

# SENATE

There will be a meeting of the Senate in the Carnegie Room, James Watt Centre, on Wednesday 8 October 2014 at 2.15 pm. The Agenda is appended and the relevant papers are enclosed. Refreshments will be available from 2.00 pm.

Stewart Smith  
Head of Senate Services  
(s.smith@hw.ac.uk/Extn 3632)

1 October 2014

## AGENDA

Item	Paper Ref	Presenter
<b>1. Formal Matters</b>		
1.1 Welcome		
1.2 Minutes of Meetings of 14 May and 11 June 2014	Enclosed	
1.3 Matters Arising (not covered below): <ul style="list-style-type: none"><li>Review of Charter and Statutes: Update</li></ul>	SP/14/28	
<b>2. Reports from Committees of the Senate</b>		
2.1 Senate Business Committee (business transacted to 30 Sep 2014)	SP/14/29	Chair
2.2 Senate Business Committee (report of meeting of 2 Oct 2014)*	SP/14/30 (to follow)	Chair
2.3 Undergraduate Studies Committee* <ul style="list-style-type: none"><li>Item 6: Committee Terms of Reference</li></ul>	SP/14/31	LG
2.4 Postgraduate Studies Committee* <ul style="list-style-type: none"><li>Item 10: Committee Terms of Reference</li></ul>	SP/14/32	JR
2.5 Quality and Standards Committee* <ul style="list-style-type: none"><li>Item 15: Conduct of Examination Boards</li></ul>	SP/14/33	PJ
2.6 Information Services Committee	SP/14/34	DH
<b>3. Report from Joint Committee of the Court and the Senate</b>		
3.1 Ordinances and Regulations Committee* <ul style="list-style-type: none"><li>Item 1: Proposed Revisions to Ordinance 3: Student Union</li></ul>	SP/14/35	AMacd
3.2 Ordinances and Regulations Committee	SP/14/35a	AMacd
<b>4. Presentation and Discussion Items</b>		
4.1 Progression, Retention and Completion (Taught and Postgraduate Research Students): Professor John Sawkins, Deputy Principal (Learning and Teaching) and Professor Alan Miller, Deputy Principal (Research and Knowledge Transfer)		
4.2 Establishment of School of Energy, Geoscience, Infrastructure and Society: Update of Progress: Professor Garry Pender, Head of School		
<b>5. Briefing from Principal and Reports from University Executive and Boards</b>		
5.1 Briefing from the Principal and the University Executive*	SP/14/36 (to follow)	Chair
5.2 Learning and Teaching Board* <ul style="list-style-type: none"><li>Item 1: Progression and Retention</li><li>Item 13: Use of Translation Dictionaries in Exams</li></ul>	SP/14/37	JS
5.3 Research and Knowledge Exchange Board	SP/14/38	AM
<b>6. Other Business</b>		
6.1 Any Other Business		
<b>7. Date of Next Meeting:</b> 3 December 2014		

\*Starred items indicate business that requires approval or business that will be drawn to the attention of the Senate. Members wishing a particular item to be discussed are invited to inform the Head of Senate Services by 6 October 2014.



## SENATE

There will be a meeting of the Senate in the Carnegie Room, James Watt Centre, on **Wednesday 3 December** 2014 at 2.15 pm. Refreshments will be available from 2.00 pm.

The Agenda is appended and the relevant papers are enclosed.

\*Starred items indicate business that requires approval or business that will be drawn to the attention of the Senate. Members wishing a particular item to be discussed are invited to inform the Clerk by noon on 27 November 2014.

