

**Agenda for a meeting of the Central Management Group  
to be held at 10.30am on Wednesday, 5 March 2014  
in the Raeburn Room, Old College**

<b>1</b>	<b>Minute of the meeting held on 22 January 2014</b>	<b>A</b>
<b>2</b>	<b>Matters Arising</b>	
<b>3</b>	<b>Principal's Business</b>	
3.1	Principal's Communications	
3.2	Principal's Strategy Group	<b>B</b>
<b>FOR DISCUSSION</b>		
<b>4</b>	<b>Draft Planning Round Submissions (closed)</b>	<b>C</b>
4.1	CHSS	C1
4.2	CMVM	C2
4.3	CSE	C3
4.4	CSG	C4
4.5	ISG	C5
4.6	SASG	C6
4.7	Student Unions	C7
<b>5</b>	<b>Finance Director's Update (closed)</b>	<b>D</b>
<b>6</b>	<b>Creating international work and study experiences for our students – short term solution</b>	<b>E</b>
<b>7</b>	<b>Drafting Visiting Student and Non-Graduating Student Policies</b>	<b>F</b>
<b>FOR INFORMATION/FORMAL APPROVAL</b>		
<b>8</b>	<b>Russell Group Comparative Financial Information 2012/13 (closed)</b>	<b>G</b>
<b>9</b>	<b>Quarter 2 Management Accounts Forecast for 2013/14 (closed)</b>	<b>H</b>
<b>10</b>	<b>10 Year Financial Forecast Update (closed)</b>	<b>I</b>
<b>11</b>	<b>Financial Systems Provision Review (closed) -Verbal Item</b>	
<b>12</b>	<b>Report from Fees Strategy Group (closed)</b>	<b>J</b>

<b>13</b>	<b>Fee Proposals (closed)</b>	<b>K</b>
<b>14</b>	<b>Report from Equality and Diversity Monitoring Research Committee</b>	<b>L</b>
<b>15</b>	<b>Proposal to change the name of the Chair of Statistics to: Thomas Bayes Chair of Statistics</b>	<b>M</b>
<b>16</b>	<b>Any Other Competent Business</b>	
<b>17</b>	<b>Date of next meeting</b>	

**Central Management Group**

**Wednesday, 22 January 2014**



**MINUTE**

Present: Senior Vice-Principal Professor M Bownes (in the Chair)  
Vice-Principal Professor J Seckl  
Mr H Edmiston  
Vice-Principal Professor J Haywood  
Vice-Principal Professor S Hillier  
Vice-Principal Professor C Jeffrey  
Vice-Principal Professor D Miell  
Vice-Principal Mr N A L Paul  
University Secretary Ms S Smith  
Vice-Principal Dr S Rigby  
Professor A Jackson in place of Vice-Principal Professor Miell  
Professor A Trew in place of Vice-Principal Professor Yellowlees

In attendance: Dr I Conn  
Mr P McNaul  
Ms T Slaven  
Ms S Gupta  
Mr G Bell in place of Mr A Currie  
Mr H McKay for items 2 and 3 only  
Dr D Cook

Apologies: The Principal  
Vice-Principal Professor C Breward  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor R Kenway  
Vice-Principal Professor D Miell  
Vice-Principal Professor J Norman  
Vice-Principal Professor L Yellowlees  
Ms F Boyd  
Mr A Currie  
Mr D Waddell

**1 MINUTE OF THE MEETING HELD ON 22 NOVEMBER 2013 Paper A**

The Minute of the meeting held on 22 November 2013 was approved as a correct record.

**2 INTERNAL AUDIT REPORT Paper J**

CMG noted the report and discussed key themes relating to IT security and how the University dealt with pan-University issues. The importance of Head of Schools in supporting IT security was highlighted, it was also noted that benchmarking information on IT security will be available in the future.

### **3 INTERNAL AUDIT FOLLOW UP REVIEWS** **Paper K**

The improved progress in implementing agreed internal audit recommendations over the past year was noted by CMG, with 77% of all recommendations at November 2013 reported as actioned within the agreed timescale. Further improvements had also been achieved in January 2014. CMG agreed to continue to encourage colleagues to support the implementation of internal audit recommendations, in line with the agreed minimum target of 80%.

### **4 PRINCIPAL'S BUSINESS**

#### **4.1 Principal's Communications**

In the absence of the Principal, the Senior Vice-Principal reported on the following: the Noble Prize giving event attended by the Emeritus Professor Higgs and the Principal; funding support received for the Higgs Centre; the prestigious Queen's Anniversary Prize being awarded to Professor Garden and his team for online surgical courses; progress on the National Physical Laboratory; increased collaborations with City of Edinburgh institutions which had resulted in a new Memorandum of Understanding with the National Museum of Scotland; the consultation currently underway on the University's responsible investment policy; the recruitment process for two new Co-opted members of Court and a new Director of Corporate Services; the appointment of Mr Gary Jebb as the new Director of Estates and Buildings; the appointment of Mrs Leigh Chalmers as the Director of Legal Services; the recognition of University staff and associates in the New Year's Honours List – including a Knighthood for Professor Bird for services to science; a CBE for Vice-Principal Professor Yellowlees for services to chemistry; an OBE for Professor Brown for services to science; a CBE for Professor Garden for services to surgery; a CBE for Emeritus Professor Alastair Fowler for services to literature and education; a MBE for former Convener of the General Council Ms Tait for services to education; and a CBE for Visiting Professor McGregor QC for services to the law and education.

#### **4.2 Principal's Strategy Group** **Paper B**

CMG noted this report.

#### **FOR DISCUSSION**

### **5 FINANCE DIRECTORS' UPDATE (CLOSED)** **Paper C**

CMG noted the update which included details of further progress with the National Physical Laboratory and financial planning to support strategic planning.

### **6 CAPITAL POLICY – CAPITAL EQUIPMENT EXPENDITURE** **Paper D**

This new process to improve the accuracy of recording capital items, was noted by the Group. CMG further noted that the arrangements would work in tandem with the Delegated Authorisation Schedule. The Group was reassured that the process did not cut across existing approvals by Head of College/Support Groups.

**7 REF2014 EQUALITY IMPACT ASSESSMENT (CLOSED) Paper E**

The equality profiles of staff included in REF2014 were broadly the same as the general eligible population, with no concerning imbalances. CMG endorsed the report and supported its immediate publication.

**8 EQUALITY MANAGEMENT GROUP: TERMS OF REFERENCE Paper F**

The Equality Management Group (EMG) had its first meeting in November 2013 when it sought to improve its terms of reference to reflect EMG's leading role in respect of the Equality Strategy and to clarify reporting mechanisms with other committees. CMG noted and approved the amended terms of reference and the change of title from "Equality Management Group" to "Equality Management Committee".

**9 ESTATES COMMITTEE REPORT (CLOSED) Paper G**

CMG noted and endorsed the recommendations in the paper. It was further noted that the total spend in the paper totalled £37.65M.

CMG discussed and supported proposals for the Easter Bush commercialisation Hub Project, endorsing the additional funding of VAT to enable the building to be used flexibly. The importance of enhancing the student experience via the built environment was also discussed. Other items discussed included: works to the playing arena at Peffermill; co-locating student services and EUSA through a new centre encompassing the existing Union and buildings in George Square; the Easter Bush Energy Centre which would support the University's Climate Action Plan goals, the optional appraisal for ECA and development of Kings Building and School of Biological Sciences Estate. It was noted that the Space Management Group has been renamed the Space Enhancement and Management Group and has been merged with the Learning and Teaching Spaces Advisory Group. The additional governance requirements of co-funded projects were also noted by the Group. CMG thanked the Estates Committee for considering these developments which would deliver enhancements across the University.

