

# The University Executive

Thursday 22 August 2013, 8.45 am

Court Room, Lord Balerno Building

Lunch will be served from 12.30pm (Archer Room, LBB)

## AGENDA

### Item

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#### 1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
- 1.2 Minutes of the meeting of the UE held on 4 July 2013
- 1.3 Matters Arising and Action Log
- 1.4 Business reported by the Chair\*
- 1.5 Consultations and Publications Log\*

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#### 2 REPORTS

##### 2.1 International:

- Heriot-Watt University Malaysia
  - Academic Structures across Multiple Campuses
  - Management, Planning and Financial Reporting
  - Governance Arrangements
  - Operational Update and Risk Register
- SCOAIR recommendations

##### 2.2 Learning and Teaching:

- International Foundation Programme
- Annual Report to the SFC on Institution-led Quality Review 2012/13
- Quality Assurance Agency Scotland, Enhancement-Led Institutional Review (ELIR) 3
- Academic/Academic-related reviews and Internal Audits 2012/13

##### 2.3 Strategy and Resources:

- BGS Project Governance
- Union Facility Time Budget
- Student Recruitment Update
- National Student Survey Initial Results
- PGT Experience Survey Initial Results

##### 2.4 Professional Services:

- Complaints Policy & Procedures
- Management Accounts for the period to 31 July 13 (full year)
- Report from the Secretary of the University
- Report from the Secretary's Board
- Report from the Campus Services Management Board

##### 2.5 Reports from Schools/Postgraduate Institutes/Dubai Campus:

- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)

##### 2.6 Audit & Risk Management:

- University Risk Register and Report from the Risk Management Strategy Group
- Internal Audit Reports:
- Oracle Post-implementation Review
  - Performance Management Review

##### 2.7 Research and Knowledge Exchange:

- Report from the Deputy Principal (Research & KT)
- Report from the Research & Knowledge Exchange Board

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#### 3 GOVERNANCE

- 3.1 Annual Report from the Health & Safety Committee

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**Date of next meeting: 26 September 2013**

# The University Executive

Thursday 4 July 2013, 8.45 am

Court Room, Lord Balerno Building

## AGENDA

Item	
<b>1</b>	<b>MINUTES, ACTIONS AND BUSINESS ARISING</b>
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 30 May 2013
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
<b>2</b>	<b>REPORTS</b>
2.1	<b>Learning and Teaching:</b> <ul style="list-style-type: none"><li>- Learning &amp; Teaching Strategy</li><li>- Report from the Deputy Principal (Learning &amp; Teaching)</li><li>- Report from the Learning &amp; Teaching Board</li></ul>
2.2	<b>Professional Services:</b> <ul style="list-style-type: none"><li>- Interim Staff Survey Results</li><li>- Management Accounts: period to 31 May 2013 (period 10)</li><li>- Report from the Secretary of the University</li><li>- Report from the Secretary's Board</li></ul>
2.3	<b>Reports from Schools/Postgraduate Institutes/Dubai Campus:</b> <ul style="list-style-type: none"><li>- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)</li></ul>
2.4	<b>Research and Knowledge Exchange:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Research &amp; KT)</li><li>- Report from the Research &amp; Knowledge Exchange Board including joint RKEB/LTB meeting</li></ul>
2.5	<b>Strategy and Resources:</b> <ul style="list-style-type: none"><li>- Five Year Financial Plan</li><li>- Outline procedure for approval for development of capital projects</li><li>- Student Applications Update</li></ul>
2.6	<b>Audit &amp; Risk Management:</b> <ul style="list-style-type: none"><li>- University Risk Register</li><li>- Report from the Risk Management Strategy Group</li><li>- Internal Audit Reports:<ul style="list-style-type: none"><li>- Business Continuity Management</li></ul></li></ul>
2.7	<b>International:</b> <ul style="list-style-type: none"><li>- Report from the International Strategy Board</li><li>- Malaysia Campus Update</li></ul>
<b>3</b>	<b>GOVERNANCE MATTERS</b>
3.1	Titles of University Schools/Institutes
3.2	Vacancy Management Group Terms of Reference
3.3	Secretary's Board Terms of Reference
<b>4</b>	<b>Date of next meeting: 22 August 2013</b>

