

- 17 February 2023 (Homerton College)
- 17 March 2023 (Hughes Hall)
- 26 May 2023 (Gonville & Caius College)
- 21 July 2023 (Downing College)

2022-12-02 STC minutes

M Millbrook
5 December 2022

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 17 February 2023
in the Great Hall at Homerton College**

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	*Corinna Russell
Fitzwilliam	Paul Chirico
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	
St. Edmund's	
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	James Wood
Wolfson	Susan Larsen
CSU: UG President	Zaynab Ahmed
CSU: PG President	

Attendees

University	Chad Allen, Data Transformation Manager, Mental Health Change Programme (minute STC.22.41) Daniela Cossio-Martinez, Data Transformation Associate, Mental Health Change Programme (minute STC.22.41) Alice Benton, Head of Education Services Anthony Freeling, Acting Vice-Chancellor Mike Nicholson, Deputy Head of Education Services (Admissions and Participation) Bhaskar Vira, Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of Colleges' Committee Saskia Murk Jansen (PET), College Development Directors' Committee
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declared conflicts of interest.

STC.22.38 Minutes of the meeting held on 2 December 2022

The minutes of the meeting on 2 December 2022 as a true record.

STANDING REPORTS

STC.22.39 Reports of the Acting Vice-Chancellor and Pro-Vice-Chancellor (Education)

The Acting Vice-Chancellor reported:

- a. High-level conversations were being held regarding a pilot of an NHS mental health service specifically for Cambridge and Anglia Ruskin University students. A working group had been created with representatives from Cambridge, the ARU, and the NHS Cambridgeshire & Peterborough Integrated Care Board. At its most recent meeting the NHS Trust Commissioners had committed to providing funding for this service, with two thirds of the costs covered by the two universities. This decision was still to be confirmed, but the situation appeared promising.
- b. The key part of a recent discussion on scaling up and innovation, held at No. 11 by the Chancellor of the Exchequer, was the need for more PhD students but also to increase the number of technicians and apprenticeships.

The Pro-Vice-Chancellor (Education) reported:

- a. Two pieces of work, commissioned to construct the 'Real Cambridge Cost of Living Index' (RCSCI) for undergraduate and postgraduate students, were complete enough to be shared with the UAC Cambridge Bursary Scheme Steering Sub-Group meeting in a week's time. The work revealed a significant disparity between undergraduate and postgraduate spending, primarily from higher expenditure by postgraduates on food, clothing, and restaurants.

An analysis of the postgraduate cost of living showed that the UKRI stipend was at the right level for supporting Cambridge students, so the RCSCI was appropriate to set maintenance rates for postgraduates.

An analysis of the undergraduate cost of living implied that, in most scenarios, students on the full government loan and full Cambridge bursary were financially secure, however anecdotal evidence suggested these figures underestimated the rise in the cost of living for undergraduates, and there was some concern for the 'squeezed middle'. The question therefore was whether to use the RCSCI for setting undergraduate maintenance rates, or to use some other higher metric.

Members discussed their experiences with rising numbers of student hardship cases: it was noted that not all students requested financial support despite requiring it, and many students may have adjusted to the situation by finding employment over the vacations, therefore the number of hardship applications did not provide completely reliable information. A particular cohort in difficulty was clinical medics, following a reduction in the NHS Bursary. It was recommended that the hardship funds should be renamed as 'financial support', as the term 'hardship' was inappropriate for the circumstances the funding was designed to support.

Richard Anthony (JE) noted that the data showed that the enhanced Cambridge Bursary Scheme (CBS2) had been successful in supporting students, particularly when compared against Oxford's support. Communications therefore needed to promote that Cambridge was already providing strong financial support. From his experience work to revise this support would take considerable time, but that this was unavoidable if Cambridge was to respond promptly to the cost of living crisis.

Members discussed the responses to the two surveys used to provide data for constructing the RCSCI. A higher response was achieved for the postgraduate survey, mainly from PhD students, due to it being launched during the summer. The undergraduate survey was launched at a less receptive time due to the urgent need for the data. Most responses to the survey came from first-year undergraduates, which could explain the queried results. It was being considered whether the two surveys should be relaunched.

The two papers would soon be circulated to College senior officers and be discussed at all intercollegiate committees. If it was decided that only CBS2 needed to be adjusted, rather than creating a new tool to respond to the rise in the cost of living, the Pro-Vice-Chancellor believed this could be achieved in good time. Whilst a principle of the University and Colleges covering the additional cost 50/50 could be established soon, Richard Anthony noted that an agreement on how Colleges would share their contribution amongst themselves would take a considerable amount of time.

- b. The update on progress of the Mental Health Review showed that the Mental Health Transformation Programme continued to meet its targets.
- c. The University had clarified that the use of AI in submitted work would constitute academic misconduct, as the AI-produced content was not the student's original work. New guidance on the matter had been sent to departments for the upcoming exam period. Work would continue to establish a longer-term approach on how to integrate elements of AI into teaching.
- d. The ongoing industrial action had seen varied impact on individual departments, and further action may take place which would extend strikes into the exam period.
- e. Requests had recently been received to support a Muslim chaplaincy, and this opened up a discussion on how faith was treated by the intercollegiate university. Currently Colleges were expected to support faith provision, but the treatment of faith by the University's central support service needed to be considered.
- f. The University's Centre for Music Performance was keen to work more closely with Colleges.
- g. The University had recently submitted its Teaching Excellence Framework narrative, which was available to be read by members.

STC.22.40 Report of the Chair of the Committee

The Chair of the Committee had nothing to report that was not covered elsewhere in the agenda.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.22.41 Data Task and Finish Group update

Chad Allen and Daniela Cossio-Martinez from the Mental Health Change Programme attended the meeting for this item.

The Committee received an update from the Mental Health Change Programme's Data Task and Finish Group, chaired by Richard Partington (JN). The Group had recently agreed on a specification for a proposed new case management software system, and an engagement plan to receive feedback from stakeholders:

Paper 1 Case Management System: Revised Specification and Implementation Timeline

The Committee was asked to comment on the dimensions of the specification in order to identify if there were aspects that need additional thought. Several additional features were suggested. It was confirmed that stakeholders such as student welfare officers would continue to participate in the ongoing work, and that the CMS would be designed for future compatibility with external systems.

STC.22.42 Changes to the role of Director of Admissions for the Colleges

The Committee was requested to suppress the current role of ‘Director of Admissions’ at the end of September 2023, to allow for the creation of a more substantial ‘Director of Undergraduate Admissions for the Colleges’ post:

Paper 2 Changes to the role of Director of Admissions for the Colleges

The Chair noted that the role was expanded from 0.4 FTE to 0.7 – 1.0 FTE, to enable a single College lead on undergraduate admissions. The new role would be formally employed by OIS, but strategic oversight would still be held by the Committee’s Chair and Secretariat. Several iterations of the proposal had been discussed by the Colleges’ Committee, the Senior Tutors’ Business Committee, a number of Seniors Tutors, and the Co-Chairs of the Admissions Forum. The Bursars’ Committee had approved an increase in the funding level of the intercollegiate levy associated with the role of Director of Admissions, to enable recruitment of a new incumbent into the expanded role.

Members discussed the advantages the expanded role would provide, particularly in supporting the work of the Cambridge Admissions Office and creating consensus across Colleges on undergraduate admissions matters. It was indicated that should the appointment be at 0.7 FTE the remaining funding could be used to provide additional administrative support to the new appointee.

The Committee approved the suppression of the current role of ‘Director of Admissions’ to create a ‘Director of Undergraduate Admissions’ post. Members were advised to contact Matthew Russell (OIS) with any suggested minor amendments to the job description.

STC.22.43 Future undergraduate interview formats

Following recent discussions at the 27 January 2023 meeting of the Admissions Forum it was the Business Committee’s opinion that no consensus would soon be found, either across Colleges or subjects, as to what format interviews should take for the 2023-24 admissions round. The Committee was therefore asked to consider an appropriate communications strategy to relay the matter to schools and potential applicants, so as to limit any unnecessary reputational damage.

The Deputy Head of Education Services (Admissions and Participation) noted a recent discussion with Helen Reed (Head of Admissions & Data Services, CAO), Rachel Cox (Head of Student Recruitment and Marketing, CAO) and Sam Lucy (Director of Admissions) concerning a suitable communication strategy:

- a. Oxford were aiming to make an announcement on their use of interview formats in the current term, therefore Colleges confirming their intent would be preferable soon though clarity was required by mid-May 2023.
- b. Work was ongoing by the Admissions Forum to understand the current mood on interview formats across Colleges and Departments.
- c. Suitable FAQs would need to be created to set out the rationale for why in-person and online interviews were being provided. Consistency by course or subject would be a much easier message both to communicate and to justify to an external audience. The Faculty of Music had already requested to return to in-person interviews, and for entirely good reasons.
- d. Clarity on arrangements for applicants not residing in the UK also needed careful thought.
- e. Ideally, an approach on interview formats should extend beyond one admissions cycle.
- f. If Colleges returned to in-person interviews they would need to take back responsibility for running at-interview/College-based admissions assessments.

- g. Any significant alterations to interviews which would have implications for MyCapp would require approximately four months to test and implement. There was an agreed halt to any new development by July 2023. Therefore, any decisions on interview formats would need to be taken by mid-March 2023 to be ready for the start of the 2023-24 admissions cycle.