**10 HEALTH AND SAFETY QUARTERLY REPORT Paper L**

CMG noted this report, which included the minute of the last meeting of the Health and Safety Committee. It was noted that the University has maintained its Gold level Healthy Working Lives Award, a review of occupational health provision is underway and that there has been a relatively low incidence of accidents.

**11 STAFF COMMITTEE REPORT (CLOSED) Paper H**

The Group supported the Staff Committee's proposal of further developing an internal staff communication strategy. CMG noted that it had been reported to Staff Committee that the University's gender pay gap was identified as significant at grade 10 only. To close the gender pay gap required sizeable changes in staff, therefore it would take some time to close the gap. Other items discussed included: a new social media policy for staff; governance of risk appetite; and a gold smart card for grade 9 and 10 retired staff, to access some University services.

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|-----------|--|----------------|
| <b>12</b> | <b>BIOLOGICAL SERVICES (CLOSED)</b>  | <b>Paper I</b> |
|           | <p>CMG approved in principle the development of a unified management structure of the University's Biological Resources programme.</p> <p><b>FOR INFORMATION/FORMAL APPROVAL</b></p>   |                |
| <b>13</b> | <b>MIGRATION MANAGEMENT GROUP UPDATE (CLOSED)</b>  | <b>Paper M</b> |
|           | <p>CMG noted the contents of this update, in particular the processes of review, data capture and an anticipated audit in the forthcoming years. The Group welcomed the University's overall visa application approval rate of 99.2% for 2013.</p>       |                |
| <b>14</b> | <b>REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDED 31 JULY 2013</b>   | <b>Paper N</b> |
|           | <p>The final report and financial statement for year ended 31 July 2013 had been published. CMG noted the paper and took cognisance of the key highlights contained within the report, such as the ratio of operating surplus to total income at 5%.</p> |                |
| <b>15</b> | <b>MANAGEMENT ACCOUNTS UP TO 30 NOVEMBER 2013 (CLOSED)</b>   | <b>Paper O</b> |
|           | <p>CMG noted the report, including the growth in research expenditure (7% compared to the previous year to date) which had increased by £3.3M across the three colleges.</p>   |                |
| <b>16</b> | <b>QUARTER 1 MANAGEMENT ACCOUNTS FORECAST (CLOSED)</b>   | <b>Paper P</b> |
|           | <p>This forecast was noted by CMG as satisfactory.</p>   |                |
| <b>17</b> | <b>10 YEAR FINANCIAL FORECAST (CLOSED)</b>   | <b>Paper Q</b> |
|           | <p>CMG noted this ten year forecast and further noted that the model does not make assumptions about significant changes in the external environment.</p>  |                |
| <b>18</b> | <b>CHANGE OF NAME OF CHAIR OF CLINICAL REPRODUCTIVE SCIENCE AND NAME IT: THE ELSIE INGLIS CHAIR OF CLINICAL REPRODUCTIVE SCIENCE</b>   | <b>Paper N</b> |
|           | <p>CMG approved the renaming of the Chair of Clinical Reproductive Science to the Elsie Inglis Chair of Clinical Reproductive Science.</p>   |                |
| <b>19</b> | <b>DATE OF NEXT MEETING</b>  |                |
|           | <p>Wednesday, 5 March 2014 at 10:30 in the Raeburn Room, Old College.</p>  |                |

The University of Edinburgh

Central Management Group

5 March 2014

**Principal's Strategy Group Meeting  
27 January 2014**

Amongst the items discussed were:

**1. Follow up from Senior Team Retreat**

PSG considered papers on the following themes:

**Learning and Teaching**

Vice Principal Rigby summarised her progress with developing this theme which focusses on six key areas for development and is designed to raise Learning and Teaching at the University to a new level of excellence. The paper was very well received by PSG who offered advice. The paper will now be revised by Vice Principal Rigby and shared more widely with colleagues for their input and comment.

**PGT – Global Academies, Online Learning & Internationalisation**

Vice Principal Haywood reported on progress with this theme and the Group discussed likely future initiatives including:

- Further development of deep partnering initiatives.
- Drawing Alumni further into our thinking.
- What the second phase of the Distance Education Initiative will look like.

**Support for PGR recruitment**

The Director of the Careers Service, Ms Shelagh Green, joined the Group to discuss how support for PGR recruitment can be enhanced by an improved and clear offer around opportunities for PGR students at Edinburgh.

The following points were made and agreed:

- The offer must be tailored to meet the different needs of the different Colleges.
- The Principal's Career Development Scholarships (PCDS) will be the blueprint for a broad based packaged "offer" that is easily accessible via the website at a point when prospective students are making decisions about where to study. The funding need not be full, as this is the norm, but the PCDS package should include a clear signal about the full range of opportunities and support available at Edinburgh.

**Knowledge Exchange**

Vice Principal Paul outlined the current position with respect to knowledge exchange, innovation and commercialisation. PSG are unanimous in their support for the strong activity in this area.

## **2. Position re Offer Making**

PSG recognised and thanked admissions staff across the University who have made a huge effort to significantly improve our response time on offers this year.

## **3. Opportunities for International Work and Study Experience**

Vice Principal Rigby summarised the paper and PSG acknowledged the challenges in this area.

The Group felt that the proposed longer term solution should be given further consideration taking into account the expertise available at School level.





The University of Edinburgh

Central Management Group

5 March 2014

**Draft Planning Submissions 2014-2017**

Brief description of the paper

Draft planning submissions are attached for each of the Colleges, Support Groups and the Student Unions.

Colleges, Support Groups, and the Student Unions are required to submit final planning statements to the Director of Planning by 25 March. Final plans will be considered by PSG on 4 April, with budgetary proposals endorsed by CMG on 22 April, approved by FGPC on 28 April, and received by Court on 12 May.

Action requested

CMG is invited to comment on the draft planning submissions.

Resource implications

Resource implications are identified in the plans and financial forecasts.

Risk assessment

Through the Planning Guidance, Heads of College/Support Group were asked, having reviewed and updated their Risk Register in the light of their plans, to provide a brief commentary, and where practicable, a financial evaluation of the key risks and uncertainties which might cause failure to achieve budgets and plans, together with an indication of the specific plans to be taken to reduce or eliminate the major risks faced.

Equality and diversity

Equality and diversity should be addressed in each College and Support Group Plan, in line with the Strategic Theme 'Equality and Widening Participation' in the University's Strategic Plan 2012-16. The plans should advance equality of opportunity.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation. The paper must be withheld until decisions are taken on the allocation of resources for 2013-14 and 2014-15.

Originator of the paper

Tracey Slaven  
Deputy Secretary Strategic Planning  
21 February 2014

The University of Edinburgh  
Central Management Committee

D

5 March 2014

**Finance Director's Update**

Brief description of the paper

The paper summarises the recent activities on significant projects or activities which have financial implications for the University.

Action requested

The Group is asked to note the content and comment or raise questions where necessary.

Resource implications

Does the paper have resource implications? There are no specific requests for resource.

Risk assessment

Does the paper include a risk assessment? Yes, as necessary.

Equality and diversity

Has due consideration been given to the equality impact of this paper? Specific issues of equality and diversity are not relevant, as the content focusses primarily on financial strategy and/or financial project considerations.

