

SENATE

Minutes of Meeting held on 8 May 2013

Present: The President & Rector, Sir Keith O'Nions (Chairman), Professors Alford, Autio, George, Gooderham, Haigh, Humphris, Leatherbarrow, Magee, Matar, Riboli, Smith, Wright; Drs Albrecht, Archer, Bradley, Broda, McCoy, McPhail, Pike; Mr Beaumont, Mr Hunt (Student Representatives); with Mr Wheatley (Academic Registrar), Ms Richardson (Deputy Academic Registrar) and Ms Baker (Senior Assistant Registrar).

Apologies: Professors Belvisi, Griffiths, Kelleher, Richardson; Drs Buckle, McGarvey,

In attendance: Mr Neilson; Mr Tinnacher.

1736 Minutes

The Minutes of the meeting of the Senate held on 27 February 2013 were confirmed, subject to clarification that the spring term dates for MBBS/BSc and Biomedical Science Years 1 and 2, and Graduate Entry Medicine Year 1 in 2014-2014 would be 4 January-21 March [Minute 1719 (i)].

1737 Matters Arising

Minute 1720: Changes to the College Regulations for the Examination of Taught Master's Degrees

Noted: (i) That revisions to the College Regulations for the Examination of Taught Master's Degrees, intended to clarify the regulations for the award of merits and distinctions, had been presented to the Senate in February.

(ii) That the Senate had felt that the revisions lacked clarity and required some further modification and had asked that they should be presented to the next meeting of the Senate for consideration.

Considered: A Note by the Academic Registrar (**Paper Senate/2012/61**).

Approved: A minor amendment to the regulations for the award of merits and distinctions, as outlined in Section 1.3 of the Senate's paper, to clarify that a candidate must achieve a mark of at least 60 per cent in each element of the examination in order to be awarded a result of merit, and a mark of at least 70 per cent in each element of the examination in order to be awarded a result of distinction.

1738 Membership

Noted: The appointment of the Director of Student Recruitment and Outreach to the Senate as a member ex officio.

1739 President & Rector's Business

Received: A Report from the President & Rector (**Paper Senate/2012/62**).

(1) Governance of the College

Reported: (i) That following the College Notice of 26 February 2013 about a number of changes to the senior management of the College, further arrangements for the future governance of the College had been set out.

(ii) That the new governance arrangements would take effect from 1 August 2013, and that the Management Board would be dissolved from that date, but that the College Cabinet was expected to commence its work before then.

(2) Dean of Imperial College Business School

Reported: That Professor G. Anandalingam, currently the Dean of the Robert H. Smith School of Business at the University of Maryland, USA, had accepted appointment as Dean of Imperial College Business School, with effect from 1 August 2013.

(3) Sabbatical Officers of the Imperial College Union

Reported: The names of the students elected as Sabbatical Officers of the Imperial College Union for the academic year 2013-14.

1740 Pro Rector's Business

Considered: A Report from the Pro Rector (Education) (**Paper Senate/2012/63**).

(1) Times Higher Education Student Experience Survey 2013

Reported: (i) That the results of this year's *Times Higher Education* Student Experience Survey showed Imperial was one of the top 10 improving institutions, rising from 71 in 2011 to 41 in 2012.

(ii) That Imperial had been ranked second in London, behind Queen Mary, University of London, which had been ranked at 37.

(iii) That on industry connections, Imperial had come in fourth place, behind the London School of Economics and Political Science, Bath University and the University of Surrey.

(2) Development of an Education and Student Strategy

Reported: (i) That the College-wide consultation to define an Education and Student Strategy had been launched by the Pro Rector (Education) in January.

(ii) That the initial Education and Student Strategy consultation had been completed in mid-February, with staff, students and alumni having contributed their ideas and views.

(iii) That, informed by the contributions received in the first phase, a discussion paper had been prepared which set out a rationale and range of potential actions to inform the strategic plan for the next five years. The paper proposed four strategic objectives and a series of actions to realise their implementation.

