

THE UNIVERSITY OF EDINBURGH

BUSINESS FOR MEETING OF THE UNIVERSITY COURT to be held in the Raeburn Room, Old College on Monday 24 May 2010 at 2.00 p.m.

A buffet lunch will be available in the Lord Provost Elder Room, Old College from 1 p.m.

This meeting of Court will be preceded by a presentation by Mr Hamish McKay, Chief Internal Auditor entitled Internal Audit Services.

A FORMAL BUSINESS

- | | | |
|----|--|-----------|
| 1. | Minute of the meeting held on 15 February 2010 | A1 |
| 2. | Court Seminar – 22 March 2010 | A2 |

B PRINCIPAL'S BUSINESS

- | | | |
|----|------------------------------|-----------|
| 1. | Principal's Communications | B1 |
| 2. | University Secretary | B2 |
| 3. | Honorary Assistant Principal | B3 |

C SUBSTANTIVE ITEMS

- | | | |
|-----|---|-------------|
| 1. | Report of the Finance and General Purposes Committee | |
| | .1 Comments on the Report of the Central Management Group | C1.1 |
| | .2 Report on Other Items | C1.2 |
| 2. | Draft Estate Strategy 2010-2020 | C2 |
| 3. | Commissioners' Ordinance | C3 |
| 4. | Interim Report from Court Effectiveness Review Group | C4 |
| 5. | Corporate Performance Measurement: Proposal | C5 |
| 6. | Report of the Steering Group for the Review of Support Activities | C6 |
| 7. | Report from Estates Committee | C7 |
| 8. | Report of the Committee on University Benefactors | C8 |
| 9. | Edinburgh University Students' Association Constitution | C9 |
| 10. | Academic & Financial Planning Issues for the School of Education | |

D ITEMS FOR FORMAL APPROVAL OR NOTE

- | | | |
|----|---|-----------|
| 1. | Academic Report | D1 |
| 2. | Urgent Resolution | D2 |
| 3. | Resolutions | D3 |
| 4. | Draft Resolutions | D4 |
| 5. | Appointment of Sub-Committee for Lady Hartwell Fund | D5 |
| 6. | Contract for Water Services | D6 |
| 7. | Donations and Legacies | D7 |
| 8. | Investment Committee Report: Purchase of student accommodation for the Endowment Fund | D8 |
| 9. | Use of the Seal | |

MINUTE OF A MEETING of the University Court of the University of Edinburgh held in the Main Library, George Square on Monday, 15 February 2010.

Present:

- Dr J Markland, Vice-Convener (in chair)
- The Principal
- The Rt Hon Lord Cameron of Lochbroom
- Mr D A Connell
- Professor A M Smyth
- Mrs M Tait
- Dr M Aliotta
- Professor J Ansell
- Professor D Finnegan
- Professor L Yellowlees
- Mr P Budd
- Professor J Barbour
- Professor S Monro
- Mr M Murray
- Ms G Stewart
- Mr D Brook
- Mr T Graham, President Students' Representative Council
- Mr E Beswick, Vice-President Students' Representative Council

In attendance:

- Vice-Principal Professor N Brown
- Acting Vice-Principal Professor D Fergusson
- Vice-Principal Professor J Haywood
- Vice-Principal Professor A McMahon
- Mr M D Cornish, University Secretary
- Mr N Paul, Director of Corporate Services
- Mr I Conn, Director of Communications and Marketing
- Mr A Currie, Director of Estates and Buildings
- Mr J Gorringe, Director of Finance
- Ms S Gupta, Director of HR
- Ms J McCloskey, Principal's Policy and Executive Officer
- Mr F Gribben, Registrar, CHSS (for item C1.2)
- Dr K J Novosel, Head of Court Services

Apologies:

- The Rector
- Ms S Beattie-Smith, Rector's Assessor
- The Rt Hon G Grubb, Lord Provost of the City of Edinburgh
- Ms A Richards
- Mr D Workman

The Court received a presentation from Ms Sheila Cannell, Director of Library and Collections entitled "Reconfiguring services in the redeveloped Main Library".

A FORMAL BUSINESS

1 MINUTE OF THE MEETING HELD ON 14 DECEMBER 2009 **Paper A1**

The Minute of the meeting held on the 14 December 2009 was approved as a correct record.

Court welcomed Professor Jake Ansell to this his first meeting in the capacity of Senate Assessor.

Court noted that this would be the last meeting attended by Professor David Fergusson in the capacity of Acting Vice-Principal and Acting Head of the College of Humanities and Social Science and warmly thanked him for his services to the University and College.

B PRINCIPAL'S BUSINESS

1 PRINCIPAL'S COMMUNICATIONS

Paper B1

Court noted the items within the Principal's report and the additional information on: the General Council's successful statutory half-yearly meeting held on 13 February 2010; recent visits and discussions with the Chancellor of the Exchequer and the leader of the opposition; the support provided to and the activities of the University's Offices in India and China; and the management of the increased number of student applications.

2 EDINBURGH COLLEGE OF ART

Paper B2

The formation of an Academic Federation between the University and the College of Art (eca), building on long standing collaboration, had previously been approved by Court. This very successful partnership had resulted in a number of joint initiatives, the appointment of the Principal of eca as an Honorary Vice-Principal of this University, and discussions on exploring closer formal arrangements.

The last meeting of the Finance and General Purposes Committee had been informed of recent discussions between senior officers of the two institutions which had resulted in a unanimous joint decision that the Principals should raise with their governing bodies and also jointly approach the Chief Executive of the Scottish Funding Council (SFC), consideration of a formal merger of the two institutions. The Finance and General Purposes Committee had fully endorsed the actions of the Principal and supported the approach noting that the eca Principal had been mandated to proceed with discussions following a meeting of the College Board held on 27 January 2010. Court fully supported the approach to date and welcomed the positive outcome of the meeting with SFC which had been held on 8 February 2010 including the offer of funding to assist in undertaking a due diligence exercise.

Court unanimously agreed to the Principal taking forward detailed discussions with the Edinburgh College of Art regarding a potential future merger and that this should be on the basis of the proposals set out in Annex A, including in particular that related to the establishment of a fourth College. It was noted that there would be significant work involved in taking this matter forward including the requirement to prepare a business case. Court therefore approved the designation of Professor David Fergusson as a Vice-Principal to assist the Principal in this matter, on a part time basis, until the end of this calendar year. It was anticipated that a business case would be available around November 2010.

3 VICE-PRINCIPAL AND ASSISTANT PRINCIPAL

Paper B3

Court approved the extension of Professor Mary Bownes' designation as Vice-Principal, Research Training and Community Relations until the end of the 2012/2013 academic year recognising the continuing importance of this role. Court further approved the designation of Professor Asif Ahmed as Assistant Principal, International Post-Doctoral Training with effect from 1 March 2010 for an initial period of two years.

C SUBSTANTIVE ITEMS

1 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Dr Markland presented the papers previously circulated.

Report from the Central Management Group meeting of 20 January 2010

Paper C1.1

Court noted that since the last meeting of the Finance and General Purposes Committee there had been further discussion regarding the allocation of the funds received from the SFC in respect of the excessive costs incurred to the University by the new Medical School being delivered through PFI arrangements. A further paper would be presented to the next meeting the Finance and General Purposes Committee suggesting that funds initially proposed to be utilised to support the EUCLID project now be used to support the Learning Resources Centre.

The Dignity and Respect Policy, the Disability Equality Scheme 2009, the Social Responsibility and Sustainability Strategy 2010 and supporting Implementation Plan 2010, and the Recycling and Waste Management Policy 2010 were approved by Court. In respect of the Dignity and Respect Policy this was subject to review of the phrase ‘the rights of other persons’.

Report on Other Items

Paper C1.2

Court noted the report on EUCLID and that for each of the approaching critical milestones there would be a thorough review before progression. Court welcomed the paper on the lessons learned from EUCLID and other significant projects and the development of the toolkit which would be utilised in future projects; the complex project ‘Shared Timetabling’ would be the first to pilot this new approach with change management issues tackled prior to the development of new technical processes. The positive position reported on the subsidiary companies was noted and the purchase of student accommodation property at Blackwood Crescent and Causewayside was approved. It was further confirmed that a progress report on the activities of the Pensions’ Working Group would be presented to the next meeting of the Finance and General Purposes Committee.

At its last meeting, Court had endorsed the approach being taken to manage the implications of the Scottish Government’s announcement on future funding of initial teacher training places in respect of students and staff. Confirmation had now been received of the scale of the reduction which equated to around a 25% decrease in the number of places: this implied a reduction to the budget in the School of Education of £1.8m in 2010/2011 compared to the current year. Court recognised the actions which had already been undertaken within the School to identify savings and noted that a significant shortfall remained. There had been open meetings with staff within the School on the financial issues and the approaches being taken to address the matter which included flexible voluntary severance arrangements. The Finance and General Purposes Committee had noted that other measures may be required and was transmitting to Court CMG’s recommendation on the establishment of a Redundancy Committee, recognising the timescale for required internal procedures.

Court considered the information before it including letters from a member of staff in the School of Education and trade union representatives tabled at the meeting, and took cognisance of the continuing actions which would be initiated to identify saving by other means. Court agreed to approve the establishment of a Redundancy Committee in respect of academic staff in accordance with the Commissioners’ Ordinance given the timescales and further agreed that Court would approve the membership of the Committee in this instance by correspondence; two members of Court and two members

nominated by the Senatus Academicus with a Vice-Principal to chair the Committee. It would be for the Redundancy Committee to confirm the final definition of the redundancy pool and the redundancy criteria. It was noted that a skills audit was currently underway within the School. It was further noted that the Central Management Group would require to consider the establishment of a similar Committee in respect of support staff.

2 COMMISSIONERS' ORDINANCE Paper C2

Progress since the December 2009 Court meeting was noted including the continuing dialogue with the Privy Council and the longer than anticipated consultation with the trade unions; Senate had also wished discussion on the draft Ordinance which would now take place at its meeting on the 17 February 2010.

Court endorsed the overall approach and in particular approved the proposed appeal arrangements as set out in 2.2 of the paper subject to the membership of the panel being agreed by Court and for the Panel being able to consult with a lay member of Court.

3 REPORT FROM ESTATES COMMITTEE Paper C3

Court noted the report of the Estates Committee, approved the recommendations contained in the items as set out in the coversheet and noted the continuing progress to take forward the capital programme.

4 REPORT FROM NOMINATIONS COMMITTEE Paper C4

On the recommendations of the Nominations Committee, Court approved the following appointments:

Court Effectiveness Review

Dr Aliotta, Professor Barbour, Ms Stewart, and Professor Smyth to be appointed to this sub group of Court dependant on availability and Mrs Joy Travers to be appointed as external member.

Curators of Patronage

Dr Markland's term of appointment to be extended until the end of the 2010/2011 academic year and Vice-Principal Professor Sir John Savill to be reappointed for a further three years until the end of the 2012/2013 academic year.

Library Committee

Mr George Mackenzie's term of office to be extended until the 31 July 2012 and Vice-Principal Professor Hounsell to be appointed with immediate effect until the 31 July 2012.

D ITEMS FOR FORMAL APPROVAL OR NOTE

1 ACADEMIC REPORT Paper D1

Court noted the report from the Senatus Academicus of its electronic Senate conducted from 26 January to 3 February 2010.

2 RESOLUTIONS Paper D2

Court approved the following Resolutions:

Resolution 1/2010: Amendments to Resolution No. 7/2003 (Structure of Academic Year)

Resolution 2/2010: Foundation of the Gustav Born Chair of Vascular Biology

Resolution 3/2010: Alteration of the title of the Chair of Veterinary Clinical Immunology
 Resolution 4/2010: Alteration of the title of the Chair of Clinical Health Psychology
 Resolution 5/2010: Foundation of a Personal Chair of Vertebrate Molecular Development
 Resolution 6/2010: Foundation of a Personal Chair of Veterinary Immunogenetics
 Resolution 7/2010: Foundation of a Personal Chair of Social Psychology
 Resolution 8/2010: Foundation of a Personal Chair of Neuroanatomy

3 DRAFT RESOLUTION Paper D3

Court approved the following draft Resolution:

Draft Resolution No. 13/2010: Alteration of the Code of Student Discipline

and requested its transmission to the General Council and Senatus Academicus for observations.

4 DONATIONS AND LEGACIES Paper D4

Court was pleased to note the donations and legacies to be notified received by the University of Edinburgh Development Trust between 1 December 2009 and 31 January 2010.

5 UPDATE ON SBS ADMINISTRATION ARRANGEMENTS AND TRUSTEE MEMBERSHIP Paper D5

Court noted the appointment of new providers of investment services and actuarial services to the SBS Trustees and further noted the appointment of Geoffrey Angell and Celia Rye as new SBS Trustees.

6 UNIVERSITY EXPEDITION COMMITTEE Paper D6

Court noted with interest the Annual Report from the Expeditions Committee setting out information on student expeditions undertaken in the summer of 2009.

7 USE OF THE SEAL

A record was made available of all the documents executed on behalf of the Court since its last meeting and sealed with its common seal.

The University of Edinburgh

The University Court

24 May 2010

Court Seminar –22 March 2010

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

Attached are the informal notes of the Court Seminar held on 22 March 2010.

Action requested

Court is invited to note the content of the paper.

Resource implications

None directly.

Risk Assessment

Where applicable, noted in the paper.

Equality and Diversity

None.

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

Dr Katherine Novosel
Head of Court Services
29 March 2010

The University of Edinburgh

The University Court

24 May 2010

Principal's Report

These communications are grouped below into international, UK and Scottish developments, followed by details of University news and events:

International**Collaborative meetings with Indian institutions**

Vice-Principal Professor Hillier visited India in March 2010 to progress collaborative arrangements between the University and partner institutions in New Delhi, Bangalore and Mumbai.

Developing links in Global Health with Yale

Vice-Principal Professor Hillier and Professor Sue Welburn, Director of the Global Health Academy, visited Yale University 28-31 March 2010 to explore potential synergies between the Edinburgh and Yale global health programmes as well as tripartite links with Uganda. In addition to meeting staff in the School of Public Health and Faculty of Medicine, Professor Hillier undertook more general meetings with the University's Vice President & Secretary and with the Director for International Affairs.

South Africa

Vice-Principal Professor Hillier attended the Association for Commonwealth Universities Conference in Cape Town 25-27 April 2010 which focused on the Millennium Development Goals. During the course of his visit, he also met with colleagues at the Universities of Cape Town and Zwazulu Natal, Durban.

Princess Dashkova Centre

The new Princess Dashkova Russian Centre opened on 19 April 2010 providing a base for Russian research. The Centre, situated in Buccleuch Place, is the best equipped Russian study centre in the UK. Reflecting the University's leading expertise in Russian language, it will house a library of Russian books, as well as other resources including access to Russian databases and television. The Centre is named after Princess Ekaterina Dashkova, one of the leading figures of the Russian enlightenment, who lived in Edinburgh from 1776 to 1782 while her son attended the University.

U21

The University Secretary and the University's Programme Manager in India, Ms. Amrita Sadarangani attended the annual general meeting of Universitas21 held in Delhi from 28-30 April, and participated in an associated colloquium on relations between universities and government in developed and developing countries. The AGM agreed new strategies and targets for student mobility across the network, a strengthened approach to collaboration on teaching and learning, and an updated vision for the network with associated reprioritisation of its activities. Further details will be provided to the Court once formal communication of the outcome is received from U21.

Recent International Travel

As a guest of Hanban and the Confucius Institute of Scotland I made a visit to the opening ceremony of Expo 2010 in Shanghai and to East China Normal University at the end of April.

UK

Election result

The Court will be well aware that the University's alumnus and former Rector, the Right Honorable Gordon Brown MP, has now demitted office as Prime Minister after thirteen years of dedicated public service in government. At the time of writing there is scant detail on the new UK coalition government's policies in relation to higher education and research, but the coalition agreement indicates an intention to legislate in order to devolve further powers in line with the Calman Commission recommendations. The Westminster departmental structure appears to remain largely as it was under the previous administration. Conservative MP David Willetts has been appointed Minister of State (Universities and Science) under Dr Vince Cable the Secretary of State for Business, Innovation and Skills.

Election of local MPs

Four of the five Edinburgh MPs elected on 6 May are graduates of the University they are:

Edinburgh West - Michael Crockart (LD)

Edinburgh North and Leith - Mark Lazarowicz (Lab)

Edinburgh South - Ian Murray (Lab)

Edinburgh East - Sheila Gilmore (Lab)

The MP for Edinburgh South West remains the Rt Hon Alastair Darling (Lab) and David Hamilton (Lab) retains his seat for the Midlothian constituency.

Independent Fees Review

Court will recall that at the December meeting I outlined that an independent review of higher education and student finance, the Browne Review, had been instigated. Work on this is progressing and both Russell Group and Universities UK have submitted evidence to the Review. Although the Review is concerned with funding of Higher Education in England it is of obvious interest to Scotland and the University will need to give some thought to its position as the debate over fees is likely to intensify in the coming months. The Review is expected to report by the autumn 2010 but any changes are unlikely to take effect before the academic year 2011/12.

Scotland

SFC General Fund and Horizon Funding notification of Grant 2010/2011

On 23 March the Scottish Funding Council announced details of the main grant for both the General Fund and the Horizon Fund for 2010/2011. Total funding of £1,123M has been allocated including £83.2M for capital funding. SFC states that its overall investment for 2010/11, which includes ring-fenced funds and funds still to be allocated, has been increased by 1.4% on 2009/10.

With regard to FY 2011/12 SFC has stated that it has no planning figure and "it is not possible to predict what future funding levels will be for the next spending review period". In this context SFC has assumed that the budget will remain flat but may need to make adjustments following the General Election.

Overall Edinburgh fared well with an increase (including assumed fees) in GFU funding of 2.2%, compared with sector average increase of 0.9%. This compares favourably with our English Russell Group competitors as only 6 of these Institutions (UCL, Oxford, Warwick, Nottingham, Cambridge and Sheffield) saw cash terms increases. It is worth noting that even the largest cash increase of 1.7%, received by UCL, is lower than Edinburgh's and is a reduction in real terms.

Some grant lines remain unallocated and SFC are now consulting on one of these, Knowledge exchange: funding from the Horizon Fund.

Edinburgh College of Art

Court will be aware that the University continues talks with eca over a possible merger between our two organisations. Staff views are being sought through an open forum, more formal consultation process with those directly involved and a general invitation seeking written comments. The work of the Joint Programme Board, through the various working and steering groups, is progressing well and I am in close contact with the SFC over the proposals. If there is support for the merger the earliest possible date for a merger would be 1 August 2011.

Pension negotiations

The formal consultation process for changes to the Staff Benefits Scheme is currently underway. This is a difficult but necessary process and is being handled with due care by all those involved.

University News

Edinburgh International Science Festival 3-17 April 2010 - the University hosted a number of events including a three-robot football team, created by the School of Informatics which launched this year's festival and talks and demonstrations by a given by Professor Sergio Della Sala, Professor Ian Deary, Professor Colin Pulham and Professor Sir Ian Wilmot.

The Prince Alwaleed Bin Talal Centre for the Study of Islam in the Contemporary World was opened on the 17 March 2010 by HRH Prince Alwaleed of Saudi Arabia. The Centre has been set up with funding from the Alwaleed Bin Talal Foundation and aims to foster deeper understanding between the Muslim world and the West. Prince Alwaleed also received an Honorary Degree conferred by the Chancellor, HRH The Prince Philip Duke of Edinburgh, at a ceremony held in the Signet Library.

Second EUSA Teaching excellence awards - in total 3,262 nominations were submitted with 420 academic staff, 155 courses and 55 departments being nominated for awards. 13 awards were presented in total at a ceremony held on the 24 March 2010 including the best department, best course and overall high performer.

Vet School - STV viewers have had a glimpse of life behind the scenes at the Royal (Dick) School of Veterinary Studies. A five-part documentary style series has been screened weekly since 13 April 2010 showing vets at work in the School's Hospital for Small Animals, Equine Hospital and Farm Animal Practice.

Edinburgh Symphony - the score of a musical tribute to the city of Edinburgh written by acclaimed Dutch-German composer, Julius Röntgen has been discovered by music lecturer Richard Witts. To celebrate the discovery excerpts from the Edinburgh Symphony were played for the first time in 80 years in the Main Library's Exhibition Room on 11 March 2010.

ERI - the University continues to have an enormous impact on the Scottish and UK economies by continuing to develop new business initiatives. Edinburgh Research and Innovation (ERI) celebrated its 40th anniversary last year and in the last financial year, a total of 26 companies were created through the University. This is the highest number of companies formed in one year by a Scottish university. In a visit to the University's Informatics forum in the middle of March, Mr Russell, the then Scottish Cabinet Secretary for Education and Lifelong Learning, learned about the work of the Edinburgh Pre-Incubator

Scheme (EPIS), which provides vital support for graduates with business ideas and has now formed its 50th company.

Research in the news:

- Low-cost DNA test – a method for pinpointing variations at critical points along the DNA chain has been developed by researchers in the School of Chemistry obtained from a sample of saliva.
- Brain study offers insight into causes of autism – research into Fragile X Syndrome may help in taking forward further research and development of treatment for autism.
- Research at the University's Centre for Cardiovascular Science suggests that stress increases the risk of memory loss and cognitive decline among older people with type-2 diabetes.
- Research funded by the Biotechnology and Biological Sciences Research Council (BBSRC) has demonstrated the importance of the key hormone vasopressin in helping animals to recognise others by their smell and may offer clues about the way people make emotional connections with others through smell and deepen our understanding of the role scent plays in memory.
- A collaborative study by computer scientists at the Universities of Edinburgh and Stanford has identified the most common speech recognition errors made by automated phone systems and will help in the development of better systems that will be simpler and more efficient for people to use.
- A study at the Roslin Institute at the University of Edinburgh has determined why some birds appear half female and half male and has opened up a new avenue for understanding sexual development in birds. The researchers identified differences between male and female cells that control the development of sexual traits and have named the phenomenon, cell autonomous sex identity (CASI).
- Scientists working at the Centre for Cognitive Ageing and Cognitive Epidemiology (CCACE) have discovered three genes that could shed light on the genetic causes of blood-clotting disorders such as thrombosis and some types of stroke.
- Removing hazardous industrial waste could become safer and more efficient following research undertaken at the School of Engineering. The Self-sustaining Treatment for Active Remediation (STAR) method safely removes toxic chemicals left behind in soil and groundwater leaving the original soil or groundwater behind.
- Researchers funded by EaStCHEM, the Scottish Universities Physics Alliance and the Engineering and Physical Sciences Research Council have developed tiny probes comprising gold-coated particles that can be inserted into cells and enable diseases to be detected and monitored remotely using light from a laser.
- Researchers at Roslin Institute have identified a group of proteins which they have named ovodefensins in egg whites which have properties that could be utilised to combat bacteria such as E-coli in poultry and may have wider applications as antibiotics in treating humans.
- Researchers from the Centre for African Studies have found that livelihoods may be put at risk if African farmland is turned over to growing crops for biofuel. African

farmers risk being forced from their lands by investors or government projects as global demand for biofuels encourages changes in crop cultivation.

- Research carried out in the School of GeoSciences in collaboration with the US National Centre for Atmospheric Research and funded by the Natural Environment Research Council and Forest Research has demonstrated that plants remain an effective way of tackling global warming despite emitting small amounts of an important greenhouse gas.
- Researchers, funded by Arthritis Research UK and Paget Association UK have discovered three genes linked to the development of Paget's disease, a painful bone condition that affects up to one million people in the UK; this could lead to the development of a screening test to identify those most at risk, and improve access to preventative treatment.

External Recognition:

- Dr Sharon Hannah, a senior laboratory manager at the University of Edinburgh's Queen's Medical Research Institute, is the only person in Scotland and one of 10 people in the UK to receive the Royal Society Huxsbee Award which recognises unsung heroes in the scientific field; the honour is named after Francis Huxsbee who was Isaac Newton's laboratory assistant at the Royal Society.
- Professor Candace Currie who holds the Chair of Child and Adolescent Health has been named a "Woman of Influence" by a leading children's charity. She was one of 10 women to receive an Action for Children Scotland Woman of Influence Award, commemorating the tenth anniversary of the charity's annual prize.
- Nine University academics have been elected Royal Society of Edinburgh (RSE) Fellows: Professor Michael Fourman, Professor Iain Gordon, Professor Christopher Hall, Professor David Leach, Emeritus Professor Edgar Peltenburg, Professor Jack Satsangi, Professor Paul Sharp, Professor Richard Sharpe, and Professor Steve Yearley.

The University of Edinburgh

University Court

24 May 2010

B2

Principal's Communications: Appointment of University Secretary

Court will be aware that the University Secretary is to retire in the late summer of 2010. In order to ensure a reasonable handover period the recruitment process has progressed quickly and I am pleased to provide this update.

Recruitment consultants Odgers Berndston were appointed to undertake a search for a suitable candidate and assist throughout the recruitment process.

A total of 26 applications were received and the panel agreed a long list of nine candidates. Six candidates were short listed for interview and after one withdrew five were interviewed on 7 May 2010.

The interview panel consisted of:

Professor Sir Timothy O'Shea, Principal and Vice-Chancellor (Convenor)

Professor Sir John Savill, Vice-Principal and Head of the College of Medicine and Veterinary Medicine

Dr John Markland, Convenor of the Court Remuneration Committee

Professor Sir Drummond Bone, formerly President UUK & Vice-Chancellor University of Liverpool

Professor April McMahon, Vice-Principal Planning, Resources and Research Policy

Mr Young Dawkins, Vice-Principal Development

Professor Mary Bownes, Vice-Principal Widening Participation, Recruitment and Community Relations

Professor Ian Howard, Honorary Vice-Principal and Principal of the Edinburgh College of Art

Mr Thomas Graham, President of Edinburgh University Student's Association

Ms Sheila Gupta, Director of Human Resources

Candidates were asked to provide a short presentation on "What impact could you make in your first twelve months and what impact will you have made after five years at the University of Edinburgh". The candidates were given the opportunity to meet Directors from Student and Academic Services Group and three College Registrars before their interview.

The panel made a unanimous decision to offer the position of University Secretary to Dr Kim Waldron. Dr Waldron is currently Secretary of Colgate University New York.

Dr Waldron joined Colgate as Assistant Professor of Geology in July 1992. She was Interim Secretary of Colgate for a short period and has been Secretary since 2003. She has a PhD in Geology from Yale and spent time at the University of Edinburgh as a Postdoctoral Research Fellow in 1990-1992.

I should be grateful for Court's approval of the above proposal.

TMMO'S

18 May 2010

The University of Edinburgh

The University Court

24 May 2010

Honorary Assistant Principal

Court will be aware that Professor Crawford's current designation of Assistant Principal for the Public Understanding of Medicine has been very successful. Professor Crawford is retiring in September 2010 and in recognition of the great value placed on the excellent work she has been undertaking, I wish to recommend that she be appointed an Honorary Assistant Principal until the 31 August 2011. Any additional costs would be met from within existing budgets.

I should be grateful for Court's approval of the above proposal.

TMMO'S
May 2010

The University of Edinburgh

The University Court

24 May 2010

**Report of the Finance and General Purposes Committee
(Comments on the Report of the Central Management Group's meetings of 17 March
and 21 April 2010)**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper comprises the Report to the Finance and General Purposes Committee at its meeting on 10 May 2010 from the Central Management Group of its meetings of 17 March and 21 April 2010. Comments made by the F&GP Committee are incorporated in boxes within the report at relevant points.

Action requested

The Court is invited to approve the recommendations as set out in items 8 and 9 of the meeting held on 17 March 2010 and items 4 and 5 of the meeting held on 21 April 2010 and to note the remaining items with comments as it considers appropriate particularly item 2 of the meeting held on 21 April 2010.

Resource implications

As outlined in the paper.

Risk Assessment

As outlined in the paper.

Equality and Diversity

As outlined where appropriate in the paper.

Freedom of information

Can this paper be included in open business? Yes except for those items marked closed.

Originators of the paper

Dr Alexis Cornish
Dr Katherine Novosel
17 May 2010

Central Management Group meeting

17 March 2010

1 ACADEMIC AND FINANCIAL PLANNING ISSUES FOR THE SCHOOL OF EDUCATION

CMG noted that it had previously received information at its meetings on 18 November 2009 and 20 January 2010 regarding the implications for the School of Education of the Scottish Government's decision to reduce the number of Initial Teacher Education (ITE) students it would fund in 2010/2011 and the estimated reduction in the recurrent budget for the School. As a result, Court at its meeting on 15 February 2010 on the recommendation of CMG had approved the establishment of a Redundancy Committee for academic staff and noted that it would be for CMG to take forward arrangements to manage reductions in support staff.

CMG approved the recommendation of the ITE Planning Group based on the business case justifications contained in this and previous papers to CMG to establish a Redundancy Committee for support staff. It further agreed to delegate authority to the Redundancy Committee to define criteria, if necessary, of individuals selected for redundancy to achieve reductions in support staff expenditure in the School of Education as set out in a) to c) in the paper.

The on-going work to identify recurrent savings was noted and the discussions with staff and trade unions. CMG further noted the position on the availability of transitional funding from the SFC and that bids had been submitted to access these resources under curriculum for excellence.

2 INTERNATIONALISATION STRATEGY: UPDATE (Appendix 1)

The significant progress in taking forward the Internationalisation Strategic Plan was welcomed by the Group and the production of the Edinburgh Global Annual Report 2009 setting out achievements during the year. The launch of the web-site and the Global Academies were particularly commended.

3 REPORT OF STAFF COMMITTEE (Appendix 2)

CMG noted the continuing work of the Staff Committee and in particular the good practice being promoted in respect of Saturday and out of hours evening working. The data on absence levels and staff turnover which compared favourably with sector averages was welcomed.

4 REPORT OF SPACE MANAGEMENT GROUP

The recommendations in respect of the introduction of a second cut off date for the room booking process, the shortening of the booking request period by one week and the inclusion of CMVM rooms into the booking system for 2010/2011 were approved. CMG further supported and approved the NPRAS rates associated with projects that had started on site and those that had not in respect of the rates agreed in June 2007.

5 FEES STRATEGY GROUP

CMG approved the increase for standard fee rates for undergraduate, postgraduate taught and postgraduate research for 2011/2012 for those fees not set by the Scottish Government. It welcomed the introduction of a new fee spine point 0 between the standard postgraduate taught fee rate and fee spine point 1 and that as many new programmes as possible were being placed on a fee spine point.

CMG further approved the non-standard fee rates for 2010/2011 and 2011/2012 and noted that following the meeting it had now been agreed that fees for the new Professional Doctorate in Psychotherapy and Counselling could be placed on the fee spine rather than being on non-standard fee; CMG approved the proposed fee structure for this Doctorate programme. The Registry fees for 2011/2012 for matriculation/re-examination, annual continuation fees and postgraduate examination and re-submission fees were approved; uplifts were in line with the previously agreed policy.

6 EDMARC REPORT (Appendix 3)

This first report from the Equal and Diversity Monitoring and Research Committee (formerly EOTAG) setting out an analyses of student and staff data was welcomed by CMG. The Group in particular noted with interest the detailed breakdown information of student data at School and College and the information on the proportion of women in Senior Lecturer and Professor posts at Edinburgh compared to other Russell Group Institutions; women remained under-represented in higher-grade academic posts and CMG welcomed that EDMARC would be looking at this issue in more depth.

The Committee further noted the interesting data contained within the EDMARC report particularly the comparative information on the proportion of female Professors.

7 DATA SECURITY AND MOBILE WORKING: UPDATE

CMG noted the report and the actions being taken to mitigate the risks associated with all aspects of increased mobile working by students and staff.

8 COMPUTING REGULATIONS (Appendix 4)

CMG endorsed the Computing Regulations and recommended their adoption to Court.

The Finance and General Purposes Committee endorsed the proposals and commended approval to Court.

9 CLIMATE ACTION PLAN FROM SUSTAINABILITY & ENVIRONMENTAL ADVISORY GROUP (SEAG) (Appendix 5)

CMG was supportive of the sustainability agenda and reducing the University's carbon footprint and endorsed the Action Plan for onward consideration and formal adoption by Court.

The Finance and General Purposes Committee endorsed the proposals and commended approval to Court.

Central Management Group meeting

21 April 2010

1 FULL ECONOMIC COSTING GROUP – TERMS OF REFERENCE (Appendix 6)

CMG approved the terms of reference for the fEC Group noting that it would report to both CMG and the Finance and General Purposes Committee as appropriate. There was also discussion on the Research Policy Group and it was agreed that in the future, minutes from this Group would be routinely circulated to the Heads of Support Groups.

2 UPDATE ON ACADEMIC & FINANCIAL PLANNING ISSUES FOR THE SCHOOL OF EDUCATION (Appendix 7)

CMG welcomed the substantial progress towards identifying the required savings in recurrent expenditure within the School of Education and that, should all anticipated voluntary severance packages be successfully completed, the initial required savings would have been achieved by voluntary means: neither the Court nor the CMG appointed Redundancy Committees established respectively for academic and support staff had met. It was noted that reductions in expenditure on academic staff had been the major factor in achieving the required savings.

The ITE Planning Group now proposed separate approaches to the way forward in respect of academic and support staff. CMG endorsed the proposal that the remaining staff in the academic redundancy pool should be informed as soon as possible in the week beginning 26 April 2010 that the required savings were close to being secured, but until legally binding VS/ER agreements had been completed, it was not yet possible to lift the threat of redundancy. The Court appointed Redundancy Committee would remain in place until it was clear that the required savings had been achieved, with the expectation that in the near future it would be possible to recommend to Court that this Committee should stand down.

In respect of support staff, the ITE Planning Group had identified a number of issues which warranted further reductions in support staff posts within the School. It was proposed that a new but related five month consultation period to seek to avoid the need for compulsory redundancy of support staff should commence on the 1 May 2010. CMG endorsed this proposal, approved the circulation of this CMG paper to all staff within the School of Education and union colleagues and asked that a further paper be prepared to provide more detailed information on the rationale for the new consultation which reflected the discussions at this meeting. It further agreed that support staff within the School be notified of their position on or before the 26 April 2010 and that work continue to achieve the required reductions in posts through redeployment and voluntary means.

The current position in respect of achieving the required savings in the School of Education was noted, that the new Head of School would be taking up her post in June 2010 and that future plans for the structure of the School were being progressed.

3 QUARTERLY HEALTH AND SAFETY REPORT FOR JAN-MAR 2010 (Appendix 8)

CMG noted the report and in particular that submissions had been made to Scotland's Healthy Working Lives (SHWL) Award Scheme.

**4 MUSEUM AND GALLERIES COLLECTIONS POLICIES DOCUMENT
2010/2015 (Appendix 9)**

CMG endorsed the Policies Document 2010-2015 for onward transmission to Court for formal approval.

The Finance and General Purposes Committee endorsed the proposals and commended approval to Court.
--

**5 LAIGH YEAR REGULATIONS FOR EUSA/SPORTS UNION OFFICE
BEARERS**

It was noted that sabbatical office-bearers of EUSA and the Sports Union were funded through a payment termed the Laigh Year payment calculated using a formula linked to the Arts and Humanities Research Board grant rates and to which was added a further element equating to 25% of this payment intended to cover sabbaticals' expenses: recipients could be required to provide evidence of expenditure against this sum. It was the view that the total payment made to office bearers was necessary to allow them to fulfil the professional expectations of their roles and that the Laigh Year Regulations should therefore be amended so that the formula for calculating the Laigh Year payments included the 25% enhancement for expenses as a core element rather than it being additional.

CMG endorsed the proposed changes to the Laigh Year Regulations and recommend approval to Senate and Court.

The Finance and General Purposes Committee endorsed the proposals and commended approval to Court.
--

6 “E-MAIL FOR LIFE”

The arrangements being taken forward to provide alumni of the University with an email address linked to the University were welcomed and fully supported by CMG; the cost of this provision would be met from within Development and Alumni's existing budgets.

Internationalisation Update

Report to Central Management Group 17 March 2010

The University's innovative internationalisation strategy, Edinburgh Global (www.ed.ac.uk/edinburgh-global), provides a roadmap towards becoming 'a place of first choice in the minds of the world'. **Edinburgh Global Annual Report 2009** surveys the achievements of the past year.

The strategy impacts four global themes:

(1) *Communications*

Ensuring a broad international understanding of what Edinburgh stands for, **Information Services, Communications & Marketing, Development & Alumni**, the **International Office** and the wider community were all involved in launching the **Edinburgh Global web-site** (www.ed.ac.uk/edinburgh-global) - an international gateway to the University.

(2) *Supporting Staff and Students*

Edinburgh University Students' Association (EUSA) engaged enthusiastically, integrating international and domestic students through buddy/hospitality schemes and a cultural **Global Horizons** Festival. EUSA also contributed to sustained improvements in the international student experience including immigration issues, academic/language support, orientation, housing and financial issues. **The Scholarships Office** attracted quality international students to study in Edinburgh by offering new Edinburgh Global Scholarships, a prestigious **Desmond Tutu Scholarship** and **Julius Nyerere Scholarships**. Student Exchange Ambassadors were appointed to encourage **student mobility**. The **Careers Service** provided bespoke international events, e.g. 'Virtual China Careers Fair', and 'Working in the UK for International Students' sessions. Centrally co-ordinated induction events for international students and staff were also implemented. We endeavour to develop a strong international focus and awareness in all our students and staff. **Human Resources** developed **Performance and Development Review Guidance** and an **Equality & Diversity web site**, which now consider international staff needs.

(3) *Collaboration*

Global research produces global solutions. Focus is on strategic partnering with a limited number of institutions in targeted countries to tackle major themes. Strategic activity centred on further development of the Beijing **China Office** and the planning of a new **India Office** in Mumbai. Such national offices serve as institutional 'embassies' to promote the University's standing with local HEIs and government bodies by developing research/educational links and opportunity awareness. The **Confucius Institute for Scotland at the University of Edinburgh** promotes educational, economic, and cultural ties between Scotland and China. For the last 3 years it has received an **Award of Excellence from Hanban, the Chinese Ministry of Education**, a record no other Institute in the world has attained.

(4) *Dissemination*

Edinburgh Research and Innovation spearheads the building of international research partnerships, the use of intellectual property worldwide and identification of

funds for networking, workshops and collaborative research. International Research Funding workshops were held for India, China, Europe and the USA and a dedicated funding knowledge base established.

Finally, the innovative concept of **Global Academies** was introduced and a Global Health Academy (www.globalhealthacademy.ed.ac.uk/) launched – including increasingly popular distance learning masters programmes – providing interdisciplinary support for the creation, dissemination and translation of health knowledge across a global community of health practitioners, trainers, researchers and policy makers. The overall vision is a sustainable worldwide outreach policy, fully integrated into the institutional plan that genuinely benefits global development and wellbeing.

Continued endeavour in our internationalisation learning curve should deliver further rewards to the University and wider global society.

Professor Stephen Hillier, VP International
5 March 2010

Report from Staff Committee

17th March 2010

Introduction

1 This paper summarises the key issues discussed and decisions reached at the meeting of Staff Committee held on 2nd December 2009.

Matters Arising

Moving Forward in Addressing Leadership Challenges and Associated Development Needs

2 The Committee were advised that a survey of Russell Group institutions had established that institutions were providing a breadth of provision that covered the enhancement of management skills and the ability to lead cultural change.

Performance Review for Professors

3 The Committee were advised that the College of Humanities and Social Science Planning and Resource Committee had approved the proposal to introduce annual reports for professorial staff to support the College's strategic aims under its Quality People goals.

Reward and Recognition of Teaching

4 Ms Gupta advised the Committee that she would engage in consultations with the three Colleges and would bring a paper to a future meeting of Staff Committee with proposals regarding the recognition of teaching. Any changes to the present criteria would have to be endorsed by the Central Academic Promotions Committee before they could be implemented.

Workforce Performance Indicators

5 It was reported that higher education institutions in the United States (US) had adopted quite sophisticated approaches to human capital management and it was proposed that further research be undertaken to look at models of good practice from the US to see if they could inform business planning at the University of Edinburgh. Ms Lowry recommended the PwC model, Saratoga, as an excellent basis for benchmarking relevant HR data as well.

Draft Quality People Development Plan

6 The Committee were advised that the new Equality and Diversity website was now live and feedback so far had been very positive.

Any Other Business: Nursery Provision at CSE

7 Mr Paul and Professor Brown informed the Committee that they had started the process of bringing an external provider on site to see if this would suit the needs of the College.

Main Agenda Items

Partnership Working: Experiences from HBOS

8 Ms Dorothy Lowry gave an excellent presentation on how Partnership Working had been introduced at HBOS. In the presentation, Ms Lowry covered the rationale for its introduction, the benefits to the employer and the practical impact of working in partnership with trade unions and its contribution to the performance of the business.

Commissioners Ordinances

9 Mr Cornish gave an update on the Commissioners Ordinances. It was agreed that any further development would be reported to the Committee for discussion and approval.

Working on Saturdays

10 Professor Waterhouse introduced the discussion on the topic of Saturday working. She explained that it was recognised there were events held by the University that involved the need for staff to work on Saturdays. Professor Waterhouse went on to state that whilst there was no unwillingness on the part of staff to do this work, there was a wish for recognition that this could prove arduous for some members of staff who are called on for these events more often than others. The Committee felt that such work should not be taken for granted and supported the need to ensure that the burden for carrying out such work was shared in an equitable way. Professor Waterhouse invited comments and suggestions from the Committee.

11 A discussion followed in which the following points were made:

- that there were not only events on Saturdays, but also after hours in evenings as well, and all such work should be considered in terms of sharing the associated load and responsibilities in a fair and equitable way. It was noted that the need for working variable hours fell on professional services staff as well as academic colleagues;
- that such patterns of working were well established in certain areas of the University including Information Services and Corporate Services, who had good systems in place to manage such patterns of working;
- the need to be clear in setting the expectations of a role which provides clarity at the outset that the requirement to work variable hours at certain times was a feature of the role;
- the importance of adopting the much greater flexibility that had been achieved through pay modernisation and communicate this information more widely to staff.

- that often staff just want a public ‘thank you’ in recognition for their work and that recognition is much more effective when expressed at the local level.
- to ensure a fair distribution of work by managers.

Equality and Diversity:

Dignity and Respect Framework

12 Ms Fraser introduced this paper and explained that further to an earlier discussion by Staff Committee, a commitment had been made to the University Court to develop a framework of policy, procedure and guidance to support and promote a culture of dignity and respect in the University community.

13 Ms Fraser explained that the framework would be a web-based resource comprising:

- A Dignity and Respect Policy
- A Dignity and Respect Procedure for raising and resolving issues
- Supporting processes, services and information
- Monitoring and review processes.

14 A detailed discussion followed in which it was agreed that there was a strong need to raise awareness amongst managers with respect to the responsibilities that fell to them to deal with issues of harassment and bullying and how to create and foster a supportive working environment.

15 The discussion went on to focus on the importance of addressing any instances where unacceptable e-mails were sent by staff and the impact that this can have on culture and morale. The Induction process was seen as an important vehicle for setting the right expectations from new staff. Ms Lowry explained that at HBOS a Code of Conduct had been introduced to deal with e-mail communications.

16 The discussion concluded by recognising the important opportunity presented by this new Policy framework to address unacceptable behaviour by staff and students; consideration of a dissemination strategy and the need for clarity by line managers in setting the expectations of acceptable conduct and behaviour in the workplace.

Open Recruitment Paper

17 Ms Fraser introduced a brief paper on the topic of ‘Open Recruitment’, the context of which was summarised as the need to ensure that there was equity in terms of access to roles within the University that might be seen as offering career development opportunities to staff.

18 The Committee considered the principles proposed in the paper and recommended that the most important vehicle for ensuring that staff had fair and equal access to career opportunities was through the effective implementation of Performance and Development Review. The Talent Register was also seen as an important new addition to facilitating career changes and opportunities for staff across the University.

Disability Equality Scheme

19 Ms Fraser introduced the paper on this topic and focused on the statutory duties that fell upon the University to publish a Disability Equality Scheme, the desire to ensure that there was no stigmatisation embedded in University policies and activities and the active involvement of disabled staff in developing the Scheme.

20 Whilst work was still at an early stage, the main areas of activity could be summarised as:

- Accessible information on supporting disabled staff which raises awareness of staff and managers and helps to simplify and routinise making adjustments;
- Continuing to develop support and support processes for disabled staff;
- Continuing to raise awareness generally on disability issues;
- Reviewing recruitment processes to develop ease of access by disabled people.

21 The Committee welcomed the update and commended the approach being adopted.

HR Performance Indicators 2009

22 Ms Gupta introduced this paper which provided an analysis of UK level benchmark data related to a standard set of HR Performance Indicators and considered the implications of these measures in relation to the University of Edinburgh.

23 This paper was the fifth in this series of reports on HR performance indicators and afforded the opportunity to see if there were any traits or themes that the University should consider over the next few years to inform its people management strategies based on the trends highlighted in the data. These exercises are by their very nature longer term in focus, but they still warrant consideration when looking at shorter term issues like staffing levels, because they can inform the shape and composition of organisational HR structures, the capabilities required from the HR function and, from an organisational perspective, the level of investment necessary in areas such as training and development across the business to support the University's strategic priorities.

24 It should be stated that an examination of current staffing levels will not always mean more staff, but may indicate a need to change the balance of skills and capabilities that exist within the present structures. To this extent, a skills audit of the HR function may be useful and should be applied when determining whether the current HR structures and capabilities best meet the needs of the business.

25 Following recent feedback from our key stakeholders, it is planned to conduct a review of present structures, roles, responsibilities and capabilities to ensure that the HR function can best meet the strategic goals of the University. An HR Away Day in November this year concluded that such an exercise would be valuable if we were to provide a highly responsive and business-oriented service that would deliver the people management strategies contained in our Strategic Plan under the Quality People Enabler. Indeed, the University's Quality People Plan identifies the need to review HR structures as a key objective based on stakeholder feedback.

26 In terms of how Edinburgh compares to the sector, the tables illustrate that staffing levels for HR are not excessive, falling below the HE sector average for all three measures reported.

27 It is very encouraging that the costs of HR staff at Edinburgh per employee at £335 compares very favourably with the sector median of £446 and the sector average of £457 and that the slight changes in the balance over the past year to more professional staff has still maintained an affordable model of staffing. It is important for the University to assure itself that HR represents good value for money and also adds value to the management of the University.

Training and Development

28 Based on the strategic priority at Edinburgh to invest in the development of its staff as reflected under the 'Quality People' Enabler in the Strategic Plan, where it states that the University's aim is: "To equip staff to realise their full potential as direct contributors to the success of the University, with a clear objective to recruit, reward, develop and retain high-performing staff"¹, the Committee considered how the University was addressing this issue.

29 An integral part of evaluating the University's development activities is to be clear about how the University is determining them. Wolff (2006) identified five main aims:

- Aligning employee capabilities with business goals;
- The improvement of the people management skills of managers;
- The need to recognise and comply with regulations;
- The ability to align people to roles according to their skills and capabilities;
- The ability to succession plan effectively.

30 The Committee agreed that there was considerable synergy between these approaches and the strategies adopted by Edinburgh: with a clear strategic target to embed performance and development review to align individual and organisational goals; a breadth of leadership development provision designed for staff at all levels of management underpinned by the concept of succession planning and the adoption of competence-based recruitment to match individual capabilities to roles.

Absence and Staff Turnover

31 The data on the length of absence periods, reveals that the length of absence for both managerial and operations staff at Edinburgh have fallen since last year from: 6.57 days to 4.8 days and 5.41 days to 4.8 days respectively. These statistics compare favourably with an HE average of 5.8 and 4.9 days for the same staff categories. Interestingly, closer and more regular monitoring of absence statistics across the whole University by the Pandemic Flu Executive Group, has revealed that even in periods where the University could expect to see an upsurge in absence levels because of the incidence of, for example, Swine Flu, these have remained stable with previous years and have not indicated significant fluctuations.

¹ University of Edinburgh Strategic Plan 2008-2012 (2008),
http://www.planning.ed.ac.uk/Strategic_Planning/SP2008-12/StrategicPlan.pdf

Staff turnover

32 Staff turnover at Edinburgh is lower than the industry average in all the categories in the report and has reduced since last year. This trend may be explained in part by the economic downturn, making it harder for people to secure job opportunities elsewhere and because Universities are seen as safe employers in terms of job security. The figures for Edinburgh are low and will need to be monitored in order to ensure that we continue to have the right breadth of skills and capabilities within the workforce to meet our current and future requirements. To this extent, the issue of sound processes for identifying and meeting the development needs of the workforce and assuring ourselves that such investment is having a positive impact on the performance of staff and the success of business areas will continue to be critical when finances are tight and competition is increasingly tough.

For Report

Financial Briefing for the Trade Unions

33 Ms Gupta informed the Committee that a financial briefing for the Trade Unions has taken place and the Unions report that they find it both helpful and informative.

Update on Voluntary Severance / Early Retirement

34 Ms Gupta updated the Committee on the VS/ER situation.

EQUALITY AND DIVERSITY MONITORING AND RESEARCH COMMITTEE (EDMARC)

Executive Summary: Student and Staff report

1. Introduction

The first 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. In addition to the analysis of 2008/09 intakes to the University and comparison with other institutions, the spotlight this year focuses on a detailed breakdown of entrants at school level.

This summary identifies the main points from the full reports. The full staff and student reports can be obtained from the following weblink, <http://www.planning.ed.ac.uk/edin/MI/EDMARC200809.htm> or by contacting Andrew Quickfall in Governance and Strategic Planning, telephone: 0131 651 4104 or email: Andrew.Quickfall@ed.ac.uk.

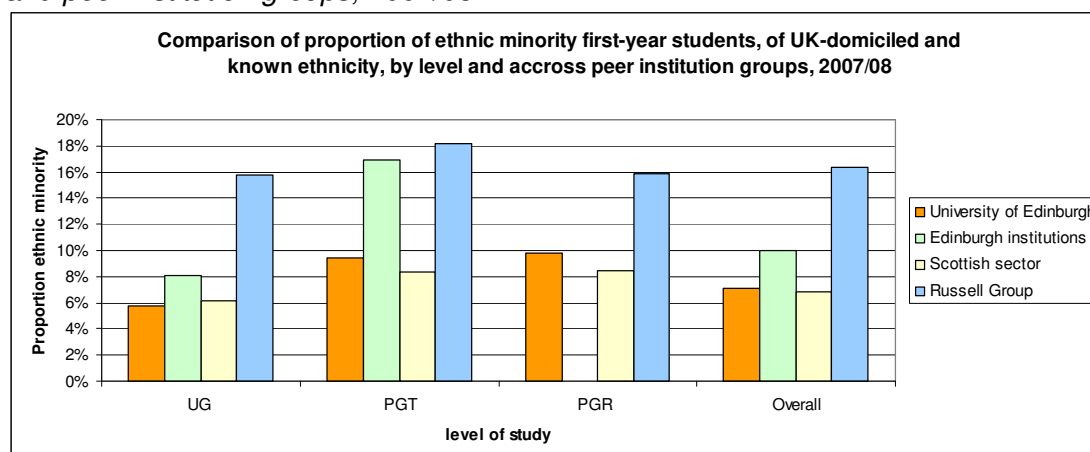
2. Students

2.1 Undergraduate

Intakes of female students remain consistent across the last ten years, although there are clear and persistent gender differences between the colleges. The proportion of undergraduate entrants in 2008/09 with a disability was 7.2%. There has been minor fluctuation over the last 10 years and these figures will be monitored by EDMARC in the future.

The overall proportion of UK-domiciled ethnic minority entrants to the University of Edinburgh continues to rise from 3.5% in 1999/00 to 6.4% in 2008/09. A breakdown of the figures by college reveals a convergence of the proportion of ethnic minority entrants in the colleges, with the College of Science and Engineering showing an increase over the last two years but the College of Medicine and Veterinary Medicine showing a decrease. Monitoring of the pace and extent of change over time will be undertaken by EDMARC in the future. A comparison of first-year students with peer institutions can be seen in figure 1. The University of Edinburgh has comparable proportions of UK-domiciled ethnic minority undergraduate students to other Scottish and Edinburgh-based institutions.

Figure 1: comparison of UK-domiciled first-year students at University of Edinburgh and peer institution groups, 2007/08



Achievement figures for undergraduates show that females are still more likely to receive a 1st or 2.1 degree, although the gap between males and females has reduced from 9.6% for 2003/04 entrants to 4.9% for 2004/05 entrants. Similarly, the difference between the proportion of white and non-white students achieving a 1st or 2.1 is reducing and is currently at its lowest level over the last six years. Non-completion figures reveal that disabled entrants are more likely to complete than non-disabled entrants.

Comparison of achievement figures reveal that the University of Edinburgh has a smaller equality gap than the Russell Group average. For the proportion of students achieving a 1st or 2.1 degree, the University of Edinburgh has a smaller gap between the achievement of white and non-white students when compared to the Russell Group average. The University also has smaller differences in comparison to the Russell Group average in the achievement rates between male and female and disabled students.

2.2 Postgraduate Taught

There has been a significant increase of postgraduate taught entrants to the University; the intake proportions of female students have remained steady over the period. The most notable change for 2008/09 is the increase of UK domiciled ethnic-minority entrants to the College of Science and Engineering which has increased from 19% to 32%.

Achievement figures show that male postgraduate taught entrants have a higher non-completion rate, most notably in the College of Science and Engineering. It should be noted however that completion rates remain high overall.

2.3 Postgraduate Diploma

Previously excluded from EOTAG reports, entrants to Postgraduate Diploma programmes are presented separately. In 2008/09 there were 740 Postgraduate Diploma entrants to the University.

There is a high proportion of female students over the ten-year period. The proportion of entrants with a registered disability has increased over the last two years to 6.9%. The proportion of UK-domiciled ethnic minority entrants has increased from 0.6% in 1999/00 to 3.7% in 2008/09. Achievement figures for postgraduate diplomas show that males have a higher non-completion rate than women.

2.4 Postgraduate Research

There are gender differences in the intakes to Postgraduate Research programmes, with MVM and HSS having a higher proportion of female entrants, a trend that has increased slightly over time. The proportion of female entrants to CSE has remained steady over the period. The proportion of disabled entrants has remained steady over the period with an increase from 4.1% in 2007/08 to 5.3% in 2008/09. Analysis of the proportion of UK-domiciled ethnic minority shows an increase from 4.8% in 1999/00 to 11.6% in 2008/09.

Analysis of achievement figures show that males have a higher non-completion rate, although the gap for 2003/04 entrants (the latest available year for completed students) has reduced since the previous year. Non-white postgraduate research entrants have a higher non-completion rate than white entrants. Further investigation by EDMARC in this area is needed to shed light on the causes of these observed differences.

2.5 Spotlight

The spotlight in this years EDMARC report provides a detailed breakdown and analysis of the equality dimensions of gender, ethnicity, disability and age on entry for all degree levels, broken down to school level. The data, provided for the first time, shows distinct subject-differences in terms of student profile.

