

SENATE

Minutes of Meeting held on 31 October 2012

Present: The President & Rector, Sir Keith O’Nions (Chairman), Professors Alford, George, Haigh, Humphris, Leatherbarrow, Magee, Matar, Smith, Wright; Drs Archer, Bradley, Broda, Buckle, McCoy, McGarvey, McPhail; Mr Beaumont; Mr Hunt (Student Representatives); with Mr Wheatley (Academic Registrar) and Ms Penny (Senior Assistant Registrar).

Apologies: Professors Belvisi, Gooderham, Griffiths, Richardson; Drs Albrecht, Pike, Rogers.

Present by Invitation: Mr Allatt (for Minute 1672) and Mrs Farrar (for Minute 1675)

1665 Terms of Reference, Constitution and Membership of the Senate 2012-13

Noted: The current Terms of Reference and Constitution of the Senate and the names of those appointed or elected for the current session, as reported in **Paper/Senate/2012/01**. The President & Rector welcomed new members to the meeting.

1666 Minutes

The Minutes of the meeting of the Senate held on 20 June 2012 were confirmed.

1667 Matters Arising

There were no matters arising in the Minutes not covered elsewhere in the agenda.

1668 President & Rector’s Business

Received: A Report from the President & Rector (**Paper Senate/2012/02**).

(1) Appointing Committee – President & Rector and Provost

Reported: (i) That the Council had established an Appointing Committee to undertake the task of identifying individuals to lead the College under the new arrangements announced in April 2012.

(ii) That the Committee would identify an individual to succeed Sir Keith O’Nions as President & Rector in January 2014 and an individual to serve Imperial in the new position of Provost.

(iii) That details of the membership of the Appointing Committee were outlined in the Senate’s paper. Further information on the new leadership model was also available at <http://www3.imperial.ac.uk/secretariat/collegegovernance/governancestructure/leadershipchange>

(2) Pro Rector (Education)

Reported: That Professor Debra Humphris, formerly the Pro Vice Chancellor (Education & Student Experience) and Professor of Health Care Development at the University of Southampton, had joined the College as Pro Rector (Education) on 15 October 2012. Professor Humphris had succeeded Professor Julia Buckingham, who had been Pro Rector (Education and Academic Affairs) since 2007.

(3) Election of Deans

Reported: (i) That Professor Myra McClure, Professor of Retrovirology in the Department of Medicine, had been elected to succeed Professor Nigel Gooderham as the non-clinical Dean for the Faculty of Medicine from 1 September 2012 to 31 August 2015.

(ii) That Professor Richard Jardine, Professor of Geomechanics in the Department of Civil Engineering, had been elected to succeed Professor Richard Vinter as one of the Deans for the Faculty of Engineering and the Business School from 1 September 2012 to 31 August 2015.

(iii) That Professor Nigel Gooderham, Professor of Molecular Toxicology in the Department of Surgery and Cancer and formerly non-clinical Dean in the Faculty of Medicine, had been elected to succeed Professor Jeff Kramer as Senior Dean, serving in this position from 1 September 2012 to 31 August 2013.

(iv) That the full list of Faculty Deans for 2012-2013 was as follows:

Senior Dean	Professor Nigel Gooderham
Faculty of Engineering and Business School	Professor Morris Sloman
Faculty of Engineering and Business School	Professor Richard Jardine
Faculty of Medicine (non-clinical)	Professor Myra McClure
Faculty of Medicine (clinical)	Professor Simon Taylor Robinson
Faculty of Natural Sciences	Professor Robin Leatherbarrow
Faculty of Natural Sciences	Professor Richard Thompson

(4) Head of Department of Chemistry

Reported: That Professor Tom Welton, Professor of Sustainable Chemistry, had accepted appointment as Head of the Department of Chemistry for a second term with effect from 1 August 2012.

(5) Head of Department of Bioengineering

Reported: That Professor Anthony Bull, Professor of Musculoskeletal Mechanics, had accepted appointment as Head of the Department of Bioengineering with effect from 1 August 2012. Professor Bull had succeeded Professor Ross Ethier who had been appointed to a Chair in the Wallace H. Coulter Department of Biomedical Engineering at Georgia Tech Institute of Technology, USA.

(6) Head of Department of Mechanical Engineering

Reported: That Professor Peter Cawley FEng, FRS, Professor of Mechanical Engineering, had accepted appointment as Head of the Department of Mechanical Engineering with effect from 1 October 2012. Professor Cawley had succeeded Professor Tony Kinloch FEng, FRS who had retired after 28 years of service to Imperial and was now a Senior Research Investigator.

(7) Dean of the Lee Kong Chian School of Medicine

Reported: (i) That Professor Dermot Kelleher FMedSci, who had been appointed Principal of the Faculty of Medicine on 1 October 2012, had accepted the concurrent appointment as Dean of the Lee Kong Chian School of Medicine in Singapore with effect from 1 August 2012. As Dean Professor Kelleher would lead the next phase of the development of the School, a partnership between Imperial and Nanyang Technological University (NTU), which had been established in 2010 to train more doctors to meet Singapore's future healthcare demands.

(ii) That Professor Kelleher had succeeded Professor Stephen Smith FMedSci, the Founding Dean of the Lee Kong Chian School of Medicine, who remained NTU's Vice President of Research.

(8) Academic Health Science Centre Director

Reported: (i) That Professor David Taube, Professor of Transplant Medicine at Imperial and Medical Director at Imperial College Healthcare NHS Trust, had accepted appointment as Academic Health Science Centre (AHSC) Director with effect from 1 September 2012.

(ii) That the creation of the new position of AHSC Director had been one of the recommendations of the review of the AHSC led by Professor Lord Darzi, commissioned in 2011 to evaluate the success of the AHSC since its foundation and to advise on its future direction. The College and the Trust had considered the findings of the review and had jointly developed an action plan to renew and strengthen collaboration within the AHSC, which would be a major responsibility of the AHSC Director.

(iii) That Professor Taube, reporting jointly to the Principal of the College's Faculty of Medicine and the Chief Executive of the Trust, would drive the development of the AHSC and play a pivotal role in fully realising its aspiration to transform healthcare by translating research discoveries into medical advances in as fast a timeframe as is possible. He would strengthen the interface between clinical and academic activities, build on the innovation culture and implement strategies for channeling research excellence to deliver world class healthcare to local, national and global populations.