(iv) That the views of staff, students and alumni were being sought on this paper which would inform the Education and Student Strategy and implementation plan to be considered by the Management Board in June and received by Council in July.

(3) Education Day 2013

Reported: (i) That Education Day had taken place on Monday 22 April, organised by the Educational Development Unit. The event had been introduced by Professor Andrew

George, Director of the School of Professional Development and the Graduate School, and Professor Debra Humphris Pro-Rector (Education). The event had been attended by over 120 people from across all areas of the College, together with a number of head teachers from schools in the Greater London area.

(ii) That the event had focused on concepts of creativity from a range of perspectives and that the afternoon's speakers had talked around the issue of designing curriculums and spaces which foster and nurture creativity in education.

(4) National Student Survey 2013

Reported: (i) That the College's participation rate in the National Student Survey (NSS) 2013 was 81%, an increase of 10% on the previous year, as outlined in Appendix B of the Senate's paper.

(ii) That the HESA and Student Data team had made a number of enhancements to the NSS process at Imperial this year, as outlined in Appendix I of the Senate's paper, and that the Assistant Registrar (HESA and Student Data) and the ICU Deputy President (Education) had worked closely to ensure the NSS 2013 participation rate was as high as possible.

(iii) That the HEFCE approved results from the NSS would be published in the summer and that institutions would be able to preview their own results in August before the general release of all results in September.

1741 Policy and Procedure for Admitting Students Under 18 Years of Age

Considered and approved: On the recommendation of the Academic Registrar, a new policy and procedure (**Paper Senate/2012/64**) for the consideration of the admission of students who are under 18 years of age, as outlined in Annex 1 of the Senate's paper, with immediate effect.

Noted: (i) That the policy and procedure document was supported by the Undergraduate Admissions Committee and the Student Welfare Committee and that there had been input from the College's legal team.

(ii) That the document draws on the procedure in place at the University of Newcastle.

(iii) That the policy and procedure cannot apply to the MBBS degree as students aged under 18 years of age on the first day of course commencement are not eligible for entry to MBBS Medicine programmes. This is a statutory requirement imposed by the GMC.

1742 Quality Assurance and Enhancement Committee

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2012/65**).

(1) QAA Institutional Audit: Internal Mid-Cycle Review

Reported: (i) That the QAEC had reviewed the draft mid-cycle review report produced to ensure that the College remains focused on addressing the recommendations made by the QAA Institutional Audit 2010.

(ii) The summary of action taken to address the recommendations of the 2010 audit as outlined in section 1.3 of the Senate's paper.

(iii) That six of the eight recommendations were now considered to have been addressed and that the remaining two recommendations were in progress.

Noted: (i) That the QAEC was undergoing a consultation process with the Faculties to address the QAA's recommendation that the College should "*Expedite its review of assessment procedures to ensure consistency in the management of academic standards within and across its degree structures, and ensure parity of treatment for examination candidates*", and it was expected that procedures would be finalised and reported to the June Senate.

(ii) That the QAEC had set up a working party to address the QAA's recommendation that the College should "*Review its procedures for the approval and oversight of collaborative provision to ensure that relevant sections of QAA's Code of Practice are taken into account*", and that the working party would present their findings in the summer.

(2) QAA Institutional Review

Reported: That the QAA programme of institutional review had been published and that Imperial was scheduled for review in 2016-7.

(3) The UK Quality Code

Reported: That the QAEC had received the QAA's revised UK Quality Code Implementation Timeline and noted that *Part A: Setting and Maintaining Threshold Academic Standards, Chapter B1: Programme Design and Approval, Chapter B6: Assessment of Students and Accreditation of Prior Learning and Chapter B8: Programme Monitoring and Review* would now be developed simultaneously. The QAEC also received the College's final response to the consultation on the draft *Handbook for Higher Education Review*.

