In the Chair: Professor J Jones

Present also:

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

In attendance:

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

Apologies:

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

50. WELCOME

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

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

Recently elected School representatives on the Senate:

School of the Built Environment:
Dr A Cuthbertson
Dr L Galbrun
Dr M Gul
School of Life Sciences:
Dr D Ball
Dr G Buckingham

School of Management and Languages:
Dr C Annabi
Dr J Richards
Dr M Winters

School of Mathematical and Computer Sciences
Professor N Gilbert
Dr H Hastie

Institute of Petroleum Engineering:
Professor P Corbett

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

51. MINUTES OF PREVIOUS MEETINGS

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

52. MATTERS ARISING FROM THE MINUTES

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

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

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

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

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

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

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

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

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

The Senate noted that the Court had approved the recommended modifications to Ordinance 43: Approved Supervisors.
52.6 Proposal to create a New School (SM/14/41)

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

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

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

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

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

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

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

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

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

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

54.1 Recruitment of Principal and Vice-Chancellor

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

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

It was noted that Ordinance 27: Appointment of the Principal would require revision to accommodate the proposed modifications to the Appointment Committee.
The Senate noted that, in addition, the Senate Business Committee had recommended that the following members of the Senate should be appointed to the Appointment Committee:

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

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

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

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

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

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

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

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

54.3 Terms of Reference of the Senate Business Committee

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

54.4 Role Descriptors for External Members of Senate Committees

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

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

The Senate approved the role descriptors for each external member.

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

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

- The current School representatives should continue to serve on the Senate committees throughout academic year 2014-15. Representation will be reviewed by the Head of School and a single
representative of EGIS will be appointed for each committee from 1 August 2015;

- The representatives elected in the School of the Built Environment and the Institute of Petroleum Engineering to the Senate should continue to serve on the Senate for academic year 2014-15. In accordance with Ordinance 13: Elections to the Senate, the number of representatives elected by each School is calculated based upon the number of staff in the School eligible for election. At present it is estimated that the number of eligible staff in EGIS in 2014-15 is approximately 140, and based on that number the School will be eligible to elect 10 representatives to the Senate. Representatives currently elected to the Senate will serve out their terms of office and when appointments expire elections will be held in accordance with Ordinance 13;

- Senate representatives appointed by the Senate to committees should continue for academic year 2014-15 and vacancies should be reviewed in the usual way by the Nominating Working Group (Senate) when it meets to consider the membership of Senate committees during 2015;

- The elected Deans should continue with their responsibilities within their constituencies, pending the outcome of a review of the role of the Deans which is currently being undertaken.

The Senate approved the arrangements as proposed above.

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

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

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

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

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

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

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

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

54.8 Terms of Reference of the Honorary Degrees Working Group

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

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

The Senate noted the duration of the semester structure at Heriot-Watt University Malaysia, which had been introduced in order to accommodate the Malaysian system of calculating academic credit. It was noted that Schools would not be required to re-design courses to accommodate the inclusion of formal study weeks at the Malaysia Campus.
The Senate agreed that the paper referred to in relation to this item should be circulated electronically to members of the Senate for information.

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

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

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

54.11 Senate Presentation and Discussion Items 2014-15

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

54.12 Items Presented for Information

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

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

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

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

56.1 Terms of Reference

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

56.2 Items Presented for Information

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

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

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

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

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

57.2 Items Presented for Information

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

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

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

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

58.1 Conduct of Examination Boards, 2013

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

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

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

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

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

58.2 Items Presented for Information

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

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

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

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

59.1 Re-development of the Edinburgh Campus

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

59.2 Items Presented for Information

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

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

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

The Senate received and considered a report, presented by the Chair of the Ordinances and Regulations Committee (ORC), on a proposal considered by the ORC by correspondence and its subsequent recommendation to the Senate and the Court.
60.1 Proposed Revision to Regulation 3: Student Union

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

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

60.2 Items Presented for Information

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

- Review of Ordinances to underpin Revised Charter and Statutes

61. PRESENTATION AND DISCUSSION ITEMS

61.1 Progression, Retention and Completion

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

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

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

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

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

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

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

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

The presentation included the following areas of the School:

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

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

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

62. Briefing from the Principal and the University Executive (SP/14/36)

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

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

- Appointments and promotions;
- Strategic Projects Register;
- West London College: Associate Campus Agreement;
- High Speed Rail Update;
- Report on Edinburgh Business School;
- National Student Survey 2-14;
- League Tables Update;
- Enhanced Library Services;
- Athena SWAN: Good Practice in Committees and Boards;
- Green Flag Award;
- University Complaints;
- Inaugural Lecture Series;
- External Reports.

63. Report from the Learning and Teaching Board (SP/14/37)

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

63.1 Additional Entry Points

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

63.2 Items Presented for Information

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

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

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

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

64.1 Items Presented for Information

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

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

65. CLERK TO THE SENATE

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

66. NEXT MEETING

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