The breakdown at school level shows diversity within and between the colleges. The College of Humanities and Social Science attracts a high proportion of female entrants in all schools with the exception of the School of Business and Economics. Schools based in the College of Science and Engineering attracts a lower proportion of female entrants, although figures from the Equality Challenge Unit show that this figure is comparable with other institutions in the UK.

The breakdown of UK-domiciled ethnic minority entrants by school reveals differences between the schools and within colleges. The schools of Business and Economics and Biological Sciences have a high proportion of undergraduate entrants from ethnic minority backgrounds. Conversely, the schools of Geosciences, Law and Education have a low intake of UK-domiciled ethnic minority entrants. Programmes such as law and teacher training have a high proportion of Scottish students and will therefore expect a mainly white intake that reflects the ethnic breakdown of Scotland.

3. Staff

3.1 Academic staff

Staff data relates to a snapshot taken in July 2009. There remains an under-representation of women in higher-grade academic posts, specifically in senior lecturer (33%) and professor posts (19%). Representation of women in Grade UE10 Research-only posts is higher at 41%.

Comparison of the proportion of women in Senior lecturer and Professor posts at the University of Edinburgh with the other Russell Group institutions is shown for the first time in this report. Figures 2 and 3 show that the University of Edinburgh has a proportion of female professors above the median for the Russell group, although the proportion is low at 16%. The University of Edinburgh is below the median for Senior lecturer posts with 25% being female. Monitoring of both external appointments and internal promotion is required to understand these differences and will be investigated by EDMARC. Note that the data in the graphs relates to 2007/08 HESA data.

The figures provide a useful context for one of the strategic priorities in the University's strategic plan relating to increasing the proportion of female academic staff appointed and promoted to lecturer, senior lecturer, reader and professor levels.

Figure 2: Comparison of proportion of female professors in Russell Group institutions, 2007/08

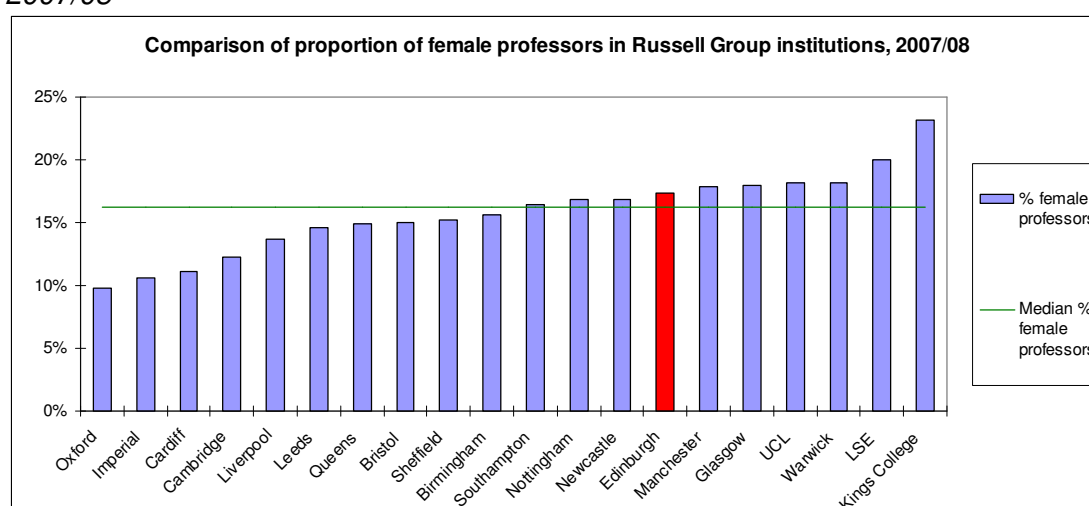
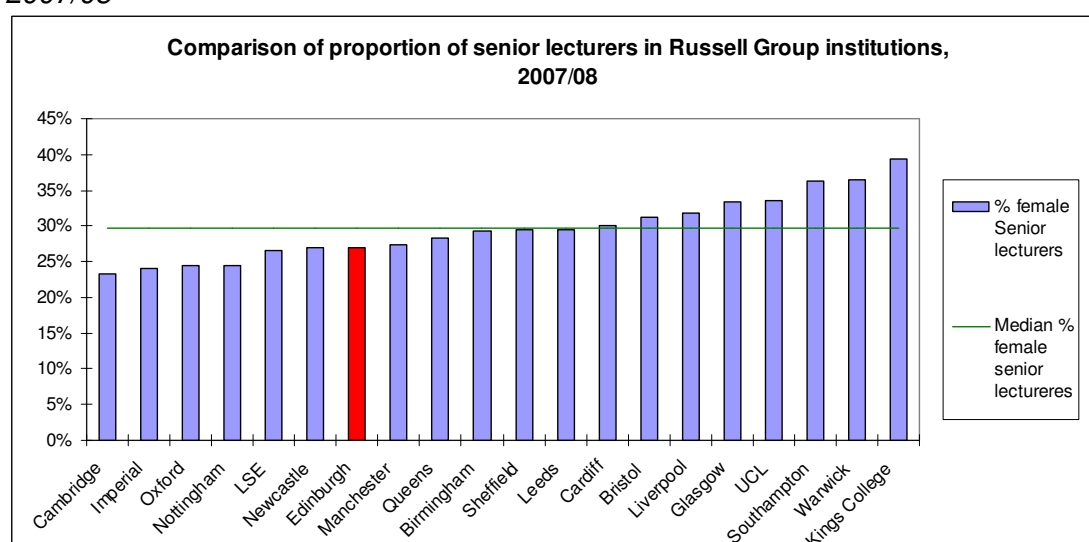


Figure 3: Comparison of proportion of female Senior lecturers in Russell Group, 2007/08



Analysis of data relating to academic and professional support staff by contract type suggests that women are more likely to be employed on a fixed-term contract. Analysis of HESA staff data suggests that the University of Edinburgh has a difference for academic staff that is below the median for the Russell Group.

3.2 Ethnicity

The proportion of all staff who have an ethnic minority background is 9.3% for academic staff and 3.9% for professional support staff. Overall, 6.2% of staff are from an ethnic minority background. Improvements in data collection and data quality have resulted in only 13.7% of staff with an unknown ethnic background now being recorded on the staff database. It should be noted that supplying personal information such as disability and ethnicity is voluntary for staff.

Comparison of the proportion of ethnic minority background academic staff is comparable to other Edinburgh and Scottish Universities although below the average for the Russell Group. The proportion of Professional support staff from an ethnic minority background is higher than other Scottish institutions.

3.3 Disability

Updated figures are presented as a result of a data improvement exercise carried out by Human Resources in the summer of 2009. As a result there has been an increase in the proportion of staff recording a disability. 2.1% of the total staff population declared a disability.

Sarah Cunningham-Burley
Chair, EDMARC
2 March 2010

University Computing Regulations

The University of Edinburgh has adopted a set of Regulations to cover the use of all its computing and network facilities, by staff, students and any other persons authorised to use them.

Regulations covering the use of Computing Facilities

18th Edition August 2010

Introduction and Definitions

These Regulations cover the use by users of all computing facilities administered on behalf of the University of Edinburgh (hereafter UoE).

As well as these Regulations, users must abide by other policies or codes as relevant, including internal UoE codes such as:

- the Code of Student Discipline
- the relevant staff disciplinary policy
- the Rules for the Guidance of Staff
- the University Data Protection Policy
- the Statement of Professional Standards and
- the Codes of Practice for Dealing with Personal Harassment for staff or students, and any related documents

And external codes such as

- the Acceptable Use Policy of the Joint Academic Network (JANET) available on the Web at <http://www.ja.net/documents/publications/policy/aup.pdf> (PDF)
- the Combined Higher Education Software Team (CHEST) available at <http://www.chest.ac.uk/conduct.html>
- the Computing Regulations or similar codes imposed by remote sites, where their computing facilities are accessed or used by UoE users

It is not the intention of UoE that these Regulations should be used to limit unreasonably recognised academic freedoms.

In these Regulations

"Computing facilities" includes central services as provided by UoE Information Services and any service operated by or on behalf of UoE; UoE School or College computers and services; personally owned computers and peripherals, and remote networks and services, when accessed from or via UoE computing facilities; and all programmable equipment; any associated software and data, including data created by persons other than users, and the networking elements which link computing facilities.

"users" include staff, students, prospective students and any other person authorised to use computing facilities

"files" include data and software but do not include manual files.

Regulations

1. Status of Regulations

Breach of these Regulations is a disciplinary offence and may be dealt with under the appropriate disciplinary code or procedures. Where an offence has occurred under UK or Scots law, it may also be reported to the police or other appropriate authority. The rules applicable to investigating breaches or suspected breaches are in [Reg 6](#) below.

2. Private and inappropriate use of computing facilities

Computing facilities are provided solely for use by staff in accordance with their normal duties of employment, and by students in connection with their University education. All other use is private. Private use is allowed, as a privilege and not a right, but if abused will be treated as a breach of these Regulations. Any use which does not breach any other Regulation herein, but nonetheless brings the University into disrepute may also be treated as a breach of these Regulations.

3. Damage of computing facilities

No person shall, unless appropriately authorised, take any action which damages, restricts, or undermines the performance, usability or accessibility of computing facilities; "taking action" may include neglect, where action might reasonably have been expected as part of a user's duties.

4. Compliance with UK civil and criminal law

Users must comply with the provisions of any current UK or Scots law, including but not restricted to:

- a. intellectual property law, including laws concerning copyright, trademarks, and patents
- b. the Computer Misuse Act 1990, and associated instruments
- c. data protection laws, and
- d. the interception and monitoring laws under the Regulation of Investigatory Powers Act 2000 (RIPA 2000).

Under the Lawful Business Regulations (LBR), the UoE draws to the attention of all users the fact that their communications may be intercepted where lawful under RIPA 2000. The full University notice can be found at URL <http://www.ucs.ed.ac.uk/policies/>

Users must also comply with the terms of any licence agreement

between the UoE and a third party which governs the use of hardware, software or access to data.

5. Security, confidentiality and passwords

Users must take all reasonable care to maintain the security of computing facilities and files to which they have been given access. In particular, users must not transfer passwords, or rights to access or use computing facilities, without appropriate authority from the relevant Head of School or nominee or authorised officer. The confidentiality, integrity and security of all personally identifying data held on UoE systems must be respected, even where users have been authorised to access it.

Prior to terminating their relationship with the University, users must make appropriate arrangements for the return, destruction or other disposition of any University computer, equipment or data in their possession.

6. Investigation of breaches

If the UoE suspects any breach or potential breach of the Regulations, it shall have full and unrestricted power to access all relevant computing facilities and files and to take all steps which it may deem reasonable to remove or prevent distribution of any material. UoE may also immediately suspend a user's access to computing facilities pending an investigation by an Authorised Officer or nominee of the University as defined in the relevant Discipline Code. The UoE reserves the right to access or require access to any files held on computing facilities. It may also require that any encrypted data is made available in human-readable form. Any such investigatory action shall not prejudice any final determination of whether a breach occurred.

7. Liability

By using the computing facilities each user agrees that the UoE shall have no liability for

- loss or corruption of any file or files or data, contained therein
- loss or damage (excluding any liability for personal injury or death) to users or to third parties, or their equipment, operating systems or other assets

resulting from the use of the UoE computing facilities or any withdrawal of the use of said facilities at any time by UoE.

Each user agrees that UoE has the right to take legal action against individuals who cause it to suffer loss or damage, including damage to its reputation, or be involved in legal proceedings as a result of their breach of these Regulations, and to seek reimbursement of such loss, or any associated costs including the costs of legal proceedings.

Climate Action Plan 2010

Tackling climate change: future proofing the University

Climate change is one of the global challenges of our time. The University of Edinburgh recognises its moral, legal and practical obligations to take effective action on climate change and welcomes the opportunity to show leadership in doing so. This includes taking action to reduce the carbon footprint of our direct operations which amounted to 58,000 tonnes CO₂e in 2009.

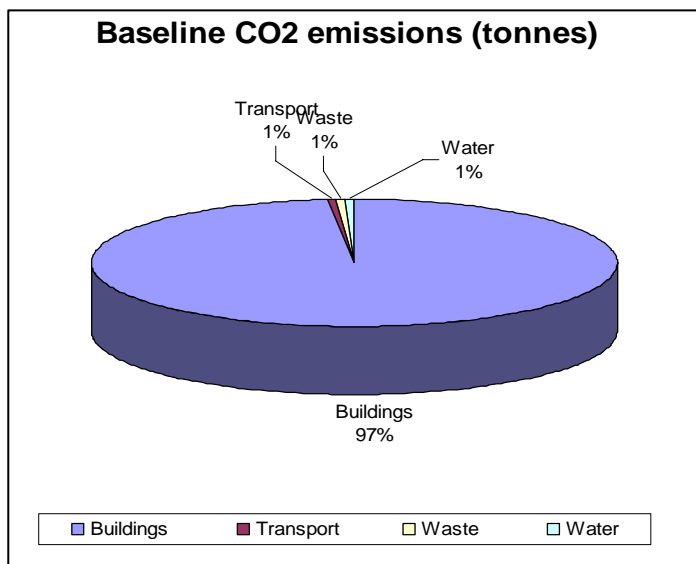
There is a growing recognition across the world of the urgency of tackling a range of difficult, complex and inter-related issues such as human well-being; food, energy and water security; and climate change. The need of governments, businesses and others to understand and respond to these challenges creates significant opportunities for the University community.

The University's **Social Responsibility & Sustainability Strategy** adopted by Court 15 February 2010 sets out our ambitions in this area. This *Climate Action Plan* focuses specifically on the implications of climate change and peak oil for the University and our plans to reduce our emissions and adapt to a changing climate. It is of necessity a work in progress due to the rapidly changing national and international negotiations evolving with goalposts being constantly moved. We shall review it annually.

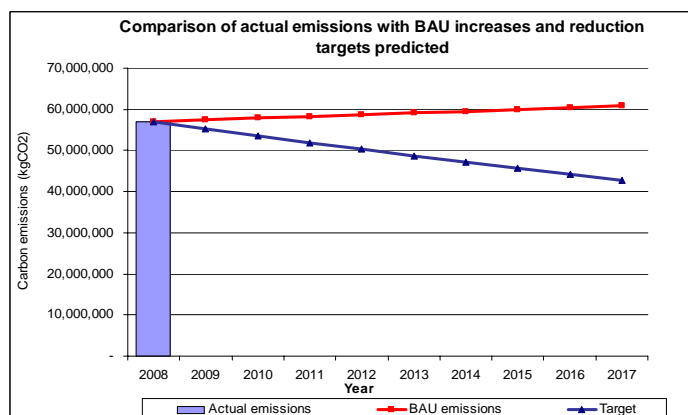
The University is a founder signatory of the **Universities & Colleges Climate Commitment for Scotland** and the Universities UK **University Leaders' statement of intent on sustainable development**. We shall be required to reduce carbon emissions under the *Climate Change (Scotland) Act 2009* and we absolutely need to minimise the impact of rising energy costs on the work and life of the University.

The University's current carbon footprint is around 58,000 tonnes carbon dioxide equivalent (tCO₂e) per year. This is associated with only direct operations of the University – others have estimated total impact from all activities of whole University community to be nearer 335,000 tCO₂e.

The International Energy Agency expects energy prices to rise significantly due to oil, gas and coal depletion and to fiscal measures in the coming years. The costs for providing comfortable, effective space for teaching, research and student accommodation – and for travel for study or business and other carbon intensive activities – will increase unless we invest both in technologies and in techniques to cut emissions. The government's / DEFRA's estimate of 8.3% annual increase has been used in calculating the Value at Stake.



We anticipate our energy bills alone would double in real terms by 2020 without very significant action. Travel and other costs are also likely to increase in real terms. The difference between the likely costs under a Business As Usual scenario and the opportunities identified for reducing carbon emissions is the Value at Stake.



With public spending – and University revenue – expected to be severely constrained for the foreseeable future, such increases could only be met by making savings elsewhere in the University.

If we succeed however in reducing our energy demand – and our carbon footprint – we have the potential to demonstrate leadership. This Climate Action Plan outlines the opportunity to minimise our climate change impacts on people and planet and to maximise the savings in face of increasing energy costs.

Reducing our carbon footprint by up to 34% by 2020; contributing to local and global action on climate change

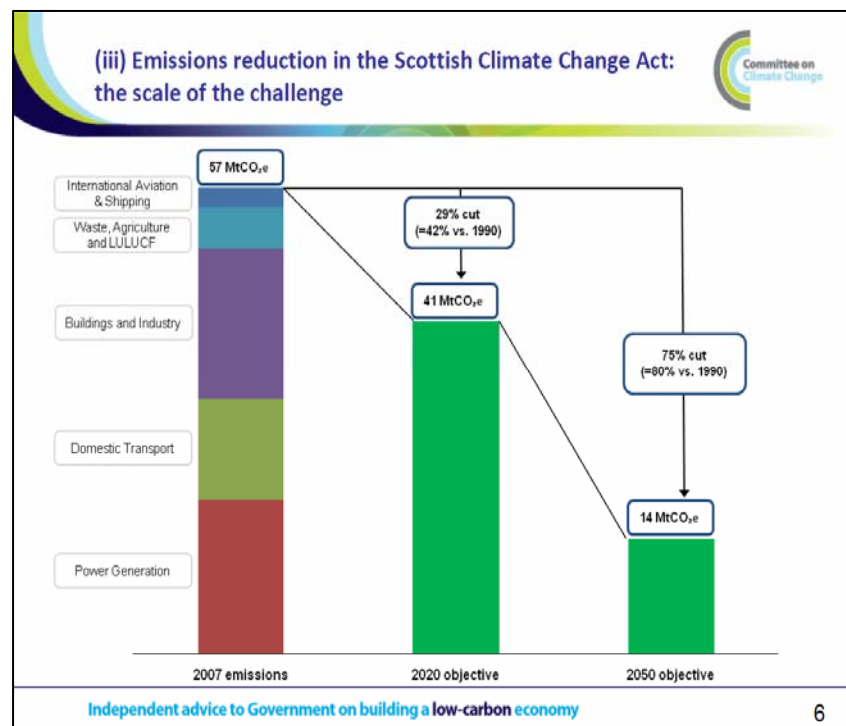
The University recognises the target of 34% carbon reduction 2050 (against a 1990 baseline) by 2020 adopted by Universities UK and the English Funding Council in their Carbon Targets report¹. The Higher Education (HE) sector target in Scotland is likely to reflect the more ambitious 42% reduction by 2020 and by 80% by enshrined in the Climate Change (Scotland) Act 2009.

The Scottish HE target is likely to be set later in 2010 – see graph below provided by UK Climate Change Committee to Scottish Parliament². Building on our previous success in effective energy management we aim to meet that target in the period to 2020. Progress will be reviewed annually and ongoing investment and new organisational practices will be needed once 'quick wins' adopted.

We shall take a pro-active approach to reach these targets and there are considerable opportunities to do so. Diverse sources of emissions will be more or less amenable to reduction, and different measures to reduce emissions have different costs and paybacks.

The University, as a signatory of the 10:10 campaign, aims to reduce emissions by 10% in 2010. Overall we plan to reduce our emissions by 20% in the period to 2015.

In achieving these targets, not only will our carbon emissions reduce, but the mix of energy sources we use will change. Some of these changes will be as a result of choices and investments we make, others will be the result of changes in the market and in energy infrastructure – for example, the Scottish Government's *Climate Change Delivery Plan* anticipates that electricity supply will be largely carbon neutral by 2030.



Achieving these targets rests not only on technical measures, but also using our existing estate and other assets more effectively. We aim to evolve a more flexible, fit for purpose estate that provides the right conditions for world class teaching, research and knowledge exchange.

This *Climate Action Plan* identifies below a range of activities and investments that are already underway and are currently planned. We recognise however not only that the success of many of these initiatives rests on the positive engagement of the University community of staff and students, but also that our academic capacity will be required to help identify opportunities and develop plans for further action.

We therefore encourage and support such participation, including drawing on the expertise of academic colleagues and identifying appropriate opportunities for students, especially MSc students, to carry out relevant research to inform our work in this area. They will help us learn and share the lessons from implementing our Climate Action Plan. See Annex 4.

The priorities for delivering this Climate Action Plan are those set out in our *Social Responsibility and Sustainability Strategy 2010* of which this plan is a major strand:

1. Ensure that the University's commitments and approach set out in the strategy are embedded promptly and appropriately in all strategies and policies that are currently under review or in development.
2. Support staff effectively as they put this strategy and accompanying implementation plan into place.

¹ Note that the current UK target – enshrined in HEFCE's carbon reduction target for higher education in England – is 34% against 1990 equivalent to around 48% against 2005 (HEFCE Circulars 2010/01 and 2010/02)

² Scotland's path to a low-carbon economy - 24 February 2010 www.theccc.org.uk/reports/scottish-report

3. Communicate effectively, internally and externally, our current expertise, opportunities, activity and achievements related to social responsibility, sustainability and the global challenges – including progress in the implementation of this strategy itself.

Investing between £20 - £45million to cumulatively save between £5 - £9million each year and up to 30,000 tCO₂e annually by 2020

We aim to meet these targets through a combination of measures including investment in new technologies; more effective space management; and supporting behavioural change across the University community. We shall continue to contribute to wider societal action on climate change through our teaching and learning, research and knowledge exchange – including sharing our experience of delivering these commitments.

Our existing Climate Action projects and those planned for 2010-2011 are summarised in Annex 2.

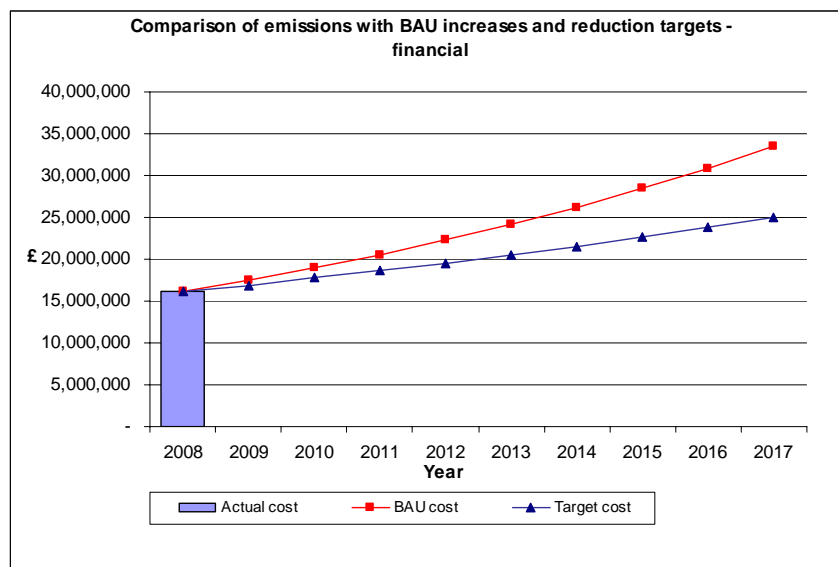
The framework for annual implementation plans to achieve wider ambition in period to 2020 is set out below:

1. **Energy efficiency projects:** Projects with a total value of £10million, are anticipated to deliver annual savings of £3m and 8,000 tCO₂e. Other projects planned for implementation in the period but subject to funding: – with a total value of c£5million – are anticipated to deliver annual savings of £1.2m / 4,000tCO₂e. These include updated Switch and Save, Transition Edinburgh, Green ICT and devolution.
2. **Energy infrastructure projects:** Projects with a total value of £10million, anticipated to deliver annual savings of £2m and 7,500 tCO₂e. Future projects planned but not yet funded: Infrastructure projects with a total value of £5million, anticipated to deliver annual savings of £1million and 3,000 tCO₂e. Potential projects under development include George Sq Ph 2 CHP extension to Holyrood undertaken by UoEUSCo.
3. **Sustainable estates development:** The University's Estates Strategy 2010 – 20 is in preparation and will, in addition to Climate Actions in Annex 2, also confirm exacting energy and sustainability standards to be achieved in developing and maintaining our estate to meet BREEAM for Higher Education standards. Depending on funding allocations contributions to capital projects to a total value of £15million could deliver annual savings of £2million and 7,500 tCO₂e
4. **Waste reduction & recycling:** The University's waste management plan published in March 2010 sets 3% annual target for waste reduction. This will support a small related emissions reduction to 2020.
5. **Sustainable travel planning:** Site specific travel plans and targets covering staff and student commuting will be established in 2010 following the completion of our travel survey. By 2011 the University will also develop and implement a business travel plan and reduce the carbon footprint of University vehicle fleet.
6. **Responsible procurement of goods and services:** The University will continue to deliver a sustainable procurement plan in 2010 to identify opportunities for engagement with our supply chain to cut emissions.

This framework set us on track to achieve over half of our target reductions by 2015. In addition to specific projects we shall develop a number of academic initiatives to engage with and draw on the expertise of the University community and to share experience with partner organisations locally and globally.

In 2010 the University will undertake a range of actions in implementing its *Social Responsibility and Sustainability Strategy* to further embed consideration of climate change and other social responsibility and sustainability issues in *learning and teaching; research and knowledge exchange;* and in the way we support and manage our *people, services and infrastructure*.

See specifically Transition Edinburgh University – the student and staff led project supported by the Scottish Government's Climate Challenge Fund. These actions build on our existing commitment and expertise in research and teaching – see Annex 4.



[NOTE – Graph to be re-presented with data from Carbon Trust consultants]

Working together to deliver results

This Climate Action Plan sets out our framework for action. It will be revised and updated annually. Successful delivery will in addition require active support of colleagues across the University as we evaluate and introduce new technologies and new ways of working – to maximise our capacity to shape the future and attract and develop the world's most promising students and outstanding staff.

The development and delivery of the Climate Action Plan is supervised by the Sustainability and Environment Advisory Group (Operations) convened by Nigel Paul, Director of Corporate Services. It provides technical guidance to Central Management Group via Sustainability and Environmental Advisory Group (SEAG) convened by Vice-Principal Mary Bownes who acts as Academic Sponsor. See Annex 5.

Annex 1 The University's carbon footprint

[Final version of the Footprint calculation to be inserted before publication following analysis undertaken with assistance from the Carbon Trust]

Annex 2 Climate Action Projects – Initial Investments in 2009-11 [Summary from Salix]

Building Name	Project Description	Fuel Type	tCO2 p.a.	Pay Back	Proj + Admin	Savings p.a.
Geo Sq Theatre	Electric to CHP DH	Electricity	328	3.3	£227,065	£65,288
David Hume Tower	Lecture Th AHU's	Electricity	259	3.6	£148,516	£36,052
David Hume Tower	Refectory Heating	Electricity	429	3.3	£34,073	£9,708
21/22 George Sq	Electric to CHP DH	Elec /Gas	31	4.9	£38,525	£6,864
55 George Sq	Electric to CHP DH	Elec /Gas	24		£29,900	£5,304
56 George Sq	Electric to CHP DH	Elec /Gas	30		£37,375	£6,630
57 George Sq	Electric to CHP DH	Elec /Gas	22		£27,025	£4,914
58 George Sq	Electric to CHP DH	Elec /Gas	15	4.9	£18,975	£3,354
Ashworth 2 & 3	Hi efficiency chiller	Electricity	38	4.6	£43,700	£7,551
Ashworth Extension	Cavity Wall Insul'n	Insulation	11	7	£14,145	£1,750
Ashworth 2 - Level 4	Double Glazing	Insulation	11	7	£13,800	£1,708
Informatics Forum	Dist CWS Cooling	Cooling	64	4.2	£46,000	£10,800
Appleton Tower	Dist CWS Cooling	Cooling	54	4.5	£40,250	£10,800
59 George Sq	Electric to CHP DH	Elec /Gas	31	4.9	£39,100	£6,942
60 George Sq	Electric to CHP DH	Elec /Gas	24	4.8	£29,900	£5,382
Commisioned	Drawdown & Repayment		1,370		£788,348	£183,047
16 George Sq	Electric to CHP DH	Elec /Gas	19	4.9	£23,920	£4,329
17 George Sq	Electric to CHP DH	Elec /Gas	19	4.8	£23,920	£4,329
18 George Sq	Electric to CHP DH	Elec /Gas	20	4.8	£23,920	£4,329
19 George Sq	Electric to CHP DH	Elec /Gas	19	4.9	£23,920	£4,251
20 George Sq	Electric to CHP DH	Elec /Gas	19	4.8	£23,173	£4,212
Committed	Drawdown & Repayment		96		£118,853	£21,450
Committed	Current Rotating Fund Value		£495k Salix+£495k Gov £247.5k Uni			
Charteris Land	Insulation	Insulation	62	6.5	£93,001	£12,525
Charteris Land	Heating	Gas	38	5.5	£55,000	£8,618
JCMB Insulation	Insulation	Insulation			£11,500	
SCRM Chillers	High efficiency chiller	Cooling	170	4.7	£152,950	£28,529
JB Decant Lab	Ins'n +Dbl glazing	Insulation	2		£17,250	£5,600
JCMB Server Room	Distr CWS Cooling	Cooling	54	3.7	£46,000	£10,800
JCMB Main Chillers	Distr CWS Cooling	Cooling	54	3.7	£46,000	£10,800
QMRI - Savawatt	Power save	Elec	54	2.2	£17,250	£6,971
JMCPHR Savawatt	Power Save	Elec	29	2.9	£12,650	£3,765
30 Buccleuch Place	Electric to CHP DH	Elec /Gas		4.9	£25,300	£4,454
31 Buccleuch Place	Electric to CHP DH	Elec /Gas		4.9	£25,300	£4,454
32 Buccleuch Place	Electric to CHP DH	Elec /Gas		4.9	£25,300	£4,454
33 Buccleuch Place	Electric to CHP DH	Elec /Gas		4.9	£25,300	£4,454
Hugh Robson	Lvl 1-4 L'ting Contr	Elec	32	3.0	£16,100	£4,713
TBC	Voltage Stabilis'n					
Pipeline		drawdown	495		£568,900	£110,136
Totals			1,961		£1,476,101	£314,633

Annex 3 Social Responsibility & Sustainability Strategy Implementation

Action 4.2 Implement the first phase of the climate action plan and devolve energy budgets to make evident consumption and raise awareness of carbon impact of activities

Lead Contact: Angus Currie, Director of Estates and Buildings

Contributing to the following objectives

PSI 3 Manage our physical infrastructure and the procurement of goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other risks.

PSI 5 Establish efficient and effective systems to record, report and act on our main social and environmental impacts.

P 1 Ensure that the University's commitments and approach set out in this strategy are embedded promptly and appropriately in all strategies and policies that are currently under review or in development.

Context

The University has signed up 10:10 – undertaking to try our best to reduce carbon emissions from the wider University community by 10% by 2010. HEFCE have consulted on carbon targets and appear likely to accept a sector-wide target aligned to the UK 34% by 2020 national target.

Tasks

- Finalise our Climate Commitment 2015 and 2020 carbon reduction targets by **March 2010**
- Approve a five year energy efficiency investment programme using the revolving fund by **May 2010**
- Finalise plans for the devolution of energy budgets to School and Department level by **August 2010**
- Introduce new monitoring methodology to meet with government reporting requirements by **Sept 2010**.

Related Actions and possible future tasks

Deliver Transition Edinburgh University project aiming to cut the emissions from the 37,000 students and staff by 10% in 2010 in response to the challenges of climate change and peak oil – delivering the 10:10 campaign undertaking.

Annex 4 Research Centres & Teaching Related to Climate Change

The list below is a partial list of relevant research and teaching. A comprehensive list is being prepared and academic colleagues are invited to notify Sustainability Adviser of new initiatives.

- Edinburgh Climate Change Centre
- UK Biochar Research Centre
- Carbon Capture & Storage Centre and
- Masters programmes: Carbon Management, Sustainable Energy Systems etc

Annex 5 Management and Governance of the Climate Action Plan

Members of SEAG Ops include Directors of Estates and Buildings and Finance, Representatives of all three Colleges and two main Support Groups, Assistant Director of Estates & Buildings, E&B Management Accountant, and Energy Manager. The Sustainability Adviser and Engineering Operations Manager support the group as Project Leaders. The Group meets three times a year and reports up to CMG via SEAG.

The Assistant Director of Estates & Buildings will convene a monthly progress meeting to ensure the Plan is implemented timeously.

T:\EST\EB10\UoECorp\CommitteeWorkingPapers\CMG\100317\SEAG.doc

Full Economic Costing Group: Updated Terms of Reference

Background

The fEC Group was first established in early 2007 under the chairmanship of then Vice-Principal Steve Chapman. Since then it has overseen the development and promotion of all matters relating to full economic costing in the University. More recently, Vice-Principal April McMahon has assumed the role of Chair, and this has led to an update of the ToR, which also seeks to more explicitly set down reporting lines to the Central Management Group and to Finance & General Purposes Committee. CMG is asked to consider these and, if thought fit, approve them.

Terms of Reference

1. The fEC Group is chaired by the Vice-Principal (Planning, Resources and Research Policy).
2. The fEC Group leads the development of full economic costing within the University, in respect of Teaching, Research and Other activities. It acts as a focal point for developing, coordinating, monitoring and promoting awareness and understanding of all aspects of full economic costing within both academic and support areas. In so doing, it seeks to influence the process of culture change needed across the University, promoting transparency and sustainability.
3. The Group comprises a number of individuals, reflecting both the user community in colleges and support groups, and also those involved in developing and promoting fEC rates.
4. Meetings take place at approximately six-week intervals throughout the year. As a Group comprising both users and developers of fEC rates, much of the group's business is agreed and implemented routinely through the college offices, support groups, Finance Department and ERI. Where significant matters of policy arise, or where other issues requiring wider senior management deliberation and/or ratification are identified, these will be brought forward via periodic reports to both the Central Management Group and Finance & General Purposes Committee.
5. The Group involves itself in:
 - Costing Methodologies – developing these as appropriate for Teaching, Research and Other (T,R and O) activities, reviewing key assumptions and promoting awareness and understanding of approaches. Data gathering (e.g. for the Time Allocation Survey, Space Usage and Student/Staff FTEs) will be overseen, promoted and reported on.
 - Pricing Strategies – promoting a strategic approach to pricing of activities, founded on costings established by fEC principles and methods.

- fEC Reporting – achieving the reporting necessary at various levels of management (School, College, University) for T, R and O, including Research sponsors and Principal Investigators, to support management decision-making.
- Quality Assurance – ensuring robust fEC output via verification, validation and testing of cost drivers; reconciliations; reviewing and testing for reasonableness. Supplying benchmarking data, and reviewing the University's position vis-à-vis benchmarking feedback.
- Resource Allocation and Budgeting – ensuring that fEC is appropriately taken into account in the University's overall resource allocation process, thereby integrating fEC, resource allocation and budget planning.
- Research funding patterns – monitoring of changes in research sponsor funding, and consideration of the impact of these on the University's research portfolio.

6. The Group's Membership comprises:

- Vice-Principal (Planning, Resources and Research Policy) (Chair)
- Representatives of each of the three Colleges
- Representative of ISG
- Representatives of the Finance Department (including college accountants)
- Representative of ERI
- Representative of GaSP

David C.I.Montgomery
Deputy Director of Finance

8th April 2010

Update on Academic and Financial Planning Issues for the School of Education

1. Summary

This report updates CMG on the progress which we are making in identifying the savings in recurrent expenditure in the Moray House School of Education (MHSE) necessitated by the substantial reduction in Initial Teacher Education (ITE) activity and funding. The paper reports excellent progress on identifying expenditure reductions among academic staff, but very little progress in reducing expenditure on support staff; and seeks CMG's agreement to a number of recommendations relating to the operation of the two Redundancy Committees established by Court and CMG.

2. Background

Following the announcement by the Scottish Government of a substantial reduction in the number of Initial Teacher Education (ITE) students it would fund from 2010-11, we have been planning for a substantial reduction in the need for teaching and the support of teaching in MHSE from August 2010. The Court and CMG agreed respectively to the establishment of Redundancy Committees for academic and support staff to manage the task of reducing staffing levels and expenditure in MHSE. So far, neither Redundancy Committee has met, as we have been concentrating on working with our trade union partners to identify the required savings through voluntary means.

3. Progress Towards Recurrent Savings Target

The SFC main grant letter of 23 March 2010 (SFC/11/2010) confirmed that the target for savings in MHSE's recurrent expenditure was £1.7million. Table 1 below shows that, as of 16 April 2010, we have made sufficient progress to regard ourselves as being almost certain to meet this savings target.

	Expected Saving	Balance to be Saved
<i>Total Saving Required</i>		<i>1,700,000</i>
Termination of Secondments	290,000	
Reduce HTBN hours	150,000	
Reduce Placement Costs	150,000	
Unreplaced Resignations	120,000	
<i>Balance Remaining</i>		<i>990,000</i>
Possible VS/ER agreements	70,000	
Likely VS/ER agreements	840,000	
Finalised VS/ER agreements	90,000	
<i>Balance Remaining</i>		<i>-10,000</i>

Notes: Possible VS/ER agreement = agreement reached with individual but management case not yet signed-off.

Likely VS/ER = management case signed-off but legal contract not yet signed.

Finalised VS/ER = legal contract has been signed.

There is clearly still some element of risk that the savings target has not yet been met, since about £900,000 of the identified savings relate to VS/ER agreements with 20 colleagues which have not yet been fully concluded through the signing of legally-binding compromise agreements which frame the agreed termination of their employment contracts. This is simply an issue of timing. As the compromise

agreement is only legally valid if signed within 90 days of the agreed contract termination date, and we are working for the most part to a termination date of 31 July 2010, the agreements cannot be issued to colleagues before 1 May 2010. We think, however, that it is highly unlikely that many (if any) of these colleagues will at this stage reconsider and choose not to finalise their mutual termination of contract agreements. Accordingly, we believe that CMG should regard us as having been successful in meeting the overall savings target of £1.7million by voluntary means.

3.1 Balance of Savings between Academic and Support Staff

Whilst it is very encouraging to note that we have been successful in meeting the overall savings target through voluntary means, these aggregate data disguise a significant imbalance in the identified savings across the academic and support staff groupings. Only £165,000 of the total identified saving of £1.7million comes from reductions in expenditure on support staff. In view of this, the ITE Planning Group believes that we need to take different approaches in deciding our next steps for the two staffing groups (academic and support) and for the Court-appointed Redundancy Committee for academic staff and the CMG-appointed Redundancy Committee for support staff.

4. Redundancy Committees and Risk of Redundancy

4.1 Academic Staff and Court-appointed Redundancy Committee

As indicated above, over the last three months we have made excellent progress in our collective consultation with the trade unions and our individual consultations with academic staff in MHSE. Through these discussions and negotiations, we have identified just over £1.5million of recurrent savings in academic staff expenditure. Accordingly, **the ITE Planning Group is able to recommend to CMG that it: (a) informs Court that the Redundancy Committee for academic staff in MHSE which it appointed can stand down, as there is no longer a need to select academic staff for compulsory redundancy; and (b) that the remaining staff in the MHSE academic redundancy pool will be notified on 26 April that they are no longer at risk of redundancy.**

4.2 Support Staff and CMG-appointed Redundancy Committee

Unfortunately, the position for support staff is not as straightforward. When, in November/December 2009, we began planning for adjusting to the significant reduction in ITE student numbers and funding which would come about from August 2010, we anticipated that there would be equivalent reductions in the need for work among both academic staff teaching programmes and administrative and technical staff supporting the teaching of those programmes. However, of the 28-30 staff (including secondees) who will leave the MHSE workforce at the end of July 2010, only 5 (possibly 6) are support staff.

Current staffing levels show that MHSE is already at the high end of the ratios in CHSS of academic staff FTE to support staff FTE. MHSE's current ratio is about 2:1, against an average for the College of about 3:1. If the agreed reductions in academic staffing took effect in August 2010 without any corresponding reduction in support staff, then this over-representation of support staff in the MHSE workforce would be exacerbated, with the ratio reducing to around 1.75: 1. Without some reorganisation of support structures within MHSE, and a commensurate reduction in staffing numbers, the School will enter 2010-11 without sufficient savings in payroll

expenditure for support staff and with a compliment of support staff that outweighs both the needs of the School and the level of support available in other Schools in the College. The way of addressing the issue is to reorganise support structures in the School and reduce the number of support staff posts, and work has begun within the School to design the new structure which will be needed from 2010-11 onwards.

At this stage the School management team has only been able to reach preliminary conclusions about a possible structure for its future support service needs. Those preliminary conclusions will be developed further over the next four to six weeks, including in consultation with staff in the School and trade union colleagues. But these initial estimates suggest that the School will be seeking to remove about 12-15 posts from its support structure (in addition to the 5-6 VS/ER agreements already in place), to deliver a total expenditure reduction of about £350,000.

In light of these changed circumstances, and the ongoing but revised need to reduce staffing levels and costs in MHSE, the ITE Planning Group seeks the agreement of CMG to the following course of action in relation to support staff in the School. Firstly, we should formally notify the support staff in the School and our trade union colleagues of the ongoing need to reduce staffing levels among the MHSE support staff, by notifying the support staff on or before 26 April that they are still at risk of redundancy. Secondly, the CMG-appointed Redundancy Committee for MHSE support staff should remain in place, to help manage the task of reducing support staff levels and expenditure in the School, if that becomes necessary. At this stage, the redundancy pool would be all of the support staff in the School of Education, except those colleagues whose posts are funded entirely from restricted funds. We would anticipate working over the next two to three weeks with managers in the School and our trade union colleagues to try to narrow that redundancy pool definition by completing the design of the new support structure and identifying the number of posts which will be required in each of the units within the revised structure. Thirdly, we should recognise that the reason for the risk of redundancy among this staff group is now different from the reason which originally led Court and CMG to appoint Redundancy Committees. As such, we should inform the relevant staff and our trade union colleagues that we are embarking on a new five month consultation period to seek to avoid the need for compulsory redundancy, with a new “at risk” date for the relevant staff of 30 September 2010, rather than retain the present “at risk” date of 31 July 2010. Although the School will want to introduce the revised administrative structure from the beginning of the new academic session on 1 August 2010, we think that, given the changed reasons for support staff in the School still being at risk of redundancy, that it is fairer and more appropriate to give a further five month notification of the risk of redundancy, and to work to avoid the need for compulsory redundancy across a further five month period to the end of September.

The ITE Planning Group is, therefore, seeking CMG’s agreement to the following recommendations:

- (a) that the relevant support staff in MHSE are formally notified on or before 26 April that they remain at risk of redundancy, but that the redundancy date is moved back to 30 September 2010; and**
- (b) that the CMG-appointed Redundancy Committee remain in place, should it be needed to help manage the task of reducing support staff levels and expenditure in the School.**

5. Consultation with staff and trade unions

A sub-group of the ITE Planning Group has been meeting weekly with JULC colleagues, and these discussions have been helpful in tracking progress towards our initial savings target. Our expectation is that these meetings would continue until such time as the risk of redundancy can be lifted from all staff in the School (although it is possible that JULC will decide, given the staff who remain at risk of redundancy, that only UNISON and UNITE require to be involved in the ongoing consultation on redundancy avoidance). Managers in the School are seeking a date in the last week of April for the ITE Planning Group to meet with all the support staff in the School and their trade union representatives to inform staff of the latest position and to respond to questions and concerns that they raise. It would help those discussions and that formal consultation process **if CMG would agree to this paper being circulated to staff in the School, JULC and SCCRA colleagues, as previous CMG papers on the situation in Education have been.**

6. Academic Restructuring in the School of Education

CMG colleagues will be interested to note that the management team in the School of Education, including the incoming Head of School, Professor Aitchison, intend to update the review of the academic structure of the School which was undertaken about 12 months ago, to take account of the recent changes which have been made in ITE provision. The intention is to have this review completed in time to introduce the revised academic structure at the beginning of the next academic session on 1 August 2010.

It is not envisaged that these changes will be of a radical nature but that will reflect: (a) the shifting balance in the School's portfolio; (b) the need to make efficiency savings by clustering departmental administration into a smaller number of units; and (c) the need to embed the administrative structures in School Undergraduate and Postgraduate provision, whilst strengthening a reduced number of academic departments that cohere around cognate groupings which are fit for the future and recognisable externally. The precise composition of these departments will be finalised during the review, but initial thinking suggests that there will be three departments focussed on (i) Teacher Education, (ii) Education Studies, (iii) Physical Education, Sport and Leisure Studies. Although the revised academic structure which emerges from this short period of additional review will reflect the recent changes in academic staffing, and will not of itself have any impact on academic staffing levels, it will help the School in identifying the appropriate administrative structure which it needs.

Frank Gribben, CHSS College Registrar, for and on behalf of the ITE Planning Group.

Health and Safety Quarterly Report 2009/2010

Quarterly reporting period: 1st January 2010 – 31st March 2010

Accidents and Incidents

Type of Accident/Incident	Qtr 2 Jan' 10 – 31 Mar '10	Qtr 2 Jan '09 – 31 Mar '09	Year to Date 1 Oct '09 – 31 Mar '10	Year to Date 1 Oct '08 – 31 Mar '09
Fatality	0	0	0	0
Specified Major Injury	1	0	1	0
> 3 day Absence	8	5	10	8
Public to Hospital	2	2	7	4
Reportable Dangerous Occurrences	0	0	0	0
Total Reportable Accidents / Incidents	11	7	18	12
Total Non-Reportable Accidents / Incidents	96	111	180	212
Total Accidents / Incidents	107	118	198	224

Further information by College/Support Group is shown in Appendix One

The incidents reported to the Enforcing Authorities during the quarter comprise:

- Employee slipped on ice and twisted ankle. Area treated subsequently. (>3 day injury).
- Employee hurt back when bending down to empty bin in office. The bin was not full or heavy. (>3 day injury).
- Employee slipped on black ice in car park. Salt applied once situation was known. (>3 day injury).
- In free time between classes at the gym, Undergraduate used a trapeze without authorisation. He fell approx 3m, hitting his head. He attended a first aider and was taken to hospital as a precaution where he was found to have mild concussion. The trapeze has now been removed. (*Public to Hospital*).
- Employee's bike slipped on black ice. Sustained a fractured pelvis. Lack of gritting/salt reported to Estates and Buildings. (>3 day injury).
- A member of staff and colleague were moving a filled cage (trolley) up a ramp when the cage ran into a wall, jamming the IP's finger against a lightswitch box. Sustained tendon damage in finger. (>3 day injury).
- Employee slipped on ice whilst unloading a van. Sustained injury to left shoulder. Area had not yet been gritted as this occurred very early in the morning. Gritted as a priority subsequently. (>3 day injury).
- Employee and a colleague were transferring bags of cash to deposit in the bank. The following day the IP indicated that he had sustained a back injury whilst on the cash run. The IP has received manual handling training for this activity. A review of the handling of cash is ongoing, with more regular pick ups instigated to reduce the volume / weight of bags. (>3 day injury).

The incidents reported to the Enforcing Authorities during the quarter (continued):

- An employee lost her balance on the stairs and fell approximately 3 steps, spraining her ankle in the fall, advised to rest ankle for a week by GP. There were no spillages or defects on the stairs. (*>3 day injury*).
- A Postgraduate was cleaning the blade of a microtome when she cut her finger. The IP walked to the adjacent hospital building where steristrips were applied to the wound. All relevant personnel receive induction training on the use of microtomes. Further refresher information is being provided to all relevant personnel. (*Public to Hospital*)
- An employee was stretching and bending whilst disconnecting computing equipment in a number of offices, to enable a removal company to move the equipment. The IP sustained muscular pain which resulted in her absence from work. Staff had been previously asked to disconnect their own computing equipment but this had not been done. (*>3 day injury*).

Further Developments and Issues

Biosafety Legislation

The new Single Legislative Framework, designed to harmonise legislation on work involving human pathogens, animal pathogens, and genetically modified organisms, was scheduled to come into force during 2010. HSE has announced that this timetable can no longer be met, and a new target date of April 2011 has been published.

In the aftermath of the 2007 Pirbright foot and mouth disease outbreak, and in advance of the new Framework, HSE has taken over enforcement responsibility for work which takes place under a Specified Animal Pathogen Order (SAPO) licence from DEFRA. The University has had three SAPO visits from HSE Biological Agents Unit, one of which has been more wide ranging than under the previous enforcement regime, moving into areas of general biological safety, and general health and safety management.

All relevant Schools and Units have been alerted to this change in enforcement responsibilities and approach, and Health and Safety Committee will continue to monitor both SAPO issues, and the implementation of the Framework, including the required changes to the Biological section of the central Health and Safety Policy.

Radon in the Workplace

Radon is a natural gas that occurs in all rocks and most soils; whilst it disperses quickly in air, it can become trapped within buildings, due to poor ventilation, and exposure can increase the risk of lung cancer.

HSE has recently reminded all employers in the education sector of their responsibilities with regard to monitoring and control of radon levels in the workplace. A rolling programme of monitoring, and remedial action if and when required, will be implemented in occupied basement areas of the University.

Aon Audit Programme

The Compliance Audit phase of the current Aon partnership audit programme is well underway – this follows on, at School and equivalent level, from the Health and Safety Management audit phase, which concluded in May 2008. Fifteen Schools and Support Units have been audited in this phase, with good results – remedial action required has been highlighted in reports from Aon, accompanied by guidance from the Health and Safety Department.

There will be a brief lull in this audit programme, as both University and Aon budgets for this activity have been used up for this financial year. The programme will resume very early in next financial year, and will progress to completion.

Project Revise and SciQuest/Chemical manager

The UK Home Office is implementing “Project Revise” in the education sector in Scotland - this project is designed to raise awareness of the potential use of common laboratory reagents and materials, for terrorist purposes, and is being delivered by local Counter Terrorism Security Advisers (CTSAs)

In liaison with UoE Security, a pilot visit has been arranged to this University, at which the CTSA will deliver the Project Revise material to a selected group of School and College Health and Safety Managers, Laboratory Superintendents and other key colleagues. This session will inform the approach to rolling sessions out institution-wide, and will hopefully help anticipate some of the challenges in getting the Home Office message across to academic colleagues, in a sensible and practical way.

Project Revise will highlight the desirability of encouraging widespread adoption of the SciQuest system, and the Chemical Manager module, for the tracking of chemical acquisition, use and disposal, which has been successfully implemented at Chemistry, with concomitant cost savings.

SHWL Awards

The University has now submitted its portfolios at Bronze, Silver and Gold levels for the Scotland’s Healthy Working Lives (SHWL) Award Scheme. Our submissions were formally assessed by SHWL on 29th March – the assessment visit involved a combination of visits to selected campuses to meet with key colleagues active in health promotion activities, followed by a presentation and question and answer session involving members of the UoE Health Promotion Group.

The results of submissions at each level should be communicated over the next month.

CHASTE Project

The Scottish Funding Council’s (SFC) CHASTE Project, led by UoE, is about to enter its final year. The CHASTE Project Steering Group, at its last meeting in March 2010, gave close attention to focussing activities during that final year, in order to continue to make a positive difference to the level of health and safety practice and provision in the tertiary education sector in Scotland, and to leave the SFC with an accurate picture of that provision as the Project concludes.

Alastair Reid
Director of Health and Safety

13th April 2010

Accidents & Incidents

Quarterly period: 01/01/2010 – 31/03/2010

Year to Date Period: 01/10/2009 – 31/03/2010

(Second Quarter)

COLLEGE / GROUP	REPORTABLE (TO HSE) ACCIDENTS / INCIDENTS														TOTAL Non-Reportable Accidents / Incidents		TOTAL ACCIDENTS / INCIDENTS	
	Fatality		Specified Major Injury		>3 day absence		Public to Hospital		Dangerous Occurrences		Reportable Fires		TOTAL Reportable Acc / Inc		Qtr	Ytd	Qtr	Ytd
	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd				
Humanities & Social Science	-	-	-	-	1	1	1	1	-	-	-	-	2	2	19	26	21	28
Science & Engineering	-	-	1	1	-	2	-	3	-	-	-	-	1	6	9	27	10	33
Medicine & Veterinary Med.	-	-	-	-	-	-	1	2	-	-	-	-	1	2	28	55	29	57
SASG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	0
Corporate Services Group	-	-	-	-	7	7	-	1	-	-	-	-	7	8	33	60	40	68
ISG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	11	7	11
Other Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	1	0	1
UNIVERSITY	-	-	1	1	8	10	2	7	-	-	-	-	11	18	96	180	107	198

* Units noted below taken from organisational hierarchy report 09/10 - http://www.planning.ed.ac.uk/edin/orghier/versions/Version12_0.xls

SASG: Student and Academic Services Group: Academic Services, Records Management, Biological Services, Careers Service, Chaplaincy, Communications and Marketing, Development and Alumni, Disability Office, EUCLID, General Council, Governance and Strategic Planning, International Office, Pharmacy, Principal's Office, Registry, SASG Business Unit, Student Counselling Service, Student Recruitment and Admissions, University Health Service.

ISG: Information Services Group: Applications, EDINA and Data Library, DCC, Information Services Corporate, Library and Collections, Infrastructure, User Services Division.

CSG: Corporate Services Group: Accommodation Services (incl Festivals Office), Centre for Sport & Exercise, Day Nursery, Edinburgh Research & Innovation (ERI), Edinburgh Technopole, Edinburgh University Press, Estates and Buildings, Finance, Health and Safety, Human Resources, Internal Audit, Joint Consultative and Advisory Committee on Purchasing, Procurement Office (inc Printing Services).

Other: Students Association, Sports Union, Talbot Rice Gallery, Associated Institutions.

UNIVERSITY OF EDINBURGH MUSEUMS & GALLERIES COLLECTIONS POLICIES DOCUMENT 2010-2015

APPROVED BY UNIVERSITY COURT XX XXXX 2010

INDEX

1 INTRODUCTION

- 1.1 Introduction
- 1.2 Museums & Galleries Collections
- 1.3 Director of University Collections Office and Museums Development

2 EXTERNAL VALIDATION

- 2.1 Accreditation with the Council for Museums, Libraries & Archives
- 2.2 Recognised Collections of National Significance to Scotland

3 MANAGEMENT & GOVERNANCE

- 3.1 Management
- 3.2 The Governing Body
- 3.3 University Collections Advisory Committee (UCAC)
- 3.4 Committee of Curators of University Committees (CCUC)
- 3.5 The Talbot Rice Advisory Board (TRGAB)
- 3.6 Financial Management
- 3.7 Workforce Development

4 POLICIES

APPENDICIES

- A University Collections Strategic Development Plan 2010-2015
 - A1 Edinburgh University Collection of Historic Musical Instruments
 - A2 Fine Art Collections
 - A3 Natural History Collections
 - A4 Cockburn Museum
 - A5 Talbot Rice Gallery Business Plan 2011/2013
- B Museums & Galleries General Acquisitions & Disposal Policy 2010-2015
 - B1 Policy Statement – Edinburgh University Collection of Historic Musical Instruments
 - B2 Policy Statement – Natural History Collections
 - B3 Guidelines for deciding on requests for the repatriation of items from the University Collections
- C Access Policy
- D Collections Management & Preservation Policy
- E Forward Plans for the University of Edinburgh Collections 09/10
 - E1 Edinburgh University Collection of Historic Musical Instruments
 - E2 Fine Art Collections
- F Committee Membership & Remits

UNIVERSITY OF EDINBURGH MUSEUMS & GALLERIES COLLECTIONS POLICIES DOCUMENT 2010-2015

1. INTRODUCTION

1.1 The University of Edinburgh has a 400 year history of collecting and maintaining culturally and scientifically significant objects, samples and artefacts in a number of fields. This document outlines the context for the policies governing the University's museums and galleries collections.

