

In the Chair: Professor J Jones

Date: 8 October 2014

Present also:

Dr C Annabi	Dr S Houston	Ms J Nelmes
Professor R Aylett	Professor J Howie	Professor G Pender
Dr D Ball	Dr W Jackson	Dr J Richards
Dr K Brown	Ms B Jamieson	Professor J Ritchie
Dr G Buckingham	Dr D Jamieson	Dr N Robertson
Professor P Corbett	Professor P John	Mr C Robinson
Dr A Cuthbertson	Dr S Keith	Professor J Sawkins
Professor S Dewar	Dr T Lansdown	Professor A Scott
Dr L Galbrun	Dr M Lawson	Professor G Streftaris
Professor L Galloway	Dr J Ma	Professor G Stylios
Professor G Gibson	Professor A Macdonald	Dr R van Dijke
Professor N Gilbert	Professor K McCullough	Dr R Westacott
Dr M Gul	Professor K McKendrick	Dr M Winters
Mr A Haniff	Ms M Matoshi	Ms C Wilson
Dr H Hastie	Dr G Medero	Professor P Woodward
Professor G Hogg	Professor A Miller	

In attendance:

- Ms A M Dalton, Secretary of the University
- Ms S Collier, Director, Governance and Legal Services
- Mr K MacAskill, Student Induction and Transition Manager, Student Support and Accommodation (For Item 61.1)
- Mr R W McGookin, Director of Planning
- Mr M Roch, Director of Information Services
- Dr M King, Head of Academic Quality

Apologies:

Professor S Chapman	Professor R MacIntosh	Mrs K Patterson
Dr A Gardiner	Professor S McLaughlin	Mr S Smith
Professor D Hand	Professor A Moore	
Professor O Laghrouche	Dr H Smith	

50. WELCOME

The Vice-Principal offered the Principal's and the Clerk's apologies for absence and welcomed all those attending the meeting. In particular the following were welcomed:

- Professor G Gibson, Acting Head of School of Mathematical and Computer Sciences;
- Dr P Morris, Acting Head of School of Life Sciences;
- Dr C Annabi, elected representative in the School of Management and Languages and the first elected member of the Senate located at the Dubai Campus, who joined the meeting by Skype from the Dubai Campus;
- Professor J Hansen, Director of Learning and Teaching, School of Mathematical and Computer Sciences, attending the meeting for the presentation on Retention and Progression;
- Mr K McAskill, Student Induction and Transition Manager (Student Support and Accommodation), attending the meeting for the presentation on Retention and Progression.

Recently elected School representatives on the Senate :

School of the Built Environment:

Dr A Cuthbertson
Dr L Galbrun
Dr M Gul

School of Life Sciences:

Dr D Ball
Dr G Buckingham

School of Management and Languages:

Dr C Annabi
Dr J Richards
Dr M Winters

School of Mathematical and Computer Sciences

Professor N Gilbert
Dr H Hastie

Institute of Petroleum Engineering:

Professor P Corbett

Student Union Representatives:

- Ms J Nelmes, President, Student Union;
- Ms M Matoshi, Vice-President, Student Union;
- Mr P Gilchrist, Vice-President, Scottish Borders Campus, in attendance at the meeting.

51. MINUTES OF PREVIOUS MEETINGS

The Senate approved the minutes of the meetings of 14 May 2014 and 11 June 2014.

52. MATTERS ARISING FROM THE MINUTES

52.1 Membership of the Quality and Standards Committee (SM/14/38.1)

The Senate noted that the proposed changes to the membership of the Quality and Standards Committee had been approved. It was further noted that the introduction of external members to the Quality and Standards Committee, the Undergraduate Studies Committee and the Postgraduate Studies Committee had been approved, and that a recommendation on role descriptors for external members was contained in the report from the Senate Business Committee (SP/14/30).

52.2 Student Union: Review of Ordinance 3: Student Union and Constitution; Rescinding of Regulation 21: Student Union (SM/14/38.2)

The Senate noted that the Court had approved the Constitution of the Student Union and, in connection with this item, a recommendation from the Ordinances and Regulations Committee for approval of revisions to Ordinance 3 was contained in the report from the Committee (SP/14/35).

52.3 Special Resolution in respect of Statute XII: Temporary Extension to Appointment of Chair of Court (SM/14/38.3)

The Senate noted that the Court had approved the recommendation to modify Statute XII to allow the Chair of Court's appointment to be extended and minor changes had been subsequently recommended by the Privy Council; these changes had been approved by the Senate Business Committee acting on behalf of the Senate (SP/14/29).

52.4 Extension to Appointment of Vice-Principal (Dubai) (SM/14/38.5)

The Senate noted that the Court had approved the recommendation to extend Professor A Kaka's appointment as Vice-Principal (Dubai) to 31 July 2020.

52.5 Review of Ordinance 43: Approved Supervisors (SM/14/40.1)

The Senate noted that the Court had approved the recommended modifications to Ordinance 43: Approved Supervisors.

52.6 Proposal to create a New School (SM/14/41)

The Senate noted that the Court had approved the recommendation to create a new School, merging the School of the Built Environment and the Institute of Petroleum Engineering: the School of Energy, Geoscience, Infrastructure and Society (EGIS). It was further noted that Professor G Pender, whose appointment as the Head of the new School had been approved (SP/14/29), would provide at the current meeting a presentation on progress towards the establishment of the new School (item 61.2).

The Chair informed the Senate that one of the future presentation items would be on progress towards the co-location of the British Geological Survey.

52.7 Review of the Charter and Statutes (SM/14/48)

The Chair and the Secretary provided the Senate with a verbal report on progress following the Court's approval of the revised Charter and Statutes. It was noted that final version was currently being considered by the Scottish Government, with a view to a recommendation for approval being made to the Privy Council in due course.

The Senate noted that paper SP/14/28 provided a summary of the Court's consideration of the proposal and the final versions of the Charter and Statutes for information.

53. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 30 SEPTEMBER 2014 (SP/14/29)

The Senate received and considered a report, presented by the Vice-Principal, on items considered by the Committee by correspondence. The Senate noted the following items:

- Conferment of Awards;
- Conferment of Honorary Titles;
- Membership of the Committees of the Senate 2014-15;
- Terms of Reference of the Nominating Working Group (Senate);
- Chair Selection Committees;
- Appointment of Head of New School;
- Entry Qualifications: Evidence of English Language Proficiency;
- Special Resolution in respect of Statute XII: Proposed Temporary Amendment;
- ELIR: Consultation on Draft Reflective Analysis;
- Recruitment of next Principal and Vice-Chancellor (SP/14/30);
- New School of Energy, Geoscience, Infrastructure and Society.

54. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 2 OCTOBER 2014 (SP/14/30)

The Senate received and considered a report, presented by the Vice-Principal, on a meeting of the Committee held on 2 October 2014. The Senate considered the following items:

54.1 Recruitment of Principal and Vice-Chancellor

The Senate noted the progress towards appointing a Principal and Vice-Chancellor in succession to Professor Steve Chapman. The Senate noted that the Senate Business Committee had supported a proposal to enable wider participation in the selection process, whereby the composition of the Appointment Committee would comprise:

- Chair of Court Designate;
- Six members of the Court appointed by the Court, one of whom should be a member of academic staff of the University;
- Six members of the Senate appointed by the Senate, one of whom should be the President of the Student Union.

It was noted that Ordinance 27: Appointment of the Principal would require revision to accommodate the proposed modifications to the Appointment Committee.

The Senate noted that, in addition, the Senate Business Committee had recommended that the following members of the Senate should be appointed to the Appointment Committee:

- Professor Julian Jones, Vice-Principal;
- Professor Gillian Hogg, Deputy Principal (External Relations);
- Professor Garry Pender, Head of School of Energy, Geoscience, Infrastructure and Society;
- Professor Susan Dewar, Director of Learning and Teaching, School of Life Sciences;
- Professor Kenneth McKendrick, Chair of Physical Chemistry, School of Engineering and Physical Sciences;
- Ms Jessie Nelmes, President of the Student Union.

The President of the Student Union provided an overview of the means by which the Student Union and the wider student body had been engaged in the selection process for a new Principal and Vice-Chancellor.

The Secretary of the University encouraged the Senate to respond to the current consultation on the qualities and attributes which the University community would wish to see in the new Principal and Vice-Chancellor.

The Senate agreed to recommend to the Court that the following be approved:

- The revised composition of the Appointment Committee;
- The modifications to Ordinance 27: Appointment of the Principal to meet the revised composition of the Appointment Committee;
- The appointment of the above named members of the Senate to the Appointment Committee.

54.2 Extension to Term of Office of the Vice-Principal of the University

The Deputy Principal (Learning and Teaching) assumed the Chair for this item: extension of the term of office of the Vice-Principal of the University.

The Senate agreed to recommend to the Court that, in accordance with Ordinance 32: Vice-Principal of the University, Professor J Jones be re-appointed as Vice-Principal of the University for a further term, to expire on 31 July 2020.

54.3 Terms of Reference of the Senate Business Committee

The Senate approved the terms of reference of the Senate Business Committee, noting that the Committee had conducted the annual review of its terms of reference and had not proposed any changes.

54.4 Role Descriptors for External Members of Senate Committees

The Deputy Principal (Learning and Teaching) presented proposed role descriptors for the appointment of external members to the following committees of the Senate:

- Quality and Standards Committee (QSC);
- Undergraduate Studies Committee (USC);
- Postgraduate Studies Committee (PSC).

The Senate approved the role descriptors for each external member.

54.5 Representation on the Senate and Senate Committees and the Role of the Deans: School of Energy, Geoscience, Infrastructure and Society (EGIS)

The Senate considered a recommendation regarding representation on the Senate and Senate Committees and the role of the Deans in relation to the School of Energy, Geoscience, Infrastructure and Society (EGIS) that:

- The current School representatives should continue to serve on the Senate committees throughout academic year 2014-15. Representation will be reviewed by the Head of School and a single

- representative of EGIS will be appointed for each committee from 1 August 2015;
- The representatives elected in the School of the Built Environment and the Institute of Petroleum Engineering to the Senate should continue to serve on the Senate for academic year 2014-15. In accordance with *Ordinance 13: Elections to the Senate*, the number of representatives elected by each School is calculated based upon the number of staff in the School eligible for election. At present it is estimated that the number of eligible staff in EGIS in 2014-15 is approximately 140, and based on that number the School will be eligible to elect 10 representatives to the Senate. Representatives currently elected to the Senate will serve out their terms of office and when appointments expire elections will be held in accordance with Ordinance 13;
- Senate representatives appointed by the Senate to committees should continue for academic year 2014-15 and vacancies should be reviewed in the usual way by the Nominating Working Group (Senate) when it meets to consider the membership of Senate committees during 2015;
- The elected Deans should continue with their responsibilities within their constituencies, pending the outcome of a review of the role of the Deans which is currently being undertaken.

The Senate approved the arrangements as proposed above.

54.6 Proposed Revisions to Regulation 31: Authority of Heads of Schools and Examiners in Exceptional Circumstances

The Senate considered a proposal for amendments to Regulation 31: Authority of Heads of Schools and Examiners in Exceptional Circumstances, whereby rather than the Senate Business Committee approving the circumstances under which the Regulation should be invoked (the circumstances are already set out in paragraph 2 of the Regulation), the Committee should bring into effect the arrangements and conditions set out in the Regulation.

It was noted that the provisions of Regulation 31 would continue to apply to circumstances in which examination or assessment processes were affected by industrial action.

The Senate approved the proposed amendments to Regulation 31 and agreed that these should be remitted to the Ordinances and Regulations Committee.

54.7 Review of Discipline Procedures: Rescinding of Ordinance 9: Student Discipline and Revision of Regulation 50: Student Discipline

The Senior Dean and Chair of the University Discipline Committee presented a proposal for the rescinding of Ordinance 9: Student Discipline and for modifications to Regulation 50: Student Discipline, both of which had been recommended in view of the revised *Student Discipline Policy and Procedures*.

The Senate approved the proposed modifications to Regulation 50: Student Discipline and, as a consequence, agreed to recommend to the Court that Ordinance 9: Student Discipline be rescinded.