# The University Executive

Thursday 30 May 2013, 8.45 am

Court Room, Lord Balerno Building

## AGENDA

Item	
<b>1</b>	<b>MINUTES, ACTIONS AND BUSINESS ARISING</b>
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 25 April 2013
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
<b>2</b>	<b>REPORTS</b>
2.1	<b>Strategy and Resources:</b> <ul style="list-style-type: none"><li>- Five-Year Plan</li><li>- Student applications and admissions update</li><li>- Dubai Campus Fees</li><li>- National Performance Centre for Sport</li><li>- Aptuit building acquisition</li></ul>
2.2	<b>Learning and Teaching:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Learning &amp; Teaching)</li><li>- Report from the Learning &amp; Teaching Board</li></ul>
2.3	<b>External:</b> <ul style="list-style-type: none"><li>- Report from the International Strategy Board</li><li>- Malaysia Campus Update</li><li>- Confucius Institute application</li><li>- Athena SWAN action plan</li></ul>
2.4	<b>Research and Knowledge Exchange:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Research &amp; KT)</li><li>- Report from the Research &amp; Knowledge Exchange Board</li></ul>
2.5	<b>Reports from Schools/Postgraduate Institutes/Dubai Campus:</b> <ul style="list-style-type: none"><li>- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)</li></ul>
2.6	<b>Professional Services:</b> <ul style="list-style-type: none"><li>- People Management System proposal</li><li>- Report from the Secretary of the University</li><li>- Report from the Secretary's Board<ul style="list-style-type: none"><li>- Recently approved human resources policies</li></ul></li><li>- Report and recommendations from the SCOAIR Working Group</li><li>- Report from the Campus Services Management Board</li></ul>
<b>3</b>	<b>GOVERNANCE MATTERS</b>
3.1	Board/Committee Terms of Reference: <ul style="list-style-type: none"><li>- Learning &amp; Teaching Board</li><li>- TRAC Development &amp; Resource Modelling Working Group</li></ul>
<b>4</b>	<b>Date of next meeting: 4 July 2013</b>

# The University Executive

Thursday 25 April, 1.30 pm

Carnegie Room B, James Watt Centre 2

## AGENDA

### Item

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#### **1 MINUTES, ACTIONS AND BUSINESS ARISING**

- 1.1 Apologies
  - 1.2 Minutes of the meeting of the UE held on 21 March 2013
  - 1.3 Matters Arising and Action Log
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#### **2 REPORTS**

- 2.1 Equality Outcomes
  - 2.2 Heriot-Watt University Malaysia: updated business plan
  - 2.3 Research and Knowledge Exchange Strategy
  - 2.4 British Geological Survey: Outline Business Case
  - 2.5 Athena SWAN Bronze Award application
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#### **3 Date of next meeting: 30 May 2013**

# The University Executive

Thursday 21 March 2013, 8.45 am

**Leonard Horner Conference Room, Leonard Horner Hall**

## AGENDA

### Item

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#### **1 MINUTES, ACTIONS AND BUSINESS ARISING**

- 1.1 Apologies
  - 1.2 Minutes of the meeting of the UE held on 28 February 2013
  - 1.3 Matters Arising and Action Log
  - 1.4 Business reported by the Chair\*
    - NSS response rates
  - 1.5 Consultations and Publications Log\*
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#### **2 REPORTS**