1.2 Museums and Galleries Collections

The University is currently home to ten distinct collections (not including University Library materials) and Talbot Rice Gallery. Fuller details on each of the collections are contained in the General Acquisitions & Disposals Policy, Appendix B.

- Anatomy Resource Centre & Collection
- Classics Collections
- Cockburn Museum of Geology
- Edinburgh University Collection of Historic Musical Instruments (EUCHMI)
- Natural History Collections
- School of Scottish Studies Collections
- Fine Art Collections
- Chemistry Collection
- Polish School of Medicine Historical Collection
- Museum Heritage Collection
- Talbot Rice Gallery

1.3 Director of University Collections Office, Museums Support & Development

The Director of University Collections (DUC) working with the support of the Museums Development Manager (MDM) provides strategic leadership and policy development for the University's Collections. Through the office of the DUC, museums, galleries and collections are advised on devising forward plans, while strong strategic direction aligned with the University Strategic Plan, national and international sector priorities, is shaped for University Collections in their entirety. Professional guidance is provided on policy implementation, achieving, improving and maintaining sector standards (stewardship, metadata, Accreditation-compliance) and museums development is encouraged through an annual grant. The MDM supports project development and project management such as HLF-funded initiatives and partnership working such as with other university museums (eg through UMiS, University Museums in Scotland) and with the museums sector (eg through the East of Scotland Museums Partnership). Academic liaison is centred on support for the Collections Guardians Scheme and the University Collections Advisory Committee (UCAC) and Committee of Curators of University Collections (CCUC). Teaching & Learning occurs through the MSc 'Working with Collections' course, museological and subject-specific training through internships (undergraduate and postgraduate), in-house training and facilitation of external training for interns, volunteers and staff. Outreach and community engagement is provided through the wide range of exhibitions, education programmes (notably TRG and EUCHMI) and involvement with the University's Widening Participation programme.

The Museums Support Team works cross-collections, providing practical support on exhibition design and installation, interpretation development, delivery of Fine Art Collection Services including the dispersal of the Fine Art Collection for the enhancement of public and private spaces in the University, management of information held on the Collections Audit and Loans Services including requests for works to be loaned to exhibitions worldwide, management of longloans to National Galleries of Scotland, National Museums of Scotland and others.

University Collections have access to the various experts, services and facilities converged in the Centre for Research Collections (Main Library) such as seminar rooms for teaching, Accreditation-

compliant collections stores and conservation advice, as well as peer review and support through groups such as the CRC Projects Group, CRC Promotions Group and University Collections Exhibitions Panel.

2. EXTERNAL VALIDATION

2.1 Accreditation

The following University Collections hold Accredited Status with MLA, The Council for Museums, Archives & Libraries

- Fine Art Collections
- Reid Concert Hall Museum of Instruments
- St Cecilia's Hall Museum of Instruments
- Cockburn Museum of Geology
- Natural History Collections

The benefits of museum Accreditation include the access to funding from external sources such as Museums Galleries Scotland and Heritage Lottery Fund, as well as the opportunity to apply for Government Indemnity in the case of loans from other institutions. If it is deemed appropriate by the DUC, work will be undertaken towards achieving Accreditation for other identified University Collections should resources permit.

2.2 Recognised Collections of National Significance to Scotland

EUCHMI was the first university collection to be awarded Recognition in the first round of the scheme in 2007.

The Scottish Government initiated the Recognition Scheme in 2007. The Scheme's main purposes are to highlight Scottish collections of international significance and to widen access for more people to enjoy them by providing funding for improvements and enhancements.

3. MANAGEMENT & GOVERNANCE

3.1 Management Structure

The University Collections are managed thus:

Under the Director of University Collections, in the Library & Collections, Information Services structure:

- Edinburgh University Collection of Historic Musical Instruments (EUCHMI)
- Fine Art Collections
- Talbot Rice Gallery
- Museum Heritage Collection

Under individual School / College management, but with strategic and policy support from the office of the Director of University Collections and annual grants:

- Natural History Collections
- Geology Collections
- Anatomy Collections
- Chemistry Collections
- School of Scottish Studies Archive
- Polish School of Medicine Historical Collection
- Classics Collection

Appendix F shows the Academic and Financial Management model for the University Collections.

3.2 The Governing Body

The Court is the University's governing body and is the legal persona of the University. The UCAC reports to the Court. The Secretary, acting on behalf of the Court, has reserve powers to deal with issues relating to the collections.

3.3 University Collection Advisory Committee (UCAC)

Although the UCAC does not have executive powers, it makes recommendations relating to the collections to the University Court. The Convener of the UCAC is a Vice-Principal who attends Court meetings. An important function of central committees is to provide strategic policy guidance and an essential channel of communication for those involved in the collections area. The intention is that the Collections Committees will stimulate dynamic discussions whose objective is the overall enhancement of the collections.

3.4 Committee of Curators of University Committees (CCUC)

The University has also created the position of Director of University Collections. The Director of University Collections convenes the sub-committee of Curators of the University Collections; provides a focal point for contact with a number of external agencies (such as Museums Galleries Scotland); and is responsible for the general profile of the collections within the University and the strategic guidance and promotion of these collections.

3.5 The Talbot Rice Advisory Board (TRGAB)

The Talbot Rice Gallery Advisory Board was established in April 2004 following support from the Scottish Arts Council (a major funder of the TRG) which saw the need for the Gallery to have the support and advice of a board of experts in the sector. The form of the Board has been shaped by University Court: six members with attendees. The Board reports to the University through UCAC (University Collections Advisory Board).

3.6 Financial Management

Funding for the collections is generally provided by the relevant Planning Units. The University recognises that the funding position over recent years has had the impact of reducing the funding available for its collections. A CCUC Small Bids Fund, managed through the office of the Director of University Collections, of over £10k per annum has been agreed to support projects involving the University Collections.

3.7 Workforce Development

University Schools with collections are responsible for providing the staffing necessary for the adequate upkeep of the collections as teaching and research resources. Support Group and School support for the collections is reviewed annually as part of the University's planning and budgeting process.

4. POLICIES

Each of the ten collections operates within the overarching University of Edinburgh Policies on Collections;

- University Collections Strategic Development Plan 2010-2015
- General Acquisitions & Disposals Policy 2010-2015
- Access Policy 2010-2015
- Collections Management & Preservation Policy 2010-2015

Each Curator is responsible for developing, and supplementing where necessary, these policies as appropriate and for providing strategic and forward plans for each individual museum, gallery or collection. These, and the overarching policies listed above, are appended.

The University of Edinburgh

The University Court

24 May 2010

**Report of the Finance and General Purposes Committee
(Report on Other Items)**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper reports on the meetings of the Finance and General Purposes Committee held on 8 March and 10 May 2010 covering items other than the CMG report. Detailed papers not included in the appendices are available from Dr Novosel.

Action requested

The Court is invited to approve the recommendations as set out in items 8, 10, 11 and 12 of the meeting held on 10 May 2010 and to note the remaining items with comments as it considers appropriate particularly items 1, 3 and 4 of the meeting held on 10 May 2010.

Resource implications

If applicable, as noted in the report.

Risk Assessment

Where applicable, risk is covered in the report.

Equality and Diversity

No implications.

Freedom of Information

Can this paper be included in open business? Yes

Except for items:

8 March 2010: 3-5

10 May 2010: 2-12

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

Originator of the paper

Dr Katherine Novosel

17 May 2010

University Court, Meeting on 24 May 2010

**Report of the Finance and General Purposes Committee
8 March 2010 (Report on Other Items)**

**1 NEW MEDICAL SCHOOL – PROPOSED USE OF RESOURCES
RECEIVED FROM SFC**

The Committee noted that following the last meeting of Court it had now been agreed that the sum of £580,000 previously allocated to EUCLID would be allocated to the King's Buildings Library and Resource Centre; allowing the project to progress more quickly.

2 SUMMARY RESEARCH AND COMMERCIALISATION REPORT FOR THE 6 MONTHS TO 31 JANUARY 2010 **Appendix 1**

It was noted that during the last 3 months there had been a steady improvement in the number and value of research applications and awards with the value of applications now exceeding the position at the same time last year. While the number of awards secured was below last year's levels there had been increases in the number of licences filed and companies formed; consultancy income was also 26% higher than the same period last year.

The Committee asked if it would be possible to obtain comparable information from other institutions on performance to date. It was further confirmed that actions were on-going to mitigate any exposure associated with current currency rates.

**Report of the Finance and General Purposes Committee
10 May 2010 (Report on Other Items)**

1 EUCLID – UPDATE REPORT

**Appendix 3
Addendum**

The Committee noted that there had been significant developments since the circulation of the Committee paper. The EUCLID Project Strategy and Quality Assurance Group (SQAG) had met on the 5 May 2010 for a detailed discussion on the evidence to inform the go or no-go decision and had come to the conclusion that overall the University should proceed as planned with the new systems for the start of the academic year 2010/2011. The risks, while remaining high, were considered to be at acceptable levels and the systems would be satisfactory although over the first few months improvement work would be required; remaining with the current DACS (Database of Admissions, Curricula and Students) system was higher risk due to its age and potential instability, in both hardware and software, and additional work would be required to ready it for the start of the academic year.

It was further reported that the SQAG had agreed to proceed with the EUCLID implementation for the start of the academic year 2010/2011 subject to some provisos, all of which had now been met. These included strengthened management of the teams, close attention to the statutory reporting to HESA and SFC and fully informing the University's senior management of the implications and associated risks of the decision. The Committee was also assured that contingency plans were in place across the University.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

1. RESEARCH APPLICATIONS AND AWARDS

1.1 Introduction

After the somewhat bleak picture illustrated in the Q1 Report, second quarter figures show a general improvement on all four traditionally-reported parameters (number and value of applications, number and value of awards). Indeed the value of applications submitted for the year to date now *exceeds* the same period last year by some 4%. Application activity continues to be strong at Edinburgh, with particularly good figures recorded in November and December

While the awards are still down on last year's half-year figures, in November and December the number of awards recorded approximated fairly closely to the equivalent months last year. The distinguishing feature is that of award value, although the negative variance has improved month on month over the past quarter to 17% behind, an improvement of 6% over Q1.

1.2 Applications

1.2.1 Number

As a result of strong application activity in November and December, the University stands just 5% behind the same period last year in terms of number of applications submitted. By the end of January, 1,243 applications had been despatched, just 66 less than at Month 6 last year.

The College of Medicine and Veterinary Medicine (CMVM) has continued its strong performance, now some 20% ahead of last year with 67 more applications than at the half year 2008/09. All Schools are maintaining, or improving on, their position last year with Clinical Sciences and Community Health and Biomedical Sciences pre-eminent, with the number of applications some 23% and 59% ahead respectively.

While the College of Science and Engineering (CS&E) is currently 12% behind, this should not give too much cause for concern as in December the year to date variance was just -4%. While Informatics continues its year on year growth, up 14% for Month 6, the trend in the College currently appears to be for fewer, higher value proposals being submitted.

Outstanding application activity which was predicted for November and December in the College of Humanities and Social Science (CHSS) came to fruition and has created a markedly improved position for the College at the half year point, reducing its negative variance from -53% reported in Q1 to -17%. 7 out of the 11 Schools are showing application activity greater than, or equal to, the same period last year.

1.2.2 Value

The total value of applications submitted by the half year-end was £495.7m, or 4% ahead of the same period last year, showing a significantly improved position from the -10% figure reported at the end of Q1. Looking at the past three months, all 3 Colleges are keeping up with, or slightly exceeding last year's total application values.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

With an impressive total application value of £284.5m, CS&E is some 7% ahead of the same period last year. A trend of fewer, higher value applications is particularly noticeable in Biological Sciences and Geosciences, less so Informatics, some 44%, 33% and 21% ahead respectively.

Application value for CMVM sees an improved position from -23% reported in Q1 to +1% at the end of Month 6 (£162.9m compared to £161.1m for Month 6 2008/09), attributed to ongoing application activity in Biomedical Sciences and Clinical Sciences and Community Health, up 67% and 23% respectively.

As reported above, the dramatic surge in application activity in HSS this past quarter has resulted in a total application value of £48m, just under £2m (4%) short of the same period last year, and an impressive recovery from the -53% position reported at the end of Q1. The 'smaller' Schools (in terms of research income) such as Literatures, Languages and Cultures, Arts, Culture and Environment, Divinity and Health in Social Sciences appear to be finding more opportunity than some of the larger Schools at the moment.

1.3 Awards

1.3.1 Number

At the end of Q1, we reported a 10% reduction in award numbers, predicting that this trend would probably continue, and potentially deteriorate, for the foreseeable future. The six month position shows an almost identical picture of 9% behind, or 39 awards less than the same period last year, although this variance did improve to -4% and -3% in November and December respectively.

CS&E appears to be continuing to experience the least impact from the financial downturn, showing a +11% position for the year to date compared to last year. While this parameter has fluctuated over the last 3 months for CS&E, it has yet to dip into a negative variance. The College has secured 181 awards for the year to date (cf. 163 for Q2 2008/09). Geosciences and Engineering continue their award success (up 58% and 53% over same period last year), with Chemistry some 67% ahead!

CMVM's position since Q1 has improved from 17% behind to 14% behind the same period last year, recording 165 awards compared to last year's 192 at this time. The biggest School variance is R(D)SVS, some 18 awards behind the same period last year, mainly as a consequence of the significant number of awards that transferred during 2008/09 from the old Roslin Institute to the new, thereby creating an anticipated awards 'spike'.

In our Q1 Paper, we reported that HSS had secured 24% fewer awards than the same period last year. This percentage has more or less held, although November and December did see an improved position to c.-19%. With 68 awards secured so far this year, the College is around 29% down on Q2 2008/09. As with applications, the general trend is that the smaller Schools are faring better than the larger ones. Less Government funding is available this year, presenting real challenges for Moray House in particular, traditionally very reliant on Scottish Government tenders.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

1.3.2 Value

The cumulative negative variance reported in our Q1 report has improved from -23% to -17%, with awards secured to date valued at £75.3m. This is however some £15.9m less than at month 6 last year.

CMVM is showing the least impact of the current financial situation, slipping just one percentage point from the -11% reported at Q1. So far awards have been received worth £31.6m (c.f. £35.9m same period 2008/09). Molecular and Clinical Medicine is some 68% up in total award value, although Clinical Sciences and Community Health, and Biomedical Sciences continue to trail.

CS&E has recovered its position from the -32% variance reported in our Q1 report to -16%. While there has been strong performance in Engineering, Geosciences and Chemistry, reporting award values some 135%, 100% and 37% ahead of Month 6 2008/09, this has not been sufficient to counterbalance the reduced award values experienced in Biological Sciences and Informatics, together down by over £14m.

Renewed funding for the Genomics Forum to the tune of some £2.6m has been welcome for HSS, most particularly for the School of Social and Political Sciences, bringing total award value for the year to date to £6.3m, just under £4m (and 38%) less than for the same period last year. Many of the smaller Schools are performing quite well and recording award values in excess of the same period last year, but this is not sufficient to counterbalance the changed fortunes of some of the larger Schools such as PPLS and Moray House, which have seen traditional sources of funding dwindle over the past couple of years.

1.4 Sponsor type profile

Research Councils continue to dominate Edinburgh's application activity. With proposals collectively valued at £266,180k for the year to date, Research Council applications comprise 54% of the funder 'cake' by value. This is though 9% behind for the same period last year. While charity total application value has grown by some 38% (to £89.6m), the main area of growth has been in EU, with applications submitted totalling £84.9m, some 79% higher than for the same period last year. As previously indicated, Government research opportunities have been thin on the ground, and proposals to this sector are down by £23m over the same period last year.

For awards, sponsor type profiles are plotted for the University as a whole and for each College in Appendix 1. These depict awards by sector type, comparing the Q2 award values with last year's total year figures. Assuming 2008/09's total year figures as this year's rudimentary 'targets', the tables show the percentage of 'target' achieved in each sector. The pie charts show the percentage share by value for each sponsor type proportionate to the whole, comparing Q2 2009/10 with full year 2008/09.

For the University as a whole, the 2008/09 'targets' are going to be challenging, with the EU and charity sectors leading at this stage, most clearly seen in CMVM. While Government contracts in HSS are conspicuous by their absence, this sector is providing reasonable funding for CS&E research.

The pie chart for the year to date for the University shows little variance from that of last year. We would anticipate that the EU and possibly charity 'slices' continue to grow at the expense of Government and possibly Research Councils.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

More interesting are the variances between the 3 College pie charts. Science and Engineering has seen its Research Council awards share grow compared to last year at the expense of charity awards. Medicine and Veterinary Medicine on the other hand has a far smaller Research Council presence for the year to date than CS&E, and indeed compared to last year's CMVM picture. Note the significant growth of charity awards and increased EU presence. With HSS, a reduction in Government and EU funding has led to a significantly increased Research Council share, not perhaps an ideal situation given the imminent and anticipated likely curb on public expenditure.

1.5 Country Analysis

Appendix 2 plots award value by sponsor country, comparing the year to date with the previous year's total year figures. Rather than list every sponsor country, which would make for a somewhat confusing chart, we have selected the 4 largest sponsor countries – UK (excluding Scottish funders), 'EU', Scotland and USA. All other countries have been grouped together as 'others' but collectively they represent a very small percentage as the charts show. As part of our strategy to increase awards from overseas sponsors, linked in to the University's internationalisation strategy, we would, over time, hope to be able to introduce more countries to this chart, thereby making it a rather more useful tool.

The year to date picture for the University as a whole shows reduced funding from Scottish sources (most likely Scottish Government) and slight increases to EU and UK (mainly Research Councils). HSS sees a reduced EU share for the year to date, further emphasising its reliance on UK sources of funding.

1.6 Conclusion

During the past quarter, and across all disciplines, we have been starting to see a range of behavioural changes in a number of sponsors, some of which can be attributed directly to real or anticipated budgetary pressures, some more indirectly. We would anticipate seeing more such changes over the next few months, particularly after the Westminster elections.

The trends can be summarised as follows:

Evidence of less funding available

There is little doubt now that there is less funding generally available for research, probably most marked amongst traditional HSS sponsors. It is believed that AHRC are experiencing some financial difficulty and ESRC did not offer their Centres scheme last year in part due to insufficient funds. Other Research Councils are encountering budgetary constraints too, most notably STFC and MRC, are wielding cuts on successful applications, to as much as 50% of the application value.

Charities suffered last year from the stock market collapse, although it is anticipated that their assets may recover in reasonable time, given the steady, but still precarious, climb in the FTSE over the past 10 months or so. However such recovery can not be assured and they are exercising caution at present. We are aware of capped grants and a reduced number of calls amongst charity sponsors.

Non-RC Government funding is thin on the ground too, particularly evident in HSS where the number of grants secured has halved within three years; we are aware that some of our Scottish Government-funded Centres are being required to present budgets assuming negative growth.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

Evidence of delayed start dates

This is going to be most apparent with AHRC awards over the next 12-18 months, as a consequence of the Council's move to Swindon and the apparent need for an applications holiday for many of their flagship schemes. The likely consequences of this will be more pressure on fewer funds and postponement of project start dates to 2011/12. ESRC has been deferring some start dates of late to 1st April 2010 as a result of not being able to carry forward funds between years.

We also anticipate considerable turbulence as a consequence of the planned transfer of back-office support from all the Research Councils to the new Shared Services Centre during the course of 2010.

'Demand management' appearing on the scene

With effect from April 2010, EPSRC are implementing their new demand management programme to reduce the number of poor quality applications being submitted. Serial 'unsuccessfulls' will only be able to submit one application in a 12 month period and will also be required to evidence some sort of personal development plan during that timeframe. This initiative is already understood to be having an effect, with 30-35% fewer applications being submitted since the scheme was announced. We believe that all Research Councils in time will introduce a form of demand management.

A move from funding projects to supporting individuals

The Wellcome Trust has announced that it is phasing out project-based funding over the course of the year in favour of fellowships as they have for some years been of the view that these deliver more in terms of impact and quality. We understand that some of the Research Councils are looking at this strategy of 'investing in people' with some interest.

ERI will continue to monitor this changing landscape, highlighting changes in funder behaviour as news becomes apparent; to offer a broad range of initiatives to help keep the application pipeline flowing and to ensure that Edinburgh colleagues are well placed to seize opportunities where they arise, and are given the assistance required in order to apply for these.

2. RESEARCH DEVELOPMENT ACTIVITIES

- Events

The *Integrated University of Edinburgh Research Funding Event* programme concluded in the last quarter. Five courses ran with 87 researchers attending. Notably, Professor David Robertson chaired a successful '*Course 3 – Funding opportunities for established researchers for CSE*'.

Other special events included a briefing and proposal writing event by UKRO on '*European Research Council Advanced Grants*', in preparation for proposal deadlines early in 2010. The workshop attracted 42 researchers from all three colleges. A briefing on support that ERI Research & Development can offer, as well as highlighting funding opportunities, was delivered to the Engineering Research Staff Society.

The CHSS Learning Lunch programme continued to run, including a briefing on ESRC doctoral training centres and BARDA proposal writing events.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

- Funder Visits

The BBSRC visited the University early in February 2010. A workshop was held where BBSRC's newly launched strategy was explained, and guidance was given on writing the impact section of a research application. A separate session was held for Informatics, as there are now BBSRC funding streams that are available to researchers in Informatics related disciplines.

Individual one-to-one surgeries were also held, which allowed researchers the opportunity to discuss potential research applications with BBSRC staff.

- International Activities

The Research Development team remains very active in supporting the University's Internationalisation Strategy.

The final 'learning lunch', focussing on international funding opportunities for India was held, with 30 people attending.

Dedicated web pages, providing information on funding opportunities focusing on the two priority countries (China and India), Europe and the US, were launched.

Engagement began with the International Regional Focus Groups and the Global Health Academy, by meeting attendance and early stage scoping of how Research Support & Development will support and feed into these groups.

- Communication strategy

During the last quarter, two new media were introduced to distribute information on funder intelligence, funding opportunities and to promote events. A weekly tailored electronic newsletter is now sent out to each of the three colleges, replacing daily email alerts and the previously available paper based newsletter for CHSS.

'Twitter' accounts for each of the three colleges have now been established, to send out funding alerts and reminders in relation to application deadlines.

Activities going forward for Q3

- Specific events

- A series of workshops for 2010 have been launched, entitled '*An Introduction to Research Funding*', aimed at third year PhDs and early career researchers. Several of these courses will run during quarter three. Courses are run in collaboration with Transkills.
- Scotland Europa will be visiting CSE (March) to run a workshop on future strategic EU priorities and initiatives.
- The CHSS Learning Lunch programme will continue with events focusing on postgraduate funding and writing impact statements.

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
6 MONTHS TO 31 JANUARY 2010

- Other

- Planning is underway to arrange other funder visits, focusing on Wellcome, MRC, CSO, Leverhulme, the British Academy and EU Framework 7 National Contact Points.
- A marketing and awareness campaign is being developed, in partnership with Research Research, aiming to increase the membership of Research Professional, and encourage those that are members to use the tool to find research funding opportunities.

3. UNIVERSITY RESEARCH INCOME

Year to date research income for the University stands at £85.5m, an increase of 17% on the same period last year.

Income for CMVM grew 22% year on year, amounting to £37.8m. However, CSE remains slightly ahead with income of £38m, an increase of 15% year on year. CHSS saw growth of 4% resulting in income of £8.4m.

4. INVENTION DISCLOSURES

In the 6 months to 31 January 2010, 69 disclosures were made compared to 76 for the same period last year.

5. PATENT FILINGS

In the 6 months to 31 January 2010, 39 patents were filed on technologies compared to 46 for the same period last year.

6. LICENCES

In the 6 months to 31 January 2010, 31 licence deals were signed compared to 14 for the same period last year.

7. COMPANY FORMATION

In the 6 months to 31 January 2010, 4 spin-out (py 1) and 8 start-up (py 8) companies have been recorded.

8. CONSULTANCY

In the 6 months to 31 January 2010, consultancy income processed through ERI was £2.6m compared to £2m for the same period last year, a rise of 26%.

9. TECHNOPOLE SCIENCE PARK

The largest single tenant, Texonet Limited, was given notice to quit in December, following non-payment of rent, and they have subsequently advised that they have gone into liquidation, leaving ERI with a bad debt of around £34k. This will impact upon rental income streams going forward, although discussions are underway with another prospective tenant for some of this space.

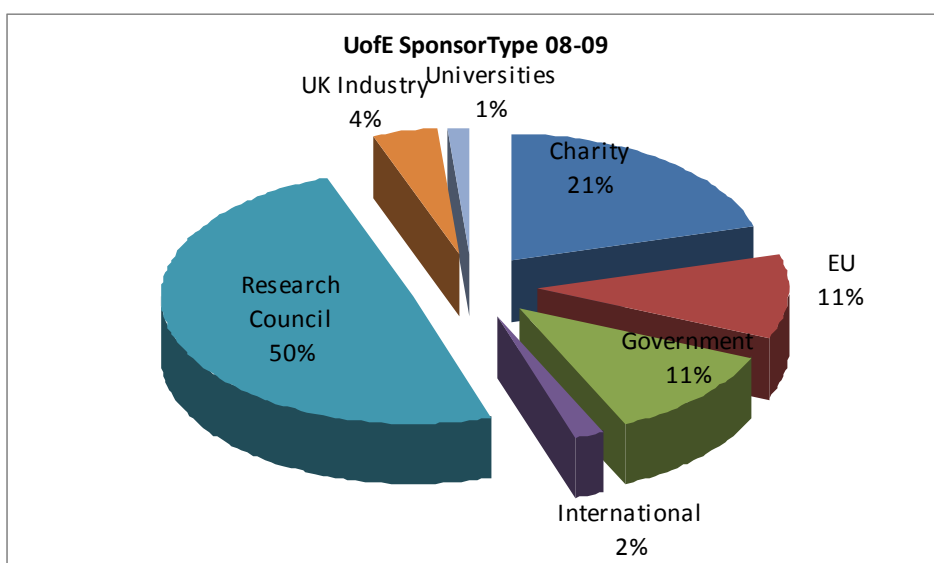
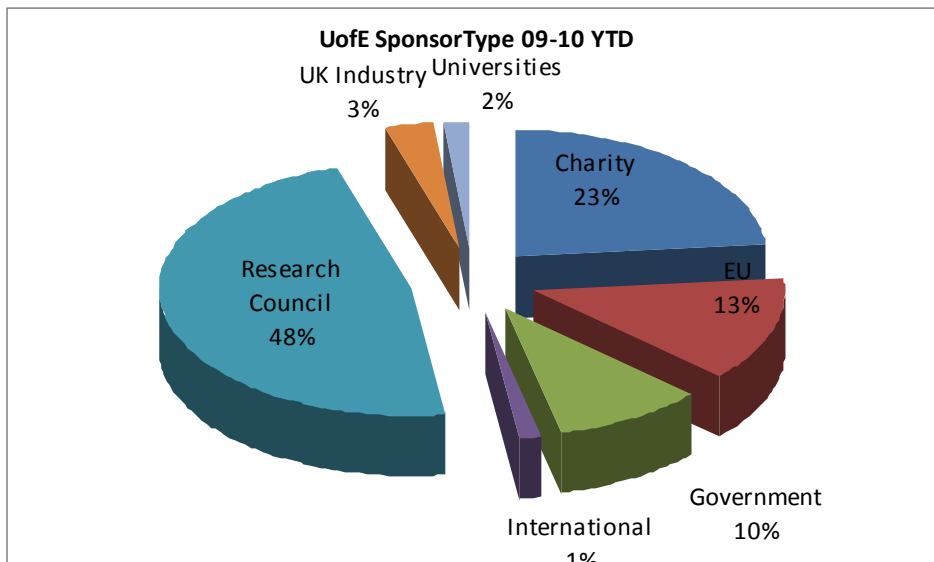
Hamish Macandrew, Carolyn Brock, Ian Lamb, ERI, 17 February 2010

Appendix 1

Analysis of Awards by Sponsor Type, comparing Q2 2009/10 with full year 2008/09

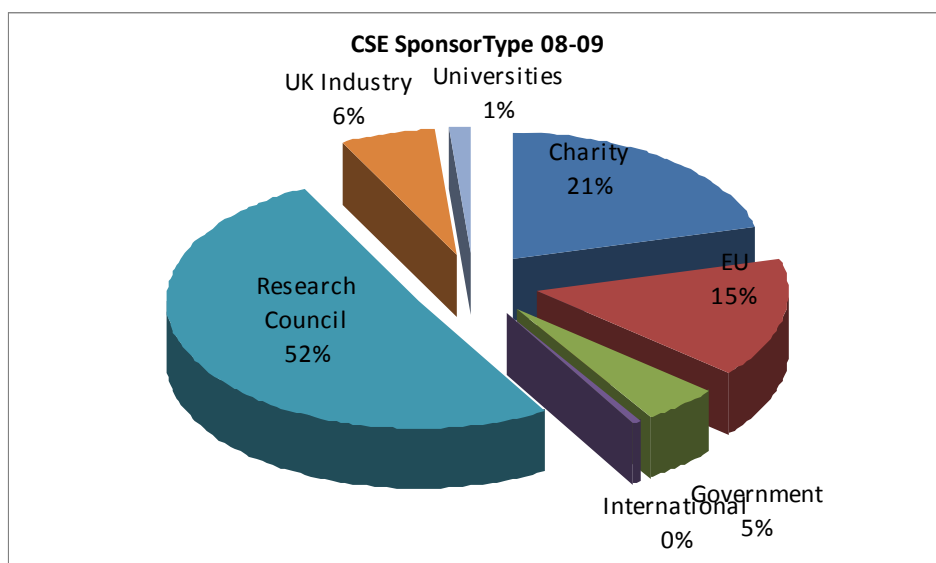
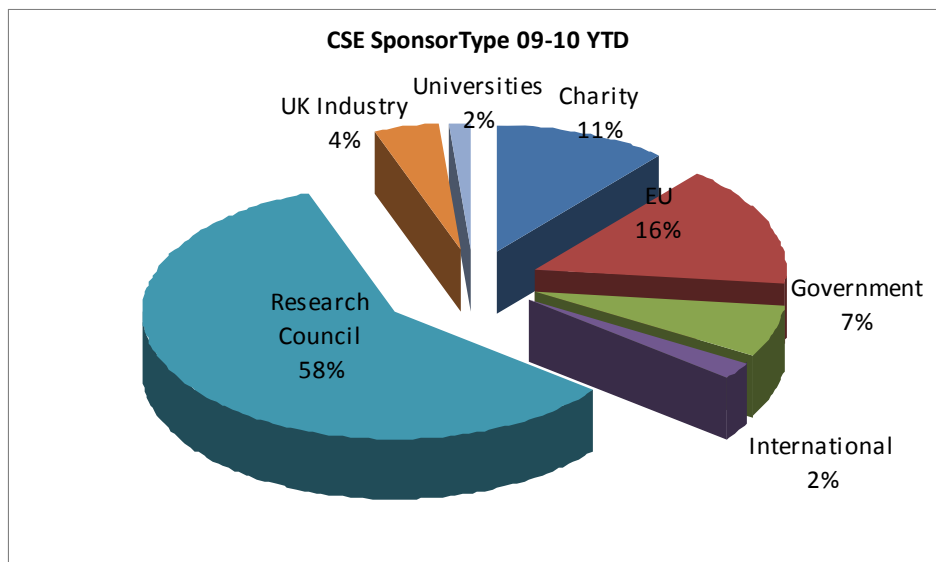
University of Edinburgh

	YTD	2008/2009	% of Target
Charity	£17,514,578	£51,426,942	34%
EU	£10,088,819	£26,997,829	37%
Government	£7,319,954	£28,543,618	26%
International	£1,107,851	£4,768,057	23%
Research Council	£35,767,069	£123,492,343	29%
UK Industry	£2,187,020	£10,574,113	21%
Universities	£1,286,322	£3,134,896	41%



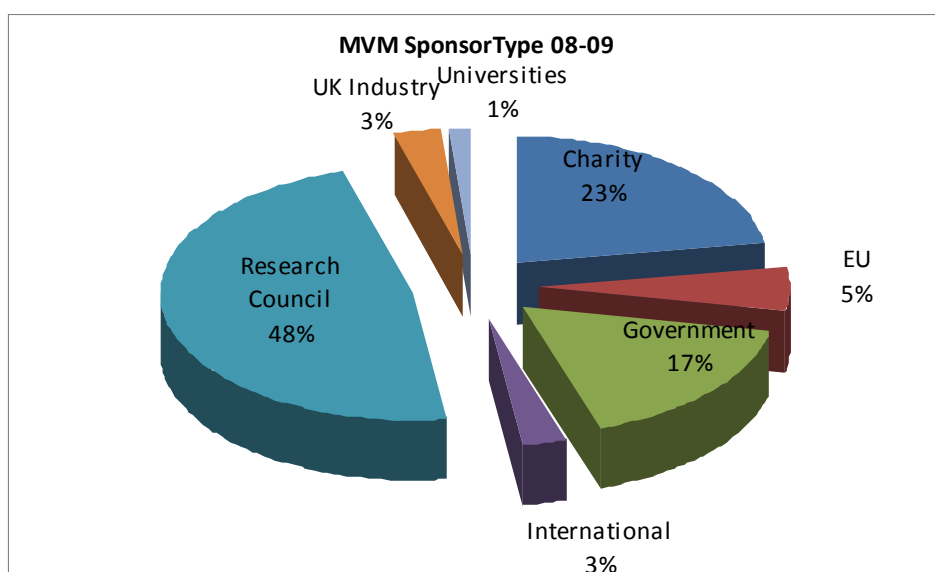
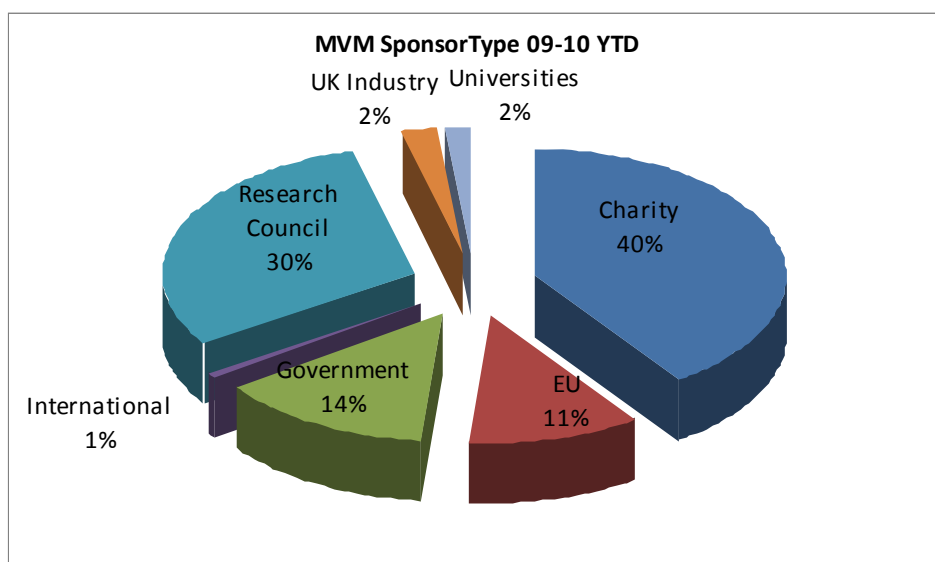
College of Science and Engineering

	YTD	2008/2009	% of Target
Charity	£4,110,796	£21,859,906	19%
EU	£5,751,437	£15,958,449	36%
Government	£2,479,888	£5,336,916	46%
International	£848,891	£505,239	168%
Research Council	£21,735,984	£53,532,002	41%
UK Industry	£1,479,558	£6,596,635	22%
Universities	£555,006	£1,331,036	42%



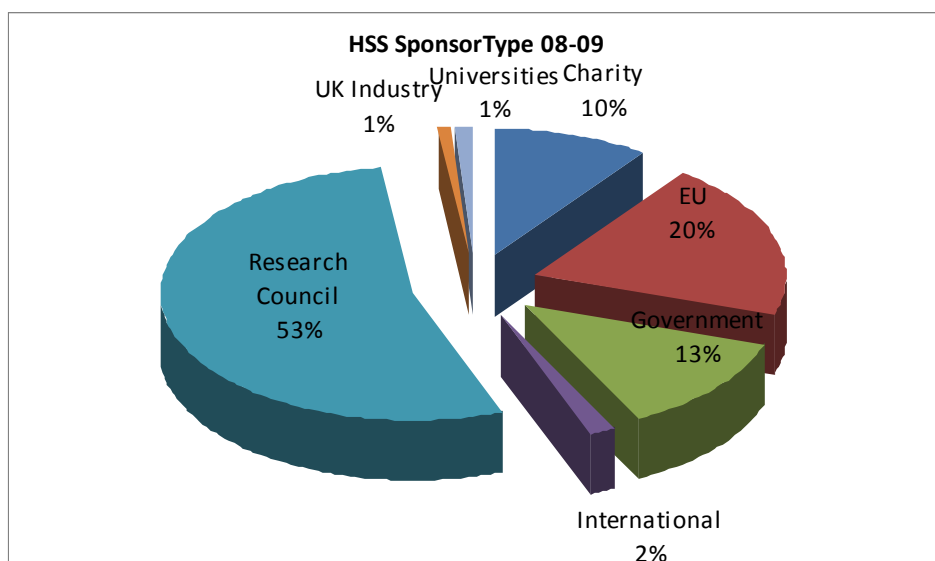
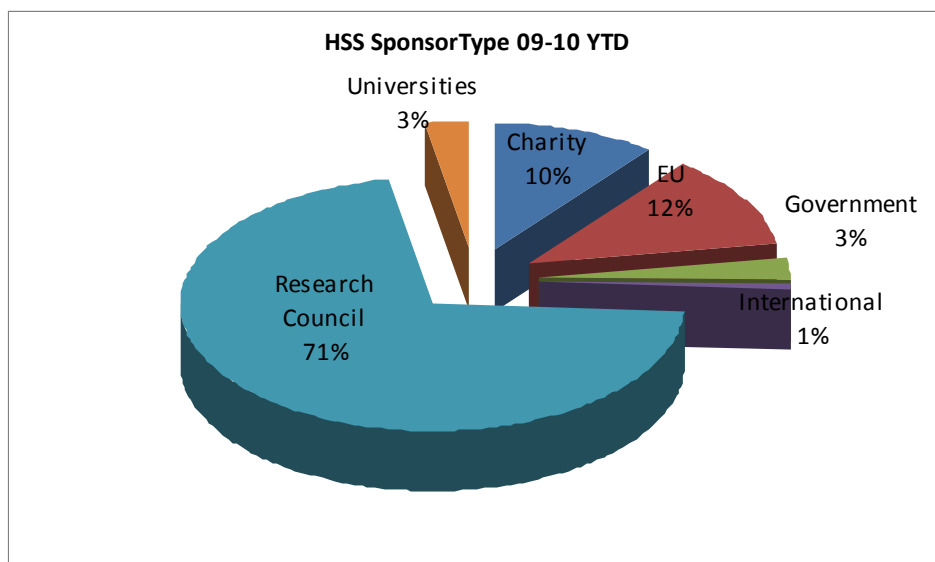
College of Medicine and Veterinary Medicine

	YTD	2008/2009	% of Target
Charity	£12,682,003	£27,275,251	46%
EU	£3,574,573	£6,591,827	54%
Government	£4,323,054	£20,459,006	21%
International	£226,729	£3,244,422	7%
Research Council	£9,503,578	£57,838,580	16%
UK Industry	£707,462	£3,778,702	19%
Universities	£562,126	£1,569,662	36%



College of Humanities and Social Science

	YTD	2008/2009	% of Target
Charity	£661,779	£2,133,052	31%
EU	£762,809	£4,264,114	18%
Government	£169,177	£2,698,533	6%
International	£32,231	£331,481	10%
Research Council	£4,527,507	£11,535,499	39%
Universities	£169,190	£211,688	80%

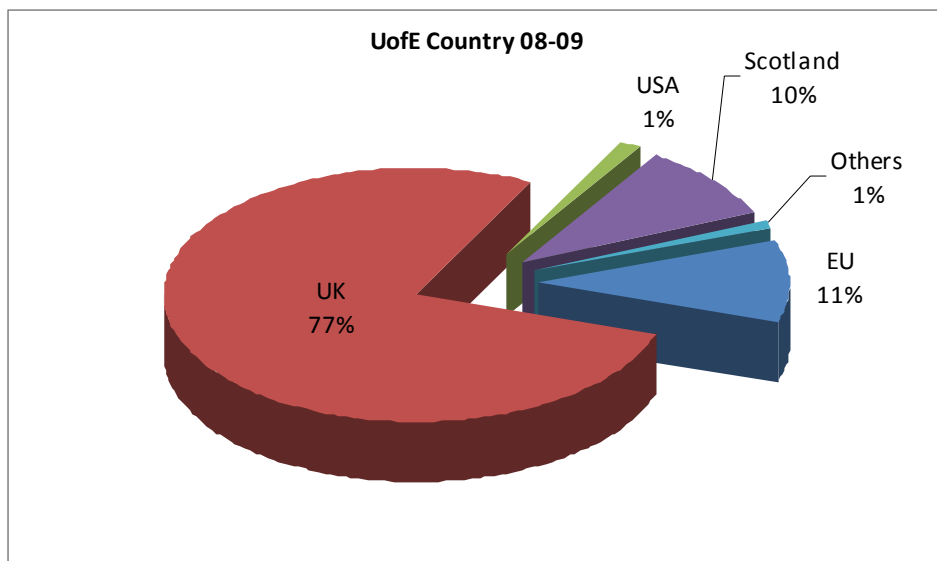
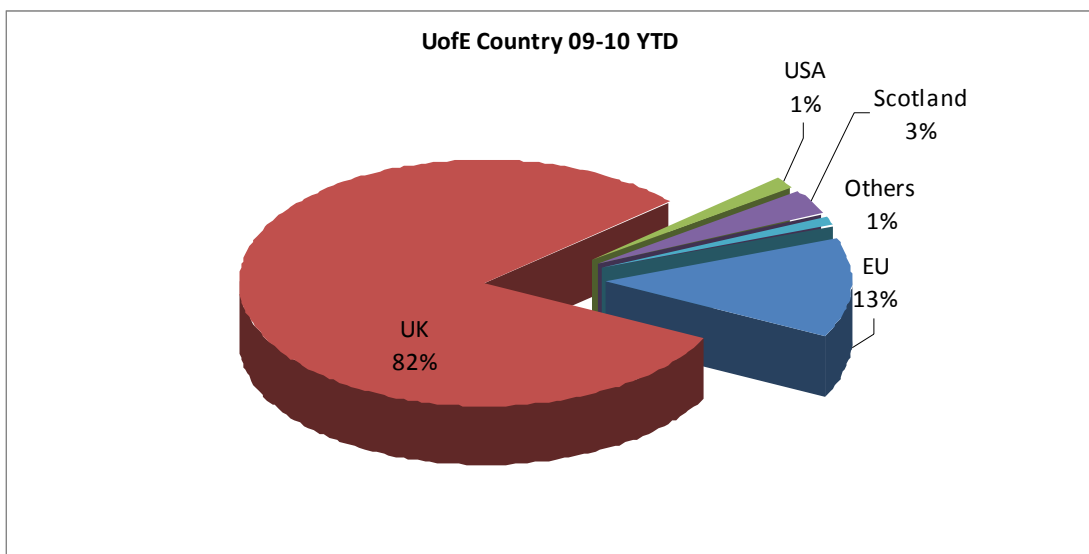


Appendix 2

Analysis of Awards by Country, comparing Q1 2009/10 with full year 2008/09

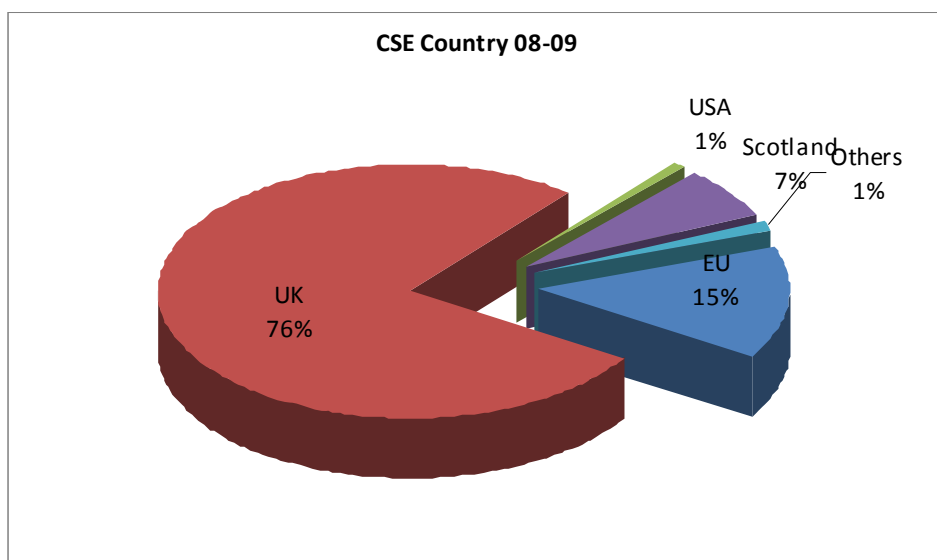
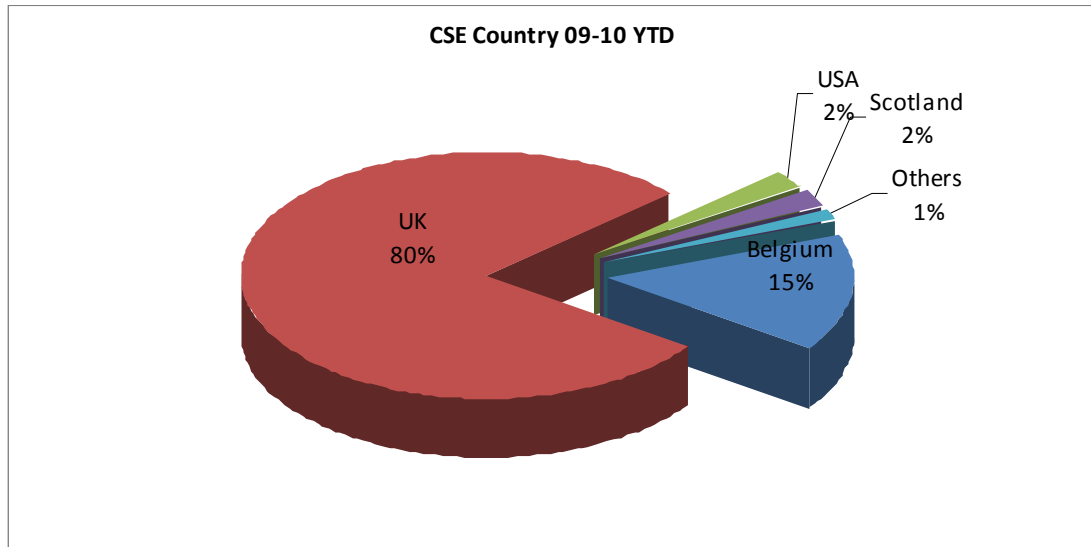
University of Edinburgh

	YTD	2008/2009	% of Target
EU	£9,750,140	£26,498,886	37%
UK	£61,127,616	£192,853,837	32%
USA	£1,013,246	£3,010,039	34%
Scotland	£2,596,410	£24,222,670	11%
Others	£784,201.00	£2,344,677	33%



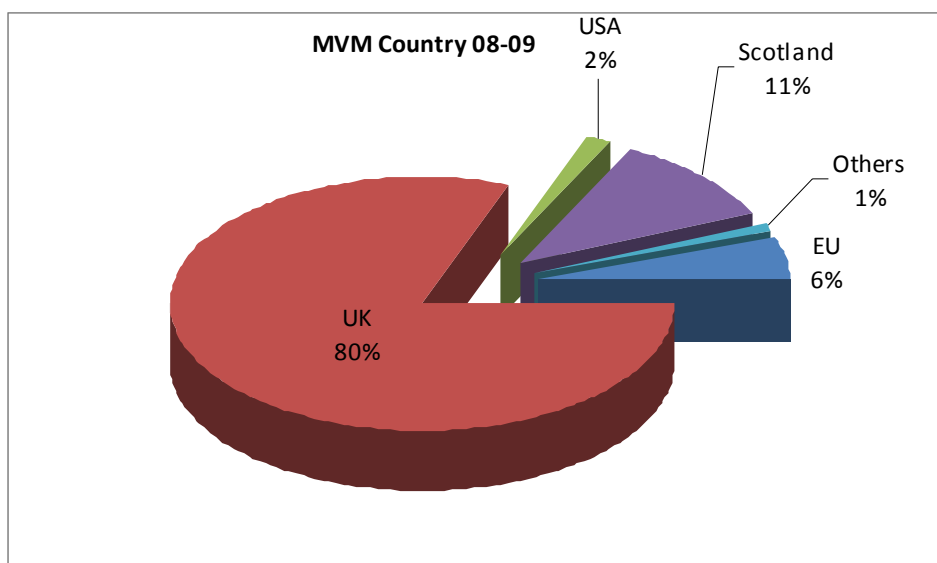
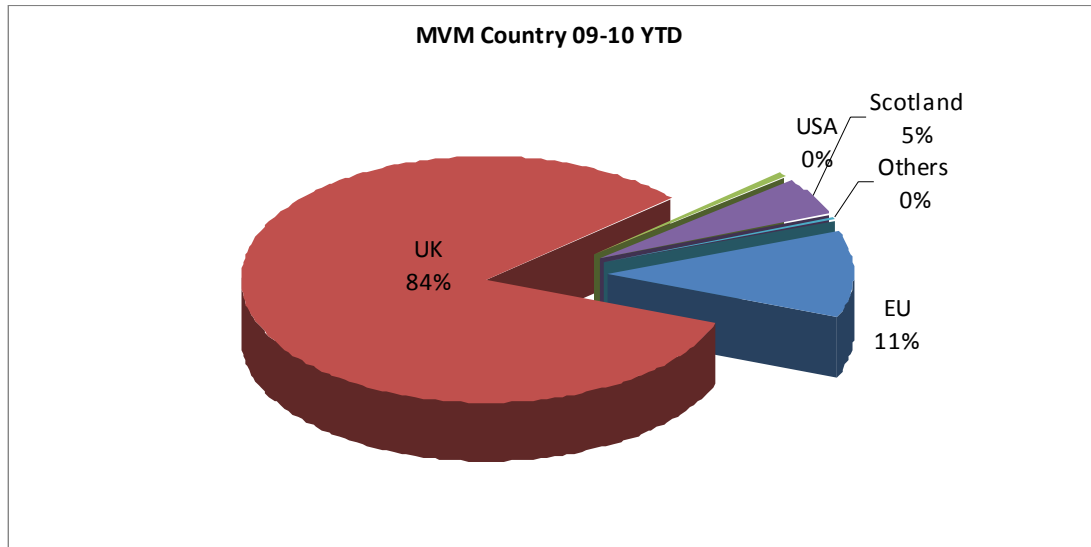
College of Science and Engineering

	YTD	2008/2009	% of Target
EU	£5,599,940	£15,355,662	36%
UK	£29,116,979	£81,299,808	36%
USA	£866,370	£1,030,300	84%
Scotland	£866,312	£7,027,932	12%
Others	£6,061,899.00	£1,090,837	556%



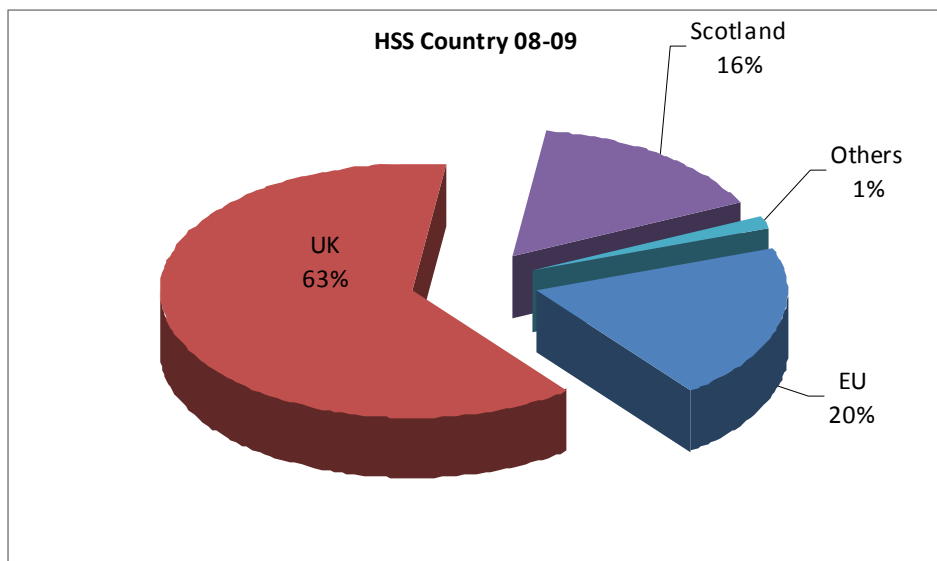
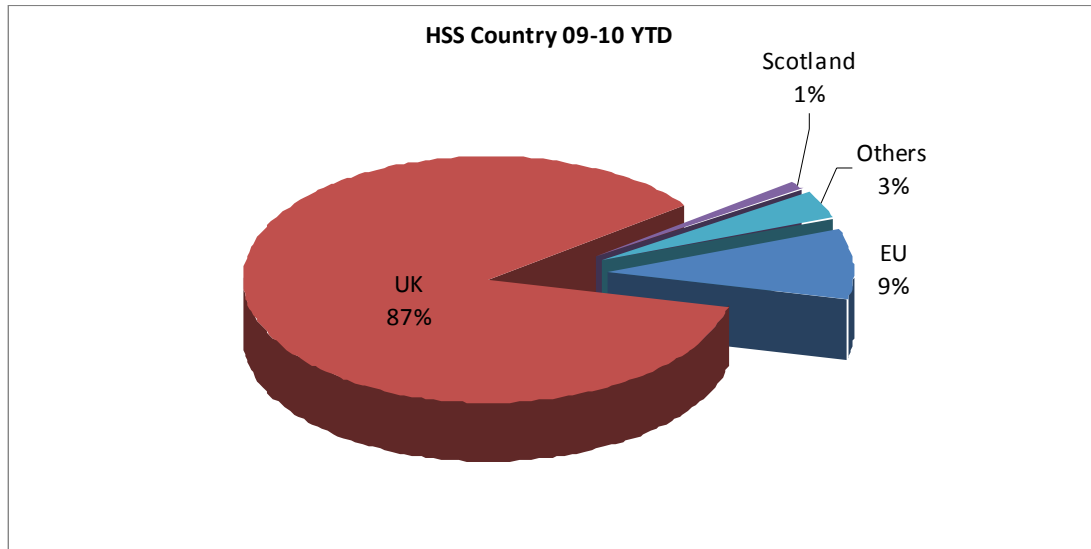
College of Medicine and Veterinary Medicine