The Senate further agreed that the proposed modifications to Regulation 50: Student Discipline should be referred to the Ordinance and Regulations Committee for consideration by correspondence and that the Senate Business Committee, acting on behalf of the Senate, should be invited to approve any changes recommended by the ORC. In this way, the revised Procedures could be introduced as soon as possible and following approval by the Senate Business Committee.

54.8 Terms of Reference of the Honorary Degrees Working Group

The Senate approved the terms of reference of the Honorary Degrees Working Group, noting that the Group had conducted the annual review of its terms of reference and had not proposed any changes. The Chair encouraged the Senate to nominate potential recipients of honorary degrees.

54.9 Principles for the Calculation of Credit at Heriot-Watt University Malaysia

The Senate noted the duration of the semester structure at Heriot-Watt University Malaysia, which had been introduced in order to accommodate the Malaysian system of calculating academic credit. It was noted that Schools would not be required to re-design courses to accommodate the inclusion of formal study weeks at the Malaysia Campus.

The Senate agreed that the paper referred to in relation to this item should be circulated electronically to members of the Senate for information.

54.10 Supporting Student Athletes: Updated Undergraduate Admissions Policy and Statement on Academic Flexibility

The Senate noted the academic flexibility and support which would be offered to Talent Development Programme student athletes through amendments to the Undergraduate Admissions Policy and the Supporting Student Athletes Policy Statement on Academic Flexibility.

The Senate agreed that the paper referred to in relation to this item should be circulated electronically to members of the Senate for information.

54.11 Senate Presentation and Discussion Items 2014-15

The Senate noted the proposed presentation items 2014-2015 and agreed that an update on the British Geological Survey co-location should be added to the presentation on 25 March 2015 and a further presentation by a Head of School should be included on the agenda for 13 May 2015.

54.12 Items Presented for Information

The Senate noted the following items contained in SP/14/30:

- Conferment of Honorary Awards;
- Conferment of Honorary Titles;
- Autumn Graduations 2014: Schedule.

56. REPORT FROM THE UNDERGRADUATE STUDIES COMMITTEE (SP/14/31)

The Senate received and considered a report, presented by the Chair of the Undergraduate Studies Committee, on meetings held on 21 May and 27 August 2014.

56.1 Terms of Reference

The Senate approved the terms of reference of the Undergraduate Studies Committee, noting that the Committee had conducted the annual review of its terms of reference and had not proposed any changes.

56.2 Items Presented for Information

The Senate noted the following items contained in SP/14/31:

- Learning and Teaching Strategy: Implementing the Strategy and Preparing for ELIR;
- External Members of the Studies Committees;
- Exclusion from Continued Study;
- Programme Proposals;
- Learning and Teaching Key Principles Briefing Paper;
- Student Exchange/Study Abroad;
- Amendment to the Academic Calendar for the Malaysia Campus;
- Elective Courses;
- Amendments to Registrations and Student Appeals to the Undergraduate Studies Committee;
- Appointment of External Examiners.

57. REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/14/32)

The Senate received and considered a report, presented by the Chair of the Postgraduate Studies Committee, on meetings held on 28 May, 18 July and 16 September 2014.

57.1 Terms of Reference

The Senate approved the terms of reference of the Postgraduate Studies Committee, noting that the Committee had conducted the annual review of its terms of reference and had not proposed any changes.

57.2 Items Presented for Information

The Senate noted the following items contained in SP/14/32:

- Amendment to Supervisory Arrangements for an EngD student;
- Approval of Thesis Titles and Appointment of Examiners;
- Amendments to Registration;
- Approval of Supervisors for Postgraduate Research Students;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Report from Examiners for Research Degrees;
- Exclusion from Continued Study;
- Programme Proposals;
- Learning and Teaching Key Principles Briefing Paper;
- Learning and Teaching Strategy: Implementing the Strategy and Preparing for ELIR;
- Change of Registration of PhD Candidate to MPhil.

58. REPORT FROM THE QUALITY AND STANDARDS COMMITTEE (SP/14/33)

The Senate received and considered a report, presented by the Chair of the Quality and Standards Committee, on meetings held on 1 May and 18 June 2014.

58.1 Conduct of Examination Boards, 2013

The Senate noted that, in relation to the Summary Report on Conduct of Examination Boards in 2013, the process for allocating Deans' Representatives to Examination Boards continued to be challenging and in some cases, had resulted in Schools reporting that no further volunteers had come forward. The Senate noted that, in order to address this issue, the following recommendations had been made by the Quality and Standards Committee:

- i. The role of a Deans' representative should be formalised and made mandatory.
- ii. Schools should be responsible for ensuring that representatives are nominated to meet required numbers.
- iii. Staff workload models should take into account the time required to undertake the role of a Dean's representative.
- iv. A period of appointment as a Dean's representative should be agreed (the Committee suggested three years).
- v. Formal processes for the nomination of representatives and allocation to Examination Boards should be developed by the Deans, the Clerk and the Senior Executive Assistant in the Office of the Principal.

The Senate noted that there was insufficient capacity within the Associate Deans to undertake the role of Deans' representatives, given the large volume of Examination Boards taking place in a short timescale.

With regard to the third recommendation, the Senate noted that there was no University-wide workload model and Schools adopted different approaches to this, reflecting their different activities. The Senate did, however, agree that there should be a presentation and discussion on TRAC at a future meeting of the Senate.

The Senate approved the above recommendations regarding the Deans' representatives, but did not approve the additional proposal that the nomination process for Deans' representatives should be incorporated within the remit of the Nominating Working Group, as this was seen to be overly bureaucratic without adding any value. It was noted that the forthcoming outcomes of the current review of the role and responsibilities of the Deans would further inform the process for nominating

Deans' representatives.

58.2 Items Presented for Information

The Senate noted the following items contained in SP/14/33:

- Quality Assurance Visits to Approved Learning Partners;
- Academic Review of the Degree Entry Programme: One-Year Progress Report;
- Academic Review of Construction Project Management and Quantity Surveying: One-Year Progress Report;
- Academic Review of Psychology: One-Year Progress Report;
- Academic Review Process for Malaysia;
- Embedded College Review for Educational Oversight – Monitoring Visit: Heriot-Watt University International Study Centre;
- Internal Audit of the Institute of Petroleum Engineering: One-Year Progress Report;
- Annual Report on On-Campus Examinations, 2013/14;
- Annual Report on Off-Campus Examinations, 2013/14;
- Guide to using the *Code of Practice for the Management of Multi-Location, Multi-Mode Programmes*;
- Student Learning Experience: Threshold Criteria;
- Use of Translation Dictionaries during Examinations;
- Work Placement Guidelines;
- External Partnerships: Withdrawal of Programmes;
- Implementation of the Timezones Policy;
- Membership of the Quality and Standards Committee;
- ELIR: Presentation;
- Annual Institutional Statement on Quality Assurance and Internal Subject Review, 2013/14;
- Academic Review Reports, 2013/14;
- Annual Monitoring and Review of 2012/13;
- Annual Report on Exchange Activities; 2012/13;
- External Examiners: Undergraduate/Postgraduate Reports, 2012/13.

59. REPORT FROM INFORMATION SERVICES COMMITTEE (SP/14/34)

The Senate received and considered a report, presented by the Director of Information Services on behalf of the Chair of the Information Services Committee, on a meeting held on 23 June 2014.

59.1 Re-development of the Edinburgh Campus

The Senate noted that there was a need to invest in developing learning, teaching and research space at the Edinburgh Campus, and that discussions would take place at the Campus Services Management Board and the University Executive on these matters.

59.2 Items Presented for Information

The Senate noted the following items contained in SP/14/34:

- Information Services Report;
- Student Barometer Results;
- Collection Development Policy;
- Support for Schools' Use of Information Systems;
- Proposed Service Developments.

60. ORDINANCES AND REGULATIONS COMMITTEE (SP/14/35 and 35a)

The Senate received and considered a report, presented by the Chair of the Ordinances and Regulations Committee (ORC), on a proposal considered by the ORC by correspondence and its subsequent recommendation to the Senate and the Court.

60.1 Proposed Revision to Regulation 3: Student Union

The Senate noted that the ORC had considered by correspondence proposed revisions to Regulation 3: Student Union regarding the Constitution of the Student Union, the remit of the Student Union and its membership.

The Senate agreed to recommend to the Court that revisions to Ordinance 3 be approved for immediate introduction. It was noted that the revised Ordinance 3 had been drafted in compliance with the current Charter and Statutes, and would be considered as part of the review of the regulatory framework underpinning the revised Charter and Statutes - further modifications might be required as part of that review.

60.2 Items Presented for Information

The Senate noted the following items contained in SP/14/35a:

- Review of Ordinances to underpin Revised Charter and Statutes

61. PRESENTATION AND DISCUSSION ITEMS

61.1 Progression, Retention and Completion

The Deputy Principal (Learning and Teaching) gave a presentation on progression, retention and completion regarding taught students. The presentation included the following:

- Key issues;
- Rates of retention;
- Progress to date;
- Actions taken in summer 2014;
- Summary of School reports to the Learning and Teaching Board on Progression;
- Summary of School reports to the Learning and Teaching Board on Retention;
- Next Stages.

The Deputy Principal (Research and Knowledge Transfer) gave a presentation on progression, retention and completion regarding research students. The presentation included the following:

- PhD intake;
- PhD graduations;
- Time to complete PhD's, with reference to the requirements of the PGR Code of Practice;
- Actions taken in summer 2014;
- New PhD students vi's Graduations: HESA Data (HWU, Strathclyde, St Andrews, Bath);
- PhD withdrawals by length of stay and reasons for withdrawals;
- Actions: Postgraduate Studies Committee; Schools; Supervisors; Fees

Following the presentations, members of the Senate were invited to raise comments and questions. With regard to taught students, the Senate noted that subject-specific benchmark data had been circulated to Schools.

With regard to research students, the Senate raised or noted the following:

- There was a need to reduce completion times through a concerted effort by the Postgraduate Studies Committee; Centre for Academic Leadership and Development; Schools; Supervisors;
- Data was currently lacking on the reasons why students took longer to complete their PhD; data on withdrawal reasons did not provide this information;
- The allocation of 4/5 year grants seemed to imply that a duration beyond 3 years was acceptable;
- Supervisors should be more forceful in specifying to students the appropriate time to focus on writing up.

61.2 Overview of School of Energy, Geoscience, Infrastructure and Society

The Head of the School of Energy, Geoscience, Infrastructure and Society (EGIS) gave a presentation on the establishment of the new School and its strategy.

The presentation included the following areas of the School:

- Structure of the School around four Research Institutes;
- Planned growth in independent distance learning;
- Co-location of the British Geological Survey;
- USP: practical industry relevance;
- Significant refurbishment and investment required for the estate in Petroleum Engineering;
- Plans to add architecture to the School's portfolio;
- Financial and non-financial benefits of the new, merged School.

Following the presentation, members of the Senate were invited to raise comments and questions.

The Vice-Principal thanked the Head of the School for his presentation.

62. BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE (SP/14/36)

The Senate received a report from the Principal and the University Executive on a range of topics of current interest and the involvement of the University.

The Senate noted the following items contained in SP/14/36:

- Appointments and promotions;
 - Research Grants and Contracts: Proposals and Awards: July 2014 Report;
 - Strategic Projects Register;
 - West London College: Associate Campus Agreement;
 - High Speed Rail Update;
 - Report on Edinburgh Business School;
 - National Student Survey 2-14;
 - League Tables Update;
 - Enhanced Library Services;
 - Athena SWAN: Good Practice in Committees and Boards;
 - Green Flag Award;
 - University Complaints;
 - Inaugural Lecture Series;
 - External Reports.
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63. REPORT FROM THE LEARNING AND TEACHING BOARD (SP/14/37)

The Senate received and considered a report, presented by the Deputy Principal (Learning and Teaching), on the meeting of the Board of 17 September 2014.

63.1 Additional Entry Points

The Senate noted that the Learning and Teaching Board would produce a series of academic and business principles regarding exceptional cases for entry points in addition to the standard September start.