Freedom of information

Can this paper be included in open business? No  
Its disclosure would substantially prejudice the commercial interests of any person or organisation

For how long must the paper be withheld? 2 years

Originator of the paper

Phil McNaull  
Director of Finance  
20 February 2014

To be presented by

Mr P McNaull  
Director of Finance



The University of Edinburgh

Central Management Group

5 March 2014

**Creating international work and study experiences for our students – short term solution**

Brief description of the paper

This paper develops an earlier paper presented to PSG, and sets out a short term mechanism by which we can engage sufficient students in outward mobility to meet our strategic targets in this area, which we see as key to the learning and teaching offer at the University of Edinburgh

Action requested

CMG is asked to discuss this paper and note the intention for it to be included as a late addition in the planning round for 2014-17.

CMG is also asked to support the request for in-year (2013/14) funding of £55,000 and invite F&GPC to endorse, if funding can be identified.

Resource implications

Does the paper have resource implications? Yes, the scheme for 2013/14 will cost £55,000. Funding for future years will need to be considered as part of the planning round.

Risk assessment

Does the paper include a risk assessment? No.

Equality and diversity

Does the paper have equality and diversity implications? No.

Freedom of information

Can this paper be included in open business? Yes.

To be presented by

Sue Rigby, Vice Principal, Learning and Teaching

Originator of the paper

Sue Rigby, Steve Hillier, Alan Mackay, Isabell Majewsky  
21 February, 2014

# **Creating international work and study experiences for our students – short term solution**

## **Executive Summary**

At PSG on 27<sup>th</sup> January, we identified a critical risk that we will not meet our strategic targets for outward student mobility within this strategic plan, and that we are further at risk of long-term limitations to our ambitions in this realm based on current capacity to deliver these experiences. PSG indicated that they agreed in principle with the proposal to provide extra funding to support the meeting of our strategic plan targets, and asked that our original proposal be finessed to focus on student support, School ownership of the scheme and a budget in line with that originally proposed.

An extensively revised proposal is presented here, which meets these criteria. We propose the creation of a set of bursaries that will enable students to find 'elective'-type opportunities for study abroad. These will be supported and audited for value and risk within the academic School to which the student belongs, with limited but expert support from the International Office.

## **The Challenge**

The University's Strategic Plan 2012-16 highlights our shared commitment to prepare our students to thrive in, and contribute to, an increasingly interdependent world and to expand international experiences to our students. The target is to "create at least 800 new opportunities for our students to gain an international experience as part of their Edinburgh degree". Between 2011/12 to 2013/14, there has been a modest growth from 592 students going on exchange in 2011/12, to 685 (estimate) going on exchange in 2013/14. At present, we will fail to meet this target and we currently have no agreed plan to increase long term capacity in this area.

Modelling below (Figure 1) demonstrates that at current rates of increase, 822 students will be able to engage with international exchange annually by 2016/17 (blue solid line). Current resource will not permit a significant increase in these numbers. If we could achieve a 20% per annum increase in the availability of such opportunities, which is an optimistic assumption, this number will have risen to just under 1200 in total (green line). Purple line shows further places that would be generated by the scheme proposed here. Red square indicates target provision based on strategic plan, if 800 new places are considered to be an annual aspiration. In practice, planning in this area is more contingent than might appear from this graph, and the extra places would ensure that over the period of the strategic plan we met the aspiration of 800 new opportunities for international experience through the period as a whole, and would give us a period of grace to develop sustainable models for long term increase.

This sustainable, long term model will need careful planning now in order to begin to yield dividends in terms of increased student mobility within two years (i.e. by 2015/16) because there are significant lag times between planning and delivery of these large interventions in learning and significant discussions to be had about the locus and nature of support for this activity. The imperative for such planning is highlighted by the fact that over 60 per cent of Harvard undergraduates now integrate an international experience into their programme; NYU sends over 4,500 students overseas each year and UT Austin sends 2,600. Other leading institutions are making significant advancements in this area with UBC (Canada) seeking to send 2,000 students overseas each year; Melbourne sent over 2,500 students overseas last year and NUS in Singapore send 1,700 students overseas on student exchange alone with 30 per cent of their student community having an international experience each year.

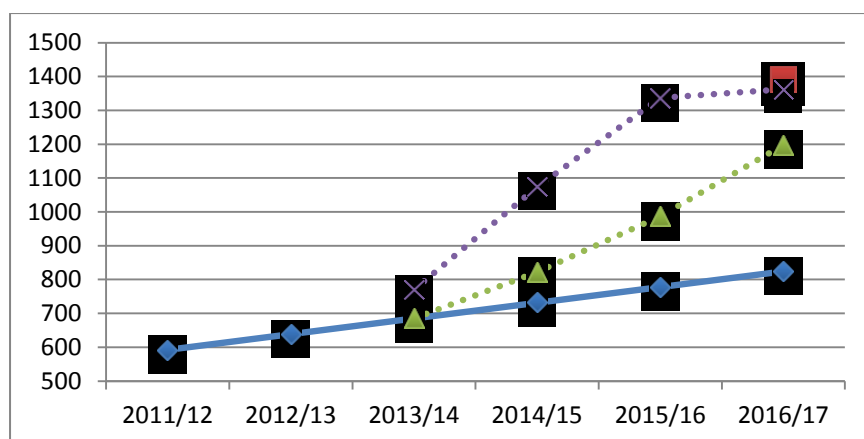


Figure 1. Modelling of numbers of student engaging with an international experience during the period of the current strategic plan. Blue line indicates current provision, based on annual rates of increase seen between 2011/12 and 2013/14. Green dotted line shows effect of a 20% annual increase in this type of provision. Purple dots show effect of the intervention proposed in this paper. Red square is the aspiration point from the current strategic plan.

### The short term solution

We currently have more demand for study abroad experiences than we have places available for such study. We can enable more students to find their own opportunities for study abroad by

- Providing bursaries to facilitate such experiences
- Providing mentoring and support for Schools to use their international networks to help students find useful and effective ways to use time abroad
- Providing clear links to the Edinburgh Award or allowing student to use their international experience and their reflection on it to gain academic credit (through Third Space and a self-defined, credit bearing course outline currently in approval stage with CSPC).
- Providing oversight and evaluation of the scheme so that we can refine our future offer to maximise take up with minimum cost and administrative effort.
- Providing advice to Schools to ensure that international experiences are properly risk assessed and risk mitigation is in place (for example through access to emergency provision via Red24).

The model proposed is as follows:

We will offer a small number of bursaries in 2014, in order to learn from the experience of running such a scheme. We will initially base the scheme on the University of York Travel Bursaries (<http://www.york.ac.uk/study/study-abroad/travel/>), which have been running for some years and offer a template for our Scheme. In year 2 we will refine the offer based on our pilot learning. Although the pump priming for this scheme will come from University funds, during the four years of the scheme we will work with Alumni and Development to explore the possibility of future funding from donation or company sponsorship.

We will offer 100 bursaries in year 1, ramping up to 220 in 2014/15, 270 in 2015/16 and 320 in 2016/17 after which time we hope to have alumni support to meet the deficit in central funding. A total of 910 bursaries will be offered over this period. We will evaluate the scheme after year 2, and modify plans and predictions accordingly.