Members discussed at length the various options for providing interviews to undergraduate applicants, and what stage individual Colleges had reached in discussing their stances. Many Colleges awaited a general consensus to form before making a decision, but it was clear that, since some Colleges had reached difference stances, complete consistency could not be achieved. Not all Colleges agreed that consistency was necessary.

The Deputy Head of Education Services noted that the key lead in any communication was to emphasise the rigor of process for admissions, whether with online or in-person interviews. Candidates might believe one format held an advantage, but this view was to be discouraged, since it really was only a personal preference. He reported that Admissions Tutors had been requested to provide what stances their Colleges took on the matter at the next Admissions Forum meeting.

Sam Lucy would lead on creating a suitable communication strategy, assisted by the Deputy Head of Education Services, CAO, and the Business Committee.

STC.22.44 Reforming the Organ Awards Scheme

The Admissions Forum recently discussed a paper providing details of potential models for reform of the Organ Awards Scheme, produced by the Organ Scholarship Reform Working Group:

Paper 3 The Intercollegiate Organ Awards Scheme: Alternative Models

Paper 4 Report of the Organ Scholarship Reform Working Group

The Admissions Forum recommended that Model 4 B3 was implemented, delayed until 2024-25. The recommendation was opposed by two Colleges at the Admissions Forum, however relevant members reported that their Colleges had subsequently agreed to follow Model 4. This would be on the understanding that the model would be reviewed after a trial period of two years.

The Committee approved Model 4 for reform of the Organ Awards Scheme, with minor adjustments and a delay in implementation as outlined by the authors of the Working Group report, and a formal review after two years.

STC.22.45 Raising typical offer levels for oversubscribed subjects

The intercollegiate working group, established to consider responses to the withdrawal of CUPA-led assessments from the 2024-25 admissions round, was in the process of making recommendations for the creation of new assessments. It was likely that any replacement assessments would not be established in time, therefore measures to ensure the 2024-25 admissions round was still fair for candidates of oversubscribed subjects needed to be considered.

One suggested measure was to raise the typical offer levels of oversubscribed subjects, to encourage a reduction in the number of applicants applying to those who were serious contenders.

The Admissions Research Steering Group and Helen Reed had produced evidence on whether there was a negligible effect on Widening Participant application and admission rates when offer levels were previously raised:

Paper 5 Maintained sector admissions against typical offer levels

Paper 6 Impact of raising offer levels in Computer Science, Economics, Engineering, Natural Sciences and Medicine

Members discussed the presented evidence, and the need to raise typical offer levels. There were divergent views as to what the evidence proved, and concerns that factors affecting the data, such as A-Level reform and the COVID-19 pandemic, were not taken into account. It was noted that raising the offer levels would better reflect the reality of the typical achievements of successful applicants.

The Committee agreed that further evidence on the impact of raising typical offer levels was needed, for further discussion by the Business Committee.

OTHER BUSINESS

STC.22.46 Report on the Strategic Review of Mental Health

The Committee received an update on progress of the Mental Health Review since the last update given in June 2022:

Paper 7 Strategic Review of Mental Health Provision Update – January 2023

STC.22.47 Review of examination and assessment adjustments, allowances and mitigation

The Committee received an update on the independent review of the University's approach to examination and assessment adjustments, allowances and mitigation:

Paper 8 Review Briefing Note – February 2023

An informal meeting of Senior Tutors was being arranged to discuss emerging findings in detail.

STC.22.48 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Mentor for Andrew Rudd (MUR)	Richard Partington (JN)	N/A
JWC Operational Subcommittee (Wellbeing Leads' Representative)	Kate Daniels (DOW)	Maria Gloag (ED)

Attention was drawn to the following current or impending vacancies:

<i>on ...</i>	<i>replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Paul Chirico (F) from October 2023
College Transfer Panel (Chair)	Paul Chirico (F) from October 2023
GBEC Academic Standards and Enhancement Committee	Michele Gemelos (MUR) from Easter Term 2023 <i>ToR require vacancy to be filled by member of STEC or PTC</i>
Inclusive Learning and Teaching Advisory Group	Paul Chirico (F) from October 2023
Medic Quota Committee	Robert Henderson (EM) - from October 2024
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>new</i>
Student Support Initiative Development Group (Chair)	Paul Chirico (F) from October 2023
Senior Tutors' Business Committee (election)	Paul Chirico (F) from October 2023
Technology-Enabled Learning, Teaching and Assessment Working Group (TELTA)	Robert Hunt (CHR) from Lent Term 2023

Otherwise, the following paper was circulated for information:

Paper 9 Membership reports as at 9 February 2023

Senior Tutors were asked to check this for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.22.49 Senior Tutors' Business Committee

The minutes of the most recent meeting were circulated for information:

Paper 10 Minutes of the meeting on 8 February 2023

a) Addressing gross misconduct issues relating to undergraduate supervisors (minute STBC.22.32)

The Business Committee agreed that the Office of Intercollegiate Services should produce draft guidance on how to inform relevant institutes of an undergraduate supervisor being removed from their duties due to their College's disciplinary procedures.

STC.22.50 Reports of Standing Committees

The following business was reported:

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the most recent meeting were circulated for information:

Paper 11 Postgraduate Tutors' Committee Minutes 19 January 2023

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

i. Full-time Postgraduate Research student work (minute 23.06.4)

The Standing Committee supported proposed changes to arrangements for full-time postgraduate research students to undertake work alongside study. This recommendation would be considered by the General Board's Education Committee on 8 February 2023.

Upon recommendation by Jackie Tasioulas (CL), the Committee agreed to consider the proposal at its next meeting.

ii. Matters relating to recruitment and admissions (minute 23.06.5)

The Standing Committee approved changes to the College Allocator for the 2023/24 admissions round.

b) Standing Committee on Education

The minutes of the meetings held on 3 February 2023 were circulated for information:

Paper 12 Unconfirmed STEC minutes 3 February 2023

Jacqueline Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

i) Faculty of Medicine 4th Year (minute 5)

The Standing Committee received a proposal from the Faculty of Medicine to add 24 theory supervisions to the 4th year Medicine course, to supplement self-directed learning and reduce private study workload:

Paper 13 Theory supervisions proposal

The Standing Committee was supportive of the proposal and recommended that the Committee approve it.

Members agreed that the academic principles for the proposal were sound, however its financial implications had not been sufficiently considered by GBEC or STEC. Concerns were raised that Colleges individually paid for the School of Clinical Medicine to provide teaching other than in supervisions.

The Committee approved the direction of travel of the proposal, on the presumption that its financial impact would be considered by the appropriate intercollegiate committee.

i. Supervision norms (minute 6)

The Standing Committee noted that the annual circulation of supervision norms had lapsed during the pandemic and had now resumed:

Paper 14 Supervision norms 2022-23

ii. List of vacation courses, a.k.a. 'Pink List' (minute 7)

The Standing Committee noted that the annual circulation of the 'Pink List' had lapsed during the pandemic and had now resumed.

Paper 15 Pink List 2022-23

iii. NST full mark disclosure (minute 12)

The Standing Committee received a proposal from the Committee of Management for the Natural Sciences Tripos, for full examination mark disclosure to candidates:

Paper 16 NST full mark disclosure

The Standing Committee was supportive of the proposal and recommended that the Committee approve it. The proposal would require additional work for Directors of Studies to distribute marks to their students, as they would not receive these directly or automatically.

The Committee approved the proposal.

iv. Tripos switching (minute 13.AOB.2)

The Standing Committee discussed the HSPS Tripos' regulation 14, regarding the HSPS Tripos' insistence that undergraduates' requests for transfer into the HSPS Tripos required the approval of the Tripos, even though this is a quintessentially College matter.

Paper 17 HSPS Tripos regulation 14

Members reported several cases of the Department of Politics and International Studies (POLIS) rejecting applications for students to transfer into the HSPS Tripos. POLIS had reported that it was overwhelmed with the number of interested students, members considered that the politics tracks in the HSPS Tripos should therefore be formally number-managed.

The Pro-Vice-Chancellor (Education) agreed to discuss the matter with the Head of POLIS. Further investigation was needed as to how common the relevant regulation was with other Triposes.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.51 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from the most recent meeting of the Admissions Forum:

Paper 18 Minutes of the meeting on 27 January 2023

REPORTED BUSINESS

STC.22.52 Minutes and Reports from Other Intercollegiate Committees

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	26 January 2023
Colleges' Committee	4 February 2023
College Development Directors' Committee	<i>Has not met</i>
Colleges' IT Committee	1 February 2023
Cambridge Outreach Strategy Committee	<i>Has not met</i>
Colleges' Standing Committee	24 January 2023
Fees and Student Finance Sub-Committee	25 January 2023
University and Colleges Joint Committee	29 November 2022 30 January 2023

STC.22.53 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Admissions Research Steering Group	23 November 2022
Information Services Committee	22 November 2022
Joint Student Numbers Management Group	13 December 2022
Joint Wellbeing Committee	24 November 2022
Postgraduate Admissions Committee	15 September 2022
Student Support Initiative Steering Group	15 November 2022 <i>[Has now disbanded]</i>

FINAL DISCUSSIONS

STC.22.54 Discussion of other items raised in advance

No items were raised by members.