(4) UG SOLE & PG SOLE

Reported: (i) That the QAEC had received the Autumn Term 2012 UG and PG SOLE lecturer/module evaluation results and noted the high participation rates in both surveys. The Students' Union was thanked for their role in helping to obtain these.

(ii) That the UG and PG SOLE Spring Term surveys had recently closed and that departments would be asked to make a departmental summary of their overall course evaluations for consideration and dissemination at their Staff/Student Committees.

1743 Engineering Studies Committee

Considered: A Report by the Engineering Studies Committee (**Paper Senate/2012/66**).

(1) Reorganisation of Undergraduate Courses and Examinations

(i) Aeronautics

Reported: That the Department had approved the establishment of a new optional module, *Design of Experiments* and the replacement of the *Managerial Economics* module with *Technology Business and the Market for Aeronautical Engineers*.

(ii) Chemical Engineering

Reported: That the Committee had approved the renewal of 3 of the Department of Chemical Engineering's exchange partnerships, as outlined in section 1.2 of the Senate's paper.

(iii) Earth Science and Engineering

Reported: That the Committee had approved a new exchange partnership with Rheinisch-Westfälische Technische Hochschule (RWTH), Germany.

(iv) Electrical and Electronic Engineering

Reported: That the Committee had approved the renewal of 2 of the Department of Electrical and Electronic Engineering's exchange partnerships, as outlined in section 1.4 of the Senate's paper.

(v) Materials

Reported: That the Department had approved an amendment to remove the need to perform a separate literature review from the MSE 320 Module as the research project already contains one, with effect from October 2013.

(vi) Imperial College Business School

Reported: That the Committee had approved the establishment of a new suite of modules developed to specifically enhance the student experience by updating and extending Business School electives to Engineering and Science undergraduates.

(2) Undergraduate Examination Failures

Reported: That the Committee considered a report on the undergraduate examination failure rates, as outlined in section 2 of the Senate's paper.

Noted: (i) That the Committee had focused its attention on departments in the Faculty where the failure rate in a particular year of the course had exceeded 10% especially where had occurred in the 2nd or subsequent year.

(ii) That the Departments of Civil and Environmental Engineering and Mechanical Engineering had provided detailed action plans for reducing the number of failures in their respective departments and these had been welcomed by the Committee.

(3) Survey Results

Reported: That the Committee had considered the results of the Autumn SOLE Survey.

(4) Summary of External Examiner Reports for Undergraduate Degrees in 2011-12

Reported: That the Committee had considered the undergraduate external examiner summary report 2011-12 as outlined in section 4 of the Senate's paper.

(5) Key Information Sets

Reported: That the Committee had noted changes to KIS data for the 2013 submission.

(6) Accreditation Report – Mechanical Engineering

Reported: That the Committee had noted the Accreditation Report by the Institution of Mechanical Engineers as outlined in section 6 of the Senate's paper.

1744 Graduate School Quality Committees

Considered: A Report by the Graduate School Quality Committees (**Paper Senate/2012/67**).

(1) New Course – Medical Device Design and Entrepreneurship

Reported: (i) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had received a proposal from the Department of Bioengineering to introduce a new MRes in Medical Device Design and Entrepreneurship with effect from October 2013. The course would be offered on a full-time basis only and would attract the standard fee applied to Master's courses in the Department of Bioengineering.

(ii) That the Committee had noted that the course would dovetail naturally with the Bioengineering Department's research programmes and would produce a "pipeline" of talented and entrepreneurial graduates who would bring benefit to the UK through their involvement in the medical devices industry.

(iii) That the course would cater for students undertaking the College's MRC DTA 4-year PhD programme, serving as the first year of the programme, and followed by the standard three-year PhD.

(iv) That students would undertake a small amount of formal teaching, including specific training in medical device entrepreneurship and two elective courses from the MBA and the MSc Innovation, Entrepreneurship and Management programmes in the Imperial College Business School.