63.2 Items Presented for Information

The Senate noted the following items contained in SP/14/37:

- Learning and Teaching Strategy: Summary of Key Points from School Strategies and Plans;
- Learning and Teaching Strategy: Updated Operational Plan and Timeline;

- Learning and Teaching Strategy: Updated Strategies and Plans from Schools;
- Learning and Teaching Strategy: ELIR;
- Progression and Retention
- Assessment and Progression: Grades Descriptors
- Discussion Item: Postgraduate Taught Student Learning Experience;
- Framework for Reshaping the Learning Environment;
- National Student Survey 2014: Results and Actions;
- QAA ELIR3: Preparations and Key Areas of Activity;
- Minutes of the Joint LTB-ISB Meeting on 28 May 2014;
- Standing/Agenda Items of Committees and Groups;
- Learning and Teaching Board Handbook 2014/15;
- Learning and Teaching Briefing Papers;
- Quality Assurance Briefing Papers;
- Use of Translation Dictionaries in Exams;
- Learning and Teaching Symposium.

64. REPORT FROM THE RESEARCH AND KNOWLEDGE EXCHANGE BOARD (SP/14/38)

The Senate received and considered a report, presented by the Deputy Principal (Research and Knowledge Transfer), on the meetings of the Board of 15 May, 17 June and 8 September 2014.

64.1 Items Presented for Information

The Senate noted the following items contained in SP/14/26:

- Horizon 2020;
- Recruitment of a new Deputy Principal (Research and Knowledge Transfer);
- Review of Terms of Reference;
- Final Research Reporting Report, July 2014;
- Data reports on PGR students;
- Report on REF lessons learned and recommendations;
- Priority Areas for maintaining PURE;
- Reports from Schools;
- School Research Strategies;
- Policy on Open Access.

65. CLERK TO THE SENATE

The Senate noted that Mr S Smith, who was currently attending the graduation in Moscow, would be leaving the University on 12 November 2014. The Senate agreed to record its sincere gratitude to Mr Smith for his invaluable contribution to the planning, management and operation of the Senate in his role as its Clerk. The Senate noted that Mr Smith's departure would be a significant loss to the Senate and the Senate Business Committee, as well as in academic-related areas such as Charter and Statutes, Ordinances and Regulations, student discipline and appeals, and graduations. The Vice-Principal emphasised how much both the Principal and he himself had benefitted from the advice and support provided by Mr Smith. The Senate expressed its warmest wishes to Mr Smith for the future.

66. NEXT MEETING

The Vice-Principal reminded members that the next meeting would take place on 3 December 2014 at 2.15 pm.

In the Chair: Professor G Hogg

Date: 3 December 2014

<p>Present also:</p> <p>Dr C Annabi Professor R Aylett Dr D Ball Dr A Bell Dr K Brown Professor P Corbett Dr A Cuthbertson Dr L Galbrun Professor L Galloway Dr A Gardiner Professor S Geiger Professor G Gibson Professor N Gilbert Dr M Gul Professor D Hand Mr A Haniff</p>	<p>Professor J Howie Dr W Jackson Ms B Jamieson Dr D Jamieson Professor P John Dr S Keith Professor O Laghrouche Dr T Lansdown Dr M Lawson Professor A Macdonald Professor R MacIntosh Ms M Matoshi Professor K McCullough Professor K McKendrick Dr G Medero Professor A Miller</p>	<p>Professor A Moore Ms J Nelmes Dr A Paterson Dr J Richards Professor J Ritchie Professor J Sawkins Professor A Scott Dr H Smith Professor G Stylios Dr R Van Dijke Professor F Waldron Dr R Westacott Ms C Wilson Dr M Winters Professor P Woodward</p>
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In attendance:

Ms A M Dalton, Secretary of the University
Ms S Collier, Director, Governance and Legal Services
Mr R W McGookin, Director of Planning
Mr M Roch, Director of Information Services
Mr P Travill, Academic Registrar Designate
Mr J McDermott, Clerk

<p>Apologies:</p> <p>Professor S Chapman Dr G Buckingham Professor R Craik Professor S Dewar Dr L Georgieva Dr H Hastie</p>	<p>Dr S Houston Professor J Jones Professor A Kaka Dr J Ma Professor S McLaughlin Dr R Mochrie Dr P Morris</p>	<p>Professor G Pender Dr B Roberts Dr N Robertson Mr C Robinson Professor G Streftaris Dr D Sun Mrs K Patterson</p>
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67. WELCOME

The Deputy Principal (External Relations) offered apologies for absence from the Principal and the Vice Principal. The Senate confirmed that the Deputy Principal (External Relations) would act as Chair on this occasion. The Chair welcomed all those attending the meeting making particular mention of:

- Mr P Travill, Academic Registrar Designate, who was in attendance for the first time since joining the University;
- Professor A Miller, who was attending his final meeting of Senate prior to his retirement and after several years of valuable contribution to the Senate and to the University;
- Dr C Annabi, who was attending via skype from Dubai; and
- Mr J McDermott, who had joined the University on a temporary basis as Clerk of Senate.

68. MINUTES OF PREVIOUS MEETING

The Senate approved the minutes of the meeting of 8 October 2014, subject to amending some drafting errors on page 3 and page 11.

69. REPORT OF MEETING OF SENATE MEMBERS WITH THE CHAIR OF COURT DESIGNATE ON 13 NOVEMBER 2014

Senate noted the report of the informal meeting held in November between the Chair Designate of Court and some members of the Senate.

70. MATTERS ARISING FROM THE MINUTES

70.1 Review of the Charter and Statutes (minute 52.7)

The University Secretary provided the Senate with a verbal report on progress being made with the Scottish Government and Privy Council towards approval of the revised Charter and Statutes. It was hoped that approval may be granted by the Privy Council before Christmas. Privy Council had requested some non-material changes to clarify some aspects and these had been provided. These would be communicated to Senate members in due course.

It was noted that once the Charter and Statutes as a whole had been approved, there would be significant work required, led by the Ordinances and Regulations Committee and the Senate, to bring the University Ordinances and Regulations into line.

70.2 Appointment of the new Principal & Vice-Chancellor (minute 54.1)

The University Secretary provided the Senate with a verbal report on the continuing process to appoint a new Principal & Vice-Chancellor to succeed Professor Steve Chapman. Members were reminded that a special meeting of the Senate had been arranged for Wednesday 10 December to receive and consider any recommendation emerging from the joint Court and Senate Appointment Committee, which would meet the previous day. It was noted to be important that as many members as possible attend the meeting to ensure due process is undertaken by a quorate meeting of Senate. The content of the meeting would be kept strictly confidential and would be reported to Court.

71. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 10 NOVEMBER 2014 (SP/14/39)

The Senate received and considered a report on items considered by the Senate Business Committee by correspondence. The Senate noted the approval by SBC of Regulation 50: Student Discipline and further noted that the revised Regulation and Student Discipline Policy & Procedures were introduced on 1 November 2014 and are available for reference online. Senate further noted the following items that had been dealt with by SBC:

- Conferment of Awards;
- Conferment of Honorary Titles.

72. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 27 NOVEMBER 2014 (SP/14/40)

The Senate received and noted a report on a meeting of the Committee held on 27 November 2014. The Senate noted the following items:

- Discussion on University Response to Government Consultation on HE Governance Bill;
- Recruitment of New Principal and Vice-Chancellor;
- Future action towards ensuring that the Terms of Reference of Committees of Senate met equality and diversity requirements;
- Conferment of Awards;
- Conferment of Honorary Titles.

73. REPORT FROM THE UNDERGRADUATE STUDIES COMMITTEE (SP/14/41)

The Senate received and noted a report, presented by the Chair of the Undergraduate Studies Committee, on meetings held on 1 October and 5 November 2014. The Senate noted the following items:

- Amendment to Registrations and Student Appeals to the Undergraduate Studies Committee;
- Programme Proposals.

74. REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/14/42)

The Senate received and noted a report, presented by the Chair of the Postgraduate Studies Committee, on a meeting held on 28 October 2014. The Senate noted the following items:

- Approval of Thesis Titles and Appointment of Examiners;
- Amendments to Registration;
- Approval of Supervisors for Postgraduate Research Students;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Approval of Supervisor Nominations for Postgraduate Research Students;
- Report from Examiners for Research Degrees.

75. REPORT FROM THE QUALITY AND STANDARDS COMMITTEE (SP/14/43)

The Senate received and considered a report, presented by the Chair of the Quality and Standards Committee, on a meeting held on 15 October 2014.

75.1 Review of Quality & Standards Committee Terms of Reference

The Senate **approved** the revised Terms of Reference of the Quality and Standards Committee as given in Appendix 1 to paper SP/14/43.

75.2 Revised Terms of Reference: Academic Council (West London College)

The Senate **approved** the revised Terms of Reference of the West London College Academic Council as given in Appendix 2 to paper SP/14/43.

75.3 Items Presented for Information

The Senate noted the following items contained in SP/14/43:

- Academic Review of the School of the Built Environment, Dubai;
- Academic Review of MSc in Construction Project Management, Malaysia;
- Internal Audit of the School of Mathematical & Computer Sciences: One-Year Progress Report;
- Internal Audit Progress Report: School of Management & Languages;
- Approved Learning Partner Visit Template (Edinburgh Business School);
- Review for Educational Oversight – Monitoring Visit: The City College
- Annual Report on On-Campus Examinations, 2013/14: Summary;
- Schedule of Annual Reviews;
- Academic Reviews: Summary of 2013/2014 Reviews;
- Academic Reviews: One Year Progress Reports;
- Academic Review of Computer Science;
- Internal Audit Handbook and Schedule;
- Internal Audits;
- Professional, Statutory and Regulatory Bodies (PSRBs) Accreditations for 2012/2013;
- Embedded College Review for Educational Oversight – Monitoring Visit: Heriot-Watt University International Study Centre;
- Exchange Agreement Approvals;
- Special Circumstances Procedures: Revisions.

76. REPORT FROM THE ACADEMIC COUNCIL (WEST LONDON COLLEGE) (SP/14/44)

The Senate received and noted a report, presented by the Chair of the West London College Academic Council, on a meeting held on 16 September 2014. The Senate noted the following items:

- Confirmation of a new member of Academic Council / Terms of Reference;
- QAA Review for Educational Oversight Report;
- QAA ELIR;
- National Student Survey / Postgraduate Taught Experience Survey;
- HESA Return;
- School of Management & Languages Alignment Project;
- SQA Diploma;
- Staffing issues.

77. REPORT FROM THE ACADEMIC COUNCIL (MALAYSIA) (SP/14/45)

The Senate received and noted a report, submitted by the Chair of the Malaysia Academic Council, on meetings held on 13 June 2014 and 19 September 2014. The Senate noted the following items:

- Terms of Reference;
- Foundation Programme;
- Academic Review of Programme in Malaysia;
- Postgraduate Programmes;
- Research Opportunities;
- Strategic Planning Framework of Industrial Linkages and Networking for HWUM.

78. REPORT FROM INFORMATION SERVICES COMMITTEE (SP/14/46)

The Senate received and considered a report, presented by the Chair of the Information Services Committee, on a meeting held on 10 September 2014. The Senate noted two changes to the membership of the Committee. The Senate further noted the following items:

- Information Services Report;
- National Student Survey 2014.

79. ORDINANCES AND REGULATIONS COMMITTEE (SP/14/47)

The Senate received and noted a report, presented by the Chair of the Ordinances and Regulations Committee, on a meeting held on 9 November 2014. The Senate noted the following item:

- Proposed Revisions to Regulation 50: Student Discipline.

