

THE SENATE

Minutes: 5 October 2016

In the Chair:	Professor Richard A Williams	
Present Also:	Professor Julian Jones Professor Gillian Hogg Dr Gillian Murray Professor Gareth Pender Professor John Sawkins Professor Laura Galloway Professor James Ritchie Professor Robert MacIntosh Professor Heather McGregor Professor Stephen McLaughlin Professor Beatrice Pelloni Professor Fiona Waldron Professor Angus Macdonald Mr Diarmuid Cowan Ms Sheona Dorrian Professor Patrick Corbett Dr Laurent Galbrun Dr Mehreen Gul Dr Rink Van Dijke Dr Frédéric Bosché Dr Olisanwendu Ogwuda* Dr Alan Forster Dr Alan Cuthbertson Dr Jingsheng Ma Dr Gabriela Medero Dr Sandhya Patidar Professor Kenneth McKendrick Dr Derek Ball Dr Stephen Houston Dr Fadi Ghaith*	Professor Ian Galbraith Mr Alan Harper Dr Gillian Thomson Dr Peter Kew* Professor Stuart Macgregor Dr Mutasim Nour* Dr Carrie Annabi* Dr James Richards Dr Marion Winters Dr Audrey Paterson Dr Alan Gow Dr Shumei Gao Dr Yvonne McLaren-Hankin Professor Isabelle Perez Mr Amos Haniff Dr Christopher Dodd Dr Helen Hastie Dr Lilia Georgieva Dr George Streftaris Professor Greg Michaelson Dr Verena Rieser Dr Catherine Donnelly Mrs Vanessa Northway* Mr Dilip Mothiram* Dr Sara Keith Dr Fiona Jardine Ms Aude Le Guennec Ms Jane Priest Mr Shai Davidov Mr Gerry Reilly
In Attendance:	Ms Ann Marie Dalton Mr Paul Travill Ms Sue Collier	Mr Mike Roch Dr Margaret King Mr Brett Dodgson (Clerk)
Apologies:	Professor Robert Craik Professor Ammar Kaka Professor Nick Gilbert Professor Omar Laghrouche	Professor Vicki Stone Professor Raffaella Occone Professor Nick Taylor Dr Bill Wallace

* Indicates member participating remotely

MINUTE REF
M16/059

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the Senate, in particular new members who were joining the Senate this academic year, and those colleagues who were in attendance.

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The Chair noted that a new seating configuration had been employed which was intended to better facilitate discussion at meetings of the Senate; members of the Senate were invited to give to the Clerk any feedback on the new seating configuration.

The Senate, with regret, noted the death of Professor Emeritus Jack Carr formerly of the School of Mathematics and Computer Science.

M16/060 MINUTES OF THE LAST MEETING

Received The minutes of the meetings held 11 May 2016 and 1 June 2016.

Approved The Senate approved the minutes as a correct record.

M16/061 MATTERS ARISING

Noted There were no matters arising from the minutes that were not already on the agenda as circulated.

M16/062 REPORT FROM THE CHAIR

Received A report from the Principal and Chair of the Senate.

Noted The Chair invited the Senate to note a number of major developments since June 2016 including proposed changes to the Research Excellence Framework, the development of the Teaching Excellence Framework, and reviews of all UK higher education agencies and bodies. It was noted that, for Scottish universities, the fiscal environment continued to be constrained. A July 2016 report from Audit Scotland had noted that Scottish universities faced significant challenges from increasing costs, potential further reductions in Scottish Government funding, and risks to their ability to continue to increase income from other sources; continuing pressure on Scottish Government finances in future years meant that it would need to ensure its approach to funding higher education was sustainable if its policy priorities were to be delivered.

The UK's withdrawal from the EU remained a source of great uncertainty and concern, particularly for those European staff and students based in the UK. The University would seek to respond positively to this uncertainty and to demonstrate its commitment to its international students and partners. It was noted that, in this respect, the announcement at the 2016 Conservative Party conference that there could be further restrictions on international students coming to the UK was unhelpful and potentially damaging to the UK higher education sector.

The Chair drew attention to current student enrolment forecasts for 2016-17 entry. At the Scottish campuses targets for UK and EU undergraduate and taught postgraduate students had been met or exceeded; however, there had been shortfalls in the recruitment of international students, particularly to taught postgraduate programmes. The reasons for these shortfalls were not yet clear but were not thought to be isolated to the University. Shortfalls were also expected to undergraduate and taught postgraduate programmes at the Dubai and Malaysia campuses, but the position would not become clearer for some weeks. It was understood that other UK universities operating in Dubai were experiencing similar recruitment shortfalls. Work was already underway to support the achievement of taught postgraduate recruitment targets for 2017-18 entry and to enhance the University's undergraduate and taught postgraduate recruitment materials and messages.

Finally, the Chair noted the University's performance in the 2016 UK National Student Survey as well as the completion of a number of developments at the Edinburgh campus including the Oriam complex, the new Learning Commons space, and the refurbished main entrance and reception. The Chair especially commended those Schools that had achieved significant improvement in the National Student Survey, demonstrating that valued enhancements to the

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student experience could be achieved in a short time. The Chair also noted that, overall, the achievement in the National Student Survey was variable and further concerted action would be needed to continuously improve the University's position and ensure the consistency of an outstanding student experience

M16/063 THEMED PRESENTATION AND DISCUSSION

Noted That in response to feedback received during the recent review of the effectiveness of the Senate and the Senate committees each meeting would now include time for a presentation and discussion on a specific topic. These presentations were designed to stimulate open and in depth discussion of strategic matters relevant to the powers and functions of the Senate.

Considered A presentation on the development of the Teaching Excellence Framework and the challenges and opportunities it could present.

M16/064 IMPLEMENTATION OF EFFECTIVENESS REVIEW RECOMMENDATIONS AND STRUCTURE OF THE SENATE COMMITTEES

Considered A presentation on the implementation of the recommendations arising from the recent review of the effectiveness of the Senate and the Senate committees.

Noted The Senate had in May 2016 considered the recommendations arising from the recent review of the effectiveness of the Senate and the Senate committees and had approved a number of general principles to enhance the University's academic governance structures as well as procedural changes to support their effective operation. The Senate had further agreed that the review project board should develop proposals to reorganise and simplify the structure of Senate committees and ensure this was aligned with the University's academic mission and strategy.

It was proposed that there should be three primary Senate committees responsible for (i) research and innovation; (ii) learning and teaching; and (iii) quality and standards. It was intended that there should also be three secondary Senate committees responsible for (iv) student discipline and appeals; (v) honorary awards and titles; and (vi) interim business and effectiveness. It was expected that each primary Senate committee would have one or more sub-committees.

The Senate was invited to approve the structure of the three primary Senate committees as well as the proposed Statement of Primary Responsibilities and Delegations in order to allow the review project board to proceed with the development of a constitution for each of the primary committees. The constitutions would comprise the proposed composition and terms of reference for each committee as well as proposed arrangements with respect to the appointment of chairs and reporting lines. The chairs and members of the equivalent current committees – the Research and Knowledge Exchange Board, the Learning and Teaching Board, and the Quality and Standards Committee – were being consulted on the development of these constitutions.

Approved That there should be three primary Senate committees responsible for (i) research and innovation; (ii) learning and teaching; and (iii) quality and standards.

Agreed That for each of the three primary committees a constitution comprising their proposed compositions and terms of reference should be presented for approval at the next ordinary meeting of the Senate. It was agreed that the constitutions should also indicate any aspects of joint/shared responsibilities between the Senate committees.

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M16/065 STATEMENT OF PRIMARY RESPONSIBILITIES AND DELEGATIONS FOR THE SENATE [Paper SEN/16/048]

Considered The proposed Statement of Primary Responsibilities and Delegations for the Senate.

Noted The general powers and functions of the Senate are prescribed in the Statutes (Statute 5). The Statement of Primary Responsibilities and Delegations was intended to set out the specific powers and functions of the Senate and the ways in which those powers and functions would be delegated. It was intended that the statement of delegations would provide the basis for the development of terms of reference for the reorganised Senate committees.

Approved The Statement of Primary Responsibilities and Delegations as presented.

M16/066 STANDING ORDERS FOR THE SENATE [Paper SEN/16/049]

Considered The proposed Standing Orders for the Senate.

Noted The Standing Orders were intended to provide clear guidance on all matters of procedure and conduct relating to the Senate and its members. The Senate had previously adopted Standing Orders but these had not been reviewed for some time. The draft Standing Orders took the previously adopted Standing Orders as their basis but, in developing these, use had also been of the Standing Orders for the Court and the Standing Orders of senates/academic boards at other UK universities.

Approved The Standing Orders as presented.

M16/067 START TIME FOR MEETINGS OF THE SENATE [Paper SEN/16/050]

Considered A proposal that, with effect from January 2017, meetings of the Senate should be held at a time of day which facilitated the participation of all members regardless of the campus at which they are normally based.

