Senate   Minutes

In the Chair:	Professor S Chapman		Date: 9 October 2013

Present:	Professor R Aylett	Dr S Keith	Dr G Pender
	Dr A Bell	Professor O Laghrouche	Professor J Ritchie
	Dr G Crowder	Dr M Lawson	Mr B Roberts
	Dr S Dewar	Dr J Ma	Professor J Sawkins
	Professor P de Wilde	Professor A Macdonald	Dr H Smith
	DR B Erdogan	Professor R MacIntosh	Professor G Stylios
	Dr L Galloway	Professor K McKendrick	Dr D Sun
	Dr L Georgieva	Professor S McLaughlin	Dr R Van Dijke
	Professor D Hopkins	Dr G Medero	Professor F Waldron
	Dr S D Houston	Professor G Michaelson	Dr G Walker
	Dr W Jackson	Professor A Miller	Dr R Westacott
	Dr D Jamieson	Ms B O'Hagan	Ms C Wilson
	Professor P John	Dr B O'Rourke	Professor P Woodward
	Professor J Jones	Dr A Paterson	

In attendance:
Ms A M Dalton, Secretary of the University
Mr J Andrews, President, Student Union, Scottish Borders Campus
Ms S Collier, Director of Governance and Legal Services
Mr R McGookin, Director of Planning
Ms T Merrick, Director of External Affairs
Mrs K Patterson, Academic Registrar and Deputy Secretary
Mr M Roch, Director of Information Services
Ms S Smillie, Executive Officer, Office of the Principal
Ms S Virdee, Equality and Diversity Advisor
Mr S Smith, Head of Senate Services (Clerk)

Apologies:	Dr K Brown	Professor D Hand	Dr R Mochrie
	Professor A Cairns	Dr M Hartl	Professor A Moore
	Professor R Craik	Professor G Hogg	Dr N Robertson
	Professor D Duncan	Professor J Howie	Mr C Robinson
	Professor T Fernandes	Dr N Kamenou-Aigbekaen	Professor A Scott
	Dr A Gardiner	Dr I Lauder	Dr G Streftaris
	Professor S Geiger	Professor K McCullough	Mrs E Thoday
	Professor P Green		

47. Welcome

The Principal welcomed all those attending the meeting. In particular he welcomed the following:

- Professor F Waldron, attending her final meeting as Dean (Arts, Humanities and Social Sciences) and her first meeting as Head of the School of Textiles and Design. The Senate noted that Professor Waldron would demit office as Dean on 31 October 2013 and acknowledged her contribution to the work of the Senate;
- Dr L Galloway, Dean-elect, who will succeed Professor Waldron as Dean on 1 November 2013;
- Professor A Macdonald, recently appointed as Chair of the Ordinances and Regulations Committee, a joint Committee of the Senate and the Court;
- Professor G Michaelson, recently elected by the Senate to the Senate Business Committee for two years from 1 October 2013;
- Mrs S Smillie, Executive Officer, Office of the Principal, who was attending the meeting as an observer;
- Ms S Virdee, Equality and Diversity Officer, attending the meeting for the presentation on Athena SWAN 2103.

Recently elected School representatives on the Senate :

School of the Built Environment:
Dr G Medero

School of Engineering and Physical Sciences:
Dr A Bell

School of Management and Languages:
Dr R Mochrie

Institute of Petroleum Engineering:
Dr J Ma

School of Textiles and Design:
Dr S Keith
Mr B Roberts
Dr D Sun

Student Union Representatives:

- Ms B O'Hagan, Vice-President, Student Union;
- Mr J Andrews, Vice-President, Scottish Borders Campus, in attendance at the meeting.

Venue

The Principal explained to the Senate that it was hoped various venues for meetings of the Senate could be used during the year to identify a preferred space for meetings. It was noted that the venue for the meeting, Room 2.01, Postgraduate Centre, had been selected for its layout and size and the Principal indicated that he would welcome comments on the venue.

48. Minutes of the Meeting of the Senate of 16 May 2013

The Senate approved the minutes of the meeting of 16 May 2013.

49. Matters Arising from the Minutes

49.1 Review of Academic Appeals Policy and Procedures (Minute 36.7)

The Senate noted that the Senate Business Committee, acting on behalf of the Senate, had approved the proposed changes to *Regulation 36: Student Appeals*. The new Student Academic Appeals Policy and Procedures were introduced on 1 September 2013 (see also SM/13/50.7).

49.2 Learning and Teaching Strategy (Minute 43.5)

The Senate noted that the Learning and Teaching Strategy had been approved by the University Executive and endorsed by the Court. The Deputy Principal (Learning and Teaching) confirmed that at the meeting of the Senate on 4 December 2013 he would be giving a presentation on the implementation of the Strategy (see also SM/13/56.2).

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50. Senate Business Committee (Business Transacted to 30 September 2013)   SP/13/30

Presented by the Principal

50.1 Graduations

Disposal: Noted.

50.2 Conferment of Awards

Disposal: Noted.

50.3 Conferment of Honorary Titles

Disposal: Noted.

50.4 Chair Selection Committees

Disposal: Noted.

50.5 Membership of Committees of the Senate

Disposal: Noted.

50.6 Responsibility for Overseeing Student Appeals and Discipline

Disposal: Noted.

50.7 Student Academic Appeals: *Revised Regulation 36: Student Appeals*

Disposal: Noted.

50.8 Appointment of Head of School of Textiles and Design

Disposal: Noted.

50.9 Professorial Title

Disposal: Noted.

50.10 Appointment of Dean

Disposal: Noted.

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51.   Senate Business Committee (Meeting of 3 October 2013)   SP/13/31

Presented by the Principal

51.1 Review of Academic Titles

Disposal: The Senate noted that in March 2012 the Court, on the recommendation of the Senate, had approved the introduction of the academic titles of Assistant Professor and Associate Professor for academic staff engaged in both teaching and research at the Malaysia Campus at Grade 7/8 (Lecturers) and Grade 9 (Senior Lecturers/Readers) respectively.

The Senate had noted that as the University's international profile expanded, the issue of recognising the job titles of its academic staff was one which required consideration to ensure that the titles were understood internationally. It has been acknowledged that UK tiles are not well understood outwith the UK and that this can lead to certain disadvantages for colleagues, particularly those located at the University's overseas Campuses, and those engaging with institutions and partners worldwide. The University's academic titles should support its strategy, attract high calibre international academics, and enhance the University's reputation.

The Senate had indicated its support for a review of titles for academic staff located at the University's Campuses, fostering cohesion across all locations and reflecting the University's international standing. There is support amongst staff at the Dubai Campus for the introduction of the new titles there. The Senate had agreed that a full proposal should

be presented for consideration, addressing points raised by the Senate during its earlier discussions.

A small group established by the Senate Business Committee considered the points raised by the Senate and devised a survey for academic staff which was undertaken in January 2013. In March 2013, following the survey, the Senate indicated its support for the introduction of the titles for academic staff at all locations as set out in SM/13/19.1 and SP/13/31. The Senate had noted that prior to any recommendation being made to the Court on the proposed changes to titles, consultation with the relevant trade unions should take place.

The Senate noted that its recommendations had been presented to the CJNCC in order that views could be reported back to the Senate. The UCU had undertaken a survey of academic staff using the same questions as those contained in the Senate survey. The results of the survey were summarised in SP/13/31. It was noted that from the results CJNCC had concluded that those who had responded to the survey were against the proposed re-titling. CJNCC had also suggested that any decision to introduce the changes could result in individual or group objections to the 'change in terms and conditions of employment'.

The Senate Business Committee had agreed that although the Senate had already recommended the introduction the new titles, it should be made aware of the CJNCC discussions and should decide whether any further actions were required.

The Senate noted with regard to the surveys undertaken by the University and by the UCU that in neither case was the response universal. The Principal emphasised that the decision on the matter was one for the Senate, taking into consideration the survey results and that each elected member should be mindful of the constituency that they represented. The Principal recommended that in reaching a decision, the Senate should consider whether the current titles should be retained, or whether staff should have the option of holding dual titles (e.g. Lecturer and Assistant Professor) and using whichever title is appropriate for the location they are in at any particular time.

The Principal invited members to indicate their view by voting, emphasising that the vote was not about whether or not to adopt the new titles as that had already been agreed by the Senate. The Principal invited members to vote on (number of votes shown in brackets):

- Using the current and new titles (21);
- Not retaining the current titles (6).

Taking into consideration the votes, the Senate agreed to recommend to the Court that the new academic titles be introduced and that staff should be permitted to continue to use the existing titles in addition if preferred by individual staff.

51.2 Terms of Reference of Senate Business Committee

Disposal: Approved.

51.3 Report from Constitutional Review Group

Disposal: Noted. The Senior Dean, in his capacity as one of the Senate representatives on the Constitutional Review Group (CRG), presented to the Senate an interim report from the CRG.

The Senate noted that the CRG had been established by the Court, comprising representatives of the Court and the Senate, to consider whether a full review of the Charter and Statutes should be undertaken. Following the decision of the Court to proceed with the full review, the CRG was expanded to include an additional member of both the Court and the Senate, and the President of the Student Union. In accordance with the current provisions of the Charter and Statutes, the Senate will be consulted on any proposed modifications to the Charter and Statutes.

The Senior Dean briefed the Senate on the background to the review. The Senate noted that the Post-16 Education (Scotland) Bill, which had received Royal Assent in August 2013, allowed Scottish Ministers, when providing funding to the Scottish Funding Council (SFC), to impose conditions relating to the need for higher education institutions to adhere to good practice governance. The Senate was provided with a first draft of the *Scottish Code of Good HE Governance* at its meeting on 16 May. The Code, which was published in July, sets out principles with which all universities in Scotland are expected to comply.

It was noted that the CRG had drafted a Court Statement of Primary Responsibilities, set out in SP/13/31, which the Court had approved, providing an assurance for the Court, of the University's compliance with the Scottish Code. The review of the Charter and Statutes will ensure that the University's primary instruments of governance are compliant with the Scottish Code. The Court needs to be assured that the Charter and Statutes and the Court Statement of Primary Responsibilities are compliant with the 'good governance practice' as enshrined in the Scottish Code.

The Senior Dean highlighted for the Senate the direct impact that the Court Statement of Primary Responsibilities would have on the academic authority of the Senate as follows:

- Clause 1(h): Confirms the academic authority of the Senate;
- Clause 10: Ensures the quality of educational provision;
- Clause 13(b): Requires the Senate to carry out an externally facilitated effectiveness review not less than every five years;
- Clause 13(d): Requires the Senate to revise its structures and processes, where appropriate following the effectiveness review of the Court and any changes to the Court's structures and processes.

The Senate noted that the CRG had carried out a mapping of these requirements against the current Charter and Statutes. The conclusion was that the obligations of the Senate towards the Court were fully covered in Article 4 of Statute XIII: The Senate.

It was noted that the CRG had also carried out an analysis of the quality assurance processes within the University. The adopted processes are thorough and summarised in an annual report from the Court to the SFC prepared by the Deputy Principal (Learning and Teaching).

The Senate was invited to comment on the proposed definition of the University which had been drafted taking into consideration the definitions contained in other University Charters. No comments were received.

51.4   Election to the Senate Business Committee

Disposal: Noted.

51.5   Senate Presentation and Discussion Items 2013-14

Disposal: Noted. The Principal invited members of the Senate to contact him after the meeting if there were any particular presentation and discussion items that they wished to suggest for meetings.

51.6   HWUM Academic Structures

Disposal: Noted. The Deputy Principal (Learning and Teaching) reminded the Senate that it had previously been briefed on discussions taking place regarding the academic management structure for HWUM and the academic authority of the University for programmes offered at HWUM which resides with the Senate, with membership, powers and functions as defined in the University's instruments of governance.

The Senate noted that the Senate Business Committee had recognised the Academic Council (Malaysia) as set out in terms of reference, the remit of which is to provide a forum for academic staff located at the HWUM Campus for the consideration of relevant academic matters. The Academic Council will provide regular reports to the Senate. The

Senate agreed that the Senior Dean should be the Dean appointed to the Academic Council (Malaysia).