STC.22.55 Future meetings

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

17 March 2023 (Hughes Hall)

26 May 2023 (Gonville & Caius College)

21 July 2023 (Downing College)

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm (venues to be confirmed):

3 November 2023

1 December 2023

16 February 2024

15 March 2024

24 May 2024

21 June 2024

19 July 2024

2023-02-17 STC minutes

M Millbrook
20 February 2023

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 17 March 2023
in the Pavilion Room at Hughes Hall**

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Diane Brooker (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Richard Anthony*
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Saskia Murk Jansen*
Queens'	Andrew Thompson
Robinson	
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec.)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	James Wood
Wolfson	Susan Larsen
CSU: UG President	Zaynab Ahmed
CSU: PG President	Amelia Jabry

Attendees

University	Adam Welstead, Head of Student Wellbeing (minute STC.22.57) Kerri Gardiner, Head of PGR Policy and Practice (minutes STC.22.60, 61, 63, 66 and 67) Alice Benton, Head of Education Services Anthony Freeling, Acting Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of Colleges' Committee Sam Lucy (JN), Director of Admissions Saskia Murk Jansen (PET), College Development Directors' Committee
OIS	Matthew Russell, Head Diane Brooker, Office Manager

There were no declared conflicts of interest.

STC.22.56 Minutes of the meeting held on 17 February 2023

The minutes of the meeting on 17 February 2023 as a true record, subject to a post-meeting correction concerning undergraduate analysis in minute STC.22.39.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.22.57 Training Task and Finish Group update

Adam Welstead, Head of Student Wellbeing attended the meeting for this item.

The Committee received an update from the Mental Health Change Programme's Training Task and Finish Group, chaired by Mike Sewell (SE):

Paper 1	Cover note
Paper 2	Revised training framework

Mike Sewell and Adam Welstead outlined the training framework, which was a live document intended to be adapted to reflect future developments and requirements. Implementation of the framework would vary at a local level and Colleges could modify it to reflect their own environments.

The Group recognised the impracticality of creating a perfect model and had endeavoured to find a workable solution to encourage dialogue and bring all parties together. They did not underestimate the complexities of ensuring widespread uptake of training and had extensively consulted colleagues and other universities in order to seek best-practice solutions.

As its next step, the Group would consult with senior university leaders on the framework and formulate a budget and timeline for presentation. Feedback and/or suggestions of other potential partners and organisations from Colleges was welcomed.

STC.22.58 Future undergraduate interview formats

The Chair and Director of Admissions updated the Committee on ongoing discussions regarding future interview formats, and a process recommended by the Business Committee to review requests for specific subjects to conduct in-person interviews across Colleges:

Paper 3	STBC minute extract
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Although the default position for a majority of colleges was for online interviews, a degree of flexibility would be required for subjects demonstrating a good academic reason to hold physical interviews.

Individual subjects would be asked to present an academic case for physical interviews within a set of parameters, the wording of which would be approved by the Senior Tutors' Business Committee. Departments or Faculties would also be required to confirm that their proposals had the support of the majority of their interviewing academics, who would be required to be available to attend physical interviews on specified date(s).

Consideration of factors such as travel by international applicants and the operational effects of hybrid arrangements must form part of the academic case.

The Committee recognised the high desirability of consistency across Colleges, but joint collaboration was voluntary and a few Colleges, including Trinity, had already indicated they were likely to hold all interviews in person for home students. In the course of discussion some Colleges expressed concern about the very limited options put forward: As drafted the proposal was viewed as underestimating the importance of flexibility to account for very different situations across Colleges, and did not take into account the firmly held views of some important stakeholders.

Requests for physical interviews would be considered by the Committee at its meeting on 26 May 2023.

The Director Admissions agreed to formulate a draft text for consideration by the Senior Tutors' Business Committee. Subject leaders would be reminded that any lobbying must be supported by their relevant Director of Studies' committee. In turn, Directors of Studies would be required to consult with their College governing bodies and should be reminded that they will be voting on behalf of their College, not as individuals.

STC.22.59 Reform of UCAS school references

The Director of Admissions updated the Committee on changes to UCAS references following the circulated e-mail on 6 March 2023. She noted that there had been considerable push-back to the announcement from other Russell Group universities, many of whom had conveyed the value of the supplementary information to selective universities.

UCAS had subsequently agreed to revise its guidance concerning the content of Section 3. This might include provision for a 4,000-character limit text and advice to schools about the proportion awarded within the various sections.

Although the fine detail had yet to be received, it was felt that discussions with UCAS appeared to be moving in a more reasonable direction.

STC.22.60 Full-time Postgraduate Research student work

Kerri Gardiner, Head of PGR Policy and Practice, attended the meeting for this item.

Following a review of current rules for full-time PGR students undertaking paid work, the Postgraduate Committee recently recommended changes to current rules to (i) remove the restriction on the type of work undertaken; (ii) increase the limit of hours permitted to 20 per week; and (iii) remove the requirement of permission from the student's supervisor and/or Tutor. These recommendations were endorsed by the Postgraduate Tutors' Committee and the General Board's Education Committee.

However, in the light of feedback received outside of these committees, these recommendations had been revised. The Committee was asked to comment on the revised recommendations:

Paper 4 Working while studying - full-time postgraduate research students

Kerri Gardiner noted that during the development of the recommendations, care had been taken to ensure flexibility and the introduction of a maximum limit of 20 hours per week was in alignment with restrictions imposed in student visa regulations. Key features of the proposals included:

- Students would be able to work up to 10 hours per week without seeking approval;
- Work of between 10-20 hours would require prior discussion and agreement with a student's supervisor and/or tutor;
- There would be no restrictions on the type of work undertaken, but wherever possible academic-related activities should be encouraged;
- Academic studies and research should remain the student's first priority and any work undertaken must not be relied upon to fund academic studies.

The Committee held a detailed discussion on the merits and demerits of the recommendations. Points of note included:

- Guidance would be extremely difficult to enforce and should be framed as advisory to encourage dialogue and openness with supervisors and tutors.

- Many postgraduates have other conflicting responsibilities, and the guidance should support students to balance their academic/life commitments whilst respecting their autonomy as adults.
- Care should be taken to manage expectations and to ensure that work over 10 hours was not perceived as either encouraged or normalised. This would also include paid supervisions or other work within Colleges.
- Academic study and research must remain the main priority for students, and care should be taken to articulate the time and mental commitment required to complete a PhD course successfully.
- Student wellbeing and mental health, and conversely the negative effects on wellbeing of failure a result of over commitment to paid work, should be considered, together with the need for downtime and leisure activities to promote good mental health.
- Some consideration should be given to the potential impact on future funding of PhD courses by research councils and other funding bodies in the event of failed or excessive extensions caused by external work.
- Clear signposting to hardship funding and bursaries could help to discourage postgraduates from undertaking excessive paid work.
- Although academic-related employment would be preferred, the diversity of employment types should be recognised as potentially beneficial for future employment.

Following the discussions outlined above, the Committee voted to accept the proposal (12 Colleges for, 9 against, 1 abstention) but with the following caveats:

- **careful articulation of the proposals was essential to convey the right message, to manage expectations and to avoid inadvertent encouragement or normalising of paid work,**
- **the wording should be carefully reviewed to strengthen the advisory nature of the guidance and to stress that paid work in excess of 10 hours per week was not to be encouraged, with 20 hours' only to be undertaken in exceptional circumstances,**
- **signposting to other forms of financial support should accompany the guidance and that paid work should not be used to fund academic study.**

STC.22.61 Review of FTE arrangements for part-time Ph.D. courses

Kerri Gardiner, Head of PGR Policy and Practice, attended the meeting for this item.

The Committee was asked to endorse a proposal, approved by the General Board's Education Committee on 8 February 2023, for a new 0.75 rate of study for part-time PhD programmes:

Paper 5 Review of FTE arrangements for part-time Ph.D. courses

Attention was drawn to the preceding item, the different resident requirements for part-time Postgraduate Research students as noted in the paper, and the consequent impact on Colleges.

The review had been undertaken in response to a need for greater flexibility for some PhD students and the figure of 0.75 had been calculated by linking the proposal to a minimum/maximum number of academic terms (12 to 16). It was proposed that the opportunity would be offered to both present and incoming students, although take-up was expected to be relatively low. The Committee noted

the potential impact on Colleges had not been fully considered, such as changes to residency requirements, tutorial commitments or fee implications.

In discussion the Committee noted any proposals would need to be accessible by all applicants, including WP and BAME candidates, mature students with dependents; and tie in with internship programmes.

The Secretary of the Bursars' Committee noted that no analysis of the likely take-up or consultation with Colleges had taken place. The present fee agreements between the University and Colleges were not flexible enough to support the proposals in their present form and the Fees and Student Finance Sub-Committee would need to scrutinise the proposals.

The Committee noted that the proposals were intended as an interim measure to provide a quick solution.

The Committee agreed that further work to ensure alignment with existing and future fee agreements was required, together with a review of the wider framework within the collegiate setting.

STC.22.62 Physics Part II supervisions

From the Standing Committee on Education

At its meeting on 3 February 2023 the Standing Committee noted the recurring problem with arranging supervisions for Part II Physics. In the previous year supervisions had been arranged late, prompting student complaints, and in the current year supervisions had been replaced at late notice with example classes. It was discussed whether the subject should be number-limited.