(9) Fellows of the Royal Academy of Engineering

Reported: That the following staff had been elected to the Fellowship of the Royal Academy of Engineering:

Professor Bill Lee, Department of Materials
Professor Wayne Luk, Department of Computing
Professor Jane Plant, Department of Earth Science and Engineering
Professor Hugh Spikes, Department of Mechanical Engineering
Professor Eric Yeatman, Department of Electrical and Electronic Engineering

Further Reported: That the Senate congratulated these staff on their achievements.

(10) Student Charter: *Our Principles*

Reported: (i) That at its June 2012 meeting the Senate had approved the College's Student Charter, *Our Principles*, with immediate effect.

(ii) That the *Principles*, signed by both the President & Rector and the President of the Imperial College Union, had now been published on the College's website at:

<http://www3.imperial.ac.uk/students/ourprinciples>

(iii) That Senate had noted at its June meeting that it would be important for the *Principles* to be communicated widely to both staff and students. Heads of Department had therefore been asked to alert their staff to the *Principles* and include discussion of them in departmental student induction sessions, personal tutoring meetings and staff-student committee meetings.

(11) President & Rector's Away Day, 19 October 2012

Reported: That the President & Rector's 2012 Away Day had taken place on Friday, 19 October. Subjects discussed included the development of Imperial's estates master plan; the College's strategy for Imperial West; medical campuses and the AHSC; and the College's international strategic review. Reports of the discussions would be available for staff shortly.

Post Meeting Note: The reports are now available online at:
<https://www2.imperial.ac.uk/blog/rectorsawayday12/>

(12) Imperial West

Reported: That it would be announced on 1 November that the College had been awarded £35 million to support the development of the Imperial West Technology Campus. The investment by HEFCE through the UK Research Partnership Investment Fund (UK RPIF) would contribute to the development of the campus's £150 million Research and Translation Hub.

(12) Imperial Festival 2013

Reported: That following the success of the first Imperial Festival, the dates of the 2013 Festival had been agreed. The Festival would be held on 10 and 11 May 2013.

(13) Transfer of activities from Department of Humanities

Reported: (i) That The Department of Humanities had been disbanded on 1 August 2012, with its activities transferring to other parts of the College. From that date:

(a) The School for Professional Development had expanded and now consisted of 3 main centres:

- Education Development and Support – incorporating the Education Development Unit and the English Language Support Programme.
- Co-curricular Studies – incorporating the Languages Unit and the Science Communication Unit.
- Continuing Professional Development.

(b) The Translation Group had transferred to Library Services, supported by the School of Professional Development which was responsible for the quality assurance of the Group's postgraduate courses.

(ii) That the Centre for the History of Science, Technology and Medicine had been the responsibility of the Pro Rector (Research) since it had transferred from the Department of Humanities in February 2012.

Considered: A Report from the Pro Rector (Education) (**Paper Senate/2012/03**).

(1) Public Information about Higher Education – Key Information Sets and the Wider Information Set

Reported: (i) That at its February 2012 meeting the Senate had received a report on the development of the College's Key Information Sets.

(ii) That the KISs had been published on 27 September 2012 on the new Unistats website (<http://unistats.direct.gov.uk/>). The website enabled users to compare the data provided in the KISs. An initial analysis of the KIS data showed that in general Imperial compared favourably with other Russell Group institutions in terms of the number of hours students spent in scheduled learning and teaching activities on Imperial courses. However, in general Imperial students had a lower percentage satisfaction than students at other Russell Group institutions when National Student Survey (NSS) questions relating to assessment and feedback were compared. KIS widgets would be added to the College's on-line prospectus by 31 October 2012.

(iii) That in addition to requiring the creation of KISs, HEFCE had also specified what wider information institutions should as a minimum make publicly available. The Quality Assurance Advisory Committee (QAAC) had been working to ensure that this information was available. QAAC would also be reviewing the new Part C of the UK Quality Code for Higher Education: *Information about higher education provision* at its next meeting to ensure that the College fully complied with this.

(iv) That in July 2012 HEFCE had published a report, *Key Information Sets and Unistats: Overview and next steps*, which stated that as part of its evaluation of the KISs, HEFCE would audit the data provided by institutions. From October 2012 HEFCE was undertaking a pilot audit exercise on the 2012-13 KISs and had confirmed that a selection of the College's KISs would be audited as part of this. The auditors would be visiting the College on 22 and 23 January 2013 to discuss the processes used at Imperial to compile the KIS data and to consider the data for a sample of courses (not more than 20) in further detail. The College would be asked to make available for inspection evidence supporting the data returned for each of these courses. HEFCE would confirm to the College which courses it wished to audit in late December 2012.

(2) Welcome Week 2012

Reported: (i) That Welcome Week had been planned in the same format as 2011 following the success of last year's welcome events. The President & Rector's welcome addresses for both undergraduate and postgraduate students had taken place in the Great Hall during week 1 focusing on the 'secrets for university success' and how to make the transition from A-level to life at Imperial. As well as the South Kensington welcome talks the President & Rector, Director of the Graduate School and the Student Union President had visited both Hammersmith and Silwood to address the students based at those campuses.

(ii) That following the success of the welfare talks for undergraduate and postgraduate students not in halls in 2010 and 2011, these were again held on Saturday, 29 September. A drinks reception was also laid on following the postgraduate talk. Both the talks and the reception had been well attended and well received.

(iii) That on Sunday, 30 September the International Office welcome events for undergraduate and postgraduate international students had also been well attended and received.

(iv) That Commercial Services had organised a band of volunteers to help out across the campus on 3 consecutive days, 29, 30 September and 1 October. These volunteers had all worn the recognised yellow 'HERE TO HELP' T-shirts designed by Communications and had been available to help with luggage, traffic control, directions and questions and offer a friendly face and welcoming presence across campus. Over 50 staff members from support service departments had volunteered, which had been greatly appreciated and had helped make the weekend a great success.

(v) That the ICU had also organised a programme of Welcome Week events, which had included Mingles for undergraduates on the 29 and 30 September, and a postgraduate Mingle on 6 October. They had also organised Fresher's Fair and a welcome reception for students not in halls. All events had been well attended and greatly enjoyed.