Noted The recent review of the effectiveness of the Senate and the Senate committees had highlighted a concern that the timing of meetings of the Senate had the unintentional effect of discouraging the participation of members based at the Dubai and Malaysia campuses. It had been recommended that meetings of the Senate should be held in the morning (UK time) and start as early as would be practicable so as to facilitate the participation of colleagues based in the United Arab Emirates (GMT +4 hours) and Malaysia (GMT +8 hours).

The proposed change to earlier meetings could be problematic for UK-based members with childcare or other family commitments and this would need to be considered at the point at which the Senate was invited to approve a specific meeting start time. However, the current arrangements were equally unsatisfactory for those members based outside the UK with childcare or other family commitments. Similarly, there could be an impact on members with timetabled teaching commitments. Holding meetings held on alternate days rather than on one specific day of the week could help to mitigate that impact on any individual member.

Endorsed That the meetings of the Senate should be held in the morning (UK time) with effect from January 2017.

Agreed That the review project board should present full recommendations to the Senate for approval at its next ordinary meeting. It was agreed that the review project board should make recommendations with respect to the start time of meetings and whether meetings should continue to be held on one specific day of the week or instead should be held on alternate days; it was agreed that these recommendations should be informed by further consideration of the potential impacts on members with timetabled teaching commitments.

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M16/068 ATTENDANCE POLICY FOR THE SENATE AND SENATE COMMITTEES [Paper SEN/16/051]

Considered A proposed attendance policy for members of the Senate and members of the Senate committees.

Noted That the recent review of the effectiveness of the Senate and the Senate committees had highlighted a need to encourage the regular attendance of members at meetings of the Senate and the Senate committees and to foster a sense of the privilege which that membership conferred. The proposed policy was intended to provide a supportive framework in which attendance concerns could be addressed in a consistent and transparent way.

Agreed That the review project board should revise the proposed policy to ensure that it reflected the wide range of issues which could give rise to attendance concerns. It was agreed that the policy, in articulating the remedial measures that might be taken, should more clearly distinguish between an office of the University and the individual holding that office at a given time. It was agreed that the review project board should present the revised policy to the Senate for approval at its next ordinary meeting.

M16/069 THE DEANS: ROLE DESCRIPTION [Paper SEN/16/052]

Considered A revised role description for the Deans of the University.

Noted The Statutes specified that the responsibilities of the Deans should be prescribed in the Ordinances. The Ordinances did not currently prescribe the responsibilities of the Deans and it was intended that, subject to the endorsement of the Senate and the approval of the Court, the proposed role description would be added to the current Ordinance on the appointment of the Deans.

The role and functions of the Deans had developed considerably since that office had been created. The proposed role description had been developed following a review of the current responsibilities of the Deans and was intended to reflect the international nature of the University and its academic frameworks. The proposed role description was intended to give the Deans a more creative role in which they would have the capacity to develop and enhance academic processes rather than, as currently, having a focus on the oversight of the operation of those processes.

The two current Deans of the University had both contributed to the development of the proposed role description, but recommended that the Senate should be given time to further consider proposed changes to the role of the Deans within the University. In particular, the Deans drew attention to their current responsibilities with respect to academic appointments, academic promotions, and academic probation and recommended that approval of the proposed role description should be deferred pending the presentation of proposals as to how those responsibilities might be discharged. Additionally, members of the Senate noted the value that was attached to the involvement in such processes of the Deans as elected representatives of the academic community; it was noted that the involvement of elected representatives was a mechanism for supporting transparency in those processes while the cross-disciplinary perspective of the Deans helped to support a consistent approach across Schools. It was noted that the Ordinances made provision for the appointment of three Deans and that the appointment of a third Dean could help provide the required capacity for the development and enhancement of academic processes.

Agreed That the Secretary of the University should revise the proposed role description and that it should be made clear how the current responsibilities of the Deans might be discharged and what mechanisms might be used to support transparency and consistency in processes such as academic appointments, academic promotions, and academic probation. It was agreed that this work should be informed by a quantification of the current responsibilities of the Deans as determined by the work already conducted to map the current responsibilities of the Deans – such as with respect to workload and the use made of delegation to the Associate Deans. It

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was agreed that the revised role description should be presented to the Senate for approval at its next ordinary meeting.

M16/070 CHAIR OF THE ORDINANCES AND REGULATIONS COMMITTEE: TERM OF MEMBERSHIP [Paper SEN/16/053]

Considered A proposal that that Professor Angus Macdonald should be invited to serve a third consecutive term as a Senate-appointed member of the Ordinances and Regulations Committee.

Agreed That Professor Macdonald should be invited to accept reappointment as a Senate-appointed member of the Ordinances and Regulations Committee for a third consecutive term to run from 1 August 2017 to 31 July 2020.

Agreed That the Senate should recommend to the Court that Professor Macdonald should be reappointed as the Chair of the Ordinances and Regulations Committee for the duration of this third term of membership.

M16/071 SCHOOL OF MANAGEMENT AND LANGUAGES: CHANGE OF SCHOOL NAME [Paper SEN/16/054]

Considered A report on the decision by the University Executive that the name of the School of Management and Languages should be changed to the School of Social Sciences.

Noted Following the decision to disestablish the School of Life Sciences, the department of psychology had been reorganised within the School of Management and Languages. The School Management Board had agreed that the name of the School should be changed to reflect the inclusion of the department of psychology and better reflect all of the School's core disciplines. Members of staff within the School had been consulted on the proposed change of name and the majority of views expressed had been positive.

M16/072 SENATE BUSINESS COMMITTEE [Paper SEN/16/055]

Received The minutes of the meeting held 21 September 2016.

Noted The report of business conducted by the Committee.

M16/073 UNDERGRADUATE STUDIES COMMITTEE [Paper SEN/16/056]

Received The minutes of the meetings held 18 May 2016 and 24 August 2016.

Noted Arising from minutes 16/19 and 16/28, that the Committee had endorsed changes to the academic and English language entry requirements for undergraduate programmes.

Arising from minutes 16/21 and 16/30, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified undergraduate programmes.

M16/074 POSTGRADUATE STUDIES COMMITTEE [Paper SEN/16/057]

Received The minutes of the meetings held 24 May 2016, 9 August 2016, and 6 September 2016.

Approved Regulation 34 (Degree of Master of Business Administration) and Regulation 46 (Recognition of Prior Learning and Credit Transfer) as amended.

Noted Arising from minutes 16/41, 16/54, and 16/68, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

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Arising from minutes 16/43, 16/44, 16/56, 16/57, 16/70, and 16/71, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minutes 16/45 and 16/58, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

Arising from minute 16/67, that the Committee had endorsed changes to the English language entry requirements for postgraduate programmes.

M16/075 QUALITY AND STANDARDS COMMITTEE [Paper SEN/16/058]

Received The minutes of the meetings held 9 May 2016 and 7 June 2016.

Approved Minor amendments to various Regulations in respect of the Deans' Representatives and Progression Boards.

Noted The report of business conducted by the Committee.

M16/076 LEARNING AND TEACHING BOARD [Paper SEN/16/059]

Received The minutes of the meetings held 11 May 2016, 15 June 2016, and 7 September 2016.

Noted The report of business conducted by the Board.

M16/077 ELECTION OF ELECTED MEMBER OF THE SENATE TO THE SENATE BUSINESS COMMITTEE [Paper SEN/16/061]

Received A call for nominations from the elected members of the Senate in respect of a vacancy in the membership of the Senate Business Committee.

Noted The call for nominations would remain open until 10 October 2016. In accordance with the Ordinances an election would be held if two or more candidates were nominated.

M16/078 UNIVERSITY DISCIPLINE COMMITTEE – ANNUAL REPORT: ACADEMIC YEAR 2014-15 [Paper SEN/16/062]

Received The University Discipline Committee Annual Report for the 2014-15 academic year.

Noted There had been an increase in serious (Category A and Major Offences) discipline cases in 2014-15. The total for both had been 47 cases compared to 29 in 2013-14 and 32 in 2012-13.

M16/079 ACADEMIC STAFF APPOINTMENTS 1 MARCH 2016 TO 31 AUGUST 2016 [Paper SEN/16/063]

Received A report on academic appointments, including appointments by promotion, and academic leavers between 1 March 2016 and 31 August 2016.

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M16/080 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 14 December 2016.