Although the Department of Physics had a clear obligation to deliver supervisions, the Committee agreed there was no clear solution to this impasse, which could potentially also be replicated in other subject areas.

In discussion, Senior Tutors suggested a cap on student numbers for the Physics Part II course might be imposed with courses in, say, HPS or in Physical Sciences offered as an alternative to some students.

It was suggested that analysis of CamCORS data on Part II supervisions would be helpful, although possibly difficult to obtain. Anecdotal evidence that postdocs were prevented from undertaking supervisions last year was also raised.

The Committee suggested Department of Physics should be asked to consider whether they can realistically meet the needs of students undertaking the Part II course and what they can do to resolve this problem.

The Pro-Vice-Chancellor (Education) offered to convene a small-group conversation with stakeholders and the Committee agreed a small working group comprising members of STEC, Department of Physics and the Pro-Vice-Chancellor (Education) offered a practical solution to facilitate discussions on how to tighten supervision norms for the course and explain the organisational structure.

STC.22.63 Principles of Intercollegiate Decision-Making

The Committee discussed the final proposal from the Colleges' Committee Working Group on Management of Business, on the articulation of the principles to be followed when Colleges are asked, or agree between them, to make a decision collectively:

Paper 6 Intercollegiate decision-making

The Committee agreed the proposals offered a pragmatic explanation and solution of the intercollegiate decision-making process. Although Colleges were all independent charitable institutions, the reputational implication of dissent from collective agreements on some issues could be substantial.

Subject to the inclusion of an additional clause to define the consultation process with the University regarding collegiate decisions, the Committee noted the proposals would be socialised amongst the other major intercollegiate committees before final approval by the Colleges' Committee on 8 July 2023.

The Committee thanked the Head of Office of Intercollegiate Services for his considerable efforts in assisting the Working Group.

STANDING REPORTS

STC.22.64 Reports of the Acting Vice-Chancellor and Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) reported:

- a. **UCU strikes:** a ballot had been held recently to approve further strike action planned for September and a Grace to allow students to graduate had been submitted. However, discussions mediated by ACAS were progressing well and it was hoped negotiations could be on the cusp of a positive outcome.
- b. **Guidance on Inspira:** the Exams Office would be rolling out a trial next year. Colleges were asked to encourage students to prepare for this by engaging with instructions and familiarising themselves with the software's interface in advance.
- c. **Size & Shape:** work on the next MoU was commencing, which was likely to include a backstop.
- d. **National Student Survey:** although the CSU were recommending a boycott of the survey, the University was urging students to participate in this useful exercise.
- e. **Islamic Society request:** the Islamic Society had recently asked for consideration of evening meal and transport arrangements to prayers for students during the forthcoming Ramadan month.

The Senior Tutor of King's College drew attention to a public event the College was hosting during Ramadan, to which everyone was welcome to attend.

STC.22.65 Report of the Chair of the Committee

The Chair of the Committee had nothing to report that was not covered elsewhere in the agenda.

OTHER BUSINESS

STC.22.66 Review of doctoral education

Kerri Gardiner, Head of PGR Policy and Practice, attended the meeting for this item.

In 2022 the Postgraduate Committee initiated a review of doctoral education. The review was expected to take several years and was currently in its initial information-gathering phase. The Committee received an introduction to the review and was invited to provide initial feedback:

Paper 7 Review of Doctoral Programmes

The Committee welcomed the opportunity review the preliminary findings and discussed its initial thoughts, which included the following themes:

- How to attract quality students, especially candidates from under-represented backgrounds.
- How to equip students with the skills and knowledge required for successful future careers in both academic and industry.
- Future proposals should include a flexible framework for faculties and departments, and feedback from UKRI will help to structure future progression.

Colleges were encouraged to provide feedback via the Senior Tutors' Moodle forum. Noting the long-term nature of this project, the Committee agreed it would welcome regular consultation as and when the proposals were more fully formed.

STC.22.67 Review of allowances and exemptions for PGR and PGT students

Kerri Gardiner, Head of PGR Policy and Practice, attended the meeting for this item.

The Committee received and supported the Postgraduate Committee's recommendations to harmonise arrangements for exemptions and allowances of terms for Postgraduate Research students and some Postgraduate Part-Time students:

Paper 8 Review of allowances and exemptions for PGR and some PGT students

STC.22.68 Undergraduate Applicants Declaring a Criminal Conviction

The Business Committee supported a proposal from the Cambridge Admissions Office for a formal process to review undergraduate offer-holders who have unspent criminal convictions:

Paper 9 Undergraduate Applicants Declaring a Criminal Conviction

Paper 10 Annex A: Admissions Standing Committee proposed terms of reference

Paper 11 Annex B: Proposed Criminal Convictions Text for Study Cam Website

Paper 12 Annex C: Criminal Convictions Disclosure Form

The Postgraduate Admissions Committee had received and approved a parallel proposal in respect of postgraduate applicants, such that the newly established Admissions Standing Committee should have responsibility for determining cases relating to both undergraduate and postgraduate offer holders.

The Committee approved the proposed process.

STC.22.69 Precautionary Action Task and Finish Group report

The Business Committee supported a recommendation from the Precautionary Action Task and Finish Group, to draft a joint procedure to assess risk while a police, University or College procedure was ongoing:

Paper 13 Precautionary Action Task and Finish Group Report

Paper 14 Appendix – Draft clause for accommodation licence

The Committee approved the proposed drafting the outlined joint procedure.

STC.22.70 2021-22 OSCCA Annual Report

The Committee received the Office of Student Conduct, Complaints and Appeals' 2021-22 Annual Report:

Paper 15 2021-22 OSCCA Annual Report

STC.22.71 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Toni Williams (G)	Paul Chirico (F) from October 2023
College Transfer Panel (Chair)	Rita Monson (CHU)	Paul Chirico (F), <i>from October 2023</i>
GBEC Academic Standards and Enhancement Committee	Robert Mayhew (PEM)	Michele Gemelos (MUR), <i>from Easter Term 2023</i>
Medical Education Committee	Jane Greatorex (LC)	Robert Henderson (EM), <i>from October 2024</i>
Inclusive Learning and Teaching Advisory Group	Tom Monie (CHR)	Paul Chirico (F), <i>from October 2023</i>

Attention was drawn to the following current or impending vacancies:

<i>on ...</i>	<i>replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Paul Chirico (F) from October 2023
Medic Quota Committee	Robert Henderson (EM) - from October 2024
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>new</i>
Student Support Initiative Development Group (Chair)	Paul Chirico (F) from October 2023 Doesn't need to be an ST
Senior Tutors' Business Committee (elections)	Paul Chirico (F) from October 2023 Richard Partington (JN) from October 2023

Otherwise, the following paper was circulated for information:

Paper 16 Membership reports as at 10 March 2023

Senior Tutors were asked to check this for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES**STC.22.72 Senior Tutors' Business Committee**

The minutes of the most recent meeting were circulated for information:

Paper 17 Minutes of the meeting on 6 March 2023

STC.22.73 Reports of Standing Committees

The following business was reported:

a) Postgraduate Tutors' Committee

The Postgraduate Tutors' Committee had not met since the Committee's previous meeting, following the cancellation of its 23 February 2023 meeting.

b) Standing Committee on Education

The minutes of the meetings held on 3 February 2023 were circulated for information:

Paper 18 Unconfirmed STEC minutes 3 February 2023.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.74 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from the most recent meeting of the Admissions Forum:

Paper 19 Minutes of the Admissions Forum meeting on 24 February 2023

Paper 20 Minutes of the Undergraduate Admissions Committee meeting on 6 February 2023

REPORTED BUSINESS

STC.22.75 Minutes and Reports from Other Intercollegiate Committees

Minutes had been received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Bursars' Committee	2 March 2023
Colleges' Committee	<i>Had not met</i>
College Development Directors' Committee	<i>Had not met</i>
Colleges' IT Committee	<i>Had not met</i>
Cambridge Outreach Strategy Committee	<i>Had not met</i>
Colleges' Standing Committee	6 March 2023
Fees and Student Finance Sub-Committee	<i>Had not met</i>
University and Colleges Joint Committee	<i>Had not met</i>

STC.22.76 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Group	9 February 2023
Information Services Committee	24 January 2023
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	19 January 2023
Postgraduate Admissions Committee	<i>No minutes</i>
Review of Part Time Students Steering Group	28 September 2022

FINAL DISCUSSIONS

STC.22.77 Discussion of other items raised in advance

No items were raised by members.

STC.22.78 **Future meetings**

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

26 May 2023 (Gonville & Caius College)
21 July 2023 (Downing College)

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm (venues to be confirmed):

3 November 2023
1 December 2023
16 February 2024
15 March 2024
24 May 2024
21 June 2024
19 July 2024

2023-02-17 STC minutes

D Brooker
20 March 2023

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 26 May 2023
at Gonville & Caius College's Cavonius Centre on West Road**

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec.)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zaynab Ahmed
CSU: PG President	Amelia Jabry

Attendees

University	Alice Benton, Head of Education Services Anthony Freeling, Acting Vice-Chancellor Deborah Prentice, Vice-Chancellor Elect Mike Nicholson, Deputy Head of Education Services (Admissions and Participation) Bhaskar Vira, Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Admissions Saskia Murk Jansen (PET), College Development Directors' Committee
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head Diane Brooker, Office Manager

There were no declared conflicts of interest.