John McDermott  
Temporary Officer to the Secretariat  
21 November 2014  
([j.mcdermott@hw.ac.uk](mailto:j.mcdermott@hw.ac.uk) / Extn 3365)

## AGENDA

Item		Paper Ref	Presenter
<b>1.</b>	<b>Formal Matters</b>		
1.1	Welcome		Chair
1.2.1	Minutes of Meeting of 8 October 2014	Enclosed	Chair
1.2.2	Report of meeting of Senate members with the Chair of Court Designate on 13 November 2014	Enclosed	Chair
1.3	Matters Arising (not covered below): <ul style="list-style-type: none"><li>Review of Charter and Statutes: Verbal Update</li></ul>		AMD
<b>2.</b>	<b>Reports from Committees of the Senate</b>		
2.1	Senate Business Committee (business transacted by correspondence to 10 Nov 2014)* <ul style="list-style-type: none"><li>Item 3: Approved revision to Regulation 50: Student Discipline</li></ul>	SP/14/39	Chair
2.2	Senate Business Committee (report of meeting of 27 Nov 2014)*	SP/14/40 (to follow)	Chair
2.3	Undergraduate Studies Committee	SP/14/41	LG
2.4	Postgraduate Studies Committee	SP/14/42	JR
2.5	Quality and Standards Committee* <ul style="list-style-type: none"><li>Item 1: Quality &amp; Standards Committee: Revised Terms of Reference</li><li>Item 2: Academic Council (West London College): Revised Terms of Reference</li></ul>	SP/14/43	PJ
2.6	Academic Council (West London College)	SP/14/44	JS

*Agenda updated post SBC 27/11/14*

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|-----|--|----------|----|
| 2.7 | Academic Council (Malaysia)                                      | SP/14/45 | RC |
| 2.8 | Information Services Committee *<br>• Item 1: Revised Membership | SP/14/46 | MR |
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- 3. Report from Joint Committee of the Court and the Senate**
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|-----|--------------------------------------|----------|-------|
| 3.1 | Ordinances and Regulations Committee | SP/14/47 | AMacd |
|-----|--------------------------------------|----------|-------|
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- 4. Presentation and Discussion Items**
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|-----|--|--------------------------------|-----|
| 4.1 | ELIR Update: Professor John Sawkins, Deputy Principal (Learning and Teaching)                                |                                |     |
| 4.2 | Overview of School of Management & Languages: Professor Robert MacIntosh, Head of School                     |                                |     |
| 4.3 | University response to Government consultation on HE Governance Bill: Ann-Marie Dalton, University Secretary | SP/14/48<br><i>(to follow)</i> | AMD |
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- 5. Briefing from Principal and Reports from University Executive and Boards**
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|-----|---|----------|-------|
| 5.1 | Briefing from the Principal and the University Executive                                | SP/14/49 | Chair |
| 5.2 | Learning and Teaching Board*<br>• Item 1: Renaming of Assessment and Progression System | SP/14/50 | JS    |
| 5.3 | Research and Knowledge Exchange Board   | SP/14/51 | AM    |
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- 6. Other Business**
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|-----|--------------------|--|--|
| 6.1 | Any Other Business |  |  |
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- 7. Date of Next Meeting:** 11 February 2015



## SENATE

There will be a meeting of the Senate in the Carnegie Room, James Watt Centre, on **Wednesday 11 February** 2015 at 2.15 pm. Refreshments will be available from 2.00 pm.

The Agenda is below and the relevant papers are enclosed.

\*Starred items indicate business that requires approval or business that will be drawn to the attention of the Senate. Members wishing a particular item to be discussed are invited to inform the Clerk by noon on 5 February 2015.

John McDermott  
Temporary Officer to the Secretariat  
29 January 2015  
([j.mcdermott@hw.ac.uk](mailto:j.mcdermott@hw.ac.uk) / Extn 8421)