Further Reported: That the Senate thanked Professor Denis Wright, Dr Sharon Bolton, Jane Neary, the ICU Sabbatical Officers and their teams for their excellent work to ensure that the week went well.

(3) New Student Induction Events

Reported: That 4 new student induction events were being organised for 2012-13, building on the most successful aspects of the pilot events held last year. As before, the focus of the events would be on helping first year undergraduates adapt to life at university. The induction programme was outlined in the Senate's paper.

(4) Imperial Horizons

Reported: (i) That Imperial Horizons, the new co-curricular programme for Imperial undergraduates, had commenced in October 2012. The programme was designed to broaden students' education, inspire their creativity and enhance their professional impact. A number of courses were available as part of the programme. The aim of these wide-ranging and innovative courses was to enable the College's students to develop a unique set of Imperial graduate attributes and give them an edge in their future careers.

(ii) That in 2012-13 Imperial Horizons was available to all first year undergraduate students. 22 different course options were currently available from the following 4 fields of study: Business; Global Challenges; Languages and Global Citizenship; and Science, Culture and Society. A total of 1,499 students had enrolled (69% of first year undergraduate students), and all had been allocated to their first choice of course. To maximise student choice the majority of courses were running twice – once in the Autumn term and once in the Spring term. Each course would run for 8 weeks: from 22 October 2012 until 10 December 2012 and from 21 January 2013 to 11 March 2013.

(iii) That enrolment had now closed, though new enrolments would be accepted in November for those courses running in the Spring term that still had capacity. For this year all courses were free, non-compulsory and non-credit bearing.

(5) Student Awards for Outstanding Achievement 2012

Reported: The Student Awards for Outstanding Achievement 2012, as detailed in section 5 of the Senate's paper.

(6) HEFCE Consultation: A risk-based approach to quality assurance

Reported: (i) That at its June 2012 meeting, the Senate had been informed that a College response was being prepared to the HEFCE consultation on the establishment of a more risk-based approach to quality assurance in higher education in England. The response, which had been submitted to HEFCE in July 2012, was attached to the Senate's paper.

(ii) That HEFCE had now published the outcomes of, and next steps arising from, the consultation. HEFCE's report confirmed that the Quality Assurance Agency's (QAA) existing method of institutional review would be used as the basis of building the risk-based approach but that there would be several changes including the discontinuation of mid-cycle review and the removal of separate reviews of collaborative provision. Institutions with a longer track record of successfully assuring quality and standards (2 or more external institution-wide reviews) would be reviewed on a 6-year cycle. HEFCE had specifically asked the QAA not to schedule reviews for such institutions in a shorter cycle.

(7) UK Quality Code for Higher Education

Reported: (i) That at its June 2012 meeting, the Senate had been informed that a College response to the draft Chapter B3 of the UK Quality Code: *Learning and Teaching*, was being prepared. The response, which had been submitted to the QAA in July 2012, was attached to the Senate's paper.

(ii) That the QAA had also consulted in recent months on a revised Chapter B10: *Management of Collaborative Arrangements*. This chapter outlined what was expected of degree-awarding bodies, or other higher education providers, when initiating and managing collaborative activities. The College's response to the draft Chapter was attached to the Senate's paper.

(iii) That since the June 2012 Senate meeting the final Chapter B3: *Learning and Teaching* had been published, along with Chapter B5: *Student Engagement* and Chapter B11: *Research Degrees*. The impact of these chapters on the College's procedures would be considered by QAAC.

(8) QAA Guidance on Enterprise and Entrepreneurship Education

Reported: (i) That the Senate had been informed, at its May 2012 meeting, that the QAA, working with an external advisory group, had drafted guidance on enterprise and entrepreneurship education.

(ii) That the QAA had now finalised and published this guidance, which was available at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/enterprise-entrepreneurship-guidance.aspx>

The guide was aimed primarily at those in the early stages of their careers.

(9) Publication of *Understanding assessment: its role in safeguarding academic standards and quality in higher education* - second edition

Reported: That the QAA had published the second edition of the guide *Understanding assessment: its role in safeguarding academic standards and quality in higher education* which was available at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/understanding-assessment.aspx>

(10) QAA Institutional Audit 2010: Mid-cycle follow-up

Reported: (i) That the mid-cycle follow-up by the QAA to the College's 2010 Institutional Audit was due in early 2013. The review would be a paper-based exercise. The College would be asked to comment on actions taken to address the recommendations made in the 2010 Institutional Audit; actions taken to address any recommendations in other QAA reports since the Audit; and significant changes in collaborative arrangements since the Audit.

(ii) That the QAA would also ask the College to provide a sample (normally 2 or 3) of internal review reports.

(11) A-Level Reform

Reported: (i) That at its June 2012 meeting Senate had been informed that the College would be responding to the Ofqual consultation on A-Level reform. The College's response, which had been submitted in September 2012, was attached to the Senate's paper.

(ii) That the Ofqual consultation document was available at:

<http://comment.ofqual.gov.uk/a-level-reform/>

1670 National Student Survey 2012

Received: The results of the National Student Survey 2012 (**Paper Senate/2012/04**).

Reported: (1) That the results of the National Student Survey (NSS), now in its eighth year, had been published in September. The results from the survey influenced league tables and informed applicants with regard to their decisions about where to study, thus having a reputational impact on the College. The survey also provided an insight into the student experience.

(2) That the Strategic Planning Division had analysed the College's 2012 results and full details were attached to the Senate's paper.

Noted: That the College had achieved a higher or equal percentage satisfaction in 2012 than in 2011 for all question categories.

Further Reported: That the NSS results had been considered by the Management Board and each Faculty was currently developing plans for further enhancing the student experience. Work was also underway to prepare for the 2013 survey, which would open in January.

1671 Revisions to the College's Investigation of Allegations of Research Misconduct Procedure

Considered: A Note by the Pro Rector (Research) (**Paper Senate/2012/05**).

Reported: (1) That the areas of research governance and integrity had become an increasing focus for research funders, sector bodies and higher education institutions in recent months, culminating in the publication of UUK's 'Concordat to Support Research Integrity' in July and the decision of the Wellcome Trust to make compliance with this Concordat a condition of research grants. It was possible that HEFCE might follow suit in the future.