The Senate noted that the name of the Senate Council (Dubai) was to be changed to the Academic Council (Dubai), ensuring that the Senate was recognised as the supreme academic body of the University.

The Senate noted further that the Senate Business Committee had agreed that members of the academic staff of HWUM should be eligible to stand for election to the Senate and that the proposed minor change to Ordinance 13 should be approved. It was agreed that academic staff at overseas Campuses should be encouraged to stand for election to the Senate. It was suggested that investment in the University's audio-visual facilities was required in order to facilitate the participation of staff located at overseas Campuses in meetings of the Senate and other bodies taking place at the Edinburgh Campus. The Senate was reassured to note that investment in the facilities was being planned.

The Senate noted that the University Executive had approved proposals for academic structures across multiple campuses with a view to streamlining and achieving greater coherence and clarity across the University, whilst maintaining the appropriate quality checks and balances. It was noted that a representation of the structure was set out in Appendix 2 to SP/13/35 (see also SM/13/56.5 and 57.25).

51.7 HWUM Principles for Calculation of Credit

Disposal: Noted. The Deputy Principal suggested to members of the Senate that if they wished to receive a copy of the paper outlining the principles they should contact him.

51.8 Conferment of Honorary Titles

Disposal: Noted.

51.9 Report from Honorary Degrees Working Group

Disposal: Noted.

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52. Undergraduate Studies Committee   SP/13/32

Presented by the Chair of the Undergraduate Studies Committee

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52.1 Amendments to Registrations and Student Appeals to the Undergraduate Studies Committee

Disposal: Noted.

52.2 Undergraduate Studies Committee Terms of Reference

Disposal: Approved.

52.3 Programme Proposals

Disposal: Noted.

52.4 Undergraduate Studies Committee: Terms of Reference

Disposal: Approved.

52.5 Undergraduate Studies Committee Meeting Dates and Deadlines

Disposal: Noted.

52.6   HWUM Foundation Programme Minimum Entry Requirements

Disposal: Noted.

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53.   Postgraduate Studies Committee   SP/13/33

Presented by the Chair of the Postgraduate Studies Committee

53.1   Approval of Thesis Titles and Appointment of Examiners

Disposal: Noted.

53.2   Amendments to Registration

Disposal: Noted.

53.3   Appointment of Approved of Supervisors for Postgraduate Research Students

Disposal: Noted.

53.4   Approval of Supervisors for Postgraduate Research Students

Disposal: Noted.

53.5   Reports from Examiners for Research Degrees

Disposal: Noted. The Senate supported a suggestion from a member that it would be helpful if
information on the distribution of research awards, by School/Institute, approved by the
Postgraduate Studies Committee, could be included in the report from the Committee to the
Senate.

53.6   Appointment of Examiners for Postgraduate Taught Programmes

Disposal: Noted.

53.7   Exclusion from Continued Study

Disposal: Noted.

53.8   Programme Proposals

Disposal: Noted.

53.9   Modification of Programmes Offered at HWUM

Disposal: Noted.

53.10 Postgraduate Studies Committee Terms of Reference

Disposal: Approved.

53.11 Postgraduate Studies Committee Dates and Deadlines

Disposal: Noted.

53.12 High Risk Postgraduate Research Students

Disposal: Noted.

53.13 Application to Submit for Degree of DSc

Disposal: Noted.

53.14 Supervisory Arrangements for High Risk Postgraduate Research Students and Industrial Supervisors

Disposal: Noted.

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54. Quality and Standards Committee SP/13/34

Presented by the Senior Dean

54.1 Review of Ordinance 37: Approved Teachers, Approved Tutors and Approved Markers

Disposal: Approved and agreed to remit to the Ordinances and Regulations Committee for consideration.

54.2 Annual Monitoring and Review of SCHOLAR

Disposal: Approved.

54.3 Annual Institutional Statement on Quality Assurance and Internal Subject Review 2012-13

Disposal: Noted (see SM/13/57.12).

54.4 Annual Monitoring and Review 2010-11: Progress Report

Disposal: Noted.

54.5 School Annual Monitoring and Review/Key Performance Indicator Meetings 2011-12

Disposal: Noted.

54.6 Internal Audit: Institute of Petroleum Engineering

Disposal: Noted.

54.7 Academic Review of the Institute of Petroleum Engineering

Disposal: Noted.

54.8 Academic Review of Construction Management Project Management and Quantity Surveying

Disposal: Noted.

54.9 Academic Review of Psychology

Disposal: Noted.

54.10 Academic Review of Electrical, Electronic and Computer Engineering

Disposal: Noted.

54.11 Academic Review of Business Management: One Year Progress

Disposal: Noted.

54.12 Academic Review and Internal Audit, Edinburgh Business School: One Year Report

Disposal: Noted.

54.13 External Examiners: Undergraduate/Postgraduate Reports 2011-12

Disposal: Noted.

54.14 Professional, Statutory and Regulatory Bodies (PSRB) Accreditations for 2013-14

Disposal: Noted.

55. Presentation and Discussion Items

55.1 Athena SWAN 2013

The Head of the School of Engineering and Physical and Sciences gave a presentation on Athena Swan.

The Senate was reminded that the University had recently received the Athena SWAN Charter Bronze Award which recognises excellence in science, technology, engineering, mathematics and medicine (STEMM) employment for women in higher education. As a Bronze Award holder, the University is stating a commitment to develop a culture of gender equality, and to helping woman to progress their careers at the University.

The Head of the School of Engineering and Physical Sciences acknowledged the significant contributions of the Head of Governance and Legal Services and the Equality and Diversity Advisor in the preparation of the submission.

The Senate noted that the principles of Athena SWAN included commitment and action from everyone at all levels of the organisation and changing cultures and attitudes across the organisation.

The Bronze Award marks the beginning of a process which will see changes to the culture of the University and specifically the progression of women in STEMM. The University's Athena SWAN Bronze Award Action Plan includes:

- A new Self-Assessment Team (SAT) established in October 2012 drawn from across the University;
- Membership from Research Associate to professorial level and from professional services;
- Includes representatives from senior management;
- Charged with producing the submission and then the implementation of the Action Plan.

Working with the Chair of the SAT, School-level SATS will create and implement local action plans for Bronze or Silver awards at School level. The University's action plan encompasses the core principles which will be applied across the whole institution to reflect the University's Bronze status. These local action plans will enable Schools to reflect their diversity whilst adopting the University's core principles.

Members of the Senate were invited to raise comments and questions.

55.2 Overview of School of Life Sciences

The Head of the School of Life Sciences gave a presentation on the School of Life Sciences and its strategy.

The presentation included on the following areas:

- The School's departments: distribution of teaching and research activities, and staffing;
- Research grant expenditure;
- Programmes;
- Centre for Earth and Marine Technology;

- International Centre for Brewing and Distilling;
- Development of Health Department;
- Opportunities associated with National Performance Centre for Sport;
- Biological Sciences curriculum review;
- Psychology expansion;
- Dubai and Malaysia Campuses;
- Research intensification;
- Space.

Members of the Senate were invited to raise comments and questions.

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56. Briefing from the Principal and the University Executive   SP/13/35

Presented by the Principal

56.1 Staff News

Disposal: Noted.

56.2 Learning and Teaching Strategy

Disposal: Noted (see SM/13/49.2).

56.3 Athena SWAN

Disposal: Noted (see also SM/13/55.1).

56.4 Research Grants and Contracts: Proposals and Awards: July 2013 Report

Disposal: Noted. The Senate noted that the University Executive had received a full-year report on the value of research grants and contracts: proposals and awards (period up to the end of July 2013). This confirmed exceptionally good results for 2012-13, highlighting:

- A value of awards for the year of £35.3M compared with £23.8M at the 2012-13 year end and a full year target for the year of £26.1M;
- A value of proposals in the year of £153.7M compared with £130.3M at the 2012-13 end.

56.5 Academic Structures Across Multiple Campuses

Disposal: Noted (see also SM/13/51.6 and 57.25).

56.6 Strategic Co-ordination of Operations for ALP and IDL Relationships

Disposal: Noted.

56.7 *Reserved Business* HWU International Foundation Programme

Disposal: Noted.

56.8 Approval Process for School Capital Development Projects

Disposal: Noted.

56.9 Complaints Policy and Procedures

Disposal: Noted.

56.10 Other Policy Developments

     Disposal: Noted.

56.11 Tuition Fees 2014-15

     Disposal: Noted.

56.12 Sunday Times University Guide

     Disposal: Noted.

56.13 National Student Survey

Disposal: Noted. The Principal drew the Senate's attention to the favourable National Student Survey results which had been published in early August 2013, a summary of which was set out in Appendix 4 to SP/13/35. The Principal highlighted the following:

- Two subject areas were ranked top in the UK: Chemistry and Chemical Engineering;
- The University was top in Scotland for 11 out of its 18 subjects: Biology, Chemical Engineering,
- Chemistry, Mechanical Engineering, Accounting, Economics, Marketing, European Languages, Civil Engineering, Planning and Mathematics & Statistics.

The Principal attributed the successful results to the sustained effort and dedication of all colleagues in improving the student experience and to the excellent relationship between the University and the Student Union (see also SM/13/57.28).

56.14 Court Business Updates

     Disposal: Noted.

56.15 Updates from the Principal

     Disposal: Noted.

56.16 Inaugural Lectures

     Disposal: Noted.

56.17 Publications

     Disposal: Noted.

56.18 Dubai and Malaysia Campuses

     Disposal: Noted.

        Dubai Campus: The Senate noted that in September the Principal had attended the official opening of phase two of the Dubai Campus by Lord Green, the UK Minister of State for Trade and Investment. His Excellency Humaid Mohamed Al Qutami, Minister of Education, UAE, was also present at the event. It was noted that phase two was a five floor accommodation block comprising 160 rooms as well as a 700 seat auditorium, a range of leisure facilities, a food court, a coffee house, shop and beauty salon.

        Malaysia Campus: The Senate noted that the Principal had visited the Malaysia Campus in September and had been reassured that progress in the construction of the new Campus buildings, which had been delayed, was now back on schedule for completion in May 2014.

56.19   Student Numbers 2013-14

Disposal: Noted.

The Director of Planning briefed the Senate on current and forecast student enrolments for 2013-14. It was noted that although the final numbers for September 2013 enrolment were not yet available, it was possible to highlight the main trends as follows:

Scottish Campuses:
- Undergraduate enrolments had exceeded the demanding targets set for Schools and there was an increase in RUK entrants;
- Additional funded undergraduate places for widening access had led to an increase in entrants;
- Guaranteed places offered to students studying at Scottish FE Colleges had led to an increase in entrants. Such students, classified as 'Associate Students' of the University, will articulate on to undergraduate programmes during their studies;
- For home and EU taught postgraduates growth has been achieved, assisted by the award of SFC funded places in key skill areas;
- For overseas taught postgraduates there has been a shortfall against set targets.

Dubai Campus:
- Strong undergraduate and postgraduate student recruitment in all subject areas and Schools.

Members of the Senate were invited to comment on the points raised. A question was asked about the impact of student shortfalls on School budgets. The Director of Planning confirmed that in such cases it would be recognised that income in that area will not be achievable.

Clarification was sought on the impact the postgraduate taught programmes offered at the Dubai Campus were having on postgraduate student numbers at Scottish Campuses. The Director of Planning indicated that the market for places at the University's Scottish and overseas Campuses was very different and therefore it was unlikely students studying for postgraduate taught courses at the Dubai Campus would have chosen to study at the Scottish Campuses.

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57.   Learning and Teaching Board   SP/13/36

Presented by the Deputy Principal (Learning and Teaching)

57.1   Learning and Teaching Strategy 2013-18: Final Draft

Disposal: Noted.

57.2   Learning and Teaching Strategy: Operational Plan Template

Disposal: Noted.

57.3   Learning and Teaching Strategy: Strategic Process

Disposal: Noted.

57.4   Course Feedback Survey

Disposal: Noted.

57.5   Annual Monitoring and Review: Summary Report

Disposal: Noted.

57.6 Joint Meeting of the Learning and Teaching Board and the Research and Knowledge Exchange Board

Disposal: Noted (see also SM/13/58.6 to 58.12).