## AGENDA

Item		Paper Ref	Presenter
<b>1.</b>	<b>Formal Matters</b>		
1.1	Welcome		Chair
1.2.1	Minutes of meeting of 3 December 2014	Enclosed	Chair
1.2.2	Minutes of meeting of 10 December 2014	Enclosed	Chair
1.3	Matters Arising (not covered below):		
	• Review of Charter and Statutes (minute 70.1)	Verbal	AMD
	• Appointment of the new Principal & Vice-Chancellor (minute 70.2)	Verbal	AMD
<b>2.</b>	<b>Reports from Committees of the Senate</b>		
2.1	Senate Business Committee (business transacted by correspondence to 29 January 2015)	SP/15/01	Chair
2.2	Senate Business Committee (report of meeting of 5 February 2015)*	SP/15/02 (to follow)	Chair
2.3	Undergraduate Studies Committee (meeting of 07/01/15)	SP/15/03	LG
2.4	Postgraduate Studies Committee (meetings of 9/12/14 & 20/01/15)	SP/15/04	JR
2.5	Quality and Standards Committee (meeting of 17/12/14) * • revised version of Terms of Reference as amended in line with the Athena SWAN Charter	SP/15/05	PJ
2.6	Academic Council (West London College) (meeting of 03/02/15)	SP/15/06 (to follow)	JS
2.7	Academic Council (Malaysia) (meeting of 07/11/14)	SP/15/07 (to follow)	RC
2.8	Academic Council (Dubai) (meeting of 17/12/14)	SP/15/08	AK
2.9	Information Services Committee (meeting of 15/12/14)	SP/15/09	DH

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- 3. Report from Joint Committee of the Court and the Senate**
- 3.1 Ordinances and Regulations Committee (report of business conducted by correspondence) \* SP/15/10 AMacd
- Proposed Revision to Regulation 31: Authority of Heads of Schools and Examiners in Exceptional Circumstances
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- 4. Presentation and Discussion Items**
- 4.1 REF Outcome: Professor Duncan Hand, Interim Deputy Principal (Research and Knowledge Exchange)
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- 4.2 Update on ELIR (Part 1 visit): Dr M King, Head of Academic Quality, Academic Registry
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- 5. Briefing from Principal and Reports from University Executive and Boards**
- 5.1 Briefing from the Principal and the University Executive (meetings of 12/12/14 & 30/01/15) SP/15/11 Chair  
(to follow)
- 5.2 Learning and Teaching Board (meetings of 10/12/14 & 21/01/15) SP/15/12 JS
- 5.3 Research and Knowledge Exchange Board (meeting of 10/12/14) SP/15/13 DH  
(to follow)
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- 6. Other Business**
- 6.1 Any Other Business
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- 7. Date of Next Meeting:** 25 March 2015
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## SENATE

There will be an extra meeting of the Senate in the Gibson Room, James Watt Centre, Edinburgh Campus, on Wednesday **11 March** 2015 at 2.15 pm.

Refreshments will be available from 2.00 pm.

The Agenda is below and the relevant paper will be circulated at the meeting.

John McDermott  
Temporary Officer to the Secretariat  
10 March 2015  
([j.mcdermott@hw.ac.uk](mailto:j.mcdermott@hw.ac.uk) / Extn 8421)

## AGENDA

Item	Paper Ref	Presenter
<b>1. Formal Matters</b>		
1.1 Welcome		Professor J Jones, Vice-Principal (and Chair of the meeting)
<b>2. Appointment of Principal and Vice-Chancellor and Conferment of the Title Professor</b>		
2.1 Appointment of Principal and Vice-Chancellor and Conferment of the Title Professor	SP/15/14 *	Ms A M Dalton, Secretary of the University
<b>3. Other Business</b>		
No further business will be taken		
<b>4. Date of Next Meeting:</b> 25 March 2015		

\* NB This paper is to remain strictly confidential to Senate members only



## SENATE

There will be a meeting of the Senate in the Carnegie Room, James Watt Centre, on **Wednesday 25 March** 2015 at 2.15 pm. Refreshments will be available from 2.00 pm.

The Agenda is below and the relevant papers are enclosed.

\*Starred items indicate business that requires approval or business that will be drawn to the attention of the Senate. Members wishing a particular item to be discussed are invited to inform the Clerk by noon on 23 March 2015.