STC.22.79 Welcome

The Vice-Chancellor Elect was welcomed to her first meeting of the Committee, and congratulated on her appointment which started formally on 1 June 2023.

Andrew Rudd (MUR) was welcomed to his first meeting of the Committee.

STC.22.80 Minutes of the meeting held on 17 March 2023

The Committee approved the minutes of the meeting on 17 March 2023 as a true record, with a correction to item 22.64.e to use a more appropriate phrase than ‘minority ethnic’.

PRINCIPAL AND SUBSTANTIVE BUSINESS**STC.22.81 Undergraduate Admissions Assessments**

Mike Nicholson, Deputy Head of Education Services (Admissions and Participation), reported that the University’s Procurement Strategy Group had recently agreed to put a tender out for the two proposed new admissions assessments. An Implementation Working Group was being established, to be chaired by Mike Glover (the Academic Secretary), formed primarily of Cambridge Admissions Office staff but would also include the current and incoming Directors of Admissions, Bursar Rod Cantrill (F), and representatives from the University’s Legal Services and the Finance Division. Helen Murley, former Bursar of St John’s College, would continue to be contracted by OIS until the end of June to put the tender together.

It was hoped that the tender document would go out to potential suppliers in the next few weeks, to reward the tender in July and therefore provide 12 months for the assessments to be created. Two further expressions of interest had been made for use of the assessments, including the University of Oxford’s Department of Chemistry in the new Engineering and Sciences Admissions Test.

The Chair thanked Mike Nicholson for the good progress.

STC.22.82 Future undergraduate interview formats

The Committee discussed future interview formats for undergraduate admissions, following the Committee inviting requests by specific subjects to conduct in-person interviews across Colleges and further discussion by the Business Committee. No subject had met the Committee’s thresholds for considering in-person interviews, however it did receive a letter from the Directors of Studies in Mathematics providing their points of view on the matter:

Paper 1 Letter from James Dougal on behalf of Maths DoS

The Chair was grateful to all members that, despite a short deadline, all had replied to a survey gathering current positions of Colleges regarding interview formats: 19 Colleges had decided firmly that they would use online interviews only, one had agreed to that position but was open to change, and two were considering that position but it was still a matter of internal debate; three Colleges would be interviewing UK-based candidates in-person, but one of those Colleges was open to change; two Colleges would be using some other hybrid option, one being open to change and the other’s position being still a matter of internal debate; and two Colleges had not yet reached a position.

Colleges were informed that final decisions on the use of interview formats, utilising the same survey, were required by 7 June in order to provide good external communications. It was important to highlight to potential applicants that the Colleges had great experience in both interview formats, that nobody was disadvantaged from one format or another, and that by applying to certain Colleges applicants had a choice in format if there were strong feelings about it.

Sam Lucy, Director of Admissions, reported that the University of Oxford had recently agreed to hold all interviews online for the next five years. This was with 24 Colleges in favour and seven against, but a common position had been reached thanks to their intercollegiate governance framework which involved a majority decision when agreement was regarded as essential. It would be easier to communicate the positions of the Colleges if those favouring a hybrid model moved to only online interviews, or in-person interviews for UK-based candidates.

Members discussed the use of the open application route: should the small minority of Colleges using in-person interviews for UK-based applicants still receive open applications, as such applicants would reasonably expect to be interviewed online? This was an issue only for a very small number of UK applicants, since for international applicants the online interview format would be on offer in every College. One such College wanted to still receive open applications, another was content not to. The Chair requested that the matter be considered further.

Members agreed that the format in which an applicant was interviewed under would make no difference to their application if pooled.

The Chair suggested that it was urgent to work on a communication strategy highlighting how the format of interviews would not be prejudicial to any candidates, and perhaps also that a diversity of positions would objectively give candidates a choice on which kind of interview to opt for.

Senior Tutors of Colleges who had not yet finalised their position on interview formats were asked to do so by 7 June, using the survey previously provided.

STC.22.83 Impact of marking and assessment boycott

The Committee discussed the impact of the marking and assessment boycott on students, following Regent House voting against proposed mitigation measures. Senior Tutors had met that week with the Head of Wellbeing and members of the Education Services, to exchange views on how to support affected students. A proposal had been agreed whereby student cohorts would still be able to celebrate the completion of their degrees together at the Senate House, by having those students able to graduate do so by having their degrees conferred in absence at a Congregation held prior to the ceremonies. Senior Tutors agreed that this plan should be communicated centrally to students immediately. This solution would not be possible with July congregations, a different plan for those events was currently being developed for circulation.

The Pro-Vice-Chancellor (Education), reported that the boycott had a disproportionate impact on the University due to the lack of the mitigation measures in place which were standard across the sector. There was a particular concern for international postgraduates whose visas would expire in August or September; if they did not receive their marks on time they would not be eligible for post study work visas. Undergraduates completing their degrees who wished to go on to further study or employment would also be significantly affected, though a template letter from the University was in development which would explain the situation to potential employers and other HE institutions. Partial marks might be made available, perhaps on CamSIS, allowing some indication as to a student's academic performance. There were also difficulties faced by undergraduates progressing in their studies, in degrees with had academic requirements or professional standards.

Three groups were meeting several times a week to discuss the UCU actions: an Industrial Action Task Force, an Emergency Exams Task Force, and a University Gold Team formed to respond to the boycott. The Acting Vice-Chancellor's statement to request that negotiations restart appeared to have had no effect, the UCU was soon holding its national conference which local UCU branches were waiting to see the results of before taking their own actions. If in a week there was no movement by the UCEA or UCU to negotiate then students would be finishing their degrees without complete marks.

STC.22.84 Consultation on a proposed Reading Week

Zaynab Ahmed (Cambridge SU) presented a consultation paper on the case for the introduction of a Reading Week, as the best method to address several academic and welfare related issues:

Paper 2 Consultation Paper: The case for the introduction of a Reading Week

The Committee received feedback recently provided on the proposal by other intercollegiate committees:

Paper 3 Extracted minutes from recent meetings of CSC, UCJC, BBC and CC

The Chair summarised the collated feedback, and comments she had received from certain Colleges:

- a) Some Fellows expressed regret that the data on which the proposal was based was not collected professionally by an external provider. That would have made the data more reliable.
- b) Far from solving or mitigating the problem of student overwork, there were concerns that a Reading Week would cause a delay in a review of the curricula of the relevant Triposes.
- c) A Reading Week would rapidly become a ninth teaching week and would make matters worse rather than better for students. This outcome was seen as inevitable, in spite of any however firm prohibition to do so.
- d) The University was justly proud in not isolating teaching from research. The effects of the Reading Week on staff, particularly with regard to research time, would be serious, certainly more serious than the consultation document suggested.
- e) Similarly in respect of the Winter Pool and a range of other activities that were concentrated in January (e.g. admission of postgraduates, College collections, etc.).
- f) The different timing of work for staff and students in the exempt subjects would be unfair --- it was difficult to see how it could be reconciled with what would be expected of staff and students in subjects where the Reading Week would operate.
- g) Many Fellows expressed concern that something accepted for a trial period could rapidly slip into being tradition. That would not be unprecedented.
- h) The proposal would also inevitably (and rapidly) have an impact on room rents, and probably a differential one depending on each individual Colleges' situation.
- i) Anecdotally, several cited reports from other Universities which had a Reading Week indicated that they were not encouraging.
- j) Several major issues did not appear to have been addressed, it would be useful to know how any risks would be mitigated (for example, use of the Winter Pool).
- k) It would be helpful to articulate more clearly the pedagogic and wellbeing benefits of a Reading Week cited in the paper.

In the discussion that followed, the following further points were noted:

- a) Anecdotal reports had been received that introducing a Reading Week would be the final cause for UTOs to withdraw from supervising.
- b) Complications would arise from courses borrowing papers from those exempt from the suspension of teaching during the Reading Week.
- c) The latest iteration of the Reading Week did not coincide with the school half-time, therefore not offering any benefit to staff with school-age children.
- d) At other universities it was common for students to go home during the Reading Week; some Colleges, but not all, may encourage this to enable additional conferencing; residency requirements would therefore need to be adjusted to allow this.
- e) There were conflicting views on where the main opposition to the proposal came from, due to academics feeling they had a greater voice in their Colleges than in their departments and faculties.
- f) Zaynab Ahmed and the Pro-Vice-Chancellor (Education) suggested that the Reading Week pilot would not delay a wider review of teaching workloads, especially in some Triposes. Whether or not the proposal went any further the workload issues that students had articulated needed to be explored.

- g) A radical alternative to extending the Lent Term by one week, to allow space for a Reading Week but without losing a week for research, would be to remove teaching from one week in the eight-week term.

The Chair thanked Zaynab Ahmed for the consultation paper and collecting feedback, and encouraged members to continue to provide their views on the proposal.