80. PRESENTATION AND DISCUSSION ITEMS

80.1 ELIR Update

The Deputy Principal (Learning and Teaching) gave a presentation giving an update on ELIR. The presentation included the following:

- A reminder of the focus and scope of ELIR, noting its enhancement and assurance components;
- A reminder of the importance of ELIR, particularly with regard to the University's reputation across all of its stakeholders;
- The timetable of activities for the ELIR process, noting that preparations have been underway since 2013, involving the effort and expertise of a great many staff. The latest milestone had been that the required documents had been submitted to QAA Scotland by the 14 November 2014 due date.
- Senate recorded its profound gratitude to Dr King and other colleagues in the Registry who had prepared the documents and to all staff who had been involved in the submission.
- A number of staff would be involved in the Review Visit; and Senate noted that the two parts of the Visit followed different formats:
 - Part 1: 28-29 January 2015 – formal, set meetings
 - Part 2: w/c16 March 2015 (likely to be 5 days: to be confirmed at end of Part 1 visit)
- The means by which staff and students have been involved so far including discussions at committees across the University and through the Student Union. Feedback had also been submitted by undergraduate and postgraduate cohorts to the Reflective Analysis document;
- ELIR3 invites HEI's to identify areas on which they would welcome feedback from the ELIR Team and HWU has highlighted 3 of these:
 - Implementation of the Academic Management Structures
 - Alignment with the Learning and Teaching Strategy
 - Use of the Code of Practice for the Management of Multi-Location, Multi-Mode Programmes
- Possible ELIR Lines of Enquiry in these three developments were considered
- Questions and views from Senate members were invited.
 - The importance of ensuring consistent quality across multi-campus and multi-mode operations was agreed, whilst recognising that diversity in the student experience was inherent in a diverse organisation;
 - The relationship with West London College.

80.2 Overview of School of Management & Languages

The Head of the School of Management & Languages gave a presentation giving an overview of the School and its strategy. The presentation included the following areas of the School:

- Structure of the School around its academic disciplines and 10 Research Institutes;
- The size and geographical spread of the School, with some 35% of the University's student FTE count and staff based in Scotland, Dubai and Malaysia;
- Its ability to cater for the diverse requirements of its different stakeholders;
- The creditable performance of the School in research exercises despite a very demanding tariff and competing against significantly better resourced schools elsewhere;
- Innovative course design to maximise elective choice to students;
- Plans to create an Advisory Board to gain greater input from the wider business community;
- Workload modelling, sabbaticals, mentoring and other approaches to staff issues;
- Challenges facing the School included: its physical accommodation; visibility with industry; research intensification; competition with better resourced institutions;
- To meet these challenges there was a clear strategy in place, improving management information and high-level support, which was appreciated by the School;
- It was noted that the unique nature of the School was both a challenge and an asset.

Following the presentation, members of the Senate were invited to raise comments and questions.

The Chair thanked the Head of the School for his presentation.

80.3 University response to Government consultation on HE Governance Bill

Members were asked to refer to the documents that had been circulated on the subject:

- SP/14/48 cover paper;
- a copy of the Government Consultation Document;
- the Universities Scotland response to the consultation;
- the template for submitting responses.

The University Secretary gave a presentation and led discussion on the Scottish Government Consultation on the Higher Education Governance Bill. It was emphasised that written comments were welcomed from members on all aspects of the consultation (*via email to the Clerk*). These would be collated with the undernoted discussion of the Senate and presented to Court on 15 December in order to frame a University response, which in turn would contribute to a unified response from the HE Sector as a whole.

Senate considered each in turn of the consultation questions:

• Section A (Privy Council)

The Senate recognised that this had implications at a higher constitutional level that was outwith its scope. However, there was some resistance to replacing the role of the Privy Council, given that it contained some academic representation and the replacement body might not contain that. It was also felt that the new arrangement might leave institutions open to greater interference from the Government of the day. Finally, a new process might even lengthen the process for approving statutes and the like.

• Section B (Academic Freedom);

To aid discussion, the cover paper contained the University's current and prospective definition of Academic Freedom. The Senate was strongly opposed to any change that would weaken the University's definition. Clarification was required on whether the version in the consultation would replace or be added to institutions' existing definitions. Clarification was also required on which members of staff were considered to be 'academic'.

• Section C (Role of Principals);

It was noted that the University already met this section.

• Section D (Chairing of Governing Bodies)

The recent experience of the University's appointment of a new Chair of Court informed discussion. It was noted that despite the vacancy being widely advertised, success was attained through the use of a recruitment agency. It was agreed that it would be inappropriate to go through that process and then to ask the candidates to submit themselves to an election. In addition the composition of any

electorate was unclear. The President of the Student Union provided an overview of the means by which the Student Union had been engaged in the selection process for a new Chair and agreed that it had been appropriately open and transparent. It was suggested that holding elections might reduce diversity, with evidence cited that women were less likely to stand for elected positions. Heriot-Watt was very inclusive and continually sought to further improve. It did not wish to change that approach.

In further discussion it was noted that the duties of a Chair of Court were increasingly onerous, with expanded responsibilities also being proposed in the Bill. This had led to a suggestion that Chairs and other members of Court might receive remuneration. It was noted that the University's Statutes contained the permission to offer remuneration, but that there was currently no intention to do so.

• **Section E (Membership of Governing Bodies);**

The Senate was strongly opposed to there being staff representatives on Court nominated by the Trade Unions. The University's current practice of all staff being able to elect the staff members was seen as more inclusive. In addition, the principle of equality was already embedded in the University's new Charter & Statutes and Senate was therefore content on that issue.

• **Section F (Composition of Academic Boards and Appointment of Members);**

The Senate agreed that it should remain the final arbiter on all academic matters. Senate was clear that both elected and ex-officio categories of membership should be retained, agreeing that certain academic responsibilities, such as those currently discharged by the Deputy Principals, would be lost to the Senate. Those charged with implementing academic strategy should have ownership of it. It was noted that the Senate currently had around two-thirds of its membership elected. It was further noted that the University currently had student representation at all levels and this should not be lost.

The University Secretary encouraged the Senate to send any further responses to the consultation via email to the Clerk no later than 10am on Monday 8 December 2014.

81. BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE (SP/14/49)

The Senate received a report from the Principal and the University Executive on a range of topics of current interest. The Senate noted the following items contained in SP/14/36:

- Staff news;
- Research Grants and Contracts: Proposals and Awards: October 2014 Report;
- Preparing for the 2014/15 Planning Round;
- Annual Report and Financial Statements 2013/14;
- Review of the Role of Deans
- Athena SWAN;
- Management of Scholarships and Bursaries;
- Honorary Degree Nominations;
- UE Away Day: October 2014;
- Court Meeting on 13 October 2014
- External Publications and News.

82. REPORT FROM THE LEARNING AND TEACHING BOARD (SP/14/50)

The Senate received and considered a report, presented by the Deputy Principal (Learning and Teaching), on the meetings of the Board of 22 October 2014 and 12 November 2014.

82.1 Item Presented for Approval

The Senate **approved** the renaming of the Common Assessment and Progression System to the "Heriot-Watt Assessment and Progression System".

82.2 Items Presented for Information

The Senate noted the following items contained in SP/14/50:

- Learning and Teaching Strategy: Summary Report;
- Learning and Teaching Strategy: Updated Operational Plan and Timeline;
- Learning and Teaching Strategy: Updated Strategies and Plans from Schools;
- Learning and Teaching Strategy: Next Stages;

- Progression and Retention
- Learning and Teaching Key Performance Indicators 2014;
- HWU-SFC Outcome Agreement;
- Postgraduate Taught Student Learning Experience;
- Annual Strategic Review Report 2013/14;
- Sharing External Examiner Reports with Students;
- QAA ELIR3: Preparations and Key Areas of Activity;
- QAA ELIR3: Case Study on the Learning and Teaching Strategy;
- Report from the Student Learning Experience Committee;
- Report from the Learning and Teaching Symposium;
- National Enhancement Theme: Student Transitions;
- Updated Committee and Reporting Structure for Learning and Teaching;
- Equality and Privacy Impact Assessment;
- ELIR Review Visit: Roles for Schools and Directors of Learning and Teaching;
- Learning and Teaching Risk Register;
- Report from the Learning Spaces Management Group;
- Report from the Centre for Academic Leadership and Development;
- Curriculum for Excellence Event;
- Gender Segregation at Meetings and Events.

83. REPORT FROM THE RESEARCH AND KNOWLEDGE EXCHANGE BOARD (SP/14/51)

The Senate received and noted a report, presented by the Deputy Principal (Research and Knowledge Transfer), on the meeting of the Board of 16 October 2014. The Senate noted that each school had presented its Research and Knowledge Exchange Strategy to the Board.

84. VALEDICTION & CLOSING REMARKS

It was noted that this was the final scheduled meeting of the Senate that Professor Alan Miller would attend prior to his retirement from the University. The Chair offered sincere thanks to Professor Miller for his contribution to the Senate and the University over a number of years as Deputy Principal (Research & Knowledge Transfer) and wished him well in his future endeavours.

The Chair also expressed gratitude on behalf of Senate to Mrs Kathy Patterson, Academic Registrar, who had attended her final meeting of Senate in October and who would retire shortly after more than twenty years of valuable service to the University. Mrs Patterson was currently abroad overseeing the University's awards ceremonies in Dubai, Malaysia and Hong Kong.

It was further noted that, such were his diary commitments, the Principal, Professor Steve Chapman, had also attended his final meeting of Senate in October. Although he would still be in post at the time of the February meeting, he would be officiating at the formal opening of the University's campus in Malaysia and thus unable to attend the Senate. Members were asked to give consideration to an appropriate means for the Senate to express its gratitude to Professor Chapman for his considerable contribution to the University.

The Chair wished members a peaceful and enjoyable break over the festive season.

85. NEXT MEETING

The Chair reminded members of the details of the next meetings:

- the special meeting of Senate on **10 December 2014** at 3.30pm in Lecture Theatre 2;
- the next scheduled meeting of Senate on **11 February 2015** at 2.15 pm in the Carnegie Room.

In the Chair: Professor G Hogg

Date: 10 December 2014

<p>Present also:</p> <p>Dr D Ball Dr K Brown Professor P Corbett Professor S Dewar Professor L Galloway Dr A Gardiner Professor S Geiger Professor G Gibson Professor N Gilbert Dr S Houston Professor J Howie Dr D Jamieson</p>	<p>Professor P John Professor J Jones Professor O Laghrouche Dr M Lawson Professor A Macdonald Professor R MacIntosh Ms M Matoshi Professor K McKendrick Professor S McLaughlin Professor A Miller Dr R Mochrie Professor A Moore</p>	<p>Dr P Morris Ms J Nelmes Dr J Richards Professor J Ritchie Mr C Robinson Professor J Sawkins Professor A Scott Professor G Streftaris Professor G Stylios Dr R Van Dijke Dr R Westacott Ms C Wilson</p>
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In attendance: Ms A M Dalton, Secretary of the University
Ms S Collier, Director, Governance and Legal Services
Mr M Roch, Director of Information Services
Mr P Travill, Academic Registrar Designate
Mr J McDermott, Clerk

<p>Apologies:</p> <p>Professor S Chapman Dr C Annabi Professor R Aylett Dr A Bell Dr G Buckingham Professor R Craik Dr A Cuthbertson Dr L Galbrun Dr L Georgieva Dr M Gul Professor D Hand</p>	<p>Mr A Haniff Dr H Hastie Dr W Jackson Ms B Jamieson Professor A Kaka Dr S Keith Dr T Lansdown Professor K Lumsden Dr J Ma Professor K McCullough Dr G Medero</p>	<p>Dr A Paterson Professor G Pender Dr B Roberts Dr N Robertson Dr H Smith Dr D Sun Professor F Waldron Dr M Winters Professor P Woodward Mr R W McGookin Mrs K Patterson</p>
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86. WELCOME

The Deputy Principal (External Relations) offered apologies for absence from the Principal and welcomed all those attending. Senate was reminded that this special meeting had been called for the sole purpose of considering the outcome of the 2014 round of the exercise to recruit a Principal & Vice-Chancellor as successor to Professor Chapman, who would demit office in March 2015.

87. APPOINTMENT OF THE NEW PRINCIPAL & VICE-CHANCELLOR (SP/14/52)

The University Secretary spoke to paper SP/14/52, which provided the Senate with an update on the process to appoint a new Principal & Vice-Chancellor.

The Senate was informed that the joint Court and Senate Appointment Committee, which had met the previous day, had decided to make no recommendation for an appointment at this stage. It was noted that the search for suitable candidates would therefore be re-opened. The details of the search would be agreed shortly, but it would again be world-wide and an executive search company would again be engaged as part of the process.