	YTD	2008/2009	% of Target
EU	£3,574,573	£6,695,671	53%
UK	£26,151,737	£97,321,494	27%
USA	£146,876	£1,974,611	7%
Scotland	£1,655,057	£13,805,869	12%
Others	£51,282.00	£901,905	6%



College of Humanities and Social Science

	YTD	2008/2009	% of Target
EU	£575,627	£4,264,114	13%
UK	£5,451,065	£13,438,377	41%
USA	£0	£5,128	0%
Scotland	£75,041	£3,366,359	2%
Others	£220,960.00	£294,035	75%



EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 1
RESEARCH APPLICATIONS, AWARDS AND INCOME BY COLLEGE

RESEARCH ACTIVITY	Current Year		Previous Year			Variance	
	Month	YTD	Month	YTD	Full Year	Month	YTD
All Research Applications - number							
CHSS	35	315	62	381	704	(44%)	(17%)
CMVM	91	408	92	341	780	(1%)	20%
CS&E	73	514	122	582	1,012	(40%)	(12%)
Support Services (EUCS, Library etc)	-	6	2	5	16	(100%)	20%
Total - number	199	1,243	278	1,309	2,512	(28%)	(5%)
All Research Applications - value - 100% PROJECT VALUE							
CHSS	6,164	48,000	8,181	49,928	83,813	(25%)	(4%)
CMVM	38,382	162,880	47,114	161,084	384,244	(19%)	1%
CS&E	42,064	284,488	49,610	265,257	436,072	(15%)	7%
Support Services (EUCS, Library etc)	-	296	192	358	1,860	(100%)	(17%)
Total - value £'000	86,610	495,664	105,097	476,627	905,989	(18%)	4%
All Research Awards - number							
CHSS	11	68	26	96	235	(58%)	(29%)
CMVM	32	165	28	192	411	14%	(14%)
CS&E	19	181	32	163	410	(41%)	11%
Support Services (EUCS, Library etc)	-	3	3	5	8	(100%)	(40%)
Total - number	62	417	89	456	1,064	(30%)	(9%)
All Research Awards - value - 100% PROJECT VALUE							
CHSS	3,022	6,323	3,406	10,241	21,373	(11%)	(38%)
CMVM	8,691	31,580	5,778	35,940	120,758	50%	(12%)
CS&E	2,237	36,962	4,279	44,149	105,807	(48%)	(16%)
Support Services (EUCS, Library etc)	-	407	746	863	1,000	(100%)	(53%)
Total - value £'000	13,950	75,272	14,209	91,193	248,938	(2%)	(17%)
All Research Awards - value - SPONSOR CONTRIBUTION							
CHSS	2,471	5,430	3,259	9,180	19,132	(24%)	(41%)
CMVM	8,577	30,319	5,722	32,293	113,973	50%	(6%)
CS&E	2,159	33,002	3,754	39,842	92,962	(42%)	(17%)
Support Services (EUCS, Library etc)	-	407	642	760	883	(100%)	(46%)
Total - value £'000	13,207	69,158	13,377	82,075	226,950	(1%)	(16%)
Industrial Research Applications - number	2	27	6	21	61	(67%)	29%
Industrial Research Applications - value £'000 (100%)	320	3,189	567	2,890	10,125	(44%)	10%
Industrial Research Awards - number	6	42	8	39	80	(25%)	8%
Industrial Research Awards - value £'000 (100%)	505	2,450	490	7,476	11,161	3%	(67%)
Research Income £'000							
CHSS	1,162	8,426	1,763	8,085	16,609	(34%)	4%
CMVM	7,688	37,980	5,196	31,019	76,736	48%	22%
CS&E	7,433	38,035	5,619	32,956	73,744	32%	15%
Support Services (EUCS, Library etc)	307	1,046	179	870	1,986	72%	20%
Total - value £'000	16,591	85,488	12,757	72,930	169,075	30%	17%

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 2
RESEARCH APPLICATIONS AND AWARDS BY FUNDING SOURCE 100% PROJECT VALUE

APPLICATIONS	Current Year				Previous Year						YTD Variance	
	Month		YTD		Month		YTD		Full Year			
	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value
Charity	55	19,105	278	89,648	56	11,731	294	65,020	699	142,234	(5%)	38%
European Union - Government	26	9,893	135	64,967	29	21,021	92	46,066	165	89,420	47%	41%
European Union - Industry	1	106	6	407	1	89	2	130	6	308	200%	213%
European Union - Other	-	-	7	19,498	1	46	8	1,171	17	2,365	(13%)	1565%
Government	20	3,028	157	33,842	81	22,134	236	56,792	383	77,785	(33%)	(40%)
Health Authorities	1	4,003	26	10,565	4	1,251	13	6,175	34	24,985	100%	71%
Industry - UK	1	214	20	2,689	4	318	16	2,454	52	9,511	25%	10%
Overseas Charities	-	-	4	202	3	135	14	822	26	1,494	(71%)	(75%)
Overseas Government	1	8	4	1,452	1	2,601	4	3,497	7	3,718	0%	(58%)
Overseas Industry	-	-	1	93	1	160	3	306	3	306	(67%)	(70%)
Overseas Other	1	29	5	101	1	70	11	1,155	18	1,859	(55%)	(91%)
Overseas Universities	-	-	3	221	-	-	-	-	8	1,894	-	-
Research Council	87	49,771	555	266,180	94	45,533	601	292,569	1,047	544,660	(8%)	(9%)
Universities etc.	6	453	42	5,799	2	8	15	470	47	5,450	180%	1134%
	199	86,610	1,243	495,664	278	105,097	1,309	476,627	2,512	905,989	(5%)	4%

AWARDS	Current Year				Previous Year						YTD Variance	
	Month		YTD		Month		YTD		Full Year			
	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value
Charity	18	6,705	117	17,515	19	4,048	126	26,533	304	51,427	(7%)	(34%)
European Union - Government	3	646	35	9,285	8	3,797	37	11,305	100	25,709	(5%)	(18%)
European Union - Industry	1	106	3	248	-	-	1	33	5	191	200%	652%
European Union - Other	2	187	4	556	-	-	4	677	7	1,098	0%	(18%)
Government	8	434	64	6,092	21	1,393	55	5,358	154	25,803	16%	14%
Health Authorities	2	414	5	1,228	1	15	3	1,082	11	2,740	67%	13%
Industry - UK	5	399	38	2,187	8	490	35	7,047	72	10,574	9%	(69%)
Overseas Charities	1	74	1	74	2	1,222	10	1,460	19	2,611	(90%)	(95%)
Overseas Government	2	609	2	609	1	173	3	424	8	902	(33%)	44%
Overseas Industry	-	-	1	16	-	-	3	396	3	396	(67%)	(96%)
Overseas Other	2	54	7	240	2	275	14	531	18	771	(50%)	(55%)
Overseas Universities	-	-	6	168	-	-	-	-	5	88	-	-
Research Council	13	4,086	107	35,768	21	2,541	137	35,157	304	123,493	(22%)	2%
Universities etc.	5	236	27	1,286	6	255	28	1,190	54	3,135	(4%)	8%
	62	13,950	417	75,272	89	14,209	456	91,193	1,064	248,938	(9%)	(17%)

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 3
RESEARCH APPLICATIONS AND AWARDS BY SCHOOL (100% PROJECT VALUE)

APPLICATIONS	Current Year				Previous Year						YTD Variance	
	Month		YTD		Month		YTD		Full Year			
	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value
Arts, Culture and Environment	1	3	21	3,379	2	16	21	1,605	38	3,932	0%	111%
Business School	1	273	15	1,456	2	756	13	1,223	36	2,961	15%	19%
Divinity	1	1	11	2,094	1	263	11	1,181	21	1,475	0%	77%
Economics	-	-	1	20	-	-	-	-	-	-	-	-
Health in Social Science	-	-	18	3,350	4	2,019	10	2,549	23	3,384	80%	31%
History, Classics and Archaeology	-	-	20	1,804	2	481	54	4,624	88	6,366	(63%)	(61%)
Law	-	-	17	1,570	2	101	15	2,355	30	3,776	13%	(33%)
Literatures, Languages and Cultures	9	1,531	56	7,625	11	1,130	44	2,759	81	3,901	27%	176%
Moray House School of Education	3	752	31	4,038	7	808	51	6,815	94	11,072	(39%)	(41%)
Philosophy, Psychology and Language Sciences	9	793	52	9,070	23	1,689	87	13,767	157	25,307	(40%)	(34%)
Social and Political Science	11	2,811	73	13,594	8	918	75	13,050	136	21,639	(3%)	4%
TOTAL CHSS	35	6,164	315	48,000	62	8,181	381	49,928	704	83,813	(17%)	(4%)
Biomedical Sciences	20	10,652	62	29,146	18	11,878	39	17,468	100	42,428	59%	67%
Clinical Sciences and Community Health	35	15,008	198	71,930	45	18,629	161	58,579	378	125,282	23%	23%
Molecular and Clinical Medicine	20	6,267	83	34,745	14	7,752	83	38,532	163	85,696	0%	(10%)
Royal (Dick) School of Veterinary Studies	16	6,455	65	27,059	15	8,855	58	46,505	139	130,838	12%	(42%)
TOTAL CMVM	91	38,382	408	162,880	92	47,114	341	161,084	780	384,244	20%	1%
Biological Sciences	24	20,508	124	81,891	35	19,816	132	56,782	218	96,677	(6%)	44%
Chemistry	2	822	62	26,652	16	5,986	72	32,856	136	61,441	(14%)	(19%)
Engineering	21	4,622	76	42,577	16	4,310	93	41,281	163	68,481	(18%)	3%
Geosciences	7	1,588	69	21,795	18	3,276	99	16,384	180	34,034	(30%)	33%
Informatics	12	12,731	91	69,946	20	6,085	80	57,829	157	90,195	14%	21%
Mathematics	-	-	21	5,340	2	1,642	32	18,370	43	24,608	(34%)	(71%)
College General	-	-	-	-	-	-	-	-	-	-	-	-
Physics	7	1,793	71	36,287	15	8,495	74	41,755	115	60,636	(4%)	(13%)
TOTAL CSE	73	42,064	514	284,488	122	49,610	582	265,257	1,012	436,072	(12%)	7%
Support Services	-	-	6	296	2	192	5	358	16	1,860	20%	(17%)
Grand Total	199	86,610	1,243	495,664	278	105,097	1,309	476,627	2,512	905,989	(5%)	4%

AWARDS	Current Year				Previous Year						YTD Variance	
	Month		YTD		Month		YTD		Full Year			
	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value £'000	Number	Value
Arts, Culture and Environment	1	1	4	182	1	2	6	170	11	286	(33%)	7%
Business School	2	187	7	459	-	-	5	359	14	2,578	40%	28%
Divinity	-	-	1	283	-	-	2	22	6	86	(50%)	1186%
Economics	-	-	-	-	-	-	-	-	-	-	-	-
Health in Social Science	-	-	3	71	-	-	1	50	7	176	200%	42%
History, Classics and Archaeology	1	25	4	169	7	26	16	113	37	860	(75%)	50%
Law	1	73	7	357	3	1,825	6	1,905	15	3,360	17%	(81%)
Literatures, Languages and Cultures	4	9	16	247	2	8	11	291	24	527	45%	(15%)
Moray House School of Education	-	-	5	338	4	776	19	1,596	38	3,121	(74%)	(79%)
Philosophy, Psychology and Language Sciences	-	-	3	253	7	731	18	4,947	37	5,509	(83%)	(95%)
Social and Political Science	2	2,727	18	3,964	2	38	12	788	46	4,870	50%	403%
TOTAL CHSS	11	3,022	68	6,323	26	3,406	96	10,241	235	21,373	(29%)	(38%)
Biomedical Sciences	1	29	11	2,394	3	1,066	12	3,888	41	9,680	(8%)	(38%)
Clinical Sciences and Community Health	12	1,930	56	8,673	7	1,439	68	16,049	144	32,562	(18%)	(46%)
Molecular and Clinical Medicine	16	6,538	57	13,059	5	1,218	53	7,778	95	18,754	8%	68%
Royal (Dick) School of Veterinary Studies	3	194	41	7,454	13	2,055	59	8,225	131	59,762	(31%)	(9%)
TOTAL CMVM	32	8,691	165	31,580	28	5,778	192	35,940	411	120,758	(14%)	(12%)
Biological Sciences	-	-	44	10,758	7	1,495	51	20,653	98	35,997	(14%)	(48%)
Chemistry	-	-	20	7,622	-	-	12	5,583	49	11,265	67%	37%
Engineering	8	934	23	2,729	3	154	15	1,163	54	9,910	53%	135%
Geosciences	5	187	49	3,617	12	268	31	1,809	86	9,731	58%	100%
Informatics	4	1,024	22	2,768	7	2,306	25	7,239	53	12,627	(12%)	(62%)
Mathematics	1	8	4	87	-	-	7	1,286	18	6,102	(43%)	(93%)
College General	-	-	-	-	-	-	1	107	1	107	(100%)	(100%)
Physics	1	84	19	9,381	3	56	21	6,309	51	20,068	(10%)	49%
TOTAL CSE	19	2,237	181	36,962	32	4,279	163	44,149	410	105,807	11%	(16%)
Support Services	-	-	3	407	3	746	5	863	8	1,000	(40%)	(53%)
Grand Total	62	13,950	417	75,272	89	14,209	456	91,193	1,064	248,938	(9%)	(17%)

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 4
COMMERCIALISATION ACTIVITY

	Current Year		Previous Year			Variance	
	Month	YTD	Month	YTD	Full Year	Month	YTD
Disclosure Interviews							
CHSS	-	-	-	1	3	-	(100%)
CMVM	4	28	9	43	114	(56%)	(35%)
CS&E	3	41	7	32	98	(57%)	28%
Total - number	7	69	16	76	215	(56%)	(9%)
Patents filed on Technologies - by College							
CHSS	-	1	-	-	-	-	-
CMVM	2	14	3	19	31	(33%)	(26%)
CS&E	12	24	3	27	58	300%	(11%)
Total - number	14	39	6	46	89	133%	(15%)
Patents filed on Technologies - by Type of filing							
Priority Filings	5	13	-	13	40	-	0%
PCT Filings	5	10	2	16	21	150%	(38%)
Other/National Filings	4	16	4	17	28	0%	(6%)
Total - number	14	39	6	46	89	133%	(15%)
Licences signed							
CHSS	1	2	-	1	1	-	100%
CMVM	5	9	1	4	11	400%	125%
CS&E	3	20	-	9	26	-	122%
Total - number	9	31	1	14	38	800%	121%
Spin-out companies created							
- Number	-	4	-	-	1	-	-
Start-up companies created (inc EPIS companies)							
- Number	1	8	-	8	25	-	0%

TABLE 5
CONSULTANCY

	Current Year		Previous Year			Variance	
	Month	YTD	Month	YTD	Full Year	Month	YTD
By Business Type - Invoiced value £'000							
Scotland - Commerce	52	318	95	653	999	(45%)	(51%)
Scotland - Government	10	396	3	107	666	233%	270%
Rest of UK - Commerce	29	297	47	343	823	(38%)	(13%)
Rest of UK - Government	17	489	106	183	652	(84%)	167%
International - Commerce	132	1,017	87	754	1,500	52%	35%
International - Government	3	78	-	14	85	-	457%
Total - value £'000	243	2,595	338	2,054	4,725	(28%)	26%
By College - Invoiced value £'000							
CHSS	46	625	115	457	1,049	(60%)	37%
CMVM	133	1,173	27	747	1,505	393%	57%
CS&E	64	789	189	843	2,121	(66%)	(6%)
Support Services	-	8	7	7	50	(100%)	14%
Total - value £'000	243	2,595	338	2,054	4,725	(28%)	26%

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 6
CONSULTANCY INCOME BY SCHOOL

	CURRENT YEAR		PREVIOUS YEAR			YTD Variance %
	Month	YTD	Month	YTD	Full Year	
	Value £	Value £	Value £	Value £	Value £	
Arts, Culture and Environment	-	3,550	-	405	15,328	777%
Business School	9,525	251,929	107,515	340,768	514,009	(26%)
Divinity	-	-	-	-	-	-
Economics	-	-	-	-	-	-
Health in Social Science	1,450	43,443	-	-	37,088	-
History, Classics And Archaeology	-	-	-	-	19,029	-
Law	8,226	52,160	5,435	14,435	54,604	261%
Literatures, Languages and Cultures	1,194	1,919	-	-	-	-
Moray House School of Education	6,413	29,936	-	28,072	72,702	7%
Philosophy, Psychology and Language Sciences	-	5,907	1,600	2,487	2,487	138%
Social and Political Science	18,708	233,605	926	70,671	334,133	231%
College Central	-	2,924	-	-	-	-
TOTAL CHSS	45,516	625,373	115,476	456,838	1,049,380	37%
Biomedical Sciences	(24,293)	235,945	-	265,725	338,783	(11%)
Clinical Sciences and Community Health	71,562	413,635	1,780	64,148	290,808	545%
Molecular and Clinical Medicine	69,779	433,984	16,363	262,993	432,028	65%
Royal (Dick) School of Veterinary Studies	2,859	47,836	9,201	154,311	300,221	(69%)
College Central	13,507	41,507	-	-	143,497	-
TOTAL CMVM	133,414	1,172,906	27,345	747,177	1,505,338	57%
Biological Sciences	53,558	125,676	910	29,247	121,715	330%
Chemistry	3,000	51,753	2,800	25,535	40,484	103%
Engineering	(8,728)	188,521	132,449	366,251	944,988	(49%)
Geosciences	12,909	141,896	9,410	118,301	312,882	20%
Informatics	2,713	273,557	42,611	298,243	679,142	(8%)
Mathematics	-	-	-	-	4,445	-
Physics	370	8,032	259	5,704	16,834	41%
College Central	-	-	-	-	-	-
TOTAL CSE	63,821	789,435	188,440	843,282	2,120,489	(6%)
Support Services	-	7,562	6,940	6,940	49,618	9%
Grand Total	242,752	2,595,276	338,200	2,054,236	4,724,825	26%
	-	-	-	-	-	

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

TABLE 7
DISCLOSURE INTERVIEWS BY SCHOOL

	CURRENT YEAR		PREVIOUS YEAR			YTD Variance %
	Month	YTD	Month	YTD	Full Year	
	No	No	No	No	No	
Arts, Culture and Environment	-	-	-	-	1	-
Business School	-	-	-	1	1	(100%)
Divinity	-	-	-	-	-	-
Economics	-	-	-	-	-	-
Health in Social Science	-	-	-	-	-	-
History, Classics And Archaeology	-	-	-	-	-	-
Law	-	-	-	-	-	-
Literatures, Languages and Cultures	-	-	-	-	1	-
Moray House School of Education	-	-	-	-	-	-
Philosophy, Psychology and Language Sciences	-	-	-	-	-	-
Social and Political Science	-	-	-	-	-	-
College Central	-	-	-	-	-	-
TOTAL CHSS	-	-	-	1	3	(100%)
Biomedical Sciences	-	-	-	-	-	-
Clinical Sciences and Community Health	-	4	-	-	7	-
Molecular and Clinical Medicine	1	5	-	21	62	(76%)
Royal (Dick) School of Veterinary Studies	-	3	-	1	10	200%
R(D)VS - Roslin Institute	-	1	2	5	7	(80%)
College Central	3	15	7	16	28	(6%)
TOTAL CMVM	-	-	-	-	-	-
	4	28	9	43	114	(35%)
Biological Sciences	-	-	-	-	-	-
Chemistry	-	9	-	12	20	(25%)
Engineering	1	6	1	4	15	50%
Geosciences	1	10	1	8	26	25%
Informatics	-	3	1	3	9	0%
Mathematics	1	11	4	5	20	120%
Physics	-	-	-	-	1	-
College Central	-	2	-	-	7	-
TOTAL CSE	-	-	-	-	-	-
	3	41	7	32	98	28%
Support Services	-	-	-	-	-	-
	-	-	-	-	-	-
Grand Total	7	69	16	76	215	(9%)
	-	-	-	-	-	-

**EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010**

**TABLE 8
PATENT FILINGS BY SCHOOL**

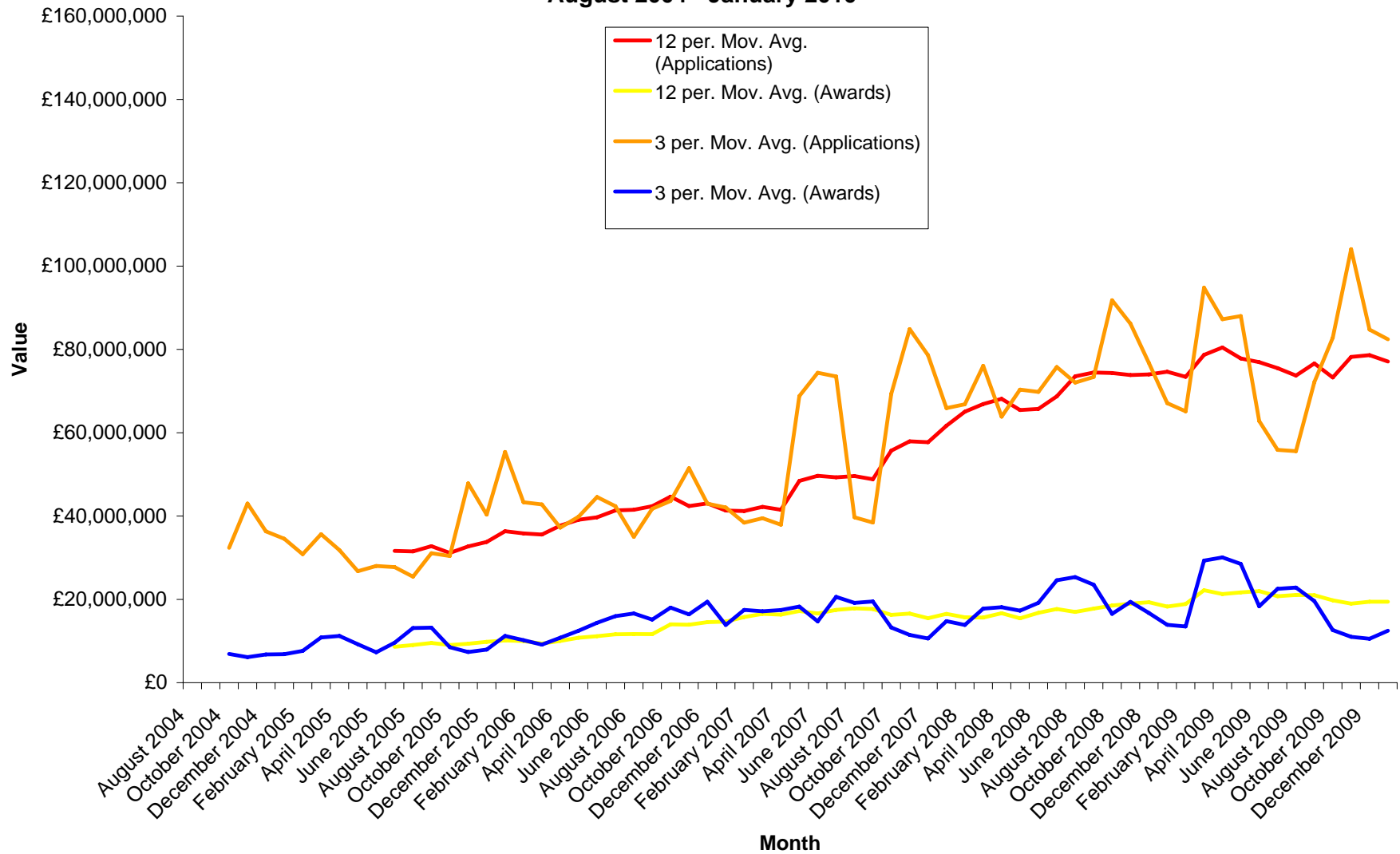
	CURRENT YEAR								PREVIOUS YEAR												YTD Variance %	
	Month				YTD				Month				YTD				FULL YEAR					
	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total		
Arts, Culture and Environment	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Business School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Divinity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economics	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Health in Social Science	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
History, Classics And Archaeology	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Law	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Literatures, Languages and Cultures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Moray House School of Education	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Philosophy, Psychology and Language Sciences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social and Political Science	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
College Central	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CHSS	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Biomedical Sciences	-	-	-	-	-	1	-	1	2	-	-	-	1	1	-	2	1	1	1	3	-	0%
Clinical Sciences and Community Health	-	-	-	-	1	2	1	4	-	1	3	1	7	5	4	2	11	-	-	-	-	(43%)
Molecular and Clinical Medicine	-	1	-	1	1	2	2	5	-	1	2	1	6	4	3	3	10	-	-	-	-	(17%)
Royal (Dick) School of Veterinary Studies	-	-	-	-	1	1	-	2	-	1	1	1	4	2	2	2	6	-	-	-	-	(50%)
R(D)VS - Roslin Institute	1	-	-	1	1	-	-	1	-	-	-	-	-	1	-	-	1	-	-	-	-	#DIV/0!
College Central	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CMVM	1	1	-	2	5	5	4	14	-	1	2	3	8	8	3	19	13	10	8	31	-	(26%)
Biological Sciences	-	-	-	-	1	-	2	3	-	1	1	6	8	3	3	8	14	-	-	-	-	(63%)
Chemistry	-	-	-	-	1	1	-	2	-	1	2	3	6	3	2	3	8	-	-	-	-	(67%)
Engineering	4	1	2	7	5	1	4	10	-	1	1	2	3	4	9	10	3	4	17	-	-	11%
Geosciences	-	-	-	-	-	-	3	3	-	-	1	1	-	1	6	1	5	12	-	-	-	200%
Informatics	-	3	2	5	-	3	3	6	-	-	-	-	1	1	2	5	1	-	6	-	-	200%
Mathematics	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physics	-	-	-	-	-	-	-	-	-	-	1	-	1	-	1	-	1	-	1	-	-	-
College Central	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CSE	4	4	4	12	7	5	12	24	-	1	2	3	5	8	14	27	27	11	20	58	-	(11%)
Support Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	5	5	4	14	13	10	16	39	-	2	4	6	13	16	17	46	40	21	28	89	-	(15%)

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2010

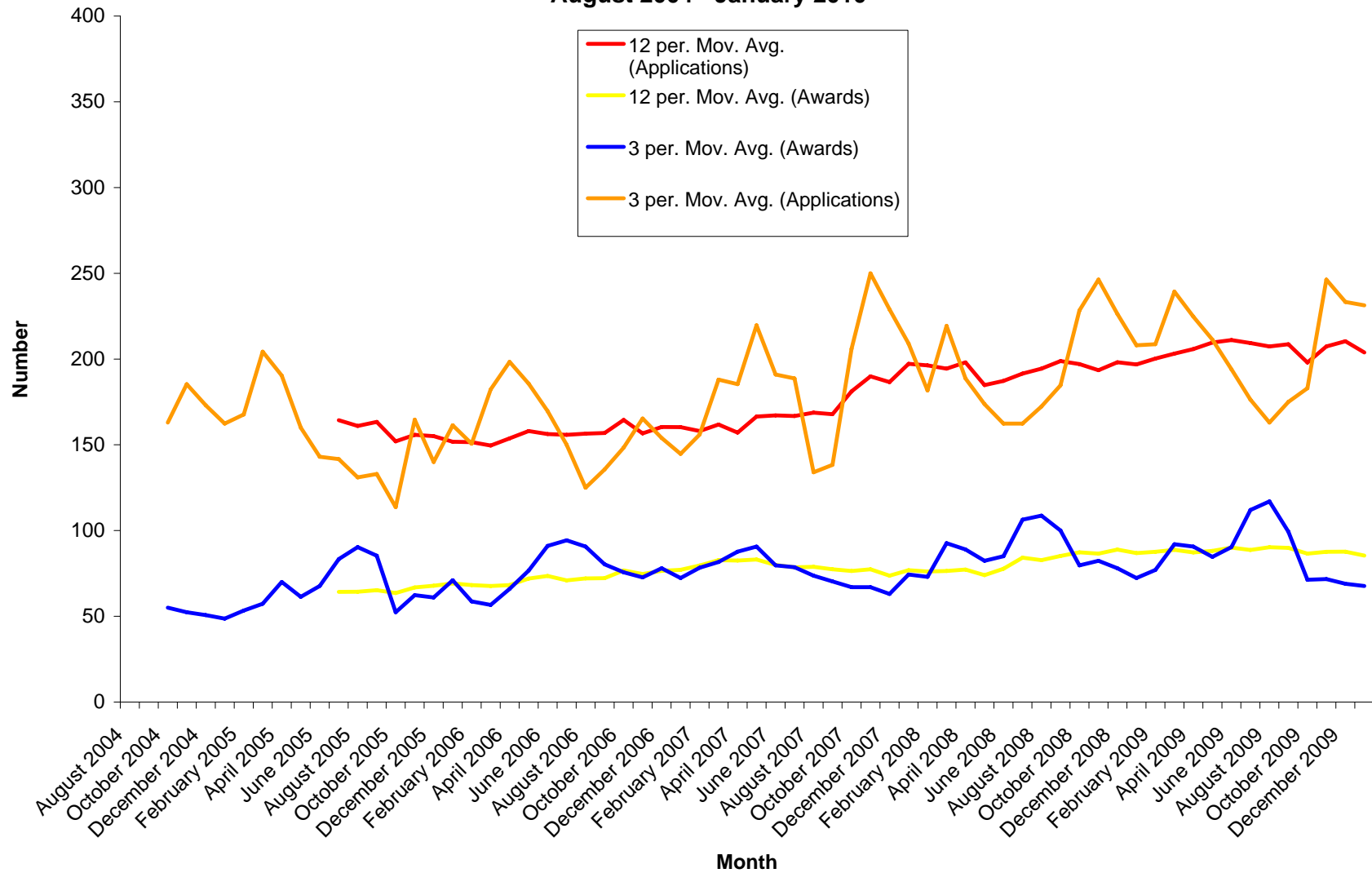
TABLE 9
LICENCES SIGNED BY SCHOOL

	CURRENT YEAR		PREVIOUS YEAR			YTD Variance %
	Month	YTD	Month	YTD	Full Year	
	No	No	No	No	No	
Arts, Culture and Environment	1	1	-	-	-	-
Business School	-	-	-	1	1	(100%)
Divinity	-	-	-	-	-	-
Economics	-	-	-	-	-	-
Health in Social Science	-	-	-	-	-	-
History, Classics And Archaeology	-	-	-	-	-	-
Law	-	-	-	-	-	-
Literatures, Languages and Cultures	-	1	-	-	-	-
Moray House School of Education	-	-	-	-	-	-
Philosophy, Psychology and Language Sciences	-	-	-	-	-	-
Social and Political Science	-	-	-	-	-	-
College Central	-	-	-	-	-	-
TOTAL CHSS	1	2	-	1	1	100%
Biomedical Sciences	-	-	-	-	-	-
Clinical Sciences and Community Health	1	1	-	-	-	-
Molecular and Clinical Medicine	-	-	-	2	4	(100%)
Royal (Dick) School of Veterinary Studies	1	3	-	-	3	-
R(D)VS - Roslin Institute	-	1	-	1	3	0%
R(D)VS - Roslin Institute	3	4	1	1	1	300%
College Central	-	-	-	-	-	-
TOTAL CMVM	5	9	1	4	11	125%
Biological Sciences	-	-	-	-	-	-
Chemistry	1	8	-	5	10	60%
Engineering	-	2	-	3	6	(33%)
Engineering	-	2	-	-	4	-
Geosciences	-	1	-	1	2	0%
Informatics	2	6	-	-	4	-
Mathematics	-	1	-	-	-	-
Physics	-	-	-	-	-	-
College Central	-	-	-	-	-	-
TOTAL CSE	3	20	-	9	26	122%
	-	-	-	-	-	-
Support Services	-	-	-	-	-	-
	-	-	-	-	-	-
Grand Total	9	31	1	14	38	121%
	-	-	-	-	-	-

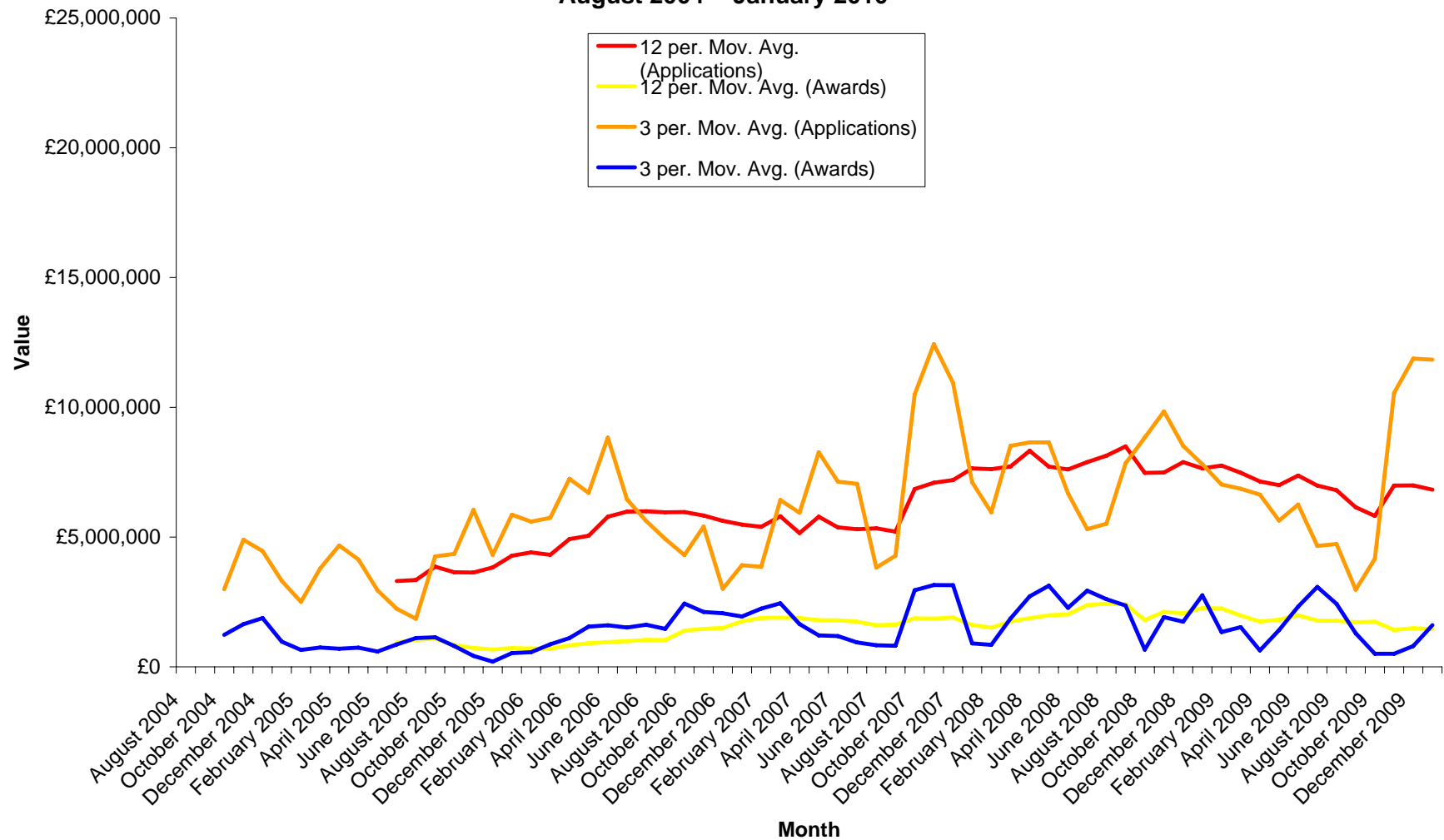
UOE - Total value of all Applications and Awards **August 2004 - January 2010**



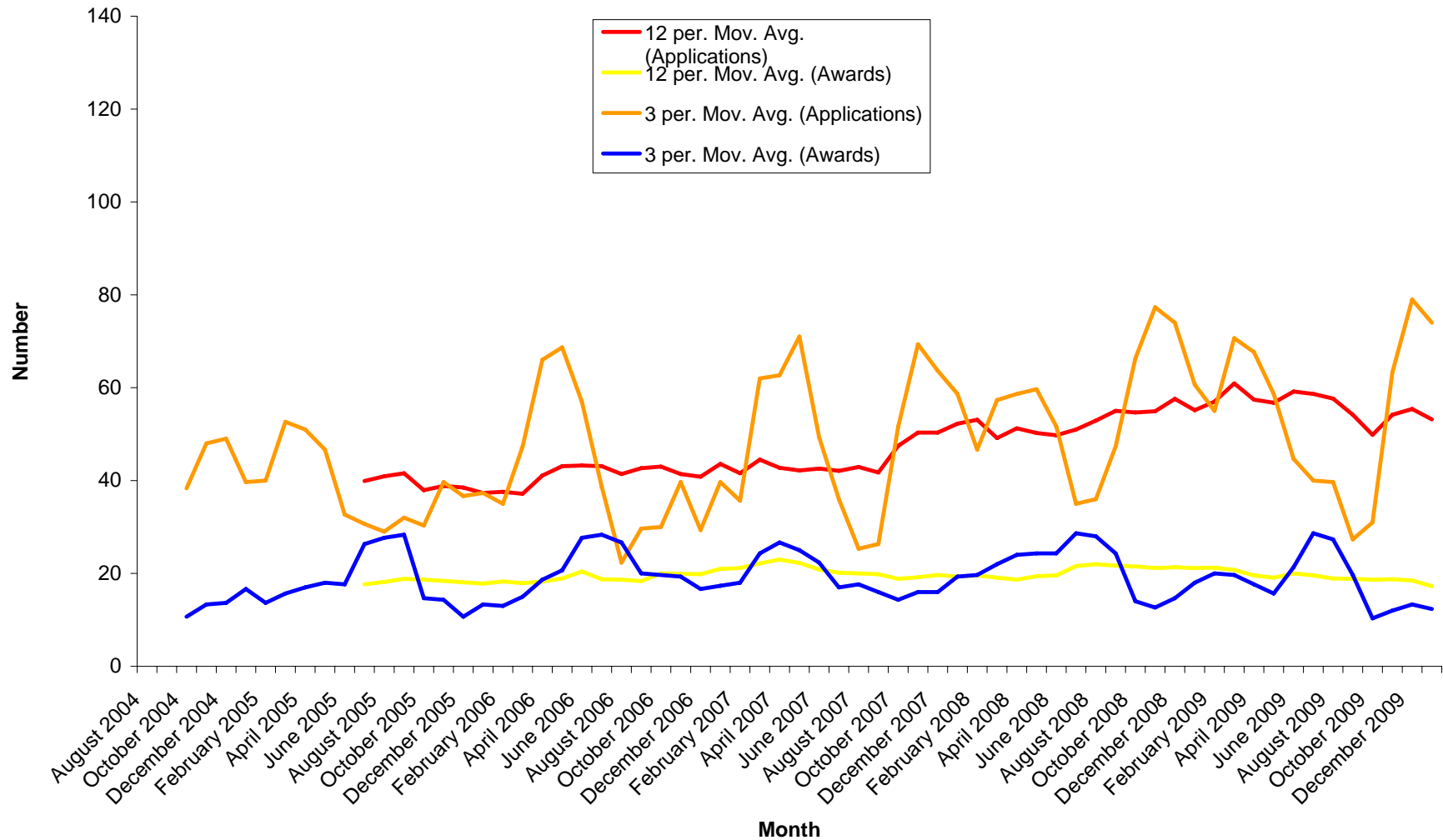
UOE - Total number of Applications and Awards August 2004 - January 2010



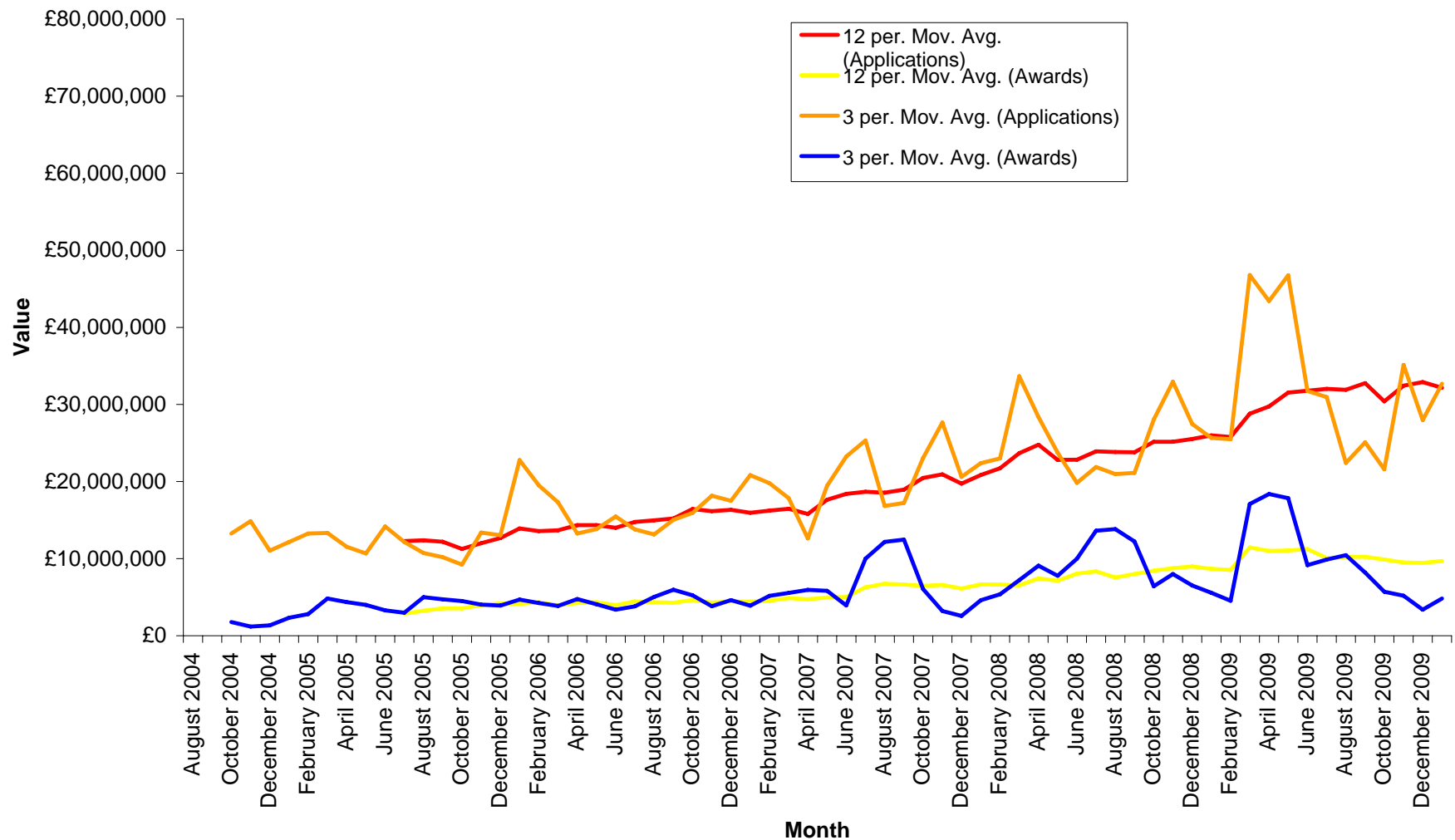
College Of Humanities and Social Science - Value of Applications and Awards **August 2004 - January 2010**



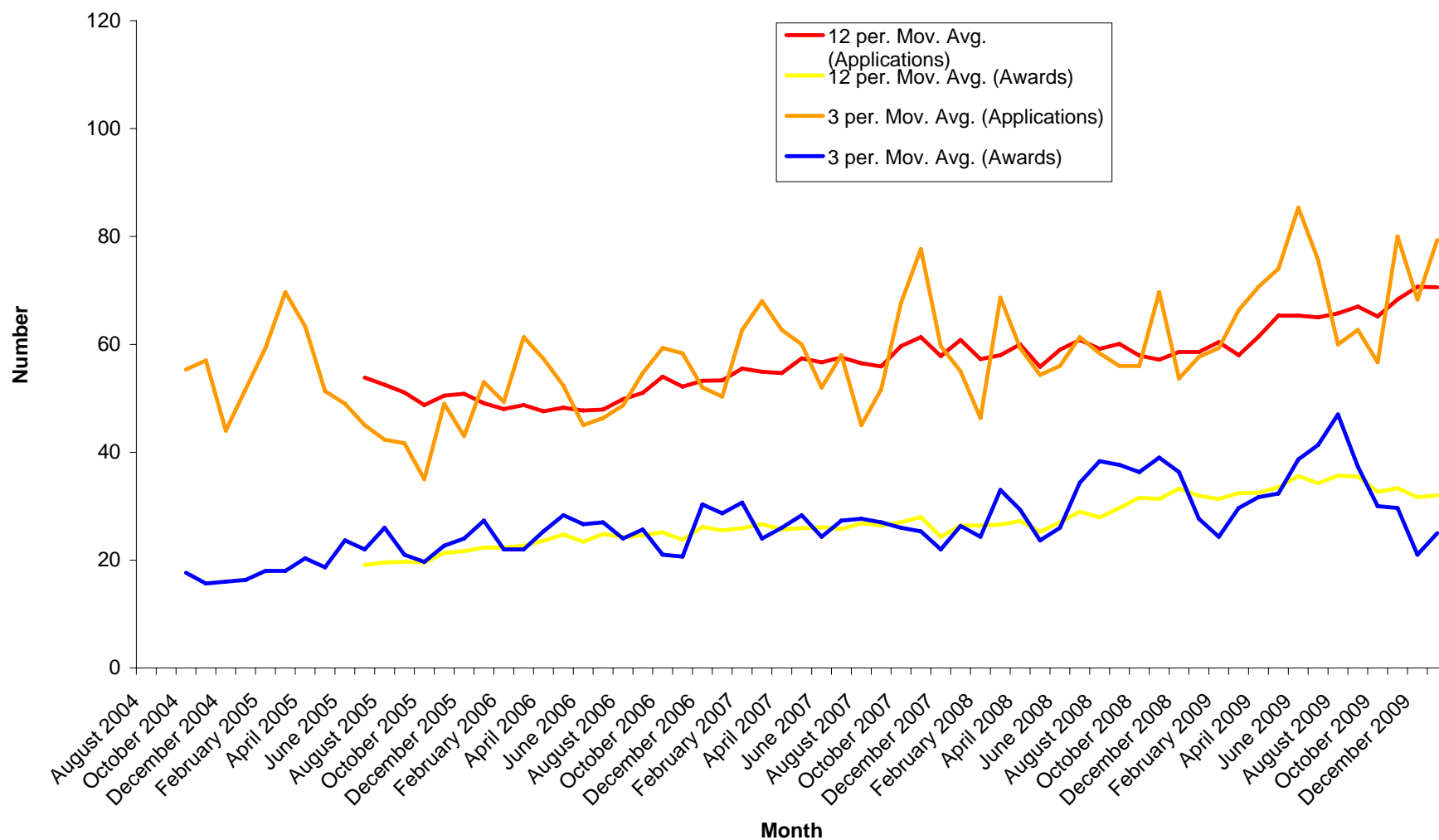
College Of Humanities and Social Science - Number of Applications and Awards August 2004 - January 2010



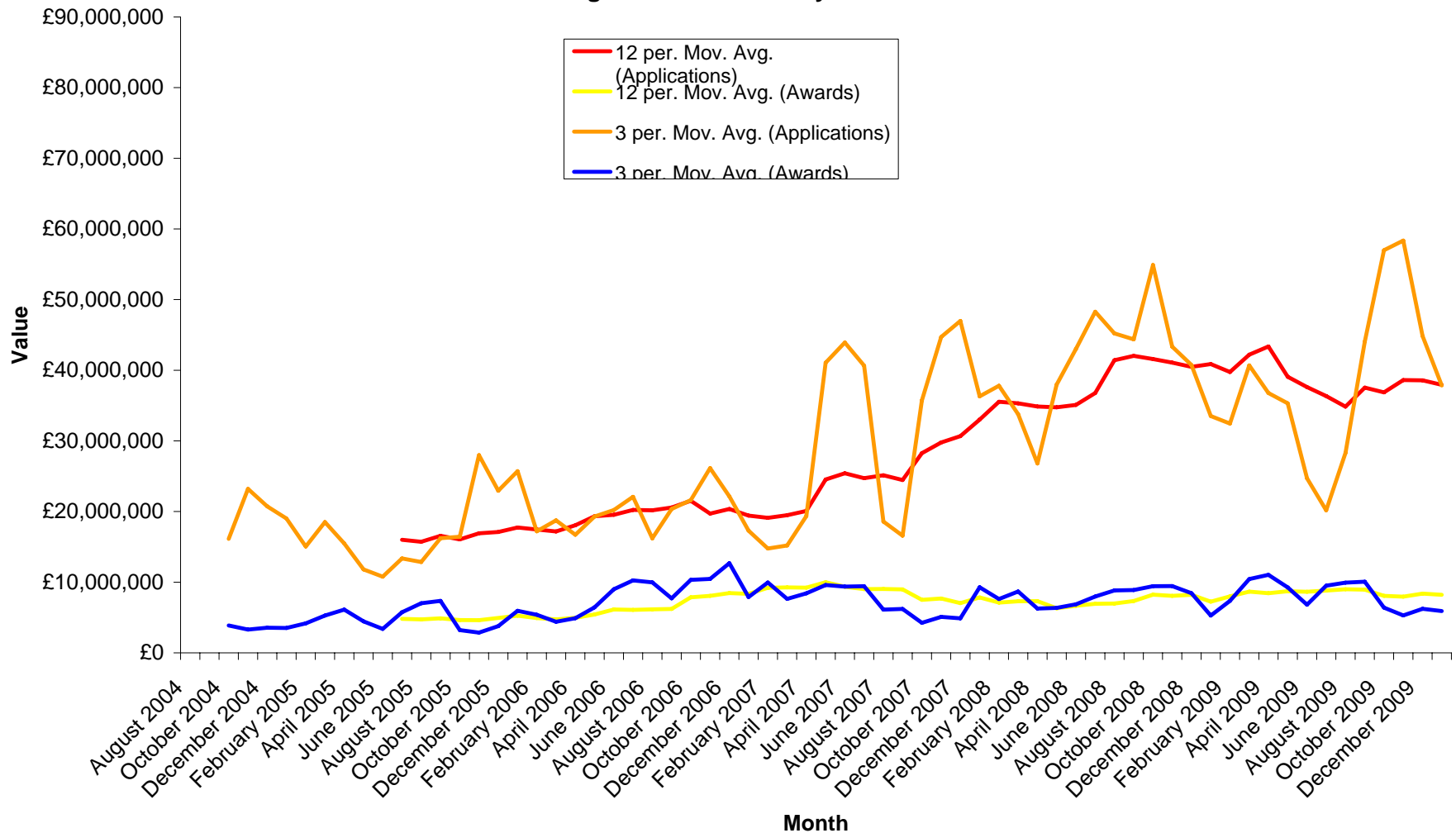
College Of Medicine and Veterinary Medicine Value of Applications and Awards **August 2004 to January 2010**



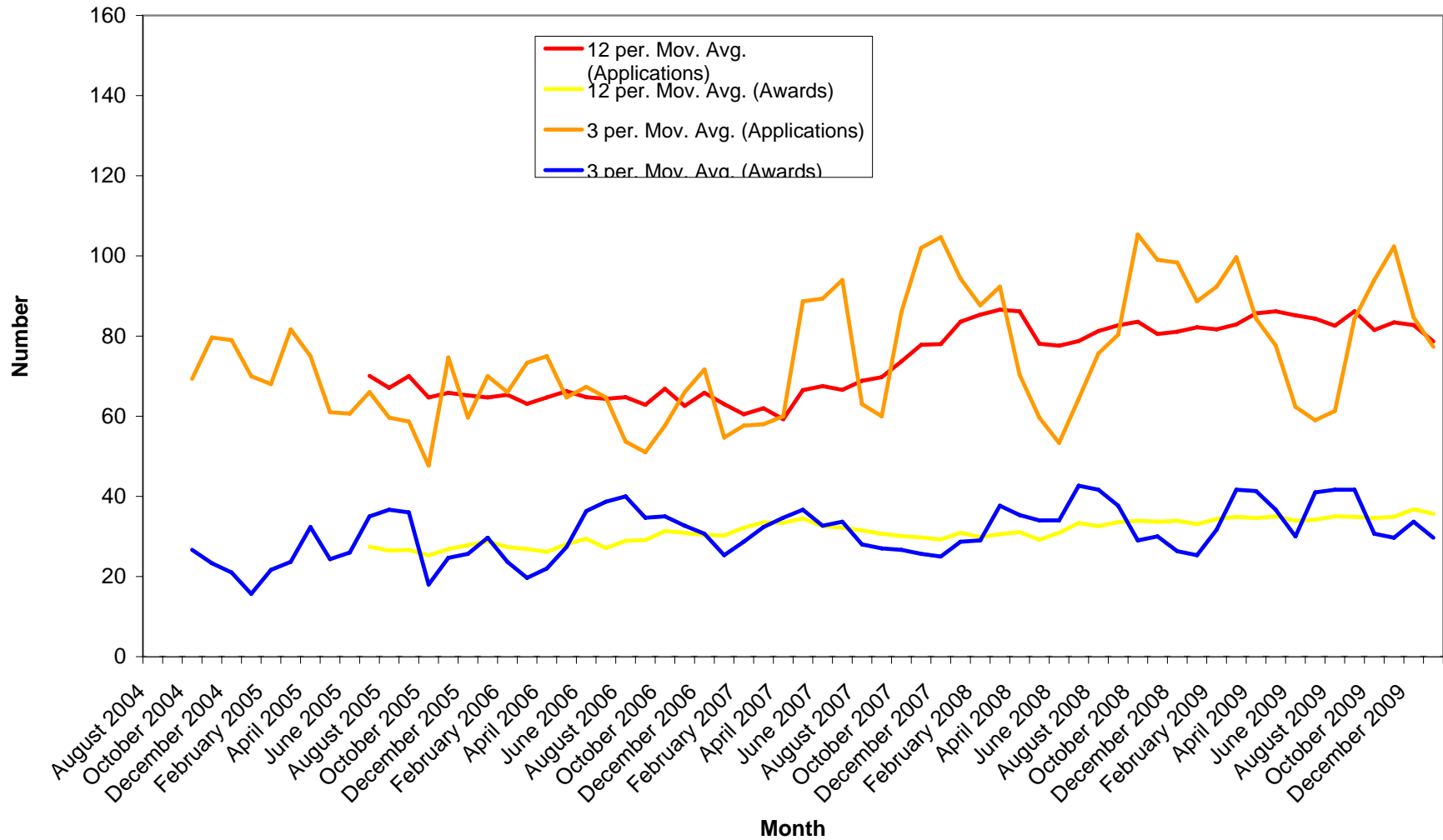
College Of Medicine and Veterinary Medicine - Number of Applications and Awards August 2004 to January 2010



College Of Science and Engineering - Value of Applications and Awards **August 2004 to January 2010**



College Of Science and Engineering - Number of Applications and Awards **August 2004 to January 2010**



Finance & General Purposes Committee 10th May 2010

EUCLID & Satellite Projects (Student & Course Administration System)

A verbal update to this report will be given to F&GPC at the 10th May meeting as the period that this report covers is one of rapid development, and some key decisions will be taken by SQAG in early May.