Signed by Chair

Date

THE SENATE

Minutes: 14 December 2016

In the Chair: Professor Julian Jones

Present Also: Professor Richard A Williams*
Professor Gillian Hogg
Dr Gillian Murray
Professor Gareth Pender
Professor John Sawkins
Professor Laura Galloway*
Professor James Ritchie
Professor Malcolm Chrisp
Professor Fiona Waldron
Professor Angus Macdonald
Mr Diarmuid Cowan
Ms Sheona Dorrian
Professor Patrick Corbett
Dr Mehreen Gul
Professor Omar Laghrouche*
Dr Rink Van Dijke
Dr Frédéric Bosché
Dr Olisanwendu Ogwuda*
Dr Alan Forster
Dr Alan Cuthbertson
Dr Sandhya Patidar
Dr Derek Ball
Dr Fadi Ghaith*
Professor Ian Galbraith
Professor Raffaella Ocone
Mr Alan Harper

Professor Vicki Stone
Dr Gillian Thomson
Dr Peter Kew*
Professor Stuart Macgregor
Dr Mutasim Nour*
Dr Carrie Annabi*
Dr Audrey Paterson
Dr Alan Gow
Dr Shumei Gao
Dr Yvonne McLaren-Hankin
Professor Isabelle Perez
Mr Amos Haniff
Dr Christopher Dodd
Professor Nick Gilbert
Dr George Streftaris
Professor Nick Taylor
Dr Verena Rieser
Dr Catherine Donnelly
Mrs Vanessa Northway*
Mr Dilip Mothiram*
Dr Sara Keith
Dr Fiona Jardine
Mr Shai Davidov
Mr Gerry Reilly
Dr Bill Wallace

In Attendance: Ms Ann Marie Dalton
Mr Paul Travill
Mr Richard McGookin

Mr Mike Roch
Dr Ruth Neiland
Mr Brett Dodgson (Clerk)

Apologies: Professor Robert Craik
Professor Ammar Kaka
Professor Robert MacIntosh
Professor Heather McGregor
Professor Stephen McLaughlin
Professor Beatrice Pelloni
Dr Laurent Galbrun
Dr Jingsheng Ma
Dr Gabriela Medero

Professor Kenneth McKendrick
Dr Stephen Houston
Dr James Richards
Dr Marion Winters
Dr Helen Hastie
Dr Lilia Georgieva
Professor Greg Michaelson
Ms Aude Le Guennec
Ms Jane Priest

* Indicates member participating remotely

MINUTE REF
M16/081

WELCOME AND ANNOUNCEMENTS

The Vice-Principal noted that the Principal and Vice-Chancellor would be participating in the meeting remotely. It was noted that the Vice-Principal, in the absence of the Principal and Vice-Chancellor, would serve as Chair.

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

M16/082 MINUTES OF THE LAST MEETING

Received The minutes of the meeting held 5 October 2016.

Approved The Senate approved the minutes as a correct record subject to (i) a correction to the attendance record; and (ii) a number of changes to minute 16/069.

Agreed That the amended minutes should be circulated for notice.

M16/083 MATTERS ARISING

Noted Arising from minute 16/066, it was noted that a copy of the approved Standing Orders had been circulated to members and had been published on the University website at:

www.hw.ac.uk/services/docs/senate-standing-orders.pdf

Arising from minute 16/069, it was noted that the Senate Business Committee had approved arrangements for new elections of Deans of the University. Elections would be held in respect of three offices: a Dean of the University with a cross-University remit as well as two constituency Deans of the University representing, respectively, science and engineering and humanities and social science disciplines. It was intended that the electoral process would be completed by early February 2017 and that the elected Deans of the University would start their terms of office at 1 April 2017. It was noted that the Deputy Principal (Learning and Teaching) and the Academic Registrar were developing support plans for the interim period to ensure that academic governance and quality assurance processes were not interrupted.

It was noted that, to support operational continuity in the interim period, the Senate Business Committee had approved a further extension to 31 March 2017 of the term of office of the current Dean of the University (Science and Engineering), Professor James Ritchie. It was further noted that the current Dean of the University (Humanities and Social Science), Professor Laura Galloway, had given notice of her intention to demit that office at 31 December 2016. The Senate joined with the Chair in expressing its thanks and appreciation to Professor Galloway for her work as Dean.

M16/084 REPORT FROM THE CHAIR

Received A report from the Principal and Chair of the Senate.

Noted That the Principal and Vice-Chancellor, as the Convenor of the International Committee of Universities Scotland, had been leading the development of plans for a day to celebrate the contribution made to Scotland's universities by international staff and students. A programme of activities, under the title of "Scotland's Universities Welcome the World", was planned for 24 January 2017. It was noted that further details regarding the programme would be circulated in the new year and that members of the Senate were invited to consider how they might support the success of this initiative.

The Senate noted that the University Executive had approved outline plans for a new Discovery and Innovation Centre to be located on the Edinburgh campus. The Centre was conceived as a mixed-use facility including research laboratories, research workspaces, and integrated learning and teaching spaces. The Centre was also intended to function as an incubator for academic innovation and enterprise. Work to develop physical plans for the Centre was now underway and further information regarding the Centre would be made available as those plans developed. It was noted that, although based at the Edinburgh campus, the Centre was intended to support innovation and entrepreneurial activity across the University.

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M16/085 THEMED PRESENTATION AND DISCUSSION

Considered A presentation on a Scottish Government consultation on the development of a national strategy for education and training in science, technology, engineering, and mathematics.

M16/086 REGULATION 2 (ADMISSIONS): PROPOSED AMENDMENT [Paper: SEN/16/064]

Considered Proposed amendments to Regulation 2 (Admissions).

Noted That the proposed amendments were presented to the Senate with the endorsement of the Ordinances and Regulations Committee. The amendments would ensure that the Regulation remained consistent with the tariff scores operated by the Universities and Colleges Admissions Service.

Approved The Senate approved Regulation 2 as amended.

M16/087 ACADEMIC GOVERNANCE STRUCTURES AND PROCESSES

Considered A report on work to develop the University's academic governance structures and processes arising from the review of the effectiveness of the Senate.

Noted That following the October 2016 meeting of the Senate work had continued to develop the Constitutions of new primary Standing Committees of the Senate which would be responsible for research and innovation, learning and teaching, and quality and standards. These had been considered and endorsed by the existing responsible boards and committees. It had not to date been possible to convene a further meeting of the review project board; a meeting of the project board was scheduled to take place early in January 2017 and it was intended that the Constitutions would be presented for the approval of the Senate at its meeting in January 2017. It was noted that the project board could invite former Deans of the University to contribute to its work.

Alongside this work the Secretariat, as agreed by the Senate, was further developing proposals to move to morning (UK time) meetings of the Senate and amending the proposed attendance policy for members of the Senate and Senate committees. Work had also started on developing induction resources for new members of the Senate and on draft Ordinances which would provide the statutory basis for the new Senate committee structure.

The parallel review of the role and responsibilities of the Deans of the University would also continue. It was noted that the role of the Deans of the University was quite different from the role of Deans at many other UK universities where the role was normally either executive in nature, such as being head of a faculty or equivalent academic unit, or was non-executive in nature and related to a defined portfolio. The elections planned for January 2017 [minute 16/083] would be conducted on the basis of the current role and responsibilities of the Deans of the University but the role and responsibilities could change, subject to the approval of the Senate, over the term of office. Information regarding the current role and responsibilities and potential for these to change would be included in notices calling for the nomination of candidates. It was noted that all eligible members of academic staff were encouraged to vote in the planned elections as only a small proportion of eligible staff had voted in past elections. Eligible members of academic staff who felt they could make a contribution to the University's academic governance structures and processes were also encouraged to consider standing as a candidate in the planned elections.

M16/088 SENATE BUSINESS COMMITTEE

Noted That a report of business conducted by the Committee would be circulated for notice following the meeting.

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M16/089 UNDERGRADUATE STUDIES COMMITTEE [Paper: SEN/16/065]

Received The minutes of the meetings held 5 October 2016 and 26 October 2016.

Noted Arising from minute 16/038, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified undergraduate programmes.

M16/090 POSTGRADUATE STUDIES COMMITTEE [Paper: SEN/16/066]

Received The minutes of the meeting held 18 October 2016.

Noted Arising from minute 16/078, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

Arising from minutes 16/080 and 16/081, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minute 16/082, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

M16/091 QUALITY AND STANDARDS COMMITTEE [Paper: SEN/16/067]

Received The minutes of the meeting held 12 October 2016.

Noted The report of business conducted by the Committee.

M16/092 INFORMATION SERVICES COMMITTEE [Paper: SEN/16/068]

Received The minutes of the meeting held 14 September 2016.

Noted The report of business conducted by the Committee.

M16/093 ORDINANCES AND REGULATIONS COMMITTEE [Paper: SEN/16/069]

Received The minutes of the meeting held 26 October 2016.

Noted The report of business conducted by the Committee.

M16/094 LEARNING AND TEACHING BOARD [Paper: SEN/16/070]

Received The minutes of the meetings held 5 October 2016 and 2 November 2016.

Noted Arising from minute 16/127, that the Personal Tutor system continued to develop but that further work was needed to (i) encourage take-up of the training available for new Personal Tutors; and (ii) ensure that Personal Tutors supported early intervention where a student might be considering withdrawal from their programme. It was noted that the role of the Personal Tutors was not to provide academic guidance or advice on programme-specific concerns, but rather to provide a highly visible point of contact for more general welfare and pastoral concerns.

M16/095 RESEARCH AND KNOWLEDGE EXCHANGE BOARD

Noted That a report of recent meetings of the Research and Knowledge Exchange Board would be circulated for notice following the meeting.

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M16/096 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 25 January 2016.

The Chair and the Principal and Vice-Chancellor wished all members an enjoyable Christmas break.