57.7 Report from Academic Enhancement

Disposal: Noted.

57.8 Review of Terms of Reference of the Student Learning Experience Committee

Disposal: Noted.

57.9 Learning and Teaching Administrators Forum

Disposal: Noted.

57.10 Key Areas of Development 2013-14

Disposal: Noted.

57.11 Quality Assurance Briefing Papers

Disposal: Noted.

57.12 Report to the Scottish Funding Council on Quality-Related Activity 2013-14

Disposal: Noted (see SM/13/54.3).

57.13 Report from the Student Union to the Court

Disposal: Noted.

57.14 2012-13 Student Enrolments

Disposal: Noted.

57.15 2013-14 Meeting Dates, Membership and Standing Items

Disposal: Noted.

57.16 Director of Learning and Teaching, School of Management and Languages

Disposal: Noted.

57.17 Strategic Activity 2012-13

Disposal: Noted.

57.18 Learning and Teaching Strategy 2013-18: Published Version

Disposal: Noted.

57.19 Learning and Teaching Strategy 2013-18: Operational Plan and Timeline

Disposal: Noted.

57.20 Learning and Teaching Strategy: Communication Plan

Disposal: Noted.

57.21 Learning and Teaching Strategy: Updated Strategic Process

Disposal: Noted.

57.22 Fund-Raising for Learning and Teaching Developments

Disposal: Noted.

57.23 Enhancement/Discussion Item: Purchasing Coursework

Disposal: Noted.

57.24 Heriot-Watt University's QAA Enhancement-Led Institutional Review

Disposal: Noted.

57.25 Academic Structures and Multiple Campuses

Disposal: Noted (see also SM/13/51.6 and 56.5).

57.26 Campus Transfers Policy

Disposal: Noted.

57.27 Examinations in Different Timezones Policy/Procedure

Disposal: Noted. With regard to the *Policy on Examinations and Other Assessments Held Around the World*, clarification was sought on the timezones that would be available for examinations. The Deputy Principal (Learning and Teaching) confirmed that there would be two timezones which would provide a single time slot in each for examinations. It was noted that colleagues in the Academic Registry, the International Centre for Examinations, and Schools, would ensure that there were sufficient timeslots for examinations in each timezone.

57.28 National Student Survey and Postgraduate Taught Experience Survey 2013 Results

Disposal: Noted (see also SM/13/56.13).

57.29 Annual Monitoring and Review: Summary Report

Disposal: Noted.

57.30 Annual Strategic Review Report 2012-13

Disposal: Noted.

57.31 Key Areas of Development 2013-14

Disposal: Noted.

57.32 Learning and Teaching Board Handbook

Disposal: Noted.

57.33 2013-14 Meeting Dates, Membership and Standing Items

Disposal: Noted.

57.34 Learning and Teaching/Quality Assurance Briefing Papers

Disposal: Noted.

57.35 Learning and Teaching Symposium

Disposal: Noted.

57.36 Programme Approval Forms

Disposal: Noted.

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58.   Research and Knowledge Exchange Board   SP/13/37

Presented by the Deputy Principal (Research and Knowledge Transfer)

58.1 Chair's Report

Disposal: Noted.

58.2 RMAS

Disposal: Noted.

58.3 Focus Meetings

Disposal: Noted.

58.4 Open Access

Disposal: Noted. The Senate noted that the publishing landscape has changed significantly in recent years as the result of rapid advances in electronic access. The UK via BIS, RCUK, SFC and other UK research funders has now adopted an 'Open Access' policy for journal publications and some other forms of output resulting from research supported by them (with exceptions in circumstances such as confidential outputs). So-called 'green' and 'gold' open access routes to publication impose additional costs; RCUK has provided some additional funds to alleviate these to a degree, however the cost of fully adopting open access is not yet clear.

Open Access will also impinge on the next REF; a consultation *Open Access in the post-2014 Research Excellence Framework* is currently in circulation from HEFCE on behalf of the four UK university funding bodies. HEIs can expect there to be a requirement in the next REF of a percentage base approach to compliance in journal and conference proceedings published under open access. The next REF assessment period starts on 1 January 2014, although there is likely to be an initial publication period that will not count. This has no relevance to REF2014.

It was noted that the Research and Knowledge Exchange Board was developing an open access policy for the University to be approved by the University Executive.

58.5 Reports

Disposal: Noted.

58.6 Learning and Teaching Strategy

Disposal: Noted (see also SM/13/57.6).

58.7 Research Intensification Strategy

Disposal: Noted.

58.8 Internationalisation

Disposal: Noted.

58.9 Academic Planning Process

Disposal: Noted.

58.10 Integrating and Balancing School Priorities in Research, Teaching and Internationalisation

Disposal: Noted.

58.11 Role of Postgraduate Research Students and RAs in Teaching

Disposal: Noted.

58.12 Recognition of Teaching

Disposal: Noted.

58.13 REF

Disposal: Noted. The Deputy Principal (Research and Knowledge Transfer) reminded the Senate that the census date for REF was 31 October 2013 and that only those employed by the University on that date could be included in the return. It was noted that initial estimates indicated that of the 464 members of staff eligible to submit to REF, approximately 360 had been selected. It was acknowledged that following REF it would be important for the University to consider the requirements of highly valued colleagues who had not been selected for REF to ensure that there would be support and opportunities for development through PDR and other processes to enable them to progress towards eligibility for future submissions.

59. Any Other Business

59.1 Venue for Meeting

The Principal invited members to comment on the suitability of the venue for the meeting. Members indicated that they were happy with it as a future venue.

60. Next Meeting

60.1 The Principal reminded the Senate that the next meeting of the Senate would take place on 4 December 2013 at 2.15 pm.

Senate		**Minutes**

In the Chair:	Professor J Sawkins		Date: 4 December 2013

Present:

Professor A Cairns	Professor P John	Professor G Pender
Professor P de Wilde	Dr N Kamenou-Aigbekaen	Professor J Ritchie
Professor D Duncan	Dr S Keith	Mr B Roberts
Professor T Fernandes	Mr I Lauder	Ms R Russell
Professor J Ford	Dr J Ma	Professor A Scott
Professor L Galloway	Professor A Macdonald	Dr G Streftaris
Professor S Geiger	Professor R MacIntosh	Professor G Stylios
Professor P Green	Professor K McCullough	Dr D Sun
Mr A Haniff	Professor K McKendrick	Mrs E Thoday
Dr M Hartl	Professor G Michaelson	Dr R Van Dijke
Professor D Hopkins	Professor A Miller	Professor F Waldron
Dr S Houston	Dr I Motawa	Dr G Walker
Professor J Howie	Dr B O'Rourke	Dr R Westacott
Dr W Jackson	Dr A Paterson	

In attendance:

Ms A M Dalton, Secretary of the University
Mr R McGookin, Director of Planning
Ms T Merrick, Director of External Affairs
Mrs K Patterson, Academic Registrar and Deputy Secretary
Mr M Roch, Director of Information Services
Mr S Smith, Head of Senate Services (Clerk)

Apologies:

Professor S Chapman	Dr P Gardiner	Ms B O'Hagan
Professor R Aylett	Dr L Georgieva	Dr N Robertson
Dr A Bell	Professor D Hand	Mr C Robinson
Dr K Brown	Dr D Jamieson	Dr H Smith
Professor R Craik	Professor J Jones	Professor D Stow
Professor S Dewar	Dr M Lawson	Ms C Wilson
Dr B Erdogan	Professor A Moore	Professor P Woodward

61.   Apologies and Welcome

The Deputy Principal (Learning and Teaching) welcomed all those attending the meeting and gave apologies for absence from the Principal and the Vice-Principal. In particular the following were welcomed to the meeting:

- Professor L Galloway, attending her first meeting as Dean (Arts, Humanities and Social Sciences);
- Mr A Haniff, recently elected as a representative of the School of Management and Languages on the Senate;
- Ms R Russell, Vice-President, Student Union;
- Professor P Green, an elected respresentive of the School of Life Sciences, attending his final meeting. It was noted that Professor Green, who had been a member of the Senate since 2009, would shortly retire from the University after service of 16 years.

Venue

The Deputy Principal explained that Room 2.01, Postgraduate Centre, had been chosen once again for the meeting as it had been a popular choice among members for the previous meeting. The layout of the room in round table format rather than lecture style format was noted. The Deputy Principal invited members to submit comments to him or the Clerk on the layout following the meeting.

62. **Minutes of the Meeting of the Senate of 9 October 2013**

The Senate approved the minutes of the meeting of 9 October 2013.

63. **Matters Arising from the Minutes**

63.1 Learning and Teaching Strategy (Minute 57.1)

The Senate noted that there was to have been a presentation at the meeting by the Deputy Principal on the implementation of the Learning and Teaching Strategy. It had been agreed that as the Deputy Principal was chairing the meeting this item should be deferred until the meeting of the Senate on 26 March 2014.

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64. **Senate Business Committee** (Business Transacted to 22 November 2013)   SP/13/38

Presented by the Deputy Principal (Learning and Teaching)

64.1 Graduations

Disposal: Noted.

64.2 Approval of Intermediate Awards

Disposal: Noted.

64.3 Reappointment of Head of School of Built Environment

Disposal: Noted.

64.4 Appointment of Associate Deans

Disposal: Noted.

64.5 Student Appeal

Disposal: Noted.

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65. **Senate Business Committee** (Meeting of 28 November 2013)   SP/13/39

Presented by the Deputy Principal (Learning and Teaching)

65.1 Review of Academic Titles

Disposal: Approved.

The Senate noted that at its meeting on 9 October it had agreed to recommend to the Court the approval of the introduction of new academic titles, replacing some of the titles currently used for academic staff (SM/13/51.1). It had been agreed that staff should be permitted to continue to use the existing titles in addition, if preferred, by individual staff. It was noted that a summary of the proposed changes was set out in SP/13/39. The Deputy Principal emphasised that the titles were not being presented for further discussion.

It was noted that after that meeting, the following operational details had been identified as requiring consideration prior to the recommendation being submitted to the Court.

- Arrangements for the use of the new title for official purposes (e.g. databases, public listing);

- Arrangements for staff using their former titles in communications (e.g. Associate Professor and Reader);
- Arrangements for the use of dual titles for appointments made following approval of the new titles (i.e. whether use of both the old and new titles or only the new title should be permitted).

The Deputy Principal indicated that the Senate Business Committee had considered these areas and had made the following recommendations to the Senate:

- For personal purposes a former title should only be used in addition to the new title (e.g. Associate Professor and Reader, but not Reader on its own);
- The HR record and public listings should show the new title. HR records will show the basis for the appointment;
- The former title may be used by existing staff but not by new staff or by staff promoted to that grade in the future.

The Senate endorsed the Senate Business Committee's recommendations and agreed to recommend to the Court that the additional points be approved as part of the proposal on academic titles.

65.2 Senate Discussion Items 2014

Disposal: Noted.

The Senate noted that the Senate Business Committee, at its meeting in May 2013, had approved the strategic Senate presentation and discussion items for 2013-14 which had subsequently been noted by the Senate. The Committee reconsidered the schedule and agreed a revised schedule as set out in SP/13/39.

The Committee had agreed that the academic-related topics should stimulate open discussion at the Senate's meetings and it was agreed that the areas selected as discussion items were relevant to the University's strategy, and to the role and business of the Senate.

65.3 Report from Joint Edinburgh Universities Military Education Committee (JEUMEC)

Disposal: Noted.

The Head of the School of Life Sciences, the Senate-appointed representative of the University on the JEUMEC, presented an annual report on the JEUMEC.

A member of the Senate suggested that it might be helpful if a list of students participating in the service units was made available so that staff would be aware of the commitments of these students. It was noted that, as with any other student commitments to clubs or extracurricular activities, students should not be given preferential treatment.

65.4 Conferment of Honorary Title

Disposal: Noted.

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66. Undergraduate Studies Committee   SP/13/40

Presented by the Chair of the Undergraduate Studies Committee

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66.1 Amendments to Registrations and Student Appeals to the Undergraduate Studies Committee

Disposal: Noted.

