THE UNIVERSITY OF EDINBURGH

BUSINESS FOR MEETING OF THE UNIVERSITY COURT
to be held in the Reception Room, McEwan Hall
on Monday 16 May 2011 at 2.00 p.m.

A buffet lunch will be available in the Reception Room, McEwan Hall
from 1.00 p.m.

This meeting of Court will be preceded by a presentation by Vice-Principal Professor Hounsell on 'Improving our performance in the National Student Survey'

A   FORMAL BUSINESS

1.	Minute of the meeting held on 21 February 2011	**A1**
2.	Notes of meeting held on 21 March 2011 and of electronic meetings concluded on 18 March, 1 April and 18 April 2011	**A2**
3.	Court Seminar – 21 March 2011	**A3**

B   PRINCIPAL'S BUSINESS

1.	Principal's Communications	**B1**
2.	Vice-Principals and Assistant Principals	**B2**
3.	Head of the College of Science and Engineering	**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.	The Edinburgh College of Art	**C2**
3.	Corporate HR Restructuring	**C3**
4.	Report from Estates Committee	**C4**
5.	Report from Nominations Committee	**C5**
6.	Report from Audit Committee	**C6**
7.	Report from Committee on University Benefactors	**C7**

D   ITEMS FOR FORMAL APPROVAL OR NOTE

1.	Draft Resolutions	**D1**
2.	Ordinance for the Regulation of Foundations, Mortifications, Gifts, Endowments and Bursaries, Use of Surplus Revenue and Alteration of Endowments	**D2**
3.	Library Committee: Terms of Reference	**D3**
4.	Court meetings 2011/2012	**D4**
5.	Donations and Legacies	**D5**
6.	Use of the Seal	

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the University Court of the University of Edinburgh held in the Raeburn Room, Old College on Monday 21 February 2011.*

Present:	The Rector (in chair)
	The Principal
	Mr D A Connell
	Professor A M Smyth
	Mrs M Tait
	Professor J Ansell
	Professor D Finnegan
	Professor L Yellowlees
	Dr J Markland, Vice-Convener
	Professor J Barbour
	Professor S Monro
	Mr M Murray
	Mr D Brook
	Ms L Rawlings, President Students' Representative Council
In attendance:	Ms S Beattie-Smith, Rector's Assessor
	Vice-Principal Professor N Brown
	Vice-Principal Professor J Haywood
	Vice-Principal Professor A McMahon
	Vice-Principal Professor D Miell
	Vice-Principal Professor Sir John Savill
	Dr K Waldron, University Secretary
	Mr N Paul, Director of Corporate Services
	Dr I Conn, Director of Communications and Marketing
	Dr A Cornish, Deputy University Secretary and Director of Planning
	Mr A Currie, Director of Estates and Buildings
	Mr J Gorringe, Director of Finance
	Ms S Gupta, Director of Human Resources
	Ms E Fraser, Deputy Director of Human Resources
	Ms F Boyd, Principal's Policy and Executive Officer
	Dr K J Novosel, Head of Court Services
Apologies:	The Rt Hon G Grubb, Lord Provost of the City of Edinburgh
	Dr M Aliotta
	Mr P Budd
	Ms A Richards
	Ms G Stewart
	Mr D Workman
	Ms S Wise, Vice-President Students' Representative Council

The Court received a presentation from Assistant Principal Dr Sue Rigby on the Higher Education Achievement Report (HEAR).

A FORMAL BUSINESS

1 **MINUTE OF THE MEETING HELD ON 20 DECEMBER 2010**   **Paper A1**

The Minute of the meeting held on 20 December 2010 was approved as a correct record.

2 **NOTE OF THE ELECTRONIC MEETING CONCLUDED ON 5 JANUARY 2011**   **Paper A2**

The note of the electronic meeting concluded on 5 January 2011 was approved as a correct record.

3   GENERAL COUNCIL ASSESSORS   **Paper A3**

Court welcomed the re-appointment of Professor Ann Smyth to the position of General Council Assessor for a further term of office until 31 July 2015 and offered its congratulations to Mr Alan Johnston on his appointment as General Council Assessor with effect from 1 August 2011 until 31 July 2015.

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 successful visit to India, the launch of the University's India Office and the appointment of a very capable Head of India Liaison Office; the response to the Scottish Government's Green paper on higher education; consultation on immigration; the on-going achievements of the Carlyle Circle which now had more than 1,000 members; Professor Lesley Yellowlees' election as President of the Royal Society of Chemistry with effect from July 2012; and the successful Half–Yearly meeting of the General Council held on 12 February 2011.

2   VICE-PRINCIPAL DESIGNATIONS   **Paper B2**

On the recommendation of the Principal, Court approved the following:

Vice-Principal Professor Nigel Brown to be appointed Vice-Principal with responsibility for Planning, Resources and Research Policy for a period of up to two years with effect from 1 August 2011: Professor Brown's current position as Head of the College of Science and Engineering to be advertised internally on the basis of a one, two or three year appointment with a start date of 1 August 2011.

Vice-Principal Professor Nigel Brown to be designated Senior Vice-Principal for an initial period of one year from a date to be mutually agreed.

Vice-Principal Professor Mary Bownes to work with Vice-Principal Mr Young Dawkins during a six month transitional period up to the 31 July 2011 and thereafter from the 1 August 2011 responsibility for Development to be added to Professor Bownes' current Vice-Principal portfolio.

Court further noted that following Vice-Principal Professor Ian Howard's announcement to retire from the Edinburgh College of Art with effect from 31 July 2011, a planning process had commenced to identify a new Head: this would be a joint recruitment process between the University and the Edinburgh College of Art.

C SUBSTANTIVE ITEMS

1   REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Dr Markland presented the papers previously circulated.

Report from Central Management meeting of 26 January 2011   **Paper C1.1**

Court noted the report, welcoming the information on research funding support and strategy for the University and the work of the Staff Committee particularly the importance of continuing to take forward leadership development provision.

Paper C1.2

Court noted the report, particularly the information on the actions being taken to enhance student feedback and confirmation of the satisfactory position of the subsidiary companies. The University's financial position after five months and the quarter 1 forecast were also commended by Court.

**2   UNIVERSITY'S DRAFT RESPONSE TO THE SCOTTISH GOVERNMENT'S   Paper C2
       GREEN PAPER**

Court noted and approved the proposed University response to the wide ranging Scottish Government Green paper on higher education and was content that the University's response focussed on chapter 6 of the Green paper which covered funding. It was anticipated that there would be further opportunities to comment on other areas within the Green paper. There was discussion on a range of matters arising including differential fee levels, the position with non-UK EU students, student support, graded contributions based on financial benefits attained and length of degree programmes and initial entry levels. Court further endorsed the tabled Universities Scotland's summary response to the Green paper.

3   THE EDINBURGH COLLEGE OF ART   **Paper C3**

The current position in respect of the proposed merger with the Edinburgh College of Art was noted and that the Scottish Statutory Instrument (SSI) had now been laid before the Scottish Parliament: the SSI would give effect to the merger following the Cabinet Secretary's support for the proposal. Court further noted the excellent work being taken forward in partnership by the two organisations while a final decision was awaited including events and communication announcements for various stakeholders and the identification of synergy and income generation/expansion opportunities.

4   CORPORATE HR RESTRUCTURING   **Paper C4**

At its meeting on 20 December 2010, Court had approved proposals to restructure corporate HR and it was now content to accept and approve the recommendation of the Central Management Group on the requirement to establish a Redundancy Committee in terms of the University's current employment procedures. A number of successful actions had been taken and four out of the six potential redundancies had been avoided to date; efforts would continue to be undertaken including redeployment and retraining opportunities to identify alternative solutions to redundancy for the two remaining cases.

5   REVIEW OF EFFECTIVENESS – COURT COMMITTEES   **Paper C5**

Court noted and welcomed the outcome of reviews undertaken to date by Court Committees. As a result of timing issues it had not been possible for all Court Committees to complete the review process and further reports would be presented to Court in due course.

6   REPORT FROM NOMINATIONS COMMITTEE   **Paper C6**

On the recommendations of the Nominations Committee the following appointments were approved:

Court
Dr Chris Masters and Mrs Elaine Noad to be appointed co-opted members of Court with effect from 1 September 2011 for three years.

Mr David Bentley, Dr Robert Black and Mr Les Matheson to be appointed co-opted members of Court with effect from 1 September 2012 for three years.

Audit Committee
Ms Anne Richards to be appointed Convener with effect from 1 September 2011 until 31 August 2013.

Mr Alan Trotter to be appointed with immediate effect until 31 December 2013.

Staff Committee
Mr Alan Gibson and Mr Alex Killick to be appointed with effect from 1 September 2011 until 31 August 2014.

Committee on University Benefactors
The Rt Hon Lord Provost George Grubb to be appointed with immediate effect until May 2012.

Nominations Committee
Professor Stuart Monro to be appointed with immediate effect.

The University Development Trust
Mr Richard Davidson to be appointed a member of The University Development Trust with effect from 1 June 2011 until 31 May 2014.

Court noted that the recruitment of external members of Court, Audit Committee and Staff Committee by means of an advertisement process had been very effective.

7	**REPORT FROM ESTATES COMMITTEE**	**Paper C7**

The continuing progress in taking forward the agreed capital programme was noted and Court approved the various recommendations as set out in the coversheet including the revised terms of reference of the Estates Committee and approval of the main works contracts for the KB Library and Learning Resource Centre and the Main Library. It was further noted that the level of allowance on the action in respect of the Cramond Campus disposal had been increased to cover anticipated risk: the view on the strength of the University's position remained unchanged.

8	**DRAFT ORDINANCE FOR THE ELECTION OF CHANCELLOR AND GENERAL COUNCIL ASSESSORS**	**Paper C8**

Court approved the commencement of the formal eight week consultation on the Draft Ordinance for the Election of Chancellor and General Council Assessors which had been prepared in accordance with the wishes of the General Council to allow electronic voting and improve the ability of the General Council to act expediently to develop election processes.

9	**ORDINANCE FOR THE REGULATION OF FOUNDATIONS, MORTIFICATIONS, GIFTS, ENDOWMENTS AND BURSARIES, USE OF SURPLUS REVENUE AND ALTERATION OF ENDOWMENTS**	**Paper C9**

Court noted the outcome of the consultation process on the Ordinance for the Regulation of Foundations, Mortifications, Gifts, Endowments and Bursaries, Use of Surplus Revenue and Alteration of Endowments and approved the promulgation of the revised Ordinance to the Privy Council for formal approval.

D ITEMS FOR FORMAL APPROVAL OR NOTE

1	**ACADEMIC REPORT**	**Paper D1**

Court noted the Senate report and the information on the very productive discussion at last meeting of Senate on academics for the 21st Century.

2	**RESOLUTIONS**	**Paper D2**

Court approved the following Resolutions:

> Resolution No. 1/2011: Foundation of a Chair of Adult Respiratory Medicine
> Resolution No. 2/2011: Foundation of a Personal Chair of Biological Physics
> Resolution No. 3/2011: Foundation of a Personal Chair of Mathematics of Information

Vice-Principal Professor Sir John Savill took no part in discussion on the item below.

3	**CONFLICT OF INTEREST MANAGEMENT PLAN**	**Paper D3**

The plan to manage the potential conflict of interest between Vice-Principal Professor Sir John Savill's role as Head of the College of Medicine and Veterinary Medicine and Chief Executive of the Medical Research Council was approved and welcomed by Court.

4	**EXPEDITIONS COMMITTEE'S REPORT**	**Paper D4**

Court noted and approved the report on expeditions undertaken during 2010.

5	**INDIA LIAISON OFFICE BANK ACCOUNT**	**Paper D5**

Court approved the opening of a second account of the University of Edinburgh – India Liaison Office with the HDFC Bank Limited to be operated by the Director of the International Office and Mr S Sheth in accordance with the specific conditions on the mode of operation as set out in the paper.