Signed by Chair

Date

Heriot-Watt University

THE SENATE

Minutes: 25 January 2017

In the Chair: Professor Richard A Williams

Present Also: Professor Julian Jones
 Professor Gillian Hogg
 Dr Gillian Murray
 Professor Gareth Pender
 Professor John Sawkins
 Professor James Ritchie
 Professor Malcolm Chrisp
 Professor Robert MacIntosh
 Professor Beatrice Pelloni
 Professor Fiona Waldron
 Professor Angus Macdonald
 Mr Diarmuid Cowan
 Ms Sheona Dorrian
 Professor Patrick Corbett
 Dr Laurent Galbrun
 Professor Omar Laghrouche
 Dr Rink Van Dijke
 Dr Frédéric Bosché
 Dr Olisanwendu Ogwuda*
 Dr Alan Forster
 Dr Jingsheng Ma
 Dr Gabriela Medero
 Dr Sandhya Patidar
 Professor Kenneth McKendrick
 Dr Stephen Houston

Dr Fadi Ghaith*
 Professor Ian Galbraith
 Mr Alan Harper
 Professor Vicki Stone
 Dr Gillian Thomson
 Dr Peter Kew*
 Professor Stuart Macgregor
 Dr Mutasim Nour*
 Dr James Richards
 Dr Marion Winters
 Dr Yvonne McLaren-Hankin
 Professor Isabelle Perez
 Mr Amos Haniff
 Dr Christopher Dodd
 Professor Nick Gilbert
 Dr Helen Hastie
 Professor Nick Taylor
 Professor Greg Michaelson
 Dr Catherine Donnelly
 Mr Dilip Mothiram*
 Dr Sara Keith
 Dr Aude Le Guennec
 Mr Gerry Reilly
 Dr Bill Wallace

In Attendance: Ms Ann Marie Dalton-Pillay
 Mr Paul Travill
 Ms Sue Collier
 Mr Mike Roch

Dr Alex Bell
 Professor Duncan Hand
 Mr Brett Dodgson (Clerk)

Apologies: Professor Robert Craik
 Professor Ammar Kaka
 Professor Heather McGregor
 Professor Stephen McLaughlin
 Dr Carrie Annabi
 Dr Derek Ball
 Dr Alan Cuthbertson
 Mr Shai Davidov
 Dr Shumei Gao
 Dr Lilia Georgieva

Dr Alan Gow
 Dr Mehreen Gul
 Dr Fiona Jardine
 Mrs Vanessa Northway
 Professor Raffaella Ocone
 Dr Audrey Paterson
 Ms Jane Priest
 Dr Verena Rieser
 Dr George Streftaris

* Indicates member participating remotely

MINUTE REF
M17/001

WELCOME AND ANNOUNCEMENTS

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

M17/002 MINUTES OF THE LAST MEETING

Received The minutes of the meetings held 5 October 2016 and 14 December 2016.

Approved The Senate approved the minutes as a correct record.

M17/003 MATTERS ARISING

Noted There were no matters arising from the minutes that were not already on the agenda as circulated.

M17/004 REPORT FROM THE PRINCIPAL

Received A report from the Principal and Chair of the Senate.

Noted The Principal drew attention to a number of developments within the higher education sector including the implications of the UK's withdrawal from the EU, the closing of the Scottish Government's consultation on a new strategy for STEM education and training, and the opening of a UK Government consultation on proposals for the implementation of the next Research Excellence Framework.

The Principal noted his New Year messages to staff in which he had emphasised the critical importance of assuring the quality of the University's academic work and standards. In this respect the Principal noted the University's Teaching Excellence Framework Provider Submission as a sign of the commitment of the University and the Student Union to developing the quality of teaching provision.

It was noted that, across the UK higher education sector, student recruitment was becoming ever more challenging and that the latest data from the Universities and Colleges Admissions Service indicated that nationally the number of applicants for undergraduate programmes was 10% lower than at the same point the previous year. Leading indicators for the University suggested that it would be difficult to meet recruitment targets in respect of international applicants for programmes in Scotland and that economic weaknesses in key markets were continuing to have an adverse effect on recruitment to programmes at the Dubai and Malaysia campuses. It was noted that the expanded applicant conversion activities piloted in 2016 would continue in 2017 and that the Senate would at its next ordinary meeting receive a further report on student recruitment.

Finally, it was noted that there was a call for nominations from academic staff wishing to stand for the office of Dean of the University. Members of the Senate were invited to consider whether they would want to stand for this important office.

M17/005 THEMED PRESENTATION AND DISCUSSION

Considered A presentation on a general degree programme and its place in the University's portfolio of taught programmes.

M17/006 ACADEMIC AND CORPORATE INFORMATION SYSTEMS

Considered A report on the development of academic and corporate information services.

Noted That work was underway or planned to develop number of academic-related information services, many of which were part of the wider Student Administration Revitalisation Project. It was noted that a new Customer Relationship Management system to support applicant communications and conversion activities would be launched in February 2017.

It was noted that future work included the development of a new Student Portal and it was agreed that the Senate should at a future meeting receive a further report on this.

M17/007 HIGHER EDUCATION GOVERNANCE (SCOTLAND) ACT 2016 (COMMENCEMENT, TRANSITORY, TRANSITIONAL, AND SAVINGS PROVISIONS) REGULATIONS 2016

Received A letter from the Scottish Minister for Further Education, Higher Education, and Science regarding the Higher Education Governance (Scotland) Act 2016.

Noted The Higher Education Governance (Scotland) Act 2016 (Commencement, Transitory, Transitional, and Savings Provisions) Regulations 2016 had been laid in the Scottish Parliament 24 November 2016 and came into force 30 December 2016. The Regulations fully commenced the Higher Education Governance (Scotland) Act 2016.

The Act would introduce changes in three main areas: (i) a new definition of academic freedom; (ii) the membership of university governing bodies and the appointment of the chairs of governing bodies; and (iii) the composition of university senates/academic boards. It was noted that the University's definition of academic freedom was largely consistent with that contained in the Act; it was anticipated that, should changes be needed to the University's definition of academic freedom, these would be presented for approval in the current calendar year. It was noted that the Senate would at a future meeting be invited to consider the implications of the Act with respect to its composition and, in particular, the constituencies from which an expanded number of student members might be appointed.

M17/008 ACADEMIC GOVERNANCE STRUCTURES AND PROCESSES

Received A report on work to develop the University's academic governance structures and processes arising from the review of the effectiveness of the Senate.

Noted The project board would meet in February 2017 and consider progress in the development of the University's academic governance structures. It was intended that the Senate, at its next ordinary meeting, would receive for notice and/or approval Constitutions for the three new primary Standing Committees of the Senate; proposals regarding the scheduling of meetings of the Senate to better facilitate the participation of members based outside the UK; a new policy on attendance at meetings of the Senate and its Standing Committees; new Standing Orders for the Standing Committees of the Senate; and new Ordinances for the Senate and its Standing Committees.

M17/009 SENATE BUSINESS COMMITTEE [Paper: SEN/17/002]

Received The minutes of the meeting held 11 January 2017.

Noted Arising from minute 17/004, the report on business which the Committee had approved by correspondence since its last meeting.

Arising from minute 17/007, that the Committee, on behalf of the Senate, had approved the granting of various degrees and awards.

M17/010 UNDERGRADUATE STUDIES COMMITTEE [Paper: SEN/17/003]

Received The minutes of the meeting held 7 December 2016.

Noted Arising from minute 16/054, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified undergraduate programmes.

M17/011 POSTGRADUATE STUDIES COMMITTEE [Paper: SEN/17/004]

Received The minutes of the meeting held 13 December 2016.

Noted Arising from minute 16/093, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

Arising from minutes 16/095 and 16/096, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minute 16/097, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

M17/012 QUALITY AND STANDARDS COMMITTEE [Paper: SEN/17/005]

Received The minutes of the meetings held 22 November 2016 and 14 December 2016.

Noted The report of business conducted by the Committee.

M17/013 LEARNING AND TEACHING BOARD [Paper: SEN/17/006]

Received The minutes of the meeting held 7 December 2016.

Noted The report of business conducted by the Committee.

M17/014 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Paper: SEN/17/007]

Received The minutes of the meetings held 7 September 2016, 3 October 2016, and 3 November 2016.

Noted The report of business conducted by the Committee.

M17/015 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 29 March 2017.