(2) That in response to this, the Pro-Rector (Research) had created a Research Governance Working Group which had reviewed the College's policies and procedures relating to research integrity, including research misconduct. The result of the review had been the recommendation that a 'Research Integrity Framework' be produced to update and bring together the College's policies and procedures relating to research governance and integrity. The Working Group had also recommended changes to the College's Investigation of Allegations of Research Misconduct Procedure, including aligning the processes for considering allegations of misconduct by staff and students.

(3) That the procedure for the investigation of allegations of research misconduct was set out in Ordinance D17, which had to be approved by the Council. However, as the

procedure concerned the discipline of students of the University, the Council had to first obtain Senate's views on the proposed changes.

Approved: The revisions to Ordinance D17, *The Investigation of Allegations of Research Misconduct*, outlined in the Senate's paper.

Agreed: That the revisions to Ordinance D17 should be recommended to Council.

1672 Information and Communication Technologies

Considered and approved: The annual report to Senate by the Director of Information and Communication Technologies (**Paper Senate/2012/06**).

Reported: (1) That the Student Experience Stream Project Board had been renamed the Student Centric Programme Board. Students were now invited to select a project to be pursued by the Board. The project selected by students this year was the development of a new survey platform.

(2) That usage of the Blackboard CE8 Virtual Learning Environment (VLE) during 2011/12 had continued to be extensive, with peak monthly usage of 13,000 individuals and concurrent usage often in excess of 800 users. The E-Learning Services team had worked with the College E-Learning Strategy Committee (ELSC) to review the College supported VLE. The conclusion of the VLE review had been to recommend a move to Blackboard Learn 9.1. This had been approved by the ELSC and the Chair of the Strategic Education Committee. Over the summer 2012 the E-Learning Services team had worked with Faculties and the VLE Migration Steering Group to co-ordinate the first phase of the migration to Blackboard Learn 9.1. There were now 681 active courses in the system and all Faculty of Engineering courses now resided on Blackboard Learn. The other Faculties had moved a small number of courses and were expecting to move more courses for the start of the 2013-14 academic year. Since its launch in August 2012 over 7,000 unique users had accessed the Blackboard Learn system.

(3) That Panopto, which provided both lecture theatre video capture and personal screen capture, was being rolled-out College-wide following a successful pilot. Installation of the system within lecture theatres was being undertaken in stages due to the time and resources required. For the start of the 2012-13 academic year Panopto had been installed in 14 lecture theatres across all Faculties and the Business School which had migrated from Echo360. It was expected that a further 10 lecture theatres would be installed with Panopto by the end of 2012. ICT were running 5 Panopto workshops for staff this term; 2 were already fully booked.

Agreed: That a College strategy for lecture recording was required. This would be taken forward by the Pro Rector (Education).

1673 Quality Assurance Advisory Committee

Considered: A Report by the Quality Assurance Advisory Committee (**Paper Senate/2012/07**).

(1) Extenuating Circumstances

Reported: That the Committee had considered revisions to the Extenuating Circumstances Affecting Academic Performance Policy and Procedures. Amendments included clarification of what the College's Health Centre, Counselling Service and Disability Advisory Service could and could not do for students in terms of certifying extenuating circumstances; confirmation that for minor pieces of assessed work independent corroborating evidence (for example from the Health Centre) was not required unless the student was ill for more than 5 days; and modification of the Student Confidentiality section of the Policy so that the advisory panel considering a request for

mitigation needed only to receive sufficient details rather than full details of a student's circumstance in order for them to make a sound judgement.

Further Reported: That the policy included inconsistent use of terminology, with both 'extenuating' and 'mitigating' used. Consistent language should be applied.

Approved: On the recommendation of the Committee, the revised policy with immediate effect, subject to the issue regarding the consistency of terminology being addressed.

Noted: That it was essential that these changes were clearly communicated to students.

(2) Cheating Offences Policy and Procedures

Considered and approved: On the recommendation of the Committee, a change to tariff 2 in the tariff of penalties for major cheating offences outlined in the Cheating Offences Policy and Procedures, with immediate effect. The tariff had been split into 2 and amended to make clear that any penalty was linked to the module with which the offence was associated rather than all assessments.

Agreed: That Departments should be reminded of the importance of emphasising to students, at every available opportunity, the seriousness with which the College viewed cheating offences.

(3) Information about Higher Education Provision

Key Information Sets

Reported: That the Committee had been informed that the College's Key Information Sets (KISs) had been published on the Unistats website on 27 September 2012. The Committee had also noted that the College had been selected to take part in HEFCE's pilot audit of the 2012-13 KISs.

Wider Information Set

Reported: (i) That the Committee had considered the HEFCE institutional level wider information set requirements and had agreed that, in general, the College met these. The Committee had noted that HEFCE required institutions to publish their learning and teaching strategies online. The Committee had agreed that whilst the College's learning and teaching strategy was available publically online, it was embedded within the College's overall 2010-14 Strategic Plan and labelled as an education strategy, which some members of the public might find confusing. It was agreed that the Committee would revisit whether the College's education strategy should be re-branded a learning and teaching strategy when the new Pro Rector (Education) was in post.

(ii) That with regard to other HEFCE wider information requirements, the Registry had reported that the College's Register of Collaborative Provision had been revised to include more detail about the nature of each partnership and a brief description of partner responsibilities for maintaining quality and standards. A more detailed graduate employability statement had also been published online by the Careers Advisory Service. The Committee had additionally approved the College's Statement of Quality Assurance Policies and Procedures.

(iii) That in terms of course-level information, the Committee had agreed that all Departments should be asked to publish their course handbooks online, ideally on the same webpages as their programme specifications. Departments had also been asked to publish a statement on how employers had had input into the design of their courses, where appropriate (the Committee had agreed a generic statement for this purpose should Departments not wish to draft their own) and to make the results of College student surveys available online internally to their students by providing a link to the Student

Viewpoint survey system.

(iv) That whilst all undergraduate courses had now fully met the Wider Information Set requirements, some Master's courses had not. The Registry was working closely with the Graduate School to ensure that this was urgently addressed.

Provision of Information Working Group

Reported: That the Committee had agreed to disband the Provision of Information Working Group, originally established by QAAC to oversee the development of the College's KISs and Wider Information Set. The QAAC would take responsibility for these matters moving forward.