66.2   Appointment of External Examiners for Undergraduate Taught Programmes

Disposal: Approved.

66.3   Programme Proposals

Disposal: Noted.

66.4   Programme Proposal Development Training

Disposal: Noted.

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67.   Postgraduate Studies Committee   SP/13/41

Presented by the Chair of the Postgraduate Studies Committee

67.1   Approval of Thesis Titles and Appointment of Examiners

Disposal: Noted.

67.2   Amendments to Registration

Disposal: Noted.

67.3   Appointment of Approved of Supervisors for Postgraduate Research Students

Disposal: Noted.

67.4   Approval of Supervisors for Postgraduate Research Students

Disposal: Noted.

67.5   Reports from Examiners for Research Degrees

Disposal: Noted.

The Senate noted that at its suggestion a summary of the distribution of research awards, by School/Institute, approved by the Postgraduate Studies Committee, had been included with the report and would form part of future reports. It was noted that having taken advice on the inclusion of information referring to individual students, it had been agreed that such information could not include the names of individual students.

67.6   Programme Proposals

Disposal: Noted.

67.7   Postgraduate Taught Experience Survey 2013

Disposal: Noted.

67.8   MacFarlane Prize

Disposal: Noted.

67.9   Programme Assessment Methods

Disposal: Noted.

68. Information Services Committee   SP/13/42

Presented on behalf of the Chair of the Information Services Committee by the Senior Dean

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68.1 Terms of Reference of Information Services Committee

 Disposal: Approved.

68.2 Information Services Report

Disposal: Noted.

68.3 National Student Survey

Disposal: Noted.

68.4 VLE Management Group

Disposal: Noted.

68.5 Video and Desktop Conferencing

Disposal: Noted.

68.6 Rescinding of *Regulation 29: Use of University Computing Facilities*

Disposal: Approved.

68.7 Transfer of Provisions of *Regulation 11: The Library* to a Policy and Procedures

Disposal: Noted.

68.8 Discussion with British Geological Survey

Disposal: Noted.

68.9 Collection and Development

Disposal: Noted.

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69. Quality and Standards Committee   SP/13/43

Presented by the Chair of the Quality and Standards Committee

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69.1 Terms of Reference of Quality and Standards Committee

 Disposal: Approved.

69.2 School Moderation Policies

Disposal: Noted.

69.3 Academic Review Handbook

Disposal: Noted.

69.4   Handbook on External Examining for Taught Programmes

Disposal: Noted.

69.5   Learning and Teaching Board Annual Strategic Review: Report on 2012-13

Disposal: Noted.

69.6   School Annual Monitoring and Review/Key Performance Indicator Meetings 2011-12

Disposal: Noted.

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70.   Presentation and Discussion Item

70.1   Overview of School of Mathematical and Computer Sciences

The Head of the School of Mathematical and Computer Sciences gave a presentation on the School of Mathematical and Computer Sciences and its strategy.

The presentation included on the following areas:

- The School's vision;
- Staff and student numbers;
- Student profile;
- Income and expenditure;
- Research;
- Opportunities and challenges;
- Priorities for 2013-14.

Members of the Senate were invited to raise comments and questions.

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71.   Briefing from the Principal and the University Executive   SP/13/44

Presented by the Deputy Principal (Learning and Teaching)

71.1   Staff News

Disposal: Noted.

71.2   University Executive Away Day: October 2013

Disposal: Noted.

71.3   International Foundation Programme

Disposal: Noted.

71.4   REF 2014 Submission

Disposal: Noted.

The Deputy Principal (Research and Knowledge Transfer) confirmed that the University Executive had approved the University's proposed REF2014 submission under twelve REF units of assessment. He indicated that he was confident it was a strong submission with 372 out of a 466 academic colleagues being included in the submission, a large proportion of whom were Global Platform researchers.

It was noted that the submission included three areas that had been submitted jointly with the University of Edinburgh, comprising 51% of the total number of staff included in the submission. The Deputy Principal explained to the Senate that for the first time 20% of the REF output would include the impact of research. It was noted that the University had included in the submission 63 case studies on the impact of research. The Senate noted that as this had been the first time that impact had been included in the submission, the process of researching this had been particularly time consuming and that future processes for collecting data in this area were being considered.

The Deputy Principal offered reassurance that those colleagues who had not been included in the submission of REF2014 would be offered support and encouragement to make submissions in the future.

The Deputy Principal indicated to the Senate that he was extremely grateful to academic and professional services colleagues for their contribution to REF2014.

71.5   The Scottish Confucius Institute for Business and Communication

Disposal: Noted.

71.6   Learning and Teaching: Remits, Terms of Reference and Strapline

Disposal: Noted.

71.7   2014 Five-Year Financial Plan

Disposal: Noted.

71.8   Research Grants and Contracts: Proposals and Awards: October 2013 Report

Disposal: Noted.

71.9   Residences 2016 (Phase 2)

Disposal: Noted.

71.10 External Publications

Disposal: Noted.

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72.   Learning and Teaching Board   SP/13/45

Presented by the Deputy Principal (Learning and Teaching)

72.1   Academic Structures at Multiple Campuses

Disposal: Noted.

72.2   Learning and Teaching Strategy 2013-18: Published Version

Disposal: Noted.

72.3   Learning and Teaching Strategy 2013-18: Operational Plan and Timeline

Disposal: Noted.

72.4   Learning and Teaching Strategy: Templates/Guidelines for Schools and Services

Disposal: Noted.

72.5   Enhancement/Discussion Items QAA ELIR3

Disposal: Noted.

72.6   Reshaping the Learning Environment: Establishment of Committees and Groups

Disposal: Noted.

72.7   SFC Outcome Agreement 2014-15

Disposal: Noted.

72.8   Learning and Teaching KPIs: Contextual Data and Scorecard

Disposal: Noted.

72.9   Student Learning Experience Committee: Minutes

Disposal: Noted.

72.10   QAA Transnational Education Review in Dubai

Disposal: Noted.

72.11   Heriot-Watt University Graduate Attributes

Disposal: Noted.

72.12   QAA Enhancement Theme Funding: Proposed Approach

Disposal: Noted.

72.13   Learning and Teaching Symposium

Disposal: Noted.

72.14   Learning and Teaching Handbook

Disposal: Noted.

72.15   Identical Academic Standards: Diversity of Learning Experiences

Disposal: Noted.

72.16   Learning and Teaching Strategy 2013-18: Launch of Strategy

Disposal: Noted.

72.17   Learning and Teaching Strategy 2013-18: Implementation

Disposal: Noted.

72.18   Learning and Teaching Strategy: Schools Strategies and Plans

Disposal: Noted.

72.19   Enhancement/Discussion Item: Sharing Good Practice

Disposal: Noted.

72.20 QAA ELIR3: Preparations and Key Areas of Activity

Disposal: Noted.

72.21 Curriculum Working Group: Remit and Membership

Disposal: Noted.

72.22 Learning and Teaching Risk Register

Disposal: Noted.

72.23 Updates Learning and Teaching KPIs

Disposal: Noted.

72.24 Report from the Centre of Academic Leadership and Development

Disposal: Noted.

72.25 SFC Outcome Agreement: Heriot-Watt University Self-Evaluation Report

Disposal: Noted.

72.26 Learning and Teaching Briefing Papers

Disposal: Noted.

72.27 Probation Requirements and Postgraduate Certificate of Academic Practice

Disposal: Noted.

72.28 Information Services Committee: Learning and Teaching Priorities

Disposal: Noted.

72.29 Professional Promotions

Disposal: Noted.

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73. Research and Knowledge Exchange Board   SP/13/46

Presented by the Deputy Principal (Research and Knowledge Transfer)

73.1 Chair's Report

Disposal: Noted.

73.2 Accounting Research Centre

Disposal: Noted.

73.3 Open Access and RCUK Policy

Disposal: Noted.

73.4 Open Access Consultation

Disposal: Noted.

73.5   Heriot-Watt University Open Access Policy

Disposal: Noted.

74.   Next Meeting

74.1   The Deputy Principal reminded the Senate that the next meeting of the Senate would take place on 29 January at 2.15 pm.

Senate   Minutes

In the Chair:	Professor S Chapman	Date: 29 January 2014

Present:			
	Professor R Aylett	Professor D Hopkins	Professor A Moore
	Dr A Bell	Dr S Houston	Professor I Motawa
	Dr K Brown	Professor J Howie	Dr B O'Rourke
	Professor A Cairns	Dr W Jackson	Dr A Paterson
	Dr G Crowder	Professor P John	Professor G Pender
	Professor P de Wilde	Professor O Laghrouche	Professor J Ritchie
	Professor D Duncan	Dr M Lawson	Dr N Robertson
	Dr B Erdogan	Dr J Ma	Professor J Sawkins (by Skype)
	Professor L Galloway	Professor A Macdonald	Dr H Smith
	Dr A Gardiner	Professor K McCullough	Professor G Stylios
	Dr L Georgieva	Professor K McKendrick	Dr R van Dijke
	Professor D Hand	Dr G Medero	Professor S Waldron
	Mr A Haniff	Professor G Michaelson	Dr R Westacott
	Professor G Hogg	Professor A Miller	Professor P Woodward

In attendance: Ms A M Dalton, Secretary of the University
Ms S Collier, Director of Governance and Legal Services
Mrs K Patterson, Academic Registrar and Deputy Secretary
Mr M Roch, Director of Information Services
Mr S Smith, Head of Senate Services (Clerk)

Apologies:			
	Mr J Andrews	Professor N Kamenou	Ms T Merrick
	Professor S Dewar	Dr S Keith	Mr B Roberts
	Professor T Fernandes	Dr T Lansdown	Professor A Scott
	Professor S Geiger	Mr I Lauder	Professor D Stow
	Dr M Hartl	Professor K Lumsden	Dr D Sun
	Dr D Jamieson	Professor R MacIntosh	Mrs E Thoday
	Professor J Jones	Mr R McGookin	Ms C Wilson

1.   Welcome

The Principal welcomed all those attending the meeting. In particular the following were welcomed:

- Dr T Lansdown, School of Life Sciences, recently elected by the School as a member of the Senate;
- Mr I Lauder, an elected member of Edinburgh Business School, who was retiring from the University on 31 January 2014. It was noted that Mr Lauder had served on the Senate twice: 2006-2009 and 2012 to the present
- Professor J Sawkins, Deputy Principal (Learning and Teaching) who was joining the meeting by Skype from the Dubai Campus where he was conducting academic reviews and participating in the QAA Review of Educational Provision.

2.   Obituaries

The Principal, with regret, brought to the Senate's attention the deaths of two colleagues in December 2013:

Mrs L A Lindsay
The University was shocked and saddened to learn of the sudden death, on 16 December, of Mrs Lesley Lindsay. Mrs Lindsay was the Director of Administration in the School of Textiles and Design. She joined the Scottish College of Textiles in January 1989, providing support for the Vice-Principal of the College prior to its merger with the University in 1998.

Ms S Young
The University was shocked and saddened to learn of the untimely death, on 30 December, of Ms Sheila Young. Ms Young was Student Support Officer in the School of Engineering and Physical Sciences Support Office. Ms Young had joined the University in August 2000 as a Secretary in the School.

The Senate agreed to record its sadness at the deaths of Mrs Lindsay and Ms Young.

3.   Queen's New Year Honours 2014

Professor G Palmer
The Principal expressed his delight at the recent announcement that Professor Geoff Palmer, Professor Emeritus in the School of Life Sciences, had been knighted for services to human rights, science and charity in the Queen's New Year Honours. The Senate noted that Professor Palmer was a graduate of the University and an expert in cereals. He had joined the University staff in 1977 and had worked in the International Centre for Brewing and Distilling until his retirement in 2005.

4.   Minutes of the Meeting of the Senate of 4 December 2013

The Senate approved the minutes of the meeting of 4 December 2013.

5.   Matters Arising from the Minutes

Academic Titles (SM/13/65.1)
The Senate noted that the Court, at its meeting on 16 December, had approved the recommendations from the Senate for proposed changes to academic titles and proposed conditions on the use of titles. It was noted that HR was currently working on steps to be taken for the introduction of the new titles.