Signed by Chair

Date

Heriot-Watt University

THE SENATE

Minutes: 29 March 2017

In the Chair: Professor Richard A Williams

Present Also:	Professor Julian Jones Professor Gillian Hogg Dr Gillian Murray Professor Gareth Pender Professor James Ritchie Professor Malcolm Chrisp Professor Robert MacIntosh Professor Heather McGregor Professor Stephen McLaughlin Professor Fiona Waldron Professor Angus Macdonald Mr Diarmuid Cowan Ms Sheona Dorrian Professor Patrick Corbett Dr Laurent Galbrun Professor Omar Laghrouche Dr Rink Van Dijke Dr Frédéric Bosché Dr Olisanwendu Ogwuda* Dr Alan Forster Dr Alan Cuthbertson Dr Jingsheng Ma Dr Gabriela Medero Professor Kenneth McKendrick Dr Fadi Ghaith*	Professor Ian Galbraith Professor Raffaella Ocone Mr Alan Harper Professor Vicki Stone Dr Gillian Thomson Dr Peter Kew* Dr Mutasim Nour* Dr James Richards Dr Marion Winters Dr Audrey Paterson Dr Shumei Gao Dr Yvonne McLaren-Hankin Professor Isabelle Perez Dr Amos Haniff Professor Nick Gilbert Dr Lilia Georgieva Professor Nick Taylor Professor Greg Michaelson Dr Verena Rieser Mrs Vanessa Northway* Mr Dilip Mothiram* Dr Sara Keith Dr Aude Le Guennec Mr Shai Davidov
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In Attendance:	Ms Ann Marie Dalton-Pillay Mr Paul Travill Ms Sue Collier Mr Richard McGookin	Mr Mike Roch Dr Maggie King Dr Scott Arthur Mr Brett Dodgson (Clerk)
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Apologies:	Professor Robert Craik Professor Ammar Kaka Professor John Sawkins Professor Beatrice Pelloni Dr Mehreen Gul Dr Sandhya Patidar Dr Derek Ball Dr Stephen Houston Professor Stuart Macgregor Dr Carrie Annabi	Dr Alan Gow Dr Christopher Dodd Dr Helen Hastie Dr George Streftaris Dr Catherine Donnelly Dr Fiona Jardine Ms Jane Priest Mr Gerry Reilly Dr Bill Wallace
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* Indicates member participating remotely

MINUTE REF
M17/016**WELCOME AND ANNOUNCEMENTS**

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

The Chair noted that, following elections in February 2017, Dr Scott Arthur had been elected as Dean of the University (Humanities and Social Sciences); Dr Peter Kew had been elected as Dean of the University (Science and Engineering); and Professor James Ritchie had been elected as Dean of the University (Pan-University). It was noted that they would formally commence office at 1 April 2017 and would serve a term of three years. The Chair congratulated them all on their success.

Finally, the Chair noted that, following elections earlier in March 2017, Mr Diarmuid Cowan had been elected to a second term as President of the Student Union and Mr Franklin Thankachan had been elected to a second term as President of the Student Council (Dubai). The Chair congratulated them both on their success.

M17/017 MINUTES OF THE LAST MEETING

Received The minutes of the meeting held 25 January 2017.

Approved The Senate approved the minutes as a correct record.

M17/018 MATTERS ARISING

Noted There were no matters arising from the minutes that were not already on the agenda as circulated.

M17/019 REPORT FROM THE PRINCIPAL

Received A report from the Principal and Chair of the Senate.

Noted The Principal drew attention to student recruitment data as at March 2017. It was noted that the making of offers of admission to undergraduate programmes was now well advanced and the number of accepted offers was steadily accruing. A number of Applicant Visit Days had been hosted in March 2017 and more would be hosted in April 2017; these would play a crucial role in supporting offer acceptance numbers and the Principal thanked colleagues for their help in making these events a success. The Principal also welcomed the recent announcement by the Scottish Government that it would fund tuition fees of EU nationals for cohorts commencing programmes in the 2018-19 academic year.

The Senate noted that the University had been ranked among the world's top universities in 12 subjects in the QS World University Subject Rankings 2017. The University was ranked in the world's top 150 for chemical engineering and for civil and structural engineering and in the top 200 for actuarial mathematics and statistics. The University had also performed strongly in the 2017 Times Higher Education Student Survey. Overall the University had been ranked 33rd in the UK and 4th in Scotland. The University had performed particularly well in terms of how likely students would be to recommend it to others (joint 4th); industry connections (7th); and security (8th).

It was noted that, over the course of 2017, the University would be marking its Year of Robotics. This would be a celebration of the University's contributions to the development of robotics and artificial intelligence with a calendar of events for schools, the public, academia, industrial partners, funders, and policy makers. The Principal drew attention to the very positive media coverage which the Year of Robotics had received to date.

Finally, the Principal noted that Professor Robert Craik would in July 2017 reach the end of his five year appointment as Vice-Principal and Provost (Malaysia). Professor Craik had been responsible for the successful leadership of Heriot-Watt in Malaysia and, during his time there, the Malaysia campus has become a vibrant, growing, and successful part of the University. Professor Craik would, following the completion of his appointment, move to the Edinburgh campus and, with the title Provost Emeritus, continue to support the University's international

growth. The Principal thanked Professor Craik for his personal commitment to the development of the Malaysia campus.

M17/020 SUPPORT FOR NON-UK NATIONALS WORKING AT UK CAMPUSES

Considered A report on additional support to be provided for non-UK nationals working at the UK campuses and including those who could be affected by the withdrawal of the UK from the EU.

Noted That increasing numbers of non-UK nationals working at the UK campuses had asked for support and advice on the options open to them once Article 50 has been triggered and the UK began the process of withdrawing from the EU. Additionally, Human Resource Development had received requests for information and advice from non-UK nationals with regards to settlement in the UK. The University so far has communicated well with all staff, and European Economic Area nationals specifically, providing encouragement and offering moral support as well as general information and one-to-one advice where Human Resource Development had been able to help. However, in light of the additional uncertainty arising from the UK's withdrawal from the EU, the University would be providing additional support for non-UK nationals working at the UK campuses.

It was noted that this additional support would take the form of a number of open briefing sessions for all interested staff on current and anticipated rights, legislation, and implications as well as one-to-one advice sessions with an immigration expert to discuss specific circumstances and applications for settlement in the UK. These sessions would be in addition to the support that would continue to be provided by Human Resource Development. It was noted that, while it would not be possible to provide unlimited support in any case, these sessions would enable staff to access professional expertise on their specific circumstances and the options open to them. The types of support available to staff would continue to be reviewed as the specific needs of non-UK nationals working at the UK campuses became clearer.

M17/021 THEMED PRESENTATION AND DISCUSSION

Considered A presentation on the development of the 2017 Five Year Financial Plan and the University's priorities as it looks to develop its new University Strategy for the period from 2018.

M17/022 CHANCELLOR OF THE UNIVERSITY: REAPPOINTMENT [Paper: SEN/17/008]

Considered A proposal that Dr Robert Buchan should be reappointed as Chancellor of the University.

Noted That Dr Buchan had as Chancellor of the University shown a strong commitment to that office and to the University especially in relation to degree congregations at which he had officiated and his excellent contributions to alumni events and institutional development initiatives. The Court had approved the reappointment of Dr Buchan for a further two years and, in accordance with the Statutes, had invited the Senate to give its approval to that reappointment.

Approved The Senate approved the reappointment of Dr Robert Buchan as Chancellor of the University for a further period of two years from 1 December 2017 to 30 November 2019

M17/023 EDINBURGH BUSINESS SCHOOL AND SCHOOL OF SOCIAL SCIENCES: JOINT ACADEMIC WORKING [Paper: SEN/17/009]

Considered A report on initiatives to support joint academic working between the Edinburgh Business School and the School of Social Sciences.

Noted That the two Schools, despite differences in the scale of their activities, together comprised a significant provider of business management education. The ability of the two Schools to capitalise on their combined capabilities would require the articulation of a consistent view of their joint purpose, strategy, and quality. It was noted that the School of Social Sciences comprised a number of separate departments – the departments of psychology; languages and intercultural studies; accountancy, economics, and finance; and business management. The primary focus for joint working between the Schools would be on departments whose activities were cognate with the Edinburgh Business School.

It was noted that, in particular, three initiatives would foster closer academic collaboration between the Schools – (i) the availability of Panmure House as a high profile forum for policy formulation and debate and as a means of attracting high-calibre economics researchers; (ii) the recruitment of research-active academic staff by Edinburgh Business School to support the reshaping of its academic offering; and (iii) work to obtain professional accreditation for academic programmes including the Masters of Business Administration degree. These initiatives would support collaboration in a number of areas including the development of complementary portfolios of Masters degree programmes, alignment of research student supervision and training activities, submissions to the next Research Excellence Framework exercise, and the delivery of School of Social Sciences taught courses and executive education under the banner of the Edinburgh Business School. An initial agreement had been the appointment of a single Director of Research responsible for both Schools and the establishment of a joint School-level research committee. It was noted that, given the wider range of research activities within the School of Social Sciences compared with the Edinburgh Business School, a further discussion with the Deputy Principal (Research and Innovation) and the Heads of the two Schools would consider the retention of separate representation to the University-level Research and Knowledge Exchange Board or its successor as and when research faculty numbers in the Edinburgh Business School had increased.

M17/024 INSTITUTIONAL CITIZENSHIP AND VALUES [Paper: SEN/17/021]

Considered A proposed statement on institutional citizenship for the University with associated examples of what good citizenship looks like within the context of the global Heriot-Watt University Group.

Noted Citizenship reflects the civic responsibilities of all staff – academic, administrative, and support staff – at a university. It is a code of behaviour and values for institutional involvement that extends beyond staff, students, or the University to include obligations to the wider community. Some of these responsibilities can be seen as contractual and some as behavioural, though both support the University and community through citizenship.