Suggested value for the bursary is £350. WP students will be eligible for a double bursary. Support for the scheme will be devolved into Schools, but supported centrally by a single, grade 7 staff member whose job description will be modelled on that of the Innovative Learning Week Coordinator. This staff member will empower Schools to develop networks, train school staff, ensure that health and safety issues and visa

issues are well understood, will engage the Bursary system with the Edinburgh Award and with credit-bearing course engagement. Four years of such a staff member will cost iro £160k. A small amount of support for advertising and promoting the scheme will bring the net cost for over 900 international experiences to just over £500k over four financial years, broken down as set out in appendix 1. This is an additional £211k above the cost outlined in the SASG planning submission, with £55k of that being proposed in 2013/14.

### **What we seek from CMG**

If our revised proposal meets the intentions of CMG, we will to submit the proposal late to the current planning round for inclusion in the SASG plan; the current plan includes proposals to introduce bursary funding to Schools on an increasing basis and this is mirrored here, along with a request for additional support resource as outlined above.

In addition, to enable us to begin sending students abroad this summer, we need permission to approach F&GPC to request a start to the scheme before August 2014, and hence some draw-down of funds in this current financial year. We have undertaken detailed planning meetings and have a well constructed plan at hand which can be operationalized within three weeks of approval. However, as our students will end the taught component of their year by Easter, there is a degree of time pressure on us to begin this process should we wish to effect change for this cohort of students.

Alan Mackay, Isabell Majewsky, International Office  
Sue Rigby, Vice Principal Teaching and Learning  
Stephen Hillier, Vice Principal International

14 February 2014

### Appendix 1: Proposed funding breakdown for short term international experience solution

<b>Budget</b>					<b>Total</b>
AY	2013/14	2014/15	2015/16	2016/17	
Student bursaries	35,000	80,000	100,000	120,000	
Grade 7 coordinator for scheme	10,000	42,000	42,000	42,000	
Publicity, network support, communication, training etc	10,000	10,000	10,000	10,000	
Annual total	£55k	£132k	£152k	£172k	£511k
Included in SASG plan submission	-	£80k	£100k	£120k	
Additional funding sought	£55k	£52k	£52k	£52k	£211k
Students supported	100	220	270	320	910

5 March 2014

**Draft Visiting Student and Non-Graduating Student Policies**

Brief description of the paper

The Policy on Visiting Students was agreed in 2011, with a brief update in June 2012.

[www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Visiting%20Student%20Policy%20\(under%20review\).pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Visiting%20Student%20Policy%20(under%20review).pdf)

Feedback on the policy suggested that it needed to be amended to make it easier to use. This paper proposes a draft Visiting Student Policy and draft Non-Graduating Student Policy to come into effect from 2014/15 in order to take a clarified, standardised approach across the University, eliminating ad hoc arrangements. This work relates to the strategic theme of Global Impact and the goal of Excellence in Research.

Action requested

CSPC and REC have endorsed that the Visiting Student Policy is to encourage visiting students to the University. Fees Strategy Group has considered the policies and set appropriate fees for the various categories of Visiting Students.

CMG is invited to endorse the policies, to come into effect on 1 August 2014.

Resource implications

Does the paper have resource implications? Yes. There are resource implications to updating policies. Also, as the proposals affect fee status then this will have a resources impact.

Risk Assessment

Does the paper include a risk analysis? Yes. If we do not take action and update the policy and our practices, we risk not having sufficient oversight of visitors to the University, which has potential implications for meeting our legal obligations and responding to government queries.

Equality and Diversity

Has due consideration been given to the equality impact of this paper? Yes. As part of the revision of the policy we have carried out an Equality Impact Assessment.

Freedom of information

Can this paper be included in open business? Yes.

Any other relevant information

Ms Tracey Slaven, Director of Planning, will present the paper to CMG.

Originator of the paper

Sara Welham, Head, Governance and Regulatory Framework Team, Academic Services

25.2.14

## Draft Visiting Student and Non-Graduating Student Policies

The Policy on Visiting Students was agreed in 2011, with a brief update in June 2012.

[www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Visiting%20Student%20Policy%20\(under%20review\).pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Visiting%20Student%20Policy%20(under%20review).pdf)

Feedback on the policy suggested that it needed to be amended to make it easier to use. This paper proposes a draft Visiting Student Policy and draft Non-Graduating Student Policy to come into effect from 2014/15 in order to take a clarified, standardised approach across the University, eliminating ad hoc arrangements. The working group was aware that if practices do not change then the University risks not having sufficient oversight of visitors, which has potential implications for meeting our legal obligations and responding to government queries.

The University needs to consistently record all students on the student record system, regardless of their category or status. In order to meet legal obligations we need to know who people are; why they are here; are they allowed to be here; and have they entered on the right visa. In addition to immigration requirements there are other reasons to know who is on our premises, e.g. insurance, health and safety, NHS rules.

As the policies and procedures have implications for academic and management governance aspects, input and approval is needed from the Curriculum and Student Progression Committee (CSPC) and the Researcher Experience Committee (REC), with Central Management Group (CMG) seeing the policy for information and endorsement and fees issues being approved by the Fees Strategy Group (FSG).

CSPC and REC have endorsed that the Visiting Student Policy is to encourage visiting students to the University. Fees Strategy Group has considered the policies and set appropriate fees for the various categories of Visiting Students.

### Action

**CMG is invited to endorse the policies, to come into effect on 1 August 2014.**

The draft policies are provided in full in Appendix 1. The proposals suggest a more consistent approach to the various categories of student, some of which are new.

### Background

The draft policies have been prepared with input from representatives from each College, Academic Registry, Student Systems, GaSP, HR and the International Office. Further consultation with the Office of Lifelong Learning was undertaken in parallel with CSPC, REC and FSG.

The working group has taken into account comments from CSPC, REC and the FSG. In particular, REC expressed concerns about visiting research postgraduate students being charged fees and the impact this might have on such student numbers. REC did recognise the costs of supporting visiting students. The working group notes that it is possible for the fees to be paid by a variety of sources, not only the student. Also, students on reciprocal exchange programmes may not be liable for fees. Following discussion at FSG the policy was amended to provide for more finely grained categories of Visiting Research Students so that such students who attended the university for a very brief period will not be charged and if they are here for a relatively short period they will only be charged a nominal fee.

The working group considers that the proposals in the draft policies will provide greater consistency of student experience. Appropriate recording on the student record should remove some workarounds that have occurred, e.g. the inclusion of students on the Visitor Registration System and the inappropriate use of bench fees to recover costs.



It is suggested that the University honour pre-existing arrangements which were made before the new policies come into effect.

The Non-graduating Student Policy is new and is provided to align with the Visiting Student Policy. The Visiting Student Policy has been substantially revised. It now:

- provides greater consistency between categories of visiting students;
- confirms that all visiting students who are here for more than two weeks must be recorded on the Student Record (this is consistent with our immigration compliance obligations);
- includes a new category of Visiting Research Students, because of increased interest in undergraduate visiting research students in some schools, particularly in S&E;
- removes the distinction between postgraduates undertaking a structured research programme or undertaking training within a research environment, which had caused confusion amongst staff using the policies;
- enables Visiting Research Students to be charged different fees, depending on the duration of their visit. The previous policy saw Visiting Postgraduate Research students reducing their visits to less than six months in order to be charged a lower fee; and
- adopts the University's golden copy principle. For example, advice on immigration, fee categories, and student record information is provided by departments with the relevant responsibility and web links are given in the policies. This should provide for greater accuracy and future-proof the policies.

Work on other aspects continues, e.g. production of standard letters; student record codes, descriptions and user guides; and resits for visiting students.