(4) Award Title for Integrated Master's Degrees

Reported: (i) That in November 2011, the Faculty of Natural Sciences had raised concerns at the Strategic Education Committee (SEC) about the international recognition of the MSci degree award. It had been reported that some employers and institutions, mainly in Europe and Asia, had not recognised or understood the MSci as both a Bachelor's and Master's degree qualification. The main suggested reasons for this were that MSci awards did not include a separate BSc award and that the final year of an MSci was only 9 months, compared to 12 months for a typical standalone UK Master's and 2 years in Europe. It was noted that students wanting to take PhDs in Europe were particularly affected, although this was mainly an issue of not having sufficient ECTS.

(ii) That possible solutions had been considered by the SEC in March 2012. The Committee had agreed to submit a proposal to the Faculty Studies Committees to allow Departments to offer joint BSc/MSci or BEng/MEng awards in place of the existing MSci and MEng awards.

(iii) That under this proposal, the joint BSc/MSci and BEng/MEng awards would be offered at the same time and on the same degree certificates at the end of year 4. Both the Bachelors and the Master's award would be classified according to the undergraduate scheme (i.e. 1st, 2.1 etc.) however the final Master's year would have a minimum pass mark of 50%. There would therefore be no option for a 3rd class mark. Students would not be permitted to enter year 4 if they had not passed year 3. If a student had passed year 3, but failed year 4, they would leave with a BSc.

(iv) That as reported to the June Senate, the proposal had been considered by the Science and Engineering Studies Committees in May 2012. The Science Studies Committee had supported the idea of a combined award in principle, but had recommended that the change be implemented for 2013 graduates. However, the Engineering Studies Committee could not support the proposal in its current form and had recommended further consideration.

(v) That both Committees had suggested that it would be better to have 1 classification for the entire award, rather than separate Bachelor's and Master's classifications. Having 2 classifications on 1 certificate could lead to confusion, especially in situations where a student did not achieve the same level of award at Bachelor's and Master's level. There might also be adverse consequences for Home/EU student loans and finance if year 4 were to be somehow delineated as being for a separate, but combined, award. Several other matters had also been raised, including that the proposal did not address the issue of obtaining 270 ECTS credits.

(vi) That having considered this feedback, the Committee had agreed that the text of the degree diploma should be amended to help demonstrate to employers and sponsors that MSci and MEng students had completed and gone beyond Bachelor's level. The following wording had been agreed:

For MSci

The Council of the Imperial College of Science, Technology and Medicine has conferred on
Name of student
the degree of Master in Science (incorporating Bachelor's level study)
With Second Class Honours (Upper Division)
In subject

For MEng

The Council of the Imperial College of Science, Technology and Medicine has conferred on
Name of student
the degree of Master of Engineering (incorporating Bachelor's level study)
With Second Class Honours (Upper Division)
In subject

(vii) That discussions were continuing on further action to address the problem of MSci/MEng recognition.

(5) Procedure for Establishing Collaborative Modules

Reported: That the Committee had approved amendments to the Procedure for Establishing Collaborative Modules to clarify the renewal process for collaborative module partnerships. The procedure now stated that the relevant Studies Committee or Master's Quality Committee was responsible for approving the renewal of collaborative module partnerships. Such renewals would be reported by these committees to Senate. The QAAC had approved a new renewal form to facilitate this process.

(6) Procedure for the Establishment, Renewal and Review of Student Exchange Partners

Reported: (i) That the Committee had been informed that in May 2012 the Strategic Education Committee (SEC) had received 2 Erasmus Mundus Action 2 proposals for exchange partnerships with higher education institutions in Israel and the Asian Pacific region. The SEC had agreed that there needed to be a clearer College procedure for reviewing such proposals in future.

(ii) That in light of these comments, QAAC had agreed that Erasmus Mundus Action 2 partnerships which contained student mobility activities should be considered in accordance with the current Procedure for the Establishment, Renewal and Review of Student Exchange Partners. The Committee had agreed amendments to the procedure to clarify this. An additional question, asking Departments to confirm whether there were any ethical or other issues associated with the exchange partner or the partner's location, had also been added to the new exchange links proposal form.

(7) Plagiarism Issues in Theses

Reported: (i) That the Committee had approved a note by the Director of the Graduate School and the Academic Registrar on plagiarism issues in theses.

(ii) That the Committee had noted that in the case of PhD theses there were issues as to what should count as plagiarism, in particular, whether a student was permitted to re-use their own work (for example material from a previous publication that they had written). While there were considerable grey areas, which required academic judgement, the note approved by QAAC was intended to provide guidelines for students, supervisors and examiners.

(8) Enhancement Advisory Group

Reported: (i) That at its last meeting, the Senate had been informed that the Enhancement Advisory Group (EAG), established by QAAC in early 2012, had been developing a strategy for the effective identification and dissemination of good practice and promotion of educational enhancement across the College.

(ii) That the Committee had now approved the EAG's strategy for sharing good practice in education, and had agreed that it should be implemented across College during 2012-13. The strategy was attached for information to the Senate's paper.

(9) Student Surveys

Student Surveys Working Group

Reported: (i) That the QAAC had received the final report of the Student Surveys Working Group, which the Committee had established in November 2011 to review the student surveys currently run by the College and develop a strategy for effectively coordinating and rationalising these.

(ii) That the Committee had approved a timetable for central student surveys to be run in 2012-13 and had agreed the questions for these, noting that where possible the surveys had been revised to ensure that they were as concise as possible. The Committee had also approved a procedure for the establishment and review of academic and welfare student surveys. Full details would be circulated to Departments.

Results of Student Surveys

Reported: That the Committee had considered the results of several recent surveys including the National Student Survey, the Student Experience Survey, Spring SOLE and PG SOLE and Summer SOLE.

Student Experience Action Plan

Reported: That the Committee had endorsed an action plan, developed to address the issues highlighted by the Student Experience Survey. The survey had identified that many students believed that Imperial was not quite as welcoming and supportive as many other leading UK competitors. In particular, while Imperial performed better than the sector in terms of industry connections, quality of facilities and quality of staff, it did not perform well in terms of workload, social life, community atmosphere and staff-student relationships. The Committee had agreed that it should receive a report of progress made to implement the actions outlined in early 2013.

(10) Undergraduate Annual Monitoring

Reported: That the Committee had approved minor amendments to the undergraduate annual monitoring form template for 2012.