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6.   Senate Business Committee (Business Transacted to 17 January 2014)   SP/14/1

Presented by the Principal

6.1   Approval of Intermediate Awards

Disposal: Noted.

6.2   Student Appeal

Disposal: Noted.

6.3   Establishment of Student Discipline Appeal Committee

Disposal: Noted.

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7.   Senate Business Committee (Meeting of 23 January 2014)   SP/14/2

Presented by the Principal

7.1   Participation of Members in Meetings of the Senate

Disposal: Noted. The Senate noted that at present all elected members of the Senate were located at the Edinburgh Campus or the Scottish Borders Campus but that academic colleagues at the Dubai and Malaysia Campuses were eligible to stand for election to the Senate. The Senate Business Committee had agreed that consideration should be given to practical issues relating to the participation of colleagues located at overseas Campuses who could be elected to the Senate in the future. It was noted that the main two practical issues were as follows:

Audio-visual facilities: Consideration was being given to locations at the Edinburgh Campus at which audio-visual facilities should be installed to enable colleagues at different locations to participate in meetings. Both fixed and mobile facilities will be considered.

Time of meetings: At present meetings of the Senate take place at 2.15 pm on Wednesdays as this is the time preferred by academic staff when teaching commitments are at a minimum. It was acknowledged that the time differences between Campuses, particularly the Malaysia Campus which is eight hours ahead, meant that meetings taking place in Edinburgh during the afternoon would not be convenient for colleagues at overseas Campuses.

The Principal invited members of the Senate to express their views on the time at which meetings of the Senate should take place and whether a change in the time from the afternoon to the morning could be accommodated.

It was noted that the Scottish Code of Good HE Governance requires each institution to evaluate the effectiveness of its governing body and its Senate on a regular basis and to ensure that appropriate structures and processes are in place. In order that the University can comply with the main principles of the Scottish Code, and therefore the effectiveness of these bodies, it will be necessary to demonstrate that its multi-locations operate within a consolidated structure in which there is participation at all locations. For the Senate this would include the opportunity for colleagues at all Campus locations to participate in meetings of the Senate.

The Committee agreed that the Senate should be invited to consider the most effective means by which members located at all Campuses could participate in meetings of the Senate. It was noted that other institutions which had campuses in Malaysia (e.g. the University of Nottingham, the University of Newcastle upon Tyne) had made adjustments to the times of meetings. It was suggested that the University would need to make the necessary changes to the times of meetings to allow the participation of colleagues based in different time zones.

The Principal pointed out that as none of the elected members of the Senate were based at overseas locations at present, any changes would not need to be made imminently and the situation could be reviewed as required.

7.2 Proposed Regulation for Foundation Programme (Malaysia)

Disposal: Approved. Referred to the Ordinances and Regulations Committee for consideration and recommended that consistency of the Regulation with other Regulations should be considered.

7.3 Proposed Modification to *Ordinance 23: Honorary Titles* and the Rescinding of *Ordinance 25: Title of Fellow*

Disposal: Approved. Referred to the Ordinances and Regulations Committee for consideration.

7.4 Terms of Reference of Honorary Degrees Working Group

Disposal: Approved.

7.5 Report from Academic Council (Dubai)

Disposal: Noted.

7.6 Honorary Awards

Disposal: Noted.

7.7   Conferment of Honorary Titles

        Disposal: Noted.

7.8   Appointment of Members of Quality and Standards Committee

        Disposal: Noted.

7.9   Integrated Offers: Change to Process

        Disposal: Noted.

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8.   Undergraduate Studies Committee   SP/14/3

        Presented by the Chair of the Undergraduate Studies Committee

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8.1   Studies Committees Approval Categories

        Disposal: Noted (see also SM/14/10.1).

8.2   School of Management and Languages Exemptions Policy

        Disposal: Noted.

8.3   Heriot-Watt University Malaysia Foundation Programme Update

        Disposal: Noted.

8.4   Amendments to Registrations and Student Appeals to the Undergraduate Studies Committee

        Disposal: Noted.

8.5   Programme Proposals

        Disposal: Noted.

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9.   Postgraduate Studies Committee   SP/14/4

        Presented by the Chair of the Postgraduate Studies Committee

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9.1   Studies Committees Approval Categories

        Disposal: Noted (see also SM/14/9.1).

9.2   Approval of Thesis Titles and Appointment of Examiners

        Disposal: Noted.

9.3   Amendments to Registration

        Disposal: Noted.

9.4   Appointment of Approved Supervisors for Postgraduate Research Students

        Disposal: Noted.

9.5   Approval of Supervisors for Postgraduate Research Students

       Disposal: Noted.

9.6   Reports from Examiners for Research Degrees

       Disposal: Noted.

9.7   Programme Proposals

       Disposal: Noted.

9.8   Studies Committees Programme Approval Responsibilities

       Disposal: Noted.

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10.   Quality and Standards Committee   SP/14/5

       Presented by the Chair of the Quality and Standards Committee

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10.1   Academic Review of Institute of Petroleum Engineering (Dubai): One Year Progress Report

        Disposal: Noted.

10.2   Academic Review of Degree Entry Programme (Dubai)

       Disposal: Noted.

10.3   Academic Review of School of Engineering and Physical Sciences (Dubai)

       Disposal: Noted.

10.4   Internal Audit: School of Mathematical and Computer Sciences

       Disposal: Noted.

10.5   Embedded College Review for Educational Oversight: Heriot-Watt University International Study
       Centre

       Disposal: Noted.

10.6   West London College Review for Educational Oversight: Monitoring Visit Report

       Disposal: Noted.

10.7   Annual Monitoring and Review: University–Level Action Plan

       Disposal: Noted.

10.8   Policy on Examinations and Other Assessment Held Around the World in Different Time-Zones:
       Implementation Procedures

       Disposal: Noted.

10.9   Code of Practice for the Management of Multi-Location, Multi-Mode Programmes

       Disposal: Noted (see also SM/14/15.14).

10.10 External Partner Closures and Exchange Agreement Approvals

Disposal: Noted.

10.11 Information Provided by the Quality and Standards Committee to the Senate

Disposal: Noted. The Chair of the Quality and Standards Committee invited members of the Senate to consider whether or not the Committee was providing for the Senate relevant information on academic quality assurance. The Chair invited members of the Senate to contact him with any comments.

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11.   Ordinances and Regulations Committee   SP/14/6

Presented by the Chair of the Ordinances and Regulations Committee

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11.1   Terms of Reference of Ordinances and Regulations Committee and Rescinding of *Regulation 28: Ordinances and Regulations Committee*

Disposal: Approved. The Chair highlighted that it was *Regulation* 28 and not *Ordinance* 28 that it was proposed should rescinded (the report referred to Ordinance 28). The Committee agreed to recommend to the Court that the proposals be approved.

11.2   Review of Ordinances and Regulations: Update

Disposal: Noted.

11.3   Constitutional Framework

Disposal: Noted.

11.4   Heriot-Watt University Malaysia: Constitution

Disposal: Noted.

11.5   Review of Charter and Statutes: Update

Disposal: Noted.

11.6   Review of *Ordinance 37: Approved Teachers, Approved Tutors and Approved Markers*

Disposal: Noted.

11.7   Review of *Ordinance 43: Approved Supervisors*

Disposal: Noted.

12. Presentation and Discussion Items

12.1 Research Strategy

The Deputy Principal (Research and Knowledge Transfer) gave a presentation on the University's Research Strategy.

The presentation included the following areas:

- Research intensification strategy;
- Key performance indicators;
- External drivers
- Research awards and proposals;
- Key objectives: people, support and infrastructure;
- External Drivers;
- Research versus impact;
- REF 2014 and the way forward;
- Research environment;
- School strategies and units of assessment;
- Areas of international leadership.

Members of the Senate were invited to raise comments and questions which included the following: open access arrangements; research intensification strategy and reference to 'society'; impact; creation and gathering of evidence.

12.2 Overview of School of the Built Environment

The Head of the School of the Built Environment gave a presentation on the School and its strategy.

The presentation included on the following areas:

- Research structure;
- RAE 2008 and REF 2014;
- Teaching;
- 2012-13 NSS outcomes;
- Student profile and projected FTE 2013-14;
- Staff profile;
- Income and expenditure;
- Opportunities, challenges and threats;
- Development plans and vision

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

13. Briefing from the Principal and the University Executive   SP/14/7

Presented by the Principal

13.1 Meeting of the Court of 16 December 2013: Approved Items

<u>Disposal:</u> Noted.

13.2 Research Grants and Contracts: Proposals and Awards: December 2013

<u>Disposal:</u> Noted.

13.3   Space Optimisation Project

   Disposal: Noted.

13.4   Academic Management Structures (Report from Learning and Teaching Board)

   Disposal: Noted (see also SM/14/15.1). A member of the Senate requested clarification regarding the academic management structures set out in Appendix A to SP/14/7, particularly on the key aims of the structures and their impact on decision making processes.

   The Deputy Principal (Learning and Teaching) confirmed that the structures had been introduced following consultation through the Learning and Teaching Board with Schools. It was noted that there had been a wide range of practices across the University which had been drawn together through the structures into one framework, introducing clarity and consistency with regard to responsibilities for academic matters at all levels. The structures also integrated the management of academic activities across all locations and enabled staff at all levels to engage on an equal footing with learning and teaching development and practice across the University at all locations.

   The Deputy Principal emphasised that the structures demonstrated the University's commitment to uniform learning and teaching processes across the University at all levels.

   The Senate agreed that in order to support the structures the University would need to invest in the appropriate technology and audio-visual facilities which should be available at all levels.

13.5   Research and Enterprise Services

   Disposal: Noted.

13.6   Risk and Project Management Strategy Group: Terms of Reference

   Disposal: Noted.

13.7   Ethical Business: Bribery Prevention Policy

   Disposal: Noted.

13.8   University Fundraising Campaign

   Disposal: Noted.

13.9   IHR Project Update

   Disposal: Noted.

13.10   External Reports

   Disposal: Noted.

13.11   Scottish Funding Council (SFC) Recurrent Grants for 2014-15

   Disposal: Noted. The Senate noted that on 24 January the SFC had released its indicative allocations to universities of main grants for teaching, research and knowledge exchange for academic year 2014-15 (now called 'Outcome Agreements for universities indicative funding decisions')

   The Principal confirmed that the overall outcome for the University was distinctly positive and favourable and highlighted the following:

   •   The teaching grant is to be increased by 4.9% on 2013-14 (the sector average increase

is 2.4%);

- Total grants have increased by 3.8% on 2013-14 (the sector average increase is 1.9%);
- The University's strong performance was mainly due to the allocation of further Additional Funded Places for Widening Access (e.g. college articulation, Skills, STEM, BSL);
- The linkage to Outcome Agreements reflects the increasing margin of discretionary policy-related funding.

13.12 Impact of Lifting of Cap on Student Numbers in England

Disposal: Noted. The Principal referred to the recent announcement in the Chancellor of the Exchequer's Autumn Statement that in 2014 universities in England would be able to admit an extra 30,000 students and that in the subsequent year the cap on the numbers of students at England's universities would be abolished altogether. The Senate noted that this move could have financial implications for the University and that the conversion of RUK applications to places would need to be analysed to determine the impact of the change.

14. Learning and Teaching Board   SP/14/8

Presented by the Deputy Principal (Learning and Teaching)

14.1 Academic Management Structures at Multiple Campuses

Disposal: Noted (see also SM/14/14.4).

14.2 Learning and Teaching Strategy 2013-18

Disposal: Noted.

14.3 Learning and Teaching Strategy 2013-18: Implementation

Disposal: Noted.

14.4 Learning and Teaching Strategy: School Strategies and Plans

Disposal: Noted.

14.5 Enhancement/Discussion Item: Enhancing the Student Learning Experience at Approved Learning Partners

Disposal: Noted.

14.6 QAA ELIR3: Preparations and Key Areas of Activity

Disposal: Noted.

14.7 Good Practice: Proposal

Disposal: Noted.

14.8 Learning and Teaching Colloquium: Proposal

Disposal: Noted.