The Senate noted that the interim arrangements agreed by Court in June 2014 would come into effect once Professor Chapman demitted office, viz in terms of Article 6(i) of the Charter, that, during the

interregnum between the departure of Professor Steve Chapman and the start date of his appointed successor, Professor Julian Jones, Vice-Principal, would be appointed as Acting Principal and Vice-Chancellor. Senate further noted that there remained a strong senior management team, which would continue to support the execution of the University's Strategic Plan.

In discussion there was broad agreement that the decision of the panel was correct and confidence was expressed that taking further time to reappraise the criteria for the appointment and then to restart the recruitment process would arrive at a positive outcome. It was hoped that the forthcoming announcement of the REF outcome – if suitably positive – would have a positive influence on prospective applicants.

It was noted that the recruitment process would be relaunched early in the New Year, with a view to holding interviews around Easter 2015. It was emphasised that short-listed candidates would be offered the opportunity to visit the University and that their individual preferences would be accommodated as far as possible. It was anticipated that these visits would include visits to individual schools wherever possible.

Members were requested to raise any further thoughts that may arise outwith the meeting, with the University Secretary and/or others in the University Executive.

88. CLOSING REMARKS

The Chair thanked all who had attended this special meeting and wished all members and attendees a peaceful and enjoyable break over the festive season.

- the next scheduled meeting of Senate is on **11 February 2015** at 2.15 pm in the Carnegie Room, Edinburgh Campus.



Senate

Approved Minutes

In the Chair:	Professor G Hogg	Date: 11 February 2015																																							
Present also:	<table><tr><td>Dr D Ball</td><td>Dr H Hastie</td><td>Dr A Paterson</td></tr><tr><td>Dr K Brown</td><td>Dr S Houston</td><td>Professor J Ritchie</td></tr><tr><td>Dr G Buckingham</td><td>Professor J Howie</td><td>Dr B Roberts</td></tr><tr><td>Professor P Corbett</td><td>Dr W Jackson</td><td>Dr N Robertson</td></tr><tr><td>Dr A Cuthbertson</td><td>Ms B Jamieson</td><td>Professor A Scott</td></tr><tr><td>Dr L Galbrun</td><td>Professor P John</td><td>Dr H Smith</td></tr><tr><td>Professor L Galloway</td><td>Dr S Keith</td><td>Dr G Strefaris</td></tr><tr><td>Dr A Gardiner</td><td>Dr M Lawson</td><td>Professor G Stylios</td></tr><tr><td>Dr L Georgieva</td><td>Dr J Ma</td><td>Dr D Sun</td></tr><tr><td>Professor G Gibson</td><td>Professor A Macdonald</td><td>Dr R Van Dijke</td></tr><tr><td>Dr M Gul</td><td>Professor R MacIntosh</td><td>Professor F Waldron</td></tr><tr><td>Professor D Hand</td><td>Ms M Matoshi</td><td>Dr R Westacott</td></tr><tr><td>Mr A Haniff</td><td>Dr P Morris</td><td>Ms C Wilson</td></tr></table>	Dr D Ball	Dr H Hastie	Dr A Paterson	Dr K Brown	Dr S Houston	Professor J Ritchie	Dr G Buckingham	Professor J Howie	Dr B Roberts	Professor P Corbett	Dr W Jackson	Dr N Robertson	Dr A Cuthbertson	Ms B Jamieson	Professor A Scott	Dr L Galbrun	Professor P John	Dr H Smith	Professor L Galloway	Dr S Keith	Dr G Strefaris	Dr A Gardiner	Dr M Lawson	Professor G Stylios	Dr L Georgieva	Dr J Ma	Dr D Sun	Professor G Gibson	Professor A Macdonald	Dr R Van Dijke	Dr M Gul	Professor R MacIntosh	Professor F Waldron	Professor D Hand	Ms M Matoshi	Dr R Westacott	Mr A Haniff	Dr P Morris	Ms C Wilson	
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Note:	Dr C Annabi had attempted to join the meeting via skype, but a connection had not been made																																								

1. WELCOME

The Deputy Principal (External Relations) offered apologies for absence from the Principal and the Vice Principal. The Senate confirmed that the Deputy Principal (External Relations) would act as Chair on this occasion.

The Chair reported the sad news that a dear friend to many and long serving former member of staff, Norman (Norrie) Loch, had died recently after a long illness. The Senate recorded its condolences to Norrie's family and friends.

The Chair welcomed all those attending the meeting, making particular mention of Professor Duncan Hand, who had recently become Interim Deputy Principal (Research & Knowledge Exchange). It was noted that as part of his duties, Professor Hand would chair the Research and Knowledge Exchange Board as well as continuing to chair the Information Services Committee. It was further noted that Professor Hand would be assisted by Professor Máiréad Nic Craith, who would act as Interim Deputy Chair of RKEB; and who would also join certain committees *pro tem*.

2. MINUTES OF PREVIOUS MEETINGS

The Senate approved the minutes of the meetings of 3 December 2014 and 10 December 2014.

3. MATTERS ARISING FROM THE MINUTES

3.1 Review of the Charter and Statutes (minute 70.1)

The University Secretary reported that the Privy Council had yet to approve the revised Charter & Statutes. It was noted that some further information had been provided to the Scottish Government and to the Privy Council Office to aid the process. It was hoped that approval would be granted soon.

3.2 Appointment of the new Principal & Vice-Chancellor (minute 87)

The University Secretary provided the Senate with a verbal report on the process to appoint a new Principal & Vice-Chancellor to succeed Professor Steve Chapman. It was noted that the process had been relaunched and that meetings had been held between the executive search consultants and the appointment committee. The search criteria had been redefined and the search was underway. There would be no formal advertisement on this occasion. It was anticipated that short-listing would take place in March 2015, with interviews to be held in April.

It was noted that the appointment committee would consider its membership to take into account the impending interim change of status of the Vice Principal. Senate would be informed accordingly.

4. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 29 JANUARY 2014 (SP/15/01)

The Senate received and considered a report on items considered by the Senate Business Committee by correspondence. The Senate noted the following items that had been dealt with by SBC:

- Approval of the composition of a professorial selection committee;
- Approval of the division of schools and disciplines at the June 2015 Graduations;
- Approval of a number of intermediate awards in the Edinburgh Business School.

5. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 5 FEBRUARY 2015 (SP/15/02)

The Senate received and considered a report on a meeting of the Senate Business Committee held on 5 February 2015. It was noted that the following items had been discussed:

- Senate Business:
 - Ordinances & Regulations Committee – SBC had suggested a slight change to the proposal that would be discussed as paper SP/15/10;
 - Quality & Standards Committee – SBC agreed with the proposed change to the Terms of Reference, that would be discussed as paper SP/15/05;
 - University Executive Report – some very good news regarding Teaching Grant Allocation;
 - Learning & Teaching Board Report – SBC noted that the issue of additional entry points would be subject to further work and would not, therefore, be discussed at Senate at this stage.
- Proposed Revised Policy on the Recognition of Prior Learning;
 - This issue has been subject of some discussion at SBC as well as other committees of Senate. SBC has asked for further work to be undertaken before it is brought back to the SBC next month and then to Senate on 25 March.
- Senate Appointed Representative on JEUMEC: Call for Nominations – Senate was requested to give thought to a suitable candidate for the University's representative on the Joint Edinburgh Universities Military Education Committee;
- Report on Student Academic Appeals 2013-14;
- Conferment of Honorary Awards;
- Conferment of Honorary Titles;
- Report from the Nominating Working Group (Senate).

6. REPORT FROM THE UNDERGRADUATE STUDIES COMMITTEE (SP/15/03)

The Senate received and noted a report, presented by the Chair of the Undergraduate Studies Committee, on a meeting held on 7 January 2015. The Senate noted that the following items had been discussed:

- Proposed Revised Policy on the Recognition of Prior Learning;
- Revised Student Attendance Policy;

- Revised Compulsory withdrawal procedures: Unsatisfactory Attendance;
- Amendment to Registrations and Student Appeals to the Undergraduate Studies Committee;
- Programme Proposals.

It was noted that approval had been given to the introduction – for one year only – of a January intake to certain programmes at the Dubai Campus and Approved Learning Partners.

7. REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/15/04)

The Senate received and noted a report, presented by the Chair of the Postgraduate Studies Committee, on meetings held on 9 December 2014 and 20 January 2015. The Senate noted that the following items had been discussed:

- Approval of Paternity Leave for Postgraduate Research Students;
- Revised Student Attendance Policy;
- Approval of Thesis Titles and Appointment of Examiners;
- Amendments to Registration;
- Approval of Supervisors for Postgraduate Research Students;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Approval of Supervisor Nominations for Postgraduate Research Students;
- Report from Examiners for Research Degrees.
- Programme Approvals;
- Revised Compulsory Withdrawal Procedures;

8. REPORT FROM THE QUALITY AND STANDARDS COMMITTEE (SP/15/05)

The Senate received and considered a report, presented by the Chair of the Quality and Standards Committee, on a meeting held on 17 December 2014.

8.1 Review of Quality & Standards Committee Terms of Reference

The Senate **approved** the revised Terms of Reference of the Quality and Standards Committee as given in Appendix 1 to paper SP/15/05. It was noted that this brought the Committee's Terms of Reference in line with the Athena SWAN Charter. It was reported that the Clerk of Senate would write to the Clerks of all the other Committees of Senate to invite those Committees to adopt similar revisions to their Terms of Reference. This was important as part of the efforts of the University to meet its obligations under the Charter.

8.2 Items Presented for Information

The Senate noted the following items presented for information in SP/15/05:

- Mapping to Quality Assurance Agency's UK Quality Code for Higher Education: Maintenance of Chapters;
- Mapping to Quality Assurance Agency's UK Quality Code for Higher Education: Chapter B7: External Examining;
- Learning and Teaching Board: Annual Strategic Review, 2013/2014;
- Academic Review of MSc in International Business Management with Marketing, Malaysia;
- QAA Transnational Educational Review of HWU Dubai Campus: Report and Action Plan;
- Sharing External Examiner Reports with Students: Guidelines;
- Annual Monitoring and Review, 2013/14: The School of Energy, Geoscience, Infrastructure and Society;
- Conduct of Examination Boards 2013: Feedback from the Learning and Teaching Administrators' Forum;
- Guidance to Students on Examination Conduct;
- External Partnership Closures;
- Exchange Agreement Approvals;
- Participation in meetings by Telecommunication Methods.

9. REPORT FROM THE ACADEMIC COUNCIL (WEST LONDON COLLEGE) (SP/15/06)

It was noted that this paper was not yet available and that the Clerk would ensure that the Report is available for the next meeting.

10. REPORT FROM THE ACADEMIC COUNCIL (MALAYSIA) (SP/15/07)

It was noted that this paper was not yet available and that the Clerk would ensure that the Report is available for the next meeting.

11. REPORT FROM THE ACADEMIC COUNCIL (DUBAI) (SP/15/08)

The Senate noted the following items presented for information in SP/15/08:

- TEX Policy on School Attendance;
- January Examination Boards for MSc Programmes;
- Memorandum of Understanding (Sharjah University);
- Calculators in Exams;
- Evening Taught Honours Year;
- Student Recruitment for September 2015;
- University Response to Student Feedback;
- KHDA Research Steering Committee.

It was noted that the Senior Dean had suggested that the presentations to Senate from Schools could usefully be shared with the Academic Councils.

Clarification was given on the practice of some final year honours students joining some Masters-level classes. It was noted that this would not entitle those students to any additional credit.

12. REPORT FROM INFORMATION SERVICES COMMITTEE (SP/15/09)

The Senate received and considered a report, presented by the Chair of the Information Services Committee, on a meeting held on 15 December 2014. The Senate noted the following items presented for information in SP/15/09:

- Information Services Report;
- IS National Student Survey 2014/Student Barometer Response;
- Future for Edinburgh Campus Library Building and other Learning Spaces;
- Edinburgh Stock reconfiguration.

It was noted that the Committee recognised the increasing pressure on the study space available on the Edinburgh Campus and was investigating ways of improving this. One action was to reconfigure the physical stock held on site to free up more space for student use.