John McDermott  
Temporary Officer to the Secretariat  
18 March 2015  
([j.mcdermott@hw.ac.uk](mailto:j.mcdermott@hw.ac.uk) / Extn 8421)

## AGENDA

Item		Paper Ref	Presente r
<b>1.</b>	<b>Formal Matters</b>		
1.1	Welcome		JJ
1.2.1	Minutes of meeting of 11 February 2105	Enclosed	JJ
1.2.2	Minutes of meeting of 11 March 2015	Enclosed	JJ
1.3	Matters Arising (not covered below):		
	• Review of Charter and Statutes (minute 3.1)	Verbal	AMD
	• Appointment of the new Principal & Vice-Chancellor (minute 21)	Verbal	AMD
<b>2.</b>	<b>Reports from Committees of the Senate</b>		
2.1	Senate Business Committee (business transacted by correspondence to 4 March 2015)	SP/15/15	JJ
2.2	Senate Business Committee (report of meeting of 12 March 2015)*	SP/15/16	JJ
2.3	Undergraduate Studies Committee (meeting of 11/03/15)	SP/15/17	LG
2.4	Postgraduate Studies Committee (meetings of 03/03/15)	SP/15/18	JR
2.5	Quality and Standards Committee (meeting of 18/02/15)	SP/15/19	PJ
2.6	Academic Council (West London College) (meeting of 03/02/15)	SP/15/06	JS
2.7	Academic Council (Malaysia) (meetings of 07/11/14 and 27/02/15)	SP/15/07 & SP/15/20 (to follow)	RC
2.8	Academic Council (Dubai) (meeting of 11/03/15)	SP/15/21 (to follow)	AK
2.9	Information Services Committee (meeting of 25/02/15)	SP/15/22 (to follow)	DH

*Agenda updated 18/03/15*



<b>3.</b>	<b>Report from Joint Committee of the Court and the Senate</b>		
3.1	Ordinances and Regulations Committee	Verbal	AMacd
<b>4.</b>	<b>Presentation and Discussion Items</b>		
4.1.	Policies on Student Attendance and Compulsory Withdrawal Procedures * (for approval)	SP/15/23	JS
4.2.	Update on ELIR: Professor John Sawkins, Deputy Principal (Learning and Teaching)		
4.3.	Update on Major Projects: Professor Julian Jones, Acting Principal		
4.4.	Update on British Geological Survey Co-Location: Professor John Underhill, Professor Murray Roberts (School of EGIS)		
<b>5.</b>	<b>Briefing from Principal and Reports from University Executive and Boards</b>		
5.1	Briefing from the Acting Principal and the University Executive (meeting of 26/02/15)	SP/15/24	JJ
5.2	Learning and Teaching Board (meeting of 04/03/15)	SP/15/25	JS
5.3	Research and Knowledge Exchange Board (meeting of 19/02/15)	SP/15/26	DH
<b>6.</b>	<b>Other Business</b>		
6.1	Any Other Business		
<b>7.</b>	<b>Date of Next Meeting:</b> 13 May 2015		



## SENATE

There will be a meeting of the Senate in the Carnegie Room, James Watt Centre, on **Wednesday 13 May 2015** at 2.15 pm. Refreshments will be available from 2.00 pm.

The Agenda is below and the relevant papers are enclosed.

\*Starred items indicate business that requires approval or business that will be drawn to the attention of the Senate. Members wishing a particular item to be discussed are invited to inform the Clerk by noon on 11 May 2015.

John McDermott  
Temporary Officer to the Secretariat  
01 May 2015  
([j.mcdermott@hw.ac.uk](mailto:j.mcdermott@hw.ac.uk) / Extn 8421)

