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- In the Chair: Professor Julian Jones, Vice-Principal
- Present Also: Professor Ammar Kaka, Vice-Principal (Dubai)  
Professor Gill Hogg, Deputy Principal (Engagement and Staff Development)  
Professor Gareth Pender, Deputy Principal (Research and Innovation)  
Professor John Sawkins, Deputy Principal (Learning and Teaching)  
Professor Malcolm Chrisp, Head (Energy, Geoscience, Infrastructure, and Society)  
Professor Robert MacIntosh, Head (Social Sciences)\*  
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)  
Professor Beatrice Pelloni, Head (Mathematical and Computer Science)  
Professor Fiona Waldron, Head (Textiles and Design)  
Professor Mushtak Al-Atabi, Senior Deputy Vice-Principal (Malaysia)\*  
Ms Ann Marie Dalton-Pillay, Secretary of the University  
Mr Andrew Menzies, Director of Finance  
Mr Richard McGookin, Director of Planning  
Mr Mark Adderley, Director of Human Resource Development
- In Attendance: Professor Mairead Nic Craith, Director of Research (Social Sciences)  
Mr Mike Bates, Director of Student Recruitment  
Mr Brett Dodgson, Clerk
- Apologies: Professor Richard A Williams, Principal and Vice-Chancellor  
Professor Robert Craik, Vice-Principal (Malaysia)  
Dr Gillian Murray, Deputy Principal (Enterprise and Business)  
Professor Heather McGregor, Executive Dean (Edinburgh Business School)

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\* Indicates member participating remotely

**MINUTE REF**  
**M17/069**

**WELCOME AND ANNOUNCEMENTS**

The UE noted that, in the absence of the Principal, the Vice-Principal would chair the meeting.

The Chair welcomed to the meeting the members of the UE and those colleagues who were in attendance.

**M17/070**

**BLUE PAPERS**

The UE received and noted the Blue Papers including the Operational Plan and Actions Log.

**M17/071**

**MINUTES OF THE LAST MEETING**

The UE received the minutes of the meeting held 14 March 2017 and approved them as a correct record. There no matters arising from the minutes.

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### **M17/072      REPORT FROM THE CHAIR**

The Chair noted that some members of the UE had been invited by the Student Union to the 2017 Volunteer Awards to be held 31 March 2017. Owing to prior commitments those members who had been invited were unable to attend and other members were asked to consider attending as representatives of the UE. It was agreed that the Student Union should be asked to provide more notice of future events.

### **M17/073      RESEARCH STUDENT LIFECYCLE REVIEW: FINAL REPORT [Paper: UE/17/026]**

The UE considered the final report of the working group established to review the research student lifecycle.

It was noted that the working group had been established in November 2015 to review research student completion rates and to identify issues within the research student lifecycle that could adversely affect completion rates. The working group had concluded that inconsistency in procedures between and within Schools had been a significant issue as had the lack of clear academic responsibility for research student matters at an institutional level. Other issues that had been identified included variations in practice with regards to progression reviews and monitoring, the maximum number of research students to be supervised by any individual member of academic staff, and extensions of registration.

It was agreed that:

1. each School should have an identifiable member of academic staff responsible for research student matters; it was noted that most Schools already had such a role but that there was scope to formalise this through the development of agreed role description;
2. there should be an institutional research degrees committee, responsible to the proposed Senate Standing Committee for Research and Innovation, the terms of reference for which would include matters relating to research student administration, supervision, and training; it was agreed that the membership of that committee should include the member of academic staff in each School responsible for research student matters and noted that the Chair of the committee might have an institutional role in promoting and developing good practice in research student support;
3. the existing Code of Practice for Research Students should be replaced with a more user friendly Research Student Handbook;
4. there should be a clear statement of the responsibilities of research students, supervisory teams, and the University that each research student and their supervisory team should at the start of the research degree programme agree to fulfil;
5. the Research and Knowledge Exchange Board – and, subsequently, the proposed Senate Standing Committee for Research and Innovation – should
  - a. consider ways to support consistency in procedures between and within Schools; it was agreed that, in particular, there should be greater consistency in establishing procedures with regards to progression reviews and monitoring, the maximum number of research students to be supervised by any individual member of academic staff, and extensions of registration; and
  - b. review English language entry requirements for research degree programmes and requirements and expectations with respect to the training and performance monitoring of research student supervisors.

## PRIVATE AND CONFIDENTIAL

The UE agreed that, at the current time, there was not a need to establish a new operational unit for the delivery of research student support. It was agreed that the Research and Knowledge Exchange Board – and, subsequently, the proposed Senate Standing Committee for Research and Innovation – should consider the need for an institutional umbrella for research student support that would improve consistency and coherency of services for research students. It was noted that any plans in this respect would need to be aligned with other current projects to review academic staff development provision and student academic skills development provision.

The UE thanked Professor Nic Craith and the working group for their work in completing the review.

### **M17/074      STUDENT RECRUITMENT: U.S. MARKET OPPORTUNITIES [Paper: UE/17/031]**

**[Reserved Section – Ref. FOI(S)A, s.30 and s.33]**

### **M17/075      STUDENT RECRUITMENT: LEADING INDICATORS**

The UE agreed that it should receive regular reports on leading indicators for student recruitment and that School Management Boards should monitor leading indicators on a more frequent basis. It was agreed that the Director of Planning and the Director of Student Recruitment should develop proposals for the format and scheduling of such reports. It was noted that work to develop reporting on taught postgraduate student recruitment was being undertaken as part of the Transformational Initiatives.

**[Reserved Section – Ref. FOI(S)A, s.30 and s.33]**

### **M17/076      TRANSFORMATIONAL INITIATIVES: PROGRESS REPORTS**

The UE considered progress reports on the projects comprising the four Transformational Initiatives.

It was agreed that, in advance of a presentation to the Senate of a report on the Transformational Initiatives, the UE should review each project against the agreed objectives and identify whether projects had been completed as planned, would continue beyond the originally anticipated timeframe, or would be taken forward in other ways.

It was noted that work to develop the University's next Strategic Plan would start in late 2017/early 2018. It was agreed that the Director of Planning should present to the UE the proposed schedule for developing the next Strategic Plan.

### **M17/077      LEARNING AND TEACHING BOARD [Paper: UE/17/027]**

The UE received the minutes of the meeting held 1 March 2017 and noted the report of business conducted by the Board.

### **M17/078      PROFESSIONAL SERVICES LEADERSHIP BOARD [Paper: UE/17/028]**

The UE received the minutes of the meeting held 28 February 2017 and noted the report of business conducted by the Board.

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**M17/079 THE SENATE [Paper: UE/17/029]**

The UE received the agenda for the meeting to be held 29 March 2017 and the schedule of business to be conducted by the Senate.

**M17/080 MANAGEMENT ACCOUNTS: FEBRUARY 2017 [Paper: UE/17/030]**

The UE noted that the management accounts as of February 2017 would now be presented at the meeting to be held 28 March 2017.

**M17/081 DATE OF NEXT MEETING**

The UE noted that its next meeting would be a performance meeting and would be held 28 March 2017.

Signed by Chair .....

Date .....