6	**CLYDESDALE BANK ACCOUNT**	**Paper D6**

Court approved the opening of a bank account with the Clydesdale Bank and authorised the Director of Finance, Deputy Director of Finance and the Assistant Director of Finance to take forward the necessary actions to implement this decision on behalf of Court.

7	**DONATIONS AND LEGACIES**	**Paper D7**

Court was pleased to note the donations and legacies to be notified received by the University of Edinburgh, Development Trust between 1 December 2010 and 31 January 2011.

8	**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

21 March 2011

Court, prior to its Seminar on 21 March 2011, considered a tabled paper setting out details on the purchase of a prototype BlueGene Computer by the School of Physics and Astronomy.

The University of Edinburgh

The University Court

Note of Electronic Meeting concluded on 18 March 2011

Court had previously approved the establishment of a Redundancy Committee in respect of the implications of Corporate HR restructuring. Court considered and approved the proposed membership of the Committee as follows:

Convener: Assistant Principal Professor Martin Siegert
Court Representatives: Professor Stuart Monro and Mr Douglas Connell
Senate Representatives; Ms Shelagh Green (SASG) and Mr Jim Aitken (CSG)

Mr Simon Marsden (IS) had originally been proposed as one of the Senate representatives but he had had to withdraw and Court was subsequently informed that Mr Aitken was proposed as the second Senate representative on this Committee by email on 17 March 2011.

Court further noted that as there was a potential conflict of interest a representative from the University's employment law advisers would be attending the meeting of this Redundancy Committee to provide HR advice.

The University of Edinburgh

The University Court

Note of Electronic Meeting concluded on 1 April 2011

Court at its meeting on 20 December 2010 had approved, in principle, a set of policies which had been developed by the Combined Joint Consultation and Negotiation Committee (CJCNC) covering; discipline, grievance, capability, absence management, redundancy avoidance and the associated appeals processes. This was as a result of approval of Ordinance 208 which revoked the Commissioners' Ordinance and allowed the University to determine employment practice for academic staff previously covered by the Commissioners' Ordinance. Following further negotiations, Court noted that the CJCNC had now signed off these policies and Court was content that these policies should be approved with immediate effect. Court further noted the minor changes to the policies from those previously reviewed.

At its meeting on the 20 December 2010 Court had also approved the appointment of a Tribunal in accordance with the HR employment policies then in place to consider disciplinary matters regarding an academic member of staff. Court noted that Vice-Principal Professor Bownes who had been appointed to act as Convener of the Tribunal Panel had now

declared a conflict of interest and Court approved the appointment of Vice-Principal Professor Waterhouse as Convener of the Panel in her place.

The University of Edinburgh

The University Court

Note of Electronic Meeting concluded on 18 April 2011

Court considered, by correspondence, a paper on Summerhall and by 18 April 2011 it reaffirmed the disposal of Summerhall and the reinvestment of proceeds in line with the Estate Strategies (2005 – 2015) and (2010 – 2020) and approved the disposal of Summerhall.

The University of Edinburgh

The University Court

16 May 2011

Principal's Report

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

International

Indian Council for Cultural Relations

Professor Suresh K Goel, Director General, Indian Council for Cultural Relations (ICCR) visited Edinburgh on 16 April 2011. The visit, hosted by the Principal, enabled Professor Goel to view the University's Sanskrit collection and discuss the potential for substantive cooperation between ICCR and the University which is likely to take the form of an ICCR Chair in Contemporary Indian Studies. The Director General will return on 16 May accompanied by the President of ICCR, Dr Karan Singh, who will deliver a lecture entitled "Four Pillars of Learning".

Global Health Symposium:
Tackling the Global Epidemic of Non-Communicable Disease

On 31 March 2011 the Global Health Academy held a symposium to explore the ways in which Scotland can contribute to the global battle to tackle the causes of diseases such as obesity, alcohol and tobacco use, poor diets, physical inactivity and social deprivation.

New International Scholarships

The College of Medicine and Veterinary Medicine launched the **Charles Darwin Postgraduate Research Scholarships**. Up to 50 scholarships will be awarded to students beginning their studies in September 2011.

The High Commissioner for Tanzania visited Edinburgh in March 2011 and it was agreed that a third **Julius Nyerere Master's scholarship** will be sponsored. This opportunity will be used to create a strategic focus for Edinburgh-Tanzania collaboration.

Following the devastating earthquake and tsunami which struck the east coast of Japan in March 2011, six **Edinburgh Global Japan Earthquake 2011 Masters Scholarships** were announced for students from the Tohoku, Northern Kanto, and Hokkaido regions undertaking a postgraduate Master's degree programme.

Visits

During February to April 2011 there have been several high profile visits to the University:

- Fifty students from the Iranian Students' Council
- Dr Ion Jinga, Romanian Ambassador
- His Excellency Abdulrahman Ghanem Almutaiwee, UAE Ambassador in London
- Suresh K Goel, Director General, Indian Council for Cultural Relations (ICCR)
- Gintaras Steponavicius, Lithuanian Minister for Education and Science
- Dr Abe and Prof Asahi, Waseda University, Japan

- Nanjing University of Aeronautics and Astronautics
- Consul General Sergey Krutikov and Russian Parliament delegation including Mr Sergey Mironov, Chairman of the Council of Federation of the Federal Assembly of the Russian Federation
- Professor Alexander Boronin, President, Pushchino State University, Russia
- Phillipe Lane, French Embassy attaché
- 60 US Marshall Scholars, who study at institutions all over the UK, came to Edinburgh for a three-day visit in April
- Delegation from Xiamen University led by Vice-President Prof. LI Jianfa, to discuss collaboration between the business schools of the University of Edinburgh and Xiamen
- The Consul General of France, to discuss the possibility of relocating the French Institute & Consulate to a University building

Recent International Travel

In early April I was in China to attend and speak at the celebrations marking the 90th Anniversary of the University of Xiamen.

I have also spoken at a number of Conferences including:
- University of Porto: Conference of the Centenary in March on the International Impact of the University of Edinburgh.
- European Universities Association Conference in Aarhus in mid April speaking on how modern universities successfully remain research focussed while also meeting the needs of students.
- Higher Education Summit in Brisbane at the end of April and delivered a talk on the impact technology is having on the global education market place.

All three presentations have had valuable media coverage.

UK

Immigration

Lobbying continues on this key issue which has been further heightened by UKBA plans to introduce English Language Requirements for international students. This is likely to have a serious impact on the admissions cycle as Universities have an obligation to check that language standards have been met despite having already made offers to students for the intake this year.

Scotland

Scottish Elections

Following the resounding victory of the SNP in the Scottish Elections earlier this month I feel we are likely to benefit from some continuity in relationships. To remind Court the SNP gave a strong commitment to fund "any" funding gap (although the party repeatedly used the figure of £93 million to describe the size of the funding gap). Notably, the SNP also made a clear commitment to maintain the number of student places for the duration of the next Parliament. It is anticipated that the new government will move ahead relatively quickly on a number of issues including introducing fees for the rest of UK students.

A number of well established MSPs have lost their seats including the Education spokespeople Des McNulty, Scottish Labour and Margaret Smith, Liberal Democrats. There is no doubt that the political landscape in Scotland has significantly changed with the new majority government.

New Chancellor Elected

Court is of course aware that we are delighted that HRH The Princess Royal has been elected as Chancellor of the University with effect from 31 March 2011. She will be the University's eighth Chancellor in the 150 year history of the position and succeeds HRH The Prince Philip, Duke of Edinburgh.

National Student Survey (NSS) 2011

The increasingly important National Student Survey closed at the end of April with the University recording an overall response rate of 67.36%. This is 1.3% higher than last year and required hard work and commitment by all of those involved. We look forward to the first results of the survey which will be due in the late summer.

USS Pension consultation

The USS Joint Negotiating Committee (JNC) met on 10 May 2011, with UCU members in attendance, to give further consideration to the final form of the proposed scheme changes. The independent Chair of the JNC, Sir Andrew Cubie, used his casting vote to agree the proposals from the Trustee Board. The amending deed will now be recommended to the USS Trustee Board with the intention of implementation later this year.

Merger with Edinburgh College of Art

Work continues, and good progress is being made, on all activities around the merger of the two Institutions which will come into effect on 1 August 2011. The recruitment of a new ECA Principal is well underway with a good field of applications received resulting in a strong short list of candidates for interview.

I would like to take this opportunity to offer my sincere thanks to all of those involved on this major project which I know will be a great success for all concerned.

Related meetings

Since the last time Court met I have attended a number of residential meetings including UUK and the Russell Group.

In early March I attended the Higher Education Summit hosted by Cabinet Secretary Russell and the Scotsman Leaders debate in late March. There was appropriate television and newspaper coverage of my contribution to both events.

Pre and post election I have continued to meet with Senior Civil Servants to maintain the University's position with regard to the Higher Education plans of the new government.

University News

HRH The Princess Royal visited the Euan MacDonald Centre for Motor Neurone Disease Research. The Princess Royal has toured University laboratories where scientists are committed to defeating motor neurone disease. The Princess Royal visited the University in her role as Royal Patron of the MND (Motor Neurone Disease) Association. This was also her first engagement at the university since she was elected as Chancellor on 31 March 2011.

Gordon Brown visited the University in April to deliver an excellent lecture as part of the Gifford Lecture series entitled "The Future of Jobs and Justice".

Lord Cameron - A very enjoyable dinner was held to mark and thank Lord Cameron for his long and exemplary service to the University as the Chancellor's Assessor, a position he has held since 1997.

The University continues to gain excellent publicity from our success with spin-out companies. A recent piece on the BBC website highlighted the strong performance of the Scottish Universities of which Edinburgh heads the list at 49 companies created between 2000 and 2010. The full story can be read here: http://www.bbc.co.uk/news/uk-scotland-scotland-business-13147563.

Virtuoso violinist Nicola Benedetti is backing a new scheme to support Italian Studies at the University of Edinburgh by becoming patron of a scheme to provide scholarship opportunities for postgraduate students in Italian Studies. The Nicola Benedetti Scholarship Fund will provide scholarships for Masters, PhD programmes and Postdoctoral Fellowships in Italian Studies including research in Italian visual arts, music, literature, history and philosophy.

Academy of government. A new University venture is set to train the next generation of leaders in public service. The Academy of Government, which opens its doors to students in September, will be Scotland's first professional school of public policy and administration. Building upon the University's strengths in research and education, the Academy will prepare students for careers meeting key challenges in the public sector. Also in September, the Academy will launch a Master of Public Policy (MPP) degree, the first such qualification in the UK. A Master of Public Administration (MPA) will follow in September 2012.

Award-winning novelist Alan Warner is the latest in a long line of illustrious names to be appointed as a writer-in-residence at the University. The Oban-born author, who has achieved success with six critically acclaimed novels joins the ranks of poet and playwright Liz Lochhead, Scottish gaelic poet Sorley Maclean, and American writer Anne Stevenson, who have held writer in residence posts at the University.

EUSA teaching awards 2011

A record 5,168 student nominations were received for 777 teachers for the 2011 nominations. The winners were:

Best Feedback
   * Winner: Paul Nimmo (Divinity)
   * Runner-up: James Horton (postgraduate tutor, English Literature)

Best Director of Studies
   * Winner: Murray Low (Chemistry)
   * Runner-up: Paul Norris (Social Policy)

Teach First Innovative Teaching Award
   * Winner: Simon Bates (Physics)
   * Runner-up: David Reay (GeoSciences)

KPMG Teaching Employable Skills Award
   * Winner: Dimitris Theodossopoulos (Architecture)
   * Runner-up: Simon Beames (Outdoor Education)

Vitae Postgraduates Who Tutor
   * Winner: Robert Concannon (Physics)
   * Runner-up (Joint): Charity McAdams (English literature) and Sean Brocklebank (Economics).