General progress

The revised scope EUCLID Project and associated Satellite Projects continue to make steady progress although some recent problems with the systems have delayed testing and data migrations. SQAG maintains a careful watch on timelines, staff effort spent, costs and contingency planning, with robust analysis and discussion around signs of slippage. At the recent Awayday, the next phases of the software were demonstrated to SQAG, a detailed discussion took place on the criteria for the next go/no-decision with agreement that all business areas would be asked to do a risk assessment for their services and confirm their readiness for go-live. These risk assessment documents are now being completed by each business area.

Software testing and go-live decision

We are approaching the early May go/no-go decision point for the data migrations from DACS to the SITS (Tribal) databases and the use of the new software for course enrolments for next academic year. User testing is taking place from now until the summer and will combine scripted tasks and free exploration with an independent oversight of the rigour of the testing processes. Throughout April the WISARD replacement, student admin and online course enrolment are being tested, with the data interfaces, HESA and course assessment results in May and June. Several other tests are due in June, July and August and will be reported nearer the time.

As noted above, the risk assessments are being completed for each part of the system by their appropriate business owners (eg registry, IS, AP Dr Sue Rigby for the Colleges & Schools) and will inform the no-go decision to be taken by SQAG in early May. Scoping and feasibility assessment are also underway to enable SQAG to consider the option of a later switchover (ie mid next semester) from the old DACS-based systems to the new EUCLID-based systems if a full system, low risk, go-live is not realistic for the start of AY2010-11.

IT Infrastructure

The new hardware is on order, expected delivery end April. It is expected to be operational following testing by end May and ready for use by mid-June.

Tribal-UoE relationship

To ensure that there are good working relationships with the software supplier, Tribal. The monthly tele-conferences with the software supplier, Tribal, have continued and Haywood, Hunter & Marsden visited them at their York base on 9th April to ensure that they are fully appraised of our plans for the coming, very important, months and are ready to provide additional assistance should that be necessary.

Contingency planning

Dr Sue Rigby is leading a review with SQAG of the School and Service Unit contingency plans for the summer and autumn. Meetings with senior staff from the Schools and College Offices are scheduled for late April to discuss progress towards the roll-out of the new systems and their readiness to use it, and their contingency plans if problems arise.

Financing 2010-11

Funding for FY2010-11 was proposed to CMG as part of the planning round. Discussions are taking place to assess the HR implications of the new team structures in Registry and IS, prior to talks with the unions and the staff themselves.

Vice Principal Jeff Haywood
Vice Principal Richard Kenway
April 2010

Update on EUCLID & Satellite Projects (Student & Course Administration System)

The EUCLID Project Strategy & QA Group met on 5th May 2010 for a detailed discussion of the evidence that informs the go/no-go decision, and came to the conclusion that, overall, the decision for the University should be to proceed as planned to introduce for start AY2010-11. The risks remain high but are at an acceptable level. The systems will be satisfactory not perfect, and over the first months improvement work will be required.

In terms of new functionality this means:

- a) the EUCLID database as the sole student, course and programme data system;
- b) online course enrolment of students by Directors of Studies, Teaching Organisation administrators etc (ie not student self-enrolment);
- c) data feeds from the EUCLID 'golden copy' database, via interfaces, to downstream systems including Finance, Accommodation Services, some Schools, Library, ID Card System;
- d) to carry out statutory returns to HESA, SFC etc from the EUCLID database;
- e) integrated functions delivered by the Satellite Projects (eg PG database, Timetab);
- f) course data etc provision via BOXI reports (standard and custom SQL searches of the data);
- g) training for key staff in use of all the above.

The EUCLID Project was de-scoped last summer to fit within a tightly constrained budget. The Project has delivered a very substantial part of the work, solving demanding technical challenges, but has had to work hard to minimise slippage. Additional funding has been contributed in substantial staff effort from all business units. The major risks left at the start of May 2010 were related not to our ability to solve any remaining or emerging problems, but to the time left until the go-live deadline of mid July and system readiness for use by early Aug 2010.

SAQG considered whether there was sufficient evidence to lead to a decision NOT to go-live as planned, in which case we would have to use the current DACS system, alongside EUCLID for UG and PG applications, for the whole academic year. The latest decision point was the middle of May to be ready for early August, as DACS was not 'prepped' for AY2010-11. This would delay work on EUCLID and the full EUCLID team would still be needed for the go-live at the start of AY2011-12. In addition, the DACS option is high risk due to its age and potential instability, in both hardware and software.

SQAG agreed to proceed with the EUCLID implementation for start AY2010-11 subject to some provisos, all of which have now been met:

- VP Haywood would personally oversee the EUCLID, Registry and IS team interworking;
- one of AP Sue Rigby, VP Jeff Haywood or Simon Marsden would maintain a careful watch on all testing to ensure that it was rigorous;
- close attention would be paid to the statutory returns (HESA, SFC) to ensure that these were on track;
- Registry, with SASG support, would re-assign staff duties to enable it to engage fully with EUCLID go-live, whilst not jeopardising existing business;
- University senior management should be made aware of the decision and its implications. There is institutional risk associated with the statutory returns aspect of the Project that is different in kind to the other risks, and SQAG wished to make this clear within its go-live decision;

Vice Principal Jeff Haywood
Vice Principal Richard Kenway
10 May 2010

The University of Edinburgh

University Court

24 May 2010

Repeal and replacement of the Commissioners' OrdinanceBrief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The paper updates Court on progress with consultations on the Ordinances intended to enable repeal and replacement of the Commissioners' Ordinance.

Action requested

Court is invited:

- to commit itself to adopting, at a later stage, employment procedures and regulations which include specific arrangements for appeals, following further negotiation with the unions, and
- to consider whether it wishes to give the unions further time to comment on the draft Ordinances, or whether it now wishes to approve one or both of them and submit them to the Privy Council for its approval

NB. Since this paper was prepared the unions have asked for a further meeting before the Court meeting. An oral report of any developments will be made to the Court meeting.

Resource implications

Does the paper have resource implications? No.

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Does the paper have equality and diversity implications? No, beyond seeking to embed employment procedures and processes which are open and fair.

Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice the effective conduct of public affairs

For how long must the paper be withheld? Until the new Ordinances have been approved.

Originators of the paper

Melvyn Cornish, University Secretary: Sheila Gupta, Director of HR
May 2010

The University of Edinburgh

The University Court

24 May 2010

Interim Report from Court Effectiveness Review Group

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper reports on the work to date undertaken by the Group established by Court at its meeting on 14 December 2009 to undertake a review of its effectiveness and in particular makes specific recommendations regarding dates of Court meetings in 2010/2011.

Action requested

The Court is invited to note and comment on the interim report and to approve the proposed dates of Court meetings and events in 2010/2011.

Resource implications

No

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

Originator of the paper

Ms G Stewart, Convener, Court Effectiveness Review Group
Dr Katherine Novosel, Head of Court Services

24 May 2010

Interim Report from the Court Effectiveness Review Group

Background

In December 2009 Court approved the establishment of a Group to undertake a review of its effectiveness in accordance with the CUC Guide for Members of Governing Bodies and the previous decision by Court that such a review should be undertaken every four years; the previous review had been undertaken in 2005/2006. The membership of the Group was approved by Court at its meeting on 15 February 2010:

Ms Gill Stewart (Convener)
The Principal
Dr Aliotta
Professor Barbour
Dr Markland
Professor Smyth
University Secretary
Mrs Travers (external member)

In the event, Professor Barbour was unable to join the Group due to previous commitments and Professor Monro kindly agreed to become a member in his place.

Court asked the Group to take forward matters which had arisen during discussions between the Vice-Convener, the University Secretary and individual members of Court as part of the agreed process regarding 'appraisal' of Court members as set out in paper C9.1 of 14 December 2009 and to undertake the following tasks:

- Determining the extent to which and how well Court fulfils its remit as set out in the Universities (Scotland) Acts and in the Statement of Primary Responsibilities
- Review of Court's operation and the conduct of its business
- Review of Court's Committee structure

Progress to date

The Group has now met on three occasions with a further meeting scheduled for the 7 June 2010. It is the intention to prepare a final report for the Court meeting on the 21 June 2010 which will set out recommendations for consideration. This interim paper has been prepared to report on progress to date and to specifically suggest proposals for dates of Court meetings and events in 2010/2011 so that these can be confirmed and arrangements finalised.

In order to fulfill its remit the Group has considered a number of documents including the CUC Guide for Members of Higher Education Governing Bodies in the UK, the approved terms of reference and reporting structures of the current major Committees of Court and the approved Statement of Court's Primary Responsibilities. It has also reviewed the items routinely presented to Court and Finance and General Purposes Committee, considered the Committee structure of comparable institutions within and outwith the sector, received information on the relationship between Senate and Court and undertaken an exercise using a tool developed by the Leadership Foundation to assist the sector in reviewing the effectiveness of their governing bodies. The Group has been much assisted in its deliberations by the experiences of its external member who has provided much valued advice.

The Group decided at an early stage not to prepare a questionnaire but has invited Court members and attendees to submit further comments on issues already raised at Court or to submit new issues which the Group should debate.

Report Outline

As a result of consideration of all the information reviewed the Group identified a list of topics grouped under five main headings which will form the framework for the final report to be presented to the next Court meeting.

These are:

Role and remit of Court

- Reviewing the Statement of Court's Primary Responsibilities
- Strengthening communications with Senate
- Improving reporting on staff and student issues

Court structure and composition

- Reviewing the appointment process including issues around the skill base of members, the various terms of office and encouraging participation in committee work
- Attendance of senior staff at Court meetings
- Court members' roles

Committee structure

- Improving Committee reporting to enable focus on strategic issues at Court
- Reviewing Committees' terms of reference including membership
- Consideration of the relationship between Court and Finance and General Purposes Committee

Conduct of Court business

- Strengthening Court's strategic and monitoring roles
- Management and structure of agendas including pre-Court presentations
- Improving visibility of Court across the University
- Recommendations on the number of Court meetings are contained in appendix 1

Other matters (Induction, Mentoring, Support, Appraisal)

- Improving the induction process for new members
- Reviewing the agreed appraisal system
- Strengthening the team working approach of Court

Dr Katherine Novosel
Head of Court Services
11 May 2010

Conduct of Court Business – Court meeting and event dates 2010/2011

The Group was of the view that the number of Court meetings should be increased to 6 and that as far as possible Court should meet every two months thus reducing the ‘summer gap’. The current format of seminars was considered appropriate and there was support that two seminars should continue to be organized each academic year. In addition it was felt that there should be a routinely scheduled induction event each year aimed specifically at new members but, as at present, an invitation to attend this event should be extended to all Court members. There was also recognition that it may be appropriate for one of the six Court meetings to be scheduled to be held on the same day as the induction or a seminar on the understanding that the two events were clearly separated.

In consideration of the above, the following dates are proposed for meetings of Court during the academic session 2010/2011. The venues have yet to be confirmed but it is intended that 4-5 of these meetings will be held out with Old College.

2010

27 September (a Court Seminar will be held on the same day)

8 November

20 December

2011

21 February

16 May

20 June

Both Court Seminars will be held out with Old College and further information will be available shortly on the venue and topics for each event:

2010

27 September (a Court meeting will also be held on the same day)

2011

21 March

The Court induction event will be held on the afternoon of **6 September 2010**.

The University of Edinburgh

University Court

24 May 2010

Corporate Performance Measurement: Proposal

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper presents a proposal to develop a single corporate performance measurement report to present the University's performance against all of its corporate indicators and targets.

To do this, existing indicators and targets would be brought together to form a single set, with each individual measure categorised/tagged according to its correspondence with: our Strategic Plan goals, enablers and strategic themes; our Balanced Scorecard perspectives; the Government's Outcomes; the risks set out in our Risk Register and any other relevant planning frameworks.

Action requested

For comment.

Resource implications

None.

Risk assessment

Inadequate monitoring of progress against the University's Strategic Plan targets could result in the non-delivery of the plan's objectives and strategies and, ultimately, failure to meet targets.

Equality and diversity

Targets 10.1 – 10.3 in the 'Promoting equality, diversity, sustainability and social diversity' Strategic Theme of the Strategic Plan, and Balanced Scorecard indicators 7, 21 and 22, have equality and diversity implications.

Freedom of information

Can this paper be included in open business? Yes

Any other relevant information

To be presented by Alexis Cornish, Director of Planning and Deputy Secretary

Originator of the paper

Rona Smith, Senior Strategic Planner
Alexis Cornish, Director of Planning and Deputy Secretary
Governance and Strategic Planning
13 May 2010

Corporate Performance Measurement Proposal

1. Background

- The University introduced a Balanced Scorecard performance measurement tool in 2002/03. This is comprised of 32 indicators which are evenly distributed across 4 perspectives: organisational development, financial, stakeholder and internal business. Some indicators have been changed, however most remain as per the original scorecard.
- The University's current Strategic Plan 2008-12 is structured around 3 goals, which represent our business, 3 enablers which represent what we need to deliver in order to achieve our strategic goals, and 6 strategic themes which direct our approach to achieving these goals. Via the achievement of 33 targets, the aim of these goals, enablers and themes is to realise the University's Vision.
- Indicators and targets are complementary for performance monitoring:
 - Indicators are numbers or ratios which can show relative change over time.
 - Quantitative targets are values we would like indicators to achieve by a given time.
 - Some indicators are monitored without there being a specific target (e.g. proportion of undergraduates from Scotland).
 - Some (qualitative) targets are not based on a numerical indicator.

2. Drivers for change

We now feel that there is room to consolidate and improve on the current dual corporate performance measurement systems which have been developed around the Balanced Scorecard indicators and the Strategic Plan targets:

- The prominence of the University's Strategic Plan has increased significantly since we moved to a 4 year strategic planning cycle in 2004. The structure and contents of the plan are now fully integrated with the annual planning process and the Strategic Plan is now widely understood to be the cornerstone around which longer-term cross-cutting University strategies must be developed.
- Although the Balanced Scorecard was reviewed in 2006, in the context of the Strategic Plan 2004-08, and its indicators were mapped to the then Strategic Plan, the reporting process and timing are not synchronised with those for the Strategic Plan targets. In addition, it is not always straightforward to articulate the connections, and differences, between the two performance measurement systems.
- As set out in the JISC Strategy InfoKit, to which Edinburgh provided input as an expert reviewer: 'One of the key roles of Key Performance Indicators (KPIs) is to give substance to the high level aspirations outlined in the organisation's strategic documents and in doing so to make them both more tangible to those who must make progress towards them and those whose job it is to measure progress. As such, it is important that the KPIs developed stem directly from these other strategic plans and statements and do not operate separately and in parallel to them.'
- Particularly in the current economic and political climate, there is a growing need to clearly articulate our performance in the context of our Risk Register and, in the context of forthcoming Outcome Agreements, the Government's National Planning Framework plus the Scottish Funding Council's Corporate Plan.

- Prompted in part by the various Committee of University Chairmen (CUC) reports on this subject, members of Court are taking a greater role in directing strategy and are looking for more clearly structured and regular means of ascertaining the University's performance across a range of measures.

3. Proposal

Taking all of the above into account, our proposal is as follows:

Corporate Performance Measurement system

- Bring existing indicators and targets together to form a single set, with each individual measure categorised/tagged according to its correspondence with: the Strategic Plan goals, enablers and strategic themes; the Balanced Scorecard perspectives; the Government's Outcomes; the risks set out in the Risk Register and any other relevant planning frameworks.
- Develop a single corporate performance measurement report to present high level performance in a way in which users can interact with the report to get the presentation most suitable for their purpose: the report should be able to be sorted by any one of the above dimensions (i.e. the headings below), or indeed by performance category, and be able to be presented at its highest level on a single page, as per the following illustration:

Indicator	Target	Strategic Plan goal/enabler/theme	Balanced Scorecard perspective	Scottish Government National Outcome	Risk	Other dimensions as appropriate/relevant	Performance Category
Indicator A	remain above Russ Gp median	Excellence in research	Stakeholder	9	1		▲
Indicator B	increase by X% by 2012	Quality infrastructure	Organisational Development	4	4		▼
Indicator C	-	Enhancing our student experience	Financial	7	8		—
etc							

- Ensure we retain the ability to present our performance in the form of a 'Balanced Scorecard' such that the interconnections between measures can be detected and the ability to 'balance' measures across the 4 perspectives is preserved.
- For each indicator and target, develop the necessary background supporting information covering the what, why, who, how often, etc.
- Implement a robust traffic light/arrow style approach to reporting performance, underpinned by careful consideration, measure by measure, of what constitutes improving, unchanged, or deteriorating performance (or whatever terms are adopted) – if deemed appropriate, model this around Government's Performance Framework.
- Present the main performance report, as per the current Strategic Plan targets report, once a year in October, as a lead-in to the annual planning round. However, aim to update data as these become available on a year-round rolling

basis, to allow more frequent engagement by users within (and outwith?) the University, with drill-down where possible, and targeted/more frequent reporting on specific areas as required.

Indicators and targets

- Include all 33 targets in the current Strategic Plan (the targets will be reviewed and refreshed, as with all of the Strategic Plan, as part of the process for producing the next Strategic Plan).
- Undertake targeted consultation to determine which of the 32 indicators in the current Balanced Scorecard should be retained, which dropped, and which new ones introduced. Complete this work in the context of recently completed exercises to map the University's Strategic Plan to the Government's National Performance Framework and SFC's Corporate Plan, as well as in the context of the developing Outcome Agreements, the University's Risk Register and other high-level University strategies.
- Consider for each indicator whether it is appropriate to set a target/direction of travel/rate of progress, to assist in the process of determining parameters for reporting performance. Complete the same process for targets, paying particular attention to those which are qualitative.
- Consider whether any of the indicators contained within Edinburgh's international benchmarking project undertaken with Melbourne University and UBC merit inclusion.

4. Next steps

- Consult with Court on the proposed approach
- Consult with key stakeholders and data providers on indicators to retain/include
- Develop full prototype for main report plus underlying 'background/supporting info' pages per indicator/target
- Present full finalised proposals to PSG, CMG, FGPC and Court for approval

PSG, CMG and FGPC have endorsed the above approach. It was PSG's view, supported by CMG and FGPC, that the University should review the current 32 indicators, with a view to moving to around 12 high-level indicators, with possible supporting sub-indicators.

Court is invited to comment on the proposal.

Alexis R Cornish, Director of Planning and Deputy Secretary/Rona Smith, Senior Strategic Planner

Governance and Strategic Planning

13 May 2010

The University of Edinburgh

The University Court

24 May 2010

Report of the Steering Group for the Review of Support Activities

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper comprises the interim Report of the Steering Group convened to undertake a review of the support activities delivered within SASG and CSG and linked activities within Colleges, Schools and Information Services to identify opportunities and make recommendations.

Action requested

Court is invited to consider this interim Report, comment on the Group's activities to date and endorse the proposed future approach.

Resource implications

As outlined in the paper.

Risk Assessment

As outlined in the paper.

Equality and Diversity

As outlined where appropriate in the paper.

Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice the effective conduct of public affairs

Originators of the paper

Vice-Principal Professor McMahon
14 May 2010

The University of Edinburgh

The University Court

24 May 2010

Report from Estates Committee [EC] Meeting held on 31 March 2010

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The paper reports on key discussions and recommendations made at the meeting of EC, held on 31 March 2010.

The issues in this report relate to the Strategic Plan enable of **Quality Infrastructure** in terms of achievement of core strategic goals contained in the University's Strategic plan 2008-2012.

In pursuing **quality infrastructure** we need to provide an estate which is capable of supporting world class academic activity in order to meet our business needs. The strategy for achieving this is set out in the Estate Strategy 2005-15 and our target is to implement this over the period of the plan.

The Court is reminded to note that copies of the EC papers and the minutes of the meeting are available to Court members on request from Angela Lewthwaite (Tel: 651 4384, email: angela.lewthwaite@ed.ac.uk) or online via the EC web-site at <http://www.ec.estates.ed.ac.uk>

Action requested

The Court is invited to note the paper and approve recommendations/endorsements contained in items 1 and 4-10.

The Court to note – Paper C1.2 contains an update on the Cramond Campus disposal.

Resource implications

Does the paper have resource implications? Yes, detailed throughout the paper.

Risk Assessment

Does the paper include a risk analysis? No. It should be noted that EC papers contain, where applicable, separate risk assessments.

General:

Legislation Non-Compliance/Business Continuity – mitigated by regular assessment and update of priorities, risk register and implementation of annual major replacements/compliance programme

Capital Commitments (CAC) – mitigated by tracking via the Capital Projections Plan and regular updating in consultation with Finance and reporting to EC, CMG and FGPC, through to Court.

Project Management – mitigated by on going monitoring of Design Team, Contractor, Risk Register and meetings of Project Committees who in turn report significant programme/cost issues to EC etc.

Equality and Diversity

Does the paper have equality and diversity implications? No

None of the proposals in this paper raise issues beyond those that are routinely handled in all Estates Developments. It should be noted that EC papers contain, where applicable, separate Estates & Development assessments.

Any other relevant information

Copies of the EC papers and the minutes of the meeting are available to Court members on request from Angela Lewthwaite (Tel: 651 4384; Email: Angela.Lewthwaite@ed.ac.uk), or alternatively can be found at <http://www.ec.estates.ed.ac.uk>

Freedom of information

Can this paper be included in open business? The paper is **closed**.
Its disclosure would substantially prejudice the commercial interests of any person or organisation

All EC papers contain FOI information including reasons for closing papers.

Originator of the paper

Paul Cruickshank - Estates Programme Administrator
Angela Lewthwaite - Secretary to EC
12 May 2010

The University of Edinburgh

The University Court

24 May 2010

Edinburgh University Students' Association ConstitutionBrief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

In accordance with the Education Act 1994, The University Court is required to take reasonable steps to ensure that the Students' Association has a written constitution and must approve and review the constitution at intervals of not more than five years. It is now five years since the constitution was approved by court. The paper is a copy of the constitution of Edinburgh University Students' Association.

Action requested

The University Court is asked to approve and review the constitution of Edinburgh University Students' Association to meet its statutory obligations as set out in the Education Act 1994.

Resource implications

Does the paper have resource implications? No

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

Originator of the paper

Thomas Graham, President, Edinburgh University Students' Association, 13 May 2010.



Edinburgh University Students' Association

CONSTITUTION

January 2010

By Students For Students

EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION CONSTITUTION

CONTENTS

1. ASSOCIATION LAWS		4
Chapter I	NAME	4
Chapter II	OBJECTS AND POWERS	4
Chapter III	UNIVERSITY COURT	4
Chapter IV	MEMBERSHIP	4
	Para 1	ORDINARY STUDENT MEMBERS 4
	Para 2	ASSOCIATE MEMBERS 4
Chapter V	COMPOSITION AND STRUCTURE	5
	Para 1	GENERAL MEETINGS 5
	Para 2	ASSOCIATION EXECUTIVE 6
	Para 3	REPRESENTATION 6
	Para 4	AMENITIES 7
Chapter VI	FINANCE	8
	Para 1	FINANCE COMMITTEE 8
	Para 2	FUNDS 9
	Para 3	BUDGETARY AND ACCOUNTS 9
	Para 4	LIMITS OF AUTHORITY 9
Chapter VII	STAFF	10
Chapter VIII	HONORARY PRESIDENCIES	10
Chapter IX	RESIGNATION, CENSURE AND RECALL	10
Chapter X	AMENDMENTS	11
Chapter XI	DEFINITIONS	11
2. ASSOCIATION STANDING ORDERS (GENERAL MEETINGS)		13
Section I	CHAIR	13
Section II	ORGANISATION OF THE GENERAL MEETING	13
Section III	MOTIONS AND AMENDMENTS	13
Section IV	VOTING	14
Section V	QUESTIONS AND QUESTION TIME	14
Section VI	ORDER	14
APPENDIX I		
TRANSFERABLE VOTE SYSTEM FOR EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION		15
APPENDIX II		
Elections		19
1. SRC LAWS		20
Chapter I	GENERAL	20
Chapter II	MEMBERSHIP	20
Chapter III	OFFICE-BEARERS	20
Chapter IV	EXECUTIVE COMMITTEE	21
Chapter V	FINANCE	21
Chapter VI	COMMITTEES	21
Chapter VII	RESIGNATIONS, REPRIMANDS AND DISMISSALS	22
Chapter VIII	MEETINGS	22
	Para 1	COUNCIL MEETINGS 22
	Para 2	GENERAL MEETINGS 23
Chapter IX	ELECTIONS	23
Chapter X	SCHOOL COUNCILS	23
Chapter XI	BYE-LAWS AND STANDING ORDERS	23
2. SRC BYE-LAWS		24
Chapter I	ELECTIONS	24

Chapter II	EX-OFFICIO MEMBERS OF THE SRC	24
Chapter III	MEETINGS OF THE SRC	25
Chapter IV	EXECUTIVE COMMITTEE	25
Chapter V	DUTIES OF THE OFFICE-BEARERS AND PERMANENT SECRETARY	25
Chapter VI	COMPOSITION OF COMMITTEES	26
Chapter VII	FINANCE	27
Chapter VIII	FRESHERS' CONFERENCE COMMITTEE	27
Chapter IX	SOCIETIES COUNCIL	28
	Para 1 FUNCTION	27
	Para 2 COMPOSITION AND STRUCTURE	28
	Para 3 RECOGNITION OF SOCIETIES	29
	Para 4 PRIVILEGES OF RECOGNISED SOCIETIES	30
	Para 5 REGISTER OF SOCIETIES	31
	Para 6 FINANCE	31
	Para 7 STANDING ORDERS	31
	Para 8 BYE-LAWS	31
Chapter X	REPRESENTATIVES, DELEGATES AND OBSERVERS TO OTHER	
ORGANISATIONS		32
Chapter XI	CHARITIES' COMMITTEE	32
Chapter XII	AUDITOR AND HONORARY LEGAL ADVISER	33
3. SRC STANDING ORDERS		34
	COUNCIL MEETINGS	34
Section I	Chairperson	34
Section II	Procedure	34
Section III	Vacancies	36
Section IV	SRC Policy	36
2. Union Laws		37
	CONSTITUTION	37
	LAWS	37
Chapter I	EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION	37
Chapter II	MEMBERSHIP	37
	Para 1 ORDINARY STUDENT MEMBER	37
	Para 2 ASSOCIATE MEMBERS	37
	Para 3 LIFE MEMBERS	38
	Para 4 MEMBERS 'EX OFFICIO'	39
	Para 5 KING'S BUILDINGS HOUSE SPORTS MEMBERSHIP	39
	Para 6 TEMPORARY MEMBERS	39
	Para 7 VOTING RIGHTS	40
	Para 8 MEMBERSHIP CARDS	40
Chapter III	COMPOSITION AND STRUCTURE	40
	Para 1 OFFICE-BEARERS	40
	Para 2 COMMITTEE OF MANAGEMENT	40
	Para 4 UNION BUILDINGS	40
	Para 5 DEBATES COMMITTEE	42
Chapter IV	ELECTIONS	42
	Para 1 SPAN OF OFFICE	42
	Para 2 ELIGIBILITY FOR ELECTION	42
	Para 3 PHASING OF ELECTIONS	41
	Para 4 RETURNING OFFICER	43
	Para 5 METHODS OF VOTING	43
	Para 6 VACANCIES	43
Chapter V	FINANCE	43
	Para 1 FINANCIAL YEAR	43
	Para 2 RESPONSIBILITY AND AUTHORITY	43
	Para 3 BUDGETARY AND ACCOUNTS	44
Chapter VI	SOCIETIES COUNCIL	44
Chapter VII	RESIGNATION, DISMISSAL AND RECALL	44
	Para 1 RESIGNATION	44
	Para 2 DISMISSAL AND RECALL	44
Chapter VIII	DISCIPLINE	45
	Para 1 MEMBERS' OBLIGATIONS	45
	Para 2 OFFENCES	45

	Para 3	REPORTING PROCEDURE	45
	Para 4	SENTENCES	45
	Para 5	RATIFICATION AND APPEAL	45
	Para 6	EXPULSION AND SUSPENSION	45
	Para 7	NON-PAYMENT OF FINES	46
Chapter IX	MEETINGS		46
	Para 1	GENERAL MEETINGS	46
	Para 2	COMMITTEE MEETINGS	46
Chapter X	LICENSING		46

ASSOCIATION LAWS

Chapter I NAME

The organisation formed by the association of the Edinburgh University Union, the Edinburgh University Chambers Street Union, and the Students' Representative Council of the University of Edinburgh, shall be known as 'Edinburgh University Students' Association', hereinafter referred to as 'the Association'.

Chapter II OBJECTS AND POWERS

Para 1 The objects of the Association shall be to promote the interests and co-ordinate the activities of the following component organisations.

The Edinburgh University Union (hereinafter referred to as 'the Union')

The Students' Representative Council of the University of Edinburgh.

Para 2 Without prejudice to the generality of the objects stated in Para. 1 hereof for the avoidance of doubt, the Association shall, in pursuance of the said objects, have power to:

- 2.1** Lend and advance money or give credit to any person, firm or company on such terms and in such manner as may seem expedient to the Association and to take security therefore and also to enter into guarantee to secure the payment of any sums of money or the performance of any obligation by any company, firm, person or unincorporated body.
- 2.2** Subscribe for shares in companies and participate in the profits of any company or organisation and generally to make such investments as the Association may deem appropriate.
- 2.3** Borrow or raise money by whatever means and to give security therefore.
- 2.4** Undertake any enterprise or business and generally do all such other things as may be conducive to promoting the Objects of the Association.

Chapter III UNIVERSITY COURT

The University Court are the beneficial proprietors of all buildings of the Association, but not of the interior furnishings thereof (excepting such catering equipment as specified in such agreements as may be made with the University Court), which shall be the property of the Association. The University Court shall retain power of final approval of the Association Constitution and all amendments thereof. The University Court shall also retain power of final approval over all financial matters.

Chapter IV MEMBERSHIP

Para 1 ORDINARY STUDENT MEMBERS

All full-time and part-time students paying a tuition fee, and postgraduate students within their prescribed period of study, shall be regarded as Ordinary Student Members of the Association and shall have full voting rights in all matters, except as specified in the Laws of the Union, CAP II, Para. 7. Any such students who opt out of membership of the Association by notifying the University shall not be Ordinary Student Members, nor shall they be eligible for Associate Membership.

Para 2 ASSOCIATE MEMBERS

All Associate and Life Members of the Union, as prescribed in the Laws and Bye-Laws of the Union, shall be regarded as Associate Members of the Association, and shall have voting rights in all matters pertaining to amenities and finance. They shall not, however, have voting rights in

matters pertaining to student representation. Associate and Life Members of the Union shall have voting rights in Union elections except as specified in the Laws of the Union, CAP II, Para. 7.

Chapter V COMPOSITION AND STRUCTURE

Para 1 GENERAL MEETINGS

- 1.1 Statutory General Meetings, open to all members, shall be called by the Association Executive once every semester, including an Annual General Meeting which shall be held in November. In addition to the foregoing Statutory General Meetings, Special General Meetings shall be called by the Association as follows:-
 - 1.1.1 Upon receipt of a petition signed by one hundred members of the Association stating the purpose of the meeting, including motions to be debated.
 - 1.1.2 Upon receipt of a petition from the Committee of Management of the Union (as referred to in Clause 4.2 hereof), stating the purpose of the meeting, including the motions to be debated. Such motions shall be limited to matters dealing with amenities and finance and constitutional amendments
 - 1.1.3 Upon receipt of a petition from the Students' Representative Council, stating the purpose of the meeting, including motions to be debated. Such motions shall be restricted to matters pertaining to student representation and finance, and constitutional amendments.
- 1.2 At least fourteen days' notice shall be given of all General Meetings, including the Annual Meeting.
- 1.3 Any General Meeting shall have power to make decisions by which, subject to Clauses 1.4 and 1.9 hereof, the Union and the Students' Representative Council shall agree to abide, as prescribed in the Laws and Bye-Laws of those organisations.
- 1.4 In order for any decision of a General Meeting (including the Annual General Meeting) to be binding, a minimum of 300 votes must be cast on the deciding side, whether that be in favour or against the proposal. In the absence of a voting quorum at the Annual General Meeting, the Finance Committee shall be empowered to approve the accounts and budget.
- 1.5 No motion shall be considered by a General meeting unless at least fourteen days' notice of the motion has been given in writing by the proposer to the President, supported by the signatures of 100 members of the Association.
- 1.6 No amendments to a motion shall be considered by a General Meeting unless at least seven days' notice of the amendment has been given in writing by the proposer to the President, supported by the signatures of 50 members of the Association.
- 1.7 Notwithstanding the provision of Clauses 1.5 and 1.6 hereof, the constituent organisations of the Association shall have the right to submit motions and amendments, within the time limits prescribed, on matters as prescribed, in Clauses 1.12 and 1.13 hereof.
- 1.8 The President shall within two days of receipt post the motion and amendments for the consideration of a General Meeting.
- 1.9 All business at the General Meeting shall be categorised as either:
 - i) Amenities
 - ii) Finance
 - iii) Student Representation

Voting shall be by membership card and shall be restricted as follows: ordinary student members shall be entitled to vote on any issue; associate members shall be entitled to vote on all matters pertaining to amenities and finance.
- 1.10 General Meetings shall be conducted in the manner prescribed in the Standing Orders.
- 1.11 Notwithstanding the provisions contained in Clauses 1.2, 1.5, 1.6 and 1.8 hereof, it shall be competent for an emergency Special General Meeting to be called within seven days, subject to the following provisions:
 - 1.11.1 Such an emergency meeting must be restricted to business categorised as student representation.

- 1.11.2 The provisions contained in Clauses 1.1.1 and 1.1.3 hereof shall apply.
- 1.11.3 No motion shall be considered unless at least seven days' notice has been given in writing to the President.
- 1.11.4 No amendment shall be considered unless at least four days' notice has been given in writing to the President, supported by the signatures of 50 members of the Association.
- 1.11.5 The President shall post the motions and amendments within one day of receipt.

Para 2 ASSOCIATION EXECUTIVE

- 2.1 The members of the Executive shall be:
 - President
 - Vice-President Societies and Activities
 - Vice-President Academic Affairs
 - Vice-President Services

The quorum for the Executive shall be three.
- 2.2 All student members shall be eligible to vote in the Association Executive elections. All Associate members shall be entitled to vote in the Association Executive elections for the Vice-President Services only. All members of the Executive must be ordinary student members of the Association at the time of their election.
- 2.3 The sole collective responsibilities of the Association Executive shall be to:-
 - 2.3.1 Organise General Meetings.
 - 2.3.2 Direct the Returning Officer in the conduct of Association elections.
 - 2.3.3 Appoint and dismiss staff, subject to the provisions of CAP. VII, paras. 1, 2 and 3.
 - 2.3.4 Administer the Association offices and supervise Association staff.
 - 2.3.5 Carry out any other duties as the General meeting may direct.
- 2.4 The duties of the Office-Bearers of the Association shall be as follows:-
 - 2.4.1 The President shall be ultimately responsible for all activities and affairs in the Association. He/she shall convene the Executive, Finance Committee, Students' Representative Council, Union Committee of Management and such other Committees as shall be established by the Association from time to time.

The President shall be directly responsible for the organisation of General Meetings, administration of the Association, and Association staff, as outlined in these Laws.
 - 2.4.2 The Vice-President Societies and Activities shall be responsible for activities in relation to recognised student groups and representation to the University on non-academic service provision. He/she shall convene General Meetings of Societies Council as outlined in the SRC Laws and Bye-laws. He/she shall be an office-bearer of the SRC and the Union.
 - 2.4.3 The Vice-President Academic Affairs shall be responsible for all academic representational activities between the Association and its members on academic issues. He/she shall convene the SRC Executive as outlined in the SRC Laws and Bye-laws. He/she shall be an office-bearer of the SRC and the Union.
 - 2.4.4 The Vice-President Services shall also be responsible for student amenities generally, and in particular the activities and affairs of the Union. He/she shall also be responsible for Association finance, as outlined in these Laws and the Laws and bye-Laws of the SRC and the Laws of the Union. He/she shall convene the Union Executive as outlined in the Union Laws. He/she shall be an Office-Bearer of the SRC and the Union.

Para 3 REPRESENTATION

- 3.1 There shall be a Students' Representative Council, in conformity with the Universities (Scotland) Acts, 1958 to 1966.
- 3.2 The objects of the Students' Representative Council shall be:-
 - 3.2.1 To represent the students in all matters affecting their interests.
 - 3.2.2 To afford a recognised means of communication between the students and the authorities of the University and other bodies.

- 3.2.3 To afford a recognised means of communication between the students of the University and other institutions within the field of higher education.
- 3.2.4 To be responsible for the affairs of all recognised student societies of the University.
- 3.3 The Students' Representative Council shall be composed and governed according to its own Laws and Bye-Laws which are appended to these Laws.

Para 4 AMENITIES

- 4.1 There shall be an Edinburgh University Union, which shall be responsible for all amenities within the Association. It shall be regulated and composed according to its Laws and Bye-Laws which are appended to these Laws.
- 4.2 The Union shall be governed by a Committee of Management which shall be responsible for all matters relating to student amenities.
- 4.3 The Office-Bearers of the Association shall hold office within the Union as follows:-
 - 4.3.1 The President of the Association shall be the President of the Union.
 - 4.3.2 The Vice-President Services of the Association shall be the Vice-President Services of the Union, and in particular shall be the Chief Executive Office-Bearer with responsibility for the activities and affairs of the Union.
 - 4.3.3 The Vice-President Societies and Activities of the Association shall be the Vice-President Societies and Activities of the Union.
 - 4.3.4 The Vice-President Academic Affairs of the Association shall be the Vice-President Academic Affairs of the Union.
- 4.4 The membership of the Committee of Management shall be as laid down in the Laws of the Union.
- 4.5 The Committee of Management shall be responsible to the General Meeting on all matters relating to student amenities.
- 4.6 The Committee of Management shall be responsible for management control of such buildings as the University may agree upon with the Association. These shall include the buildings used by the organisations previously known as "The Edinburgh University Union" (Teviot Row), and the "Student Centre."
 - 4.6.1 The Committee of Management shall delegate authority as prescribed in the Laws and Bye-Laws of the Union to the Union Executive.
 - 4.6.2 The composition and election of the members of the Union Executive shall be prescribed in the Laws and Bye-Laws of the Union.

Para 5 STRUCTURAL RELATIONSHIPS

- 5.1 The General Meeting shall be empowered to make decisions binding on the Association, subject to the procedures outlined in Cap. V, Paras. 1 and 4, but declaring that the SRC shall continue to exercise its statutory rights as the proper body through which petition shall be made on behalf of the Association to the University Court and Senatus Academicus.
- 5.2 The Association Executive shall be responsible to the General Meeting for all business it transacts. It shall be responsible for the organisation of all General Meetings.
- 5.3 The Students' Representative Council shall be responsible to the General meeting and shall make an annual report on all business it transacts. Notwithstanding this provision, the SRC shall be empowered to take final decisions on all affairs in which it is competent in terms of its own Constitution, subject only to the provision in Clause 5.1 hereof.
- 5.4 The Union Committee of Management shall be responsible to the General Meeting for all matters involving student amenities.
- 5.5 The Union Executive shall be responsible to the Committee of Management of the Union.
- 5.6 The Finance Committee shall be responsible to the General Meeting for all matters involving finance of the Association. It shall co-ordinate all budget applications and submit a recommended budget to the Annual General Meeting. It shall be empowered as outlined in Cap. VI of these Laws.

Para 6 ASSOCIATION ELECTIONS

- 6.1 Provisions in this paragraph refer specifically to Association elections and not to elections within the SRC and the Union, which are governed by their relevant laws and Bye-laws.
- 6.2 The Office-Bearers, Societies Convener, and the three Ordinary Student Members of the Finance Committee shall be matriculated students during their year of office. They shall be elected at a date not later than the before the exam period in the second semester as decided by Association Executive. Those eligible for nomination shall be any Ordinary Student Member of the Association. They will assume office on the Monday two weeks following the end of the second semester.
- 6.3 Candidates for the office of President shall require to be nominated by not less than 50 Ordinary Student Members of the Association, who may not nominate more than one candidate in the election.
- 6.4 Candidates for other offices shall require to be nominated by not less than 30 Ordinary Student Members of the Association, who may not nominate more than one candidate for each office.
- 6.5 Candidates for Societies Convener, and Ordinary Student Members of the Finance Committee shall require to be nominated by not less than 20 student members of the Association, who may not nominate more than one candidate for each convenership or position. Candidates for Life or Ordinary Associate Member of the Finance Committee shall require to be nominated by not less than twenty members of the Association, who may not nominate more than one candidate in the election.
- 6.6 Those eligible to vote shall be all Ordinary Student Members of the Association. In addition, Associate Members shall be eligible to vote in the election for Vice-President Services.
- 6.7 The conduct of the above elections shall be the responsibility of the Permanent Secretary of the Association. He/she shall be assisted by such Assistant Returning Officers as are deemed necessary, who shall be elected at the Statutory General Meeting in the spring term. He/she shall ensure that the elections are conducted by secret ballot, and that no person shall vote without first producing a current Ordinary Student Member matriculation card, or, in the case of Associate Members wishing to vote in the election for the Vice-President Services, a current Edinburgh University Union membership card. Otherwise he/she shall be directed by such detailed regulations as the Association Executive may from time to time approve. Subject to such regulations he/she shall be guided by the principles of the Ballot Act, (35 and 36 Vict., c.33).
- 6.8 Votes shall be registered and counted by the method of the single transferable vote as contained in the Appendix to the Standing Orders of the General Meetings.
- 6.9 Where offices, convenerships, or Finance Committee membership are unfilled or fall vacant, the Association may at its discretion decide to hold Bye-Elections, which shall be governed by Clauses 6.1 to 6.9 hereof. Such a decision may be made by the General Meeting, or must be made by the Association Executive at the request of the Students' Representative Council or the Union Committee of Management.

Chapter VI	FINANCE
-------------------	----------------

Para 1 FINANCE COMMITTEE

- 1.1 The responsibility for the financial affairs of the Association shall rest with the Finance Committee.
- 1.2 The members of the Finance Committee will be:-
 - The President (Convener)
 - Vice-President Services
 - Vice-President Societies and Activities
 - Vice-President Academic Affairs
 - Societies Convener
 - Three Ordinary Members, elected from amongst the student members
 - One representative appointed by the SRC
 - One representative appointed by the Union Committee of Management
 - One representative appointed by the University Court
 - One Associate Member elected from amongst the members

The quorum for the Finance Committee will be six.

- 1.3 The non-student members shall serve alternating terms of four years.
- 1.4 The Permanent Secretary and the Financial Secretary shall be in attendance at the Finance Committee meetings. The Committee shall have the power to co-opt other members at its own discretion, to be in attendance only.

Para 2 FUNDS

- 2.1 The Association shall be responsible to the University Court for such monies as are allocated to it by the Court. The level of the Grant shall be fixed by the University Court, which shall be open to petitions by the SRC on behalf of the Association.

Para 3 BUDGETARY AND ACCOUNTS

- 3.1 The financial year of the Association shall run concurrently with the University Financial year - from 1st August to 31st July.
- 3.2 At the end of each financial year the Vice-President Services shall ensure that an abstract of the income and expenditure of the previous year is prepared together with a balance sheet showing the whole existing assets and outstanding liabilities of the Association at the close of the financial year. He/she will ensure that these are audited by a qualified accountant or firm of accountants elected at the previous A.G.M.
- 3.3 Budgetary applications shall be submitted to the Finance Committee by the Union and the Students' Representative Council together with audited accounts for the previous year, by the end of the second week of the autumn term of each year. The budget of the SRC shall include a budget for societies' allocations. The Committee shall then prepare a budget based upon these applications, together with general Association expenses, and submit it for approval at the A.G.M. for the Association, together with a full set of audited accounts for the Association for the preceding year.
- 3.4 Nothing in Clause 3.3 hereof shall be held as in any way restricting the right of the SRC and the Union to submit amendments to the budget. The Finance Committee shall publish the recommended budget, together with any such amendments, and a full set of audited accounts for the Association for the preceding year, fourteen days prior to the A.G.M.
- 3.5 Any amendment to the budget which increases expenditure will include a balancing decrease in expenditure in other areas of the budget.
- 3.6 Notwithstanding Clause 3.3 hereof, in the event of there not being a voting quorum at an Annual General Meetings, the Finance Committee shall have authority to approve the budget and accounts.
- 3.7 The audited accounts, and budget incorporating the grant application for the year, as approved by the A.G.M., shall be submitted for final approval to the University Court.

Para 4 LIMITS OF AUTHORITY

- 4.1 The Vice-President Services, the Permanent Secretary and the Financial Secretary on behalf of the Finance Committee shall be responsible for the direct administration of the approved budget. They shall receive all monies and shall have authority to make all expenditure within the budget. The two cheque signatories shall be the Vice-President Services and the Financial Secretary in the first instance, with the President as alternative signatory to the Vice-President Services, and the Permanent Secretary as alternative signatory to the Financial Secretary.
- 4.2 There shall be a Societies Sub-Committee of the Finance Committee which shall have authority to grant applications up to the limit authorised by the Finance Committee. The members of the Sub-Committee shall be:-
 - Vice-President Societies and Activities (Convener)
 - Vice-President Services
 - Societies Convener
 - One Ordinary Member of the Finance Committee
 - One Non-Student member of the Finance Committee
 - Societies Treasurer

The quorum of the Sub-Committee shall be four.

- 4.3 Society applications in excess of this limit shall be reviewed by the Finance Committee.
- 4.4 In addition to the power given in Clause 4.1 hereof and without prejudice to the generality of the general power pursuant to Chapter II hereof, the Finance Committee shall have authority to:
- 4.4.1 Alter the approved budget of the Association when advised by the Vice-President Services of the necessity to do so. Any two members of the Finance Committee shall have the power to defer any such alteration to the approved budget until reviewed by the General Meeting, notice of such deferral to be given by the two members exercising this power prior to the close of the meeting of the Finance Committee at which the decision to alter the approved budget is taken.
 - 4.4.2 Administer any capital funds of the Association.
 - 4.4.3 Exercise all the Association's powers as detailed in Chapter II, Paragraphs 2.1, 2.2, 2.3 and 2.4 hereof, in such manner as may seem expedient to it in pursuance of the Association's objectives as detailed in Chapter II, Para. 1.
 - 4.4.4 Appoint such persons to act as Trustees for the Association as may seem expedient to the Finance Committee.
 - 4.4.5 Delegate any or all of the powers conferred upon the Finance Committee in terms of Clauses 4.42 and 4.43 hereof to any person or persons whom the Finance Committee thinks fit.

Chapter VII	STAFF
--------------------	--------------

- Para 1 The Association shall engage a Permanent Secretary, a Financial Secretary who shall be a qualified accountant, and such other staff as may be necessary.
- Para 2 The appointment and dismissal of senior staff shall be made by the Association Executive. The appointment and dismissal of all other staff shall be the responsibility of the Association Executive and shall normally be delegated to the Permanent Secretary. The supervision of all staff shall be the responsibility of the Association Executive.
- Para 3 The President shall have Executive responsibility for staff matters within the Association Executive.

Chapter VIII	HONORARY PRESIDENCIES
---------------------	------------------------------

- Para 1 The Association may elect any person who is not a matriculated student of Edinburgh University to the office of Honorary President in recognition of services rendered to the students of the University or whose actions and record are deemed to be inspirational to the students of the University. The Association may elect as many Honorary Presidents as from time to time it may see fit.
- Para 2 An Honorary President shall be nominated by a two-thirds vote of the SRC and approved by two-thirds of the members voting, or 300 votes, whichever is the greater, at a General Meeting. Notice of such election shall appear on the Council billet.
- Para 3 An Honorary President shall hold office for life, subject to the provisions of Cap. IX, Para. 5.

Chapter IX	RESIGNATION, CENSURE AND RECALL
-------------------	--

- Para 1 Any Office-Bearer of the Association wishing to resign from office shall tender a written resignation to the President who shall bring notice of such resignation before the General Meeting. It shall be competent for the General Meeting to refuse such resignation only in order to proceed to dismissal as under Para. 3 hereof.
- Para 2 It shall be competent for the General Meeting to pass a motion of censure on any Office-Bearer of the Association, any member of the SRC, and member of the Committee of Management of the Union, or upon the Association Executive as a whole, or upon the SRC as a whole, or upon the

Committee of Management as a whole. Such a motion shall require only a simple majority but shall not involve the resignations of the censured Office-Bearer or member (or members).

- Para 3 It shall be competent for the electorate to recall (i.e. dismiss from office on demand of the electorate) Association Office-Bearers, the Societies Convener, and Ordinary Members of the Finance Committee by passing a motion to that effect by two-thirds of the members present or 300 votes, whichever is the greater, at a General Meeting. Such motions are subject to the provisions of Cap. V. Para. 1.
- Para 4 Any Office-Bearer who for any reason resigns from office shall ipso facto lose membership of the Union Committee of Management, and of the Students' Representative Council unless a two-thirds majority of the SRC supports his or her retention on Council upon a motion thereto. Any Office-Bearer who is dismissed or recalled from office shall ipso facto lose membership of the Union Committee of Management and of the SRC subject to the Laws and Bye-Laws of those bodies.
- Para 5 For purposes of resignation and recall an Honorary President shall be considered an Office-Bearer of the Association.

Chapter X **AMENDMENTS**

- Para 1 No amendment shall be made to these Laws unless it has been passed by a General Meeting of the members, 14 days' notice of which has been given, at which the change has been supported by at least three-quarters of the members present and voting or 300, whichever is the greater.
- Para 2 No amendment shall be made to the Laws and Bye-Laws of the Students' Representative Council unless the same has been passed by the SRC, notice of which has been included in the billet for the Council meeting, by at least two-thirds of the members present and voting, and at a General Meeting of the Association, 14 days' notice of which has been given, by two-thirds of the members present and voting or 300, whichever is the greater.
- Para 3 Notwithstanding the terms of Paragraphs 1 and 2 hereof, no proposals for the amending of either these Laws, or the Laws and Bye-Laws of the SRC shall be considered by the SRC except at the 9th Ordinary meeting of the SRC unless the proposed amendment has first been considered and approved by two-thirds of the Executive of the SRC
- Para 4 No amendment shall be made to the Laws of the Union unless the same has been passed by the committee of Management, notice of which has been included in the billet, by at least two-thirds of the members present and voting, and at a General Meeting of the Association, 14 days notice of which has been given by two-thirds of the members present and voting or 300, whichever is the greater.
- Para 5 It shall be competent for a General Meeting to initiate and pass an amendment to these Laws upon receipt of a motion to that effect being presented to the President containing the signature of 350 members of the Association. The President shall be required to call a General Meeting and publicise the motion in accordance with the provisions of Cap. V, Para. 1 of these Laws.
- Para 6 No amendment shall be made to the Standing Orders of the General Meeting unless it has been passed by a simple majority of the Students' Representative Council and of the Committee of Management of the Union, or by a General Meeting of the members, 14 days' notice of which has been given, upon a simple majority vote.
- Para 7 It shall be competent for the General Meeting to suspend a standing order on a motion from the floor to that effect being carried by two-thirds of the members present or 300 votes, whichever is the greater number, such a suspension to be effective only at the meeting at which it is passed.
- Para 8 All amendments to these Laws, and the Laws and Bye-Laws of the Students' Representative Council, and the Laws of the Union, shall be transmitted to the University Court for approval.

Chapter XI **DEFINITIONS**

Throughout these Laws and in the Laws and Bye-Laws of the SRC and in the Laws of the Union, except as otherwise specified, the following phrases and words shall have the undernoted meanings:-

"The University" means the University of Edinburgh

"These Laws"	means the Laws of the Edinburgh University Students' Association. (This definition does not apply when the phrase "these Laws" is used in the Laws and Bye-Laws of the SRC and the Laws of the Union)
"To be responsible to"	refers to a structural arrangement whereby one officer or body is accountable to another who or which is placed in authority over him/her or it. Responsibility includes the function of periodical reporting.
"To be responsible for"	means to be charged with the duty as well as authority to carry out functions referred to.
"Days' notice"	refers to a calendar day during semester.
"Senior Staff"	refers to those persons whose salary is on the University Administrative Assistant (Lower) Salary Scale or above.
"He", "His"	shall read as "he/she" or "his/her" throughout, where not otherwise amended.

ASSOCIATION STANDING ORDERS (GENERAL MEETINGS)

Section I CHAIR

- Para 1 The General Meeting shall be chaired by the President or his/her nominee.
- Para 2 The Chairperson shall constitute the meeting at the appointed time, and shall adjourn it:-
- a. at the completion of business.
 - b. on a motion to that effect being carried by the meeting.
- Para 3 The Chairperson shall regulate the procedures at General Meetings, in accordance with these Standing Orders.
- Para 4 If the Chairperson takes an active part in the debate on any business he/she must vacate the Chair and intimate a temporary Chairperson.
- Para 5 The Chairperson will make rulings on all matters relevant to Constitution and Standing Orders. If a ruling is challenged, the Chairperson will vacate the Chair and defend his/her ruling against the proposer of the challenge. A vote will be taken and a two-thirds majority of those voting will be required to overturn the ruling from the Chair. Any other challenges to the Chair while the Chair is already being challenged will not be competent. There will be one speech for the challenge and the Chairperson will then defend his/her ruling.
- Para 6 It shall be competent for any member to move a vote of no confidence in the Chair. On a two-thirds majority vote the Chair will be vacated.

Section II ORGANISATION OF THE GENERAL MEETING

- Para 1 The Association Executive will decide upon the time and place of the General Meeting provided that all General Meetings be held on weekdays commencing not earlier than 5.30p.m.
- Para 2 The Association Executive will be responsible for the categorisation of business for the General Meeting.
- Para 3 The Association Executive will carry out the aforementioned duties in accordance with the regulations laid down in the Association Laws, Cap. V, Para. 1.