- 2.1 **Research and Knowledge Exchange:**
    - Report from the Deputy Principal (Research & KT)
    - Report from the Research & Knowledge Exchange Board
  - 2.2 **Professional Services:**
    - Management Accounts for the period to 31 January 2013 (mid-year)
    - Oracle R12 update
    - Bi-annual Report from Human Resources Development
    - Efficient Government Return
    - Report from the Secretary of the University: HWU Equality Outcomes
    - Report from the Secretary's Board
  - 2.3 **Learning and Teaching:**
    - Report from the Deputy Principal (Learning & Teaching)
    - Study Group
  - 2.4 **Strategy and Resources:**
    - Centre for Earth & Marine Technology
    - Student Applications Update
  - 2.5 **Reports from Schools/Postgraduate Institutes/Dubai Campus:**
    - Athena SWAN Application
    - Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)
  - 2.6 **Audit & Risk Management:**
    - Internal Audit Report: Fees Strategy
    - Internal Audit Reports
      - Red Flag Report
      - Review of Financial Model
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#### **3 GOVERNANCE MATTERS**

- 3.1 Principal's Advisory Group Terms of Reference
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#### **4 Date of next meeting: 25 April 2013 (Away Day)**

# The University Executive

Thursday 28 February 2013, 8.45 am  
Court Room, Lord Balerno Building

## AGENDA

Item	
<b>1</b>	<b>MINUTES, ACTIONS AND BUSINESS ARISING</b>
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 23 January 2013
1.3	Minutes of the item dealt with by correspondence on 11 February 2013
1.4	Matters Arising and Action Log
1.5	Business reported by the Chair*
<b>2</b>	<b>REPORTS</b>
2.1	<b>Learning and Teaching:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Learning &amp; Teaching)</li><li>- Mass Open Online Courses (MOOCS)</li><li>- Report from the Learning &amp; Teaching Board</li></ul>
2.2	<b>Professional Services:</b> <ul style="list-style-type: none"><li>- Report from the Secretary of the University</li><li>- Report from the Secretary's Board</li><li>- Eikon Update</li><li>- Use of the James Watt Centre 1 for teaching</li><li>- Senior Remuneration, promotion &amp; probations processes</li></ul>
2.3	<b>Strategy and Resources:</b> <ul style="list-style-type: none"><li>- Outline 5-year Planning Envelope 2013</li><li>- British Geological Survey</li><li>- HWU/SFC Outcome Agreement 2013/14</li><li>- Student Applications Update</li><li>- Student Fee Payment Terms Update</li><li>- RUK PGT Fees</li><li>- TRAC Update</li></ul>
2.4	<b>International:</b> <ul style="list-style-type: none"><li>- Malaysia Project Update</li><li>- Report from the International Strategy Board</li></ul>
2.5	<b>Research and Knowledge Exchange:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Research &amp; KT)</li><li>- Report from the Research &amp; Knowledge Exchange Board</li></ul>
2.6	<b>Reports from Schools/Postgraduate Institutes/Dubai Campus:</b> <ul style="list-style-type: none"><li>- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)</li></ul>
<b>3</b>	<b>GOVERNANCE MATTERS</b>
3.1	Dubai Campus Executive Committee Terms of Reference
<b>4</b>	<b>Date of next meeting: 21 March 2013</b>

# The University Executive

Wednesday 23 January 2013, 8.45 am  
Court Room, Lord Balerno Building

## AGENDA

### Item

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#### 1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
  - 1.2 Minutes of the meeting of the UE held on 13 December 2012
  - 1.3 Matters Arising and Action Log
  - 1.4 Business reported by the Chair\*
    - British Geological Survey update
    - Undergraduate student applicants update
  - 1.5 Consultations and Publications Log\*
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#### 2 REPORTS