STC.22.85 Joint Wellbeing Committee matters

The Committee considered two matters raised by the Joint Wellbeing Committee, both recommend for approval by the Business Committee.

a) Student Death Response Plan

Robert Mayhew (PEM), Chair of the Suicide Safer Strategy Task and Finish Group, presented a draft revised protocol on responding to the death of a current student (formally termed the 'Death of a Student Protocol'):

Paper 4 Student Death Response Plan

The UUK had recently produced its own guidance on responding to the death of a student which had been incorporated into the revised draft. Robert Mayhew thanked the Head of Student Wellbeing and her team for support in creating the draft, and for the Senior Tutors he consulted with who had recently experienced student suicides. All of that effort meant that the resulting protocol was sector leading, legally compliant, and sympathetic to how the Colleges operated. The proposal was to be adopted and adapted as needed, with a set of check lists, protocols, and templates for Colleges to use as they wished. At an earlier stage of planning were parallel documents on responding to 'near misses', and on reducing access to means.

In the discussion that followed, the following points were noted:

- a) There wasn't yet a structure in place to provide suitable staff trained to handle immediate situations and to care for affected colleagues. Such a structure was currently being worked on.
- b) Myfanwy Hill (K) reported that her College had recently run two exercises to practise the discovery of the death of a student. The drills had been well received by staff, making them more confident in how they would respond, and highlighted gaps in the current protocol and the need to cascade communications. Myfanwy Hill agreed to share her findings with members, Robert Mayhew reported that the new protocol encouraged Colleges to run such exercises to test the new procedures.
- c) The protocol would benefit from guidance on how to approach the anniversary of the recent student deaths, as well as for memorials.
- d) Robert Mayhew reported that advice had now changed on when to start a serious case review: Colleges no longer needed to wait until after all legal processes had concluded, including waiting for the publication of the coroner's report, but that inquests were now expecting to see an active response as soon as an incident occurred.

The Chair thanked Robert Mayhew and the Suicide Safer Strategy Task and Finish Group for their work. **The Committee approved the draft revised protocol.**

b) Colleges' Annual Student Mental Health and Wellbeing Survey

The Joint Wellbeing Committee recommended that a more coordinated approach should be taken to the distribution of surveys gathering data on students' experiences of, and opinions about, pastoral support available to them via their College:

Paper 5 Annual Student Mental Health and Wellbeing Survey

The Chair reminded Senior Tutors that they would have recently received an update from Chad Allen, the Mental Health Programme's Data Transformation Manager, showing the latest version of the survey following feedback and its proposed launch date.

The Committee approved the centralised survey.

STC.22.86 Physics Part II supervisions

Jackie Tasioulas (CL), Chair of the Education Committee, provided an oral report on progress in resolving the recurring problem with arranging supervisions for Part II Physics. Along with Mike Sewell (SEL) and Rita Monson (CHU), she had recently met with the Undergraduate Teaching Directors of Physics and the Natural Sciences. The Department of Physics did not want to continue with examples classes, despite solving the issue of a lack of supervisors, nor did they want to use any other proven method to reduce the supervision load or which made better use of the current supervisor capacity. The only accepted solution was for Colleges to recruit more postdoctoral students to teach Part II Physics, and for the Department not to alter its practices at all.

The Department of Physics had agreed to decide whether example classes were required earlier in the year, to prevent a repeat occurrence of Part II supervisions being abandoned in Week 2 of Michaelmas Term. It was clearly stated to the department that example classes would not be paid for by the Colleges. The department considered its Part II teaching to be fundamental to the course, yet had not considered any strategic planning in recruiting the necessary staff to provide that teaching.

The Pro-Vice-Chancellor (Education) agreed to take the matter forward. He would raise the serious issue with the Head of the School of the Physical Sciences, Director of Undergraduate Teaching, and incoming Head of Physics.

STC.22.87 Revised policy for dissertations and coursework extensions

Jackie Tasioulas, as Chair of the Education Committee, presented a cover note and paper from the Exam Access and Mitigation Committee, on revising the policy for extensions to dissertations and coursework for undergraduate and certain postgraduate courses:

Paper 6	Coursework and Dissertation extensions cover note
Paper 7	Extensions to dissertations and coursework

Jackie Tasioulas reported that the proposal was beneficial to all stakeholders: it would allow departments to decide, instead of the EAMC, to grant extensions of up to seven days for dissertations and coursework. For these short extensions students could self-certify for any or no reason, with no requirement for evidence. Students would be required to confirm that they had discussed the matter with their Tutor, to make sure Colleges are aware.

In the discussion that followed, the following points were noted:

- a) Regarding point 8 in the policy concerning managing extensions to coursework, it was queried whose view was taken to decide whether it was possible for a self-certification extension to be submitted before the deadline.
- b) A request was made for Colleges to be automatically and certainly informed when a student submitted an extension application. It was currently being investigated whether Tutorial Offices could receive an automatic e-mail, otherwise Departments could inform Colleges in clusters.
- c) The proposed new application form would be created over the 2023 Long Vacation, for implementation in 2023-24.

- d) Students who already had extensions due to their SSDs needed to be taken into account in the new policy.

The Committee approved the revised policy.

STANDING REPORTS

STC.22.88 Report of the Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) The formal review of exam access and mitigation was still ongoing. A review of the ADRC and student support in general would begin in the near future.
- b) The Department of Architecture would be sharing FAQs of the new Design Tripos in time for the upcoming Open Days. Bhaskar Vira had been reassured that the curriculum that was being created was the same as what had been originally proposed. Directors of Studies in Architecture were expected to support the Design Tripos students, and during admissions to take input from the Directors of Studies in Engineering. Students suitable for the course were expected to have greater mathematical abilities than Architecture students, at A-Level Mathematics.
- c) The Size and Shape Group had met that morning, progress was being made towards a new Memorandum of Understanding between the University and Colleges. A new financial backstop needed to be agreed by the December 2023.
- d) The CCTL's APP research group was focusing on transitions into Cambridge, teaching content, and providing support for students of a more diverse nature. A formal report would be issued shortly.

STC.22.89 Report of the Chair of the Committee

The Chair had no matters to raise that were not already on the agenda, except for the Bursarial representative Richard Anthony (JE) to report on progress in expanding the Cambridge Bursary Scheme (CBS):

A CBS Working Group had been working intensively on responding to proposals raised by the University's CBS Steering Group. Two proposals had been agreed to take forward: the first was to immediately move all students on CBS1 into CBS2, the financial impact of this proposal was transitional as the increase in cost would have been introduced anyway. The second proposal was to provide clinical medicine and veterinary students with Enhanced Bursaries, currently provided to independent students.

A third proposal was to shift the curve of graph denoting support provided to students, by lifting eligible students for CBS bursaries to those with a household income beyond £62,000. Such a proposal required more time than was available in order to implement changes for the next academic year, as they required discussions and a long lead time with the Student Loan Company.

Papers setting out the two proposals, and costs to each College, had been sent to Bursars and Senior Tutors. The costs were relatively insignificant, as the funding structure was effectively the same as for CBS2, but it was understood the pressure on budgets already. et out proposal and show costs to each College. Colleges needed to approve the proposals by 8 June 2023 in order for them to be implemented for 2023-24. Richard Anthony thanked Matthew Russell (OIS) for the huge amount of work and modelling put into the matter. Senior Tutors were invited to attend the next informal network meeting of Bursars to discuss the proposals, if their Bursars were unable to attend.

The Pro-Vice-Chancellor (Education) thanked both of them for their work, and reported that the University's contribution of 50% towards the increased costs was expected to be approved soon.

It was questioned whether the value of the CBS bursaries would be uplifted, as they had not risen with inflation. Richard Anthony informed members that the CBS bursaries were designed to be generous, and according to recent research most undergraduates received enough support from CBS as it currently stood. Current budgetary pressures meant that there was a need to focus on those students most in need, but raising the bursary amounts could be considered in the future.

Communications to prospective and current students were needed to show how generous CBS was. Bhaskar Vera reported a plan to publish a careful message to prospective students which showed how much the government expected their parents' contributions to be based on their household income. This would help students in making applications for 'financial assistance', which would replace 'hardship' as a more appropriate term.

OTHER BUSINESS

STC.22.90 Review of the College transfer process

The Chair reported on a proposal from the Colleges' Standing Committee, to suspend and review the College Transfer Procedure:

Paper 8	Minute of the Colleges' Standing Committee
Paper 9	College Transfer Procedure (as of November 2022)
Paper 10	Data on the College Transfer Procedure

The Business Committee came to the conclusion that, for a variety of reasons, a review of the College Transfer Procedure was required. Whilst the procedure was being reviewed it would be suspended, but this did not preclude Colleges from making or considering informal transfers.

The Committee agreed for the College Transfer Procedure to be suspended whilst it was under review.

STC.22.91 Protocol for the sharing of serious misconduct decisions

The Committee is invited to receive a draft protocol, created by Matthew Russell, to share information about cases of serious misconduct across Colleges and the University:

Paper 11	Protocol for the sharing of serious misconduct decisions
Paper 12	DPIA – UG supervisors and serious misconduct

Members agreed with Richard Anthony's proposal, for the draft protocol to be considered by the Bursars' Legal Affairs & Employment Sub-Committee and circulated to Bursars due to the legal issues it raised.

The Committee approved the draft protocol, for reconsideration if Bursars subsequently raised any concerns.