Best Course
   * Winner: Ethnography: Theory and Practice

* Runner-up: Environmental and Community Biology 1

Best Department
  * Winner: Chemistry
  * Runner-up: Geography

Kendell Award for Teaching in Medicine
  * Winner: David Apps (Biomedical Sciences)
  * Runner-up: Gordon Findlater (Anatomy)

Campbell Award for Teaching in Humanities and Social Sciences
  * Winner: Alasdair Richmond (Philosophy)
  * Runner-Up: Dennis Cartwright (Sports Education)

Van Heyningen Award for Teaching in Science and Engineering
  * Winner: Maria Chamberlain (Biological Sciences)
  * Runner-up: Michael Wemyss (Mathematics)

Endsleigh Overall High Performer
  * Winner: Yvonne Foley (TESOL, Education)
  * Runner-up: Frank Cogliano (History)

Research in the News:

- Fresh insight into the survival strategy of the sleeping sickness parasite could help inform treatments for the disease. University scientists have found that the parasite, which can transform itself into either of two physical forms, has developed a careful balance between these. One of these types ensures infection in the bloodstream of a victim, and the other type is taken up by the tsetse fly and spread to another person or animal.

- New insight into foot-and-mouth disease could help develop alternatives to mass culling, following University research. Scientists have pinpointed a time window during which cattle infected with the virus can be identified before they become infectious to other cattle, or show signs of illness.

- Scientists have discovered a new way to generate human motor nerve cells in a development that will help research into motor neurone disease. A team from the Universities of Edinburgh, Cambridge and Cardiff has created a range of motor neurons from human embryonic stem cells in the laboratory. The Edinburgh members are based at the Euan MacDonald Centre for Motor Neurone Disease Research.

- Findings of a study undertaken in the School of Law on the patterns in referrals from procurators fiscal to diversion schemes offered by social services, such as counselling or rehabilitation, over the past five years could help cut re-offending for crimes where it is not in the public interest to prosecute. Better communication and working relationships between procurators fiscal and social workers could also reduce re-offending rates

- Researchers at the University's Division of Pathway Medicine have determined that lowering cholesterol could help the body's immune system fight viral infections. When the body succumbs to a viral infection a hormone in the immune system sends signals to blood cells, causing cholesterol levels to be lowered. Cholesterol produced by our cells is needed for viruses and certain bacteria to grow. Limiting our body's production of cholesterol would therefore curb the opportunity for viruses to thrive.

- Researchers at the School of Biological Sciences and the University of Oxford have found that upsetting the malaria parasite's reproductive strategy could prevent infections from transmitting from person to person. The study was funded by the Portuguese Foundation for Science and Technology, the Royal Society, Balliol College Oxford and the Wellcome Trust.

- Historians in the University of Edinburgh's School of Arts, Culture and Environment have found a number of popular beauty regimes used by renaissance women: to smooth face and hands, create a hair free body, achieve white teeth and fresh breath, and brighten lips and cheeks.

- A study undertaken by researches in Child and Adolescent Research Unit at the University has found that the substance use by young people in Scotland has declined in the past decade.

- Researches in the School of Chemistry have created a tiny device that improves on existing forms of memory storage. The device records data by measuring the current passing through a carbon nanotube, and the binary value of the data is determined by an electrode that controls the flow of current. It could offer gadget designers a way to create faster devices with reduced power consumption.

External Recognition

RSE Fellows

Thirteen University of Edinburgh staff members have been elected to the Fellowship of the Royal Society of Edinburgh. The University academics included in the 2011 intake are:

Professor Nigel Brown, Vice-Principal and Head of the College of Science & Engineering
Ian Bryden, Professor of Renewable Energy
Wenfei Fan, Professor of Web Data Management
James Ironside, Professor of Clinical Neuropathology
Nigel Osborne, Reid Professor of Music
Duncan Pritchard, Professor of Epistemology
Jonathan Spencer, Professor of Anthropology of South Asia
Andrew Taylor, Professor of Astrophysics
Arthur Trew, Professor of Computational Science
Brian Walker, Professor of Endocrinology
Neil Walker, Regius Professor of Public Law
Joanna Wardlaw, Professor of Applied Neuroimaging
James Wright, Professor of Mathematical Analysis

Architecture Award

Architecture's Dr Alex Bremner has received a prestigious American award recognising his published work in architectural history. The Senior Lecturer in Architectural History was presented with the 2011 Founders' Award from the Society of Architectural Historians.

Finance Director of the Year

Jon Gorringe, the University's Director of Finance, has been named 2011 Finance Director of the Year for the public/not-for-profit sector in Scotland.

The University of Edinburgh

University Court

16 May 2011

Vice Principals and Assistant Principals

A. Terms of Office Amendments

A number of terms of offer for Vice Principals and Assistant Principals require extension and I wish to seek approval from Court to do so as outlined below:

Vice Principals

Vice-Principal Professor Stephen Hillier   International
To be extended for three years to 26 October 2014.

Vice-Principal Professor Dai Hounsell   Academic Enhancement
To be extended for one year to 14 December 2012

Vice-Principal Professor Richard Kenway   High Performance Computing
To be extended for three years to 30 September 2014

Assistant Principals

Assistant Principal Dr Susan Rigby   Taught Postgraduate Courses
To be extended to 4 January 2013

Honorary Assistant Principals

Assistant Principal Professor Andrew Calder   Reproductive Health
To be extended to 31 July 2013

Assistant Principal Professor John Smyth   Cancer Research Development
To be extended to 31 March 2013

B. Senior Vice Principal

Court is aware that Vice Principal Head of College of Science and Engineering Professor Nigel Brown has been designated as Senior Vice Principal. I wish to confirm the start date for this designation as 1 March 2011 with a current end date of 31 July 2012.

Professor Brown will commence his new role as Senior Vice Principal Planning, Resources and Research Policy on 1 August 2011.

C. Update to Designated Authority

In light of the appointment of a Senior Vice Principal I propose to revise the authorised deputies schedule as below with immediate effect. I therefore seek Court's approval for the revised schedule.

Authorised deputies in the absence of the Principal:

Interaction with UK Research Councils, Charities and EU funding bodies – Senior Vice Principal or relevant Head of College.

Interaction with the Scottish Funding Council, and the Scottish Government – Senior Vice Principal in consultation with the Director of Planning.

Interaction with Scottish Enterprise – policy matters: Director of Corporate Services; specific projects - Director of Finance.

Interaction with the Russell Group and UUK - Senior Vice Principal.

Interaction with Universities Scotland, Universitas 21, the press and media and EUSA – University Secretary.

Interaction with Quality Assurance Agency – Dr T Harrison.

Interaction with the City of Edinburgh Council – Director of Corporate Services

Interaction with LERU (League of European Research Universities) – Vice Principal International.

Recruitment and retention of key College staff – relevant Head of College.

Recruitment and retention of key Support Group staff – University Secretary.

Response to emergencies with clear health and safety aspects – Director of Corporate Services.

Matters normally requiring the Principal's approval not covered above which clearly relate to the remit of a senior officer (Head of College or Support Group or Vice Principal) – the relevant senior officer in consultation with the University Secretary or the Director of Corporate Services.

Response to all other events requiring urgent action not covered above and coordination of interactions and responses with multiple dimensions – University Secretary or Senior Vice Principal as appropriate.

D. Vice Principal Research Training and Community Relations

Court will be aware from previous communication that the role of Vice Principal Research Training and Community Relations currently held by Professor Mary Bownes has changed with the addition of Development to her portfolio. In order to incorporate her remit within a more erudite title I propose to designate Vice Principal Bownes as Vice Principal External Engagement with effect from 1 March 2011.

The Job Description (see Appendix 1) has been updated to reflect this and I seek the formal approval of Court for these amendments.

E. New Assistant Principal

It may be helpful if I remind Court of the way I have found it useful to designate specific individuals as Assistant Principals with highly focussed remits. Such designation is time limited, normally project orientated and aimed at progressing particular policies or strategic objectives.

With this in mind I now wish to recommend to Court the designation of a new Assistant Principal with effect from 1 August 2011 for 2 years.

Assistant Principal Learning Developments Professor Ian Pirie

Professor Ian Pirie will join the University on 1 August 2011, with the merger of Edinburgh College of Art, and I would like to propose that he be appointed to a role of Assistant Principal: Learning Developments. Professor Pirie has considerable expertise, which is widely recognised in UK higher education, in quality enhancement and assurance. He also has an international reputation for his involvement in and understanding of developments in learning, teaching and assessment, having advised institutions and governments throughout the UK and in many parts of the world, including Norway, Spain, Italy, New Zealand, Malaysia and Sri Lanka.

I believe that the University would derive considerable benefit from Professor Pirie's involvement in several developments in the areas of learning, teaching and assessment. In particular, I would anticipate Professor Pirie becoming involved in Senate Committees and Task Groups concentrating upon reviews of our assessment principles and practices, our codes of practice for tutors and demonstrators, and in reviews of our uses of technology in learning and teaching. As such, I would look to co-opt him to our Senate Learning & Teaching Committee and our Curriculum & Student Progression Committee.

I seek Court's approval for these changes.

TMMO'S
May 2011

<u>Vice Principal External Engagement</u>

Vice Principals are responsible to the Principal for representing him internally and externally on the particular theme which has been allocated. Although executive authority and service delivery are the responsibility of the relevant budget-holders, Vice Principals work with the professional or functional leaders in the areas relating to their 'theme' in a leadership role, bringing academic perspectives and judgments to bear where appropriate, and represent the University's position internally and externally, locally, nationally and internationally, in relation to their 'theme', as may be relevant: this includes engagement with the media. As Vice Principals, they may also be called upon to act for the Principal or as a Vice Principal in any of the University's formal procedures or to lead or participate in formal or informal investigations or reviews; to undertake other specific responsibilities as requested or agreed by the Principal from time to time, including chairing or membership of working groups, review groups and task forces, and to represent the Principal at formal and informal functions, internally and externally, UK-wide and overseas.

Within this context, the main areas of responsibility of the Vice Principal External Engagement are to oversee and play a leading role in the development of strategy and policy in the areas of sustainability and social responsibility, Development and Alumni, widening participation, recruitment, admissions, community relations, postgraduate study and career development for early career researchers and scholarships. This is for the whole University and developed in liaison with heads of relevant support services who are responsible for contributing to strategy and policy development and ensuring that procedures are in place for delivery of agreed strategies. He/she is expected to devote, on average, around 80% of his/her working time to Vice Principal duties, and is responsible directly to the Principal for their fulfilment.

The Vice Principal has a wide range of internal contacts, and in particular requires to work closely with Heads of Colleges and support groups, Postgraduate Deans, and with the University Secretary, Director of Communications and External Affairs, the Director of Development and Alumni, the Head of Scholarships and Bursaries, the Student Recruitment and Admissions Team and the Sustainability Officer and effectively liaise with other thematic VPs is essential. There is also the need for wide interaction with the local community and its representative bodies and other national and international bodies.

Specific responsibilities associated with the role as summarised above include:

- Monitoring external activity relevant to the areas of responsibility in terms of the activity of our competitor universities and to ensure that Edinburgh is well placed to retain and improve its position as a leading UK and international university.

- Acting on external committees and groups as appropriate to ensure that the University can influence policy.

- Membership of the Central Management Group.

- Convenorship of the Research Experience Committee, the Sustainability and Environment Advisory Group and the Higher Degree Committees.

- Development of strategies for promoting philanthropic giving which matches the University's priority needs.

- Leadership in the development of policies for sustainability and social responsibility across all aspects of University activity.