(11) Imperial Recognised Locations

Reported: That Diamond Light Source Ltd/the Research Complex at Harwell (RCaH), based at the Rutherford Appleton Laboratory (RAL) site on the Harwell Science and Innovation Campus, Didcot, Oxfordshire, had been approved as an Imperial Recognised Location.

(12) Special Examination Arrangements for Students with Extra Time

Reported: That the Committee had considered a note from the Dean of Students,

Learning and Teaching on special examination arrangements for students with extra time and had agreed, in principle, that students with disabilities who had been given extra time to take their examination should do so in a separate venue. However, the Committee had also acknowledged that it would not always be possible for Departments with large cohorts of students, or those with multiple exam venues already in use, to achieve this. Nevertheless all would be asked to strive to comply.

(13) Periodic Review

Reported: (i) That the Committee had considered the reports of the assessors for the periodic review of the BSc Medical Sciences with [option pathway] which had taken place on the 27 March 2012. The Committee had noted that the Medical Studies Committee would also consider these reports and the Faculty of Medicine's response to them at its November 2012 meeting and that a separate report would be made to the Senate following the Medical Studies Committee's meeting.

(ii) That the Committee had considered the annual report of good practice highlighted by periodic reviews reported to Senate during 2011-12 and had agreed that this document should be circulated to the Studies Committees, the Master Quality Committees and the Postgraduate Research Quality Committee. The Committee had also agreed the periodic review schedule for 2012-13.

(14) INSPIRE

Reported: (i) That the Committee had noted that the Pro Rector (Education and Academic Affairs) and the Deputy Rector had acted on behalf of the Strategic Education Committee (SEC) to approve the renewal of the College's partnership with Canterbury Christ Church University (CCCU) to offer the INSPIRE programme for a further 5 years.

(ii) That the Committee had also received and was satisfied with the report of the periodic review of the INSPIRE partnership, undertaken by Canterbury Christ Church University.

(15) Staff-Student Committee Guidelines

Reported: That the Committee had approved amendments to the College's Staff-Student Committee Guidelines which now stipulated that Departments with only 1 combined undergraduate and postgraduate Staff-Student Committee should consider whether postgraduate students and postgraduate issues were being adequately represented. The Guidelines also provided a list of items that should be discussed at Staff-Student Committees.

1674 Graduate School Report

Considered: A Report by the Graduate School (**Paper Senate/2012/08**).

(1) New Courses

(i) MSc in Physics with Extended Research

Reported: (a) That the Department of Physics wished to introduce a new 2-year Master's programme in Physics.

(b) That the rationale for the new type of programme was two-fold. Firstly, the Department of Physics had identified a need to provide a more readily Bologna compliant second-cycle degree which would support top tier general advanced physics courses in line with the College's mission and strategic intent. The programme would cover 2 full academic years and would comprise 120 ECTS, of which more than 60 ECTS would be at Master's level. It would therefore satisfy the National and European requirements for a

Master's level qualification. Secondly, the course would allow students who had graduated with a Bachelor's degree with 180 ECTS to raise their ECTS credits to 300, which was the requirement for entry to a PhD programme in many parts of mainland Europe.

(c) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had been supportive of the proposal and had agreed that it might be a model which other Departments at Imperial would be interested in adopting. It cautioned however that if approved, care would need to be taken to ensure that the College's existing, 1 calendar year, 90 ECTS, Master's courses were not undermined or destabilised.

(d) That the Department had opted for the degree classification of MSc rather than MRes as it felt that this was more internationally recognisable. The programme had also been considered by the Quality Assurance Advisory Committee (QAAC) and the Strategic Education Committee (SEC). SEC had recommended the use of the title 'MSc in Physics with Extended Research' to help discriminate between the 1-year programme and this 2-year programme.

(e) That the programme detail had also been through the normal Graduate School approval process which included consideration by external reviewers.

(f) That as students would have to successfully complete year 1 of the programme before they could progress onto year 2 the Department of Physics had requested in-year re-sits for both the interim and final year assessments. The Department had also asked for the new programme to be made available retrospectively as it might wish to allow transfers of its existing students onto the new Master's.

Approved: On the recommendation of the Committee, the introduction of the 2-academic year MSc in Physics with Extended Research, with effect from October 2012.

Noted: That the introduction of this programme would require an amendment to paragraph 1.2.5 of the Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates, which currently stated that students could spend a maximum of 6 months on project work at an organisation external to the College.

Approved: The revised paragraph 1.2.5 of the Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates, outlined in the Senate's paper, which included provision for students on a 2-academic year programme to spend up to 12 months on project work at an organisation external to the College. The revised regulation would be introduced with immediate effect.

(ii) Double Master's (MA/MSc) in Global Innovation Design (with the Royal College of Art)

Reported: (a) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had received a proposal for a new double Master's (MA/MSc) programme in Global Innovation Design (GID) delivered by the Department of Mechanical Engineering in collaboration with the Royal College of Art (RCA). The programme would include placements at the Pratt Institute, New York, USA and Keio University, Tokyo, Japan. On successful completion of the course students would receive an MSc from Imperial and an MA from RCA.

(b) That the Strategic Education Committee (SEC) had given initial strategic approval for the collaboration in January 2012, subject to detailed consideration by the Master's Quality Committee (BEPS). The programme had first been discussed at the MQC (BEPS) meeting in May 2012 when the external reviews of the programme had also been considered. A revised proposal, together with a discussion document concerning the award designation, had been further considered by the MQC (BEPS) on 24 September 2012.

(c) That the MQC (BEPS) recommended that the course be approved as a double Master's award (MA/MSc) of 180 ECTS over 21 months. While the original proposal had been for a programme comprising 160 ECTS over 21 months, Chair's Action had now been taken to approve the addition of 20 ECTS to the programme. The additional credits strengthened the technical aspects of the award, as appropriate to an Imperial MSc degree. Chair's Action had also been taken to approve a revised Bologna schedule.

(d) That the MQC (BEPS) had agreed that there should be a re-sit/referral opportunity available to all students on the course as was the case with all Imperial awards. A number of other amendments to the proposal had also been suggested by the MQC (BEPS).

(e) That it had been proposed that the RCA would be the lead institution and that RCA regulations should take precedence. There were however a number of issues that would need to be clarified before the required Memorandum of Agreement was put in place to ensure that the RCA regulations were compatible with those of Imperial.