14.9 QAA Enhancement Theme Funding

Disposal: Noted.

14.10 Report from the Student Learning Experience Committee

Disposal: Noted.

14.11 Report from the International Strategy Board

Disposal: Noted.

14.12 Academic Management Structures at Multiple Campuses

Disposal: Noted.

14.13 QAA Review at the Dubai Campus

Disposal: Noted.

14.14 Code of Practice for the Management of Multi-Location, Multi-Mode Programmes

Disposal: Noted (see also SM/14/11.9).

14.15 Learning and Teaching Briefing Papers

Disposal: Noted.

14.16 Next Meeting: Discussion Item

Disposal: Noted.

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15. Next Meeting

15.1 The Principal reminded the Senate that the next meeting would take place on 26 March at 2.15 pm.

Senate   Minutes

In the Chair:	Professor J Jones		Date: 14 May 2014

Present also:	Dr G Crowder	Dr T Lansdown	Professor J Sawkins
	Professor S Dewar	Dr M Lawson	Professor A Scott
	Professor D Duncan	Professor A Macdonald	Dr H Smith
	Dr B Erdogan	Professor S McLaughlin	Professor D Stow
	Professor L Galloway	Dr G Medero	Dr G Streftaris
	Dr L Georgieva	Professor G Michaelson	Professor G Stylios
	Professor D Hand	Dr R Mochrie	Mrs E Thoday
	Mr A Haniff	Dr I Motawa	Dr R van Dijke
	Professor G Hogg	Ms B O'Hagan	Professor F Waldron
	Dr S Houston	Dr B O'Rourke	Dr G Walker
	Professor J Howie	Dr A Paterson	Dr R Westacott
	Ms B Jamieson	Professor J Ritchie	Ms C Wilson
	Professor P John	Mr B Roberts	Professor P Woodward
	Professor O Laghrouche		

In attendance: Ms A M Dalton, Secretary of the University
Mr J Andrews, Vice-President (Scottish Borders Campus), Student Union
Professor M Chrisp, Director of Learning and Teaching, School of the Built Environment (for Item 41)
Professor L Jack, Deputy Head, School of the Built Environment (for Item 41)
Mr K MacAskill, Student Induction and Transition Manager, Student Support and Accommodation (For Item 43.1)
Mrs K Patterson, Academic Registrar and Deputy Secretary
Mr M Roch, Director of Information Services
Mr S Smith, Head of Senate Services (Clerk)

Apologies:	Professor S Chapman	Professor J Ford	Dr J Ma
	Dr A Bell	Dr A Gardiner	Professor R MacIntosh
	Dr K Brown	Professor S Geiger	Professor K McCullough
	Professor A Cairns	Dr M Hartl	Professor K McKendrick
	Ms S Collier	Dr W Jackson	Professor A Miller
	Professor R Craik	Dr D Jamieson	Professor G Pender
	Professor P de Wilde	Dr S Keith	Mr C Robinson
	Professor T Fernandes	Professor K Lumsden	

34.   WELCOME

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

- Ms B Jamieson, Edinburgh Business School, recently elected by the School as a member of the Senate;
- Mr K MacAskill, Student Induction and Transition Manager, Student Support and Accommodation, who was attending the meeting as an observer for Item 43.1;
- Professor L Jack, Deputy Head, and Professor Malcolm Chrisp, Director of Learning and Teaching, School of the Built Environment, for Item 41.

It was noted that this would be the final meeting for the following office bearers of the Student Union who were demitting office on 31 May:

- Ms B O'Hagan, President;
- Ms R Berry, Vice-President;
- Mr J Andrews, Vice-President (Scottish Borders Campus).

The Vice-Principal thanked them for their commitment to the work of the Senate and the University.

35. MINUTES OF PREVIOUS MEETING

The Senate approved the minutes of the meeting of 26 March 2014.

The Senate noted that the format of the minutes had been modified to provide a clearer record of the business of meetings of the Senate.

36. MATTERS ARISING FROM THE MINUTES

36.1 Collection Development Policy (SM/14/25.1)

The Chair of the Information Services Committee briefed the Senate on discussions with the Vice-Principal on the allocation of additional resources for new and expanding areas of research.

The Senate noted that it had been agreed that, in some cases, new journal subscriptions would be an appropriate cost to include in a Global Platform business case made by a Head of School. However, the business case should cover payment of these subscriptions only for the first two years, after which time, responsibility would pass to the appropriate Information Services budget, and decisions with regard to continuation or otherwise of these subscriptions would be made via the standard route. It was noted that the use of Global Platform funds in this way should be reported to the Information Services Committee. It had also been agreed that such a scheme would not be backdated for Global Platform appointees already in post.

36.2 Venue for Meetings of the Senate (SM/14/32)

The Senate noted that at its previous meeting it had been agreed that the Carnegie Room should become the permanent location of meetings of the Senate. It was noted that Audio Visual Services had been asked to consider the audio-visual facilities that would be required to equip the Carnegie Room adequately for future meetings and to make arrangements for such facilities to be installed.

37. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 2 MAY 2014 (SP/14/19)

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:

- Approval of Intermediate Awards;
- Chair Selection Committees.

A member of the Senate requested an update on progress in the appointment of a new Head of the School of Mathematical and Computer Sciences in succession to the current Head who was leaving the University. The Vice-Principal confirmed that applications for the post had been received and that it was anticipated that a short list would be drawn up in the near future.

38. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 8 MAY 2014 (SP/14/20)

The Senate received and considered a report, presented by the Vice-Principal, on a meeting of the Committee held on 8 May 2014. The Senate considered the following items:

38.1 Membership of Quality and Standards Committee

The Chair of the Quality and Standards Committee presented a proposal from the QSC for the introduction of modifications to the QSC's membership which had initially been submitted to the Senate for consideration at its meeting on 26 March. Having considered the proposal, the Senate Business Committee had agreed that it should be withdrawn from the Senate agenda and that it should be reconsidered by the QSC.

At its meeting on 26 February, the QSC had considered a proposal for modification of the School-based membership of the QSC, whereby it was recommended that the School Directors of Academic Quality should become the School representatives on the QSC. This proposal had been made in light of the academic management structures which are to be introduced across the institution from 1 September 2014. It was noted that the QSC had also considered the inclusion of representatives of the Academic Councils (Dubai, Malaysia and West London College) in its membership.

The Senate noted that the QSC had reconsidered the proposed membership at its meeting on 30 April and had recommended the following changes:

- Schools should be represented on the QSC by School Directors of Academic Quality;
- The number of Senate approved members on the QSC should be increased from two to three;
- A representative of the Academic Council (Dubai) and of the Academic Council (Malaysia) should be appointed to the QSC;
- A representative of the Academic Council (West London College) should be appointed to the QSC as an observer.

The Deputy Principal (Learning and Teaching) invited the Senate to consider a recommendation to appoint one external member to the QSC, the Undergraduate Studies Committee (USC) and the Postgraduate Studies Committee (PSC). It was noted that the University was currently out of line with the UK Quality Code and its peers on this matter, and that this may be reflected in the outcome of the next ELIR. The recommendation would enhance externality in the University's approval and assurance processes, and bring the University into line with the UK Quality Code. It was noted that this practice had been adopted by other Scottish pre-1992 universities.

With regard to the criteria for the appointments, and the process of selection and approval, it was agreed that further consideration of this was required, and that a proposal should be submitted to the Senate Business Committee following consultation with the QSC, USC and PSC.

The Senate approved the proposed changes to the membership of the QSC and the appointment of external committee members as set out above.

38.2 Student Union: Review of Ordinance 3 and Constitution, and Rescinding of Regulation 21

The Secretary of the University presented the following proposals which had been considered by the Secretary's Board:

- The approval of revisions to *Ordinance 3: Student Union*;
- The approval of the revised Student Union Constitution;
- The rescinding of *Regulation 21: Student Union.*

The Senate noted that a review of Ordinance 3 and Regulation 21 had been recommended by the Ordinances and Regulations Committee (ORC) as part of a wider review of the Ordinances and Regulations conducted in 2013. The Senate and the Court had approved a recommendation from the ORC that Ordinance 3 should regulate the provisions of the Student Union Constitution and should set out the procedures for approving the Constitution, the remit of Student Union and its membership. It had also been recommended that Regulation 21 should be rescinded as it duplicates the Constitution.

A review of Ordinance 3 was undertaken to ensure that it regulated the provisions of the Constitution in the following areas:

- The Union's composition and membership;
- Provisions to be set out in the Constitution: the Union's objects and remit; manner of elections; appointment/dissolution of committees; complaints procedure for students; electing and maintaining the Executive Committee and the Trustee Board and their powers/functions; arrangements for review of the Constitution; arrangements for the designation of sabbatical office-bearers of the Union; ratification of the Constitution by the Senate and the Court.

It was noted that the Secretary's Board had agreed amendments to be made to the Constitution.

The Senate agreed to recommend to the Court the approval of the revised Ordinance and Constitution. The Senate also agreed that Regulation 21 should be rescinded. It was noted that the Constitution would be submitted to the University Executive for consideration prior to submission to the Court.

38.3 Special Resolution in Respect of Statute XII: Proposed Temporary Extension to the Appointment of the Chair of the Court

The Secretary of the University presented a recommendation from the Governance and Nominations Committee (GNC) for the introduction of a temporary minor amendment to *Statute XII: The Court* to allow the current Chair of the Court, Lord Penrose, to remain in office for up to one further year from 1 August 2014. The Senate noted that it was anticipated the appointment of a successor to Lord Penrose could be made by the end of 2014.

In accordance with Charter Article 21, the amendment to the Statute was presented as a Special Resolution.

The Senate noted the main reasons for the extension which were as follows:

- The GNC had embarked upon the process of appointing a new Chair of the Court culminating in April 2014, however, no appointment had been made;
- The work of the Constitutional Review Group (CRG) had highlighted an early identification of the need to update the length and terms of office of the Chair of the Court to better serve the governance requirements of the Court. It provided an explanation of why a temporary amendment to the Statute was required, pending a request for approval of changes proposed by the CRG;
- The Scottish Code of Good HE Governance set out reasons why the provision in the current Statute for the Principal to preside in the absence of the Chair was not the preferred solution.

The Senate agreed to inform the Court of its endorsement of the GNC's recommendation. It was noted that the Privy Council would be required to approve any amendment agreed by the Court.

38.4 Review of Student Discipline Procedures

The Senior Dean, in his capacity as Chair of the University Discipline Committee (UDC), presented a report on a detailed review of the student discipline procedures undertaken by the UDC and resulting recommendations. It was noted that a comprehensive consultation process had been undertaken as part of the review.

Student Discipline Policy and Procedures (Procedures): The Senate noted that in 2013 it had approved recommended modifications to the Procedures. The Senate had agreed that on its behalf the Senate Business Committee should approve corresponding changes to the written Procedures. The Senate noted that the Senate Business Committee had approved the revised Procedures which will be introduced on 1 September 2014.

Revisions to Regulation 50: Student Discipline and Rescinding of Ordinance 9: Student Discipline: The Senate noted that as part of the review of the student discipline procedures, the UDC had considered the introduction of revisions to Regulation 50 and the proposed rescinding of Ordinance 9. It was noted that the Senate was responsible for regulating the discipline of students of the University and that this was put into effect in Regulation 50. It was noted further that Ordinances provide a regulatory framework for corporate governance, and therefore Ordinance 9 is not required and provisions relating to student discipline contained in the Ordinance had been transferred to Regulation 50.

The Senior Dean explained that the Senate Business Committee had considered the proposal and had agreed that, subject to clarification on points identified, Regulation 50 should be approved and that Ordinance 9 should be rescinded from 1 September 2014. The Senate noted that the Senate Business Committee's approval would be given once final changes to the Regulation had been agreed.

Revisions to UDC Terms of Reference: The Senate noted that as part of the review of the student discipline procedures, the UDC had been invited to comment on its terms of reference. The Senior Dean explained that the UDC had agreed that the current composition worked well and that with regard to the current arrangements for the appointment of alternate members, it had been agreed that such

members were not required.