Definitions for relevant terms, e.g. home institution, visiting student, will be included in the 2014/15 Glossary. [www.drps.ed.ac.uk/Glossary.php](http://www.drps.ed.ac.uk/Glossary.php)

Sara Welham, Head, Governance and Regulatory Framework Team  
Academic Services  
25.2.14



# THE UNIVERSITY of EDINBURGH

**DRAFT**

## Visiting Student Policy and Procedure

<b>Contact Officer</b>	<b>Sara Welham, Academic Services, <a href="mailto:sara.welham@ed.ac.uk">sara.welham@ed.ac.uk</a></b>
<b>Purpose</b>	<p>Visiting Students are students who are studying or conducting research at the University for a short period of time, i.e. for less than or up to one year. This policy sets out the University's approach to visiting students and outlines procedures for recording visiting students that will enable the University to meet its legal responsibilities, including on immigration. The policy clarifies that visiting students are subject to the University's regulations, policies and codes of practice.</p> <p>The procedure standardises how such students are administered and recorded by the University and regularises fees for such students, thereby providing consistency and enhancing the overall student experience.</p>
<b>Overview</b>	<p>As a leading research higher education institution, the University actively welcomes and encourages visiting students from other British higher education institutions and from higher education institutions around the world.</p> <p>This policy defines the categories of visiting students and the procedure outlines how they are documented in the student record and which fees apply to each category.</p> <p><b>All visiting students who attend the University for more than two weeks must be recorded on the University's student record system, EUCLID.</b></p>
<b>Scope</b>	<p>The policy and procedure apply to all visiting students with a home institution who are applying to and studying or conducting research at the University. The policy and procedure does not apply to students of the Office of Lifelong Learning (OLL) in line with the separate recording treatment which applies to OLL students.</p> <p>The policy and procedure apply to all staff involved in visiting student admission and administration, including:</p> <ol style="list-style-type: none"> <li>1. All College Offices, Graduate Schools and Offices across the University, and associated administrative staff;</li> <li>2. Admissions Offices and offices related to administering visiting students;</li> <li>3. Academic staff involved with visiting students;</li> <li>4. Student Recruitment and Admissions, the International Office and all other offices and staff involved with recruiting visiting students;</li> <li>5. Student Administration and Student Systems.</li> </ol>

<p><b>The Policy</b></p>	<p style="text-align: center;"><b>Visiting Student Policy</b></p> <p>1 As a leading research higher education institution, the University actively welcomes and encourages visiting students from other British higher education institutions and from higher education institutions around the world.</p> <p><b>Definition</b></p> <p>2 Visiting Students (VS) are students who are studying or conducting research at the University for a short period of time, i.e. for less than or up to one year. Visiting Students do not graduate from the University of Edinburgh.</p> <p>3 Visiting Students are students who are registered on a programme at another higher education institution (their home institution), from which they plan to ultimately graduate, who take taught courses and/or conduct research at the University of Edinburgh. This applies to study undertaken at any point in the calendar year, including summer schools. Credit gained and/or research conducted at Edinburgh will transfer back to the home institution and may count towards the student's final qualification. The Visiting Students category includes students who attend the University of Edinburgh via any exchange or study abroad programme offered by the University.</p> <p>4 Visiting Students must meet the University's standard admissions requirements.  <a href="http://www.ed.ac.uk/schools-departments/student-recruitment">www.ed.ac.uk/schools-departments/student-recruitment</a></p> <p><b>Categories</b></p> <p>5 There are three categories of Visiting Students:</p> <ul style="list-style-type: none"> <li>A. Visiting Taught Undergraduates (VUGs)</li> <li>B. Visiting Taught Postgraduates (VPGTs) and</li> <li>C. Visiting Research Students (VRes).</li> </ul> <p><b>Regulations</b></p> <p>6 Visiting Students are subject to the University's regulations, policies and codes of practice.</p>
<p><b>The Procedure</b></p>	<p style="text-align: center;"><b>Visiting Student Procedure</b></p> <p>7 The Visiting Student Procedure outlines how visiting students are documented in the student record and which fees apply to each category. Fees may be paid by a variety of sources, not only by the student. In addition to the fees outlined in the Visiting Student Procedure, Colleges or Schools may also charge additional fees for work that incurs additional costs, e.g. lab fees, bench fees, use of specialised equipment or particular materials. These will be negotiated by the College with the School and charged to the student.</p> <p>8 It is the responsibility of the Visiting Student to ensure that he/she has obtained the appropriate visa. The International Office provides advice on visa issues to students and staff and has standard letter templates.</p>

[www.ed.ac.uk/schools-departments/international-office/immigration/home](http://www.ed.ac.uk/schools-departments/international-office/immigration/home)  
[www.ed.ac.uk/schools-departments/registry/other-info](http://www.ed.ac.uk/schools-departments/registry/other-info)

**9 All visiting students who attend the University for more than two weeks must be recorded on the University's student record system, EUCLID.**

**10 Visiting students must not be recorded on the Visitor Registration System or as a staff visitor.**

11 Recording visiting students on the student record means that the University can meet its legal obligations for monitoring and oversight of students, e.g. for immigration, insurance, health and safety purposes, and can meet its obligations to partners such as the NHS.

12 Undergraduate students are recorded on the student record by the relevant College. Postgraduate students in the College of Humanities and Social Science (CHSS) and the College of Medicine and Veterinary Medicine (CMVM) are recorded by the relevant College. In the College of Science and Engineering (CSE) taught postgraduate students are recorded on the student record by the College and research postgraduates are recorded by the relevant School.

13 Information is available in student record guidance for staff which explains how to record visiting students in the student record and which codes, and hence fees, apply. [www.euclid.ed.ac.uk/staff/User\\_Guides/](http://www.euclid.ed.ac.uk/staff/User_Guides/)  
[www.ed.ac.uk/schools-departments/student-funding/tuition-fees](http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees)

#### **A. Visiting Taught Undergraduates (VUGs)**

14 The fee arrangements of Visiting Taught Undergraduates (VUGs) who are on reciprocal exchange programmes are governed by the relevant University-approved Memorandum of Understanding (MoU) or Memorandum of Agreement (MoA). They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.

15 VUGs whose fee status is not covered by a reciprocal exchange programme who are admitted for one semester are charged 50% of the academic year undergraduate fee (RUK, SEU or international) for the relevant degree programme. VUGs whose fee status is not covered by a reciprocal exchange programme who are admitted for the whole academic year are charged 100% of the academic year undergraduate fee (RUK, SEU or international) for the relevant degree programme. The relevant College decides which degree programme fee status applies.

16 Ad-hoc programmes, e.g. for summer schools, are set up individually. Advice must be sought from appropriate administrative colleagues and the programme and fees must be approved at College level.

#### **B. Visiting Taught Postgraduates (VPGTs)**

17 The fee arrangements of Visiting Taught Postgraduates (VPGT) students who are on reciprocal exchange programmes are governed by the relevant University-approved MoU or MoA. They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.

18 Those VPGTs whose fee status is not covered by a reciprocal exchange programme who are admitted for one semester are charged 33% of the academic year taught postgraduate fee (home or international) for the relevant degree programme. VPGTs whose fee status is not covered by a reciprocal exchange programme who are admitted for two semesters are charged 66% of the academic year taught postgraduate fee (home or international) for the relevant degree programme. The relevant College decides which degree programme fee status applies. VPGTs who are not covered by an MoU or MoA are limited to 60 credits per academic year.

19 VPGT students who request more than 60 credits should be referred to the appropriate taught postgraduate programme (part-time or full-time).

20 Ad-hoc programmes, e.g. for summer schools, are set up individually. Advice must be sought from appropriate administrative colleagues and the programme and fees must be approved at College level.