(f) That the SEC had approved this further collaboration with the RCA and had undertaken due diligence checks for the student placements at Pratt and Keio.

Approved: On the recommendation of the Committee, the introduction of the MA/MSc in Global Innovation Design with effect from July 2013 subject to clarification of all regulatory issues and the production of a suitable Memorandum of Agreement with the RCA.

(2) Course Withdrawals

(i) Department of Physics - MSc in Applied Photonics

Considered and approved: On the recommendation of the Committee, the withdrawal of the MSc in Applied Photonics in the Department of Physics with effect from October 2013.

Noted: That the course was part of the Erasmus Mundus Master's consortium 'opscitech'. Funding for the consortium to support the students was now no longer available. There were no students holding offers to the course for 2013 or beyond.

(ii) Department of Life Sciences - MSc in Plant Science and Biotechnology

Considered and approved: On the recommendation of the Committee, the withdrawal of the MSc in Plant Science and Biotechnology in the Department of Life Sciences with effect from October 2013.

Noted: That the course had been suspended since October 2010 and the Department did not wish to reinstate it.

(iii) Department of Surgery and Cancer - MSc in Surgical Technology

Considered and approved: On the recommendation of the Committee, the withdrawal of the MSc in Surgical Technology 1 year full-time and 2 year part-time programmes in the Department of Surgery and Cancer with effect from October 2013.

Noted: That recent changes in surgical training had significantly reduced student numbers, and that the Department would be investigating options to rationalise its portfolio of surgery-related taught Master's courses. The Department had undertaken to support any current students who might be required to re-sit in the 2014-15 session.

(3) Major and Retrospective Course Modifications

(i) School of Public Health – Master of Public Health (MPH)

Reported: (a) That the Master's Quality Committee (Medicine, Life Sciences & the School for Professional Development) had considered a proposal from the School of Public Health to introduce a new pathway in global health within the Master of Public Health. The pathway would focus on current global health challenges and provide insights into innovative responses to meet these challenges within the context of a complex global political and economic environment.

(b) That students would be required to attend a programme of taught modules, including core courses shared with the MPH students. In addition, all students would undertake mini-projects and assignments and an individual research project on a global health topic. The project might be carried out in collaboration with international health organisations, external companies or government agencies with appropriate internal supervisors working jointly with external supervisors. Students would then be well placed to undertake further research activities within this specialised field of study.

(c) That the new pathway would be equivalent to the MPH programme in terms of contact hours, project time, methods of assessment and ECTS assignment.

(d) That the School had requested that the course title Master of Public Health (Global Health) be awarded to students who followed this pathway. Students would apply under the umbrella title of Master of Public Health.

Approved: On the recommendation of the Committee, the introduction of a new pathway in Global Health on the School of Public Health's Master of Public Health, and the course title of Master of Public Health (Global Health) for students following that pathway, with effect from October 2013.

(ii) Department of Life Sciences – MRes in Molecular Plant Biology and Biotechnology and MRes in Biochemical Research

Considered and approved: On the recommendation of the Master's Quality Committee (MLSPD), a change of title for the MRes in Molecular Plant Biology and Biotechnology to MRes in Molecular Plant and Microbial Sciences and a change of title for the MRes in Biochemical Research to MRes in Molecular and Cellular Biosciences, with effect from October 2013 entry.

Noted: That the new titles better reflected the content of both courses.

(iii) Business School – Full-time MBA

Considered and approved: On the recommendation of the Master's Quality Committee (BEPS), revisions to the full-time MBA, outlined in section 3.2.1 of the Senate's paper, with effect from October 2013.

(iv) Department of Mathematics – MSc in Pure Mathematics and MSc in Applied Mathematics

Considered and approved: On the recommendation of the Master's Quality Committee (BEPS), the addition of a new compulsory Mastery module and examination to both the MSc in Pure Mathematics and the MSc in Applied Mathematics with effect from October 2012.

(v) Department of Electrical and Electronic Engineering – MSc in Analogue and Digital Integrated Circuit Design, MSc in Communications and Signal Processing and MSc in Control Systems

Considered and approved: On the recommendation of the Master's Quality Committee (BEPS), the use of in-year SQT-style re-sits for the Master's courses in the Department of Electrical and Electronic Engineering, for 1 year only (2011-12).

Noted: That the Director of the Graduate School and Academic Registrar were currently discussing this matter with the Department of Electrical and Electronic Engineering with a view to clarifying arrangements for future years.

(4) Minor Modifications

Reported: That the Master's Quality Committees had approved minor changes to a number of courses, as outlined in section 4 of the Senate's paper.

(5) MSc in Quantitative Biology – Collaborative Module Agreement

Reported: (i) That following a recommendation by the Master's Quality Committee (MLSPD) the Senate had approved, at its meeting on the 14 December 2011, the delivery of 3 modules on the MSc Quantitative Biology by Royal Holloway, University of London for the 2011-12 academic session only.

(ii) That the Master's Quality Committee (MLSPD) had now approved the continuation of this arrangement for a further 5 years.

1675 Careers Advisory Service Committee

Considered: The annual report of the Careers Advisory Service Committee for 2011-12 (**Paper Senate/2012/09**).

Reported: (1) That the Careers Advisory Service (CAS) had experienced an exceptionally busy year during 2011-12 with several new activities, some change in staffing, the award of national quality accreditation and an ever greater number of students using the Service. The labour market had shown some continued signs of recovery although certain areas continued to be affected such as consultancy, manufacturing and construction. The IT and Technology sector remained particularly buoyant with an unprecedented level of vacancy notification from this area. The CAS team had worked hard to ensure that they continued to provide the best possible service to students and recruiters.

(2) That there had been several changes in staffing during the year, as outlined in section 2 of the Senate's paper. The Director of CAS reported that a full-time careers consultant post was currently funded from the residue of the Roberts Funding which would run out in March 2013. In order to retain this post the costs would have to be brought into College funding.

(3) That there continued to be high demand for one to one appointments; In total 4,313 individual consultations had been provided in 2011-12. Centrally delivered workshops and seminars had also been offered on a daily basis throughout 2011-12 on various aspects of planning and job search skills. This central programme complemented sessions delivered within Departments and also addressed the needs of recent alumni.