STC.22.92 Non-payment of tuition fees

The Committee received a draft policy on the non-payment of tuition fees from the University's Planning and Resources Sub-Committee's Fees and Funding Sub-Committee:

Paper 13	Non-payment of tuition fees draft policy
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The policy was drawn up by an external legal firm (Shakespeare Martineau) and received comments from University committees, the Postgraduate Tutors' Committee, and the Bursars' Fees and Student Finance Sub-Committee. The policy had been approved by the PRC Fees and Funding Sub-Committee, subject to comments from the Senior Tutors' Committee, and would then be implemented once the

requisite changes to Statutes & Ordinances have been made. It would also be cross-referenced in the undergraduate and postgraduate Terms of Admissions.

The Committee approved the direction of travel shown by the draft version of the policy.

STC.22.93 Proposed amendments to Directors of Studies role description

The Committee considered proposed amendments to the Directors of Studies role description, recommended for approval by the Education Committee:

Paper 14 DoS role description with comments

Colleges were advised that they needed to articulate clearly to their own Director of Studies the extent to which this non-prescriptive role description applies to them.

The Committee approved the proposed amendments.

STC.22.94 Directors of Studies Committee guidance

The Committee received amended guidance for Directors of Studies Committees, reviewed by the Chair and Deputy Chair of the Education Committee, and recommended for approval by the Education Committee:

Paper 15 DoS Committee guidance

If approved the amended guidance would be considered by the General Board's Education Committee for endorsement, and then distributed through Heads of Department.

Mike Sewell recommended that the guidance should include how Subject Convenors were a part of Directors of Studies Committees in line with the current Subject Convenor role description.

The Committee approved the proposed amendments, with further detail on the role of the Subject Convenor.

STC.22.95 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Toni Williams (G)	Paul Chirico (F) - from October 2023
Medic Quota Committee	Robert Abayasekara (F)	Robert Henderson (EM) - from October 2024
University Card Committee	Rita Monson (CHU)	Judith Bunbury (ED)

Attention was drawn to the following current or impending vacancies:

<i>on ...</i>	<i>replacing ...</i>
Postgraduate Tutors' Committee	Melanie Keene (Postgraduate Tutor, HOM) from October 2023 (Melanie is willing to serve for a second three-year term)
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>New</i>
Postgraduate Admissions Committee	Andrew Spencer (CAI)

Otherwise, the following paper was circulated for information:

Paper 16 Membership reports as of 19 May 2023

Senior Tutors were asked to check this for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.22.96 Senior Tutors' Business Committee

The minutes of the most recent meeting were circulated for information:

Paper 17 Minutes of the meeting on 15 May 2023

STC.22.97 Reports of Standing Committees

The following business was for report: where there were matters for decision or substantial discussion, they were raised in Principal and Substantive Business or Other Business above.

a) Postgraduate Tutors' Committee

The minutes of the meetings held on 27 April 2023 were circulated for information:

Paper 18 Postgraduate Tutors' Committee: Minutes 27 April 2023

b) Standing Committee on Education

The minutes of the meetings held on 12 May 2023 were circulated for information:

Paper 19 Unconfirmed STEC minutes 12 May 2023.

Jackie Tasioulas, as Chair of the Education Committee, drew attention to:

i) Mathematics Part III Example Classes

The Education Committee confirmed the current arrangement that teaching groups of up to 12 students were considered to be supervisions, and therefore paid by Colleges, and that larger groups were paid for by the Faculty. College tutorial administrators would be contacted to ascertain how widespread it was for Colleges to pay for example classes.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.98 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
20	Admissions Forum	5 May 2023
21	Undergraduate Admissions Committee	13 March 2023

REPORTED BUSINESS**STC.22.99 Minutes and Reports from Other Intercollegiate Committees**

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	<i>Has not met</i>
Colleges' Committee	13 May 2023
College Development Directors' Committee	<i>Has not met</i>
Colleges' IT Committee	17 May 2023
Cambridge Outreach Strategy Committee	<i>Has not met</i>
Colleges' Standing Committee	2 May 2023
Fees and Student Finance Sub-Committee	15 March 2023
University and Colleges Joint Committee	9 May 2023

Items arising that required discussion or decision were included elsewhere on the agenda.

STC.22.100 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Admissions Assessments Steering Group	27 April 2023
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Group	<i>No minutes</i>
Information Services Committee	<i>No minutes</i>
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	16 March 2023
Postgraduate Admissions Committee	<i>No minutes</i>
Review of Part Time Students Steering Group	<i>No minutes</i>

FINAL DISCUSSIONS**STC.22.101 Discussion of other items raised in advance****a) Senior Tutors' Dinner**

The Chair reported that a dinner would be organised for members at the end of the academic year.

b) Partner Cards

Amelia Jabry, the Cambridge SU Postgraduate President, reported that data had been collated from different Colleges as to how 'Partner Cards' (aka associate or affiliate memberships) were provided. The data would be circulated to Senior Tutors, to encourage them to implement such cards in their own Colleges.

c) Farewells

The Acting Vice-Chancellor thanked the Committee for allowing Heads of House to provide a role in the Committee's work. The Committee thanked the Acting Vice-Chancellor for his support of the Committee and in his prior role as Chair of the Colleges' Committee.

The outgoing Cambridge SU Presidents, Zaynab Ahmed and Amelia Jabry, were thanked by the Committee for their support across the previous year.

STC.22.102 Future meetings

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

21 July 2023 (Downing College)

Updated meeting dates for 2023-24 are listed below (updates in bold): all meetings will take place at 2:15 pm, with coffee served from 2:00 pm (venues to be confirmed):

3 November 2023

1 December 2023

16 February 2024

15 March 2024

24 May 2024

~~21 June 2024~~

12 July 2024 (previously 19 July 2024)

2023-05-26 STC minutes

M Millbrook
30 May 2023

Senior Tutors' Committee

**UNRESERVED MINUTES of the meeting held at 2.15 pm on Friday 21 July 2023
in the Howard Assembly Room at Downing College**

The meeting was chaired by Marina Frasca-Spada (CC): the Executive Secretary was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Susan Fulton*
Gonville & Caius	Melissa Calaresu*
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	
King's	
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	
St. Edmund's	Judith Bunbury (Assoc. Sec.)
St John's	
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Barnard
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Alice Benton, Head of Education Services Deborah Prentice, Vice-Chancellor
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee Sam Lucy (N), Director of Admissions
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declarations of interest.

STC.22.103 Welcome

The Vice-Chancellor, Fergus Kirman (Cambridge SU Undergraduate President), and Vareesh Pratap (Cambridge SU Postgraduate President) were welcomed to their first meeting of the Committee in their new roles.

STC.22.104 Declaration of Interests**STC.22.105 Minutes of the meeting held on 26 May 2023**

The Committee approved the minutes of the meeting on 26 May 2023 as a true record.

STC.22.106 Matters arising not elsewhere on the agenda

a) Full-time Postgraduate Research student work (minute STC.22.60, 17 March 2023)

The Committee had approved recommendations from the Postgraduate Committee to change the current rules for full-time PGR students undertaking paid work, with certain revisions to the draft guidance. The resulting final version of the new guidance was provided for report:

Paper 1 changes to guidance for PGR students working whilst studying

b) Physics Part II supervisions (minute STC.22.86, 26 May 2023)

The Committee noted that an update on this matter would be provided by the Pro-Vice-Chancellor (Education) at a future meeting.

c) Review of the College transfer process (minute STC.22.90, 26 May 2023)

The Committee noted that membership of the review panel, established by the Committee to discuss the formal College transfer process, had been confirmed and its first meeting was being scheduled.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.22.107 Undergraduate Admissions Assessments

The Director of Admissions and the Executive Secretary updated the Committee on the delivery of undergraduate admissions assessments for candidates applying in 2023 and 2024. Good progress was being made by the University's Undergraduate Admissions Tests Steering Group: an invitation to tender had recently been issued to potential providers for two new assessments for 2024. CUPA had recently reconfirmed that admissions assessments for 2023 would proceed as planned, despite recent concerns raised by a particular individual.

STC.22.108 Impact of marking and assessment boycott

Alice Benton (Head of Education Services) provided an update to the Committee on the impact of the marking and assessment boycott on students:

- a) Approximately half of all undergraduates had been affected by the boycott, receiving either provisional marks or no marks at all. 14 of 33 MPhil courses had declared a full set of marks for students.
- b) International students, particularly those completing nine-month MPhils applying for UK postgraduate courses, remained a concern. The International Student Office was supporting 58 such students requiring help in extending their visas.
- c) A new issue was to encourage departments to accept Cambridge undergraduates holding Cambridge MPhil places. A general communication to departments had been made, to confirm they had all the information they were going to receive to make their decisions on MPhil admissions, further communications would be made with specific contacts of those courses who still had not made their decisions.
- d) There had been a greater number of offers made for MPhil courses than in previous years, the complexity of applications was also larger, the processing of applications was therefore behind schedule however additional resource was being provided to the Postgraduate Admissions Office.
- e) Contact with the University of Durham and other heavily impacted institutes had been made, to discuss supporting students applying to or graduating from Cambridge.