### **C. Visiting Research (VRes) Students**

21 Visiting Research (VRes) students must be recorded in the student record even when they are not undertaking any taught course.

22 The fee arrangements of VRes students who are on reciprocal exchange programmes are governed by the relevant University-approved MoU or MoA. They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.

23 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for less than or up to two weeks are not charged a fee.

24 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for more than two weeks and up to and including eight weeks are charged a flat rate fee, which is standard across the University. Short term visits cannot be extended beyond eight weeks and a student can only have a maximum of eight weeks at the flat rate fee during his or her degree programme.

25 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for more than eight weeks are charged a fee (home, EU or international) which is pro-rata on the basis of their attendance (whole months, starting on the 1<sup>st</sup> of the month, part-months rounded up). The relevant College decides which degree programme fee status applies. [Note: if, exceptionally, a VRes student attends for less than eight weeks and retrospectively wishes to be admitted for more than eight weeks then the pro-rata fee applies to the whole period of attendance.]

<b>DOCUMENT CONTROL</b>	
<b>Date approved</b>	Day Month Year
<b>Approving authority</b>	The Curriculum and Student Progression Committee and Researcher Experience Committee have responsibility for the policy and procedures, with the Fees Strategy Group needing to approve fee aspects. The policy and procedures go to the Central Management Group for information and endorsement.
<b>Consultation undertaken</b>	Consultation with Colleges, the International Office, the Office of Lifelong Learning, Academic Registry, Governance and Strategic Planning, CSPC and REC was undertaken in revising the policy.
<b>Equality Impact Assessment</b>	Date impact assessment carried out
<b>Date of commencement</b>	Day Month Year
<b>Amendment dates</b>	Day Month Year
<b>Date for next review</b>	Day Month Year
<b>Section responsible for policy maintenance &amp; review</b>	Academic Services
<b>Related Policies, Procedures Guidelines &amp; Regulations</b>	This policy aligns with the Non-graduating Student Policy.
<b>Policies superseded by this Policy</b>	The Visiting Student Policy, updated 22.2.12, is superseded by this new policy and procedure which replaces all previous guidance and policy on this topic.
<b>Alternative Format</b>	If you require this document in an alternative format please email <a href="mailto:Academic.Services@ed.ac.uk">Academic.Services@ed.ac.uk</a> or telephone 0131 650 2138.
<b>Keywords</b>	Study Abroad, visiting undergraduate student, visiting research undergraduate, visiting graduate student, visiting postgraduate student, visiting research student, visiting masters student, VUG, VPGT, VRes, exchange student, undergraduate exchange, masters exchange, MBA exchange, PhD exchange, research exchange, postgraduate exchange

Academic Services



**DRAFT**

<b>Non-graduating Student Policy and Procedure</b>	
<b>Contact Officer</b>	<b>Sara Welham, Academic Services, <a href="mailto:sara.welham@ed.ac.uk">sara.welham@ed.ac.uk</a></b>
<b>Purpose</b>	<p>This sets out the University's approach to Non-graduating Students and outlines procedures for recording non-graduating students that will enable the University to meet its legal responsibilities, including on immigration. It clarifies that non-graduating students are subject to the University's regulations, policies and codes of practice.</p> <p>The procedure standardises how such students are administered and recorded by the University and regularises fees for such students, thereby providing consistency and enhancing the overall student experience.</p>
<b>Overview</b>	<p>The University provides opportunities for individuals, who are not students registered at another higher education institution, to study as non-graduating students, often to promote Continuing Professional Development (CPD).</p> <p>The policy defines non-graduating students and the procedure outlines how they are documented in the student record.</p> <p><b>All non-graduating students must be recorded on the University's student record system, EUCLID.</b></p>
<b>Scope</b>	<p>This policy and procedure applies to all individuals, who are not students registered at another institution, who are applying to and studying or conducting research at the University. The policy and procedure does not apply to students of the Office of Lifelong Learning (OLL), in line with the separate recording treatment which applies to OLL students, or to people attending courses provided by the administrative areas of the University, e.g. Human Resources.</p> <p>Non-graduating students may be people who want to try one or more courses prior to deciding whether to apply for a degree programme; professionals who want to take courses to enhance their career without enrolling on a full degree programme; and people who are required to take course(s) to prepare them for postgraduate study.</p> <p>The policy and procedure apply to all staff involved in non-graduating student admission and administration, including:</p> <ol style="list-style-type: none"> <li>1. All College Offices, Graduate Schools and Offices across the University, and associated administrative staff;</li> <li>2. Admissions Offices and offices related to administering non-graduating students;</li> <li>3. Academic staff involved with non-graduating students;</li> <li>4. Student Recruitment and Admissions, the International Office and all other offices and staff involved with recruiting non-graduating students;</li> <li>5. Student Administration and Student Systems.</li> </ol>

<b>The Policy</b>	<p style="text-align: center;"><b>Non-graduating Student Policy</b></p> <p>1 The University provides opportunities for individuals, who are not students registered at another higher education institution, to study as non-graduating students, often to promote Continuing Professional Development (CPD).</p> <p><b>Definition</b></p> <p>2 Non-graduating Students (NGS) are individuals, who are <b>not</b> registered on a degree programme at this or another higher education institution, who take one or more taught courses (usually postgraduate) or undertake supervised research at the University.</p> <p><b>Regulations</b></p> <p>3 Non-graduating students are subject to the University's regulations, policies and codes of practice.</p>
<b>The Procedure</b>	<p style="text-align: center;"><b>Non-graduating Student Procedure</b></p> <p>4 The non-graduating student procedure outlines how non-graduating students are documented in the student record and what fees apply. Fees may be paid by a variety of sources, not only by the student.</p> <p>5 It is the responsibility of the non-graduating student to ensure that he/she already has the right to live and study in the UK before starting his/her study or research. The International Office provides advice on visa issues to students and staff.  <a href="http://www.ed.ac.uk/schools-departments/international-office/immigration/home">www.ed.ac.uk/schools-departments/international-office/immigration/home</a>  <a href="http://www.ed.ac.uk/schools-departments/registry/other-info">www.ed.ac.uk/schools-departments/registry/other-info</a></p> <p><b>6 All non-graduating students who attend the University for more than two weeks must be recorded on the University's student record system, EUCLID.</b></p> <p><b>7 Non-graduating students must not be recorded on the Visitor Registration System or as a staff visitor.</b></p> <p>8 Recording non-graduating students on the student record means that the University can meet its legal obligations for monitoring and oversight of students, e.g. for immigration, insurance, health and safety purposes, and can meet its obligations to partners.</p> <p>9 The relevant College Office will advise on whether the school or College has responsibility for recording non-graduating students on the student record.</p> <p>10 Information is available in student record guidance for staff which explains how to record non-graduating students in the student record and which codes, and hence fees, apply.  <a href="http://www.euclid.ed.ac.uk/staff/User_Guides/">www.euclid.ed.ac.uk/staff/User_Guides/</a></p> <p>11 Non-graduating students are admitted on a part-time intermittent basis by Colleges; with fees charged for individual courses/credits or, for non-graduating students undertaking supervised research, on the same basis as Visiting Research Students.  <b>INCLUDE LINK to Visiting Student Policy</b></p>