Section III MOTIONS AND AMENDMENTS

- Para 1 Motions and amendments will be submitted as in Cap. V. Para. 1 of the Association Laws.
- Para 2 On the submission of a motion or amendment the names of the proposer and seconder will be indicated. The proposer shall always have the right to sum up. No new information or points of information are competent during summing up speeches.
- Para 3 Any member can propose the direct negative. The member's name will be minuted and he/she will have similar rights to the proposer of the motion or amendment.
- Para 4 Points of order will be directed to the Chair and the member calling for the point of order must refer to the relevant chapter and paragraph of the Constitution or Standing Orders.
- Para 5 Points of information will be competent only if the speaker intimated by the Chair gives way. Information from the Chair is competent except:-
- a. during a speech
 - b. when a vote is in progress
- Para 6 A procedural motion that the vote be taken is immediately competent during the debate on any motion or amendment

- a. though proposers of the motion or amendment and of direct negative retain the right to sum up.

Para 7 Any member of the Association subject to a motion of censure or dismissal will have the right to propose the direct negative.

Section IV	VOTING
-------------------	---------------

Para 1 The initial vote on motions and amendments on the agenda will be done by a show of hands. If the result of this vote is not decisive then the vote will be decided by the use of a voting division. The result of a vote will be recorded in the minutes exactly except where a motion is carried nem. con. (or defeated nem. con.) or it is overwhelmingly obvious.

Section V	QUESTIONS AND QUESTION TIME
------------------	------------------------------------

- Para 1 Copies of the Association Annual Report which will contain reports on the SRC, Finance Committee and Committee of Management's activities will be distributed to all those attending the Annual General Meeting.
- Para 2 The last item on the agenda for the General Meeting will be Question Time. Any member may ask a question of the Chair, or through the Chair of any Office-Bearers or any member of any Committee of the Association.

Section VI	ORDER
-------------------	--------------

- Para 1 Any member who is given the floor by the Chair shall have the right to be heard without undue interference by other members.
- Para 2 Any member persistently contravening Standing Orders and physically preventing the continuation of business at the meeting may be asked to leave by the Chairperson if two-thirds of the meeting support his/her ruling on this matter.

APPENDIX I

TRANSFERABLE VOTE SYSTEM FOR EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION

Section I Voting

1. An elector in giving his/her vote:

- (1) must place on his/her voting paper the figure 1 opposite the name of the candidate of his/her first preference.
- (2) may in addition place on his/her voting paper the figure 2 or the figures 2 and 3, or 2, 3, and 4, and so on opposite the names of other candidates in order of his preference.

2. A voting paper shall be invalid and not counted:-

- (1) on which the figure 1 standing alone indicating the first preference for some one candidate is not placed, or
- (2) on which the figure 1 standing alone indicating a first preference is set opposite the name of more than one candidate, or
- (3) on which the figure 1 indicating a first preference and some other number is set opposite the name of the same candidate, or
- (4) which is unmarked or void for uncertainty.

Section II General Description of the Count

1. The count is divided into a number of stages. At the first stage ballots are sorted according to their first preferences, and any ballots for candidates no longer eligible for election are redistributed amongst the continuing candidates. Any ballots which are invalid are removed. The total number of valid first stage votes is then found and the quota calculated. Any candidates who have at least a quota of first stage votes are deemed elected at this stage, provided they have been credited with at least as many ballots as the "Re-open Nominations" candidate.
2. Each subsequent stage of the count is concerned either with the transfer of surplus votes of a candidate whose vote exceeds the quota, or with the exclusion of a candidate with the fewest votes.
3. Should the option to "Re-open Nominations" exceed quota at any stage, the count ends and any unfilled seats remain vacant.
4. This procedure continues until either sufficient candidates have been deemed elected to fill all available seats, or the "Re-open Nominations" candidate exceeds quota, or there are no continuing candidates left.
5. The procedure detailed here is primarily that of The Scottish Local Government Elections Order 2007 with the addition of a method for "Re-Open Nominations" being included on the ballot paper where required.

Section III Detailed Instructions for the Count

1. First stage

- 1.1. Count the first preferences for each candidate and credit these ballots to candidates at a value of 1.
- 1.2. Any candidates that were included on the ballot but are now deemed ineligible for election should have their ballots transferred to continuing candidates for whom a next preference is given. The ballots shall be credited to continuing candidates at a value of 1.

- 1.3. Examine all continuing candidates' credited ballot values to determine the total number of first stage ballots.
- 1.4. Calculate the quota according to Section 2

2. The quota

- 2.1. Divide the total number of first stage ballots by one more than the number of seats being elected.
- 2.2. Ignore any decimal places in the result of the division in paragraph 2.1 and add one to give the quota.
- 2.3. The quota is the value of votes needed for a candidate to be deemed elected where there are more continuing candidates than seats available.

3. Returning candidates

- 3.1. Where, at any stage of the count, the value of ballots for a candidate equals or exceeds the quota and, if the "Re-open Nominations" candidate has also exceeded quota, equals or exceeds the ballot value credited to the "Re-Open Nominations" candidate, the candidate is deemed elected to an available seat.
- 3.2. If, at the end of any stage, the "Re-open Nominations" candidate has exceeded quota, the count ends and the remaining seats are deemed vacant.
- 3.3. If, at any stage of the count, the number of seats remaining to be filled is equal to or exceeds the number of continuing candidates and the "Re-open Nominations" candidate is not one of the continuing candidates, all the remaining continuing candidates are deemed elected and the count ends.
- 3.4. If, at any stage of the count, the number of seats remaining to be filled is equal to or exceeds the number of continuing candidates and the "Re-open Nominations" candidate is one of those continuing candidates, all continuing candidates with a credited ballot value in that stage equal to or greater than that for the "Re-open Nominations" candidate will be deemed elected. All candidates with ballot values lower than that for the "Re-open Nominations" candidate are excluded and the count ends with any unfilled seats deemed vacant.
- 3.5. A candidate is returned when declared elected by the Returning Officer.

4. Transferring Surplus Votes

- 4.1. If, at the end of any stage of the count, the value of ballots credited to one or more candidates exceeds the quota and there are still seats remaining to be filled, a candidate is selected according to Paragraph 4.2 to have the surplus transferred.
- 4.2. The candidate credited with the highest ballot value shall be selected to have the surplus transferred. Should two or more candidates have the highest ballot value, the candidate who had the highest ballot value at the end of the most recent preceding stage at which they had unequal ballot values shall be selected. Should the candidates have equal ballot values at all stages of the count, the Returning Officer shall decide by lot which candidate is selected.
- 4.3. Each of the selected candidate's ballots shall be transferred to the continuing candidate for whom the next available preference is given. The ballots shall be credited to continuing candidates at a transfer value calculated according to Paragraph 4.4
- 4.4. The transfer value is calculated by multiplying the surplus of the transferring candidate by the value of the ballot when received by that candidate. This is

then divided by the total ballot value credited to that candidate. The transfer value is taken to five decimal places with any remainder being ignored.

5. Excluding Candidates

- 5.1. If, at the end of any stage of the count, no continuing candidate has achieved quota and there are seats remaining to be filled, a candidate is selected according to Paragraph 5.2 to be excluded.
- 5.2. The candidate with the lowest credited ballot value shall be selected to be excluded. Should two or more candidates have the lowest ballot value, the candidate who had the lowest ballot value at the end of the most recent preceding stage at which they had unequal ballot values shall be selected. Should the candidates have equal ballot values at all stages of the count, the Returning Officer shall decide by lot which candidate is selected, except where the "Re-open Nominations" candidate is included, in which case this candidate will automatically be selected.
- 5.3. Each of the selected candidate's ballots shall be transferred to the continuing candidate for whom the next available preference is given. The ballots shall be credited to continuing candidates at the same transfer value as when received by the excluded candidate.

6. Glossary of Terms (in alphabetical order)

- 6.1. Ballot: a voter's submission of order of preference for candidates.
- 6.2. Candidate's vote: the value of ballots credited to a candidate at any point in the count.
- 6.3. Continuing candidate: a candidate not yet deemed elected or excluded.
- 6.4. Deemed elected: status of a candidate who is elected subject to formal confirmation.
- 6.5. First preference: this is shown by the figure "1" standing alone against only one candidate on a ballot.
- 6.6. First stage ballots: the total number of ballots credited to continuing candidates at the end of the first stage after ballots for candidates now deemed ineligible for election have been transferred.
- 6.7. Invalid ballot: a ballot where no first preference is expressed, or on which any first preference is void for uncertainty.
- 6.8. Next available preference: the next subsequent preference in order, passing over earlier preferences for candidates already deemed elected or excluded. There is no next available preference where the next sequential preference is uncertain.
- 6.9. Quota: the vote which must be attained in order for a candidate to be deemed elected when there are more candidates than seats available.
- 6.10. Stage of the count: the determination of the first stage vote for each candidate
or the transfer of a surplus
or the exclusion of a candidate and the transfer of the candidate's votes.
- 6.11. Subsequent preferences: shown by the figures "2", "3", etc., standing alone against different candidates on a ballot.
- 6.12. Surplus: the amount by which a candidate's vote exceeds the quota.
- 6.13. Transfer value: the value, being unity or less, at which a ballot is transferred from an elected or an excluded candidate to a continuing candidate.

- 6.14. Transferable ballot: a ballot which, having been allocated to a candidate, bears a next available preference for a continuing candidate.
- 6.15. Valid ballot: a ballot on which a first preference is unambiguously expressed with the number 1.
- 6.16. Value: the value of a ballot is unity, or a lower value at which it was last transferred.

APPENDIX II

ELECTIONS

Para 1 **DISQUALIFICATION**

A candidate may be disqualified at the discretion of the Returning Officer on any of the following grounds:-

- a. Bribery.
- b. Multiple voting.
- c. Interference with the actual voting.
- d. Violation of such regulations as the Association Executive may from time to time approve.
- e. Conspiracy by the candidate acting in concert with others to commit any of the offences mentioned in sub-paragraphs (a) to (d).

Para 2 **GROUND FOR APPEAL**

Any candidate wishing to appeal against any aspect or contest the election shall be governed by the following procedures:-

- a. The initial appeal must be made by the candidate in writing to the Returning Officer prior to the beginning of the count, unless the grounds for appeal refers to the count itself, in which case the appeal must be intimated in writing to the Returning Officer prior to the declaration of the result of the contested election during the count.
- b. A candidate who wishes to withdraw his appeal must do so in writing to the Returning Officer within 24 hours after the result of the election is announced.
- c. In the event of an appeal, the Returning Officer will collect all evidence available, and decide on the appeal at the earliest possible opportunity. The Returning Officer's decision will be final unless it is appealed against within seven days of notification to all candidates involved. Proof of posting will be deemed to be adequate notification.
- d. Should a candidate appeal against the decision of the Returning Officer the matter will be referred to the Students' Association Elections Appeal Committee, which will comprise as follows-
 - The Rector, or the Rector's Assessor (Chairperson)
 - President
 - Vice-President Services
 - Dean of the Faculty of Law, or his/her nominee
 - The Principal, or his/her nominee

The decision of the Elections Appeal Committee shall be final unless appealed against to a General Meeting.

- e. Any candidate wishing to appeal against the decision of the Elections Appeal Committee shall be entitled to refer the matter to a General Meeting. The responsibility of such appeal shall rest with the student involved, who shall be governed by the regulations outlined in the Association Laws, Cap. V, Para. 1. The decision of the General Meeting shall be final.

SRC LAWS

Chapter I GENERAL

- Para 1 The organisation constituted by these Laws shall be called the Students' Representative Council of the University of Edinburgh, hereinafter referred to as the SRC
- Para 2 The SRC shall be a component organisation of the Edinburgh University Students' Association (hereinafter called 'the Association') and governed by the Association Laws as well as these Laws.
- Para 3 The functions of the Students' Representative Council shall be:-
- 3.1 To represent the students in all matters affecting their interests.
 - 3.2 To afford a recognised means of communication between the students and the authorities of the University.
 - 3.3 To afford a recognised means of communication between the students of the University and other institutions within the field of higher education.
 - 3.4 To be responsible for ensuring the welfare services for students including the organisation of a Freshers' Week incorporating orientation and social events.
 - 3.5 To be responsible for the affairs of all recognised student societies of the University.

Chapter II MEMBERSHIP

- Para 1 Only Ordinary Student Members of the University are eligible to be members of the SRC
- Para 2 Ordinary Student Members shall become members of the SRC:-
- 2.1 By direct election as outlined in the Bye-laws.
 - 2.2 Ex officio.

Chapter III OFFICE-BEARERS

The Office-Bearers of the SRC shall consist of:-

- Para 1 A President who shall also be President of the Association and who shall represent and act on behalf of the SRC on the University policy-making committees and in external representation. The President shall have overall responsibility for the communication strategy of the SRC.
- Para 2 A Vice-President Academic Affairs who shall be Vice-President of the Association and who shall represent and act on behalf of the SRC to the University and external bodies on academic issues, and who shall bear chief executive responsibility for the system of representation in the University. He/she shall be responsible for communication to the student body on academic issues.
- Para 3 A Vice-President Societies and Activities who shall also be Vice-President of the Association and who shall be responsible for development of recognised student activities and representation to the University on the provision of non-academic services. He/she shall be responsible for the communication about such activities to the student body.
- Para 4 A Vice-President Services who shall also be Vice-President Services of the Association and who shall manage the finances of the SRC
- Para 5 A convener (Teaching and Learning) responsible for representation on teaching and learning strategy and delivery.
- Para 6 A convener (Academic Services) responsible for representation on academic services.
- Para 7 A convener (External) responsible for dealing with student representation outwith the University.
- Para 8 A convener (Welfare) responsible for dealing with welfare issues relating to students including the transition to University.

- Para 9 A convener (Postgraduate) responsible for dealing with issues relating to postgraduate students.
- Para 10 The SRC Editor who shall assist the Office Bearers to ensure the activities of the SRC are communicated to the student body.

Chapter IV EXECUTIVE COMMITTEE

- Para 1 The Executive Committee shall consist of the President, the Vice-President Academic Affairs, the Vice-President Societies and Activities, the Vice-President Services, five Conveners, the SRC Editor and Association Office-Bearers elect.
- The Executive shall be chaired by the Vice-President Academic Affairs, or by the President in the absence of the Vice-President Academic Affairs.
- Para 2 The Executive Committee shall carry out such business and policy of the SRC as may be delegated to it by Council. Notwithstanding this the Executive shall act in the name of Council when business or circumstances will require.
- Para 3 The Executive may put constitutional amendments before the SRC on agreement of two-thirds of the members present at an Executive meeting.
- Para 4 The Executive may invite any person to be present at meetings of the Committee.
- Para 5 The Executive shall report all the business transacted by it to the SRC and shall be directly responsible for such business to the SRC

Chapter V FINANCE

- Para 1 A budget shall be submitted to Council each year as specified in the Bye-Laws.
- 1.1 The budget shall be submitted to the Finance Committee of the Association by 15th October each year, and shall include a budget for societies allocation.
 - 1.2 The overall budget for the Students' Association including the budgets of the SRC and the Edinburgh University Union for that year shall require to be ratified at the AGM of the Association together with a full set of audited accounts for the preceding year.
 - 1.3 It shall be competent for the Council to submit amendments to the SRC budget.
- Para 2 All action approved by Council involving expenditure shall be subject to adequate financial arrangements being made.
- Para 3 The Vice-President Services may require a budget for any project, should he/she deem it necessary.
- Para 4 The Executive shall be responsible to the Finance Committee of the Association for the financial affairs of the SRC

Chapter VI COMMITTEES

- Para 1 The SRC may delegate to a committee any one of its functions under Laws, Cap. 1, Para.3.
- Para 2 There shall be Standing Committees of the SRC The Conveners shall be elected as laid down in the Bye-Laws. The Committee shall consist of the Convener and other members as provided under Para.7.
- Para 3 There shall be Ad Hoc Committees of the SRC which shall be established as the occasion arises. Such Committees shall normally be chaired and convened by a co-ordinator appointed by the Standing Committee responsible for the Ad Hoc Committee.
- Para 4 SRC members shall be appointed to Committees in accordance with the Standing Orders.
- Para 5 The President, any other member he/she may appoint, Association Office-Bearers, Association Office-Bearers elect, shall be ex-officio members of all Committees of the SRC
- Para 6 A Convener of a Committee of the SRC shall submit a report to the SRC:-

6.1 Before he/she retires for the guidance of his/her successor.

6.2 As the SRC may require.

Para 7 These reports will normally be in writing.

7.1 The Convener shall be directly responsible to the SRC for the execution of the duties assigned to him/her. He/she may, however, co-opt other Ordinary Student members (who need not be members of the SRC) to assist him/her in the Committee, provided he/she informs the SRC of such co-options at its next meeting. It shall be competent for the SRC to rescind such co-options.

7.2 Notwithstanding the provision of the previous paragraph it shall be competent for the SRC to require the inclusion of any person as a member of such a Committee.

7.3 No part of Clause 7.1 hereof shall be deemed to confer membership of the SRC on any person who does not otherwise have such status.

Para 8 8.1 There shall be officers of the SRC who shall be elected as laid down in the SRC Bye-Laws.

8.2 The elected officers shall report regularly through the appropriate committee and will be ex-officio members of all standing committees to initiate business as appropriate.

Chapter VII	RESIGNATIONS, REPRIMANDS AND DISMISSALS
--------------------	--

Para 1 Any member of the SRC wishing to resign from the SRC or from any position therein shall tender his/her written resignation to the Vice-President Academic Affairs who shall bring notice of such resignations before the next meeting of the SRC. It shall not be competent for the SRC to refuse such resignations.

Para 2 Any member of the SRC may be reprimanded by the President or by the Executive; such member shall be entitled to appeal to the SRC against the reprimand.

Para 3 It shall be competent for the SRC to pass a motion of censure on any member. Such a motion shall require only a simple majority but shall not involve the resignation of the censured member.

Para 4 It shall be competent for the electorate to dismiss Office-Bearers and Conveners of Council by passing a motion to that effect by a two-thirds majority of the members present or 300, whichever is the greater, at a General Meeting of the Association. Such motions are subject to the provisions of Cap. V, Para.1 of the Association Laws. The Office-Bearers concerned shall have the right to speak to his/her defence at the General Meeting. Such a motion of dismissal shall be related to the discharge by the official of his constitutional duties.

Para 5 It shall be competent for the electorate to dismiss ordinary members of Council by presenting a petition to that effect to the Vice-President Academic Affairs containing the signatures and enrolment numbers of at least one more than half of the number of his/her constituency. Only Ordinary Student Members may sign such a petition.

Para 6 Any Office-Bearer or Convener who for any reason resigns from office will ipso facto lose his/her membership on the Students' Representative Council unless a two-thirds majority of Council supports his/her retention upon a motion thereto. Any Office-Bearer or Convener who is dismissed from office shall ipso facto lose his/her membership of the SRC

Chapter VIII	MEETINGS
---------------------	-----------------

Para 1 **COUNCIL MEETINGS**

1.1 The SRC shall hold annually nine Ordinary meetings of which one shall be held before the end of the second semester of its election and eight during the following academic session.

1.2 The Vice-President Academic Affairs shall call a special meeting of the SRC to take place within seven days after:-

1.2.1 A resolution is passed by the SRC appointing such a meeting, or

1.2.2 A written request stating the business to be considered has been presented to him/her by fifteen members of the SRC or three members of the Executive.

- 1.3 At all meetings of the SRC twenty shall constitute a quorum.
- 1.4 Notice of each meeting of the SRC shall be given to each member by means of a billet incorporating the draft agenda, minutes of the previous meeting and such other matters as shall be competent. Such billet shall be dispatched at least five days before the relevant meeting.

Para 2 GENERAL MEETINGS

- 2.1 General Meetings shall be regulated according to the Laws of the Association and the Standing Orders appended thereto.
- 2.2 Decisions made by the General Meetings shall be binding on Council.

Chapter IX	ELECTIONS
-------------------	------------------

- Para 1 For the election of members to the SRC under Cap. II, Para.2 of these Laws, the elections shall be held annually.
- Para 2 For the purpose of these elections, the student body shall be divided into constituencies based on courses of study.
- Para 3 Every Ordinary Student Member shall be entitled to vote in one constituency and no other person may vote. All voting shall be conducted by secret ballot.
- Para 4 Each candidate and his/her proposer(s) shall be Ordinary Student Members and members of the constituency in which the candidate seeks election.
- Para 5 Should a member of the SRC change constituency within the University he/she shall retain his/her membership for the duration of the session, but the constituency seat which he/she held shall fall vacant.
- Para 6 The elections shall be conducted by the Returning Officer in the manner prescribed in the Bye-laws.
- Para 7 No student may hold more than one position within the SRC at any one time.

Chapter X	SCHOOL COUNCILS
------------------	------------------------

- Para 1 Where it deems fit the SRC shall set up School Councils which shall represent the students in their school.
- Para 2 The constitutions of the School Councils and amendments thereto shall be approved by the SRC before they may come into effect.
- Para 3 Only ordinary student members may be members of a School Council.

Chapter XI	BYE-LAWS AND STANDING ORDERS
-------------------	-------------------------------------

- Para 1 It shall be competent for the SRC to suspend a Bye-Law on a motion from the floor to that effect being carried by a two-thirds majority of the members present, such a suspension to be effective only at the meeting at which it was passed.
- Para 2 The SRC may draw up such Standing Orders as it deems necessary or expedient for the proper conduct of meetings. A motion for the approval of amending of Standing Orders shall require a simple majority and notice of such motion shall appear on the billet.
- Para 3 It shall be competent for the SRC to suspend a Standing Order on a motion from the floor to that effect being carried by two-thirds of the members present.

SRC BYE-LAWS

Chapter XII ELECTIONS

- Para 1 General elections to the SRC shall be held at least once a year for all Ordinary Student Members. The Election shall be held not later than before the exam period in second semester as decided by Association Executive.
- Elections for 1st Year students shall be held not later than the sixth week of the first semester.
- Para 2 For the purpose of such elections, the whole student body shall be divided into constituencies and Ordinary Student Members shall elect representatives from within these constituencies. Unless stated otherwise, the number of representatives on the SRC shall be to the number of one per two hundred and fifty students, and one for any remainder exceeding one hundred and twenty-five students. Every constituency shall have at least one representative.
- Para 3 The Undergraduate Constituency shall be elected by School, with a special constituency for 1st year undergraduates for which there shall be twenty representatives. Each School shall elect two representatives. In the case of the College of Medicine and Veterinary Medicine, separate arrangements shall apply. Undergraduates registered as Medicine and Veterinary Medicine (College Corporate), School of Biomedical and Clinical Laboratory Sciences, School of Clinical Sciences and Community Health, and the School of Molecular and Clinical Medicine shall be regarded as a single School and elect two representatives. Undergraduates registered as Royal (Dick) School of Veterinary Studies shall elect two representatives. An additional ten positions will be elected by all undergraduates. The Postgraduate Constituency shall be all matriculated postgraduate students of the University of Edinburgh, with a special constituency for 1st year postgraduate students.
- Para 4 Votes shall be registered and counted by the method of the Transferable Vote, as contained in the appendix to the Standing Orders of the General Meetings.
- Para 5 Where seats are unfilled or fall vacant, the SRC may, at its discretion, decide to hold Bye-Elections in the relevant constituency. Such Bye-Elections shall be governed by Paras. 2 - 5 above.

Chapter XIII EX-OFFICIO MEMBERS OF THE SRC

- Para 1 The following only shall be ex officio members of the SRC
- 1.1 The Office-Bearers of the Association
 - 1.2 The Office-Bearers of the SRC
 - 1.3 The Societies Convener
 - 1.4 The Association Office-Bearers elect
 - 1.5 The Accommodation Officer.
 - 1.6 The Schools and Induction Officer.
 - 1.7 The Equal Opportunities Officer.
 - 1.8 The Community Officer.
 - 1.9 The Ethics and Environment Officer
- Para 2 The Office-Bearers of the SRC are as enumerated in Laws, Cap. III. They shall hold office from two weeks after end of term in the year of election to the equivalent time in the following year.
- Para 3 The following officers, who shall be ordinary student members during their period of office, shall be elected at the General Election to the SRC
- 3.1 Accommodation
 - 3.2 Schools and Induction
 - 3.3 Equal Opportunities

3.4 Community Officer

3.5 The Ethics and Environment Officer

These shall hold office for the same period as the SRC Executive.

- Para 4 Candidates for SRC Convener or SRC Editor, shall require to be nominated by ten Ordinary Student Members, who may not nominate more than one candidate.

The requirement will vary in the case of candidates for Postgraduate Convener, who shall require to be nominated by 10 Ordinary Student Members from the postgraduate constituency who may not nominate more than one candidate.

- Para 5 Candidates for SRC officers will require to be nominated by a minimum of 5 Ordinary Members.

Chapter XIV	MEETINGS OF THE SRC
--------------------	----------------------------

- Para 1 The Vice-President Academic Affairs shall ensure that the Ordinary Meetings of the SRC are arranged in accordance with Laws, Cap. VIII, Para. 1, the dates of such meetings being published in the University Calendar, the Students' Handbook and the Students' Diary.

- Para 2 Where Special Meetings of the SRC have been called as under Laws, Cap. VIII, Para. 1, the Vice-President Academic Affairs shall give at least five days' notice to members by postal billet of such meetings.

Chapter XV	EXECUTIVE COMMITTEE
-------------------	----------------------------

- Para 1 Any Vice-President or the President may, on their own initiative or upon receipt of a requisition by two members of the Executive, call a Special Meeting of the Committee.

- Para 2 The Executive Committee shall:-

- 2.1 Make recommendations on business to be brought before the SRC where there is not the negative to such a recommendation.
- 2.2 Carry into effect any urgent business in the event of there being no quorum at any meeting of the SRC
- 2.3 Provide for the temporary carrying on of the work of any SRC official who shall resign office, until such time as the SRC shall elect a member to fill the vacant office.
- 2.4 Consider all reports of the Standing Ad Hoc and Statutory Committees of the SRC

- Para 3 The quorum required for meetings of the Executive Committee shall be half plus one of elected positions.

Chapter XVI	DUTIES OF THE OFFICE-BEARERS AND PERMANENT SECRETARY
--------------------	---

- Para 1 The duties of the President shall be to preside at meetings of the SRC and represent and act on behalf of the SRC as provided under Laws, Cap. III, Para. 1. Statements to the public press shall be made only by the President or the appropriate Vice-President through delegation by the President.

- Para 2 The Vice-President Academic Affairs shall:-

- 2.1 Bear Executive responsibility for representational activities relating to academic matters within the Association, and shall be the Chief Executive office-bearer of the SRC
- 2.2 Deputise for the President in his/her absence at meetings of the SRC, and represent and act on behalf of the SRC in the absence of the President in areas of academic matters.

- 2.3 Co-ordinate any activities of the SRC sub-committees and the School Councils and liaise with SRC conveners and School Representatives in connection with the activities of sub-committees/Councils.
- 2.4 Call the meetings of the SRC and its Executive Committee.
- 2.5 Bring before them in proper order, motions, statutory business and other business.
- 2.6 Ensure that motions to be included on such a billet, sent out by the Permanent Secretary, are drawn up in proper order, viz, in writing, signed by the proposing and seconding member, and submitted at least eight days before the meeting.
- 2.7 Prepare, in consultation with his/her predecessor, and the Permanent Secretary, a report of the work of the SRC for the preceding year, such report to be published and made available to the student body before Fifth Ordinary of the next year.
- 2.8 Ensure that the Constitution of the SRC be brought up to date each year, and any changes approved by the General Meeting are submitted to the University Court for their approval in terms of University Ordinance No. 60, Para. 2, and that copies of the SRC Laws and Bye-Laws are made available for members of the SRC
- 2.9 Be responsible for the planning, implementation and execution of such ad hoc projects and campaigns as Council may instruct in relation to academic matters.

Para 3 The Vice-President Societies and Activities shall:-

- 3.1 Bear executive responsibility for representational activities in relation to welfare services within the Association and to the University.
- 3.2 Deputise for the President in his absence by representing and acting on behalf of SRC in matters relating to non-academic services.
- 3.3 Bear executive responsibility for the activities and affairs of the Societies Council as outlined in Chapter IX herein.
- 3.4 Co-ordinate any activities of the SRC committees in relation to welfare activity.
- 3.5 Co-ordinating the activities of the SRC which involve the use of Union Houses or the Societies Centre.
- 3.6 Be responsible for the planning, implementation and execution of welfare projects and campaigns as Council may instruct.
- 3.7 Be responsible for communications in relation to student activities between the SRC and the student body.

Para 4 The Vice-President Services shall ensure that all the financial arrangements detailed in Cap. VII of these Bye-Laws shall be adhered to.

Para 5 The Permanent Secretary shall:-

- 5.1 Ensure that the full support of the Association administrative offices is made available to the SRC
- 5.2 Attend all meetings of the SRC, and be responsible for the preparation of minutes thereof.
- 5.3 Perform such other duties as the SRC Executive may instruct.

Chapter XVII	COMPOSITION OF COMMITTEES
---------------------	----------------------------------

Para 1 All Committees shall be composed subject to the SRC Laws, Cap. VI.

Para 2 All Committees shall be composed of members of the SRC and such other members as the SRC shall consider appropriate, under Laws, Cap. VI, Para. 7, such members being Ordinary Student Members.

Para 3 Nominations for membership of all Ad Hoc and Statutory Committees of the SRC and of all Committees of the Court and Senatus must be ratified by the SRC and notice of such ratification shall appear on the billet for the meeting at which such ratifications are due to take place.

It shall be the responsibility of the President to nominate members of the Committees of Court and Senate; it shall be the responsibility of Conveners to nominate members of the Standing, Ad Hoc or Statutory Committees.

- Para 4 Where it deems it expedient, the SRC shall set up Ad Hoc Committees which shall perform specific tasks and shall demit office when such tasks have been performed and reported to the SRC

Chapter XVIII FINANCE

- Para 1 The financial year of the SRC shall run concurrently with the financial year of the Association.
- Para 2 The Executive shall be responsible to the Association through the Finance Committee of the Association for the finance of the SRC
- 2.1 The Vice-President Services shall be responsible to the SRC through the Executive for the financial affairs of the SRC and the administration of the approved budget. He/she shall receive all monies and shall have authority to make all expenditures within the budget, and shall be assisted in these tasks by the Permanent Secretary and Financial Secretary of the Association.
- 2.2 The two cheque signatories shall be the Vice-President Services and the Financial Secretary in the first instance, with the President as alternative signatory to the Vice-President Services and the Permanent Secretary as alternative signatory to the Financial Secretary.
- Para 3 The Vice-President Services in consultation with the other Office Bearers of the SRC and the Financial Secretary and the Permanent Secretary of the Association shall prepare an annual budget to be submitted through the SRC Executive to the SRC for approval at 2nd Ordinary.
- 3.1 The SRC budget shall be submitted to the Finance Committee of the Association not later than the end of the second week of the first semester.
- 3.2 The Vice-President Services shall submit an account of income and expenditure for the period to 31st December at the 6th Ordinary Meeting, and for the period to 31st March at the 9th Ordinary Meeting.
- 3.3 At the end of each financial year the Vice-President Services shall ensure that an abstract of the income and expenditure of the previous year is prepared together with a balance sheet showing the whole existing assets and outstanding liabilities of the SRC at the close of the financial year. He/she shall ensure that these are audited by a qualified accountant or firm of accountants elected at the A.G.M.
- 3.4 The audited accounts shall be presented to the SRC by the Vice-President Services contemporaneously with a budget for the coming year, and thence shall be transmitted to the Finance Committee of the Association.

Chapter XIX FRESHERS' CONFERENCE COMMITTEE

- Para 1 There shall be a Standing Committee of the SRC which shall organise meetings and social activities and shall, to the best of the Committee's abilities, provide the students with information and help necessary to them for active participation in all fields of University life and shall hereinafter be called the Conference.
- Para 2 A programme and budget shall be drawn up by the Committee and, after approval by the Executive, presented to the SRC not later than the 9th Ordinary Meeting. Before the 6th Ordinary Meeting of the SRC the Vice-President Services shall submit an account of income and expenditure, detailing the source and method of expending, and a reconciliation of this account with the bank balance, detailing any income or expenditure outstanding.

Chapter XX SOCIETIES COUNCIL

- Para 1 **FUNCTION**
- 1.1 To act on behalf of the SRC on matters concerning the recognition and privileges of University societies but without prejudice to the SRC's own role as the only party competent to confer recognition on a society.

- 1.2 To act on behalf of the SRC on matters concerning the disbursement of grants to University societies.
- 1.3 To initiate services of direct benefit to societies.
- 1.4 To supervise Societies Centre and to be responsible to the SRC in accordance with these Bye-Laws and to the Union in accordance with the Union Laws for all activities therein.
- 1.5 To make such Bye-Laws for the Societies Centre as are deemed necessary.

Para 2 **COMPOSITION AND STRUCTURE**

2.1 MEMBERSHIP

- 2.1.1 One voting representative from every recognised society; such a representative must be an Office-Bearer of the society, or must be nominated in writing by the President, whom failing, the Secretary, whom failing, the Treasurer.
- 2.1.2 The members of the Societies' Council Executive Committee (ex officio).
- 2.1.3 Any member of Edinburgh University Students' Association (non-voting).

2.2 OFFICE-BEARERS

- 2.2.1 The Vice-President Societies and Activities shall convene meetings of the Societies Council, and will share the Chair with the Societies Convener as they agree.
- 2.2.2 The Societies Convener shall be responsible to the Vice-President Societies and Representation for the affairs of the Societies Council and the administration of the Societies Centre. The Societies Convener shall Chair meetings of the Societies Council Executive.

The Societies Convener shall, from the time he/she takes office, be an Office-Bearer ex-officio and a member of the SRC ex-officio. Should the Societies Convener already be a member of the SRC in another capacity, the Societies Council shall be entitled to one extra representative appointed by the Societies Council Executive. The Societies Convener shall represent societies on the SRC and on the Association Finance Committee and at Societies Sub-Committee.
- 2.2.3 The Societies Secretary shall be responsible for calling meetings of the Societies Council, and for keeping a record of such meetings. The Societies Secretary shall handle all correspondence between societies and the SRC. The Societies Secretary shall be responsible for the daily running of the Societies Council office, including room bookings and all problems which societies may have concerning the booking of rooms.
- 2.2.4 The Societies Treasurer shall be responsible for the financial arrangements of individual societies and in particular shall deal with applications for grants, and shall assist the Societies Convener in the execution of his/her duties.

2.3 EXECUTIVE COMMITTEE

- 2.3.1 The Executive shall consist of the Office-Bearers together with the Vice-President Services of the Association and ten elected ordinary members, with the President and Vice-President Academic Affairs in attendance.
- 2.3.2 The Executive shall constitute a Standing Committee of the Societies' Council between Societies' Council meetings.
- 2.3.3 The Executive will have the authority to co-opt additional members under the terms of 2.6.
- 2.3.4 The Executive members shall, during their term of office, be ex-officio members of the Societies' Council.

2.4 MEETINGS

- 2.4.1 At least one meeting of the Societies' Council shall be held each semester. One of the Societies' Council meetings held in the second semester shall be the Annual General Meeting.

- 2.4.2 Extraordinary meetings may be called by the Executive or at the written request of ten societies.
- 2.4.3 A notice of each Societies' Council meeting shall be sent to the Secretary of each recognised society and to each ex officio member at least fourteen days before the meeting.
- 2.4.4 Societies' Council meetings shall be conducted as laid down in the Standing Orders referred to in Para. 7 hereof.
- 2.4.5 At least four days' notice shall be given by the Societies Secretary for Executive meetings, the quorum of which is four, including one Office-Bearer. Executive meetings may be convened in the above manner at the written request of three Executive members.
- 2.4.6 Emergency meetings of the Executive Committee may be called at any time with less than four days' notice on the written request of three Executive members. All members shall be notified as soon as possible of such an Emergency Meeting. All decisions taken by such an Emergency Meeting must be ratified at the next Ordinary Executive Meeting.

2.5 ELECTIONS

- 2.5.1 The Executive Committee shall be elected at the A.G.M. All members must be members of a recognised Society.
- 2.5.2 Each Office-Bearer shall be a member of a recognised society, and shall be Ordinary Student Members during their period of office.
- 2.5.3 The Executive Committee shall take office immediately following their election, subject to the provisions of Association Laws Cap V, Para. 6.2.
- 2.5.4 Any Office-Bearer may be removed from office by a two-thirds majority of those present and eligible to vote at a meeting of the Societies' Council. Seven days' written notice of any such motion shall be given to all societies.
- 2.5.5 If at any time the number of members of the Executive Committee falls below 15, elections may be held at the next Societies' Council meeting to fill any vacancy.
- 2.5.6 In the event of the Secretary or Treasurer ceasing to hold office, the Executive shall have power to appoint a member of the Executive to either of the positions of Secretary or Treasurer until a Societies' Council meeting has been held for the purpose of holding an election to fill the post.
- 2.5.7 Notwithstanding the provisions of Clauses 2.51 and 2.56 hereof, the President, Vice-President Societies and Activities and Vice-President Services of the Association, and the Societies Convener shall be elected to or removed from office according to the Laws of the Association.

2.6 CO-OPTIONS

It shall be competent for the Executive to co-opt members to be a representative to a Union Committee and/or to undertake specific activities on behalf of the Executive who will become a full member if approved by Societies Council.

Para 3 RECOGNITION OF SOCIETIES

A society applying for recognition as a University society should satisfy the Societies' Council Executive that it complies with the following conditions:-

- 3.1 Recognition, once granted, should continue indefinitely unless the society violates the conditions of recognition or becomes defunct.
- 3.2 The following conditions should also apply:-
 - 3.2.1 Each society must have at least 20 members who are Ordinary Student Members of Edinburgh University Students' Association.
 - 3.2.2 Each society must have at least three-quarters of the membership consisting of Ordinary Student Members of Edinburgh University Students' Association. In special circumstances, the Societies' Council Executive may recommend that Student Members of Heriot-Watt University Students' Association should be

treated as Ordinary Student Members of Edinburgh University Students' Association for the purpose of this clause.

- 3.2.3 The President, Secretary, and Treasurer of each society must be Ordinary Student Members of Edinburgh University Students' Association.
- 3.2.4 There shall be a minimum membership fee for Ordinary Student Members (including those of Heriot-Watt University in the special case of Clause 3.22 only) which shall be stipulated by the Societies' Council from time to time. Other members of a society shall normally be required to pay at least double the student membership fee for that society.
- 3.2.5 Each society must keep a list of all its members at all times with matriculation numbers (where appropriate).
- 3.2.6 Only one society in a particular field should be accorded recognition; there should be no overlapping in the declared aims of societies.

3.3 ANNUAL REGISTRATION

- 3.3.1 Each society must complete and return to the Societies' Council Office by 30th June in each year, a registration form containing the names and addresses of the Office-Bearers for the following session together with details of any changes in bank accounts, constitutions, etc, and a statement signed by all persons authorised to operate the society's bank accounts indicating what should be done with any money remaining in any of the society's bank accounts should the society be declared defunct.
- 3.3.2 At least one of the persons authorised to operate each of the society's bank accounts must be a member of the University of Edinburgh or the senior permanent staff of the Association or such other category of persons as the Societies' Council Executive shall determine.

This provision shall become operative only in cases where a society has become defunct.

- 3.4 If a society does not supply the information as specified in Clause 3.3.1 hereof, or if the Societies' Council Executive is of the opinion that the society is no longer active, or is not satisfied with the conditions under which it was recognised, the Secretary of the Societies' Council shall notify the last known President, Secretary and Treasurer of the society of the Executive's opinion and shall advertise this fact in 'Midweek'. If no satisfactory reply is received within three weeks (excluding vacations), the Executive shall recommend to the SRC that the society be declared defunct and that recognition be withdrawn.
- 3.5 A new society on production of all the above information and a new constitution setting out its aims and function may be recommended by the Societies' Council to the SRC for recognition. Such application shall be accompanied by a short paragraph describing the aims and functions of the society.
- 3.6 A society applying for a supplementary grant from the Finance Committee will be expected to produce figures indicating the proportion of members who are Ordinary Student Members of Edinburgh University Students' Association. In the case of societies which have been given the special permission of Clause 3.22 hereof, the proportion of members who are Student Members of the Heriot-Watt University Students' Association should also be given.
- 3.7 In the case of any dispute between a society, whether or not recognised, and the Societies' Council, either party shall have a right to appeal to the SRC

Para 4 PRIVILEGES OF RECOGNISED SOCIETIES

- 4.1 The privileges of a University society recognised as above shall be inter alia and without prejudice to any special privilege enjoyed by any particular society:-
- 4.2 The right to meet on University premises or Association premises subject to conditions of let which shall be laid down by the Permanent Secretary of the Association.
- 4.3 The right to representation on the SRC through the Societies Convener is in Clause 2.2 hereof.
- 4.4 The right to inclusion in the Students' Handbook free of charge together with the name and address of the Secretary.

- 4.5 The right to advertise on the students' noticeboards subject to rules made by the Societies' Council Executive.
- 4.6 Such other rights and privileges as the SRC or the University authorities may competently offer from time to time.
- 4.7 The right of application through the Societies' Council to the Societies' Sub-Committee of the Association Finance Committee for a revenue or capital expenditure grant.
- 4.8 The right of representation on the Societies' Council.

Para 5 REGISTER OF SOCIETIES

- 5.1 A register of recognised University societies shall be kept in the Societies' Council office and in the Association Office for reference purposes. Such registers shall contain the information prescribed in Clause 3.3 hereof.
- 5.2 The Societies' Council shall be entitled to call upon a recognised society at any time to produce a list of its members together with their matriculation numbers where applicable.

Para 6 FINANCE

- 6.1 The financial year of the Societies' Council shall run concurrently with the financial year of the Association.
- 6.2 Societies' Council accounts shall be maintained by the Vice President Services of the Students' Association in accordance with Chapter VII hereof. The Vice President Services will keep a proper record of all financial transactions and shall ensure that the accounts are presented regularly to Societies' Council.
- 6.3 At the end of each financial year, the Vice President Services shall ensure that an abstract of the income and expenditure of the previous year is prepared together with a balance sheet showing the whole existing assets and outstanding liabilities of the Societies' Council at the close of the financial year. He/she shall ensure that these are audited by a qualified accountant or firm of accountants.
- 6.4 The audited accounts shall be presented to the SRC by the Vice President Services at 2nd Ordinary contemporaneously with the budget for the Vice-President Societies and Activities, and thence shall be transmitted to the Finance Committee of the Association. Notwithstanding this provision, the SRC shall have no right to amend the budget application either in part or in the whole.

Para 7 STANDING ORDERS

- 7.1 Meetings of the Societies' Council shall be regulated by the Standing Orders of the Societies' Council.
- 7.2 Amendments to such Standing Orders may be made at a meeting of the Societies' Council and shall require a majority of two-thirds of the members present and voting. Seven days' written notice of all such amendments shall be given to all societies.

Para 8 BYE-LAWS

- 8.1 Societies Council shall make such Bye-Laws as are deemed necessary for the administration of societies and the Societies Centre.
- 8.2 Amendments to such Bye-Laws may be made at a meeting of the Societies Council and shall require a majority of two-thirds of the members present and voting. Seven days written notice of all such amendments shall be given to all societies.

Chapter XXI	REPRESENTATIVES, DELEGATES AND OBSERVERS TO OTHER ORGANISATIONS
--------------------	--

- Para 1** It shall be competent for the SRC at any time to elect a representative, or representatives, to other bodies provided that:-

- 1.1 A copy of the Constitution, if any, of such other body is made available to the SRC before such election and the SRC approves such election. Copies of the Constitution of such bodies shall be kept in a file especially for this purpose by the Vice President Academic Affairs.

- 1.2 Such representation shall be reviewed from year to year not later than the 1st Ordinary Meeting.
 - 1.3 It shall not be competent for the SRC to mandate representatives, but the SRC may remove representative whose conduct it deems to be prejudicial to the SRC interests or to Students' Association interests.
 - 1.4 In the event of such representation being of a temporary nature, the representatives shall demit office on the fulfilment of the purpose for which they were elected, or on the expiry of the life of the SRC which elected them, whichever may be the sooner, provided that the SRC may at the time of election fix a specific date on which the representatives shall demit office at any time within its own life or may at any time after such election withdraw the representatives for any reason by a simple majority vote.
 - 1.5 All elected representatives, whether permanent or temporary and whether the body on which they act is in any way responsible to the SRC shall be personally responsible to the SRC for all they do or say while acting as the representative of the SRC
 - 1.6 None of the above sub-sections shall apply to Court Committees nor national professional associations.
 - 1.7 Any such representative elected by the SRC shall present a written report to the next Ordinary Meeting of Council, unless the organisation to which he/she is representative shall require otherwise. In this case, the SRC shall decide whether representation on this body is to continue.
 - 1.8 The President shall be an ex officio leader of the delegations to the National Councils of the National Union of Students.
- Para 2 It shall be competent for the SRC at any time to elect representatives or observers to advocate its interests before anybody. Observers shall have no power to commit the SRC in any way, and shall report to the SRC on their return.
- Para 3 Notice of elections as under Paras 1 and 2 above shall appear in the billet for the meeting for which the elections are due to take place.
- Para 4 Notwithstanding the provisions of Paras 1 - 3 hereof, it shall be competent for the SRC to refer election of representatives and delegates to the General Meeting.

Chapter XXII	CHARITIES' COMMITTEE
---------------------	-----------------------------

- Para 1 The SRC shall support the Edinburgh Students' Charities Appeal.
- Para 2 The Convener, or his nominee, of Charities shall report to the SRC:-
- 2.1 At the 6th Ordinary Meeting when he/she should present a list of beneficiaries and members of Charities Committee.
 - 2.2 At the 8th Ordinary Meeting when he/she shall give a general report of the programme of charities.
 - 2.3 At the 2nd Ordinary Meeting when he/she shall present the interim financial report.

Chapter XXIII	AUDITOR AND HONORARY LEGAL ADVISER
----------------------	---

- Para 1 The SRC shall elect at the 7th Ordinary Meeting an auditor and an Honorary Legal Adviser to the SRC

SRC STANDING ORDERS

COUNCIL MEETINGS

Section I	Chairperson
-----------	-------------

- Para 1** Meetings of the Council shall be presided over by the President, whom failing that the appropriate delegated Vice President.
- Para 2** The Chairperson shall constitute the meeting at the appointed time and shall adjourn it:
- at the completion of business
 - at his/her own discretion
 - on a motion to that effect being passed
 - when a motion 'that the House be counted' has been proposed and there is no longer a quorum present.
- Para 3** The Chairperson shall regulate the procedure at all meetings of the Council.
- Para 4** The Chairperson may participate in discussion on any motion provided that he/she vacates the Chair during the whole period of discussion. In this event, the Chairperson shall intimate a temporary Chairperson.
- Para 5** The Chairperson may make rulings on all matters relating to the Constitution and Standing Orders. If a motion challenging a ruling made by the Chairperson is moved, the mover of the challenge may speak and the Chairperson may speak to his/her ruling. The motion will then be put directly to the vote and a two-thirds majority of those voting will be needed to overturn the ruling of the Chair.
- Para 6** The Chairperson shall have a casting vote, but no deliberative vote.

Section II	Procedure
------------	-----------

- Para 1** All policy of the SRC must be directly passed by the SRC in a quorate meeting.
- Para 2** The SRC shall approve the minutes of the previous SRC meeting at the beginning of business.
- Para 3** The order of business may be changed on a motion to that effect being passed.

Motions

- Para 4** Motions can be submitted to SRC for debate in the following ways:

- Motions can be brought to SRC through SRC executive.
- If any Subcommittee or Action Group with more than 10 members present votes in favour of a motion, this shall go straight to SRC. In the case of Action Groups, these 10 members MUST include a minimum of 3 members of SRC.
- If any individual wants to propose a motion and can get 10 SRC representatives' signatures, then they can bring this motion directly to SRC.
- If any individual wants to propose a policy and can get signatures from 50 students, this motion can be brought directly to SRC.

- 1.5 SRC Executive will have the right to have sight of motions to be brought to SRC through routes other than through SRC Executive. These motions will be presented to SRC for information rather than for approval. SRC Executive cannot amend these motions, but can propose separate amendments to be debated by SRC.
- 1.6 Except in the case of emergency motions, motions brought to SRC will be debated after the motion has been distributed to the SRC through the SRC mailing.

- Para 5 Every motion presented to the SRC Executive or an SRC Subcommittee shall be recorded in full in its original form in the SRC Executive minutes, together with any amendments proposed. The decision of the SRC Executive shall be recorded in the Action column of the minutes.
- Para 6 Members can submit questions, amendments and challenges at the meeting of SRC, if they are tabled in writing by the beginning of the discussion of the relevant motion

Emergency Motions

- Para 7 No motion will be permitted at Council that has failed to go through the normal channels unless declared by the chairperson to be an emergency motion, i.e. that has been unable to be brought to SRC in the normal way due to time factors but requires action before the next meeting of SRC.

Debating and Voting on Motions

- Para 8 The Chairperson shall regulate discussion of all questions, challenges and amendments, always providing that the proposer of the motion and of any direct negative shall be entitled to sum up at the conclusion of the debate before the vote is taken.
- Para 9 During the discussion of any business a member may raise a *point of order*. This should refer to some breach of order, and any speaker must give way. Any member may raise a *point of information* concerning business under discussion. This should be addressed to the Chair and shall be heard and answered before the business proceeds further. Information shall not be given from the Chair during a vote or speech.
- Para 10 At any time during the consideration of an item of business it shall be competent for any member to move that "the question be now put". If passed, the question shall be put to a vote provided that the proposer of the business and of any direct negative shall be the first allowed to exercise their right of reply.
- Para 11 Only those members of Council present at the time of voting may vote.
- Para 12 A motion shall require a simple majority unless otherwise provided in the Laws or Bye-Laws.

Elections at SRC

- Para 13 In the event of an election taking place at a Council Meeting, the candidates shall be proposed and shall speak to their nominations. Council members may ask questions. Voting shall be by secret ballot according to the transferable vote system as specified in the Association Standing Orders.

Question Time

- Para 14 Question time will then follow. Any Office-Bearer or Convener or member of Council can then be questioned by any other member.

Special Meetings

- Para 15 Special meetings of the Council shall consist solely of the special business and business arising there from.

Section III	Vacancies
--------------------	------------------

- Para 1** In the event of any of the Convenerships falling vacant or remaining unfilled an acting Convener may be appointed from within the Committee until the next Association elections or SRC Bye-Elections.
- Those eligible to vote will be:
1. Any member of the SRC
 2. Co-opted members ratified by the SRC.
- Para 2** In the event of any SRC school rep position falling vacant or remaining unfilled, an acting member “non-voting” may be elected. Candidates should come from the relevant school council and may be appointed until the next Association elections or SRC by-election. Those eligible to vote will be the members of the relevant school council.
- Para 3** Any decisions taken according to the above provisions have to be ratified by the SRC Executive and the SRC

Section IV	SRC Policy
-------------------	-------------------

1. **Para 1** SRC Policy will stand until a decision is made at SRC that it has become irrelevant or outdated. All policy will be reviewed in the fourth year after it was passed.
2. **Para 2** During the first Council meeting of the academic year (the second meeting of each SRC), the Council shall review all policy which is due to expire during the term of office of that SRC.
3. **Para 3** Policy identified to be reviewed according to para 2 will be distributed to SRC prior to this meeting.
4. **Para 4** SRC members will be invited to identify which of those policies identified according to para 2 it considers should expire. SRC will be asked to decide whether these policies should expire on the basis of a simple majority vote.

Union Laws

CONSTITUTION

The Society shall be called 'The Edinburgh University Union', and its purpose shall be the provision and maintenance of means of social and academic intercourse for its members.

LAWS

Chapter I	EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION
------------------	---

The Edinburgh University Union, hereinafter called 'the Union', shall be a component organisation of the Edinburgh University Students' Association (hereinafter called 'the Association'), responsible for all amenities within the Association and governed by the Association Laws as well as these Laws.

Chapter II	MEMBERSHIP
-------------------	-------------------

Para 1 ORDINARY STUDENT MEMBER

All full-time and part-time students paying a tuition fee, and postgraduate students within their prescribed period of study, shall be regarded as Ordinary Student Members of the Association, and as such shall have access to all Union facilities and full voting rights in all Union elections, other than as outlined in Para. 8 of this chapter. The span of membership shall run from 1st October until the following 30th September. Any such students who opt out of membership of the Association by notifying the University shall not be Ordinary Student Members of the Association, nor shall they be eligible for Associate Membership of the Union

Para 2 ASSOCIATE MEMBERS

- 2.1 All students registered for examination purposes only, and postgraduate students writing up their theses outwith the prescribed period of study, shall be regarded as Associate Student Members. Any such students who opt out of membership of the Association by notifying the University shall not be Associate Student Members of the Association, nor shall they be eligible for Associate Membership of the Union under any other category. The span of membership shall run from 1st October until the following 30th September.
- 2.2 The following shall be eligible for Ordinary Associate Membership:
 - 2.2.1 Graduates of the University (other than Honorary Graduates) as specified in the Bye-Laws.
 - 2.2.2 Members of the University Court.
 - 2.2.3 Members of the Senatus Academicus.
 - 2.2.4 Readers, lecturers, and assistants on the teaching staff of the University (including members of the clinical teaching staff).
 - 2.2.5 Holders of any of the offices of Secretary to the University, University Librarian, University Accountant, University Law Agent.
- 2.3 The following shall be eligible for Extraordinary Associate Membership, either annual or quarterly:-
 - 2.3.1 Any person who, having formerly been an Ordinary Student Member of Edinburgh University Students' Association for not less than three academic years, but not

qualified except as by this Law provided to become a member of the Union, shall have applied to the Committee of Management for permission to become an Extraordinary Member, and whose application shall have been approved by a resolution of the Committee of Management.

- 2.3.2 Any person who, not being a member of the University as a matriculated student or as a graduate or as the holder of a teaching or administrative office in the University, is associated with it in any other capacity that may be approved for this purpose by the Committee of Management, as specified in the Bye-Laws.
- 2.4 Ordinary and Extraordinary Annual Associate Membership (as in 2 and 2.2 hereof) shall be constituted by an annual subscription to be decided from time to time by the Committee of Management. The year of membership shall run from the date of payment.
- 2.5 Extraordinary Associate Quarterly Membership (as in 2 and 2.2 hereof) shall be constituted by payment of a quarterly subscription to be decided from time to time by the Committee of Management for any three month period following the date of payment.
- 2.6 The Vice-President Services shall be authorised to grant Associate or Extraordinary Associate Membership immediately upon receipt of application and payment of the appropriate fee, so long as the applicant fulfils all stated eligibility requirements. Such memberships shall be reported by the Vice-President Services to the next meeting of the Committee of Management.

In those cases where a discipline record exists, or where the Committee of Management is required to exercise its discretion as outlined elsewhere in this Chapter, the Vice-President Services shall refer the application to the Committee of Management for a decision.
- 2.7 The Committee of Management shall have power to make such arrangements and upon such terms as they may see fit, with the Unions (and corresponding societies) of other Universities and colleges, for the admission of the annual members of such Unions (and corresponding societies) as Associate Members of the Union. All such arrangements shall be embodied by the Committee of Management in the Bye-Laws if the Union.
- 2.8 All Associate Members of the Union shall ipso facto be Associate Members of the Association, in terms of Association Laws, CAP IV, Para. 2.