13. ORDINANCES AND REGULATIONS COMMITTEE (SP/15/10)

The Senate received and considered a proposal to revise Regulation 31: *Authority of Heads of Schools and Examiners in Exceptional Circumstances*. The Senate had approved the Regulation in principle in October 2014 and invited the Ordinances and Regulations Committee to review it.

The Chair of the Ordinances and Regulations Committee introduced the proposal, which sought:

- to amend paragraph 6 to permit nominees of the Heads of School to be approved for the purpose of Regulation 31 by the SBC instead of having to be appointed by the Court under Ordinance 26; and
- to amend paragraph 10 to bring Regulation 31 into line with the most recent revision to the Student Appeals procedures.

It was noted that the change to paragraph 6 would still provide rigour in the process, whilst being less heavyweight.

It was agreed to be important to ensure that any students affected by the circumstances in which Regulation 31 would come into effect would have recourse to a two-stage Appeals Process. It was therefore agreed that the revised wording of paragraph 10 would now be:

“A candidate who is dissatisfied with the decision of the Examiners shall be entitled to appeal under the terms of Regulation 36: Student Appeals.”

The Senate **approved** the revised version of Regulation 31: *Authority of Heads of Schools and Examiners in Exceptional Circumstances*, and noted that it would be put to Court for endorsement.

14. PRESENTATION AND DISCUSSION ITEMS

14.1 REF Outcome 2014

The Interim Deputy Principal (Research and Knowledge Exchange) gave a presentation on the outcome of the REF for the University. The presentation included the following:

- A reminder of the focus and scope of REF, and of the detailed submission that had been required, involving a tremendous effort from many colleagues;
- A reminder of the REF profiles, and that that only 4* and 3* would attract government funding;
- The very positive overall outcome for the University, showing a significant improvement over the previous outcome in 2008 – with the Grade Point Average increasing from 2.48 to 3.06;
- The position with regard to other universities had also improved and Heriot-Watt was now the 33rd highest ranked in the UK and 4th in Scotland;
- The University had attained particularly high outcomes in the 'Impact' measure, ranking highest in Scotland in that measure;
- The joint submissions with the University of Edinburgh had scored highly in the 'Power' indicator, with the General Engineering attaining the highest rank in the UK;
- An outline description was given of the outcomes for each Unit of Assessment, and it was noted that detailed consideration would be given to the lessons to drawn from each of these;
- Additional feedback had been provided to universities, with the key messages for Heriot-Watt being:
 - To continue to develop the joint submissions with the University of Edinburgh, perhaps expanding these to include further disciplines;
 - To continue to build upon the equality and diversity work, particularly with regard to the Athena SWAN charter;
 - To continue to enhance support for early career researchers and to increase the numbers of PhDs.
- It was noted that the funding model was changing – and that the overall 'pot' was reducing – and thus it was difficult to anticipate what the funding implications would be;
- It was emphasised that the next REF assessment period had already begun and that the publishing requirements would shortly change in favour of greater open access;
- A chart was displayed that correlated the REF outcome for every UK university with the 2014 National Student Survey scores. Heriot-Watt showed very favourably, having scored highly in both the NSS and the REF.

In discussion it was noted that around 82% of the staff eligible to participate in the REF had done so. Plans were being made to increase the number of staff next time. It was questioned whether it was possible to see the effect of the earlier Global Platform appointments in the REF result. It was noted that REF cannot be correlated to individuals and that all staff were expected to continue to contribute strongly to the University's high performance. It was questioned whether the internal REF selection criteria could be assessed against the outcome to better inform decisions in the next exercise regarding staff to be included or excluded. It was agreed that this issue would certainly be reviewed for the next REF in order to gain a better correlation between internal predictions and actual outcomes.

The Chair thanked the Deputy Principal (Research and Knowledge Exchange) for his presentation.

14.2 Update on ELIR (Part 1 visit):

The Head of Academic Quality gave an update on the ELIR, subsequent to the Part 1 Visit of the ELIR team. The presentation included the following items:

- A reminder of the focus and scope of ELIR, noting its enhancement and assurance components;
- A reminder of the importance of ELIR, particularly with regard to the University's reputation across all of its stakeholders;
- A number of staff and students had been involved in the Part 1 visit; and that there had been enthusiastic engagement;
- There had been no feedback received at the end of the Part 1 visit (as is normal), but the review team would give some initial verbal feedback at the conclusion of the Part 2 visit;
- Part 2 would take place in the week commencing 16 March 2015 and would likely be for 5 days (to be confirmed);
- Conversations would be held with a further range of students and staff, including in Dubai and Malaysia;
- In due course, a formal outcome would be communicated to the Principal and this would include an overarching judgement on the current and likely future effectiveness of the institution's

arrangements for managing academic standards and enhancing the quality of the student learning experience;

- Areas of positive practice would also be highlighted, as would areas for development;
- A one-year follow-on report would be required in 2015-16.

Following the presentation, members of the Senate were invited to raise comments and questions.

The Chair thanked the Head of Academic Quality for her presentation. Thanks were also expressed to all students and staff (professional and academic) involved to date in the ELIR process.

15. BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE (SP/15/11)

The Senate received a report from the Principal and the University Executive on a range of topics of current interest. The Senate noted the following items presented for information in SP/15/11:

- Indicative Teaching Grant Announcement 2015/16;
- Outcome Agreement 2015/16;
- Research Grants and Contracts: Proposals and Awards;
- Student Recruitment 2015/16 Entry;
- Malaysia Campus;
- National Performance Centre for Sport (NPCS);
- Strategic Project Register;
- Additional Entry Points in the Academic Year;
- Draft Risk Policy and Appetite Statement;
- New Subject Provision – Dubai Campus;
- HWU Positioning in REF2014 and NSS 2014;
- REF2014 – HRD Lessons Learned;
- Athena SWAN Update;
- Staff Engagement Survey;
- Museum and Archive Development Policy;
- Meeting of the Court held on 15 December 2014;
- Extra Meeting of the Court held on 4 February 2015;
- External News and Publications;
- Obituary –Norrie Loch.

The Senate discussed in particular the positive Scottish Funding Council (SFC) announcement of initial decisions on funding Outcome Agreements for academic year 2015-16. Heriot-Watt had been awarded one of the largest percentage increases in the sector, which was a testament to the excellent work being done across the University. Those involved in preparing the submission on the Outcome Agreement, signed off annually by Court, were commended. Also commended was the overall positivity with which the University as a whole had approached engagement with the objectives of the Outcome Agreement, which broadly accorded with the University's Strategic Plan.

The Senate welcomed the opening of the new campus in Malaysia, at which the Principal, the Chair of Court and a number of senior colleagues were officiating.

An oral update was given on the National Performance Centre for Sport, and it was noted that the construction contracts would be let soon, with building works due to commence in mid-March. The facility would be due to open in autumn 2016.

16. REPORT FROM THE LEARNING AND TEACHING BOARD (SP/15/12)

The Senate received and considered a report, presented by the Head of Academic Quality, on the meetings of the Board of 10 December 2014 and 21 January 2015. The Senate noted the following items presented for information in SP/15/12:

- Learning and Teaching Strategy: Summary Report;
- Learning and Teaching Strategy: Next Stages;
- ELIR and the Learning and Teaching Strategy;
- Terms of Reference and Membership of the Learning Spaces Management Group and the VLE Management Group;
- ELIR Review Visit: Progress towards the Learning and Teaching Strategy, Academic Management Structures and the Multi Code;

- Postgraduate Taught Student Learning Experience: Representation;
- QAA ELIR3: Update Report;
- Revised Academic Policy Process (Equality Impact Assessment);
- QAA Enhancement Themes Funding: Projects;
- Report from the International Strategy Board and Revised Terms of Reference;
- Report from the Student Learning Experience Committee;
- Grades Descriptors;
- Additional Entry Points;
- SFC-HWU Outcome Agreement;
- Cross-School Collaboration;
- Progress Towards ELIR2 Action Plan;
- Updated Heriot-Watt Assessment and Progression System.

17. REPORT FROM THE RESEARCH AND KNOWLEDGE EXCHANGE BOARD (SP/15/13)

The Senate received and noted a report, presented by the Interim Deputy Principal (Research and Knowledge Exchange), on the meeting of the Board of 9 January 2015. The Senate noted the following items presented for information in SP/15/13:

- Training for Research Student Supervisors;
- EPSRC Impact Acceleration Account;
- Implications of the REF Outcome;
- Open Access spending.

18. CLOSING REMARKS

It was again noted that the Principal, Professor Steve Chapman, had attended his final meeting of Senate. It was noted that a concert would be held in honour of Professor Chapman on 26 February 2015 and Senate members were invited to encourage as many colleagues as possible to attend in order to show appreciation of his considerable contribution to the University.

19. NEXT MEETING

The Chair reminded members of the details of the next meeting, which would be held on **25 March 2015** at 2.15 pm in the Carnegie Room.

In the Chair: Professor J Jones

Date: 11 March 2015

<p>Present also:</p> <p>Professor R Aylett Dr D Ball Dr A Bell Dr G Buckingham Professor P Corbett Professor S Dewar Dr L Galbrun Professor L Galloway Professor S Geiger Dr L Georgieva Professor G Gibson Professor N Gilbert Dr M Gul</p>	<p>Mr A Haniff Professor G Hogg Dr S Houston Professor J Howie Ms B Jamieson Professor P John Dr S Keith Dr M Lawson Dr J Ma Professor K McKendrick Professor S McLaughlin Professor A Moore</p>	<p>Dr P Morris Professor G Pender Dr J Richards Mr C Robinson Professor J Sawkins Dr H Smith Dr G Streftaris Dr D Sun Dr R Van Dijke Professor F Waldron Dr R Westacott Dr M Winters</p>
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In attendance:

Ms A M Dalton, Secretary of the University
Ms S Collier, Director, Governance and Legal Services
Ms L Kirkwood-Smith, Head of Secretariat
Mr R W McGookin, Director of Planning
Mr M Roch, Director of Information Services
Mr P Travill, Academic Registrar
Mr J McDermott, Clerk

<p>Apologies:</p> <p>Professor S Chapman Dr C Annabi Dr K Brown Professor R Craik Dr A Cuthbertson Dr A Gardiner Professor D Hand Dr H Hastie Dr W Jackson Dr D Jamieson</p>	<p>Professor A Kaka Professor O Laghrouche Dr T Lansdown Professor K Lumsden Professor A Macdonald Professor R MacIntosh Ms M Matoshi Professor K McCullough Dr G Medero Dr R Mochrie</p>	<p>Ms J Nelmes Dr A Paterson Professor J Ritchie Dr B Roberts Dr N Robertson Professor A Scott Professor G Stylios Ms C Wilson Professor P Woodward</p>
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20. WELCOME

The Vice-Principal welcomed all those attending and thanked all present for rearranging their commitments at such short notice, noting that it was an especially busy time of year for many.

Senate was reminded that this special meeting had been called for the purpose of:

- considering the recommendation from the joint Court and Senate Appointment Committee of a successor to Professor Chapman, who would demit office in March 2015 as Principal & Vice-Chancellor of the University;
- to agree a view on the recommendation to report to the Governance & Nominations Committee and to the Court; and
- to note that the joint Court and Senate Appointment Committee had agreed to confer the title of Professor on the named candidate (once in post).

21. APPOINTMENT OF PRINCIPAL & VICE-CHANCELLOR AND CONFERMENT OF THE TITLE PROFESSOR (SP/15/14)

Paper SP/15/14 was tabled at the meeting and members were given a short period to read the information. It was emphasised that the paper was to remain confidential.

The paper comprised:

- a note of the actions that Senate was invited to take;
- details of the Appointment Committee;
- a copy of Ordinance 27: *Appointment of the Principal*;
- a summary of the search and selection process undertaken since the previous special meeting of Senate on 10 December 2014;
- a *Curriculum Vitae* of the preferred candidate;
- a publications list of the preferred candidate.

The Secretary of the University introduced the paper and reported that the joint Court and Senate Appointment Committee had agreed on 9 March 2015 to make a recommendation for the appointment of a new Principal & Vice-Chancellor.