- 2.1 **Learning and Teaching:**
    - Report from the Deputy Principal (Learning & Teaching)
    - Mass Open Online Courses (MOOCS)
    - Report from the Learning & Teaching Board
  - 2.2 **Research and Knowledge Exchange:**
    - Report from the Deputy Principal (Research & KT)
    - Report from the Research & Knowledge Exchange Board
    - REF selection criteria
  - 2.3 **International:**
    - Report from the Senior Deputy Principal:
    - Malaysia Project Update
    - Report from the International Strategy Board
  - 2.4 **Professional Services:**
    - Report from the Secretary of the University
    - Report from the Secretary's Board
    - Oracle R12 update
  - 2.5 **Strategy and Resources:**
    - Five-Year Plan update
  - 2.6 **Audit and Risk:**
    - Report from the Risk Management Strategy Group: meeting held on 15 January 2013
    - University Risk Overview and Register
    - Internal Audit Report: Procurement
    - Internal Audit Report: Student recruitment and admissions
  - 2.7 **Reports from Schools/Postgraduate Institutes/Dubai Campus:**
    - Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)
  - 2.8 **University Collections**
    - Annual Report of the Collections Committee and Committee Terms of Reference
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#### 3 GOVERNANCE MATTERS

- 3.1 University Executive Terms of Reference
  - 3.2 Risk Management Strategy Group Terms of Reference
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#### 4 Date of next meeting: 28 February 2013

# The University Executive

Thursday 13 December 2012, 8.45 am

Court Room, Lord Balerno Building

## AGENDA

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| <b>1</b> | <b>MINUTES, ACTIONS AND BUSINESS ARISING</b>  |
| 1.1      | Apologies   |
| 1.2      | Minutes of the meeting of the UE held on 14 November 2012   |
| 1.3      | Matters Arising and Action Log  |
| 1.4      | Business reported by the Chair* <ul style="list-style-type: none"><li>- Senior appointments by the Principal</li><li>- SFC Outcome Agreement: additional funded numbers</li></ul>   |
| 1.5      | Consultations and Publications Log*   |
| <b>2</b> | <b>GOVERNANCE MATTERS</b>   |
| 2.1      | University Executive Terms of Reference for annual review   |
| 2.2      | Constitutional Framework: Definitions   |
| <b>3</b> | <b>REPORTS</b>  |
| 3.1      | <b>Professional Services:</b> <ul style="list-style-type: none"><li>- REF: staff contracts</li><li>- Oracle R12</li><li>- Report from the Secretary of the University</li><li>- Report from the Campus Services Management Board</li></ul>  |
| 3.2      | <b>International:</b> <ul style="list-style-type: none"><li>- Report from the Senior Deputy Principal: Revised Academic Staff Time Allocation Scheme</li><li>- Malaysia Project Update</li><li>- Partnership with the Baku Higher Oil School in Azerbaijan</li><li>- Report from the International Strategy Board</li></ul>   |
| 3.3      | <b>Strategy and Resources:</b> <ul style="list-style-type: none"><li>- Five-Year Plan update</li><br/><li>- PhD Studentship allocation 2013</li></ul>   |
| 3.4      | <b>Research and Knowledge Exchange:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Research &amp; Knowledge Transfer)</li><li>- HWU Research and Knowledge Exchange Income Review</li><li>- Report from the Research &amp; Knowledge Exchange Board</li></ul>  |
| 3.5      | <b>Learning and Teaching:</b> <ul style="list-style-type: none"><li>- Report from the Deputy Principal (Learning &amp; Teaching)</li><li>- Summary Report from School Annual Monitoring and Review/Key Performance Indicator meetings 2012</li><li>- HWUM Key Academic and Management Processes – The Role of the Heads of School/Institute (HWU) and Academic Heads (HWUM)</li><li>- Report from the Learning &amp; Teaching Board</li></ul> |
| 3.6      | <b>Reports from Schools/Postgraduate Institutes/Dubai Campus:</b> <ul style="list-style-type: none"><li>- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)</li></ul>   |
| <b>4</b> | <b>Date of next meeting: 23 January 2013</b>  |