(v) That students would undertake a one year research/development project aimed at developing a technical strategy and business plan around a medical device concept and that the plan must provide a complete technical basis for the development of a market-ready device.

Approved: On the recommendation of the Committee, the introduction of the MRes in Medical Device Design and Entrepreneurship with effect from October 2013, as outlined in section 1 and Appendix I of the Senate's paper.

(2) MSc in Physics

Reported: (i) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had received a proposal from the Department of Physics to introduce a new stream in Shock Physics.

(ii) That students would choose from a number of courses on the MSc in Physics and that the course title MSc in Physics with Shock Physics would be awarded to students who chose to specialise in shock physics.

Approved: On the recommendation of the Committee, the introduction of the new stream in Shock Physics and the new award title of MSc in Physics with Shock Physics, outlined in section 2.1 of the Senate's paper, with effect from October 2013.

(3) MRes in Plasmonics and Metamaterials

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences), a request from the Department of Physics to offer re-sits of failed written examination papers within the academic year to MRes in Plasmonics and Metamaterials students, retrospectively with effect from the academic year 2012-13, as outlined in section 2.2 of the Senate's paper.

Noted: That any student who was given permission to take their one permitted re-sit within the same academic year would be appropriately counselled before so doing.

(4) MSc in Systems Engineering and Innovation

Reported: That the MSc in Systems Engineering and Innovation was offered as a part-time programme over two calendar years.

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences), a request from the Department of Civil and Environmental Engineering to offer the MSc in Systems Engineering and Innovation also as a full-time programme over one calendar year with effect from October 2013, as outlined in section 2.3 of the Senate's paper.

(5) Withdrawal of Courses

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences), the permanent withdrawal of the MSc in Shock Physics, as outlined in section 3 of the Senate's paper, with effect from October 2013.

(6) Suspension of Courses

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences), the suspension of the MRes in Plasmonics and Metamaterials as outlined in section 4 of the Senate's paper, for one academic year in 2013-2014.

(7) Minor Amendments to Existing Courses

Reported: That the Master's Quality Committee (Business, Engineering & Physical Sciences) had approved minor amendments to two courses, as outlined in section 5 of the Senate's paper.

(8) External Examiners' Reports 2011-2012

Reported: That the Master's Quality Committees had reviewed the comments received to date from External Examiners, together with the responses to the comments from departments. The Committees had pursued issues which were raised as needing attention and had taken particular note of areas of good practice which were highlighted in the reports. A copy of the minutes of these discussions would be presented to the Senate when the exercise had been completed.

(9) Master's Course Reviews

Reported: That the Master's Quality Committees were undertaking internal course reviews as scheduled and that a report would be presented to the Senate when the exercise had been completed.

(10) MA/MSc in Global Innovation Design

Reported: (i) That the agreement for a new two-year double Master's (MA/MSc) programme in Global Innovation Design (GID) delivered by the Department of Mechanical Engineering at Imperial in collaboration with the Royal College of Art (RCA) had been signed by both institutions, as outlined in section 8 of the Senate's paper.

(ii) That the programme would include placements at the Pratt Institute, New York, USA and Keio University, Tokyo, Japan.

(iii) That the first offers had been made and the course was due to start in July 2013. On successful completion of the course, students will receive an MSc from Imperial and an MA from RCA.

1745 Distribution of Honours Degree Classifications

Considered: A Report by the Academic Registrar (**Paper Senate/2012/68**) giving

statistics for the distribution of honours degree classifications by Department and Faculty for the academic year 2011-12.

Reported: (i) That the combined percentage of firsts and upper seconds for the College as a whole was 85.7%.

(ii) That the combined percentage of firsts and upper seconds by Faculty was 86.9% for Engineering, 93.8% for Medicine (BSc) and 81% for Natural Sciences.

(iii) That across the College no Departments had fallen below the 70% threshold in 2011-12.