Senate was informed that in accordance with Ordinance 27, its views on the recommendation would be communicated to Court at its special meeting on 13 March 2015. Court would then decide whether or not to agree to accept the recommendation. Should Court give a positive decision, there would be an announcement made of the appointment at both Heriot-Watt University and the current institution of the candidate.

The Senate noted that the preferred candidate had been made a provisional offer of employment, pending certain conditions. It was reaffirmed that this was an appointment of Court and could not be final until and unless Court gave its express agreement.

In discussion it was noted that the Appointment Committee had reached a consensus decision and that a number of candidates had been interviewed. The Committee had a long, detailed discussion and there had been tough competition for the post.

Senate members considered the CV of the candidate, and some questions raised were given satisfactory answers by the Chair and the Secretary of the University. The academic standing and accomplishments of the candidate were noted and welcomed, as were comments regarding leadership and respect for the candidate within the academic community and beyond.

The Chair reported that normally the Dean from the appropriate discipline would have the opportunity to comment on a professorial appointment. As there had been no Dean in membership of the Appointment Committee, the Chair had therefore consulted with the appropriate Deans ahead of the meeting. The Dean (Science and Engineering) had expressed full support for the conferment of the title of Professor upon the preferred candidate. In addition, the Senior Dean confirmed his firm agreement with the conferment and commended the decision to Senate.

It was suggested that the University was a community bound by shared values and that the preferred candidate had a personality that would match with the University culture and find resonance with its values. This would bode well for the future leadership of the University.

Informed by the foregoing discussion, the Senate agreed *nem con*:

- to communicate to the Governance & Nominations Committee and to the Court its warm support for the recommendation as detailed in paper SP/15/14 of a successor to Professor Chapman as Principal & Vice-Chancellor of the University; and
- to note that the joint Court and Senate Appointment Committee had agreed to confer the title of Professor on the named candidate (upon assuming office).

It was noted that the appointment date would be announced as soon as it was appropriate to do so.

22. CLOSING REMARKS

The Chair thanked again all who had attended the special meeting.

- the next scheduled meeting of Senate is on **25 March 2015** at 2.15 pm in the Carnegie Room, Edinburgh Campus.

In the Chair: Professor J Jones

Date: 25 March 2015

<p>Present also:</p> <p>Dr C Annabi Dr K Brown Dr G Buckingham Professor P Corbett Dr A Cuthbertson Dr L Galbrun Professor L Galloway Professor S Geiger Dr L Georgieva</p>	<p>Professor G Gibson Dr M Gul Mr A Haniff Professor G Hogg Dr W Jackson Dr D Jamieson Professor P John Dr T Lansdown Professor A Macdonald Ms M Matoshi</p>	<p>Professor K McCullough Professor K McKendrick Ms J Nelmes Dr A Paterson Dr B Roberts Professor J Sawkins Dr G Streftaris Dr R Van Dijke Dr R Westacott Professor P Woodward</p>
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In attendance: Ms A M Dalton, Secretary of the University; Ms S Collier, Director, Governance and Legal Services; Dr M King, Head of Academic Quality; Mr R W McGookin, Director of Planning; Mr M Roch, Director of Information Services; Mr J McDermott, Clerk

<p>Apologies:</p> <p>Dr D Ball Dr A Gardiner Professor N Gilbert Professor D Hand Dr H Hastie Dr S Houston Professor J Howie Ms B Jamieson</p>	<p>Dr S Keith Professor O Laghrouche Dr M Lawson Professor R MacIntosh Professor S McLaughlin Dr G Medero Dr R Mochrie Professor A Moore Dr P Morris</p>	<p>Professor G Pender Dr J Richards Professor J Ritchie Mr C Robinson Professor A Scott Dr H Smith Professor G Stylios Dr M Winters Mr P Travill</p>
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23. WELCOME

The Chair welcomed all those attending the meeting, which was his first as Acting Principal. He also reported that the Deputy Principal (External Relations) would be Acting Vice-Principal in the period until the new Principal took office.

It was noted that there were insufficient members present to form a quorum. Under Statute XIII therefore, no decisions could be made at the meeting.

24. MINUTES OF PREVIOUS MEETINGS

It was reported that a request had been made to amend minute 14.1 of the minutes of the Senate meeting on 11 February 2015. The Senate was content for the penultimate paragraph of minute 14.1 to be replaced as follows:

In discussion it was noted that around 82% of the staff eligible to participate in the REF had done so. Plans were being made to increase the number of staff next time. It was questioned whether it was possible to see the effect of the earlier Global Platform appointments in the REF result. It was noted that REF cannot be correlated to individuals and that all staff were expected to continue to contribute strongly to the University's high performance. It was questioned whether the internal REF selection criteria could be assessed against the outcome to better inform decisions in the next exercise regarding staff to be included or excluded. It was agreed that this issue would certainly be reviewed for the next REF in order to gain a better correlation between internal predictions and actual outcomes.

With the inclusion of that amendment, the Senate was content with the minutes of the meeting of 11 February 2015, which would be submitted to the next meeting for approval.

The Senate was content with the minutes of the special meeting of 11 March 2015, which would be submitted to the next meeting for approval.

25. MATTERS ARISING FROM THE MINUTES

25.1 Review of the Charter and Statutes (minute 3.1)

The Director, Governance and Legal Services gave a full report on the process to approve the revised Charter & Statutes. It was noted that following approval of the Charter & Statutes by the Senate and the Court in June 2014, these had been submitted to the Privy Council for informal comment. The Privy Council asked the Scottish Government Legal Directorate (SGLD) to comment in the first instance.

Since November 2014, the University, via its lawyers, has been corresponding with the SGLD to address points they have raised on our revised Charter & Statutes. These have largely been non-material or requests for supporting information. A number have been drafting comments and not related to the substance of the Charter & Statutes.

On 11th March 2015 the SGLD gave confirmation that, subject to resolution of a final point [which related to internal auditors] the SGLD would be content for the revised Charter and Statutes to be put to the Privy Council for formal approval. On receipt, and if they were satisfied that the instruments had all been correctly lodged with them, the Privy Council would then in turn make a formal request to the SGLD. The SGLD advised however, that the Privy Council was not meeting in April and would be unlikely to meet in May (due to the General Election). Therefore, the next meeting at which these instruments could be considered would be the middle of June. The SGLD indicated that provided they receive the formal request from the Privy Council sometime in the next month, they should be able to obtain the approvals of the First Minister and the Lord Advocate in time for the June meeting.

It was noted that this was contrary to the information previously received from the SGLD and the first indication of a serious delay to the approval timeline. A request was therefore made to both the SGLD and Privy Council to determine if this could be expedited. It was confirmed however, that the earliest date for Privy Council approval will now be June 2015.

Informed by this external timescale, the opportunity had been taken to make a further few minor improvements. The Constitution Review Group had agreed these and the changes had been sent to SGLD. A response was still awaited from SGLD, but as soon as SGLD approval is received, it was noted that the internal approvals process would now be:

- The final version of the revised Charter and Statutes would be circulated to the Senate by correspondence for information;
- The final version of the revised Charter and Statutes would be circulated to the Court by correspondence and Court's approval sought for an Emergency Committee of Court to approve the document by Special Resolution;
- Meeting of the Emergency Committee of the Court (tentative date 14th April 2015);
- Display Special Resolution for 28 days (subsequent steps can take place during this period);
- Final drafts and Special Resolution sent to the Privy Council requesting formal approval. (by end of April 2015);
- SGLD submit the revised drafts to the First Minister and Lord Advocate. (The SGLD estimate 2 weeks the PCO estimate 4 weeks);
- Privy Council Approval anticipated (June 2015).

It was noted that whilst the Privy Council required that the Court give approval to the precise wording that would form the new Charter and Statutes, the Senate was not required to approve the final version as all the amendments made since Senate had last given approval had been very minor. Those members of the Senate who were members of the Constitution Review Group confirmed the minor nature of the changes since June 2014.

The Senate noted the report.

25.2 Appointment of the new Principal & Vice-Chancellor (minute 21)

The Secretary of the University was pleased to report that subsequent to the special meeting of Senate on 11 March, the Court had agreed to appoint Professor Richard Williams OBE as the new Principal & Vice-Chancellor to succeed Professor Steve Chapman. It was noted that all contractual issues had been concluded to the satisfaction of all parties and that Professor Williams would take office on 1 September 2015.

The Senate noted the information and warmly welcomed the appointment.

26. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 29 JANUARY 2014 (SP/15/15)

The Senate received and considered a report on items considered by the Senate Business Committee by correspondence. The Senate noted the following items that had been dealt with by SBC:

- Approval of the division of schools and disciplines for the November 2015 Graduations taking place overseas;
- Approval of a number of intermediate awards in the Edinburgh Business School.

27. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 12 MARCH 2015 (SP/15/16)

The Senate received and considered a report on a meeting of the Senate Business Committee held on 12 March 2015. It was noted that the following items had been discussed:

- Senate Business:
 - SBC had agreed to recommend to Senate that it approves the Policy on Student Attendance and Procedures for Compulsory Withdrawal – to be discussed on the agenda as paper SP/15/23;
 - SBC had agreed to instigate a scoping exercise for a review of Senate and its Committees. It was anticipated that at least an initial outcome from the scoping exercise would be given to the Senate meeting in May 2015.
- Senate Appointed Representative on JEUMEC: Mr A Harper had been appointed as the University's representative on the Joint Edinburgh Universities Military Education Committee for an initial period of three years;
- Report of Elections to the Senate;
- Senate and Committee dates for 2015/16;
- Conferment of Honorary Titles.

28. REPORT FROM THE UNDERGRADUATE STUDIES COMMITTEE (SP/15/17)

The Senate received and noted a report, presented by the Chair of the Undergraduate Studies Committee, on a meeting held on 11 March 2015. The Senate noted that the following items had been discussed:

- Amendments to Registrations and Student Appeals to the USC;
- Programme approvals;
- Authorisation for Modifications to the Dubai Degree Entry Programme;
- The need for additional members to be brought onto USC to deal with an increase in business.

29. REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/15/18)

The Senate received and noted a report, presented by the Senior Dean, in the absence of the Chair of the Postgraduate Studies Committee, on a meeting held on 3 March 2015. The Senate noted that the following items had been discussed:

- The need for additional members to be brought onto PSC to deal with an increase in business;
- Approval of Thesis Titles and Appointment of Examiners;
- Amendments to Registration;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Approval of Supervisor Nominations for Postgraduate Research Students;
- Approval of External Examiners for Postgraduate Taught Programmes;
- Reports from Examiners for Research Degrees;
- Programme Approvals.

30. REPORT FROM THE QUALITY AND STANDARDS COMMITTEE (SP/15/19)

The Senate received and considered a report, presented by the Chair of the Quality and Standards Committee, on a meeting held on 18 February 2015. The Senate noted that the following items had been discussed:

- Interim Academic Review of MSc in Business Psychology, Malaysia;
- Academic Review (Dubai) and Internal Audit: The School of EGIS;
- Academic Review of Civil Engineering;
- Academic-related Review of Information Services;
- Internal Audit: School of Life Sciences: Report and Action Plan;
- Annual Report on Exchange Partnerships;
- Annual Report on Off-Campus Examinations;

- Annual Report on On-Campus Examinations;
- Management-Led Review of Psychology: Process;
- Exchange Agreement Approvals;
- Quality Assurance Briefing Session.

31. REPORT FROM THE ACADEMIC COUNCIL (WEST LONDON COLLEGE) (SP/15/06)

The Senate received and considered a report, presented by the Chair of the Academic Council (West London College), on a meeting held on 3 February 2015. The Senate noted that the following items had been discussed:

- Review of Educational Oversight Board;
- ELIR Update;
- Mapping of WLCE Policies against HWU Policies;
- National Student Survey / PG Taught Experience Survey;
- End of Course Surveys;
- Updates and Reports from HWU Schools and WLC.