Para 3 **LIFE MEMBERS**

- 3.1 Former Ordinary Student, Ordinary and Extraordinary Associate Members may be eligible for Ordinary Life Membership.
 - 3.1.1 Members may only become Life Members after they have ceased to be matriculated students. Graduation is a further requirement of Life Membership, but in those cases where applicants have ceased to be matriculated students without graduation, the Committee of Management, at its discretion, may award Life Membership. A minimum period of three years consecutive membership is a prerequisite of a member's eligibility for Life Membership or one year if the former student pursued only a Postgraduate Degree at the University."
 - 3.1.2 In the case of any member eligible in the terms of this paragraph, Ordinary Life Membership will be constituted by payment of the sum to be decided from time to time by the Committee of Management within three months following acceptance by the Committee of Management. In the case of former Associate and Extraordinary Associate members, one year's Associate Membership fee may be deducted from the Life Membership fee.
 - 3.1.3 No person may be admitted to Life Membership of the Union unless his/her application for such membership has been approved by a resolution of the Committee of Management. The Committee of Management shall be entitled to refuse admission of Life Membership to any person who, at any time during his/her membership of the Union, has been subjected to any penalty for any breach of the Laws or Bye-Laws of the Union.
- 3.2 Notwithstanding the provisions of 3.1.3 above, the Vice-President Services shall be authorised to grant Life Membership immediately upon receipt of application and payment of the appropriate fee, so long as the applicant fulfils all stated eligibility requirements. Such memberships shall be reported by the Vice-President Services to the next meeting of the Committee of Management for ratification.

In those cases where a discipline record exists, or where the Committee of Management is required to exercise its discretion as outlined elsewhere in this Chapter, the Vice-President Services shall refer the application to the Committee of Management for a decision.

- 3.3 Honorary Graduates of the University of Edinburgh shall automatically become Life Members of the Union.
- 3.4 It shall be in the power of the Union to elect at the General Meeting as Honorary Life Members such persons, whether members of the University or not, as may be considered worthy of the honour on account of their benefactions or services to the Union, or for other sufficient reason. The number of such elected Honorary Life Members shall not at any time exceed ten. Notwithstanding this provision, all former elected Honorary Members of King's Buildings Union shall be deemed to be Honorary Life Members of the Union. The upper limit of ten such Honorary Life Members shall not include former elected Honorary Members of the King's Buildings Union.
- 3.5 Existing Life Memberships falling within the following categories shall be honoured within the Union.
 - 3.5.1 Former Life Members of Edinburgh University Women's Union.
 - 3.5.2 Former Life Members of the Edinburgh University Chambers Street Union.
 - 3.5.3 Former Honorary Members of the Edinburgh University Chambers Street Union.
 - 3.5.4 Former Life Members of Edinburgh University King's Buildings Union.
 - 3.5.5 Former Honorary Members of the Edinburgh University King's Buildings Union.
- 3.6 All Life Members of the Union shall ipso facto be Associate Members of the Association, in terms of Association Laws, CAP IV, Para. 2.

Para 4 MEMBERS 'EX OFFICIO'

- 4.1 The Chancellor, the Rector, and the Principal of the University.
- 4.2 The Chancellor's Assessor, the Rector's Assessor, and the Vice-Principals of the University.
- 4.3 The Chancellor, the Rector, and the Principal of each of the Universities of St. Andrews, Glasgow, Aberdeen, and the equivalent office-holders in the other Scottish Universities.
- 4.4 The Permanent Secretary and the Financial Secretary of the Edinburgh University Students' Association.

Para 5 KING'S BUILDINGS HOUSE SPORTS MEMBERSHIP

- 5.1 All Ordinary Student and Associate Student members shall be entitled to the use of King's Buildings House sports facilities without payment of further subscription.
- 5.2 All Associate members (other than Associate Student members) and all Life Members who wish to use the sports facilities at King's Buildings House must take out Annual Sports Membership.
- 5.3 King's Buildings House Annual Sports Membership shall be constituted by payment of an annual subscription approved by the Committee of Management.

Para 6 TEMPORARY MEMBERS

It shall be in the power of the Committee of Management to extend temporary membership for a period not exceeding six months at any one time to those persons who can demonstrate a bona fide temporary academic or administrative connection with the University, including:

- 6.1 Visiting students under the aegis of a University Faculty or Department.
- 6.2 Visiting academic staff and research workers under the aegis of a University Faculty or Department.
- 6.3 Official delegates to conferences sponsored by or held in the University.
- 6.4 Official delegates to conferences sponsored by EUSA or held in its premises.

The granting of temporary membership may be delegated to the Vice-President Services but must be referred to the Committee of Management for ratification.

Para 7 VOTING RIGHTS

All Ordinary Student, Associate and Life Members will have full voting rights in Union elections, and in General Meetings on all matters pertaining to amenities and finance, as prescribed in the Laws of the Association, Cap. V, Para. 1.9

Para 8 MEMBERSHIP CARDS

The University matriculation card shall constitute a membership card for student members. Other members of the Union shall receive a membership card stating the type of membership and, in the case of Associate Members, its duration. All members of the Union must produce either the matriculation card or membership card, as appropriate, when called upon to do so by any member of the Committee of Management, or by any official duly authorised for this purpose by the Committee of Management. The matriculation card designated by the University for students who opt out of membership of the Association shall not be regarded as a membership card, and will not entitle the holder to any of the rights or privileges of membership.

Chapter III	COMPOSITION AND STRUCTURE
--------------------	----------------------------------

Para 1 OFFICE-BEARERS

1.1 The Office-Bearers shall be:-

- President
- Vice President Services
- Vice President Societies and Activities
- Vice President Academic Affairs

1.2 President shall be President of the Union and shall chair the Committee of Management.

1.3 The Vice President Services shall bear Executive responsibility for the activities and affairs of the Union. In particular the Vice-President Services shall:

- 1.3.1 Chair the Union Executive and such Sub-Committees as may be set up from time to time in terms of Para. 3.3 hereof.
- 1.3.2 Ensure that all the financial arrangements detailed in Cap. V hereof shall be adhered to.
- 1.3.3 Be responsible for the correspondence of the Union.
- 1.3.4 Be responsible for communication between the Union and the student Body.
- 1.3.5 Prepare business for the Committee of Management.
- 1.3.6 Submit an Annual Report on the activities of the Union to the Annual General Meeting of the Association.
- 1.3.7 Maintenance of the membership roll of the Union.
- 1.3.8 Ensure that copies of the Laws and Bye-Laws of the Union are made available to members.

1.4 The Vice-President Societies and Activities shall be responsible for representing recognised student groups to Committee of Management and Union Committees and shall be responsible to Committee of Management for the activities of Societies Council insofar as they fall within the responsibility of the Union. He/she shall be responsible for liaison between Societies Council and individual societies as necessary.

1.5 The Vice President Academic Affairs shall be responsible for academic representational activities as may fall within the responsibility or remit of the Union. He/she shall be responsible for liaison between the Union and the SRC.

Para 2 COMMITTEE OF MANAGEMENT

2.1 The Committee of Management shall consist of:-

- Office-Bearers of the Union
- Union Executive Member (Bars)
- Union Executive Member (Catering)
- Union Executive Member (Retail)
- Union Executive Member (Entertainments)

Union Executive Member (Ethics and Environments)
 One First Year Student Union Executive Member
 Four Ordinary Student Members
 Three Life or Ordinary Associate Members
 One Representative of the University Court

In attendance:-

Permanent Secretary of the Students' Association
 Financial Secretary of the Students' Association

The Committee shall have the power to co-opt other persons at its own discretion, to be in attendance only.

- 2.2 The ordinary monthly meeting of the Committee of Management shall be held, when convenient, on the final Thursday of each month, excepting the months of June, July, August and December. Special meetings may be called by the Vice President Services as deemed necessary.
- 2.3 At meetings of the Committee, and for all necessary purposes, eight shall be a quorum.
- 2.4 The Committee shall conduct the general business of the Union, and shall have the entire management of the Union's premises and servants.
- 2.5 The Committee shall have power to instruct all Committees of the Union, and shall have powers of veto over any decision taken by them.
- 2.6 The Committee may make Bye-Laws for any purpose it deems necessary.

Para 3 **COMMITTEES**

3.1 EXECUTIVE COMMITTEE

The Executive Committee of the Union shall consist of:-

Vice-President Services
 Vice-President Societies and Activities
 Union Executive Member (Bars)
 Union Executive Member (Catering)
 Union Executive Member (Retail)
 Union Executive Member (Entertainments)
 Union Executive Member (Ethics and Environments)
 One First Year Student Member

3.2 The remit of the Union Executive shall be:-

- 3.2.1 To advise individual Office-Bearers on decisions to be made within their respective remits as they affect the Union.
- 3.2.2 To take decisions on matters specifically delegated to the Executive by the Committee of Management.
- 3.2.3 To make recommendations to the Committee of Management on any business not so delegated.
- 3.2.4 To deal with members' complaints or suggestions regarding the Union or its premises and make necessary recommendations to the Committee of Management regarding the improvement of the Union, its premises, its facilities or its functions.
- 3.2.5 To make Bye-Laws for any purpose they deem necessary subject to ratification by the Committee of Management.
- 3.3 There shall be such Sub-Committees as the Committee of Management deems appropriate, which shall be regulated according to the Bye-Laws. These shall normally be convened by the Vice President Services.

Para 4 **UNION BUILDINGS**

The Committee of Management shall be responsible for management control of such buildings as the University may agree upon with the Association. These shall include the buildings used by the organisations previously known as "*the Edinburgh University Union*" (Teviot Row), and the building previously known as "*the Student Centre*" and the building previously known as "*the King's Buildings Union*."

Para 5 DEBATES COMMITTEE

- 5.1 There shall be a Debates Committee which will consist of:
- The Debates Convener, who shall be President of Debates
 - Office-Bearers of the Union
 - Five Office-Bearers of Debates, as specified in the Bye-Laws, elected at the annual Association elections
 - Four members elected at the AGM of Debates in terms of the Bye-Laws
 - Co-opted members as specified in the Bye-Laws
- 5.2 The quorum of the Committee shall be one more than half of the current membership.
- 5.3 The Committee shall be regulated according to the Bye-Laws.

Chapter IV	ELECTIONS
-------------------	------------------

Para 1 SPAN OF OFFICE

- 1.1 The representatives on the Committee of Management of the University Court shall serve a term of two complete calendar years from 1st July following their election.
- 1.2 One of the three Life or Ordinary Association Members on the Committee of Management shall be elected each year and shall serve on the Committee for three complete calendar years from 1st July following his/her election.
- 1.3 Other elected members of Union Committee, elected at the Association General Election, shall assume office immediately upon the conclusion of the first meeting of the Committee of Management following the election, and shall serve until the conclusion of the first meeting of the Committee of Management following the election in the subsequent year.
- 1.4 The Ordinary Student Member of the Committee of Management and the first year student member of the Union Executive elected at the second Bye-Election shall serve until the Bye-Election in the following year.

Para 2 ELIGIBILITY FOR ELECTION

- 2.1 Only members of the Union are eligible to stand for election.
- 2.2 Only Ordinary Student Members of the Union (as described in Cap II, Para 2 of these Laws) who are in their first year of student at Edinburgh University will be eligible for the position of First Year Student Union Executive member.
- 2.3 Only Ordinary Student Members of the Union, as described in Cap. II, Para. 1 of these Laws, shall be eligible for election to the positions of Ordinary Student Member and Ordinary Student Union Executive Member on the Committee of Management.
- 2.4 All Ordinary Student, Associate Student, Ordinary Associate, and Life Members shall be eligible for election as Office-Bearers of the Debates Committee.
- 2.5 No member of the Union may hold more than one elected position within the Union at any one time other than as may arise out of an overlap of span of office, in which case the incumbent shall hold his/her previous office until the date of expiry, at which point he/she shall take up the office to which he/she has been newly elected.
- 2.6 Candidates for the post of Debates Convener must have served on the Debates Committee for at least six months before the date of the election.

Para 3 PHASING OF ELECTIONS

- 3.1 Elections shall be held twice annually, concurrently with Association and SRC elections. The first (Association General) Election shall elect all of the positions with the exception of one Ordinary Student Member of the Committee of Management and the first year Student Member on Union Executive and shall take place before the exam period in second

semester as decided by the Association Executive. The second (Bye-Election) shall elect the remaining Committee of Management Ordinary Student member and the first year Student Member on Union Executive and shall take place no later than the sixth week of the first semester.

- 3.2 Each nomination form shall be signed by the candidate nominated by and two other members eligible to vote in terms of Cap. II, Para. 6 hereof, and shall be submitted to the Returning Officer not later than 12 noon on the Tuesday of the week preceding the elections.
- 3.3 Nominees for the position of the University Court representative must be a member of the Court unless nominated by the Court.

Para 4 RETURNING OFFICER

The conduct of the Union elections shall be the responsibility of the Permanent Secretary of the Association. He/she shall be assisted by such Assistant Returning Officers as are deemed necessary, who shall be appointed by the Committee of Management. He/she shall ensure that the elections are conducted by secret ballot, and that no person shall vote without first producing a current matriculation card; or, in the case of Life and Associate Members, a current Edinburgh University Union membership card. Otherwise he/she shall be directed by such detailed regulations as the Association Executive may from time to time approve, which must be reported to the Committee of Management. Subject to such regulations he/she shall be guided by the principles of the Ballot Act (35 and 36 VICT., C.33).

The Returning Officer shall ensure that ballots for Union positions are available in polling stations as regulated by the Committee of Management according to the Bye-Laws of the Union.

Para 5 METHODS OF VOTING

Votes shall be registered and counted by the method of the transferable vote, as contained in the Appendix to the Standing Orders of the General Meeting.

Para 6 VACANCIES

- 6.1 Should a member of any of the Committees of the Union cease at any time to fulfil the requirements of eligibility for his/her position he/she shall be deemed to have retired.
- 6.2 Elections to vacant seats on Committee of Management, other than Office Bearers of the Union, shall be made by Committee of Management, provided that the person so elected shall be duly qualified to fill such vacancies according to the provisions of these laws. They shall retain their position until such time as the vacancy shall be filled by a member elected at the annual elections, or a Bye-Election held concurrently with the SRC Bye-Elections and any Bye-Election held under the provisions of Cap. IV para 7.3 hereof, in accordance with the provisions of Cap IV, Para 1 hereof, provided that such elections shall not alter the order of rotation of election existing at that date.
- 6.3 In the event of the membership of the Committee of Management becoming less than the quorum, the Returning Officer shall be bound to organise Bye-Elections as soon as possible.

Para 7 ASSOCIATION OFFICE-BEARERS

Notwithstanding any of the foregoing provisions, members of the Committee of Management who are Office-Bearers of the Union shall be elected in accordance with the provisions of the Laws of the Association.

Chapter V	FINANCE
------------------	----------------

Para 1 FINANCIAL YEAR

The financial year of the Union shall run concurrently with the financial year of the Association.

Para 2 RESPONSIBILITY AND AUTHORITY

- 2.1 The Committee of Management shall be responsible to the Association through the Finance Committee of the Association for the financial affairs of the Union.
- 2.2 The Vice President Services shall be responsible to the Committee of Management for the financial affairs of the Union and the administration of the approved budget. He/she shall

receive all monies and shall have authority to make all expenditure within the budget, and shall be assisted in these tasks by the Financial Secretary and the Permanent Secretary of the Association.

- 2.3 The two cheque signatories shall be the Vice President Services and the Financial Secretary in the first instance, with the President as alternative signatory to the Vice President Services and the Permanent Secretary as alternative signatory to the Financial Secretary.

Para 3 BUDGETARY AND ACCOUNTS

- 3.1 The Vice President Services in consultation with the President, and the Financial Secretary and the Permanent Secretary of the Association, shall prepare an annual budget to be submitted to the Committee of Management for approval prior to 15 October.
- 3.2 The Union budget shall be submitted to the Finance Committee of the Association not later than 15th October.
- 3.3 At the end of each financial year the Vice President Services shall ensure that an abstract of the income and expenditure of the previous year is prepared together with a balance sheet showing the whole existing assets and outstanding liabilities of the Union at the close of the financial year. He/she shall ensure that these are audited by a qualified accountant or firm of accountants elected at the previous A.G.M.
- 3.4 The audited accounts shall be presented to the Committee of Management by the Vice President Services contemporaneously with the budget for the coming year, and thence shall be transmitted to the Finance Committee of the Association.

Chapter VI	SOCIETIES COUNCIL
-------------------	--------------------------

Para 1 Insofar as matters relating to Societies Centre fall within the responsibility of the Union, the following regulations shall govern the relationship:

- 1.1 The Societies Council and Executive shall be constituted as governed by SRC Bye-Laws.
- 1.2 In addition the Vice President Services shall be a member ex-officio of Societies Council Executive.

Chapter VII	RESIGNATION, DISMISSAL AND RECALL
--------------------	--

Para 1 RESIGNATION

- 1.1 Any member of the Committee of Management wishing to resign his/her position shall tender a written resignation to the Vice President Services who shall bring notice of such resignation before the next meeting of the Committee.
- 1.2 All such resignations shall take effect immediately upon their receipt by the Vice President Services.

Para 2 DISMISSAL AND RECALL

- 2.1 It shall be competent for the electorate to recall (i.e. dismiss from office on demand of the electorate) any of the persons mentioned as subject to dismissal in Clause 2.2 hereof, by passing a motion to that effect by two-thirds of the members present or 300, whichever is greater, at a General Meeting. Such motions are subject to the provisions of Cap. V. Para. 1 of the Association Laws.
- 2.2 It shall be competent for the Committee of Management to dismiss any member of the Committee of Management, except the following: Office-Bearers, Representative of the University Court. Notice of such a motion must be given in the billet. Such a motion of dismissal shall require the support of at least two-thirds of those present and voting.
- 2.3 Any person subject to dismissal as in Clause 2.2 hereof, shall have the right to appeal within seven days after written intimation of dismissal has been given to the member concerned. Upon receipt of such appeal the President shall call a Special General Meeting on behalf of the Committee of Management as prescribed in the Association Laws, Cap. V, Para. 1.12. The motion to reverse the Committee's decision shall stand in the name of the appellant, and the negative in the name of the Committee of Management. No amendment to any

such motion shall be competent. The motion shall require to be passed by a simple majority of the members present and voting or 300, whichever is the greater.

Chapter VIII DISCIPLINE

Para 1 MEMBERS' OBLIGATIONS

Members shall be bound to obey the Laws of the Union and all Bye-Laws which may be in force for the time being.

Para 2 OFFENCES

The Committee of Management shall be empowered to exercise disciplinary action, either directly or through a Discipline Sub-Committee regarding the conduct or proceeding of any member:-

- 2.1 Who in the judgement of such Committee has been guilty of contravention of the Laws or Bye-Laws in force for the time being.
- 2.2 Who wilfully spoils or destroys any of the fabric or property belonging to or used by the Union or the Association, or is indirectly responsible through omission or default for such spoilage or destruction.
- 2.3 Who behaves in a disorderly manner or in such a manner as to cause a nuisance to other members or their guests.
- 2.4 Who obstructs a member of the Committee of Management or any duly authorised official in the execution of his/her duties.

Para 3 REPORTING PROCEDURE

Where appropriate, the member shall be charged with the offence by the Committee member who was present at the time the offence was committed, or who was subsequently called to the scene of the offence, and this Committee member shall, as soon as possible, write a full report of the proceedings, containing all the pertinent details, to be handed to the Vice President Services.

Para 4 SENTENCES

After consideration of such case of discipline, the Committee of Management or the Discipline Committee may:-

- 4.1 Impose such fine as it considers just, or as is laid down in the Bye-Laws for the particular offence.
- 4.2 Suspend the member from the privileges of membership for a period not exceeding 12 months.
- 4.3 Expel the member from the Union.

Para 5 RATIFICATION AND APPEAL

All action taken by the Discipline Committee shall be ratified or amended by the Committee of Management before taking effect, and any appeal against the action of the Discipline Committee shall be considered by the Committee of Management when the particular case is presented for ratification. Any member who has been subject to such a case of discipline may appeal against the judgement or the sentence, or both. If, in spite of an appeal, the Committee of Management ratifies the decision of the Discipline Committee, the member is then at leave to appeal to a Special General Meeting as prescribed in the Association Laws, Cap. V., Para. 1.11.

Para 6 EXPULSION AND SUSPENSION

Any member who has been expelled under the terms of these Laws shall be ineligible for readmission as a member of the Union in all time coming. Any member who has been suspended under the terms of these Laws, or who, having been fined, has not paid such fine, shall not be signed in as a guest of another member during this period of his/her suspension or until his fine has been paid.

Para 7 NON-PAYMENT OF FINES

Any member who has been fined, and has received a further warning in writing from the Vice President Services shall, in the event of his/her not having paid the fine at the expiration of a

period of three weeks from the date of its infliction, be debarred from all privileges of membership of the Union until such time as the fine be paid.

Chapter IX MEETINGS

Para 1 GENERAL MEETINGS

General Meetings shall be regulated according to the Laws of the Association and the Standing Orders appended thereto.

Para 2 COMMITTEE MEETINGS

Meetings of Committees of the Union shall be regulated according to the Bye-Laws of the Union.

Chapter X LICENSING

Para 1 The Committee of Management shall hold the licence or assign licensees to sell alcoholic liquor in terms of the Licensing Laws in force for the time being, in all premises of the Association for which such licence is granted.

Para 2 No member of the Committee of Management, and no employee of the Union, shall have any personal interest in the sale of alcoholic liquor or in the profits arising from such sale.

Para 3

3.1 Other than when an occasional licence is in effect at King's Buildings House, no person is to be supplied with alcohol on the Union's premises unless that person is:

(i) A member of the Union;

(ii) A person who is on the premises at the invitation of a member of the Union and is accompanied by that member; or

(iii) A member of another Union or club which falls within the description prescribed in the Licensing (Clubs) (Scotland) Regulations 2007.

3.2 Where a person referred to in sub-paragraph 3.1 (ii) is supplied with alcohol at King's Buildings House when an occasional licence is not in effect, there is to be entered into a book kept for the purpose:

(i) The date in question;

(ii) The name and address of the person; and

(iii) The name of the member accompanying the person.

Para 4 No alcoholic liquor shall be sold or supplied in the Union's premises for consumption off the premises except to a member of the Union in person for consumption by him/her or to a person holding a licence for the sale of such liquor.

Para 5 No alcoholic liquor shall be sold or supplied in the Union's premises to any person under the age of eighteen.

The University of Edinburgh

The University Court

24 May 2010

Academic Report

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The paper is the Academic Report to Court from the Senatus meeting held on 17 February 2010 and from the electronic business of Senatus conducted from 11-19 May 2010.

A copy of the full minute of the Senatus meeting, together with related papers, can be found on the Senatus webpages at <http://www.acaffairs.ed.ac.uk/Committees/Senate/MeetingDates.htm>

Action requested

The paper is largely for information.

Item 4: Court is asked to note Senate's observations on the Commissioner's Ordinance

Items 5 & 7: Court is asked to note that Senate offered no observations on the draft resolutions.

Item 9: Court is asked to:

- i) draft the necessary resolutions to establish the new qualifications of:
 - a. MMath (an Integrated Masters degree in Mathematics); and
 - b. DPsychotherapy (Doctor of Psychotherapy and Counselling);
- (ii) pass an urgent resolution at its next meeting to enable Boards of Examiners to recommend the award of unclassified honours degrees as an interim measure.

Resource implications

Does the paper have resource implications? No

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

Originator of the paper

Jane McCloskey
Senate Secretariat
19 May 2010

Senatus Meeting of 17 February 2010

Presentation & Discussion:

1. The Postgraduate Research Student Experience and Postgraduate Recruitment

The strategic theme for the spring Senate meeting was the *Postgraduate Research Student Experience and Postgraduate Recruitment*. This was discussed in the context of the University's strategic plan targets to increase numbers of taught and research postgraduate students and to develop the skills training and development opportunities for postgraduate research students.

Senate received presentations from Heads of Schools on successes and good practice in postgraduate recruitment. A number of common themes emerged, including:

- Consistent positive and personalised communication at all stages;
- Importance of good web design;
- Provision of distinctive courses to meet market demand;
- Flexible entry routes for research degrees;
- Provision of flexible learning environments and high quality social space;
- Importance of a clearly-defined role within each school which has responsibility for PGR students;

The EUSA Vice President Academic Affairs provided a useful insight into key points emerging from a recent EUSA 'Proud to be a Postgrad' campaign. These included the need for pastoral, as well as academic guidance, for PG students, and a need for a robust mechanism to ensure that the voice of PGR students is heard.

Vice Principal Bownes provided a strategic oversight in postgraduate matters at the University, highlighting the challenge of securing funding for researcher training and welcoming the success of the recently launched Principal's Career Development Scholarships. Internship programmes for PhD researchers, as well as international joint PhDs were identified as being particularly valuable in relation to both the recruitment and experience of postgraduate researchers.

Formal Business:

2. Feedback Standards and Guiding Principles

The Senate endorsed a draft paper by Vice Principal Hounsell setting out required standards for the provision of feedback to students at the University. A final version will be considered at the summer Senate meeting following further consultation with Colleges and Schools.

3. Innovative Learning Week

The Senate considered a proposal put forward by Assistant Principal Rigby to dedicate a specific teaching week during Semester 2 for non-standard teaching to allow students and staff to engage in a variety of innovative learning activities. The revised academic year has resulted in an imbalance in the number of weeks in each Semester, Semester 2 having one more week than Semester 1. Professor Rigby's proposal was aimed at making good use of the additional week and, rather than having simply installing a reading week or similar, finding a way to increase contact time and provide an opportunity for experimentation.

Academic Report

Support was expressed for the aims of the proposal and the reasoning behind it. However there was concern about the timing of a single innovative learning week and the potential difficulty it would cause to existing timetables, particularly in relation to group projects and to honours students. As a result of these concerns there was not majority support within the Senate for the proposal as current formulated. Assistant Principal undertook to carry out further consultation with Heads of Schools in order to progress.

4. **Communication from the University Court - Consultation on Draft Ordinances**

Senate welcomed the opportunity to provide the University Court with its observations on the above.

Following a fairly lengthy debate of the matter, Senate was content that the following observations are transmitted to the Court:

- Senate accepted the need to replace the current Commissioner's Ordinance given its unworkable nature;
- Senate considered negotiation and dialogue with the unions to be very important in elaborating revisions to the Ordinance;
- Senate was strongly of the view that academic freedom was of great importance, and that this should be explicitly addressed in the new instrument;
- Senate was strongly of the view that the elaboration of academic freedom should be contained in employment contracts;
- Senate was of the view that the appeal process should be proportionate. It believed that if an appeal against dismissal related to a member of academic staff from the grade of Lecturer upwards, there ought to be an external component to the process.

Senate Business Conducted Electronically 11-19 May 2010

5. Communications from the University Court

Senate offered no observations on the following draft resolution:

Draft Resolution No. 13/2010: Alteration of the Code of Student Discipline

6. Central Academic Promotions Committee

Senate noted the report on the creation by the Central Academic Promotions Committee of 34 Personal Chairs

7. Resolutions - Chairs

Senate offered no observations on the following draft resolutions:

Draft Resolution No. 16/2010: Foundation of a Chair of Critical Care

Draft Resolution No. 17/2010: Alteration of the Chair of Anaesthesia, Critical Care and Pain Medicine

Draft Resolution No. 14/2010: Foundation of a Personal Chair of Social and Environmental Justice

Draft Resolution No. 15/2010: Foundation of a Personal Chair of Modern German Studies

Draft Resolution No. 19/2010: Foundation of a Personal Chair of Mammalian

Academic Report

Molecular Genetics

Draft Resolution No. 20/2010: Foundation of a Personal Chair of Molecular Parasitology

Draft Resolution No. 21/2010: Foundation of a Personal Chair of Theoretical Physics

Draft Resolution No. 22/2010: Foundation of a Personal Chair of Pluripotent Stem Cell Biology

Draft Resolution No. 23/2010: Foundation of a Personal Chair of Neuronal Cell Biology

Draft Resolution No. 24/2010: Foundation of a Personal Chair of Theoretical High Energy Physics

Draft Resolution No. 25/2010: Foundation of a Personal Chair of Skeletal Biology

Draft Resolution No. 26/2010: Foundation of a Personal Chair of Mobile Communications

Draft Resolution No. 27/2010: Foundation of a Personal Chair of Molecular Neurobiology

Draft Resolution No. 28/2010: Foundation of a Personal Chair of History of Science

Draft Resolution No. 29/2010: Foundation of a Personal Chair of Baroque Art

Draft Resolution No. 30/2010: Foundation of a Personal Chair of Speech Processing

Draft Resolution No. 31/2010: Foundation of a Personal Chair of Semantics

Draft Resolution No. 32/2010: Foundation of a Personal Chair of Digital Media

Draft Resolution No. 33/2010: Foundation of a Personal Chair of Organisational Behaviour

Draft Resolution No. 34/2010: Foundation of a Personal Chair of Quantitative Criminology

Draft Resolution No. 35/2010: Foundation of a Personal Chair of Ecosystem Science

Draft Resolution No. 36/2010: Foundation of a Personal Chair of European Union Law

Draft Resolution No. 37/2010: Foundation of a Personal Chair of Surgical Sciences

Draft Resolution No. 38/2010: Foundation of a Personal Chair of Molecular Evolution

Draft Resolution No. 39/2010: Foundation of a Personal Chair of Proteomics

Draft Resolution No. 40/2010: Foundation of a Personal Chair of Farm Animal Practice

Draft Resolution No. 41/2010: Foundation of a Personal Chair of Computational Legal Theory

Draft Resolution No. 42/2010: Foundation of a Personal Chair of Foundations of Computer Science

Draft Resolution No. 43/2010: Foundation of a Personal Chair of African and Development Studies

Draft Resolution No. 44/2010: Foundation of a Personal Chair of Comparative Genetics

Draft Resolution No. 45/2010: Foundation of a Personal Chair of Forensic Psychiatry

Draft Resolution No. 46/2010: Foundation of a Personal Chair of Robotics

Draft Resolution No. 47/2010: Foundation of a Personal Chair of Biorobotics

Draft Resolution No. 48/2010: Foundation of a Personal Chair of Animal Biotechnology

Draft Resolution No. 49/2010: Foundation of a Personal Chair of Art History and Visual Culture

Draft Resolution No. 50/2010: Foundation

Academic Report

8. Senate Assessors to Court

Senate welcomed the re-election of Professor David Finnegan and Professor Lesley Yellowlees as Senate Assessors to the University Court, both serving for a further four years from 1 August 2010 to 31 July 2014.

9. Report of the Curriculum and Student Progression Committee (CSPC)

(a) New Qualifications

Senate approved a request from the CPSC to ask the University Court to draft the necessary resolutions to establish the new qualifications of:

- a. MMath (an Integrated Masters degree in Mathematics); and
- b. DPsychotherapy (Doctor of Psychotherapy and Counselling).

(b) Final Year Students

Senate noted that the recent travel disruption has had an impact on the availability for assessment of some students. In order to potentially mitigate this impact, Senate approved a request to ask the University Court to pass an urgent resolution to enable Boards of Examiners to recommend the award of unclassified honours degrees as an interim measure, in instances where students have attained the necessary honours standard but where there is insufficient evidence to classify their degree, or a General or Ordinary degree when there is insufficient evidence to award Honours (draft attached). This would enable effected students to graduate, albeit with an unclassified degree. The final class of degree will then be confirmed to each student as soon as the relevant assessment information becomes available and Boards have met to confirm the final outcome.

It is hoped that Boards will have sufficient information to classify students' degrees. However, this will not be known until the Board of Examiners meetings at the end of May and beginning of June. Hence the request for Court to pass an urgent resolution at its 24 May meeting so that Boards will know that this award recommendation is available to them during their discussions. The subsequent Court meeting on 21 June meeting comes too late for summer Boards of Examiners meetings.

Senate agreed the proposal that the resolution is timelimited, ceasing to have effect at the end of December 2011 and approved draft wording for the relevant resolution. Senate noted that the Curriculum and Student Progression Committee plans to review the operation of this measure during 2010/11 and consider whether the option of awarding an unclassified degree should be routinely available to Boards of Examiners.

The University of Edinburgh

University Court

24 May 2010

Urgent Resolution

The Universities (Scotland) Act 1966 permits the Court to pass Resolutions without recourse to the normal procedure of consulting the Senatus and the General Council on the draft text on 'the ground of extreme urgency'. In order to do so 75% of those present must vote for the Resolution. Section 6(2) of the Act refers.

The recent travel disruption has had an impact on the availability for assessment of some students. In order to potentially mitigate this, the University plans to adopt a measure which has been used to accommodate previous exam disruptions, for example, in 2006.

The University Court is invited to pass an urgent resolution to enable Boards of Examiners to recommend the award of unclassified honours degrees as an interim measure, in instances where students have attained the necessary honours standard but where there is insufficient evidence to classify their degree, or a General or Ordinary degree when there is insufficient evidence to award Honours. Such powers will only be exercised where Boards are clear without doubt that the necessary standards have been achieved, even without the information from any affected assessments, in order to ensure maintenance of the University's academic standards. The final class of degree will then be confirmed to each student as soon as the relevant assessment information becomes available and Boards have met to confirm the final outcome.

It is hoped that Boards will have sufficient information to classify students' degrees. However, this will not be known until the Board of Examiners meetings at the end of May and beginning of June. Court is therefore requested to pass an urgent resolution at its 24 May meeting so that Boards will know that this award recommendation is available to them during their discussions. The urgent resolution approach is required because if the standard approach was followed the resolution could not be passed until Court's 21 June meeting, which is after Boards of Examiners meetings. Graduation ceremonies start on 26 June 2010.

It is proposed that the resolution is time-limited, ceasing to have effect at the end of December 2011. The Curriculum and Student Progression Committee will consider the operation of this measure during 2010/11 and consider whether the option of awarding an unclassified degree should be routinely available to Boards of Examiners. It will make further recommendations to Senate and Court, as appropriate, next academic year.

In order to enable as many students as possible to graduate as near to normally as possible this summer, the Court is asked to approve the attached Resolution.

Sara Welham, Registry Academic Services
10 May 2010

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 54/2010

**Amendment of Examination and Assessment Regulations and Regulations for the
Award of Degrees**

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court wishes to put in place arrangements to deal with situations where student assessment is disrupted by factors outwith the control of students;

And WHEREAS the University Court is aware that, whilst the impact on assessment may be unknown in advance, it may reduce the amount of information available to some Examination Boards with the consequence that some students may not be able to graduate normally at the graduation ceremonies they had expected to attend;

And WHEREAS the University Court considers it essential that as many students as possible should graduate as near to normally as possible, and notes that whilst it has not been possible to consult the full Senatus Academicus on a draft resolution, the Senatus has requested that a Resolution of the present nature be passed in order to achieve this objective;

And WHEREAS the University Court notes that the changes made by this Resolution will have no adverse impact on the University's academic standards or the currency of the University's degrees;

And WHEREAS the University Court notes that Section 6(2) of the Universities (Scotland) Act 1966 permits the Court to pass a Resolution on grounds of extreme urgency and in such circumstances to dispense with the procedures set out in paragraphs (a) – (d) of that Section;

THEREFORE the University Court deems it expedient to amend existing examination and assessment regulations and the regulations for the award of degrees as a matter of extreme urgency in the following ways:

1. Notwithstanding any existing Resolutions to the contrary, the University may confer all existing Honours degrees with unclassified Honours if insufficient information is available to the relevant Examination Board to classify those degrees. Conferment of an unclassified Honours degree will be an interim measure: such degrees will automatically be withdrawn when the classified Honours degree is conferred, following sufficient information becoming available to relevant Examination Board to enable it to classify the Honours awarded.
2. Where an Examination Board has insufficient information to enable an Honours degree to be conferred on a candidate for Honours, a General or Ordinary degree may be awarded to that candidate where he or she has qualified for such a degree under the existing Regulations. Conferment of a General or Ordinary degree under these circumstances will be an interim measure: such degrees will automatically be withdrawn when the classified Honours degree is conferred, following sufficient information becoming available to the relevant Examination Board to enable it to classify the Honours awarded.
3. This Resolution shall come into force on the Twenty-fourth day of May, Two thousand and ten. It will cease to have effect after 31 December 2011.

For and on behalf of the University Court

M D CORNISH

University Secretary

The University of Edinburgh

The University Court

24 May 2010

Resolutions

No observations having been received from the General Council, the Senatus Academicus or any other body or person having an interest and in accordance with the agreed arrangements for the creation and renaming of Chairs, the Court is invited to approve the following Resolutions:

- Resolution No. 9/2010: Foundation of a Chair of Oncology
- Resolution No. 10/2010: Foundation of a Chair of Power Plant Engineering and Carbon Capture
- Resolution No. 11/2010: Alteration of the title of the Chair of Respiratory Medicine
- Resolution No. 12/2010: Alteration of the title of the Personal Chair of Cardiology
- Resolution No. 13/2010: Alteration of the Code of Student Discipline
- Resolution No. 14/2010: Foundation of a Personal Chair of Social and Environmental Justice
- Resolution No. 15/2010: Foundation of a Personal Chair of Modern German Studies
- Resolution No. 16/2010: Foundation of a Chair of Critical Care
- Resolution No. 17/2010: Alteration of the Chair of Anaesthesia, Critical Care and Pain Medicine

Dr Katherine Novosel
19 May 2010

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 9/2010

Foundation of a Chair of Oncology

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to found a Chair of Oncology:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Chair of Oncology in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with effect from 1 December Two thousand and nine.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 10/2010

Foundation of a Chair of Power Plant Engineering and Carbon Capture

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to found a Chair of Power Plant Engineering and Carbon Capture:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Chair of Power Plant Engineering and Carbon Capture of in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 11/2010

Alteration of the title of the Chair of Respiratory Medicine

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Respiratory Medicine confirmed by Ordinance No. 426 Edinburgh No. 129 as amended by Resolution 10/1978:

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships:

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Chair of Respiratory Medicine shall hereafter be designated the Sir John Crofton Chair of Respiratory Medicine.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 12/2010

Alteration of the title of the Personal Chair of Cardiology

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to alter the title of the Personal Chair of Cardiology founded by Resolution 19/2005:

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships:

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Personal Chair of Cardiology shall hereafter be designated the BHF John Wheatley Personal Chair of Cardiology.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 13/2010

Alteration of the Code of Student Discipline

At Edinburgh, Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court, on the recommendation of the Senatus Academicus, has decided to amend the regulations governing student discipline:

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 4 of Part II of Schedule 2 to that Act, hereby resolves:-

1. The Code of Student Discipline as set out in Resolution No. 48/1999 and as amended by Resolutions 33/2000, 37/2002, 3/2007 and 3/2009 is hereby amended as follows:
2. The existing Section 2.1 of the Code of Student Discipline is hereby amended as follows:
 - 2.1 Delete section 2.1.2 and substitute therefore the following text:

‘The Director of Accommodation Services, the Assistant Director Residence Life, the Principal Warden, and a designated Warden approved by the Senatus.’
 - 2.2 Delete section 2.1.3 and substitute therefore the following text:

‘The University Secretary, the Deputy Secretary, and the College Registrars.’
 - 2.3 Delete section 2.1.5 and substitute therefore the following text:

‘The Vice-Principal for Knowledge Management and Chief Information Officer, and the Director of Library and Collections.’
 - 2.4 Delete section 2.1.6 and substitute therefore the following text:

‘The Director of IT Infrastructure, and the Director of Applications.’
3. From the date on which this Resolution comes into force sections 1.2 and 1.3 of Resolution 37/2002 and sections 2.1, 2.2 and 2.3 of Resolution 3/2007 are hereby revoked.
4. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 14/2010

Foundation of a Personal Chair of Social and Environmental Justice

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to found a Personal Chair of Social and Environmental Justice:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Social and Environmental Justice in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Social and Environmental Justice together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 June Two thousand and ten.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 15/2010

Foundation of a Personal Chair of Modern German Studies

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to found a Personal Chair of Modern German Studies:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Modern German Studies in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Modern German Studies together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 August Two thousand and ten.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 16/2010

Foundation of a Chair of Critical Care

At Edinburgh, the Twenty-fourth of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to found a Chair of Critical Care:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Chair of Critical Care in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 17/2010

Alteration of the title of the Chair of Anaesthesia, Critical Care and Pain Medicine

At Edinburgh, the Twenty-fourth day of May, Two thousand and ten.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Anaesthesia, Critical Care and Pain Medicine founded by Resolution 8/1982 as amended by Resolutions 45/1999 and 34/2000:

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships:

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Chair of Anaesthesia, Critical Care and Pain Medicine shall hereafter be designated the Chair of Anaesthesia and Pain Medicine.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

M D CORNISH

University Secretary

The University of Edinburgh

The University Court

24 May 2010

Draft Resolutions

The Court is invited to approve the following draft Resolutions and to refer them to the General Council and to the Senatus Academicus for observations:

Draft Resolution No. 18/2010: Degree of Master of Mathematics

Draft Resolution No. 51/2010: Degree of Doctor of Psychotherapy and Counselling

Draft Resolution No. 52/2010: Postgraduate Degree Programme Regulations

Draft Resolution No. 53/2010: Undergraduate Degree Programme Regulations

Dr Katherine Novosel
19 May 2010

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 18/2010

Degree of Master of Mathematics

At Edinburgh, Xxxx day of Xxxx, Two thousand and ten.

WHEREAS the University Court deems it expedient to institute the Degree of Master of Mathematics (MMath):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to that Act, hereby resolves:-

1. The Degree of Master of Mathematics may be conferred by the University of Edinburgh as a Degree with Honours.
2. Unless granted a concession or exemption, every candidate for the Degree of Master of Mathematics must attend courses of instruction in the subjects prescribed by regulations as agreed by Senatus Academicus and pass the Degree examinations similarly prescribed.
3. The Senatus Academicus, with the approval of the University Court, may from time to time make regulations determining the subjects of study, the courses of instruction, the degree examinations, the conditions under which candidates may be exempted either from attendance or from examination, or both, in respect of any course of instruction, and all other matters relating to the award of the Degree.
4. A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the Degree of Master of Mathematics.
5. This Degree shall not be conferred honoris causa.
6. This Resolution shall come in to force with effect from the 1 September 2010.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 51/2010

Degree of Doctor of Psychotherapy and Counselling

At Edinburgh, Xxxx- xxx day of Xxxx, Two thousand and ten.

WHEREAS the University Court deems it expedient to institute a Degree of Doctor of Psychotherapy and Counselling:

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to the Act, HEREBY RESOLVES:

1. The University of Edinburgh may confer the Degree of Doctor of Psychotherapy and Counselling (DPsychotherapy) and those engaged in taught postgraduate doctorate studies in the University of Edinburgh shall include registered candidates for the Degree of Doctor of Psychotherapy and Counselling.
2. The Senatus Academicus has power to make Regulations under this Resolution governing the studies undertaken for the Degree of Doctor of Psychotherapy and Counselling, and in particular to register all candidates for the degree and ensure their satisfactory supervision and to discontinue the registration of unsatisfactory candidates.
3. The Degree is conferred in the College of Humanities and Social Science. Regulations governing the award of the Degree are made by Senatus.
4. The Degree may not be conferred *honoris causa*.
5. All candidates for the Degree must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates.
6. This Resolution and the Regulations made hereunder shall come into force with effect from the 1 September 2010.

For and on behalf of the University Court

M D CORNISH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 52/2010

Postgraduate Degree Programme Regulations

At Edinburgh, the XXXXX of XXXX, Two thousand and ten.

WHEREAS the University Court deems it desirable to produce one comprehensive set of General Postgraduate Degree Regulations, including Assessment Regulations (2010/2011) applicable to all postgraduate qualifications subject to additional specific College regulations;

AND WHEREAS the University Court considers it expedient to promulgate this Resolution to set out these Regulations in full to give effect to the essential elements contained within these Regulations including Assessment Regulations (2010/2011):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraphs 2 and 8 of Part II of Schedule 2 to that Act, hereby resolves:-

1. The General Postgraduate Degree Regulations are hereby set out:

Introduction

This programme contains the full Regulations for all categories of postgraduate study in the University of Edinburgh. Please consult the Table of Contents for details. Postgraduate students should read these regulations together with the approved Assessment Regulations for the current academic session (which form part of these Regulations) and either the Code of Practice for Supervisors and Research Students or the Code of Practice for Taught Postgraduate Programmes. In the case of any appeal, a student will be deemed to have read the Regulations and the relevant Code of Practice. These documents can be found at the following URL: <http://www.acaffairs.ed.ac.uk/>

Acting under the delegated authority of the Senatus Academicus, Heads of Colleges have the authority to admit, examine and withdraw students and to grant permissions, concessions and exemptions. This authority is often delegated by the Heads of College to appropriate nominees or committees in the Colleges or Schools.

Powers of delegation

Acting under the delegated authority of the Senatus Academicus, Heads of Colleges have the authority to admit, examine and withdraw students and to grant permissions, concessions and exemptions. This authority is often delegated by the Heads of College to appropriate nominees or committees in the Colleges or Schools.

(For the MD and DDS, see Section E, Regulation 6, for the DVM&S, see Section E, Regulation 7)

1. **General Regulations DD, DLitt, LLD, DSc, DMus**

- 1.1 Candidates for these higher degrees of the University must:

(a) be graduates of The University of Edinburgh of not less than seven years standing, **or**

(b) be graduates of other approved Universities of not less than seven years standing who

(i) have served as members of staff (ordinary or honorary) of the University of Edinburgh for a continuous period of not less than four years, **or**

(ii) in the case of the DMus have been awarded the degree of MMus by The University of Edinburgh, **or**

(c) have been for four years Postdoctoral Fellows of the University.

1.2 Candidates must apply to the Higher Degrees Committee of the relevant College for approval of their candidature before submitting themselves to examination. The appropriate form of application for approval may be obtained from the Secretary to the relevant College Higher Degrees Committee.

1.3 Candidates, save those submitting compositions for the DMus, must submit published work in support of their candidature. Since the contents of a submission are liable to vary considerably, the format of submissions is not prescribed. Books should be submitted as published. Submissions comprising published papers and similar items should, as far as is practicable in the circumstances, be bound together in a manner that conforms to the Regulatory Standards for the Format and Binding of Theses and Portfolios of Musical Compositions (see the Research Degree Assessment Regulations). The submission must be accompanied by (a) a typed list of its contents, (b) the declaration required in Regulation 1.4 and (c) six copies of an abstract (see the Research Degree Assessment Regulations). The form for the abstract is obtainable from the College Office. The list of contents, declaration and text of the abstract must be incorporated at the beginning of each copy of a bound submission.

Candidates for the DMus may submit work as musicologists or composers. Compositions submitted for the DMus may be published or unpublished works. Unpublished compositions must conform to requirements as detailed in the Research Degree Assessment Regulations for Portfolios of Musical Compositions.

1.4 All works submitted must be accompanied by a statement, signed by the candidate:

- giving full details of any other degree or postgraduate diploma for which the works, in whole or in part, may have been submitted. Work submitted for another degree will not, in itself, contribute to the award. Earlier work may be submitted only when subsequent work develops from it, and assists the examiners in their overall assessment.
- certifying, for each piece of work submitted, either that the work is the candidate's own or, if he/she had been a member of a research group, the precise contribution made by the candidate to each of the works in terms of initiating or leading the research and in writing up the material.

1.5 Submissions (three copies) should normally be lodged 12 months before the expected announcement of the award and must be submitted within 12 months of the acceptance of candidature. Two copies of successful submissions will remain the property of the University and one will be returned to the candidate.

1.6 At the time of lodging a submission, the examination fee must be paid. Candidates must also matriculate, but no matriculation fee is charged. When they are not already graduates of the University of Edinburgh, they must also, before graduating, pay the Registration Fee for membership of the General Council.

1.7 The University shall, in the case of each submission, appoint one internal, and, with the agreement of the University Court, two external examiners. Each external examiner should be of recognised eminence in the subject of the submission. For each submission there shall be at least three examiners of recognised eminence in the subject of the submission.

1.8 The degree shall be awarded only if the relevant committee of Senatus, on the recommendation of the examiners, is satisfied that the submission represents both an original and a substantial contribution to advancement of knowledge of the subject and that it constitutes work of high

distinction in scholarship and/or research in respect of qualities such as erudition, insight, imagination, innovation and critical balance, such that it has established or confirmed the candidate as a recognised authority in the relevant field. In the case of candidates submitting compositions for the DMus, the degree shall be awarded only if the relevant committee of Senatus, on the recommendation of the examiners, is satisfied that the submission constitutes both an original and a substantial contribution of high distinction.

- 1.9 A candidate whose work has not been considered worthy of the degree may not again offer himself/herself for the degree within five years of his/her first candidature unless the period is specially reduced by the relevant committee of Senatus on the recommendation of the examiners.
- 1.10 Candidates for higher degrees may, at the discretion of the University, be permitted to graduate *in absentia*.

Regulations: Postgraduate Degrees

2. Application and Registration of Postgraduate Students

2.1 Application may be made for registration in one of the following categories:

(a) as a candidate for the PhD, MPhil, DClinPsychol, DPsychotherapy, EdD or EngD in SLI (see Regulation 2.2)

(b) as a candidate for a postgraduate masters degree (MArch, MArch (Studies), LLM, LLM by Research, MBA, MCouns, MEd, MMus, MSc, MSW, MTeach, MTh, Master of Chinese Studies, Master of Clinical Dentistry, MSc by Research, MTh by Research, MMedSci by Research or MVetSci by Research)

(c) as a candidate for a University postgraduate diploma

(d) as a candidate for a University postgraduate certificate

(e) as a visiting postgraduate student

(f) as a special course postgraduate student working for a period of at least three months attending a University course unrelated to a specific University qualification.

2.2 Registration

All candidates applying for registration for the PhD, MPhil, DClinPsychol, DPsychotherapy, EdD or EngD in SLI will be registered for the degree of their choice.

Re-registration as a candidate for a particular degree will depend on satisfactory progress and on meeting any conditions specified at the time of admission or subsequently.

University Staff

Members of the University staff and candidates holding a research appointment under the auspices of the University may only be registered for part-time study.

- 2.3 Except in the case of registered special course postgraduate students (see Regs. 2.9 and 2.10), applications for registration as a postgraduate student must be made on a form approved by the University.
- 2.4 All applicants must be graduates of the University of Edinburgh or graduates of another approved University, or must hold academic or professional qualifications, or their equivalent, accepted by the Senatus Academicus as equivalent.
- 2.5 **Conditions of Offer** The College may impose appropriate conditions before agreeing to register an applicant. These conditions may include, amongst others:

(a) study of languages

(b) study in any special field pertinent to the work that will be carried out

- (c) examinations, written, practical or oral
- (d) the preparation of a critical survey of relevant literature
- (e) the extension of the normal minimum period of study, and
- (f) restrictions on authorised leave of absence from Edinburgh (see Regulation 4).

In the case of candidates registered for part-time study, the College will normally impose such conditions as to ensure adequate academic contact between the student and the appropriate University School.

2.6 Conflicting Studies

With the exception of those to whom special permission has been granted by both the College and the relevant committee of Senatus to pursue studies with a view to obtaining a professional qualification, candidates must not, during the period of their registration, take courses or pursue studies in this or in any other institution with a view to obtaining any degree, diploma or professional qualification other than the one for which they are registered in this University.

Candidates who have been registered for a postgraduate degree immediately prior to their proposed period of study at the University of Edinburgh may be admitted on the assumption that all written work for that postgraduate degree will be submitted for examination before the start of Week 0 in the year of entry to the Edinburgh degree. Candidates admitted on this basis who do not provide evidence of such completion by the end of Week 4 of Semester 1 will be formally withdrawn from their studies at the University of Edinburgh.

- 2.7 No candidate may be awarded more than one qualification for the same work.

2.8 Transfers in Candidature

The College may permit the following transfers in candidature from MPhil to PhD or to a postgraduate degree, or from postgraduate diploma or postgraduate degree to MPhil, or from postgraduate diploma or postgraduate degree to PhD. When such permission is granted, the candidate shall, in addition to satisfying the requirements for the degree to which transfer is made, pursue such further course of study as the College may require. Candidates transferring from registration for a postgraduate diploma or postgraduate degree to MPhil or to PhD will be required to remain in Edinburgh for such further period of study as the College deems necessary. Save in exceptional circumstances, this further period of study shall be not less than 12 months for the MPhil and 24 months for the PhD.

- 2.9 Special course postgraduate students are admitted by the School or organisation responsible for running the special course concerned. It is the duty of the Head of School or director of the organisation to notify the appropriate College Postgraduate Studies Committee of the names of those who have been admitted.
- 2.10 The Head of School or director of the organisation concerned will ensure, on behalf of the College, that all special course postgraduate students satisfy Regulations 2.1-2.7 and 3-4.

3. Admission, Matriculation and Payment of Fees

- 3.1 Students must matriculate at the beginning of their period of study and thereafter in September each year of their registration or until graduation and must on the occasion of each matriculation pay the fee due, at the date of payment, for the session concerned. If fees are not paid within one month of the effective date of admission or of the letter of admission, whichever shall be the later, and annually thereafter within one month of the due date, then registration will lapse. It will be restored if payment of a late fee is made within three months of the due date; thereafter it will be restored only with the express consent of the College.
- 3.2 Alteration in the effective date of admission may be made only with the permission of the College.

4. Residence Regulation

Residence In Edinburgh

All candidates, with the exception of candidates registered for the Master of Chinese Studies or

for recognised distance learning programmes, must remain in residence in Edinburgh throughout the period of study prescribed unless authorised leave of absence has been granted. Residence in Edinburgh is taken to mean (a) residence in, or in the immediate environs of, the city, or (b) a candidate's proximity to Edinburgh so as readily to allow face-to-face supervision and study as directed by the supervisor and approved by the College. Leave of absence is not normally permitted in the case of candidates for most postgraduate diplomas and taught masters degrees.

Residence elsewhere

PhD and MPhil candidates, with the written approval of the Head of School, may be absent in order to carry out fieldwork and necessary academic research for periods not exceeding 15 months in total. Such periods of absence may not fall in the first three months of study, and all candidates must be resident in Edinburgh for at least nine months of their prescribed period of study distributed throughout the prescribed period as directed by the candidate's supervisor so that regular and frequent contact is maintained. Authorised leave of absence, for reasons other than carrying out fieldwork, in the first three months of study or for a longer period than 15 months may only be granted, in exceptional circumstances, by the College.

Reduction In Residence Requirements

Part-time PhD and MPhil candidates who are not resident in or near Edinburgh may be registered on the basis that (a) they spend an initial period at the University of not less than three months; (b) they spend a total period of not less than nine months at the University over the period of study; (c) there is a maximum period of nine months between visits to the University for supervision; (d) there is demonstrable evidence of suitable facilities where they are normally resident and/or employed; and (e) there are appropriate reliable means of communication through which the candidate can maintain regular and frequent contact with his/her Edinburgh supervisor(s).