### DRAFT AGENDA

Notes in BLUE for SBC members

Item		Paper Ref	Presenter
<b>1. Formal Matters</b>			
1.1	Welcome and apologies		JJ
1.2.1	Minutes of meeting of 11 February 2105 <i>includes the previously flagged amendment</i>	Enclosed	JJ
1.2.2	Minutes of meeting of 11 March 2015	Enclosed	JJ
1.2.3	Minutes of meeting of 25 March 2015 <i>includes amendments proposed by J Sawkins</i>	Enclosed	JJ
1.3	Matters Arising (not covered below):		
	<ul style="list-style-type: none"><li>Review of Charter and Statutes (minute 25.1) <i>To note latest developments:</i><ul style="list-style-type: none"><li>Senate members had been circulated on 30 March with the version of the Revised Charter and Statutes as approved by the SGLD;</li><li>this version has now been approved by an Emergency Meeting of Court and then submitted to the Privy Council for formal approval;</li><li>the Privy Council will next meet in June (post UK General Election) and is expected to approve the Revised Charter and Statutes then;</li><li>the University has proposed an Effective Date of 1 September 2015. This will ensure compliance with the Scottish Code of Good Higher Education Governance;</li><li>work is underway to ensure that the Ordinances &amp; Regulations properly reflect the new Charter and Statutes.</li></ul></li></ul>	Verbal	AMD
1.4	Report of Matters Approved via Correspondence	Verbal	JJ
	<ul style="list-style-type: none"><li>Policies on Student Attendance and Compulsory Withdrawal Procedures (SP/15/23)</li><li>Additional Entry points in the Academic Year: Key Principles (Academic and Business) for Campus-Based Programmes (extract from paper SP/15/24)</li><li>Amendment to Regulation 6: <i>Degree of Doctor of Philosophy</i></li></ul>		
	<i>These items were approved by Senate in mid-April. By the close of the response period, the Clerk had received several expressions of approval from Senate members and no expression of disagreement.</i>		

1.5	Senate Review of Effectiveness 2015/16  To note that the Secretary of the University is to lead a Review of Effectiveness of Senate, commencing shortly. If details of the timescale and/or process are available, they will be reported to Senate.	Verbal	AMD
1.6	Senate Membership 2015/16  To note the membership of Senate with effect from 1 August 2015. This reflects those members whose terms of office come to an end shortly, as well as the outcome of the election process conducted in March.	SP/15/27	JJ
<b>2. Reports from Committees of the Senate</b>			
2.1	Senate Business Committee (business transacted by correspondence to 30 April 2015)	SP/15/28	JJ
2.2	Senate Business Committee (report of meeting of 7 May 2015)*	SP/15/29 <i>(to follow)</i>	JJ
2.3	Postgraduate Studies Committee (meeting of 14/04/15) *  PSC has formally requested (along with the USC) approval for an increase to their respective memberships to address the increased quantity of work being undertaken by the Committees.	SP/15/30	JR
2.4	Quality and Standards Committee (meeting of 08/04/15) *  QSC proposes some changes to the Feedback on Assessment Policy	SP/15/31	PJ
2.5	Academic Council (West London College) (meeting of 03/02/15)	SP/15/06 <i>(to follow)</i>	JS
2.6	Academic Council (Malaysia) (meetings of 27/02/15 and 17/04/15)	SP/15/19 & SP/15/32 <i>(to follow)</i>	RC
2.7	Information Services Committee (meetings of 27/01/15 & 04/03/15)	SP/15/33	DH
2.8	University Discipline Committee * (Annual Report)	SP/15/34	PJ
<b>3. Report from Joint Committee of the Court and the Senate</b>			
3.1	Ordinances and Regulations Committee *  ORC proposes some changes to its Terms of Reference; and seeks Senate's approval for amendments to Regulation 3: Modular First Degrees.	SP/15/35 <i>(to follow)</i>	AMacd
<b>4. Presentation and Discussion Items</b>			
4.1.	Proposed change to the Policy on the Recognition of Prior Learning * (for approval)	SP/15/36	JS
4.2.	Presentation on ELIR Outcome: Professor John Sawkins, Deputy Principal (Learning and Teaching)		
4.3.	Presentation on Heriot-Watt University Malaysia: Professor Bob Craik, Vice-Principal (Malaysia)		
<b>5. Briefing from Principal and Reports from University Executive and Boards</b>			
5.1	Briefing from the Acting Principal and the University Executive * (meeting of 26/03/15)	SP/15/37 <i>(to follow)</i>	JJ
5.2	Learning and Teaching Board (meeting of 01/04/15)	SP/15/38	JS
<b>6. Other Business</b>			
6.1	Any Other Business  'Thank you' to all members demitting office between now and the next meeting		
7.	<b>Date of Next Meeting:</b> 7 October 2015		