32. REPORT FROM THE ACADEMIC COUNCIL (MALAYSIA) (SP/15/07)

The Senate noted under item 5.1 of the paper, that whilst the Ministry of Education in Malaysia required students to pass the MPU qualification, failure to pass the MPU would not prevent a student who had successfully completed the Heriot-Watt programme of study from receiving a degree from the University.

Senate noted the following further items presented for information in SP/15/07:

- Report from the Chair;
- Academic Review of Programme in Malaysia;
- General Studies.

It was noted that the report from the AC (Malaysia) meeting on 27 February (SP/15/20) was not yet available and that the Clerk would ensure that the Report is submitted to the next meeting.

33. REPORT FROM THE ACADEMIC COUNCIL (DUBAI) (SP/15/21)

It was noted that the report from the AC (Dubai) meeting on 4 March was not yet available and that the Clerk would ensure that the Report is submitted to the next meeting.

34. REPORT FROM INFORMATION SERVICES COMMITTEE (SP/15/22)

It was noted that the report from the ISC meeting on 4 March was not yet available and that the Clerk would ensure that the Report is submitted to the next meeting.

35. ORDINANCES AND REGULATIONS COMMITTEE

The Senate was informed that an incorrect reference had been discovered in Regulation 6: *Degree of Doctor of Philosophy*. Paragraph 15.1 in Regulation 6 covers a candidate who is a Fellow of Heriot-Watt College; and paragraph 15.1.1 allows the minimum periods of study required in terms of paragraphs 8.6.1 or 8.7.1 to be reduced. However, Paragraphs 8.6.1 and 8.7.1 do not exist and it is obvious that the reference should be to paragraphs 8.2.1 and 8.3.1.

The Senate was content that Regulation 6: *Degree of Doctor of Philosophy* should be amended to rectify the incorrect reference, however as the meeting was inquorate, the matter could not be approved and would be referred to the next meeting for approval.

36. PRESENTATION AND DISCUSSION ITEMS

36.1 POLICIES ON STUDENT ATTENDANCE AND COMPULSORY WITHDRAWAL PROCEDURES (SP/15/23)

It was noted that as the meeting was inquorate, the proposals in the paper could not be approved and would be referred to the next meeting for approval.

36.2 UPDATE ON ELIR (PART 1 AND PART 2 VISIT):

The Deputy Principal (Learning and Teaching) gave a brief update on the ELIR, subsequent to the Part 2 Visit of the ELIR team. It was noted that official advice would be provided by QAA later in the week, with a full briefing expected in May. The unofficial advice received therefore required to be kept confidential to Senate members only for the time being.

** RESERVED SECTION BEGINS

The Deputy Principal (Learning and Teaching) was delighted to report that the ELIR team had given the University the best possible outcome. The overarching judgement was that the current and likely future effectiveness of the institution's arrangements for managing academic standards and enhancing the quality of the student learning experience was **effective** in all six areas covered.

It was noted that the formal feedback from QAA would describe areas of good practice as well as those areas where improvements were required. The judgement confirmed that the University was on a strong footing, and the outcome gave an opportunity to build on that. The further enhancement to the reputation of the University in the UK and abroad was welcomed.

Appreciation was expressed to all who had been involved in the ELIR process: the Deputy Principal (Learning and Teaching) and the Head of Academic Quality, who had led the process; the staff in the Registry who had given integral support; the staff and students from across the University who had participated in the preparations and visits. It was noticeable that the student voice had been at the heart of the process.

RESERVED SECTION ENDS **

In response to a query regarding the current student campaign for improved study space, it was noted that the nature of the formal feedback was not yet known, but that the ELIR team had not identified any issues regarding study space at the Edinburgh Campus during meetings with students and staff.

The Chair thanked the Deputy Principal (Learning and Teaching) for his update.

36.3 UPDATE ON MAJOR PROJECTS

It was noted that this item would be taken as part of the Briefing from the UE (paper SP/15/24)

36.4 UPDATE ON BRITISH GEOLOGICAL SURVEY CO-LOCATION (LYELL CENTRE)

The Senate was joined by Professor J R Underhill (Shell Chair of Exploration Geoscience in the School of EGIS and Lyell Lead for Earth Science) and Dr S D G Campbell (Chief Geologist for Scotland of the British Geological Survey), who gave a presentation and answered questions on progress being made towards the establishment of the Lyell Centre. It was noted that the presentation slides would be circulated to all members after the meeting and that further information could be found at:

<http://www.bgs.ac.uk/contacts/sites/edinburgh/lyellCentre/home.html>

<http://www.hw.ac.uk/about/careers/job-opportunities/lyell-centre-appointments-research-leaders.htm>

The presentation included the following:

- The Lyell Centre is a strategic partnership between Heriot-Watt University and the British Geological Survey (BGS) to create a new research centre for earth and marine science and technology. Based at Heriot-Watt's Edinburgh Campus, the Sir Charles Lyell Centre will be one of Europe's leading centres for research and expertise in the earth and marine sciences.
- The key Heriot-Watt contacts are Professor Underhill and Professor J M Roberts (Professor of Marine Biology Geoscience in the School of EGIS and Scientific Co-Ordinator for The Lyell Centre). Professor Roberts had been unable to attend the meeting.
- The development of the project was detailed, including recognising the instigating role and on-going participation of the School of Life Sciences.
- The Centre is named for Sir Charles Lyell, a leading 19th Century geologist, who had links to the founding of Heriot-Watt University.
- The Lyell Centre will promote innovative research at the core of geoscience, marine and terrestrial ecology, computing, mathematics and engineering. It will create a world-leading research cluster bringing science and technology together to tackle major issues of natural resource and energy supply in a responsible and sustainable way. Interdisciplinary research is a central tenet of the Lyell Centre.

- The BGS will transfer its operations in Edinburgh and Loanhead to the Lyell Centre. There are existing close ties between BGS and Heriot-Watt, including previous collaboration on the Scottish Core Collection from the North Sea.
- The project is jointly funded by the Natural Environment Research Council (NERC), the Scottish Funding Council (SFC) and Heriot-Watt. Construction has begun and the intention is to open the building in the first quarter of 2016. The plans have been designed to meet the needs of Heriot-Watt and the BGS, and include space for joint working.
- There will be £8.5M investment in new recruits and a recruitment drive is currently underway to add to the Heriot-Watt and BGS staff.
- Significant additional funding from donors has been attained with the assistance of the University's Development team.
- The building is on budget and ahead of schedule.

In discussion a number of points were raised by members. It was noted that the recruitment drive had permitted cross-collaboration with a range of disciplines in the University and had benefitted the Global Platform Initiative. The role of the Centre in encouraging an integrated and inclusive approach was emphasised – there was an opportunity for all parts of the University to participate.

It was recognised that public research policy had changed over the years and was now much more closely aligned with the approach of Heriot-Watt, which had built its reputation on solving practical problems. The Lyell Centre was an excellent example of how Heriot-Watt could bring to bear its interdisciplinary and cross-institutional expertise. It was hoped that further examples would arise. It was noted that the BGS also had a collaborative culture and sought to work with like-minded partners to attain practical impact.

It was reported that collaboration between the University and BGS was on-going and active, with a forthcoming workshop in Brazil the latest example. Heriot-Watt and BGS would lead this event, which offered an important opportunity to showcase the UK expertise in geohazards and related areas

The Chair thanked Professor Underhill and Dr Campbell for taking time to inform the Senate of this important development.

37. BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE (SP/15/24)

The Chair reported that no decision could be made on the topic in the paper that had been presented for Senate to approve (Additional Entry Points in the Academic Year: Key Principles (Academic and Business) for Campus-Based Programmes). Comments were made however, and no dissent was expressed by those present.

The Chair introduced to Senate the range of topics of current interest presented for information in paper SP/15/24:

- SFC Indicative Research Grants Announcement;
- Student Recruitment; 2015/16 Entry;
- Research Grants and Contracts: Proposals and Awards;
- Strategic Projects Register;
- Malaysia Campus Official Opening;
- HWUM Project Final Report;
- Update from the International Strategy Board: Strategic Development of Dubai and Malaysia Campuses;
- Dubai/Edinburgh 2+2 Programmes;
- School of EGIS: Progress Update;
- National Performance Centre for Sport: Update;
- Centre for Excellence for High Speed Rail research;
- James Watt Scholarships;
- Policy Development;
- News from Court;
- External Publications and News.

The Senate discussed in particular the positive announcement by the Scottish Funding Council (SFC) of Indicative Research Grants. Heriot-Watt had done astonishingly well as a consequence of the excellent REF results. It was recognised however, that performance had not been uniform across the University, and the UE would take that aspect into account when discussing funding allocations. In

further discussion it was noted that recruitment to the University in 2015/16 appeared strong. The opening of the Malaysia Campus was also flagged as an important milestone for the University. The feedback from Malaysia indicated the high esteem in which the University was held.

With regard to major projects, the Senate welcomed in particular the signing of the contracts for the National Performance Centre for Sport, which would provide another high profile addition to the University. It was noted that work was also proceeding to complete a business case to establish a Centre of Excellence for High Speed Rail Research.

38. REPORT FROM THE LEARNING AND TEACHING BOARD (SP/15/25)

The Senate received and considered a report, presented by the Deputy Principal (Learning and Teaching), on the meeting of the Board of 4 March 2015. The Senate noted the following items presented for information:

- Learning and Teaching Strategy: Summary Report;
- Learning and Teaching Strategy: Common Learning and Teaching Spaces;
- ELIR Part 1 and Part 2 Visits: Key Themes;
- Additional Entry Points;
- QAA ELIR3: Update Report;
- Report from the Student Learning Experience Committee;
- Report from the Centre for Academic Leadership and Development;
- Briefing Session on Quality-related Matters;
- NSS2014 and REF2014 Results.

The Secretary of the University reported that the Student Union had recently launched a campaign regarding student study space on the Edinburgh Campus. A major feature of the campaign was noted to be a plethora of posters around the campus and the suggestion of rallies. This had caused significant concern to many staff, not least with regard to the potential impact on recruitment, with a large number of senior school pupils currently visiting the campus. It was noted that the agreed policy on siting of posters had been flaunted and safety rules had also been put in jeopardy in some cases.

It was reported that the student representatives had discussed with University management the concerns of the student body, with the outcome that a number of short-term measures had been introduced. It was recognised that there could have been better communication of these measures. Positive steps were being taken however, to ensure as much study space as possible is available to students on campus.

With regard to the medium term, it was noted that the University Executive (UE) would shortly have the opportunity to allocate additional resources within this financial year. Whilst there would be several competing interests, the Senate was informed that the UE would keep student needs high on the list when considering the risks and priorities involved.

In the longer term, Senate was informed that the Estates Strategy for the coming twenty years was at an advanced stage of preparation and a presentation would likely be given to Senate later in 2015.

It was recognised that this was a popular campaign among the student body, and that students mostly were focussed on immediate concerns. The short-term action being taken was therefore welcomed and the students were commended for seeking the highest possible standard of studying facilities. Concern was expressed however, that the Student Union had not used the opportunities for dialogue afforded by having student representation throughout the governance and deliberative structure of the University. It was hoped that the previously excellent working arrangement would be rekindled and that future consideration of requirements would be undertaken as a community. Broad agreement was expressed for this approach.

39. REPORT FROM THE RESEARCH AND KNOWLEDGE EXCHANGE BOARD (SP/15/26)

The Senate received and noted a report on the meeting of the Board of 19 February 2015. The Senate noted the following items presented for information in SP/15/25:

- Leverhulme Research Centre;
- Arts and Social Sciences Research at HW Profile Review;
- NERC Demand Management;
- Open Access Funds;
- REF Sub-Panel Feedback (Associated Paper is non-disclosable);
- Research Funding Support;

- Schools and Institutes Directors of Research;
- Dowling Review.

It was noted that bidding for the Leverhulme Research Centre (with a very tight timescale) was the sort of development that was likely to become more frequent and that the University would need to be prepared to respond when required. A UK-wide review of the Research Councils would also likely have implications for Heriot-Watt. The work underway within the University to raise the profile of research activity in Arts and Social Science areas was warmly welcomed.

40. NEXT MEETING

The Chair thanked all present for attending and noted that the next meeting would be held on **13 May 2015** at 2.15 pm in the Carnegie Room.