It was noted that the remit of the UDC had been expanded to include all the areas of responsibility of the Committee as set out in the *Student Discipline Policy and Procedures* and that the terms of reference had been transferred to the new University format.

The Senate approved the revised terms of reference.

38.5   Extension to Appointment of Vice-Principal (Dubai)

The Senate considered a recommendation for an extension to Professor A Kaka's appointment as Vice-Principal (Dubai).

In accordance with *Ordinance 45: Vice-Principal (Dubai)*, the Senate agreed to recommend to the Court that Professor Kaka's appointment be extended by a further five years to 31 July 2020.

38.6   Review of Charter and Statutes: Report from Constitutional Review Group

The Chair of the Ordinances and Regulations Committee briefed the Senate on the progress of the review of the Charter and Statutes. It was noted that a special meeting of the Senate would take place on 11 June to fully debate the proposed changes and that the papers for consideration would be released to the Senate shortly. The Senate noted that members would be invited to submit comments in advance of the meeting on 11 June.

38.7   Report from Honorary Degrees Working Group

The Vice-Principal drew the Senate's attention to the recipients on honorary awards which had been approved by the Honorary Degrees Working Group.

The Vice-Principal encouraged members of the Senate to submit nominations for honorary graduands to the Working Group for consideration.

38.8   Items Presented for Information

The Senate noted the following items contained in SP/14/20:

- Elections to the Senate: Results;
- Report from Academic Council (West London College);
- Schedule of Presenters and Honorary Graduands at Graduation Ceremonies: June 2014.

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39.   REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/14/21)

The Senate received and considered a report, presented by the Chair of the Postgraduate Studies Committee, on a meeting held on 15 April 2014.

39.1   Items Presented for Information

The Senate noted the following items contained in SP/14/21:

- Guide to Using Code of Practice for the Management of Multi-location, Multi-mode Programmes (see also SM/14/44.1);
- Programme Proposals;
- Approval of Thesis Titles and Appointment of Examiners;
- Approval of Supervisors for Postgraduate Research Students;
- Amendments to Registration;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Report from Examiners for Research Degrees;
- Exclusion from Continued Study.

40. **ORDINANCES AND REGULATIONS COMMITTEE** (SP/14/22)

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.

40.1 Review of Ordinance 43: Approved Supervisors

The Senate noted that the ORC had considered by correspondence proposed revisions to Ordinance 43 and its transfer to a Regulation.

It was noted that one of the recommendations of the review of the Ordinances and Regulations undertaken by the ORC in 2013, had been that Ordinance 43 should be transferred to a Regulation, reflecting the Senate's responsibility for appointing Approved Supervisors.

In October 2013, the ORC had considered a proposal from the Postgraduate Studies Committee (PSC) for the transfer of the provisions of Ordinance 43 to a Regulation which included changes to the process of identifying training requirements for Approved Supervisors. It had been agreed that the changes would enable the Chair of the PSC to consider requirements for training. The PSC had agreed that for the purposes of approval of supervisors, staff of HWUM, whom it was noted were not staff of the University, should be regarded as Heriot-Watt University staff and should be considered through the Nomination of Supervisor procedures (for academic staff) rather than the Approved Supervisor procedures. In October 2013, the Senate had approved changes proposed by the PSC which had been subsequently remitted to the ORC for consideration.

At its meeting in December 2013, the ORC had considered the proposed changes and had recommended to the PSC the following with regard to the provisions currently set out in Ordinance 43:

- Removal of the distinction between On-Campus and Off-Campus Supervisors;
- Transfer of the procedural aspects contained in the Ordinance into brief stand-alone procedures approved by the PSC.

The Ordinance was revised in the light of the ORC's recommendations and a revised version was considered by the PSC. The PSC had agreed to recommend to the Senate that the revisions be approved.

The Senate noted that at its meeting on 26 March 2014, it had approved the proposed changes and had agreed to refer them to the ORC for consideration. It was noted that the ORC had recommended further modifications to the revised draft as set out in SP/14/22. The ORC had agreed to recommend to the Senate that it recommend to the Court that the proposed changes be approved

The Senate agreed to recommend to the Court that revisions to Ordinance 43 and its transfer to a Regulation be approved.

41. **REPORT FROM THE MANAGEMENT GROUPS OF THE INSTITUTE OF PETROLEUM ENGINEERING AND THE SCHOOL OF THE BUILT ENVIRONMENT: PROPOSAL TO CREATE A NEW SCHOOL** (SP/14/23)

The Senate considered a proposal for the establishment of a new School with the working title of 'Earth Science, Energy and the Built Environment'.

The Senate noted that at the request of the University Executive (UE), the Management Groups of the Institute of Petroleum Engineering (IPE) and the School of the Built Environment (SBE) had prepared a paper requesting that in accordance with *Ordinance 47: Departments of Study*, the Senate recommend to the Court that IPE and SBE be disestablished and that a new School be created.

The proposal was presented to the Senate by the Head of IPE, and the Deputy Head and the Director of Learning & Teaching, SBE (the Head of SBE, was unavoidably absent from the meeting).

The Senate noted that over the last approximately eighteen months, opportunities for several new initiatives had arisen, potentially enabling a growth and diversification of the activities of IPE, especially in stimulating new synergies with other Schools. Recognising this, the Principal had commissioned a review of IPE's strategy, systems and processes to ensure that they were positioned to take best advantage of the opportunities presented. A key recommendation of the review was whilst retaining the identity and brand of IPE, the Institute as currently configured would find it difficult to exploit the opportunities to the full. In particular, the review identified that developing plans for the new initiatives was creating unfulfilled demands on the Institute's management group which could be much better tackled as part of a larger unit within the University.

Whilst it was acknowledged that there are potential (and actual) linkages between IPE and a number of Schools within the University, following appraisal of the options by the IPE and SBE management groups, they informed the UE that they were undertaking detailed discussions with all staff, with the intention of merging to create a new School. The main reasons identified for the proposal were:

- The current academic structure of SBE is around three research institutes: this could be expanded to accommodate IPE as an additional institute whose brand could thus easily be maintained within this structure (and there is the possibility of adding an additional Geoscience Institute, arising from the British Geological Survey co-location, in due course);
- Research opportunities in IPE and SBE form a significant part of the Edinburgh Research Partnership with the University of Edinburgh. An alliance between the two would strengthen and enhance research activities with internal and external strategic partners;
- Opportunities for growth in the number of undergraduate and postgraduate taught students, particularly those studying off-campus through independent distance learning and Approved Learning Partners;
- The move of the British Geological Survey to the Edinburgh Campus creates opportunities for the University particularly in areas currently located in IPE and SBE;
- The combined geoscience research activities of IPE and SBE generate the potential for research opportunities;
- Strong industry networks in IPE and SBE, brought together in one organisational unit, would create new opportunities and strengthen links with industry.

It is proposed that the new School's activities would encompass all those currently undertaken by IPE and SBE, with the exception of those located at the International Centre for Island Technology (ICIT) on the University's Orkney campus. The proposal is that as ICIT activities are predominantly in the field of marine science, they should be part of the School of Life Sciences.

It was noted that the UE had considered the proposal and had agreed that following consultation with the Senate, the Court's approval should be sought to disestablish IPE and SBE and create a new School combining the expertise of both.

The Senate discussed in detail the proposal set out in SP/14/23 and a number of points were raised by individual members, including the following:

- There was unease amongst some members of staff in IPE, particularly with regard to differences in approach, culture and ethos in IPE, SBE and ICIT;
- The outcomes set out in the report would require full consultation with colleagues in SBE and IPE to ensure the success of the recommendations;
- Any expansion in undergraduate teaching in IPE-related areas could detract from research activities and objectives;
- The current physical location of IPE and SBE and their proximity creates challenges;
- The allocation of resources and space will require careful consideration;
- From the perspective of administrative support for IPE, the proposal would have benefits for IPE;
- There would be significant strengths and opportunities for expansion for both SBE and IPE;
- The three Institutes currently located in SBE are a key identifier for staff with respect to research, rather than the School itself. The School is regarded as an overarching body carrying out activities, such as administrative support, which could be not be accomplished by the individual Institutes on their own;
- A significant amount of industry funding could be available for joint IPE/SBE research initiatives;
- All necessary steps should be taken to preserve the external reputation of IPE.

Having considered the points raised by members of the Senate the following principal areas in respect of the proposal were identified and agreed:

- A merger would create significant opportunities for expansion and continued growth in teaching and research which would be mutually beneficial for both IPE and SBE;
- The importance of IPE's external reputation to the University is recognised, underlining the importance of ensuring that this is not jeopardised in any way; the external Strategic Advisory Board of IPE has already been engaged during the development of the current proposals and its continued involvement will be critical;
- Differences in approach, culture and ethos in IPE, SBE and ICIT were acknowledged; such differences should be recognised and respected in the formation of a new School;
- The current physical location of IPE and SBE and their proximity creates challenges in terms of space and resource allocation and integration. This will require careful consideration and should be a priority in the development of the Edinburgh Campus.

The Senate confirmed its support for the proposal, acknowledging that its success would be dependent upon a consultative approach to achieve the outcomes and benefits set out in the report, and that detailed operational planning would now be required with an appropriate period of transition. It was agreed that the areas highlighted above should be reported to the Court.

The Senate agreed to recommend to the Court that the proposal be approved.

It was noted that following approval by the Court, the management groups of the Schools concerned would develop implementation plans for consideration by the Executive in due course.

42. PRESENTATION AND DISCUSSION ITEM

42.1 Overview of School of Textiles and Design

The Head of the School of Textiles and Design gave a presentation on the School and its strategy.

The presentation included the following areas of the School:

- Identity and purpose;
- Range of activities: fashion, marketing and communication, manufacture, textile design;
- Strategy and research structure;
- Opportunities and challenges;
- Postgraduate development and diversification;
- Collaborations: internal, external and international;
- Facilities and expertise
- Income generation;
- Research expansion and intensification
- Enhancing the student experience;
- Infrastructure costs;
- Co-location challenges.

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

The Vice-Principal thanked the Head of the School for her presentation and the Senate expressed its gratitude to her for the exceptional work she had undertaken in restructuring the School over the past twelve months.

43. **BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE** (SP/14/24)

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 Vice-Principal highlighted the following items:

43.1 **Progression, Completion and Retention Rates: PhD and Undergraduate Students**

The Vice-Principal drew to the Senate's attention to slides containing data on student progression, completion and retention rates for PhD and undergraduate students.

The Deputy Principal (Learning and Teaching) presented data on undergraduate student retention showing overall figures and data broken down by fee type, gender and the Scottish Index of Multiple Deprivation.

It was noted that the University Executive had considered the data, and that it had been agreed the Senate should be invited to comment on it and consider the factors contributing to the rates. The Senate acknowledged that there were a number of contributory factors to take into account and it was agreed that this was an area that required consideration both at School and institution level.

Schools were asked to identify and consider contributory factors and to assess where actions might be required. It was noted that there would be a full discussion on the matter at the meeting of the Senate on 8 October at which Schools would be invited to confirm measures being put in place to address any issues identified. It was agreed that the Learning and Teaching Board and the Research and Knowledge Exchange Board should consider the rates and submit reports to the Senate for consideration in October.

43.2 **Items Presented for Information**

The Senate noted the following items contained in SP/14/25:

- Creation of New School (see also SM/14/41);
- Court Business: National Performance Centre for Sport;
- Research Grants and Contracts: Proposals and Awards: April 2014 Report;
- Review of Research and Enterprise Services;
- Student Surveys: National Student Survey; Postgraduate Taught Experience Survey 2014; Student Surveys Overview;
- Complete University Guide 2015;
- Policy Development;
- University Executive Away Day;
- High Speed Rail;
- Reception for Scholarship Donors;
- External Reports.

44. **REPORT FROM THE LEARNING AND TEACHING BOARD** (SP/14/26)

The Senate received and considered a report, presented by the Deputy Principal (Learning and Teaching), on the meeting of the Board of 2 April 2014.