- Development of strategies for building and sustaining life-long relations with alumni.

- Oversight of recruitment and admissions policies across the University and their impact on academic issues in support of the delivery of a good service to all potential and actual applicants, a fair and transparent selection system, developed in close liaison with the Heads of Colleges, Schools and relevant support services.

- Particular responsibility for the University's widening participation strategy which is important for educational and reputational reasons, and for meeting SFC grant conditions. Ensuring that there is consistent messaging with the press.

- Oversight of provision for, and acting as champion for, postgraduate students across the University, facilitating coordination and exchange of good practice across the University and early career researchers, all in close liaison with and support of the Heads of Colleges, Postgraduate Deans and relevant support services.

- Provide strategic and policy guidance to the Scholarships Office including allocation of certain competitive scholarship funds.

- Provide leadership in the areas of community relations and public engagement.

- Liaising with other Vice Principals to ensure that strategies are developed on a coherent basis.

University Court

16 May 2011

Vice Principal and Head of College Science and Engineering

As Court is aware Vice Principal Professor Brown's move to the position of Vice Principal Planning, Resources and Research Policy from 1 August 2011 has necessitated the recruitment of a new Vice Principal and Head of College of Science and Engineering.

Following an internal recruitment exercise I am happy to inform Court that Professor Lesley Yellowlees has been appointed as Vice-Principal Head of College of Science and Engineering with effect from 1 August 2011 for up to three years.

In order to relieve Vice Principal Professor Brown of some of his current duties Professor Yellowlees will be designated Executive Dean and Vice Principal Designate from 1 June 2011.

Court will wish to join me in congratulating Professor Yellowlees.

I seek Court's endorsement of this appointment.

TMMO'S
May 2011

The University of Edinburgh

The University Court

16 May 2011

**Report of the Finance and General Purposes Committee
(Comments on the Report of the Central Management Group's meetings of 9 March and 20
April 2011)**

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 2 May 2011 from the Central Management Group of its meetings of 9 March and 20 April 2011. 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 Research Data Management Policy at Appendix 4 and to note the remaining items of the report with comments as it considers appropriate.

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
May 2011

Central Management Group

Wednesday 9 March 2011

1   **ABOLITION OF THE DEFAULT RETIREMENT AGE (Appendix 1)**

CMG noted the transitional arrangements and the robust strategies being developed to underpin the on going challenges of the abolition of the default retirement age with effect from 1 October 2011. In particular CMG noted the importance of performance development and review procedures and flexible working arrangements. It was agreed that with the approaching REF it was important to initiate planning discussions now and to closely monitor the position.

The Committee noted the impact of the abolition of the default retirement age and the arrangements being taken forward; the Committee commended the work to reinforce the importance of appropriate staff management practices and flexible working arrangements.

2   **REPORT FROM RESEARCH EXPERIENCE COMMITTEE (CLOSED)**

3   **FEES STRATEGY GROUP (CLOSED)**

4   **HANDLING OF TUITION FEE INCOME (CLOSED)**

Central Management Group

Wednesday, 20 April 2011

1   QUARTERLY HEALTH AND SAFETY REPORT (Appendix 2)

The Health and Safety Report for the period January to March 2011 was noted. CMG further noted that the successful CHASTE project (Coordinating Health and Safety in Tertiary Education) would be ending on 30 April 2011; the project had been very beneficial for the sector and had greatly enhanced the reputation of the University's Health and Safety department.

2   EQUALITY AND DIVERSITY MONITORING AND RESEARCH COMMITTEE SECOND REPORT (Appendix 3)

This second annual report was welcomed by CMG particularly the spotlight report on promotions and regradings of academic and professional support staff; the information on gender balance was of particular interest.

The Committee noted in particular the information on gender balance.

3   FEES STRATEGY GROUP (CLOSED)

4   RESEARCH DATA MANAGEMENT POLICY (Appendix 4)

The Policy was fully supported and approved by CMG and it was noted that there had been extensive consultation and that implementation of the Policy would be achieved over a number of years.

5   FUTURE OF THE UNIVERSITY WEBSITE

The outcome of the review of the current website was noted and the areas identified where improvements were required particularly to enable more interaction with users of the site and to enable academic, research and corporate content to be accommodated within one framework. CMG approved the outline plan including the move to a new managed system and the proposed funding; 2011/2012 allocation proposals would include funding to take forward this outline plan.

Abolition of the Default Retirement Age

1. INTRODUCTION

The default retirement age (DRA) was introduced as a notable exception to the Employment Equality (Age) Regulations 2006 (now part of the Equality Act 2010) in October 2006. This provided an exemption from the age discrimination provisions to allow employers to legally retire staff at age 65. Since then it has been the subject of significant legal challenge and last year the Government announced its intention to conduct an early review of the DRA.   A consultation exercise was undertaken in the latter half of 2010, proposing the phasing out of the DRA in 2011.

2. AIMS AND SCOPE OF THE REGULATIONS

On January 13 2011, the Government confirmed its decision to abolish the DRA and its accompanying statutory procedure, effective from 1 October 2011. This means that it will be unlawful age discrimination for an employer to require employees to leave employment at a particular age by reason of retirement unless this can be objectively justified.

This measure is one of the steps that the Government is taking to enable and encourage people to work for longer. There are a wide variety of reasons for pursuing this course of action, including demographic change; financial benefits to both the individual and the wider economy; and the health and social benefits many people gain from working later in life.

Transitional Arrangements

In order to facilitate the phasing out of the DRA, transitional arrangements will be put in place for a six month period running until 30 September 2011 as follow:

- The last day that employees can be compulsorily retired using the DRA is 30 September 2011, so the last day to provide the notice required by the DRA provisions is therefore the 30 March 2011.

- Employers will not be able to issue new notifications of retirement using the DRA on or after 6 April 2011

- From 1 October 2011 no employee can be compulsorily retired by an employer because they have reached the age of 65 unless that retirement can be objectively justified or except in limited circumstances (below)

- In very limited circumstances and where formal notice has been given before the end of March 2011, staff whose 65th birthday falls before 1 October 2011 can continue to be compulsorily retired up until 5 April 2012

These arrangements mirror the current process that is followed by employers as part of the statutory procedure for retirement under the Equality Act 2010.

Objective Justification

Whilst the law does allow employers to make a case for objective justification to retain a retirement age for all or specific groups of staff, it is expected that it would prove extremely difficult to demonstrate this sufficiently as well as it opening the door to serious legal challenge and the associated employment risks.

3. UNIVERSITY OF EDINBURGH'S POSITION

The University, along with the vast majority of employers, proposes to come into line with the government's decision to abolish the DRA and we do not seek to objectively justify a retirement age at this time. We would wish to reserve the right to review this position in the future as appropriate. However, we believe that the legal and social direction of travel in the UK and beyond makes future reversion to having a retirement unlikely.

The University shall continue to use the current/transitional arrangements to continue to retire staff who reach the age of 65 before the 1 October 2011 to retire in the normal way, with the appropriate formal notification.

It should be noted that compulsory retirement will no longer constitute a reason for fair dismissal from April 2012 onwards, and in most cases from October 2011. Where there is cause to have to consider dismissal for any legitimate reason, dismissal grounds will need to refer to redundancy, capability or conduct as appropriate as they would for all employees, regardless of age.

4. IMPACT OF THE CHANGES

For staff:

Staff will no longer be required to retire at age 65 if they do not wish to do so and formal notification of retirement will cease with effect from 30 March 2011. Staff will continue to receive notification six months prior to the age at which they are entitled to take a pension (pensionable age) but this will make very clear that there is no associated requirement to retire.

Staff can therefore choose when they wish to 'retire' or resign in the future and they need only give the appropriate notice period as stated in their terms and conditions.

Staff who are approaching or who work beyond age 65 should be treated in the same way as other staff. They should have access to the same training and promotion/regarding opportunities and should be subject to the same managerial processes (e.g. performance and development reviews).

For the University:

There will be an almost immediate reduction from April 2011 in the administrative burden currently associated with the DRA procedures in terms of time and of cost.

The wider impact of this decision will begin to be felt in the latter half of this year although it is virtually impossible to predict the numbers of staff who may wish to remain in work beyond age 65 or for how long. Research contained within the Government's consultation paper suggests that the levels could be between one third and one half of staff opting to stay beyond the age of 65, although it does not project for how long they may wish to continue to work. This remains to be seen in future years.

The abolition of the DRA can be seen as an opportunity to review our practices and processes in key people management areas such as recruitment; succession planning; talent management; performance management and flexible working arrangements (including flexible retirement options linked to pensions). The Government has made reference to external managerial guidance (ACAS and Age Positive) that supports such cultural changes and that demonstrates the benefits of managing an older workforce.

KEY AREAS OF INTEREST

Workforce Planning
This change will reinforce the need to have good people management practices in place across the University that can support all staff through their various career transitions during their working life. It will also become increasingly important to hold workplace discussions with staff of all ages to discuss future plans in order to help with succession and budget planning and it will remain perfectly in order to do so. The University is in the process of developing and promoting Performance and Development Review (P&DR) to facilitate such discussions and support personal development. This is a key management process that provides a framework for developing and enhancing the performance of all staff, irrespective of age.

Flexible Retirement
It is recognised that staff in the future may wish to consider phased changes to their working arrangements as part of their personal plans for moving towards 'retirement' e.g. part-time working or alternative work of some kind. The University already has a Flexible Working Policy in place that allows such arrangements to be considered and this will be a useful tool for managers in managing requests from their staff. The University is currently working towards flexible pension options in partnership with its various pension scheme providers and full advice and guidance is expected to be in place later this year. This will offer staff a range of options if they continue working past pensionable age, such as deferring pension or taking partial pension.

5. IMPLEMENTATION PLANS

The impact and required actions are best considered in the short, medium and longer term, with plans put in place to manage all three scenarios effectively.

Short term: A short life HR working party has been set up to look at the immediate priorities and actions required by this change in the law, including transitional arrangements, changes to relevant documentation and initial communication to staff.

Medium term: There will be a requirement to consider the wider impact of these changes in terms of a range of key people strategies and managerial systems. As highlighted above, this will address flexible working and flexible retirement options, and approaches to workforce planning. This will involve working in partnership with other areas of the University in order to find the optimum way forward.

Long term: It will be important to monitor the actual impact of the removal of the DRA for the University, with a view to reviewing strategy, policy and practice as appropriate.

It is proposed that senior HR colleagues and other key stakeholders further consider and define the forward strategy in the wider University and Higher Education context over the coming months.

6. CONCLUSION

This is a significant change for the University, its staff and managers, and for wider society that will require further consideration as the new regulations are implemented later this year. However, it offers a real opportunity to both staff as individuals, and the University as a whole, for more scope and choice as well as for policies, procedures and practices to be reviewed to make them fit for purpose for future needs.

7. ACTION REQUIRED BY CMG

The CMG is asked to note the impact of the new legislation and to further note and approve the approach being taken to implement this for the University of Edinburgh.