<b>DOCUMENT CONTROL</b>	
<b>Date approved</b>	Day Month Year
<b>Approving authority</b>	The Curriculum and Student Progression Committee and Researcher Experience Committee have responsibility for the policy and procedures, with the Fees Strategy Group needing to approve fee aspects. The policy and procedures goes to the Central Management Group for information and endorsement.
<b>Consultation undertaken</b>	Consultation with Colleges, the International Office, the Office of Lifelong Learning, Academic Registry, Governance and Strategic Planning, CSPC and REC was undertaken in revising the policy.
<b>Equality Impact Assessment</b>	Date impact assessment carried out
<b>Date of commencement</b>	Day Month Year
<b>Amendment dates</b>	Day Month Year
<b>Date for next review</b>	Day Month Year
<b>Section responsible for policy maintenance &amp; review</b>	Academic Services
<b>Related Policies, Procedures Guidelines &amp; Regulations</b>	This policy aligns with the Visiting Student Policy.
<b>Policies superseded by this Policy</b>	n/a
<b>Alternative Format</b>	If you require this document in an alternative format please email <a href="mailto:Academic.Services@ed.ac.uk">Academic.Services@ed.ac.uk</a> or telephone 0131 650 2138.
<b>Keywords</b>	Study Abroad, non-graduating student, Continuing Professional Development, CPD

Academic Services



The University of Edinburgh

Central Management Group

5 March 2014

**Russell Group Financial Information - comparisons 2012-13**

Brief description of the paper

The paper presents the latest annual comparison of financial performance by leading members of the Russell Group. There are two appendices. The full data can be obtained from the following weblink:

<https://www.wiki.ed.ac.uk/display/UCC/Central+Management+Group>

Action requested

For review and comment

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Has due consideration been given to the equality impact of this paper?

No assessment – the paper focuses on financial considerations.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation.

For how long must the paper be withheld? 2 years.

To be presented by

Phil McNaull  
Finance Director

Originator of the paper

Kevin McGuinness, Project Management Accountant  
Ashleigh Kelly, Trainee Management Accountant

18 February 2014

The University of Edinburgh

Central Management Group

5 March 2014



**University Group Quarter 2 Management Accounts Forecast**

Brief description of the paper

The University Group's Quarter 2 Management Accounts Forecast for 2013-14, including subsidiary companies.

Action requested

The paper is for information and discussion.

Resource implications

As indicated in the paper

Risk assessment

The continuing financial health of the University.

Equality and diversity

There are no equality and diversity implications.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation

For how long must the paper be withheld? Until after the Statutory Accounts are signed in December 2014

Originator of the paper

Lorna McLoughlin  
Senior Management Accountant

To be presented by

Phil McNaul  
Director of Finance

The University of Edinburgh

Central Management Group

5 March 2014

**Ten Year Forecast 2013-14 Quarter 2**

I

Brief description of the paper

This paper presents the latest update to the Ten Year Forecast of Income & Expenditure, based upon Quarter 2 data, together with the Balance Sheet and cash flow reflecting the current Estates Development programme, and some key performance indicators.

The first 3 years of the 10 Year Forecast seek to reflect the current planning round and associated Resource Allocation model. The full tables can be obtained from the following weblink:  
<https://www.wiki.ed.ac.uk/display/UCC/Central+Management+Group>

Action requested

For review and comment.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Has due consideration been given to the equality impact of this paper?  
No assessment – the paper focuses on financial considerations.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation.

For how long must the paper be withheld? 2 years

Originator of the paper

Kevin McGuinness, Project Management Accountant  
David Montgomery, Deputy Director of Finance  
25 February 2014

To be presented by

Phil McNaul  
Director of Finance

The University of Edinburgh

Central Management Group

5 March 2014

**Report from Fee Strategy Group**

J

Brief description of the paper

This paper contains a note of the February Fee Strategy Group meeting and recommendations for 2015/16 tuition fees which CMG are invited to endorse.

Action requested

For information and endorsement of the tuition fee proposals for 2015/16.

Resource implications

Does the paper have resource implications? Yes – all sections.

Risk assessment

Does the paper include a risk analysis? No.

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes

Equality and diversity issues are considered as part of the on-going monitoring of fee levels by the Fees Strategy Group and its Secretary.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation

For how long must the paper be withheld: Until August 2015

Originator of the paper

Emma Lyall  
Fee Strategy Group Secretary  
February 2014

The University of Edinburgh

Central Management Group

5 March 2014

**Fee Proposals**

K

Brief description of the paper

This paper invites CMG to endorse fee proposals for five new programmes from 2014/2015.

Action requested

For information and endorsement of the fee proposals.

Resource implications

Does the paper have resource implications? Yes – all sections.

Risk assessment

Does the paper include a risk analysis? No.

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes.

Equality and diversity issues are considered as part of the on-going monitoring of fee levels by the Fees Strategy Group and its Secretary.

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation.

For how long must the paper be withheld: August 2014.

Originator of the paper

Emma Lyall  
Fees Strategy Group Secretary  
February 2014

The University of Edinburgh

Central Management Group

5 March 2014

L

**Equality and Diversity Monitoring and Research Committee**

Brief description of the paper

The fifth report from the Equality and Diversity Monitoring and Research Committee (EDMARC) reports on student and staff data for the University of Edinburgh

This report focuses on staff and student data for 2012/13 and looks at the equality dimensions of gender, disability and ethnicity for undergraduate, postgraduate taught and postgraduate research entrants.

This summary identifies the main points from the staff and student reports. The full reports can be obtained from the following weblink:

<https://www.wiki.ed.ac.uk/display/UCC/Central+Management+Group>

Action requested

For information

Resource implications

No

Risk assessment

No

Equality and diversity

Has due consideration been given to the equality impact of this paper?

There will be implications from the findings of this report and these will be discussed by the Equal Opportunities Sub-committee of the Equality Management Group and may be the subject of further reports.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Professor Jane Norman, Chair of EDMARC and Vice Principal for Equality and Diversity  
Andrew Quickfall, Senior Strategic Planner, Governance and Strategic Planning  
February 2014



### **EQUALITY AND DIVERSITY MONITORING AND RESEARCH COMMITTEE (EDMARC)**

#### **FIFTH REPORT EXECUTIVE SUMMARY**

#### **1. Introduction**

The fifth EDMARC report provides analyses of student and staff data by the key equality dimensions of gender, age, disability and ethnicity. The report supports the monitoring of equality and diversity within the University of Edinburgh.

This summary identifies the main points from the staff and student reports. The full reports can be obtained from the following weblink,

<https://www.wiki.ed.ac.uk/display/UCC/Central+Management+Group>

or by contacting Andrew Quickfall in Governance and Strategic Planning, telephone: 0131 651 4104 or email: [Andrew.Quickfall@ed.ac.uk](mailto:Andrew.Quickfall@ed.ac.uk).

#### **2. Students**

##### **2.1 Undergraduate**

Intakes of female students remain consistent across the period, 62% of undergraduate entrants were female in 2012/13. There remains gender differences between colleges with the College of Science and Engineering showing a small drop in the proportion of women at undergraduate level while the other two colleges show slight increases. The proportion of undergraduate students with a registered disability continues to rise and is 9.4%.

The overall proportion of UK-domiciled ethnic minority undergraduate entrants has increased from 6.2% in 2011/12 to 7.9% in 2012/13, the highest level recorded by EDMARC. Analysis of ethnicity data from peer groups shows that the University of Edinburgh has a comparable proportion of BME entrants in comparison to other institutions in Scotland although is some way off the proportion of BME entrants to Russell Group institutions (16.9%).