In exceptional circumstances, and when strongly supported by a particular School, the College may reduce the residence requirements for part-time candidates for the PhD degree to a total period of not less than two months, provided:

- (a) it is demonstrated that the subject of study fits particularly well with the research interests of the Edinburgh School and supervisor(s)
- (b) it is clearly demonstrated that a suitable research project has been devised without the need to spend several months residence in Edinburgh
- (c) there is demonstrable evidence of suitable research facilities where the candidate is normally resident and/or employed
- (d) there are appropriate and reliable means of communication through which the candidate can maintain regular and frequent contact with the supervisor(s) in Edinburgh, and
- (e) the candidate already meets any requirements for doctoral training normally required of a PhD candidate in that subject.

Regulations: Degrees by Research

5. PhD and MPhil

5.1 All registered postgraduate students must satisfy the Regulations 2-4.

5.2 Supervision

Each candidate will work under the guidance of at least one University supervisor appointed by the College. The University supervisor must be either (a) a salaried member of the academic staff of the University or (b) a member of staff employed by the University, not being one of the academic staff, who has appropriate expertise in research or (c) an honorary member of staff. The nomination of individuals in categories (b) or (c) to act as University supervisor for a stated period must be specifically approved by the College. In appropriate cases one or more other supervisor(s), who need not be members of the staff of the University, may be appointed by the

College. For the PhD in Fine Art, additional supervision will be provided by Edinburgh College of Art.

Candidates, including those studying on a part-time basis and those registered as continuing students, must report in person to their supervisors as and when required and at least twice in each three month period; candidates who are absent from the University must report to their supervisors in writing.

5.3 Annual Reports

The supervisors report to the College on the work of the candidate each academic year. For full-time students, the University supervisor in consultation with any other supervisor(s) makes a special report to the College not later than 9 months after the date of the candidate's registration. For part-time students, the report is submitted not less than 12 months and not more than 18 months after the initial registration. These reports are used as the basis, amongst other things, for:

- (a) confirming that any conditions of registration (see Regulation 2.5) have been met
- (b) confirming registration as a candidate for one particular degree or transferring registration as a candidate for a (different) degree
- (c) discontinuing registration. When discontinuation is recommended by a supervisor, he/she must obtain the comments of the Head of School, who is responsible for notifying the candidate that discontinuation has been recommended. The candidate is then given an opportunity to submit his/her views to the College before it reaches a decision as to whether or not the candidate's studies should be discontinued.

5.4 The Prescribed Period of Study

The College shall prescribe the duration of each candidate's minimum period of full-time or part-time study at the time of the candidate's admission.

The period of study prescribed for full-time PhD candidates is 36 months.

The period of study prescribed for part-time PhD candidates is 72 months. **Members of the University staff** and candidates holding a research appointment under the auspices of the University may be registered for a minimum period of 36 months part-time. Members of staff of Associated Institutions who can devote the whole of their period of study to research and who have regular and adequate involvement in the work of the University School may also be registered for a minimum period of 36 months part-time.

Reductions to the prescribed period In the case of a specific recommendation in the first-year report (Regulation 5.3), or subsequently, the College may reduce the prescribed period by up to 36 months for part-time PhD candidates. Reductions to the prescribed period are not available to those members of staff who are registered for the minimum period of 36 months.

The period of study prescribed for full-time MPhil candidates is 24 months

The period of study prescribed for part-time MPhil candidates is 48 months. **Members of the University staff** and candidates holding a research appointment under the auspices of the University may be registered for a minimum period of 24 months part-time. Members of staff of Associated Institutions who can devote the whole of their period of study to research and who have regular and adequate involvement in the work of the University School may also be registered for a minimum period of 24 months part-time.

Reductions to the prescribed period In the case of a specific recommendation in the first-year report (Regulation 5.3), or subsequently, the College may reduce the prescribed period by up to 24 months for part-time MPhil candidates. Reductions to the prescribed period are not available to those members of staff who are registered for the minimum period of 24 months.

Transfers from another Institution The research studies of candidates who apply to transfer from another institution in order to study for the PhD or MPhil degree of this University may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at this University shall be not less than 12 months. Candidates whose prescribed period of study has concluded shall thereafter be registered as continuing students during the remainder of their permitted period of study.

- 5.5 **Authorised Interruption of Study** Registration may be interrupted by the College for a specified period, if good cause is shown. The total period of authorised interruption of study for any candidate may not exceed five years. No fees are payable during any full year in which authorised interruption of study has been continuous.
- 5.6 **Submission of Thesis** Candidates must submit their theses within 12 months of the completion of their prescribed period of study (excluding any periods of authorised interruption of study) unless, in exceptional circumstances, an extension is granted by the College.
- 5.7 **Failure to Submit a Thesis** Students who fail to submit a thesis or, in the case of candidates in Fine Art, a thesis and exhibit or, in the case of candidates in Musical Composition, a portfolio of compositions by the deadline specified in the Regulations will be deemed to have withdrawn and will have their registration recorded as lapsed. Prior to lapsing a student the College will write to the student to inform them of the proposed course of action and to invite them to provide any comment on the lapsing of their studies.

Lapsed Registration A student whose registration has lapsed in this way will be entitled to ask the College to reinstate his/her registration at a later date to permit examination of a completed thesis. A decision as to whether or not a candidate should be reinstated will be taken by the College, and factors such as the passage of time and its implications for the topic of study will be taken into account. If, exceptionally, reinstatement is approved, the candidate's thesis will be examined in the normal way, subject to payment of a reinstatement and examination fee.

During the period between lapse of registration as a student and reinstatement, the candidate ceases to be a student and is accordingly not entitled to any supervision or access to University facilities.

- 5.8 The **grounds for award of the degree of PhD by Research** are:

(a) The candidate must have demonstrated by the presentation of a thesis and by performance at an oral examination (unless, due to exceptional circumstances, this is waived) that the candidate is capable of pursuing original research in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way.

(b) The thesis must be an original work making a significant contribution to knowledge in or understanding of the field of study and containing material worthy of publication; show adequate knowledge of the field of study and relevant literature; show the exercise of critical judgement with regard to both the candidate's work and that of other scholars in the same general field; contain material which presents a unified body of work such as could reasonably be achieved on the basis of three years postgraduate study and research; be satisfactory in its literary presentation; give full and adequate references and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

(c) **Length of Thesis** Within the Colleges of Humanities and Social Science and Medicine and Veterinary Medicine, the PhD thesis must not exceed 100,000 words. The thesis for the PhD in Fine Art must not exceed 50,000 words. The thesis for the PhD in Design must not exceed 50,000 words. Within the College of Science and Engineering the PhD thesis must not exceed 70,000 words. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

(d) For the award of PhD in Fine Art, in addition to the above, the candidate will be required to submit an exhibit in accordance with the requirements laid down by the Edinburgh College of Art.

(e) For the award of PhD in Design, in addition to the above, the candidate will be required to submit a body of design work including studies, sketches and maquettes, which should be fully integrated with the text and presented in a coherent and archive-able format.

- 5.9 The **grounds for award of the degree of PhD for Musical Composition in Music** are:

(a) The candidate must have demonstrated by the presentation of a portfolio of compositions and by interview at an oral examination (unless, in exceptional circumstances, this is waived) that the candidate is capable of original composition to a high creative level.

(b) The portfolio of compositions must comprise original work suitable for professional performance and worthy of publication; must show competence in the ancillary technical skills appropriate to the chosen style; must contain material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study; must be satisfactory in its presentation and intelligible to any musician who might have to use it.

- (c) The portfolio of compositions should normally include at least one major and extended work. A shorter submission may be accepted in the case of electronic compositions.
 - (d) The portfolio of compositions should be the result of work done mainly while the candidate is registered for this degree. If a substantial part of the portfolio was completed before registration for the degree, the candidate should indicate this in the declaration (see the Research Degree Assessment Regulations) and identify the part of the portfolio so completed.
- 5.10 The **grounds for award of the degree of MPhil by research** are:
- (a) The candidate must have demonstrated by the presentation of a thesis and by written and/or oral examination that the candidate has acquired an advanced level of knowledge and understanding in the field of study, is capable of relating knowledge of particular topics to the broader field of study involved and of presenting such knowledge in a critical and scholarly way.
 - (b) The thesis must be a significant work comprising a satisfactory record of research undertaken by the candidate, or a satisfactory critical survey of knowledge in the approved field of study; show competence in the appropriate method of research and/or an adequate knowledge of the field of study; exhibit independence of approach or presentation; be satisfactory in literary presentation and include adequate references.
 - (c) Within the Colleges of Humanities and Social Science and Medicine and Veterinary Medicine, the thesis must not exceed 60,000 words. Within the College of Science and Engineering the thesis must not exceed 50,000 words. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic. The thesis for the MPhil in Fine Art must not exceed 30,000 words
 - (d) For the award of MPhil in Fine Art, in addition to the above, the candidate will be required to submit an exhibit in accordance with the requirements laid down by the Edinburgh College of Art.
- 5.11 The **grounds for award of the degree of MPhil for Musical Composition** in the School of Arts, Culture and the Environment are:
- (a) The candidate must have demonstrated by the presentation of a portfolio of compositions and by oral examination that he or she is capable of original composition to a high level.
 - (b) The portfolio of compositions must comprise original work suitable for professional performance; must show competence in the ancillary technical skills appropriate to the chosen style; must be satisfactory and intelligible in its presentation.
 - (c) The portfolio of compositions should include at least one extended work. A shorter submission may be accepted in the case of electronic compositions.

6. PhD (by Research Publications)

- 6.1 Applicants who are graduates of the University of Edinburgh or who are current members of staff of the University of Edinburgh, or of one of the University's Associated Institutions, may, at the discretion of the College, be allowed to apply for the award of the degree of PhD (by Research Publications).
- 6.2 Applicants must be either graduates of the University of Edinburgh of at least five years' standing; or members of staff of the University of Edinburgh or of an Associated Institution of not less than three years' standing.
- 6.3 Applicants should have been active postgraduate researchers in their field of expertise for a minimum of five years before seeking permission to register for this degree, and they should not submit material published more than ten years prior to the date when they are given permission to register for the degree.
- 6.4 Permission to register will not normally be granted to applicants who are in a position to submit for the PhD by dissertation or who already possess a PhD.
- 6.5 Applicants must first apply to the appropriate College to seek approval for their candidature before they can submit their work for formal examination. At the same time as lodging their application, applicants will be expected to submit their published work and a 500-word synopsis outlining the extent, range, quality and coherence of their submission.
- 6.6 When an applicant has notified a College of a desire to register for this degree, it will appoint a suitably qualified member of staff to advise it on whether there is a prima facie case for registration to be approved.
- 6.7 On registration, an adviser will be appointed to advise the candidate on the selection, coherence and quality of the portfolio of research work to be submitted and on the nature of the

accompanying abstract and critical review.

- 6.8 The grounds for the award of PhD (by Research Publications) are
- (a) The submission of a portfolio of published work judged satisfactory by the examiners and a satisfactory performance at an oral examination.
 - (b) The submitted portfolio of published research must add up to a substantial and coherent body of work which would have taken a diligent student the equivalent of three years of full-time study to accomplish, which makes a significant contribution to knowledge in or understanding of the candidate's field of study, and which is of a scholarly standard normally expected of a candidate who submits a PhD dissertation.
 - (c) The portfolio of published work must consist of either one or two books or at least six refereed journal articles or research papers, which are already in the public domain. The total submission, including the critical review (see the Research Degree Assessment Regulations) should not normally exceed 100,000 words.
 - (d) Candidates must either be the sole author of the portfolio of published work or must be able to demonstrate in the critical review of the submitted work that they have made a major contribution to all of the work that has been produced by more than one author.

Regulations: Postgraduate Degrees (involving Coursework and Thesis)

7 Taught Professional Doctorates

- 7.1 All registered candidates must satisfy Regulations 2.1-2.7 and 3-4, and 5.2-5.8
- 7.2 The College will impose such conditions on part-time candidates as to ensure regular and frequent academic contact between the candidate and his or her supervisor.
- 7.3 The University supervisor in consultation with other supervisor(s) must make annual reports in terms of Regulation 5.3.
- 7.4 The grounds for the award of degree are:
 - (a) The candidate must have demonstrated by the presentation of a thesis and by written and/or oral examination that the candidate has acquired an advanced level of knowledge and understanding in the field of study, is capable of relating knowledge of particular topics to the broader field of study involved and of presenting such knowledge in a critical and scholarly way;
 - (b) The thesis must be a significant work comprising a satisfactory record of original research undertaken by the candidate, or a satisfactory critical survey of knowledge in the approved field of study; show competence in the appropriate method of research and/or an adequate knowledge of the field of study; exhibit independence of approach or presentation; be satisfactory in literary presentation and include adequate references.
- 7.5 Additional entrance requirements, curriculum and examination arrangements will be held in relevant Degree Programme Tables and programme handbooks.

Regulations: Postgraduate Masters Degrees

8. **One year full-time Postgraduate Degrees General Regulations MEd, MMus, MSc, MTh, LLM, LLM by Research, MBA by full-time study, MCouns, MSc by Research, MTeach, MTh by Research, MMedSci by Research and MVetSci by Research** (For MBA in International Business see Section C, Regulation 11, for MSc in System Level Integration see Section D, Regulation 16, for Master of Clinical Dentistry see Section E, Regulation 8, for Master of Teaching see Section C, Regulation 14, for Master in Counselling, see Section C, Regulation 17.)

These regulations govern all one-year full-time (and equivalent part-time) postgraduate masters degrees. They may, however, be superseded by certain programme-specific regulations for degrees offered in collaboration with other institutions.

- 8.1 **Part time study** Some postgraduate degree programmes may be pursued by part-time study on either a continuous or intermittent basis. Requirements for progression through individual programmes of study are shown in the relevant Degree Programme Table and/or programme handbook.
- 8.2 **Admission and Registration**
 - 8.2.1 All registered candidates for postgraduate degrees must satisfy Regulations 2.1-2.7 and 3-4.
 - 8.2.2 **Concurrent registration** Where a postgraduate degree, diploma and certificate have common

coursework candidates may initially be registered concurrently for this shared postgraduate degree/diploma/ certificate programme . Candidates who after the common coursework examination are invited to submit the independent work will continue with concurrent registration until the assessment of the independent work. After this assessment the candidates will be registered either for the postgraduate degree or for the postgraduate diploma as appropriate. Candidates who after the common coursework examination proceed to graduate for the postgraduate diploma or who are invited to resit postgraduate diploma examinations will be registered for the postgraduate diploma.

- 8.2.3 **Consecutive Registration** Masters by Research candidates may, on the recommendation of their School and at the point of offer of admission to the University and/or by the point of first matriculation on the Masters by Research, be registered (either full time or part time) for consecutive Masters by Research, followed by PhD, study within the same School. Progress is assessed by the end of semester two of the Masters by Research and, depending on the outcome, the student will be invited to follow one of three routes: (a) submission of a dissertation for the Masters by Research at the end of the first year followed, if successful in the Masters by Research, by registration in the next academic session on the first year of the PhD programme; (b) no submission of a dissertation for the Masters by Research at the end of the first year but transfer of candidature to the PhD such that the next academic session will constitute the second year of the PhD programme; (c) submission of a dissertation for the Masters by Research at the end of the first year and permanent withdrawal.

Candidates following route (a) above, may, subject to exceptional academic performance, with the recommendation of the supervisor and the approval of the appropriate College Postgraduate Studies Committee, submit their PhD thesis up to 12 months before the end date of the PhD prescribed period of study. Any such candidate who is subsequently successful in the PhD examination and who is not in receipt of funding (including tuition fees) for the four years of study (including the Masters by Research year), is eligible for a tuition fee refund equivalent to one twelfth of the annual tuition fee for each whole calendar month between the date of thesis submission and the end date of the PhD prescribed period.

This fee concession cannot be applied retrospectively. Candidates who are not registered for consecutive Masters by Research/PhD study at the point of being made an offer of admission to the University and/or by the point of first matriculation on the Masters by Research, but who register solely for the Masters by Research, will not be eligible for this concession. Such students, if undertaking PhD study following their Masters by Research study, continue to be liable for the full 4 years of tuition fees. Given that candidates must be recommended for consecutive registration by their School, this option may not be available in all Schools.

- 8.2.4 The period of study is 12 months, full-time. This period may not be reduced, and may be extended only in exceptional circumstances. No candidate will be admitted to a postgraduate degree or diploma programme after the date of opening without the express permission of the relevant College Dean acting on the advice of the programme director.

The period of study for degrees studied on a part-time continuous basis should be 36 months. The College may reduce this period by up to 12 months. For those degrees available on a part-time intermittent basis, the maximum period of study is 72 months.

Registration for part-time study will be permitted only to suitably qualified candidates who can show to the satisfaction of the College that they will be able to attend the prescribed courses, and devote adequate time to the necessary study. Registration will date from **14 September** (for 2009) except in the cases of the MBA part-time, where registration will start during late September, and specified MSc or MEd programmes by part-time intermittent study, where registration will date from the start date of the first course. Registration for masters by research programmes which consist primarily of a single dissertation or thesis may commence at any agreed time. No candidate will be admitted to a postgraduate degree, diploma or certificate programme after the date of opening without the express permission of the relevant College Dean acting on the advice of the programme director.

Candidates must work in a School of the University or in an institution in or near Edinburgh specifically approved by the College, unless granted leave of absence in terms of Regulation 4. Candidates following degrees on a part-time basis must be resident in or near Edinburgh (see Regulation 4). Candidates following degrees which are available on a basis which does not require them to be at the University continuously throughout the period of study must be present in the University for the periods specified and according to the periodic basis specified.

- 8.3 **Authorised Leave of Absence, Authorised Interruption of Study or Discontinuation**

Authorised leave of absence is not normally permitted, but may be granted on special application to the College by the candidate's University supervisor (See Regulation 4). Registration may be interrupted by the College, if good cause is shown, for not more than 12 months. No fees are payable during any full year in which authorised interruption of study has been continuous.

On the recommendation of the supervisor and Head of School, and after seeking the views of the candidate, the College may discontinue a candidate's studies.

8.4 Examination

8.4.1 All Masters Degrees

Regulations relating to examination and assessment (including progression and awards) are detailed in the Postgraduate Assessment regulations which are available via:-

<http://www.acaffairs.ed.ac.uk/Regulations/index.htm>

Candidates will be formally examined on the course of study laid down (see relevant Degree Programme Table). An oral examination may be required. Candidates, in addition to being examined on coursework, will be required to submit their independent work for examination by a date to be announced. Submission dates for all assessed work, including the dissertation, will be specified in the relevant programme handbook. Extension will be granted by the College in exceptional circumstances only. The submission of independent work may consist of a dissertation or, alternatively, for the MMus, of compositions or a repertoire of works for performance. (Two typewritten copies of each dissertation must be submitted).

For those degrees studied on a part-time continuous basis, coursework should be completed within 24 months of first registration before progression to the dissertation. Registration may be interrupted by the College, if good cause is shown, for not more than 24 months. No fees are payable during any full year in which authorised interruption of study has been continuous.

The assignment of independent work will take place before 31 March in the year in which it is to be examined, except for those candidates studying on a part-time intermittent basis.

Candidates will pursue their dissertation studies under the direction of University supervisors nominated by the Head of School and appointed by the College. The College may appoint additional supervisors from outwith the University.

Candidates who are required to resubmit any components may exit, if successful, with a postgraduate diploma.

A candidate who fails to reach the standard required for the degree may be permitted, on the recommendation of the examiners, to transfer to antedated candidature for an appropriate postgraduate diploma or certificate, where one exists, in terms of the Regulations for that postgraduate diploma or certificate.

The General Postgraduate Certificate may be attained by students who do not fulfil the requirements for a specific diploma or certificate award but who have attained a minimum of 60 credit points gained from passes in University courses which count towards graduation. At least 40 of the credits attained must be at level 11.

The degrees may be awarded with distinction.

8.4.2 Masters by Research degrees only

In addition to any requirements as detailed in the relevant Degree Programme Table the following grounds for award will apply to all Masters by Research Degrees:-

(a) The certified completion of research training plus other designated projects and/or assignments and/or course work, and the completion of a dissertation. The assessed work, including the dissertation, should be equivalent to but not exceeding 30,000 words. The dissertation, which may comprise the total of the assessed material, or a part only, in which case that part must be worth at least 60 points out of the total 180 points required for the award of the degree. Assessments of the various elements may be made separately or together at the end of the programme.

(b) The completion of any required research training and demonstration by the presentation of work specified above that he/she has acquired an advanced level of knowledge and understanding in the field of study and is capable of undertaking independent research.

(c) The portfolio of projects or dissertation submitted should comprise either a satisfactory record of research undertaken by the candidate, or a satisfactory critical survey of knowledge in

the field of study, or both combined with a satisfactory plan for a more advanced research project; and show competence in the appropriate method of research and an adequate knowledge of the field of study. The work must be satisfactory in its literary presentation and include adequate references.

8.5 Recognition of Prior Learning (RPL) (For specified MBA, MCouns, MSc and MEd programmes (see relevant Degree Programme Table/programme handbook))

The College shall have power to recognise attendance and examinations passed at other universities or institutions of comparable standing recognised for this purpose by the University Court.

All applications for RPL must be supported by evidence that the applicant's prior learning:

- is closely similar in content to the course(s) from which exemption is sought
- is at the same SCQF academic level as the course(s) from which exemption is sought
- is sufficiently recent that the student's knowledge remains active and up to date. Normally the time elapsed since completing the prior learning should not exceed five years.
- has been undertaken at other universities or institutions of comparable standing recognised for this purpose by the University Court.

For programmes owned by the College of Humanities and Social Science, the maximum number of credits for which RPL may be granted is one-third of the amount necessary to complete the programme applied for. Thus students applying for a certificate programme may apply for up to 20 credits' worth of recognition; for a diploma programme, 40 credits; for a master's programme, 60 credits. For programmes owned by the College of Science and Engineering, students applying for a master's programme may apply for up to 40 credits' worth of recognition; no RPL credits will be granted for programmes below master's level. For programmes within the College of Medicine and Veterinary Medicine, a maximum of 60 credits' worth of RPL may be granted.

Applications for RPL must conform to the guidelines above and must be approved by the relevant Programme Director and the convener of the relevant Board of Studies. Written confirmation of this support must accompany the application submitted by the School for approval at College level. College approval will normally be forthcoming on such applications.

9. Postgraduate Diploma and Certificate Regulations

(For Postgraduate Diploma in System Level Integration see Section D, Regulation 16; for the Postgraduate Diploma in Educational Leadership and Management see Section C, Regulation 17)

9.1 These Regulations apply to postgraduate diplomas and certificates in all Colleges. Additional requirements and course descriptions are given in the relevant Degree Programme Table/programme handbook.

9.2 Admission and Registration

Candidates must satisfy the Regulations for registration of postgraduate students, numbers 2.1-2.7 and 3-4.

Where a postgraduate diploma/certificate and a postgraduate degree have common coursework Regulation 8.2 will apply.

With the exception of the Diploma in Legal Practice, the minimum period of study for a diploma is one academic year full-time. No candidate may take longer than two academic years full-time to complete a postgraduate diploma. The period of study for postgraduate diplomas studied on a part-time continuous basis should be three years. The College may reduce this period by up to 12 months. For those postgraduate diplomas available on a part-time intermittent basis, the maximum period of registration is four years.

The minimum period of study for a certificate is one term full-time. Where part-time study is available, the minimum period of study is one academic year. No full-time candidate may take longer than one year, or, in the case of a part-time candidate, three years to complete a certificate. Any exceptions are given in the relevant Degree Programme Table/programme handbook.

9.3 Curriculum Candidates must satisfactorily fulfil the requirements of the curriculum for the postgraduate diploma or certificate as approved by the College.

9.4 Authorised Interruption of Study or Discontinuation On the recommendation of the supervisor

and Head of School, and after seeking the views of the candidate, the College may interrupt or discontinue a candidate's studies.

Examination

Regulations relating to examination and assessment (including progression and awards) are detailed in the Postgraduate Assessment regulations which are available via:-

<http://www.acaffairs.ed.ac.uk/>

Candidates will be examined by written papers on the subjects in the curriculum and may be required to submit a dissertation. Oral and practical examinations may be required.

Candidates must satisfy the assessment requirements of each course. Candidates who fail a course will be permitted one further attempt to pass the assessment of that course within two months of the result being made known.

All postgraduate diplomas may be awarded with distinction with the exception of those in the School of Law.

10. Registration of Postdoctoral Fellows and Postgraduate Workers

10. Registration of Postdoctoral Fellows

1

Postdoctoral Fellows are graduates who already hold the PhD degree, or who have qualifications and experience accepted by the University as equivalent in seniority. Registered candidates and University diploma students are not eligible for registration in this way.

All Postdoctoral Fellows must be registered on the Visitor Registration System (<http://www.visitor-registration.ed.ac.uk/>).

10. Registration of Postgraduate Workers

2

Postgraduate Workers are graduates or holders of approved professional qualifications, who do not hold the PhD degree and do not have qualifications and experience accepted by the University as equivalent in seniority to the PhD degree and are not either registered postgraduate students (see Regulation 2), or members of the University staff. These "workers" are normally in receipt of a stipend from elsewhere and care should be taken to establish whether or not they are receiving supervision at the University and if so, whether or not they should more properly be registered as visiting (non-graduating) students.

All Postdoctoral Fellows must be registered on the Visitor Registration System (<http://www.visitor-registration.ed.ac.uk/>).

2. These Regulations, including Assessment Regulation (2010/2011), shall apply to degrees as set out in appendix 1 of this Resolution.

3. This Resolution shall supersede those parts of all previous Resolutions and Ordinances dealing with postgraduate regulations for degrees set out in appendix 1 and specifically revokes Resolution 45/2009.

4. This Resolution shall come into effect on 1 September 2010.

For and on behalf of the University Court

M D CORNISH

University Secretary

Appendix 1 to Resolution 52/2010

Degrees covered by these Regulations

Research Degrees

Doctor of Philosophy (PhD)
Doctor of Clinical Psychology (DClinPsychol)
Master of Philosophy (MPhil)
MSc by Research
Master of Research (MRes)

College of Humanities and Social Science

Master of Letters (MLitt)
Doctor of Education (EdD)
Doctor of Psychotherapy and Counselling (DPsychotherapy)
MTh by Research
LLM by Research

College of Medicine and Veterinary Medicine

Master of Medical Sciences by Research (MMedSci by Research)
Master of Veterinary Science by Research (MVetSci by Research)

College of Science and Engineering

Doctor of Engineering (EngD) in System Level Integration

Higher Degrees

Doctor of Science (DSc)

College of Humanities and Social Science

Doctor of Divinity (DD)
Doctor of Laws (LLD)
Doctor of Letters (DLitt)
Doctor of Music (DMus)

Higher Professional Degrees

College of Medicine and Veterinary Medicine

Doctor of Medicine (MD)
Doctor of Dental Surgery (DDS)
Doctor of Veterinary Medicine and Surgery (DVM&S)

Postgraduate degrees (by coursework)

Master of Science (MSc)

College of Humanities and Social Science

Master of Architecture (MArch)
Master of Architecture Studies (MArch(Studies))
Master of Business Administration (MBA)
Master of Counselling (MCouns)
Master of Chinese Studies (MCS)
Master of Education (MEd)

Master of Laws (LLM)
Master of Music (MMus)
Master of Social Work (MSW)
Master of Teaching (MTeach)
Master of Theology (MTh)

College of Medicine and Veterinary Medicine

Master of Clinical Dentistry (MClinDent)

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 53/2010

Undergraduate Degree Programme Regulations

At Edinburgh, the XXX day of XXX, Two thousand and ten.

WHEREAS the University Court deems it desirable to produce one comprehensive set of General Undergraduate Degree Regulations, including Assessment Regulations (2010/2011), applicable to all undergraduate qualifications subject to additional specific College regulations;

AND WHEREAS the University Court considers it expedient to promulgate this Resolution to set out these Regulations in full to give effect to the essential elements contained within these Regulations including Assessment Regulations (2010/2011):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraphs 2 and 8 of Part II of Schedule 2 to that Act, hereby resolves:-

1. The General Undergraduate Degree Regulations are hereby set out:

These general regulations apply to all undergraduate qualifications within the University. Students must also refer to the specific College degree programme requirements, to the appropriate Degree Programme Table, and to the approved Undergraduate Assessment Regulations for the current academic session.

* Throughout these regulations, the Head of College is referred to as having the authority to grant permissions, concessions and exemptions. This authority may in practice often be delegated by the Head of College to appropriate nominees in the College or Schools. It is vital that students consult their Director of Studies as to the appropriate point of contact, and do not approach the Head of College in the first instance.

A concession is required wherever a student's programme deviates from the prescribed norms. Minor concessions are indicated in the Regulations and may be approved by the Head of College*. Where a concession is not allowed by these Regulations it must be approved by the College and the relevant committee of Senatus. A concession is the granting of explicit permission by the relevant University authority to permit the deviation of a student's programme of study from the prescribed norm.

Compliance

1. Every student studying for qualifications in the University must comply with these regulations. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the appropriate Head of College*.
2. The courses of instruction in each subject of study shall be as approved by Senatus, on the recommendation of the appropriate Head of College*.
3. Assessment is subject to the provisions of the University's Undergraduate Assessment

Degree Programme Curricula

4. Every student must, unless granted a concession in respect of them, comply with the detailed requirements with regard to the curriculum for the degree as set out in the appropriate Degree Programme Table (where compulsory courses are indicated in bold text), the courses of study, the order in which courses are attended and the assessment for the degree, which have been approved by the Senatus and published in the *University Degree Regulations and Programmes of Study*.
5. Except with the permission of the Head of College* responsible for the course, when selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements shown in the Schedules of Courses. A 'pre-requisite' to Course X is a course, or a category of courses or relevant experience, that must be successfully completed before the student can undertake Course X. A 'co-requisite' course must be undertaken in the same Academic Year as Course X. A 'prohibited combination' exists where the content of two courses overlaps substantially; students may be given credit for only one or other course from a prohibited combination during their programme of study. Students must also comply with any additional requirements specific to their degree programme as set out in the appropriate School Programme Guide. No student will be admitted to a course that is part of their degree programme more than two weeks after the start of the semester in which the course is taught without the permission of the Head of College*.
6. **Courses and Credits**

Each year of study of an undergraduate programme is composed of courses. Each course is a unit of teaching and learning formally offered within the University, and carrying credit expressed as a number of credit points in accordance with the Scottish Credit and Qualification Framework [<http://www.scqf.org.uk/>] (usually 10, 20 or 40 credit points) that may contribute towards a University award (Certificate, Diploma or Degree), such that a normal load for each year of full-time study is a set of courses that total 120 credit points. Credit points are awarded to students who satisfy the assessment criteria for a course. Credit loadings on certain programmes may be in excess of those stipulated above (e.g. MBChB). The Degree Programme Table for each degree programme sets out the credit points required.
7. **Credit Levels**

Each course has a specified credit level. For full-time undergraduate programmes, normally, courses undertaken in years 1 and 2 have a SCQF credit level of 7 or 8; courses undertaken in year 3 have a SCQF credit level of 9 or 10; courses undertaken in year 4 have a SCQF credit level of 9, 10 or 11; and courses undertaken in year 5 have a SCQF credit level of 10 or 11. A minimum number of credit points at each level, within the total required for each year of study, is stipulated for each degree programme. To gain a specific degree award, students must achieve the credit point and levels requirements of the particular programme, as set out in the appropriate Degree Programme Table.
8. **Transitional arrangements**

Where changes are being made to particular programmes of study, details of any transitional arrangements that apply can be found in the appropriate College section and School Programme Guide.
9. **Substitution of equivalent courses within one degree programme curriculum**

The Degree Programme Tables and School Schedules set out the regulations governing each degree programme and course. In a limited number of cases an alternative approved course equivalent in credit value, level and appropriateness of content may be acceptable within degree programmes or as pre-requisites for other courses. These courses may be substituted only with the permission of the Head of College* owning the

degree programme, or his/her nominee.

10. Permissible credit loads and progression

10.1 Students are normally expected to attain passes totalling 120 credit points in each year of study.

10.2 In the pre-Honours years a student may exceptionally take additional courses to a maximum of 160 credit points in total in a year of study, subject to the approval of the Director of Studies.

10.3 In the first Honours year and the final Ordinary/General year a student may, with the permission of the Director of Studies, take courses additional to the normal 120 credit point curriculum at level 7 and/or 8, and/or 9, to a maximum of 160 credit points in total in a year of study. * Note: specific College regulations on courses taken in the Honours years apply in the College of Medicine and Veterinary Medicine and the College of Science and Engineering: see College regulations.

10.4 In years 4 and 5 of an Honours degree a student may take additional courses provided they are not required for the purpose of graduation, subject to the approval of the Director of Studies.

* Note: specific College regulations on courses taken in the Honours years apply in the College of Medicine and Veterinary Medicine and the College of Science and Engineering: see College regulations.

10.5 The Undergraduate Assessment Regulations for the current academic session describe the detailed procedures for progression and final classification of degrees.

Note: Regulations 10.6 – 10.9 do not apply to students taking the MBChB or BVM&S, where the relevant College regulations apply.

10.6 In order to ensure continuation from one year of study to the next without the need for an extension to the total period of study, a full-time student must achieve a minimum of:

- 80 credit points by the end of Year 1
- 200 credit points by the end of Year 2
- 360 credit points by the end of Year 3
- 480 credit points by the end of Year 4

10.7 Where the required credit points have not been attained by the relevant stage, the student will have “failed to make adequate progress” and will be reported to the Head of College* and may be required to suspend studies and to take resit exams or additional courses to make good the deficit. Illness or other extenuating circumstances will receive special consideration.

10.8 Part-time students must attain a minimum of 40 credit points in any two year period, or a minimum of a third of the total credit points for courses taken in any two year period, whichever is greater.

10.9 Credit points awarded for entry with advanced standing will not contribute to adequate progress status.

11. Recognition of prior learning

11.1 The Head of College* shall have power to recognise prior certificated learning and on this basis to admit a student to the second or later years of a programme of study. Such recognition shall be given only where the College is satisfied that the learning to be

recognised provides an adequate basis for the programme or courses within the programme to be undertaken at the University of Edinburgh, as set out in the appropriate Degree Programme Table and Schedule of Courses.

- 11.2 For a student admitted with recognition of prior learning, either (a) credit points will be transferred from prior certificated learning, or (b) 60 points will be credited for each semester of recognition of prior learning awarded, towards the requirement for a University of Edinburgh Degree.
- 11.3 A student admitted with recognition of prior learning will not be allowed to count in a qualifying curriculum any course passed at the University of Edinburgh that has a substantial curriculum overlap with any of the courses passed elsewhere that contributed to the admission with recognition of prior learning.
- 12. **Normal minimum period of study for students transferring from another institution.**
For the award of a University of Edinburgh degree a student must study in Edinburgh for a minimum period of two years or the pro-rata equivalent in the case of part-time study. This regulation does not apply to intercalating medicine and veterinary medicine students.
- 13. Transfer to/from another University of Edinburgh programme
 - 13.1 A student may be allowed to transfer to a different degree programme from another within the University by permission of the Head of the receiving College*.
 - 13.2 Unless granted a concession by the Head of the receiving College* in respect of them, students must comply with the pre-requisite and co-requisite requirements of the new programme shown in the Schedules of Courses. The total credit points required for the award of the degree is that shown in the Degree Programme Table for the new programme.

14. Models for qualifications

- 14.1 The University offers the following types of undergraduate degrees, with the credit points required as listed below. The credit levels required for each programme are specified within the appropriate Degree Programme Table:
 - A. Single Honours in a named subject/discipline (480 credit points)
 - B. Single Honours with a subsidiary subject (480 credit points)
 - C. Combined Honours in two disciplines (480 credit points)
 - D. Group Honours, typically drawing on more than two disciplines (480 credit points)
 - E. Non-Honours degrees, awarded at the end of the third year of study (360 credit points)
 - F. General (360 credit points) and Ordinary (360 credit points)
 - G. Intercalated Honours degrees, see the appropriate Degree Programme Table for credit and level requirements
 - H. Integrated Masters with Honours in a discipline, Integrated Masters with a subsidiary subject Integrated Masters with Combined Honours in two disciplines, Honours in Fine Art (600 credit points)
 - I. MBChB (5-year programme: 720 credits, 6-year programme: 840 credit points)
 - J. BVM&S (600 credit points)
- 14.2 Transitional arrangements are in place for certain degree programmes, or parts thereof, and students should refer to the appropriate College information in the DRPS for further details and to the relevant School Programme Guide(s).

Undergraduate Certificate and Diploma

- 15. The Undergraduate Certificate or Undergraduate Diploma of Higher Education may be attained by students who leave the University without completing a degree programme, where the student meets the requirements of one of these qualifications as set out below.

16. Students for the Undergraduate Certificate of Higher Education must have attained a minimum of 120 credit points gained from passes in courses of this University which count towards graduation.
17. Students for the Undergraduate Diploma of Higher Education must have attained a minimum of 240 credit points. At least 120 credit points must be gained from passes in courses of this University counting towards graduation and at least 80 of the 120 credit points gained from courses passed at this University must be in courses at level 8 or above.

General/Ordinary Degree (Types E and F in Regulation 14 above)

18. Students should refer to the appropriate College information.

MBChB and BVM&S (Types I and J in Regulation 14 above)

19. Students should refer to the College of Medicine and Veterinary Medicine Degree Regulations and Degree Programme Tables for details of the credit points and levels to be attained for these programmes.

Degree with Honours (Types A, B, C, D, G and H in Regulation 14 above)

20. Entry to Honours in any degree programme is by achievement of the requirements stipulated within the Degree Programme Table for that programme.
21. The award of Honours shall be based on the student's performance in assessment in the Honours year(s). For information on the award of Honours see the Undergraduate Assessment Regulations for the current academic session.
22. A student who satisfies the examiners in the Final Honours assessment shall be awarded Honours in one of three grades to be denominated respectively First Class, Second Class and Third Class, of which the Second Class shall be divided into Division I and Division II. The names of the students shall be arranged for publication in each class or division in alphabetic order.
23. A student who has been assessed, classed or failed for Honours may not present him/herself for re-assessment in the same programme, or assessment in a closely related programme as determined by the Head of College. Exceptionally, subsequent attempts to satisfy specific professional requirements may be permitted, see the Undergraduate Assessment Regulations for the current academic session.
24. During a single period of continuous enrolment, a student may be awarded only the qualification with the highest status for which he/she has qualified.
25. **Honours Degree after Graduation with Ordinary/General Degree**
This Regulation applies only to degrees of types E (Non-honours) and F (General and Ordinary).
- 25.1 A candidate who already holds an Ordinary or General degree (Types E & F) may be permitted by the appropriate Head of College* to present him/herself for the degree with Honours, provided that not more than 5 years have elapsed between his/her first graduation and his/her acceptance as a candidate for the subsequent degree with Honours. Such a candidate will normally be required to achieve a further 240 credit points, or credit points as deemed appropriate by the Head of the receiving College*, at

the levels stipulated in the appropriate Degree Programme Table.

- 25.2 In each case the Head of College* shall decide what further courses, if any, the student shall be required to complete before entering Honours and shall determine the period within which the student must complete his/her curriculum and present him/herself for the final Honours assessment. A student is permitted to retain only the award with the highest status for which he/she has qualified.
26. Honours in a further subject/discipline
- 26.1 A student who already holds a University of Edinburgh degree with Honours in one subject may be permitted by the appropriate Head of College* to present him/herself for a degree with Honours in a different subject. Such a student may be considered for accredited prior certificated learning (APCL) up to a maximum of 240 credit points at levels 7 and/or 8 in subjects which he/she has passed as part of his/her first Honours curriculum, provided that not more than 2 years have elapsed between his/her first graduation and his/her acceptance as a student for the degree in a second subject. Acceptance with APCL after a longer period will be at the discretion of the Head of College*.
- 26.2 Such a student will be required to take the full Honours programme in the second subject/s as stipulated in the appropriate Degree Programme Table, involving a normal minimum of a further 240 credit points. Any Honours courses which he/she may have taken in his/her previous studies must be replaced by suitable courses of equivalent weight but significantly different content.
27. **Suspension from an Honours Course**
For information on suspension from an Honours course see the Undergraduate Assessment Regulations for the current academic session.

Duration of Study

28. **Normal length of study period**
A full-time student must normally complete the requirements of the degree programme within the time period laid out in the Degree Programme Table.
- 29
- 29.1. **Normal length of study period (longer study period)**
With the permission of the Head of College*, a student may be permitted to undertake an Ordinary, General or Honours degree programme over a longer period, provided that a minimum of 40 credit points are undertaken in each year of study. The maximum period for completion of an Ordinary or General degree programme is 8 years. The maximum period for completion of an Honours degree programme is 10 years. Certain elements of a degree programme may require full-time attendance, and a student given permission to undertake study over an extended period must comply with any such requirements where specified for a particular degree programme. See also Regulation 30, Authorised Interruption of Study.
- 29.2 A full-time student is not normally allowed to change to part-time status after the end of the first week of Semester 2 in any year of study. A part-time student will be required to accept approved changes within a degree programme as it evolves during this period, or to transfer to another degree programme if the programme of study on which he/she originally enrolled is withdrawn.
- 29.3 Part-time study is not offered for the degrees of MBChB and BVM&S.
- 29.4 With the permission of the Head of College*, a student undertaking an Ordinary, General or Honours degree programme over a longer period may be permitted to transfer to full-

time status. A part-time student is not normally allowed to change to full-time status after the end of the second week of Semester 1.

30. Authorised Interruption of Study

A student may be allowed a period of Authorised Interruption of Study by the Head of College* for good reason and may be re-admitted thereafter to complete the requirements for a degree. A period of Authorised Interruption of Study will not normally exceed one academic year, and the total period of Authorised Interruption of Study, which may be granted throughout the programme of study, will not normally exceed three academic years. A period of Authorised Interruption of Study does not automatically extend the maximum permitted duration of study as stipulated in Regulation 29.1. During Authorised Interruption of Study no fees are due to the University. Credit from any study undertaken at another institution during the period of Authorised Interruption of Study will not be credited to a student's programme of study at the University of Edinburgh. See also Undergraduate Assessment Regulations for the current academic session.

This regulation excludes students registered for the MBChB or BVM&S who may elect to take an intercalated Honours year, or undertake a PhD or other research programme during their period of enrolment.

31. Contact with the University during absence

During any period of absence from the University, it is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements imposed by his/her funding or grant authority are met. Current students must check their University email account regularly for communications from the University.

32. Vacation study

Students on certain degree programmes may be required to undertake special reading or other work during the vacations. Students are referred to the appropriate College regulations /Degree Programme Table and School Programme Guide(s) for more information.

33. Authorised Leave of Absence for Study Elsewhere

Students attending another institution for not more than one academic year on a recognised exchange scheme or other approved programme of study require the approval of the relevant Head of College*. Students must obtain the approval of their School/s to ensure that they will satisfy any requirements relating to prerequisite courses for entry to the following year of study. Students seeking entry to a profession such as Law must satisfy the requirements of the appropriate professional body.

Assessment

34. Assessment Regulations

The University's Undergraduate Assessment Regulations for the current academic session provide the regulatory context for assessment of undergraduate students.

35. Common Marking Scheme

For information on the University's Common Marking Scheme see the Undergraduate Assessment Regulations for the current academic session.

36. Failure to complete degree assessment

For information on failure to complete degree assessment see the Undergraduate Assessment Regulations for the current academic session.

37. Withdrawal and exclusion from study

The procedures covering all forms of withdrawal and exclusion from the University for

academic reasons, together with procedures for appeal and for re-admission where this is allowed, should be consulted. These can be found on the University's website and should be read in conjunction with the University's Assessment Regulations for the current academic session.

2. These Regulations, including Assessment Regulations (2010/2011), shall apply to degrees as set out in appendix 1 of this Resolution.
3. This Resolution shall supersede those parts of all previous Resolutions and Ordinances dealing with undergraduate regulations and assessment regulations for degrees set out in appendix 1 and specifically revokes Resolution 46/2009.
4. This Resolution shall come into effect on 1 September 2010.

For and on behalf of the University Court

M D CORNISH

University Secretary

Appendix 1 to Resolution 53/2010

Degrees covered by these Regulations

College of Humanities and Social Science

General Degree of Master of Arts
General Degree of Master of Arts with Honours
Degrees of Master of Arts with Honours
Bachelor of Arts in Humanities and Social Science
Bachelor of Music
Bachelor of Music with Honours
Bachelor of Music Technology
Bachelor of Music Technology Honours
Bachelor of Science (Social Science)
Bachelor of Arts (Architecture)
Bachelor of Arts (Health Studies)
Bachelor of Arts (Health Studies) with Honours
Bachelor of Nursing with Honours
Bachelor of Science (Nursing) General
Bachelor of Science (Nursing) with Honours
Bachelor of Science (Social Work)
Bachelor of Science (Social Work) with Honours
Master of Arts (Architecture) with Honours
Master of Arts (Architecture in Creative and Cultural Environments) with Honours
Master of Architecture (Design)
Master of Architecture (Digital Media)
Master of Architecture (Digital Media Studies)
Master of Architecture (Studies)
Bachelor of Divinity
Bachelor of Divinity (Honours)
Bachelor of Arts (Divinity)
Master of Arts (Divinity) with Honours
Bachelor of Arts Religious Studies
Master of Arts Religious Studies with Honours
Bachelor of Arts (Community Education)
Bachelor of Arts (Community Education) with Honours
Bachelor of Arts (Education Studies)
Bachelor of Arts (Childhood Practice)
Bachelor of Arts (Childhood Studies)
Bachelor of Education (Design and Technology) with Honours
Bachelor of Education (Physical Education) with Honours
Bachelor of Education (Primary Education) with Honours
Bachelor of Education (Teaching English to Speakers with Other Languages) with Honours
Bachelor of Science (Applied Sport Science)
Bachelor of Science (Applied Sport Science) with Honours
Bachelor of Science (Environmental Archaeology) with Honours
Bachelor of Science (Sport and Recreation Management)
Bachelor of Science (Sport and Recreation Management) with Honours
Bachelor of Science (Psychology)

Bachelor of Laws
Bachelor of Laws with Honours
Bachelor of Medical Sciences with Honours

College of Science and Engineering

Bachelor of Science: General Degree, Ordinary degree in a designated discipline and Honours degree
Bachelor of Engineering with Honours
Degrees of Master of Arts with Honours
Master of Chemistry with Honours
Master of Chemical Physics with Honours
Master of Earth Science with Honours
Master of Engineering with Honours
Master of Mathematics with Honours
Master of Physics with Honours
Master of Informatics with Honours
Bachelor of Medical Sciences with Honours

College of Medicine and Veterinary Medicine

Bachelor of Medicine and Bachelor of Surgery
Bachelor of Veterinary Medicine and Surgery
Bachelor of Science (Medical Sciences)
Bachelor of Science (Medical Sciences) with Honours
Bachelor of Science (Veterinary Science)
Bachelor of Science (Veterinary Science) with Honours
Bachelor of Medical Sciences
Bachelor of Medical Sciences with Honours

The University of Edinburgh

The University Court

24 May 2010

Appointment of Sub-Committee for Lady Hartwell Fund

During or before 1989 the Lady Hartwell fund gifted the University an endowment to use for research into the causes, effects and treatment of breast cancer. The fund currently has a capital value of £222,937.

In accordance with the terms of the endowment, the fund shall be administered by a sub-committee appointed by Court and will comprise the Regius Professor of Clinical Surgery, the Dean of the Faculty of Medicine and such other one or more members as Court may consider appropriate. Court will also nominate the Chairman of the sub-committee from amongst the members.

This paper recommends that Court ratifies the following members to the sub-committee:

1. Professor O James Garden, Regius Professor of Clinical Surgery
2. Professor Sir John Savill, Head of the College of Medicine and Veterinary Medicine
3. Professor James Barbour, Chief Executive NHS Lothian and member of Court, in view of NHS Lothian and College collaboration for the Clinical Cancer Innovation Centre.

This paper also recommends that Court nominates Professor Sir John Savill as Chairman of the sub-committee.

In accordance with the terms, the capital and future income of the Fund will be utilised or expended at the discretion of the sub-committee for the benefit and use of the Department of Surgery (Royal Infirmary of Edinburgh) of the Faculty of Medicine for research into the causes, effects and treatment of cancer of the breast with particular regards to the quality of life achieved.

Court is invited to approve the membership and chairmanship of this Sub-Committee.

Ivor McArdle
College Accountant
8 April 2010

The University of Edinburgh

The University Court

24 May 2010

Contract for Water Services

The contracts are for the provision of water and waste water services to the University for a period of 3 years starting 1 April 2010 require formal Court approval as the value of the contracts is circa £1.5M per annum. APUC tendered for these services on behalf of the HE/FE sector in Scotland and the successful supplier for the sector is Business stream.

The main benefits for the University are the discounts being offered by Business stream depending on the payment and billing methods chosen by each institution; starting with a 2.55% discount on all non large user sites and 2.05% for all large user sites and equates to a saving of approximately £35k per annum.

The University has agreed that as from 1 July 2010 it will pay annually in advance for water and waste water which will increase the discounts offer to 5.05%. This equates to a saving of approximately £75k per annum.

The Court is asked to formally approve this expenditure to allow the contracts to be signed and returned to Business stream by 31 May 2010.

Angus Currie
Director of Estates and Buildings
11 May 2010

The University of Edinburgh

University Court

24 May 2010

Donations and Legacies to be notified

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

A Report on legacies and donations received by the University of Edinburgh Development Trust from 1 February 2010 to 30 April 2010.

Action requested

For Information

Resource implications

None

Risk Assessment

n/a

Originator of the paper

Mrs Liesl Elder
Director of Development

Freedom of information

Can this paper be included in open business?

No, its disclosure would substantially prejudice the effective conduct of public affairs.

The University of Edinburgh

The University Court

24 May 2010

**Investment Committee
Purchase of student accommodation for the Endowment Fund**

Introduction

At its meeting on the 9 March 2010 the Investment Committee ask the Director of Finance to seek out privately owned student accommodation that is used by Edinburgh students as a potential purchase for the endowment fund. The Investment Committee has been looking to invest 10% of the endowment fund in property and is attracted to student accommodation because of its high yield, inflation-linked annual rent increases and the covenant of the University as a leaseholder.

52-58 Nicolson Street

In 2009 the University took out a 20-year lease on the 1st and 2nd Floors of 52-58 Nicolson Street. This comprises of 76 rooms / studios that are currently being created by the developers for September 2010 completion. The property is co-located with the existing University owned property. This property is now for sale. Investment Committee have received a valuation on the building and following a teleconference of the Committee, they believe that it is a suitable investment for the endowment fund. It has an initial yield of just over 6% and an annual uplift in the rent payable by the University linked to RPI with a 3% collar and 5% cap. The Committee is clear that it is proposing to buy this property because the University is the leaseholder, so it is not a fully arms-length investment.

An initial offer of £7.6 million has been made subject to survey and full legal due diligence.

Terms of Reference of Investment Committee

The Investment Committee is concerned that its role as detailed in the current terms of reference is to 'manage the managers'. By directly investing in property, it is working outside its terms of reference. For this reason the Committee is asking Court to confirm that they are content with the proposed purchase, and amend the terms of reference so that the Committee has the power to directly invest in property. The revised terms of reference are attached as appendix I.

Recommendation

Court is asked to agree to:

- i) the Investment Committee recommendation that the endowment fund should offer to purchase 52-58 Nicolson Street and
- ii) the change made to the terms of reference of the Investment Committee to allow it to directly invest in property up to 10% of the total value of the endowment fund.

Jon Gorringe
Director of Finance
19 May 2010

University of Edinburgh

INVESTMENT COMMITTEE

TERMS OF REFERENCE

1. Purpose

To consider the corporate governance and other related implications of the University's investments, in particular to consider strategic formulation and risk containment and to review and monitor both long and short term investments.

2. Composition

2.1 The Committee shall consist of not more than seven members.

2.2 The Principal and the Convener of the Finance and General Purposes Committee shall be ex officio members of the Committee.

2.3 The remaining members of the Committee shall consist of external members with particular expertise in finance and investment matters.

2.4 Court shall appoint members of the Investment Committee on the recommendation of the Nominations Committee.

2.5 The Nominations Committee shall consult with the Chairman of the Committee, with ex officio members and with the Director of Finance on suitable external members.

2.6 The term of office of external members shall normally be for a maximum of three years unless otherwise determined by Court.

2.7 External members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.8 Court on the recommendation of the Nominations Committee shall appoint the Chairman of the Committee who shall be an external member.

2.9 All members of the Investment Committee are expected to comply with the University's Code of Conduct as set out in the University's Handbook and declare any interests which may conflict with their responsibilities as members of the Investment Committee.

2.10 Senior Officers of the University may be in attendance at the Committee, in particular the Director of Finance shall have a right of attendance at all meetings.

3. Meetings

3.1 The Committee shall meet as required to fulfil its remit and will meet at least twice in each academic session.

3.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five days in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the case of urgency and with the agreement of the Chairman will papers be tabled at meetings of the Committee.

3.3 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Chairman of the meeting and with the consent of the majority of members present.

3.4 Minutes, agendas and papers will also be circulated to those in attendance at meetings at least four days in advance of the meeting unless the originator of the paper otherwise determines. Any other person in attendance at the meeting will be issued with papers appropriate to their reason for attendance.

3.5 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.6 Three members of the Committee shall be a quorum. This number must include the Principal or the Convener of the Finance and General Purposes and two external members. In the absence of the Chairman the majority of members present may appoint one of the external members to act as Chairman for the duration of the Committee.

3.7 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Chairman of the Committee prior to circulation and in the case of the absence of the Chairman at a meeting the Committee member appointed to act as Chairman for the duration of that specific meeting.

4. Remit

4.1 To propose and agree with the Court, investment objectives and to recommend through the Finance and General Purposes Committee an investment strategy appropriate to meet these objectives.

4.2 To keep under review the investment strategy.

4.3 To appoint investment managers, agree their remuneration and to monitor their performance against agreed benchmarks.

4.4 To monitor the performance of the Finance Department Treasury function against an agreed benchmark.

4.5 To directly invest in property up to 10% of the total value of the endowment fund.

4.6 To follow guidance from the Court to implement any restrictions on investments required on ethical or socially responsible grounds.

4.7 To ensure all funds held in trust by the University of Edinburgh Endowment Fund are operated within the relevant legislation and the specific terms of each trust.

4.8 To inform the Finance and General Purposes Committee of the future income projections from endowment investments.

5. Other

5.1 The Committee will undertake from time to time a review of its own performance and effectiveness as part of the overall review of Court and its Committees and report thereon to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 Reports on the main points discussed at each meeting will be provided to the subsequent meeting of the Finance and General Purposes Committee and thereon reported to Court.

5.4 The membership of the Committee will be published on the University's internet in accordance with the University's agreed publication scheme.

5.5 An Annual Report will be prepared and submitted to Court through the Finance and General Purposes Committee.