It was noted that the proposed statement would be presented to the Combined Joint Negotiating and Consultative Committee for consideration.

Agreed The Senate agreed that the University should support a culture of constructive citizenship and the types of behaviours described in the proposed statement and that consideration should be given to practical ways in which that could be achieved. Recognition of these behaviours, for example through Performance and Development Reviews, was suggested as one way in which constructive citizenship might be encouraged. It was noted though that it was not intended that the behaviours described in the proposed statement would be actively policed; instead, it was hoped that the statement would support a shared understanding of the behaviours which all staff were expected to demonstrate and awareness of the responsibilities that all members of staff had to one another.

The Senate agreed that members who wished to provide any further feedback in relation to the proposed statement should do so in writing to the Head of the School of Engineering and Physical Sciences. It was agreed that the Senate should receive a further report on the proposed statement at its next ordinary meeting.

M17/025 ACADEMIC FREEDOM: DEFINITION [Paper: SEN/17/010]

Considered A proposal that the definition of academic freedom contained in the Charter should be amended to reflect the definition contained in the Higher Education Governance (Scotland) Act 2016.

Noted That the Higher Education Governance (Scotland) Act 2016 would have the effect of amending the definition of academic freedom contained in the Further and Higher Education (Scotland) Act 2005. The changes were not considered material in nature but it was recommended that the definition of academic freedom in the Charter should be amended to reflect the definition contained in the 2016 Act.

It was noted that, as the definition was contained in Scottish legislation, it was not automatically applicable with respect to staff based outside Scotland. This was reflected in the Charter which specified that academic freedom was subject to the applicable laws.

Agreed The Senate agreed that the definition of academic freedom in the Charter should be amended to reflect the definition contained in the 2016 Act. It was agreed that the amended definition should be presented to the Senate for endorsement in advance of it being presented to the Court for approval.

M17/026 ACADEMIC GOVERNANCE STRUCTURES AND PROCESSES [Paper: SEN/17/011]

Received A report on work to develop the University's academic governance structures and processes arising from the review of the effectiveness of the Senate.

Noted The report comprised terms of reference for new Standing Committees of the Senate; Standing Orders for Committees of the Senate; an Attendance Policy for Members of the Senate and Members of Committees of the Senate; and a proposal that meetings of the Senate should start at 09:30 (UK time) so as to facilitate participation by members based outside the UK.

It was noted that the circulation of the report had been delayed owing to additional discussions relating to the composition of the new Standing Committees. A compromise had been agreed whereby votes on the exercise of powers or functions delegated from the Senate would be reserved to persons who were also members of the Senate. It had been agreed that this arrangement would be monitored; the Standing Committees were expected to make decisions by consensus and require votes only in exceptional circumstances. It was noted that the project board had agreed that professional services staff would not be members of the Standing Committees but would continue to attend meetings to support the effectiveness of their work.

Agreed The Senate agreed that, owing to the delay in circulating the report, its consideration should be deferred to the next ordinary meeting.

M17/027 ORDINANCE C1: ELECTIONS TO THE SENATE [Paper: SEN/17/012]

Received Ordinance C1 (Election of Members from the Schools to the Senate) including modifications relating to the removal from membership of members of the Senate in accordance with the Statutes.

Endorsed The Senate endorsed the Ordinance as modified and agreed that the Court should be invited to approve the Ordinance as modified.

M17/028 ORDINANCE P8: SCHOOLS, INSTITUTES, DEPARTMENTS OF STUDY [Paper: SEN/17/013]

Received Ordinance P8 (Schools, Institutes, and Departments of Study) including modifications relating to the current structure of Schools and other academic units.

Endorsed The Senate endorsed the Ordinance as modified and agreed that the Court should be invited to approve the Ordinance as modified.

M17/029 ACADEMIC REGULATIONS: RESTRUCTURING [Paper: SEN/17/014]

Received A report on work being undertaken to restructure the Academic Regulations into a format that is more user-friendly and accessible for staff and students.

Noted Following the substantial revision of the University Charter and Statutes in 2014-15 and the remodelling of the Ordinances in 2015, the Academic Regulations were the last major part of the University's constitutional framework which remains in need of review. It was noted that the restructured Academic Regulations would be presented to the Senate for approval at a future meeting.

M17/030 RESEARCH ETHICS POLICY [Paper: SEN/17/015]

Received A revised Research Ethics Policy.

Noted The Policy was intended to set out the general principles that underpin the University's approach to research ethics and to support consistency in approach across Schools and campuses. The Policy was consistent with UK legislation and with policies and guidelines from the Research Councils, the NHS, and other relevant bodies. The revised Policy was presented to the Senate with the endorsement of the Research Ethics Committee and the Research and Knowledge Exchange Board. Associated procedures were in development and these would provide practical advice on the process for seeking ethical approval of research. It was noted that the Policy would apply to all researchers at all campuses but that there could be some variations in statutory requirements in respect of researchers based outside the UK.

Approved The Senate provisionally approved the revised Policy subject to amendments. It was agreed that a final draft of the Policy should be prepared and, with the endorsement of the Research Ethics Committee and the Research and Knowledge Exchange Board, presented for the approval of the Senate. It was agreed that, in preparing a final draft of the Policy, the Research Ethics Committee should (i) consider the need to address within the Policy ethical issues arising from digital research, management of research data, and the analysis of large datasets ("big data"); (ii) ensure consistency to whether requirements represented good practice or best practice; and (iii) indicate terms which were defined in the Ordinances.

The Senate agreed that the University needed to support a culture of research integrity and it was noted that a general policy on research integrity was in development as well as a new policy on handling allegations of research misconduct. It was agreed that the Research Ethics Committee should consider the need for a more integrated approach to training and advice on research integrity accessible to all members of the University's academic community.

M17/031 SENATE BUSINESS COMMITTEE [Paper: SEN/17/016]

Received The minutes of the meeting held 15 March 2017.

Noted Arising from minute 17/017, that the Committee had received from the Honorary Degrees Group a report of nominations where the granting of an honorary degree had been approved.

M17/032 POSTGRADUATE STUDIES COMMITTEE [Paper: SEN/17/017]

Received The minutes of the meetings held 17 January 2017 and 28 February 2017.

Noted Arising from minutes 17/005 and 17/018, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

Arising from minutes 17/007, 17/020, and 17/021, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minutes 17/009 and 17/022, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

M17/033 QUALITY AND STANDARDS COMMITTEE [Paper: SEN/17/018]

Received The minutes of the meeting held 15 February 2017.

Noted The report of business conducted by the Committee.

M17/034 ORDINANCES AND REGULATIONS COMMITTEE [Paper: SEN/17/019]

Received The minutes of the meeting held 15 February 2017.

Noted The report of business conducted by the Committee.

Approved The Senate approved the Committee's terms of reference as modified.

M17/035 LEARNING AND TEACHING BOARD [Paper: SEN/17/020]

Received The minutes of the meeting held 1 February 2017.

Noted The report of business conducted by the Board.

It was noted that the Board had considered the specification for the learning and teaching functionality within the planned Discovery and Innovation Centre. These discussions had not to date involved the Virtual Learning Environment Management Group or the Technology-Enhanced Learning Special Interest Group. It was agreed that the Deputy Principal (Learning and Teaching) should be invited to consider how these bodies could contribute to future discussions regarding the learning and teaching functionality within Discovery and Innovation Centre.

M17/036 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 17 May 2017.

Signed by Chair

Date

THE SENATE

Minutes: 17 May 2017

In the Chair: Professor Richard A Williams

Present Also:	Professor Julian Jones Professor Robert Craik Professor Ammar Kaka Professor Gillian Hogg Dr Gillian Murray Professor Gareth Pender Professor John Sawkins Dr Scott Arthur Dr Peter Kew Professor James Ritchie Professor Malcolm Chrisp Professor Robert MacIntosh Professor Stephen McLaughlin Professor Beatrice Pelloni Professor Fiona Waldron Professor Angus Macdonald Mr Diarmuid Cowan Ms Sheona Dorrian Professor Patrick Corbett Dr Laurent Galbrun Dr Mehreen Gul Professor Omar Laghrouche Dr Rink Van Dijke Dr Olisanwendu Ogwuda* Dr Alan Forster Dr Alan Cuthbertson Dr Jingsheng Ma Dr Gabriela Medero	Dr Sandhya Patidar Dr Derek Ball Dr Stephen Houston Dr Fadi Ghaith* Professor Ian Galbraith Professor Raffaella Ocone Mr Alan Harper Dr Gillian Thomson Professor Stuart Macgregor Dr Mutasim Nour* Dr Marion Winters Dr Audrey Paterson Dr Alan Gow Dr Shumei Gao Dr Yvonne McLaren-Hankin Professor Isabelle Perez Dr Amos Haniff Dr Christopher Dodd Professor Nick Gilbert Dr George Streftaris Professor Nick Taylor Professor Greg Michaelson Dr Catherine Donnelly Dr Aude Le Guennec Ms Jane Priest Mr Shai Davidov Mr Gerry Reilly Dr Bill Wallace
In Attendance:	Ms Ann Marie Dalton-Pillay Mr Paul Travill Mr Richard McGookin Mr Mike Roch	Dr Maggie King Mr Jay Clifford Mr John McDermott Mr Brett Dodgson (Clerk)
Apologies:	Dr Carrie Annabi Dr Frédéric Bosché Dr Lilia Georgieva Dr Helen Hastie Dr Fiona Jardine Dr Sara Keith Professor Heather McGregor	Professor Kenneth McKendrick Mr Dilip Mothiram Mrs Vanessa Northway Dr James Richards Dr Verena Rieser Professor Vicki Stone Ms Sue Collier

* Indicates member participating remotely

MINUTE REF
M17/037**WELCOME AND ANNOUNCEMENTS**

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

The Chair extended a particular welcome to the newly elected Deans of the University who had formally taken up office from 1 April 2017.