(4) That the programme of departmental specific workshops and seminars had also expanded in 2011-12 and careers consultants had continued to work with all Departments. In addition to those sessions delivered at South Kensington careers advisers had also travelled to a number of the College's other campuses to offer workshops and seminars.

(5) That the careers information room had been well used with many students making use of the hard copy collection for their careers research. During 2012-13 the CAS would be holding themed weeks in the information room highlighting certain career and industry sectors. The first, to be held in November, would cover working in the charity and not for profit sector. A second themed week, planned for the spring term, would cover careers in the environmental sector.

(6) That the number of employer vacancies handled by the CAS continued to increase.

(7) That the overall unemployment rate for Home and EU undergraduates combined in the Destination of Leavers from Higher Education (DLHE) survey 2011-12 had been 6.5%, just slightly lower than the 6.6% of the previous year. However, unemployment rates varied between Departments. Further information on the results of the DLHE survey was provided in the Senate's paper.

(8) That the CAS welcomed the review of support services planned for the autumn term 2012. In preparation for this the Service had sought feedback from student users, academics and employers and had utilised the annual team away day to generate and discuss development ideas for the future. The team had identified a set of new initiatives and improvements to existing service delivery which they believed would assist the College in its mission. These developments, outlined in section 10 of the Senate's paper, were centred on the Student Experience and External Engagement. Although some of these aims were achievable by redirecting existing resources, most would rely heavily on additional investment in the Service by the College to be feasible.

Further Reported: That in response to a question about the geographical location of employment of the College's Home student, the Director of the CAS confirmed that the majority of Home students chose to work in the UK.

1676 Annual Letter from the Office of the Independent Adjudicator

Considered: A Note by the Head of Central Secretariat (**Paper Senate/2012/10**).

Reported: (1) That following on from its Pathway consultation process, from this year onwards the Office of the Independent Adjudicator (OIA) had provided institutions with an annual letter setting out statistical information on complaints received about that institution. The letter also included comparative data for institutions in the same 'band'. Copies of all the annual letters were published on the OIA website. It was therefore possible to compare the College's performance with that of its peer institutions as well as compare band averages.

(2) That a copy of the College's first annual letter had been circulated to Senate. It was difficult to draw any conclusions from the figures for a single year, but in broad terms the College's performance appeared to be comparable to band norms and to the performance of its peers. One of the biggest reported differences was the number of complaints made about plagiarism and cheating (26% of College complaints concerned academic misconduct compared to a 6% average for the band). This was most probably a reflection of the seriousness with which such misconduct was considered at the College and the significant penalties imposed on students found to be cheating. The 6 complaints made to the OIA about this issue in 2011 all claimed that the penalty imposed was too harsh. All of these complaints had been found to be Not Justified by the OIA.

1677 Report from the Scholarships Panel

Considered: A Note by the Academic Registrar (**Paper Senate/2012/11**).

Reported: (1) That the Scholarships Panel had held its second meeting on 10 September 2012. The Panel's remit was to provide governance and organisational oversight for

scholarship schemes operated by the College and to provide strategic direction on the set up of new schemes. The Panel was chaired by the College Secretary & Registrar and reported to the Management Board. The main objective of the second meeting had been to reconsider the strategy for the Rector's Scholarship Fund. The key outcomes and recommendations from the meeting were outlined in the Senate's paper.

(2) That on the recommendation of the Scholarships Panel the Management Board had agreed that an elite College PhD scholarship scheme should be established. Fees for the scheme would be funded at the Research Council's indicative level with any overseas or premium element met by the relevant Department. 50 elite scholarships would be advertised this autumn for entry from 2013.

1678 Provisional Student Numbers 2012-13

Considered: Statistics of provisional student numbers for the current session (**Paper Senate/2012/12**).

Noted: (1) That the total number of full-time registered students had been 14,738 when the provisional count of student numbers was taken on 23 October 2012. This compared with 14,666 in the official count on 31 December 2011.

(2) That undergraduate numbers were 2.6% down on last year whilst taught postgraduate numbers had increased by 7.9%.

Further Reported: That the College's admissions strategy for 2013-14 was currently under review.

1679 Prizes and Medals Established/Amended

Considered: Recommendations concerning prizes, as detailed in **Paper Senate/2012/13**.

Approved: The establishment of the ICBS Prize for the Best Performance on the Energy Business Pathway; the Ogden Prize for Excellence in Communicating Physics in Schools; the Sir Peter Knight Prize in the Department of Physics; the Winton Capital Prize for Academic Excellence in the Department of Mathematics; and the Winton Capital Prize for the Best Project in the Department of Mathematics.

1680 Senate Committees

Approved: The Terms of Reference, Constitution and Membership of the Senate's sub-committees for 2012-13, as outlined in **Paper Senate/2012/14**.

1681 DSc Committee

Received: A Report from the DSc Committee (**Paper Senate/2012/15**).

Reported: That the DSc had been awarded to Dr Graham Taylor, Reader in Communicable Diseases in the Department of Medicine, in August 2012 for his work in the field of Human Retrovirology. This was the 4th Imperial DSc degree to be awarded since regulations for the degree had been agreed by Council in July 2009.

Approved: An amendment to the membership of the DSc Committee. Professor Debra Humphris had succeeded Professor Julia Buckingham as Chair of the committee.

1682 Scholarships Awarded

Reported: The award of scholarships, as detailed in **Paper Senate/2012/16**.

1683 Staff Matters

Received: A Note by the Rector (**Paper Senate/2012/17**).

1684 Appointment of External Examiners in 2011-12

Received: The names and affiliations of External Examiners for the MBBS/BSc degrees in 2011-12 appointed since the last Senate meeting (**Paper Senate/2012/18**).

1685 Strategic Education Committee

Received: The Executive Summary of the meeting of the Strategic Education Committee held on 12 October 2012 (**Paper Senate/2012/19**).

1686 Award of Degrees and Diplomas

Reported: That under the provisions of University of London Ordinance 9(2) and Imperial College London Ordinance B1(1), and with the terms of SM 8 of October 1998, that the Academic Registrar had acted on behalf of the Senate in approving the awards for undergraduate and postgraduate degrees for candidates who had satisfied the examiners in the examination and satisfied all other necessary requirements for the award of the degrees, and that degrees had been conferred on these candidates, the date being as indicated on the award.