Further updates will be provided to CMG as and when appropriate

Melanie Macpherson
Corporate Human Resources
16 February 2011

Health and Safety Quarterly Report 2010/2011

Quarterly reporting period: 1st January 2011 – 31st March 2011

Accidents and Incidents

Type of Accident/Incident	Qtr 2 Jan' 11 – 31 Mar '11	Qtr 2 Jan '10 – 31 Mar '10	Year to Date 1 Oct '10 – 31 Mar '11	Year to Date 1 Oct '09 – 31 Mar '10
Fatality	0	0	0	0
Specified Major Injury	3	1	5	1
> 3 day Absence	4	8	6	10
Public to Hospital	4	2	5	7
Reportable Dangerous Occurrences	0	0	1	0
Disease	**0**	**1**	**1**	**0**
Total Reportable Accidents / Incidents	**11**	**11**	**18**	**18**
Total Non-Reportable Accidents / Incidents	**96**	**96**	**117**	**180**
Total Accidents / Incidents	**107**	**107**	**231**	**198**

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

Incidents reported to the Enforcing Authorities during the quarter:

o   Employee slipped on ice and fractured elbow. Area subsequently treated with grit. *(Specified Major Injury).*

o   Postgraduate felt dizzy after lifting sash from fume cupboard, inhaling solvent vapour from boiling liquid within. Risk assessment was completed but standard procedure of turning off electricity for hotplate from the outside of the cupboard was not followed. All staff reminded of need for risk assessment approval and to follow correct procedures. (*Public to Hospital*).

o   Employee slipped down 6 stairs sustaining swelling and pain to head, ankle shoulder and knee. Stair lighting was not working but had been reported the previous day. Lighting was fixed on same day as accident. (*>3 day injury*).

o   Employee strained back when manoeuvring wooden case into position on a trolley. Trolley now removed and alternative equipment now used to move this equipment. (*>3 day injury*).

o   Visitor fractured wrist after slipping at the side of swimming pool. Poolside was wet due to other pool users although the tiles around the pool are anti-slip. The situation is being monitored to see if matting may be required in this area. (*Public to Hospital*).

o   Employee tried to lift a refuse bag out of a metal bin but the whole bin lifted up then fell down onto toe, causing bruising. The supplier of the bin has been contacted to seek an alternative bin to replace those of a similar design. (*>3 day injury*).

o   Undergraduate was cutting card using a scalpel and safety ruler, when hand slipped and drew blade over the top of finger, sustaining a cut. IP reminded of need to use cutting mat for this activity. (*Public to Hospital*).

Incidents reported to the Enforcing Authorities during the quarter (continued):

o   Undergraduate sustained cut to right index finger when using a scalpel to perform a dissection. Demonstration had been given on the safe handling of scalpel blades prior to this activity. Further consideration being given as to the appropriateness of using alternative blades. (*Public to Hospital*).

o   Employee fell from climbing wall onto crash mat below and then onto rubber crump matting, sustaining fracture to left wrist. IP was an experienced climber. Procedures were reviewed and minimal changes made. *(Specified Major Injury).*

o   Employee exacerbated pre-existing back condition whilst setting up equipment for a training course, either by bending or lifting. (*>3 day injury*).

o   Employee slipped on wet floor and fell, dislocating right shoulder. The area had been recently cleaned and wet floor signs were in position. *(Specified Major Injury).*

Issues and Developments

Cryptosporidium Infections in the Vet. School

As noted in the last Quarterly Health and Safety Report, in the last few months of 2010, the Veterinary School experienced a small number of cryptosporidiosis infections amongst undergraduate students, and one research technician. This infection, the symptoms of which are normally mild, but can be more serious in certain individuals, arises from handling cattle and sheep, and stringent hygiene protocols are in place for these activities.

The Health and Safety Department continue to work closely with Lothian Health's Public Health Team to identify the reasons for such infections continuing to arise, despite the strict implementation of measures previously agreed with Public Health.

Our local Health and Safety Executive Inspector has noted her intention to investigate the latest "outbreak", but has so far been unable to visit due to pressure of other work.

University Occupational Physician Post

The University's Occupational Health Physician, Dr Bernard Kuenssberg retired at the end of March 2011, following a period of ill health. The University is indebted to Dr Kuenssberg for his sterling service since the inception of the Occupational Health Unit, more than fifteen years ago.

Occupational Physician services have now been arranged on a contract basis, with an experienced occupational health physician – Dr. Robert Malcolm - providing one full day session per fortnight at the Occupational Health Unit (OHU).

Work requiring infrequent recourse to specialist elements of Dr Kuenssberg's expertise and knowledge, particularly those relating to radiation and to asbestos work, has been contracted out to a second physician service, which is conveniently located on the south side of Edinburgh.

UoE Health and Safety Conference

The first ever conference for the University's College and School (and equivalent) Health and Safety Managers and Advisers was held in the Informatics Forum at the end of February 2011.

This conference was aimed at all health and safety personnel from the various work areas around the University. It took the form of a series of short presentations from individuals involved in the management of health and safety, at various levels within the University, together with a presentation from the Health and Safety Executive. Poster displays, audio visual presentations and stands also formed part of the morning event.

The aim of the event was to allow individuals with a responsibility for health and safety to meet and interact with colleagues from other areas of the University, and to share experiences and ideas. Eighty seven participants attended; feedback indicated a very positive view from the vast majority of participants, and a desire for this type of event to become a regular feature.

Fringe/Festival Arrangements

Planning has been underway for the 2011 Edinburgh Festival and Fringe, with the ever-expanding involvement of University of Edinburgh venues. Sigma Safety, contracted by Edinburgh First, continue to provide an invaluable expert health and safety service to the University, to lower our risk profile throughout the relevant venues, and in the Potterrow and George Square areas in particular.

CHASTE Project

The second and final phase of the Scottish Funding Council's (SFC) CHASTE Project ends on 30th April 2011. Virtually all elements of the CHASTE II operational plan have now been successfully completed, with a final seminar on "Shaping the Future" for health and safety in tertiary education in Scotland to be held on 26th April.

The CHASTE Project Team are currently drafting the final report to SFC, part of which details the sustainable legacies of this successful project, which include the UoE Biosafety Training Institute.

Biosafety Training Institute

The Northern Biosafety Training Centre's course provision, for which the CHASTE Project presently provides administrative support, has comprised two very successful five day biosafety training courses, attended by a wide range of internal and external personnel. Each participant obtains a nationally recognised qualification which conforms with the requirements of the CEN Workshop Agreement on biosafety practitioner competence. All 25 candidates so far attending have successfully passed the course's assessment criteria

With the end of the CHASTE Project, the Centre will be re-branded as the University of Edinburgh Biosafety Training Institute, which will be run wholly by the Health and

Safety Department, with teaching collaborations involving expert tutors from UoE Schools, and other Scottish Universities, as appropriate.

The Institute will therefore form one of the sustainable legacies of the CHASTE Project, with the potential for expansion into e-learning and overseas markets.

Alastair Reid
Director of Health and Safety   **11/04/2011**

Accidents & Incidents

Quarterly period: 01/01/2011 – 31/03/2011
Year to Date Period: 01/10/2010 – 31/03/2011   (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		Diseases		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	5	13	6	14	
Science & Engineering	-	-	-	1	-	-	1	1	-	-	-	-	1	2	23	55	24	57	
Medicine & Veterinary Med.	-	-	1	1	1	2	1	1	-	-	-	1	3	5	32	66	35	71	
SASG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	1	3	
Corporate Services Group	-	-	2	2	2	3	1	2	-	1	-	-	5	8	32	67	37	75	
ISG	-	-	-	1	1	1	-	-	-	-	-	-	1	2	3	9	4	11	
Other Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
UNIVERSITY	**-**	**-**	**3**	**5**	**4**	**6**	**4**	**5**	**0**	**1**	**0**	**1**	**11**	**18**	**96**	**117**	**107**	**231**	

* 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.

EQUALITY AND DIVERSITY MONITORING AND RESEARCH COMMITTEE (EDMARC)

SECOND REPORT
EXECUTIVE SUMMARY

Introduction

The second EDMARC report provides analyses of student and staff data by the key equality dimensions of gender, age, disability and ethnicity. The report supports the monitoring of equality and diversity within the University of Edinburgh. This years spotlight focuses on staff promotions data.

This summary identifies the main points from the staff and student reports. The full reports can be obtained from the following weblink, http://www.ed.ac.uk/schools-departments/governance-strategic-planning/facts-and-figures/edmarc or by contacting Andrew Quickfall in Governance and Strategic Planning, telephone: 0131 651 4104 or email: Andrew.Quickfall@ed.ac.uk.

Students

Undergraduate

Intakes of **female** students remains steady, 53.7% of undergraduate entrants were female in 2009/10. There remain gender differences between colleges, however it is encouraging that the proportion of women in the College of Science and Engineering (37%) is comparable with national research carried out by the Equality Challenge Unit on the proportion of women studying SET (Science, Engineering and Technology) subjects.

The proportion of undergraduate entrants with a **registered disability** is 7.5%. Further analysis of students at the end of their first year shows that the proportion of disabled students has risen slightly over the last four years. The proportion of students registering a disability is likely to rise as the student progresses through their studies.

The overall proportion of **UK-domiciled ethnic minority** undergraduate entrants was 6.4% in 2009/10. There has been a steady increase in the proportion of undergraduate UK-domiciled entrants to the University since 2002/03. Further analysis of ethnicity data by domicile country compared to the Census 2001 data shows that 5.1% of Scottish domiciled students are from an ethnic minority compared to the 2001 Scottish national average of 2.0%. For students domiciled in England, 8.5% of are from an ethnic-minority compared to 9.7% from the Census 2001 data.

For the analysis of **undergraduate outcomes**, the proportion of students who withdraw permanently and prematurely without an award is used as the measure. In the College of Humanities and Social Science and College of Science and Engineering there remains a higher proportion of male students withdrawing from programmes, although in CHSS the gender difference has reduced for 2005/06 entrants. Female students continue to outperform men in achieving a first or upper class second degree award.

It is noteworthy that for the second year running, disabled students have a lower withdrawal rate compared to non-disabled students and the difference between disabled and non-disabled students achieving a first or upper class second degree is at its lowest level for six years.

UK-domiciled ethnic minority students are less likely to withdraw than white students. The proportion of ethnic minority students achieving a first or upper class second degree is now very close to the proportion of white students.

Postgraduate Taught

Since 2000/01 the number of Postgraduate Taught entrants has risen considerably in the University. The introduction of new PGT programmes since 2003/04 in the College of Medicine and Veterinary Medicine has changed the overall gender split for the College to a level where the profile is roughly equal between male and female entrants. PGT entrants with a registered disability have increased over the period and the proportion of UK-domiciled entrants from an ethnic minority background has also increased.

Outcomes of PGT entrants show that male students continue to be more likely to withdraw from their programme of study. Further analysis of entrants who withdraw with no award shows that approximately one third of students withdraw in the first 10 weeks of semester.

There is little difference between the outcomes of disabled and non-disabled entrants and it is encouraging that high withdrawal rates of disabled entrants in 2005/06 and 2006/07 have reduced to a level below that of non-disabled entrants.

Postgraduate Research

For postgraduate research entrants there remain subject gender differences between the colleges with CHSS and CMVM having a higher proportional intake of female students. The proportion of entrants registering a disability is 6%.

The proportion of UK-domiciled entrants from an ethnic minority background is 7.5% and despite an increase from last year there has been a downward trend from a high of 14.5% in 2005/06. Further analysis of the figures by college reveals that there has been a reduction in the number of UK-domiciled ethnic minority entrants in all three colleges. Small population numbers make analysis difficult but this will be monitored in future years.

Comparison data

The proportion of female entrants for first degree, postgraduate taught and postgraduate research are all above the Russell Group average, with the University of Edinburgh ranked the highest for proportion of female postgraduate research entrants. The University of Edinburgh also have a higher than average proportion of students with a declared disability compared to the Russell Group as a whole. Comparisons for ethnicity show a mixed pattern when compared with other Edinburgh institutions, Scottish institutions and the Russell Group.

Staff

Academic Staff

Staff data is a snapshot of the staff database, as at 31 July 2010. **There remains an under-representation of women in senior academic posts.** For academic staff in grade UE09 there has been a small drop in the proportion of females from 33% in 2009 to 31.8% in 2010. For academic staff on grade UE10, the proportion of women remains at 19%. For Research-only staff the most notable change since last year is the drop of the proportion of females at grade UE09 from 41% in 2009 to 35.6% in 2010. Nonetheless, a comparison of the proportion of female teaching and research staff at Russell Group institutions shows that the University of Edinburgh has the second-highest proportion of women at about 33%.