The following points were made in the discussion that followed:

- a) The Vice-Chancellor reported that the likelihood of a deal being reached between the UCEA and the HE trade unions appeared more hopeful, both sides believed the other was eager for a deal.
- b) The Vice-Chancellor believed that a recent announcement of significantly lower USS pension scheme contribution rates would not impact the UCEA's stance: 90 to 100 institutes within the UCEA could not negotiate with the trade unions due to their tight financial situations, most of those same institutes were not part of USS.
- c) There were concerns regarding the interface between postgraduates being made an offer and receiving funding for their places, many funding bodies only provided grants after a student's place had been confirmed.

STC.22.109 Consultation on a proposed Reading Week

Alice Benton updated the Committee on the revised proposal for the introduction of a Reading Week, discussed at the General Board on 2 June 2023 and Council on 19 June 2023:

Paper 2 Reading Week consultation

The General Board had recognised that the Reading Week was a controversial subject, and recommended to Council to ballot the proposal with the Regent House. Council had agreed that, due to the complexity of the issues raised, rather than move straight to a ballot, the Pro-Vice-Chancellor (Education) would lead on work to explore the issue of student workloads in more detail and in different Triposes, and then present a discussion paper in Michaelmas Term 2023. This paper might include a Reading Week as one possible response to reducing student workloads. In the meantime work on the proposal would be paused.

STC.22.110 'Justice for College Supervisors' (J4CS) campaign

Judith Bunbury (ED) and the Executive Secretary updated the Committee on the latest meeting held with members of the '#Justice4CollegeSupervisors' campaign, subsequent discussions by the Bursars' Business Committee and Senior Tutors' Business Committee, and initial responses to the supervision boycott in Michaelmas Term 2023:

- a) A supervision intercollegiate re-charge rate proposal from the campaigners had been considered by the Bursars' and Senior Tutors' Business Committees. The proposal was for a 125% uplift to the current rates, based on data from a survey of only 140 respondents. A revised proposal based on more reliable data had been requested, and this contradicted the given reason for the boycott. Campaign representatives had stated that they did not want to alter their original proposal.
- b) One of the demands of the campaign, to pay new supervisors to attend mandatory training, had been met by another name with the introduction of the Initial Payment of £100 for each new supervisor.
- c) Discussions on the campaign's third demand, for all supervisors to have formal contracts with the University, had only just begun when the boycott was called.
- d) A fifth meeting with the campaign members was being scheduled when the boycott was announced. This meeting was to have representatives from the Pro-Vice-Chancellors for Education and University Community & Engagement, to address issues raised by the campaigners which were for the University to resolve. Further meetings had been postponed whilst the University and Colleges reacted to the unexpected boycott.
- e) Due to the contradictory messages from the campaign, it was difficult to tell how the boycott could be resolved.
- f) The potential impact of the boycott was unclear but expected perhaps to follow similar Tripos lines to the marking and assessment boycott.
- g) The Cambridge SU had not yet taken a position on the supervisor boycott.

The Chair was disappointed by the unprovoked and unexpected actions of the campaign. A further discussion of the matter was held under reserved business.

STANDING REPORTS

STC.22.111 Report of the Vice-Chancellor

The Vice-Chancellor provided an oral report:

- a) A significant piece of work examining all undergraduate teaching provision would be launched jointly by the University and Colleges next year. Its aim would be to produce solutions for issues identified in several areas of teaching. The work would need to be properly resourced, have representation from the Committee, and would not aim for a particular deadline.
- b) It had been reported that there might have been a possibility of re-engagement with EU Horizon programmes.
- c) The University was not forewarned of the recent announcement of 'Cambridge 2040', a government proposal to build 250,000 houses in Cambridge. Conversations were now starting with the government on the scheme, it was hoped that it would ameliorate housing challenges in Cambridge.

STC.22.112 Report of the Chair of the Committee

The Chair of the Committee provided an oral report:

- a) Reformed undergraduate admissions governance had recently been approved by the Colleges' Committee: work towards 'Option D', the large committee structure proposal, would now be implemented by Martin Thompson (incoming Director of Admissions) and the Deputy Head of Education Services (Admissions and Participation) over the following year.
- b) The General Board's Education Committee was in the process of establishing a Working Group further to review the recently revised Student Discipline Procedure, in light of concerns expressed by Senior Tutors.

OTHER BUSINESS

STC.22.113 Serious Incident Case Review and Near Miss Guidance

Robert Mayhew (PEM) presented to the Committee two guidance documents for adoption or adaptation by Colleges, on Serious Incident Case Reviews and supporting students following an attempted suicide or potentially fatal self-harm. The two documents were recommended for approval by the Joint Wellbeing Committee:

Paper 3	Cover note: Serious Incident Case Review and Near Miss guidance
Paper 4	Serious Incident Case Review guidance
Paper 5	Near Miss guidance

The Serious Incident Case Review guidance was an update to the current document, and it was hoped this would make the process easier to follow. Serious cases would be collated by the Joint Wellbeing Committee to keep track of incidences across the University. The Near Miss Guidance was a new piece of work following the Suicide Safer Task and Finish Group's recognition that such cases were frequent and required specific support. The Guidance documents were created following good practice standards set by other universities, particularly in the timing of a Serious Incident Case Review.

The Committee approved the use of both documents.

STC.22.114 Emergency contacts

The Suicide Safer Task and Finish Group intended to amend guidance to students and staff around emergency contacts, to align processes with guidance developed by PAPYRUS and UUK:

Paper 6 Emergency contacts

The Committee noted the resulting revised changes to be implemented to CamSIS, as they could have implications for how Colleges wished to run processes at registration.

STC.22.115 Framework for PGR Supervisor arrangements

In June 2022 the Postgraduate Committee initiated a review to consider supervisory arrangements of postgraduate research students. A draft framework was subsequently endorsed by the Postgraduate Committee and then considered by the Business Committee, which recommended its approval following minor feedback being applied to the draft:

Paper 7 Draft framework for PGR supervisor arrangements

The Committee approved the framework.

STC.22.116 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Toni Williams (G)	Paul Chirico (F) - from October 2023
Medic Quota Committee	Robert Abayasekara (F)	Robert Henderson (EM) - from October 2024
Postgraduate Admissions Committee	Holly Hedgeland (CLH)	Andrew Spencer (CAI)
University Card Committee	Rita Monson (CHU)	Judith Bunbury (ED)

Attention was drawn to the following current or impending vacancies:

<i>on ...</i>	<i>replacing ...</i>
Postgraduate Tutors' Committee	Melanie Keene (Postgraduate Tutor, HOM) from October 2023 (Melanie is willing to serve for a second three-year term)
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>New</i>

The following paper was circulated for information:

Paper 8 Membership reports as of 13 July 2023

Senior Tutors were asked to check the paper for accuracy and advise OIS of any amendments or additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.22.117 Senior Tutors' Business Committee

The minutes of the most recent meetings were circulated for information:

Paper 9 Minutes of the meeting on 12 June 2023

STC.22.118 Reports of Standing Committees

a) Postgraduate Tutors' Committee

The minutes of the meetings held on 1 June 2023 were circulated for information:

Paper 11 Postgraduate Tutors' Committee: Minutes 1 June 2023

b) Standing Committee on Education

The minutes of the meetings held on 9 June 2023 were circulated for information:

Paper 12 STEC minutes 9 June 2023.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.22.119 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
13	Admissions Forum	2 June 2023
14	Undergraduate Admissions Committee	15 May 2023
15	Undergraduate Admissions Committee	19 June 2023

REPORTED BUSINESS

STC.22.120 Minutes and Reports from Other Intercollegiate Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	<i>Has not met</i>
Colleges' Committee	8 July 2023
College Development Directors' Committee	24 May 2023
Colleges' IT Committee	<i>Has not met</i>
Colleges' Standing Committee	13 June 2023
Fees and Student Finance Sub-Committee	21 June 2023
University and Colleges Joint Committee	20 June 2023

STC.22.121 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Committee	8 June 2023
Information Services Committee	23 May 2023
Joint Student Numbers Management Group	5 May 2023
Joint Wellbeing Committee	27 April 2023

	15 June 2023
JWC Operational Sub-Committee	25 May 2023
Postgraduate Admissions Committee	<i>No minutes</i>
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Tests Steering Group	29 June 2023

FINAL DISCUSSIONS

STC.22.122 Discussion of other items raised in advance

a) New Tutor and DoS training sessions

Judith Bunbury (ED) reported that she would be holding training sessions for new Tutors or Director of Studies in late September: a session for Tutors will be held on Wednesday 27th September 2-5pm, and a session for Directors of Studies for Friday 29th September 2-5pm. She welcomed any Senior Tutors assisting her in leading either of the two sessions. Top up sessions would be arranged for the Lent and Easter Terms.

STC.22.123 Farewells

The Committee noted that this was the last meeting of the following members:

Richard Anthony	Secretary of the Bursars' Committee
Clare Jackson	Senior Tutor, Trinity Hall
Sam Lucy	Director of Admissions
David Woodman	Senior Tutor, Robinson College

The Committee thank them for their various and substantial contributions to the work of the Committee and the Collegiate University more widely.

STC.22.124 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm (venues to be confirmed):

3 November 2023
1 December 2023
16 February 2024
15 March 2024
24 May 2024
12 July 2024

STC.22.125 Items of reserved business

There was one item of reserved business, discussed in the absence of the Director of Admissions and student representatives:

- 'Justice for Supervisors' campaign