44.1 **Items Presented for Information**

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

- Learning and Teaching Strategy: Revised Summary of School Strategies;
- Learning and Teaching Strategy: University Operational Plan;
- Learning and Teaching Strategy: Engagement with Professional Services;
- Discussion Item: Closing the Student Survey Feedback Loop;

- Progression Requirements: Common Assessment and Progression System;
- Strategy Away Day: Report;
- QAA ELIR3: Preparations and Key Areas of Activity;
- Report from the Centre for Academic Leadership and Development;
- Guide to Using the Code of Practice for the Management of Multi-Location, Multi-Mode Programmes (see also SM/14/39.1);
- Papers for Information.

45. NEXT MEETING

The Vice-Principal reminded members that the next meeting would take place on 11 June at 2.15 pm at which a report from the Constitutional Review Group on the review of the Charter and Statutes would be considered.

Senate   Minimum

In the Chair:	Professor S Chapman		Date: 11 June 2014

Present also:

Dr A Bell	Mr A Haniff	Ms M Matoshi
Dr K Brown	Dr M Hartl	Professor K McCullough
Professor A Cairns	Professor G Hogg	Professor K McKendrick
Professor R Craik (via Skype)	Dr S Houston	Ms J Nelmes
Dr G Crowder	Dr W Jackson	Dr N Robertson
Professor D Duncan	Ms B Jamieson	Mr C Robinson
Professor T Fernandes	Dr D Jamieson	Professor J Sawkins
Professor J Ford	Professor P John	Professor A Scott
Dr A Gardiner	Professor J Jones	Dr H Smith
Professor S Geiger	Dr S Keith	Mrs E Thoday
Dr L Georgieva	Professor A Macdonald	Professor F Waldron

In attendance:

Ms A M Dalton, Secretary of the University
Mrs L Kirkwood-Smith, Head of the Secretariat
Dr S Macpherson, Co-opted Member of the Court and Chair of the Constitutional Review Group
Mrs K Patterson, Academic Registrar and Deputy Secretary
Mr S Smith, Head of Senate Services (Clerk)

Apologies:

Professor R Aylett	Dr M Lawson	Professor G Pender
Ms S Collier	Dr J Ma	Professor J Ritchie
Professor S Dewar	Professor R MacIntosh	Professor D Stow
Professor P de Wilde	Professor S McLaughlin	Professor G Streftaris
Dr B Erdogan	Dr G Medero	Professor G Stylios
Professor L Galloway	Professor G Michaelson	Dr D Sun
Professor D Hand	Professor A Miller	Dr R van Dijke
Professor D Hopkins	Dr R Mochrie	Dr R Westacott
Professor J Howie	Dr B O'Rourke	Ms C Wilson
Professor O Laghrouche	Dr A Paterson	Professor P Woodward
Dr T Lansdown		

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46. WELCOME

The Principal welcomed all those attending the meeting which had been called to consider the report from the Constitutional Review Group (CRG) on the review of the University's Charter and Statutes. In particular the following were welcomed:

- Dr S Macpherson, Co-opted Member of the Court and Chair of the CRG;
- Professor R Craik, Vice-Principal (Malaysia), participating via Skype;
- The recently appointed Student Union office bearers who were attending their first meeting:
  - Ms J Nelmes, President;
  - Ms J Matoshi, Vice-President.

47. MEMBERS OF THE SENATE

The Senate noted that for the following, their membership of the Senate would come to an end during the summer:

| Heads of Schools: | Professor P de Wilde |
| | Head of the School of Mathematical and Computer Sciences |

| Chairs of Committees: | Professor D Duncan |
| | Chair of the Quality and Standards Committee |

<table>
<tr><td>Elected Members:</td><td>School of the Built Environment:
Dr B Erdogan
Dr I Motawa
Dr G Walker</td></tr>
<tr><td></td><td>School of Life Sciences:
Professor T Fernandes
Dr M Hartl</td></tr>
<tr><td></td><td>School of Management and Languages:
Professor N Kamenou
Dr B O'Rourke
Mrs E Thoday</td></tr>
<tr><td></td><td>School of Mathematical and Computer Sciences:
Professor A Cairns
Professor G Michaelson</td></tr>
<tr><td></td><td>Institute of Petroleum Engineering:
Professor J Ford</td></tr>
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The Principal thanked the members for their commitment to the work of the Senate and the University.

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48. REVIEW OF CHARTER AND STATUTES: REPORT FROM CONSTITUTIONAL REVIEW GROUP (SP/14/27 and 28)

48.1 Introduction

The Senate considered a report from the Constitutional Review Group (CRG) on the review of the Charter and Statutes (SP/14/27). The Principal outlined for the Senate the background to the review. It was noted that in March 2013, following consultation with the Senate, the Court had established the CRG with a remit to undertake an initial review of the Charter and Statutes. The initial review had concluded that a detailed review should be undertaken and, following consultation with the Senate, the Court approved the commencement of the detailed review in June 2013. It was noted that throughout the review, the Senate had been consulted and had received regular progress reports from the CRG.

It was noted that the report from the CRG on the review, which had been circulated to the Senate on 22 May, provided an opportunity for the Senate to consider the drafts of the Charter and Statutes and to submit comments to the Court for consideration at its meeting on 23 June. Members of the Senate had been invited to submit comments on the drafts in advance of its meeting and these were circulated to the Senate in advance of the meeting (SP/14/28).

The Principal thanked Dr Macpherson, Chair of the CRG, and Professor Macdonald, Chair of the Ordinances and Regulations Committee (ORC) for their contributions to the review of the Charter and Statutes, and invited them to present the report from the CRG.

48.2 Background to Review and Provision for the Senate

The Chair of the ORC outlined the composition of the CRG and indicated that it had met twelve times since its establishment, submitting interim reports to the Senate and the Court on progress.

The Senate noted that the aims of the review, which had been presented to the Court and the Senate, had included consideration of the relationship between the Court and the Senate, and the balance to be struck between matters of corporate and academic governance. It had been emphasised that the powers of the Senate would not be diminished in any way as a result of the review.

The Chair of the ORC explained that it was proposed the wording of Charter Article 9 (Article 10 in the revised Charter) making provision for the Senate be amended as part of the review. The reason for this is to confirm the position with regard to the role of members of the Court as charity trustees in accordance with legislation contained in the Charities and Trustee Investment Act (Scotland) 2005.

The proposed wording recognises that the Senate's powers in relation to academic matters are delegated in full by the Court to the Senate.

The Senate noted that under the provisions of the proposed Charter, its power would be derived from the Court as the governing body. The Chair of the ORC explained that at present, as in the proposed Charter, the Court has the sole authority within the University to approve changes to the Charter. That being the case, the Court currently determines the delegation of its powers. To change the delegation of power to the Senate, the Court would need to change the Charter. The Senate acknowledged that although the wording in the Charter regarding provision for the Senate had changed, its powers remained undiminished.

The Chair of the ORC indicated that new Ordinances and Regulations and revisions to existing Ordinances and Regulations would be required to underpin the revised Charter and Statutes and that there was a substantial amount of work to be undertaken in this area by the ORC.

48.3 Rationale for, and Objectives of the Review

The Chair of the CRG provided a summary of the rationale for, and objectives of the review.

The Senate noted that it had been some time since the Charter and Statutes had been reviewed and that since then the University had undergone significant growth and change, with far more wide-reaching and complex activities than was envisaged under the Charter and Statutes as originally conceived, including international campuses. This had brought into question the adequacy of the current Charter and Statutes.

The Chair of the CRG explained that as the foundation of the University's governance, it was of vital importance that the Charter and Statutes provided a governance framework within which the constituent parts of the University understand their roles, responsibilities and accountabilities for all the University's activities.

The Senate noted that the main drivers for the review were as follows:

- To consider whether or not the Charter and Statutes were fit for purpose in the context of the University's vastly expanded activities and its ambitious strategic plans.
- The review of higher education governance conducted by the Scottish Government, and the subsequent publication of the Scottish Code of Good Higher Education Governance, of which the University must take cognisance in determining whether or not its own governance framework reflects what its key funder now expects.
- The Charities and Trustee Investment Act (Scotland) which has been fully implemented since the last major review of the Charter and Statutes. This influenced the approach to the Charter and Statutes on key matters, particularly the role of the Court as charity trustees of the University.

The main objectives of the review were:

- To bring clarity to the powers, roles, responsibilities and accountabilities of the Court, the Senate, the University Executive and the Principal. One of the immediate challenges to be addressed was the drafting of the Court's Statement of Primary Responsibilities which is required under the Scottish Code.
- To simplify and make clearer the Charter and Statutes and supporting constitutional documents, and to make them more accessible to any member of the University. A common set of definitions in the Charter can be used across the University's constitutional framework, providing clarity.
- To ensure that the Charter and Statutes provide an enabling rather than a prescriptive framework to accommodate the University's future growth, taking into account the current international multi-site context of the University.
- To clearly articulate the relationship between the Court and the Senate and to strike the appropriate balance between academic governance and corporate governance.
- To take account of the requirements of the Scottish Code in the Charter and Statutes.

It was noted that the Charter and Statutes would be submitted to the Court for approval and that comments received from members of the Senate prior to, and during the meeting would be presented to the Court. It was noted that following approval by the Court, engagement will take place with the Office of the Scottish Charities Register and the Scottish Government on the Charter and Statutes.

Ultimately the Privy Council Office will be required to approve the revisions.

The Chair of the CRG expressed her gratitude to the Senate representatives on the CRG for their invaluable contribution to the work of the CRG.

48.4 Comments and Feedback

The Principal drew the Senate's attention to the feedback received from Senate members in advance of the meeting and invited members to comment on it and the proposed Charter and Statutes. The following comments were received:

- Clarification was sought on the definition of the University, its extent and overseas reach, particularly with regard to the entire set of activities of the University, including the Heriot-Watt Group (as defined in Charter Article 3.1(a)). It was suggested that some of the powers and responsibilities set out in the Charter, would be restricted to the University defined in Charter Article 2.2, whilst others could also be exercised by entities within the Heriot-Watt Group. It was noted that the insertion of proposed Charter Article 5.11 referred to the delegation of powers to the Heriot-Watt Group. It was agreed that the powers in respect of entities of the Heriot-Watt Group should be taken into account in the final drafting of the Charter and Statutes to ensure that they are clear and unambiguous.
- The Vice-Principals located at the overseas Campuses, and the Deputy Principals, have an important role to play with regard to the Senate and, therefore, it was suggested that these officers should be recognised within the composition of the Senate. It was noted that at present they were members of the Senate under the category 'holders of academic posts to be determined by the Court'. The Senate confirmed its support for the inclusion of vice- and deputy principals (as may be instituted) as a separate category of member of the Senate in Statute 5, Section 1.1. It was noted that the Statute already included the Vice-Principal of the University as an ex officio member of the Senate.
- With regard to provision for Deans and the Senior Dean contained in Charter Article 17, it was noted that in feedback received from members of the Senate, it had been recommended that to provide a degree of flexibility, the title of Senior Dean should not be referred to when making provision for the Deans in the Charter and Statutes. It was noted that the current Charter made reference only to Deans and that this had provided the required flexibility to introduce the title of Senior Dean. The Senate confirmed its support for this change to the Charter and Statutes.
- With regard to the procedures for removal from office or membership of various officers of the University in Statute 8, it was suggested that the procedure for the removal of Deans was the only one that did not include reference to provisions being contained in an Ordinance. It was confirmed that the provision in an Ordinance for such procedures for the Deans was covered in Statute 2, Section 6.1.

No further comments were received.

48.5 Recommendation to the Court

The Senate confirmed that it was content with the proposed Charter and Statutes and was satisfied that its own powers had not been diminished in any way. The Senate agreed that subject to the changes recommended in advance of the meeting as set out in SP/14/28, and at the meeting, the Charter and Statutes should go forward to the Court for consideration and approval.

The Principal indicated that the final version of the Charter and Statutes, approved by the Court, would be presented to the Senate for information at its next meeting.

On behalf of the Senate, the Principal expressed gratitude to the members of the CRG and those colleagues who had provided support, for their contributions to the review of the Charter and Statutes.

49. NEXT MEETING

The Principal reminded members that the next meeting would take place on 8 October 2014 at 2.15 pm.