There has been a slight reduction in the proportion of female staff employed on a fixed-term contract from 42% in 2010 to 38% in 2009. Comparison of data with other Russell Group institutions shows that the University of Edinburgh has one of the smallest differences between male and female academic staff employed on fixed-term contracts.

The proportion of academic staff who are from an ethnic minority is 10% (n = 2783). The overall for the institution including professional support staff is 6.5%. For academic staff, 60.9% of ethnic minority staff are employed on a fixed term contract compared with 35.9% of white staff. In 2008/09 the proportion of non-white staff on a fixed term contract was 64.7% compared with 36.7% of white academic staff, so there has been a reduction in the difference by 3%.

For research-only staff, the proportion of ethnic minority staff on fixed term contracts is 82.4% compared with 61.4% for white research staff. In 2008/09 the proportion of non-white staff on a fixed term contract was 87.2% compared with 61.2% of white academic staff, so there has been a slight reduction in the difference by 5%.

A comparison with other institutions shows that the University of Edinburgh has a comparable proportion of ethnic minority staff with other Scottish institutions.

Professional Support Staff

For Professional Support Staff there remains a lower representation of women in higher grades UE08, UE09 and UE10. Only 26% of posts at grade UE10 are occupied by women, compared to 29.5% in 2009. However, when compared to the proportion of women in academic posts, there is a higher proportion of women in the higher grades for professional support staff; in grade UE10 only 19% of academic posts are women compared with 26% for professional support staff. At UE09 women are slightly better represented in professional support posts with 41% female compared with 32% for academic staff.

The proportion of ethnic minority professional support staff is 4%. Comparison with other institutions shows that the University of Edinburgh has a higher proportion of ethnic minority professional support staff than other Scottish institutions. Ethnic minority staff are more likely to be employed on a fixed-term contract, with 32% of ethnic minority staff employed on a fixed-term contract compared to 13% of white staff. In 2008/09, 31% of non-white professional support staff were employed on a fixed-term contract compared with 11.9% of white staff.

Disability

The proportion of staff declaring a disability is 2.1% which includes academic and professional support staff, although excludes Hours To Be Notified staff. There has been no change in the proportion of staff declaring a disability since the 2009 EDMARC report. Staff declaring a disability are more likely to work part-time with 30% of all disabled staff employed part-time compared with 23% of staff declaring no disability. When analysing staff with a disability by grade, there is little variation between grades.

Spotlight

This year's spotlight focussed on promotions and regradings of academic and professional support staff. Numbers are small making both reporting and interpretation limited. In 2009/10, 74% of female academic staff were successful compared to 80% of male academic staff. This compares to 88% for female academic staff and 84% for male academic staff in the preceding year.

For professional services staff, in 2009/10, 94% of male staff were successful compared to 80% of female. This compares to 78% of male staff and 70% of female staff in 2008/09.

This suggests year on year fluctuation and further years' data will be required before any assessment of trend can be made.

Professor Sarah Cunningham-Burley, Chair of EDMARC
Andrew Quickfall, Governance and Strategic Planning

April 2011

Policy for Management of Research Data

The University adopts the following policy on Research Data Management. It is acknowledged that this is an aspirational policy, and that implementation will take some years.

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
2. Responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs).
3. All new research proposals [from date of adoption] must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
4. The University will provide training, support, advice and where appropriate guidelines and templates for the research data management and research data management plans.
5. The University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
6. Any data which is retained elsewhere, for example in an international data service or domain repository should be registered with the University.
7. Research data management plans must ensure that research data are available for access and re-use where appropriate and under appropriate safeguards.
8. The legitimate interests of the subjects of research data must be protected.
9. Research data of future historical interest, and all research data that represent records of the University, including data that substantiate research findings, will be offered and assessed for deposit and retention in an appropriate national or international data service or domain repository, or a University repository.
10. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.

Background

1. Introduction

Data in one form or another are critical for most research, both as primary inputs and first-order outputs. At international, national and local levels, there is intense interest in how to manage the rapidly expanding volume and complexity of research data. Concern is both for the shorter term – ensuring competitive advantage through secure and easy-to-use access, and for the longer term – ensuring enduring access and usability to the research community into the future and compliance with legislation. The UK government and research funding bodies are debating with the HE community how best to address this large and complex problem, and have funded various initiatives to explore options (including data archives such as the UK Data Archive[1], the proposed United Kingdom Research Data Service[2], and the Edinburgh-based Digital Curation Centre[3]).

There is already much good practice in the University of Edinburgh, with many Principal Investigators (PIs) already developing data management plans. This policy is to ensure consistency of practice across the University, acknowledging the variations in disciplines across the University.

Most Research Councils now mandate or encourage Data Management Plans and deposit of data for later re-use where practical[4].

The Research Information Network (RIN) has published a framework of principles and guidelines for the stewardship of digital research data[5]. The RIN Framework derives from prior work by the OECD[6].

The UK Research Integrity Office (UKRIO) has prepared a standard Code of Practice for Research[7] that is regularly reviewed to take into account changes in legislation, and to reflect national and international best practice. The University of Edinburgh has formally adopted the UKRIO Code of Practice as its own policy. The Code demands the highest standards of researchers, but also requires the University to set up systems, procedures and infrastructure to support them properly.

Scholarly journals in increasing numbers are requiring that continuing access to underlying data sets[8] be provided by first or corresponding authors.

The JISC Support of Research Committee[9] has various programmes dealing with research data, the latest being the JISC Managing Research Data Programme (JISCMRD)[10].

The UK Research Data Service (UKRDS) project[11] started with the objective of assessing the feasibility and costs of developing and maintaining a national shared digital research data service for UK Higher Education sector. The project sponsors saw this as forming a crucial component of the UK's e-infrastructure for research and innovation, which would add significantly to the UK's global competitiveness.

The UKRDS feasibility study concluded that embedding the skills, capability and organisation into the HE research management process was the best approach and that a relatively small national

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[1]   http://www.data-archive.ac.uk/
[2]   http://ukrds.ac.uk/ and Final Report at http://ukrds.ac.uk/resources/
[3]   http://www.dcc.ac.uk/
[4]   http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies
[5]   http://www.rin.ac.uk/data-principles
[6]   OECD. (2007). OECD Principles and Guidelines for Access to Research Data from Public Funding. Paris: OECD. Retrieved from http://www.oecd.org/dataoecd/9/61/38500813.pdf
[7]   http://www.ukrio.org/resources/UKRIO%20Code%20of%20Practice%20for%20Research.pdf
[8]   Eg   http://www.nature.com/nature/journal/v458/. See also Baggerly, K. A. (2010). Disclose all data in publications. *Nature, 467*(401), 60-60.
[9]   http://www.jisc.ac.uk/aboutus/committees/subcommittees/jsr.aspx This programme seeks to expand effective data management and data sharing to benefit research and the HE sector more generally. The JISC is working towards developing a national strategy with key stakeholders (Research councils, Funding Councils, Institutions etc.), in order to help to establish the foundations for an effective UK research data infrastructure.
[10]   http://www.jisc.ac.uk/whatwedo/programmes/mrd.aspx
[11]   http://www.ukrds.ac.uk/

service structure (likely to be developed from the Edinburgh-based Digital Curation Centre) would be needed to foster this through channelling training, tools and good practice developed by existing national and international skill centres.

What is clear is that there will be no external solution that will remove from the University the requirement to provide storage and management procedures for the data resulting from its own research activities.

At the University of Edinburgh, a consultation on computing requirements of the research community has been conducted[12]. Key findings of this consultation indicated a need for larger storage space on servers; more robust archiving services; simple, secure and preferably automatic data back-up services; and a high demand for training and awareness raising across the University.

Second, a pilot implementation of the JISC Data Audit Framework project[13] was carried out. The study focused primarily on research data management rather than storage requirements. The findings at Edinburgh were that there was inadequate storage space and lack of clarity about roles and responsibility for research data management by University research staff. The project noted a need for storage and backup procedures including provision for business continuity arrangements. A formal procedure was needed for data transfer when staff and students leave the institution.

Two projects have recently been initiated. The internally funded project LAIRD[14] aims to help build two-way links between research articles and the data that support findings reported in the article. A new JISC-funded training project MANTRA[15] aims to develop online learning materials which reflect best practice in research data management, grounded in three disciplinary contexts: social science, clinical psychology, and geoscience.

Solutions for the University of Edinburgh will only be successful if they come from a partnership of individual researchers, Schools, Colleges and Information Services. Each has expertise and resources that can be brought to bear to the benefit of all.

Last year, the Research Computing Advisory Group (RCAG) consulted with a representative sample of staff and research students and produced a strategy plus implementation roadmap[16], which recommended to the Vice Principal that addressing research data storage and management was a high priority requirement.

The oversight of research computing has now been made the responsibility of the re-instated IT Committee, and as part of its 2009-10 Work plan, it is taking up the challenge of producing a review of data storage and management, starting its work with **research data** (leaving learning and teaching data and corporate data to a later date). Two groups have been set up, with close links:

(i) Research Data Storage Working Group
(ii) Research Data Management Working Group.

This paper draws on many different inputs, including comments and documents from these Working Groups, the authors' own experiences, the Digital Curation Centre (DCC), the Data Audit Framework Project Steering Committee's recommendations[17], the ERIS project guidelines for data policies, the UK Research Integrity Office Code of Practice for Research, and other University policies. The paper brings these together in a draft.

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[12] Cuna Ekmekcioglu. Research Computing Consultation Report. December 2007. Available from Edinburgh DataShare repository.

[13] Cuna Ekmekcioglu, Robin Rice. Edinburgh Data Audit Implementation Project. January 2009: http://ie-repository.jisc.ac.uk/283/ . See also Data Audit Framework: http://www.data-audit.eu/index.html (now referred to as the Data Asset Framework)

[14] See http://www.ed.ac.uk/schools-departments/information-services/about/organisation/edl/data-library-projects/laird

[15] See http://www.ed.ac.uk/schools-departments/information-services/about/organisation/edl/data-library-projects/mantra

[16] http://www.rcg.isg.ed.ac.uk/docs/open/ResearchStrategy_May08_public2.pdf

[17] See project page at http://www.ed.ac.uk/schools-departments/information-services/about/organisation/edl/data-library-projects/edinburgh-data-audit

2. Constraints

Sharing and access to research data are encouraged or required by explicit policies of several Research Funders[18], and increasingly the policies of Editorial Boards also require the retention and sharing of data substantiating research articles[19].

The Freedom of Information (Scotland) Act and the Environmental Information Regulations (Scotland) provide legal force to the public's right to know, subject to particular exemptions or exceptions. The Data Protection Act controls access to personal data and the Data Protection Principles provide a framework for personal data processing. The Freedom of Information (Scotland) Act includes an exemption for ongoing programmes of research; this exemption is not available in the rest of the UK. Paradoxically, a policy that research data will be published at some future date may provide an exemption in the rest of the UK (which may become an issue in research collaborations).

Implementation of the European INSPIRE Directive[20] in the UK will require increasing sharing of geospatial datasets created by public authorities such as the University.

The UKRIO Code of Practice states: "Organisations and researchers should ensure that research data relating to publications is available for discussion with other researchers, subject to any existing agreements on confidentiality (13.12.1). Data should be kept intact for any legally specified period and otherwise for three years at least, subject to any legal, ethical or other requirements, from the end of the project. It should be kept in a form that would enable retrieval by a third party, subject to limitations imposed by legislation and general principles of confidentiality (13.12.2)." The Code further points out: "Organisations and researchers working with, for, or under the auspices of, any of the UK Departments of Health and/or the National Health Service must adhere to all relevant [data management] guidelines, for example the Department of Health's *Research Governance Framework for Health and Social Care[21]*.