The Chair noted that a number of elected members would complete their term of membership at 31 July 2017. The Senate thanked the elected members for their contributions to the work of the Senate and, in particular, those elected members who would demit membership of the Senate at 31 July 2017 – Dr Carrie Annabi, Dr Derek Ball, Dr Laurent Galbrun, Professor Nick Gilbert, Dr Mehreen Gul, Dr Helen Hastie, Dr Fiona Jardine, and Professor Kenneth McKendrick. The Senate extended special thanks to Professor Kenneth McKendrick who had completed two terms of membership over which time he had made notable contributions to the work of the Senate, the Senate Business Committee, and the Senate Effectiveness Project Board. It was noted that, following a call for nominations, vacancies in the elected membership were expected to be filled in the next few weeks and that elections would be held in those Schools where there were more candidates than vacancies. A list of the newly elected members of the Senate would be circulated in June 2017.

The Chair further noted:

1. that the Student Union Vice-President (Community), Ms Sheona Dorrian, would complete her term of office as at 31 May 2017; the Senate thanked Ms Dorrian for her contributions to the work of the Senate and the Student Union; the Senate welcomed to the meeting Mr Jay Clifford who would take up office as Student Union Vice-President (Community) from 1 June 2017;
2. that the Provost and Vice-Principal (Malaysia), Professor Robert Craik, would complete his term of office at 31 July 2017; the Senate thanked Professor Craik for his leadership at the Malaysia campus and for supporting the development of the campus as a vibrant part of the University – it was noted that the affection in which he was held by students and staff at the Malaysia campus reflected the personal dedication he had shown over the campus' first five years of operation; the Senate noted that Professor Craik would in August 2017 take up the position of Provost Emeritus in which role he would continue to support the University's international growth;
3. that Professor Lynne Jack, of the School of Energy, Geoscience, Infrastructure, and Society, had been appointed to the position of Director of Research for the Malaysia campus; in that role Professor Jack would support the development of research capacity at the Malaysia campus and the establishment of new local research and business engagement partnerships;
4. that the Director of Information Services, Mr Mike Roch, would be retiring from the University at 31 May 2017; the Senate thanked Mr Roch for his work to develop the University's information services and connectedness; and
5. that the Clerk to the Senate, Mr Brett Dodgson, would be leaving the University at 26 May 2017; the Senate thanked Mr Dodgson for his professional support to the Senate and its members.

M17/038 MINUTES OF THE PREVIOUS MEETING

Received The minutes of the meeting held 29 March 2017.

Approved The Senate approved the minutes as a correct record.

M17/039 MATTERS ARISING

Noted There were no matters arising from the minutes that were not already on the agenda as circulated.

M17/040 REPORT FROM THE CHAIR OF THE SENATE

Received A report from the Chair of the Senate.

Noted It was noted that an initial version of the 2017 Five Year Financial Plan had been endorsed by the University Executive. The Plan was consistent with the planning envelopes approved by the Court and, subject to the agreement of the Finance Committee, would in June 2017 be presented to the Court for approval.

The Chair drew attention to the 2018 Guardian University League Tables. The University had been placed 26th out of 121 UK higher education institutions. In the subject ranking the University was placed 2nd for building and town and country planning and 3rd for economics. The University had also performed well in the 2018 Complete University Guide – being placed 3rd in Scotland and rising six places to 28th in the UK. In the subject ranking half of the University's subjects were placed in the top quartile with particular improvements in degree completion rates. It was noted that at subject level the results showed continued variations in performance and scope for further improvement. The Chair welcomed the results and thanked all colleagues whose work was reflected in the University's performance.

Similarly, it was noted that the University had performed strongly in the 2017 Guardian University Awards. The School of Social Science's British Sign Language programme had received the Social and Community Impact Award. Professor Graham Turner and his team had helped shape the British Sign Language (Scotland) Act 2015 and continue the University's record of positive impact in communities. The Chair extended to Professor Turner and his team his congratulations on their success. The Chair also congratulated the team behind the Homelessness Monitor Project in the School of Energy, Geoscience, Infrastructure, and Society; the project had been nominated in the Research Impact category for its role in shaping the UK Homelessness Reduction Act 2017.

The Chair noted that the University had retained its Athena SWAN Charter Bronze Award. It was noted that the Award recognised the University's commitment to tackling gender inequality and had been awarded under expanded criteria which, as well as science and engineering disciplines, also covered arts, humanities, social sciences, business, and law disciplines as well as professional and support staff across disciplines. The Senate thanked Ms Tina Donnelly, Athena SWAN Officer, and Ms Sharan Virdee, Equality and Diversity Partner, for their work on the University's award submission. It was noted that those Schools which did not already hold Athena SWAN Charter Awards were expected to develop award submissions in the near future.

Finally, the Chair noted the Scottish Government's 15-24 Learner Journey Review. The Review would consider the learner journey of 15 to 24 year olds from the senior phase of secondary education through to employment and including the stages of further and higher education in colleges, higher education in universities, vocational training, and apprenticeships. Learner choice and system efficiency would be the focus of the review. The Chair invited members of the Senate to familiarise themselves with the terms of the Review.

M17/041 THEMED PRESENTATION AND DISCUSSION

Considered A presentation on work to counter "contract" cheating whereby students commission another party to produce academic work on their behalf. It was noted that the Learning and Teaching Board had commissioned a review of procedures and practices relating to student academic integrity and that the University would continue to work with the Student Union to develop the culture of academic integrity within the student community.

M17/042 ACADEMIC COHERENCE

Considered A report on work that was underway to develop the academic coherence of the University across its Schools and campuses.

Noted That there were three main areas of work currently underway which were intended to develop the University's academic coherence:

1. the Deputy Principal (Learning and Teaching) and others were leading a number of related projects to develop the University's educational provision and educational partnerships; it was noted that the new Graduate Level Apprenticeships were an example of such developments and that, in developing a new Learning and Teaching Strategy, there would be scope to consider opportunities such as the University's foundation programme offer, the purpose and structure of the first year of undergraduate degree programmes, and articulation arrangements and similar partnerships with further education institutions;
2. the Deputy Principal (Research and Innovation) was leading work that would help the University to clearly communicate its research strengths; a more coherent articulation of research capabilities would better position the University to respond to business engagement opportunities and access reconfigured research funding streams; and
3. the Heads of Schools had been invited to identify opportunities for joint academic working and to remove barriers which inhibited inter-disciplinary collaboration and institutional effectiveness; it was noted that the approach to joint academic working between the Edinburgh Business School and the School of Social Sciences was one example of the opportunities that existed to foster closer academic collaboration between Schools.

The Senate noted that it would receive further reports on this work in the future.

M17/043 THE SENATE: START TIME FOR MEETINGS [Paper: SEN/17/022]

Considered A proposal that, for the 2017-18 academic year and onward, the meetings of the Senate should start at 09:30 (UK time) and alternate between Wednesdays and Thursdays.

Noted That in October 2016 the Senate had agreed in principle that meetings of the Senate should be held in the morning (UK time) so as to facilitate the full participation of members based outside the UK [minute 16/067]. It was noted that, subsequently, further work had been undertaken to assess the possible impacts of these changes. That assessment had indicated that these changes would help to facilitate the full participation of colleagues based at the Dubai and Malaysia campuses without having an adverse effect on the participation of colleagues based at the Scottish campuses.

Agreed The Senate agreed that, for the 2017-18 academic year and onward, the meetings of the Senate should start at 09:30 (UK time), that meetings should alternate between Wednesdays and Thursdays, and that the Senate Committee for Interim Business and Effectiveness should monitor the effectiveness of these arrangements.

The Senate further agreed that, for the 2017-18 academic year, the Senate should meet 4 October 2017, 14 December 2017, 7 February 2018, 12 April 2018, and 13 June 2018. It was noted that the June meeting may need to be rescheduled should this fall on a public holiday in the United Arab Emirates.

M17/044 THE SENATE: ATTENDANCE POLICY [Paper: SEN/17/023]

Considered A new attendance policy for members of the Senate and members of the Standing Committees of the Senate.

Noted That the ability of the Senate to discharge the powers and functions delegated to it from the Court was dependent on the full participation of its members. The new Policy was intended to

encourage and facilitate the participation of members and to enable attendance issues to be addressed in a supportive way.