For the analysis of undergraduate outcomes, the proportion of entrants who exit with an award is used as the measure. Overall, there is no statistically significant difference between the successful outcomes of male and female students. Male students are more likely to withdraw from their programme of study and females are more likely to achieve a first class or upper second class degree. When broken down to School level, gender differences are mixed with some Schools recording greater achievement for male students. Many Schools show little difference between gender in the achievement of a first or upper class second degrees.



There is no difference between the outcomes of entrants who register a disability. There has been a slight divergence of achievement for UK-domiciled ethnic minority students although this is the first year there has been any difference in attainment levels. EDMARC will monitor this data for any emerging trends.

## **2.2 Postgraduate Taught**

The overall proportion of female entrants in 2012/13 was 60%. Subject differences remain at postgraduate taught level, with the College of Humanities and Social Science attracting the highest proportion of female entrants. Since 2006/07 the proportion of PGT entrants with a registered disability has increased from 3.5% to 5.6% in 2012/13. The proportion of UK-domiciled entrants from an ethnic minority background has increased from 5.5% in 2002/03 to 11.8% in 2012/13. Outcomes of PGT entrants show that female students are slightly more likely to have a successful outcome from their programme of study. There is little difference between the outcomes of disabled and non-disabled entrants.

## **2.3 Postgraduate Research**

For Postgraduate Research entrants the proportion of female entrants is 49% although there remain subject gender differences between the colleges with CHSS and CMVM having a higher proportional intake of female students. The proportion of entrants registering a disability is slightly lower than last year at 5.8%. The proportion of UK-domiciled entrants from an ethnic minority background is 9%. There is no difference between the successful outcomes of women and men on Postgraduate Research programmes. Students who do not declare a disability are slightly more likely to successfully complete their programme.

## **2.4 Comparison data**

Peer group comparison with Russell Group and institutions in Scotland is provided for the dimensions of gender, disability and ethnicity. The proportion of female entrants for first degree, postgraduate taught and postgraduate research are all above the Russell Group average. The University of Edinburgh has one of the highest proportion of students declaring a disability in the Russell Group. Comparisons for ethnicity show that Edinburgh has a higher proportion of UK-domiciled students from ethnic backgrounds compared with other institutions in Scotland, although lower than Russell Group average.

# **3. Staff**

## **3.1 Academic Staff**

Staff data is a snapshot of the staff database, as at 31 July 2013. There remains an under-representation of women in senior academic posts. For academic staff in grade UE09, 35% are female and 21% of grade UE10 staff are women. For staff on fixed-term contracts, there is no gender difference for research-only staff although for the total academic staff population, female staff are more likely to be employed on a fixed-term contract. The proportion of UK-nationality staff from an ethnic minority background is 5.5% and for those staff from outside the UK it is 23%. The University of Edinburgh has a higher proportion of

UK-nationality staff from ethnic minorities than the average for other institutions in Scotland. Ethnic minority academic staff are more likely to be employed on a fixed-term contract than a white academic member of staff.

### **3.2 Professional Support Staff**

For Professional Support Staff there remains a lower representation of women in higher grades UE08, UE09 and UE10. 30% of posts at grade UE10 are occupied by women. When compared to the proportion of women in academic posts, women are better represented in the higher grades for professional support staff; in grade UE10 only 21% of academic posts are women compared with 30% for professional support staff. At UE09 women are slightly better represented in professional support posts with 48% female compared with 35% for academic staff.

The proportion of UK nationality ethnic minority professional support staff is 2.7%, with a general upward trend observed since 2008/09. For non-UK nationality staff the proportion of professional support staff from an ethnic minority background was 22.8% in 2012-13. Comparison with other institutions shows that the University of Edinburgh has a higher proportion of ethnic minority professional support staff than other Scottish institutions.

### **3.3 Disability**

Staff declaring a disability are presented here separately and at an aggregated University level as the figures are too small to be split by staff type and college and support group. The overall headcount of staff declaring a disability has risen from 69 in 2008/09 to 278 in 2012/13. The rise reflects an improvement in the data capture and recording of disability information.

### **3.4 Specific Duties from the Equality Act**

To meet the Specific Duties for public bodies in Scotland, figures on sexual orientation and religion are included in the EDMARC report. In 2012/13 the number of staff declaring their religion or belief was 2,128 and 6,845 were unknown. 58% of those declared were of no religion. The number of staff declaring their sexual orientation was 2,128 and 6,845 were unknown. 88% of those declared were heterosexual. Full breakdowns of the figures are available in the EDMARC report.

## **4. EDMARC actions**

Following the publication of this EDMARC report, student data will be made available to all Colleges and Schools within the University and will also be made public on the Equality and Diversity website to create greater transparency. By providing a greater granularity of data on entry profiles, it is hoped that the information will be used to inform any further analysis Schools may wish to take forward. From next year the EDMARC report will include information on Widening Participation.

*Professor Jane Norman, Chair of EDMARC*  
*Andrew Quickfall, Governance and Strategic Planning*  
*February 2014*

The University of Edinburgh

Central Management Group

5 March 2014



**Change in title of the Chair of Statistics**

Brief description of the paper

To change the title of the Chair of Statistics to the Thomas Bayes Chair of Statistics to recognise the significant role in statistics played by Thomas Bayes, a former student of the University.

Action requested

CMG is invited to:

1. consider and endorse the proposal and;
2. to recommend Senate and Court to adopt the appropriate resolution to alter the current title.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Professor Harry Braden  
Head of School  
Mathematics

To be presented by

Professor Arthur Trew

**College of Science and Engineering**  
**School of Mathematics**

**CHANGE IN CHAIR TITLE OF THE CHAIR of STATISTICS**

The College of Science and Engineering wishes to recognise achievements of a former student of the University in the area of Statistics whose seminal work underpins much modern data analysis and its interpretation.

Thomas Bayes was a student at The University of Edinburgh where he studied logic, theology and mathematics (probably under James Gregory) from 1719 – 1722. He introduced the world to two fundamental ideas in the assessment of uncertainty. The first idea was that uncertainty can be measured by a number between 0 and 1, and can be represented as a probability. Secondly, he showed how to update this measure in the light of new evidence (data). Bayes' theorem underlies, and gives its name to, the modern Bayesian approach to the analysis of data. He was elected a Fellow of the Royal Society in 1742.

Bayesian inference was extremely difficult to implement until the late 1980s and early 1990s when powerful computers became widely accessible and new computational methods were developed. The subsequent explosion of interest in Bayesian statistics has led not only to extensive research in Bayesian methodology but also to the use of Bayesian methods to address pressing questions in diverse application areas such as astrophysics, weather forecasting, health care policy, criminal justice, search engines, filtering of spam e-mails and movements in the financial markets. Powerful computational tools allow Bayesian methods to tackle large and complex statistical problems with relative ease. Bayesian modelling methods provide natural ways for people in many disciplines to structure their data and knowledge, and they yield direct and intuitive answers to practitioners' questions.

There has been an annual Bayesian research workshop in the University, hosted by the Schools of Mathematics and of Informatics, since 2011. Following a recent review of statistics the School intends to appoint to this Chair as a priority.

After discussions with and approval from the Head of College, the School of Mathematics wishes to rename the aforementioned Chair the Thomas Bayes Chair of Statistics to recognise the outstanding ground-breaking achievements of Thomas Bayes and his association with The University of Edinburgh.

**ACTION:**

Central Management Group is invited to endorse the proposal from the School of Mathematics and to invite Senate to support the proposal and invite Court to adopt the title in preparing a resolution to alter the current title of the Chair.

Professor Harry Braden  
Head of School of Mathematics  
February 2014