The Code also places responsibilities with the University. For research data specifically *"Organisations* should have in place procedures, resources (including physical space) and administrative support to assist researchers in the accurate and efficient collection of data and its storage in a secure and accessible form. (3.12.5)"

University policy constraints include Records Management Policies, and IT Security and other IS policies. Ethics Committees may place particular requirements on certain research data, and these must be fulfilled.

Some of these constraints may prevent data being retained or deposited, while some may allow deposit but limit or control sharing or the terms and conditions for sharing. However, it is important to note that these constraints apply throughout the research lifecycle, not just to research data outputs.

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[18] See DCC Cross Council Policy Overview at http://www.dcc.ac.uk/resources/policy-and-legal/cross-council-policy-overview

[19] For example, see Nature's policy, described in Nature (2009). Authorship policies. *Nature, 458*(7242), 1078. doi: 10.1038/4581078a. Retrieved from http://www.nature.com/nature/journal/v458/n7242/index.html#ed

[20] See http://www.agi.org.uk/storage/inspire/inspire_intro.pdf

[21] See http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4122427.pdf

3. Policy aims and objectives

The aims of this proposed policy are to:

- Support the University's mission for "the creation, dissemination and curation of knowledge".
- Support research excellence.
- Help the University and Researchers implement the UK Research Integrity Office's Code of Practice requirements for collection, management, security and retention of research data, prioritising appropriate infrastructure, systems, services and training.
- Protect the legitimate interests of the University, of research data subjects and of other parties.
- Acknowledge differing practices in different disciplines.
- Support appropriate openness and transparency, and ensure accountability for the use of public funds.

4. Policy

The University adopts the following policy on Research Data Management. It is acknowledged that this is an aspirational policy, and that implementation will take some years.

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
2. Responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs).
3. All new research proposals [from date of adoption] must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
4. The University will provide training, support, advice and where appropriate guidelines and templates for the research data management and research data management plans.
5. The University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
6. Any data which is retained elsewhere, for example in an international data service or domain repository should be registered with the University.
7. Research data management plans must ensure that research data are available for access and re-use where appropriate and under appropriate safeguards.
8. The legitimate interests of the subjects of research data must be protected.
9. Research data of future historical interest, and all research data that represent records of the University, including data that substantiate research findings, will be offered and assessed for deposit and retention in an appropriate national or international data service or domain repository, or a University repository.
10. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.

5. Roles and responsibilities

There are many stakeholders involved in the management of research data and the implementation of this policy. Practice is and will remain very different in different research domains and sub-domains. Wide involvement by stakeholders, for example, PIs, research funders, the University, will be needed to achieve this policy's aims.

Since this policy is about research excellence, the policy aims to ensure that responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with PIs.
PIs are responsible to the University (through their research group, School or College) for the management of research data arising from their research projects or programmes throughout the life of those projects or programmes (working data). Where research is conducted with other institutions, Edinburgh Co-PIs or Co-Investigators are responsible for management of research data under their control and held by the University. Management of research data includes management of all metadata, documentation and software/hardware resources required to properly manage and analyse the data.

PIs are responsible for offering data that substantiate their research findings for deposit in an appropriate domain or University repository (and should register with the University details of data deposited to an external service). PIs may offer other data with potential re-use value from their research project for deposit in an appropriate repository.

The University, through its various structures (College, School, research group or institute, Administration and Information Services) continues to be responsible for supporting PIs and their researchers as far as possible, through policies, services, systems and infrastructure, training, support and advice. This will assure confidentiality, security and integrity of data including research data (eg backup systems applicable to research data on all applicable platforms). [Services to support researchers could make it easier to transfer data to University control at an appropriate point.

The University (IS) should be responsible for any research data deposited in University repositories, and associated systems and services. Working data remain the responsibility of the PI.

The University (Records Management) is responsible for advice on records retention, including research records, which may include research data.

Research Funders (UK and international) increasingly require PIs to create Research Data Management Plans or protocols at project proposal stage, and to take responsibility for the implementation and maintenance of these plans throughout their research project. The University should be responsible for assisting researchers in creating Research Data Management Plans (including recouping data management and curation costs where possible), and capturing proposed Plans as records. Research Data Management Plans should cover a broad range of issues including data capture, management, integrity, confidentiality and security, data ownership, sharing and publication, and data deposit, retention and/or destruction.

6. Research data assets and research data management plans

Research Funders in the UK are increasingly requiring Data Management Plans with research proposals. All new and proposed research projects should create research data management plans[22]. The University should support PIs in the creation and implementation of these plans. A data planning checklist is available at http://www.ed.ac.uk/schools-departments/information-services/services/research-support/data-library/research-data-mgmt/data-mgmt/data-planning-checklist, and advice on data management plans is at http://www.ed.ac.uk/schools-

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[22] See DCC Data Management Plan content checklist at
http://www.dcc.ac.uk/sites/default/files/documents/tools/dmpOnline/DMP_checklist_v2.2_100106-publicVersion.doc

departments/information-services/services/research-support/data-library/research-data-mgmt/data-mgmt/data-mgmt-plan.

There should be a section on research data management in all ethics applications, covering data confidentiality, security and integrity issues.

Schools should from time to time assess the data assets[23] associated with research in which members of the School participate. Data assets should be interpreted broadly to include data together with documentation and metadata for use, and may include specialist software.

The Research Data Storage Working Group is recommending improved University, College and/or School services in support of research data, not least to help maintain its security, integrity and confidentiality where required[24].

7. *Data ownership and control*

In many cases factors including the collaborative and international basis of many research projects make the nature and extent of intellectual property rights in research data unclear. Any assertion of intellectual property rights to data should be made clear at the outset of any research project and should explicitly form part of any collaboration or partnership agreement and Data Management Plan. Paradoxically, asserting rights to data can be an important element in protecting data in cases where confidentiality is required, or even in making data open. Similarly, in the UK beyond Scotland, a commitment to publish research data in the future may be enough to provide exemption to premature disclosure. Cross-border collaborative research agreements should consider such issues.

Data ownership and control are about much more than intellectual property rights, however. Data ownership implies stewardship and good management of the data. Ensuring data remain accessible is an important part of that stewardship, and depositing data in a repository can pass on that responsibility to others capable of discharging the responsibility over a longer period. Indeed, transferring some data into University custody while still retaining ownership and control could be valuable.

The University urges researchers to make their data open once research is published[25] or after an agreed embargo period. Open Data approaches reduce the cost of FoI and other requests for access and re-use, are compatible with accountability and openness, and encourage the re-use that maximises the benefit to society from publicly-funded research. These approaches cannot be used in all cases, however, for a variety of reasons, including ethics, and privacy and exploitation of intellectual property, and reduced or restricted access to data are acceptable where these apply.

Where researchers seek to make their research products open, explicit devices such as the Creative Commons Attribution[26] licence (for Creative Works such as text and multi-media documents) should be used. For data, a licence such as the Creative Commons CC0 waiver[27] or the Open Data Commons Public Domain Dedication and Licence (ODC-PDDL[28]) should be used. These licences will make the situation clear to potential re-users; the absence of a licence may mean resources are not re-used and hence do not get cited. Licences with a "Non-commercial" restriction may seem attractive but should be avoided where possible, as they severely limit re-usability (the interpretation of non-commercial being unclear).

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[23] Ekmekcioglu, C., Rice, R., Jerrome, N., Breeze, J., Grace, S., Knight, G., et al. (2009). Data Asset Framework: Implementation Guide. Edinburgh. Retrieved from http://www.data-audit.eu/docs/DAF_Implementation_Guide.pdf
[24] A separate study by RDSWG makes recommendations for services relating to storage of research data [reference to be added]
[25] Eg the Panton Principles appear to be attracting support, see at http://pantonprinciples.org/
[26] Known as CC-BY, see http://creativecommons.org/licenses/by/2.5/scotland/ This licence allows others to copy, distribute, display, and perform the work, and to make derivative works, but the original author must be given credit when re-using the work.
[27] See http://wiki.creativecommons.org/CCZero
[28] See http://www.opendatacommons.org/odc-public-domain-dedication-and-licence/

Where data are deposited in a University repository, the University does not require transfer of ownership of the data to the University. However, ownership transfer may simplify the long-term management of data. A non-exclusive licence to hold, manage and preserve the data[29] is essential and a non-exclusive licence to make the data available is highly desirable.

Where an external or domain repository or service takes a data deposit, the repository usually holds the data under a deposit agreement that governs their (non-exclusive) rights both to hold the data and to make the data available under certain conditions. The repository usually does not own any rights to the data; any rights remain with the original owners.

8. Risk

If appropriate policies are not followed, the university will be exposed to potential reputational and financial risk. See for example the UEA Climate Research Unit[30] and QUB tree ring[31] cases recently, and the press release from JISC on related topics[32].

Failure to establish appropriate policies will mean the University will breach its own adopted UKRIO Code of Practice.

Failure to provide scalable services for research data will lead to individual highly variable practice, some of which will fall well short of excellence, and which in aggregate may greatly exceed the cost of scalable solutions.

Failure to make adequate research data and documentation available for analysis and verification may lead to the University being the subject of unwelcome articles such as Baggerley and Coombes (2009[33]).

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[29] The Edinburgh DataShare deposit agreement is at http://www.ed.ac.uk/schools-departments/information-services/services/research-support/data-library/data-repository/depositor-agreement
[30] See UEA Media and Communications special site at http://www.uea.ac.uk/mac/comm/media/press/CRUstatements
[31] See Smith, G. (2010). Freedom of Information Act 2000 (Section 50) Environmental Information Regulations 2004 Decision Notice [Queen's University Belfast]. Wilmslow. Retrieved from http://www.ico.gov.uk/upload/documents/decisionnotices/2010/fs_50163282.pdf .
[32] See http://www.jisc.ac.uk/news/stories/2010/07/opendata.aspx
[33] Baggerly, K. A., & Coombes, K. R. (2009). Deriving chemosensitivity from cell lines: Forensic bioinformatics and reproducible research in high-throughput biology. *The Annals of Applied Statistics*, *3*(4), 1309-1334. doi: 10.1214/09-AOAS291.

The University of Edinburgh

The University Court

16 May 2011

**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 meeting of the Finance and General Purposes Committee held on 2 May 2011 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 note the items particularly Appendix 3 with comments as it considers appropriate.

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 4 - 16

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

Originator of the paper

Dr Katherine Novosel
May 2011

University Court, Meeting on 16 May 2011

Report of the Finance and General Purposes Committee
2 May 2011
(Report on Other Items)

1   **REVISED CORE EMPLOYMENT POLICIES**

The Committee noted that following the repeal and replacement of the Commissioners' Ordinance agreement had now been reached with the Combined Joint Consultation and Negotiation Committee (CJCNC) on revised core employment policies: Discipline, Grievance, Capability, Absence Management, Redundancy Avoidance and associated appeals processes. Court had confirmed that it was in agreement with these policies taking effect from 1 April 2011, Court having previously approved the policies in principle. It was further noted that transitional arrangements had also been agreed. These policies covered all groups and it was the intention to work in partnership with union colleagues on communicating the changes to staff and to provide appropriate training on the new arrangements.

2   **SUMMARY RESEARCH AND COMMERCIALISATION REPORT**   **Appendix 1**

The slight decrease in the number and value of applications submitted by the end of the second quarter compared to the same period last year was noted and the on-going work to adapt to the new research funding environment and identify new sources of funding. The Committee further noted the decrease in the number and value of awards secured to date compared with last year and that a similar pattern was emerging in commercialisation activities. The situation was being closely monitored and the Committee asked for further benchmarking information and for information to be graphically presented as a timeline to assist in better understanding the trend in applications submitted etc.