Agreed The Senate agreed that the provisions with respect to when an attendance issue would be deemed to have arisen should be modified. It was agreed that the Policy as amended should be circulated to the Senate for approval by correspondence.

M17/045 STANDING COMMITTEES OF THE SENATE: STANDING ORDERS [Paper: SEN/17/024]

Considered New Standing Orders for the Standing Committees of the Senate.

Noted That the Standing Orders set out the requirements and expectations for the way in which the Standing Committees would work and the way in which they would conduct their business. The Standing Orders were based on the Standing Orders for the Senate which the Senate had approved in October 2016 [minute 16/066].

Approved The Senate approved the Standing Orders subject to the addition of expectations for participation of committee members in votes and ballots of a committee.

M17/046 STANDING COMMITTEES OF THE SENATE: TERMS OF REFERENCE [Papers: SEN/17/025A and SEN/17/025B]

Considered The proposed Terms of Reference for the new Standing Committees of the Senate – the University Committee for Research and Innovation (UCRI), the University Committee for Learning and Teaching (UCLT), the University Committee for Quality and Standards (UCQS), and the Senate Committee for Interim Business and Effectiveness (SCIBE).

Noted That the Senate, following a review of its effectiveness, had:

1. agreed that there should be three primary Standing Committees of the Senate – the Research and Innovation Committee, the Learning and Teaching Committee, and the Quality and Standards Committee [minute 16/064];
2. agreed that the Senate Business Committee should be disestablished and that a new Interim Business and Effectiveness Committee should be established to support the governance and operation of the Senate and the other Standing Committees of the Senate [minute 16/064]; and
3. approved a Statement of Primary Responsibilities and Delegations that set out the specific powers and functions of the Senate and the ways in which those powers and functions would be delegated [minute 16/065].

It was noted that the proposed Terms of Reference were consistent with the Statement of Primary Responsibilities and Delegations and that the Terms of Reference were presented to the Senate with the endorsement of the Senate Effectiveness Project Board.

Approved The Senate approved the Terms of Reference as presented and agreed that:

1. the University Committee for Research and Innovation, the University Committee for Learning and Teaching, and the University Committee for Quality and Standards should be established from 1 August 2017;
2. the University Executive should be invited to approve the disestablishment of the Learning and Teaching Board and the Research and Knowledge Exchange Board and agree that the Boards should be disestablished from 31 July 2017;
3. the Undergraduate Studies Committee and the Postgraduate Studies Committee should continue to operate under their existing Terms of Reference and that specified powers and functions intended to be delegated to the University Committee for Research and Innovation and the University Committee for Quality and Standards should continue to be

discharged by the Undergraduate Studies Committee and the Postgraduate Studies Committee until such date as the Senate approved Terms of Reference for the proposed sub-committees of the University Committee for Research and Innovation and the University Committee for Quality and Standards;

4. the Chairs of the University Committee for Research and Innovation and the University Committee for Quality and Standards should consider the value of holding periodic strategy days consistent with their strategic functions;
5. the nominations of candidates for the Senate-appointed membership of the University Committee for Research and Innovation, the University Committee for Learning and Teaching, and the University Committee for Quality and Standards should be submitted to the Vice-Principal and that, pending the approval of new Ordinances governing the Standing Committees of the Senate, the Senate Business Committee or the Senate Committee for Interim Business and Effectiveness should, on behalf of the Senate, appoint the Senate-appointed members of the University Committees for: Research and Innovation; Learning and Teaching; and Quality and Standards;
6. the Court should be invited to revoke Ordinance C5 (Senate Business Committee);
7. the Senate Committee for Interim Business and Effectiveness should be established from the date of the revocation of Ordinance C5;
8. the elected membership of the Senate Committee for Interim Business and Effectiveness, pending the approval of new Ordinances governing the Standing Committees of the Senate, should comprise Dr Fadi Ghaith, Dr Scott Arthur, and Dr Peter Kew; and
9. the Senate Business Committee should be disestablished from the date of the revocation of Ordinance C5.

M17/047 INSTITUTIONAL CITIZENSHIP AND VALUES [Paper: SEN/17/026]

Considered A revised statement on institutional citizenship and values.

Noted It was noted that the Senate had considered an initial version of the statement and that members had had the opportunity to submit written comments and suggestions in relation to this [minute 17/024]. The statement as now presented incorporated suggestions proposed by members of the Senate as well as feedback from the Combined Joint Negotiating and Consultative Committee.

Endorsed The Senate endorsed the statement as presented and agreed that this should be promoted within the University community. It was noted that briefing events and materials on academic promotions would make reference to the statement and draw attention to the values and behaviours that staff were expected to demonstrate.

M17/048 CONSTITUTIONAL FRAMEWORK DEFINITIONS [Paper: SEN/17/027]

Considered The Constitutional Framework Definitions including amendments relating to the Statements of Primary Responsibilities for the Court and the Senate and the incorporation of policies in the University's terms and conditions of employment.

Endorsed The Senate endorsed the Constitutional Framework Definitions as amended and agreed that the Court should be invited to approve the Constitutional Framework Definitions as amended.

M17/049 REMOVAL OF MEMBERS OF THE SENATE [Paper: SEN/17/028]

Received A report on procedures to remove a member of the Court in accordance with the terms of the Higher Education Governance (Scotland) Act 2016.

Noted That the Higher Education Governance (Scotland) Act 2016 included provision for a member of the governing body of a higher education institution to seek a review of a resolution to remove that person from the membership of the governing body. The Constitutional Review Group was currently considering how the Statutes might be modified to reflect this provision.

Agreed The Senate agreed that the Secretary of the University, with members of the Senate on the Constitutional Review Group, should consider the need for an equivalent provision with respect to the removal of a member of the Senate. It was agreed that, as needed, the Secretary of the University should present recommendations for the consideration of the Senate.

M17/050 ORDINANCE P6: APPROVED TEACHERS, TUTORS, AND MARKERS [Paper: SEN/17/029]

Received Ordinance P6 (Approved Teachers, Tutors, and Markers) including modifications relating to the role of Approved Demonstrator.

Endorsed The Senate endorsed the Ordinance as modified and agreed that the Court should be invited to approve the Ordinance as modified.

M17/051 RESEARCH ETHICS POLICY [Paper: SEN/17/030]

Received A revised Research Ethics Policy.

Noted The Policy was intended to set out the general principles that underpin the University's approach to research ethics and to support consistency in approach across Schools and campuses. It was noted that the Senate had provisionally approved the revised Policy subject to amendments [minute 17/030]. The Policy as now presented incorporated the amendments proposed by the Senate.

Approved The Senate approved the Policy as presented.

M17/052 SENATE BUSINESS COMMITTEE [Paper: SEN/17/031]

Received The minutes of the meeting held 3 May 2017.

Noted Arising from minute 17/023, the Senate noted the report of business conducted by correspondence.

M17/052 UNDERGRADUATE STUDIES COMMITTEE [Paper: SEN/17/032]

Received The minutes of the meeting held 15 March 2017.

Noted Arising from minute 17/008, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified undergraduate programmes.

M17/053 POSTGRADUATE STUDIES COMMITTEE [Paper: SEN/17/033]

Received The minutes of the meeting held 11 April 2017.

Noted Arising from minute 17/030, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

Arising from minutes 17/032 and 17/033, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minute 17/034, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

- M17/054 QUALITY AND STANDARDS COMMITTEE [Paper: SEN/17/034]**
- Received** The minutes of the meeting held 26 April 2017.
- Noted** The report of business conducted by the Committee.
- Approved** The Senate approved the appointment of Professor James Ritchie as Vice-Chair for the Committee.
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- M17/055 DISCIPLINE COMMITTEE: ANNUAL REPORT 2015-16 [Paper: SEN/17/035A]**
- Received** The annual report of the Discipline Committee for the 2015-16 academic year.
- Noted** The report of cases considered.
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- M17/056 ACADEMIC APPEALS: ANNUAL REPORT 2015-16 [Paper: SEN/17/035B]**
- Received** The annual report of academic appeals for the 2015-16 academic year.
- Noted** The report of appeals considered.
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- M17/057 ORDINANCES AND REGULATIONS COMMITTEE [Paper: SEN/17/036]**
- Agreed** The Senate agreed that the minutes of the meeting held 3 May 2017 should be deferred. It was agreed that the minutes should be presented at the next ordinary meeting of the Senate.
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- M17/058 LEARNING AND TEACHING BOARD [Paper: SEN/17/037]**
- Received** The minutes of the meeting held 5 April 2017.
- Noted** The report of business conducted by the Board.
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- M17/059 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Papers: SEN/17/038A, SEN/17/038B, and SEN/17/038C]**
- Received** The minutes of the meetings held 16 February 2017, 14 March 2017, and 12 April 2017.
- Noted** The report of business conducted by the Board.
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- M17/060 DATE OF NEXT MEETING**
- Noted** That an additional meeting of the Senate would be held 28 June 2017. The next ordinary meeting of the Senate would be held 4 October 2017.

Signed by Chair Date