1746 Representations Concerning Decisions of Boards of Examiners 2011-2012

Considered: A report by the Academic Registrar outlining the representations concerning decisions of Boards of Examiners dealt with in 2011-12 (**Paper Senate/2012/69**).

Reported: (i) That under the *Procedure for Consideration of Representations concerning decisions of Boards of Examiners*, the College would consider representations made on the grounds of administrative error, where there was concern that the examination might not have been conducted in accordance with the relevant Regulations or where there was new evidence of circumstances which might have adversely affected a candidate's performance which had not been available to the Board of Examiners at the time it made its decision. For the purposes of this report, arithmetical mark checks (concerning possible administrative error), which were carried out by Examination Officers in each Department, were separated from full representations which were considered by the Board of Examiners.

(ii) That representations were submitted to the Registry and were initially considered by senior Registry staff. If it was agreed that there were sufficient grounds for appeal, the appeal was passed to the Chair of the Board of Examiners for consideration under the *Procedure for Consideration of Representations concerning decisions of Boards of Examiners*.

(iii) That the total number of representations had remained broadly similar to last year but that the overall numbers remained miniscule in relation to the total student population.

1747 Student Appeals against Withdrawal Decisions

Considered: A report by the Academic Registrar providing the results of student appeals dealt with in 2011-12 (**Paper Senate/2012/70**).

Reported: (i) That student appeals were considered in accordance with the *Student Withdrawals and Appeals Procedure for dealing with cases of unsatisfactory academic progress*.

(ii) That in accordance with paragraph 13 of the *Student Withdrawals and Appeals Procedure*, 10 appeals against withdrawal had been initially considered by senior Registry staff and it had been considered that there were insufficient grounds for appeal. Consequently, these appeals had not been passed to the Head of Department for reconsideration.

(iii) That the total number of student appeals had decreased very slightly in comparison with last year and that the overall numbers were tiny in relation to the total student population.

1748 Prizes and Medals Established/Amended

Considered: Recommendations concerning new prizes, as detailed in **Paper**

Senate/2012/71.

Approved: The establishment of the Jonathan Weaver Prize for annual award to the MRes Bioengineering student producing the best Biomaterials related project, and the William Penny Prize for annual award to students producing the best and second best projects on the MSc Nuclear Engineering course and the MSc Advanced Materials Science and Engineering course.

1749 Prizes and Medals Awarded

Reported: The award of scholarships, prizes and medals, as detailed in **Paper Senate/2012/72.**

1750 Full-time Equivalent Student Loads 2012-13

Received: Statistics of the student load on all academic and academic service units at the College for the current session (**Paper Senate/2012/73**).

1751 Staff Matters

Received: A Note by the President & Rector (**Paper Senate/2012/74**).

1752 Appointment of External Examiners in 2012-13

Received: The names and affiliations of external examiners for undergraduate and Master's degrees in 2012-13 (**Paper Senate/2012/75**).

1753 Strategic Education Committee

Received: The Executive Summary of the meeting of the Strategic Education Committee held on 7 March 2013 (**Paper Senate/2012/76**).

1754 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.

1755 Dates of Senate Meetings in 2013-2014

Reported: The following dates of meetings of the Senate in 2013-14:

Wednesday, 30 October 2013, 3pm
Wednesday, 11 December 2013, 3pm
Wednesday, 26 February 2014, 3.30pm
Wednesday, 14 May 2014, 3.30pm
Wednesday, 18 June 2014, 3pm

1756 Any Other Business

Audit of Key Information Sets (KIS) 2012-2013

Reported: (i) That following the HEFCE audit report a number of issues had been highlighted to the College which required immediate action.

(ii) That some of the issues raised had already been or were in the process of being fixed.

(iii) That other enhancements that were required to ensure compliance with how the KIS data was collected necessitated action from academic departments and Registry were consulting and guiding departments on this.

(iv) That, through enhanced KIS policy documentation and educating departments with regard to their responsibility with their KIS data submission, action was being taken to address the issues raised.

1757 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 19 June 2013.