# The University Executive

Wednesday 14 November 2012, 8.45 am

Court Room, Lord Balerno Building

## AGENDA

### Item

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#### 1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
- 1.2 Minutes of the meetings of the UE held on 27 September 2012 and 2 November 2012
- 1.3 Matters Arising and Action Log
- 1.4 Business reported by the Chair\*
- 1.5 Consultations and Publications Log\*

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#### 2. REPORTS

- 2.1 **Professional Services:**
  - Gateway Project
  - Biannual Report from Human Resources Development
  - Senior Remuneration, Promotion and Probation processes
  - Oracle R12 update
  - Report from the Secretary of the University
  - Reports from the Secretary's Board (2 October and 5 November 2012 meetings)
- 2.2 **Strategy and Resources:**
  - Proposal to SFC for additional undergraduate funded places
  - Schools' financial performance and preparation for the Planning Round
- 2.3 **Learning and Teaching:**
  - Report from the Deputy Principal (Learning & Teaching)
  - Report from the Learning & Teaching Board
  - Academic Reviews: Mechanical Engineering and EBS
- 2.4 **Research and Knowledge Exchange:**
  - Report from the Deputy Principal (Research & Knowledge Transfer)
  - Report from the Research & Knowledge Exchange Board
- 2.5 **International:**
  - HWUM Management, Planning and Financial Reporting
  - HWUM Revised Portfolio Development
  - Malaysia Project Update
- 2.6 **Reports from Schools/Postgraduate Institutes/Dubai Campus:**
  - Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)

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#### 3. RISK MANAGEMENT AND AUDIT

- 3.1 Report from the Risk Management Strategy Group
- 3.2 University Risk Register

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#### 4. Date of Next Meeting: Thursday 13 December 2012

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# **The University Executive**

Friday 2 November 2012, 2.30 pm  
Court Room, Lord Balerno Building

## **AGENDA**

### **Item**

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#### **1. FORMAL ITEMS**

- 1.1 Apologies
  - 1.2 Business reported by the Chair\*
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#### **2. REPORTS**

- 2.1 Annual Accounts and Financial Statements 2011/12
  - 2.2 Reserved section: Ref Section 30, FOI(S)A.
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#### **3. Date of Next Meeting: Wednesday 14 November 2012**

# The University Executive

Thursday 27 September 2012, 8.45 am

Court Room, Lord Balerno Building

## AGENDA

### Item

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#### 1. MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
- 1.2 Minutes of the meeting of the UE held on 23 August 2012
- 1.3 Matters Arising and Action Log
- 1.4 Business reported by the Chair\*
  - HWU Carol Concert
- 1.5 Consultations and Publications Log\*

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#### 2. REPORTS

##### 2.1 Strategy and Resources:

- University Strategic Plan
- SFC Outcome Agreement
- NSS results
- Lease of Land to Scottish National Blood Transfusion Service
- Tuition Fees 2013/14
- James Watt Scholarship Scheme

##### 2.2 Reports from Schools/Postgraduate Institutes/Overseas Campuses:

- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)\*

##### 2.3 International:

- HWUM: Report from the Vice-Principal (Malaysia)
- HWUM update report
- Report from the Senior Deputy Principal
- Report from the International Strategy Board

##### 2.4 Professional Services:

- Report from the Secretary of the University
- Report from the Secretary's Board
- Recruitment, Enquiries and Admissions Student Life Cycle Group: recommendations
- Oracle R12 update
- Staff Engagement Survey

##### 2.5 Learning and Teaching:

- Report from the Deputy Principal (Learning & Teaching)
- Report from the Learning & Teaching Board
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##### 2.6 Research and Knowledge Exchange:

- Report from the Deputy Principal (Research & KT)
- Report from the Research & Knowledge Exchange Board

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#### 3. RISK MANAGEMENT AND AUDIT

- 3.1 Draft University Risk Register

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#### 4. GOVERNANCE MATTERS

- 4.1 Terms of Reference: Fees Working Group

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#### 5. Date of Next Meeting: Wednesday 14 November 2012