3   **STRATEGIC PLAN TARGETS: MID-YEAR ACTIONS REPORT**   **Appendix 2**

The Committee welcomed this mid-year report which provided information on those targets within the Strategic Plan previously identified as requiring further work.

The actions taken to improve the University's performance on student assessment feedback as measured through the National Student Survey were welcomed as was the on-going work of the Senate Committees on student support provision. The Committee considered in detail the report on staff performance and development review. While noting the actions being taken, including the new Capability Policy and significant progress in some areas, the Committee expressed its concern on the continuing difficulty of meeting this target, particularly given the importance of performance and development review in the current climate. The Committee further expressed concern on the progress towards meeting the target on the proportion of female academics appointed and promoted to lecturer, senior lecturer, reader and professor levels and welcomed the intention to look further at the recruitment process and increasing the number of females on recruitment panels. The Committee suggested it might be helpful to look at a wider set of data

to better understand the progression of female academics. The positive impact in this area of achieving Athena Swan awards was noted. There was recognition of the challenges in increasing the rate of alumni who donate to the University and the Committee recognised the necessity to balance available resources to achieve the overall philanthropic aspirations of the University.

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1.   RESEARCH APPLICATIONS AND AWARDS

1.1   Introduction

The past quarter's research application activity has taken place against the backdrop of significant uncertainty in the Higher Education sector, with the CSR announcements in November, the publication of Research Council Delivery Plans published in January, and the ongoing migration of back-office support to the new RCUK Shared Services Centre. That said, we have also seen an increase in EU applications and awards, continued growth in charity awards, a modest increase in industry funding, and, for some of the period at any rate, much healthier figures for the College of Humanities and Social Science.

As the spring progresses, we will know more about the Research Councils' intentions, giving a more substantial foundation for ongoing application activity, and we will be in a position to be able to increase our support for those applying for EU funding, having identified that there is real scope for growth here across the University.

1.2   Applications

1.2.1   Number

By the end of the second quarter, 1210 applications had been submitted across the University, just 6% behind the same period last year (1289). Interestingly there is some variance between the College of Science and Engineering (CSE) on the one hand, where the application numbers are 4% ahead of last year, and the other two Colleges, both showing a reduction of 14%.

In CSE, all Schools with the exception of Chemistry and Informatics show application numbers ahead of Q2 last year, but even with these Schools the variance is single-digit and not significant. The half-year figures show a return to form for Mathematics, some 36% up, with Physics and Geosciences showing application numbers up by 20% and 19% respectively.

In Medicine and Veterinary Medicine (CMVM), application activity at the Roslin Institute allows the Royal (Dick) School of Veterinary Studies (R(D)SVS) slightly to improve its position on last year (up 2%), with the other 3 Schools still slightly down (ranging from 15%-18%).

In Humanities and Social Science, Arts, Culture and Environment (ACE), Economics, History, Classics and Archaeology (HCA) and Social and Political Sciences (SPS) all show an increase in application numbers over Q2 last year, with most Schools slightly down.

1.2.2   Value

The total value of applications at the end of January was £455.4m, 9% down on the first six months of last year (£502m). As with number of applications, CHSS and CMVM are both 14% behind; CSE, however, is just 6% down.

In CSE, an increase of 110% in application value for Mathematics for the year to date has already resulted in the School exceeding its total application value for the whole of last year, although that year did see a significant lull. In Physics, application activity was up by 31% and Geosciences 10%. Informatics and Chemistry are both 28% down for the year to date, although Chemistry's position has steadily improved over the past three months.

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In CMVM, while Biomedical Sciences and Clinical Sciences and Community Health (CSCH) are both down on the year to date by 26% and 15% respectively, Molecular and Clinical Medicine (MCM) continues to show an increase in application value, up 13%. R(D)SVS continues its pattern this year of more, lower-value applications, currently 32% down on Q2 last year.

In CHSS, SPS and HCA remain the only two Schools to show application values greater than the same period last year, although for the latter, 2009/10 did show a lull in activity. Of those Schools showing negative application variances, Literatures, Languages and Cultures (LLC) is the most significant, some 73% down on Q2 last year.

1.3   Awards

1.3.1   Number

At the end of Q1, we reported that the number of awards was 8% behind the same period last year. This has now slipped slightly to 13%, although number of awards is a notoriously erratic variable; for example, during the period, the December award numbers were 5% ahead of December 2009, in November, they were 36% behind. At the end of Q2, the University has secured 366 awards, compared to 419 for the same period last year.

As per Q1, CHSS ends Q2 ahead of the same period last year (3%), a modest gain of two awards (70, compared to 2009/10: 68) but a gain nonetheless. While the actual numbers are not especially significant, ACE, Divinity, HCA and Moray House all record awards ahead of the same period last year but the most notable increase is in Philosophy, Psychology and Language Sciences (PPLS) which has got off to a much stronger start this year than last, some 300%, or 9 awards ahead.

January was an excellent month for CSE, reflecting a month-on-month improvement in the number of awards received over the period, with Q2 ending some 16% down (158 compared with Q2 2009/10: 187). While the numbers themselves are relatively modest, Chemistry, Engineering and Mathematics all record award numbers ahead of last year. For those Schools showing negative variances, most, interestingly, are showing significant positive variances in the value of awards, reflecting a situation across the College of fewer but larger awards. This is a landscape that will become ever more familiar over the next year or so, with a strong move in the Research Councils towards funding longer, larger grants.

CMVM ends Q2 some 16% behind the same period last year (135 awards compared with 161 for Q2 2009/10). That said, CSCH and Biomedical Sciences continue to show strong performance, some 27% and 18% ahead of the same period last year. MCM and R(D)SVS continue the trend of fewer awards, as identified in our Q1 report, although the numbers are perhaps starting to be more notable.

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1.3.2   Value

While January was a relatively poor month for awards, the quarter as a whole has been reasonable, with award values to the end of November, for example, standing at 12% ahead of the same period last year. The half year closes, however, at -4%, Edinburgh's total award value currently standing at £71.3m compared to £74.7m at end- January 2010.

As mentioned above, while CSE was 16% behind in terms of number of awards, the College ended Q2 at 10% ahead, securing some £40.3m compared to last year's £36.7m. With the exception of Physics and Chemistry, all Schools show award values in excess of the same period last year, the most significant being Engineering (up 256% or £6.9m).

At the end of Q2, CMVM has secured an award portfolio of £26.7m, 14% down on the previous year (£31.2m). CSCH continues its strong growth, now 42%, or £3.4m ahead of the same period last year. While of a rather more modest scale, Biomedical Sciences also shows good growth, up 11%, a significant turnaround on their Q1 position of -45%. MCM and R(D)SVS show negative variances of 42% and 36% respectively, although for the former, this variance has been quite erratic (in the School's favour) in each of the past 3 months, so should not have too much reliance placed upon it.

The Q2 total award value for CHSS stands at just over £4m, some 35% down on the same period last year. As is our general advice with monthly awards statistics, this figure should probably be read with some caution as the previous month, December, showed a total award value for the College some 14% ahead of the same period last year. This, coupled with the general trend (one of award values in excess of the equivalent months in 2009/10) for the year to date, cautions the reader against a hasty reaction, as we would expect to see February and March figures point once again in the direction of the trend norms. That said, there are two Schools of note, Divinity and PPLS, respectively showing award values up by 245% (or £694k in cash terms) and 162% (or £410k).

1.4   Sponsor type profile

Unsurprisingly, applications to Research Councils (valued at £230.4m) continue to dominate, although application activity to this sector is down some 13% by number and 14% by value compared to Q2 last year. This is a turnaround from the Q1 position and may reflect a combination of certain popular schemes being withdrawn, a freeze in applications due to the Research Councils moving over to the new Shared Services Centre and perhaps a general hesitancy amongst colleagues to apply at this time of change. Interestingly applications to charities are also down (7% in number, 11% in value) which is unexpected, given reassurances by the main charities that their assets have been largely unaffected by the Recession. This has resulted in the gap between charity applications (valued at £81.7m) and EU applications narrowing. With 151 applications valued at £75.2m, EU application activity has increased by some 8% in number and 14% in value, and we anticipate that growth from this funder will continue, at least for the next 2 ½ to 3 years.

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 2009/10's total year figures as this year's rudimentary targets, the tables show the percentage of 'target' achieved. The pie charts show

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the percentage share for each sponsor type proportionate to the whole, comparing Q2 2010/11 with full year 2009/10.

UK charities continue to have a marked presence in Q2's awards and represent the largest sector by number of awards (113) compared with the next largest, the Research Councils at 72 awards. While charity award value is up by 20% (total for year to date: £21.1m), Research Council award value is down by 27% (year to date: £26m). As predicted, EU awards are up 18% by value compared to Q2 last year, this being the third main source of income with a year to date award value of £10.2m. While funds from UK Government and UK Health Authorities are unsurprisingly down on the same period last year, evidencing the Public Sector 'squeeze', it is pleasing to note that UK Industry awards have grown in number (14%) and value (68%).

1.5   Country Analysis

Appendix 2 plots award value by sponsor country, comparing the first quarter of this year 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), 'European Commission', Scotland and USA. All other countries have been grouped together but collectively they represent a very small percentage as the charts show.

Our Q1 Report showed a very small percentage share of EU funds but, as predicted, this has rebalanced itself to show a similar, or, in the case of CSE and CHSS, a greater percentage of the overall funding cake to the 2009/10 picture. A major EU awareness raising exercise is about to commence in CMVM and we would anticipate significant growth from this sector starting to show in our awards figures in approximately 12 months' time.

2.   RESEARCH DEVELOPMENT ACTIVITIES

2.1. Introduction
This section summarises key activities undertaken by ERI's Research Support & Development Group for the last quarter.

2.2 Events
The following courses and talks were held across the three Colleges:

- 2nd November 2010: **Introduction to Research Funding for CHSS–** information session research funding
- 2nd November 2010: **Attendance at the University's Service Day**
- 9th November 2010: **Presentation to Information Services Group** – information session on funding opportunities
- 11th November 2010: **'Women in Science' workshop for CMVM Postdoctoral Society** – information session on funding opportunities
- 18th November 2010: **Introduction to Research Funding for School of Biological Sciences -** information session research funding
- 18th January 2011: **European Research Council Advanced Grant – briefing for serious applicants**
- 17th - 21st January 2011: '**Leverhulme Early Career Fellowship'** briefings

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6 MONTHS TO 31 JANUARY 2011
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2.3. Programme of Funder Visits

The ESRC visited the University for closed meetings during December (this visit was arranged by the College Office).

The Science and Technology Funding Council (STFC) visited in January. 60 researchers attended an open session, during which the STFC highlighted key points from their newly published 2011-2015 Delivery Plan. This was followed by a high-level round table meeting with senior members of academic and management staff, focusing on the funding of facilities.

During January, visits were undertaken to The Wellcome Trust and The Leverhulme Trust to discuss funding and budgetary issues.

2.4. International Activities

Over the last year, ERI has been prioritising building knowledge and intelligence on funders and schemes to support international research collaborations. Activities in the last quarter have included:

- Undertaking a mapping exercise to identify existing University research, training and mobility activity with US institutions.
- In partnership with the Global Health Academy, undertaking a visit to Washington DC in order to meet a number of key US research funders, with a view to identifying potential funding streams to support the work of the Academy, and specific projects in the area of public health with Yale University. The visit also included meetings with some US universities with a view to building research collaborations, the World Bank and the UK Science & Innovation Network.
- Undertaking a visit to Delhi in order to explore the funding landscape and identify opportunities relating to water, energy and health research. A number of informal networking sessions took place together with visits to companies. These focussed on the energy sector as this was the most easily accessible and provided sufficient scope for this initial visit. The visit also offered the opportunity to meet staff from Research Councils UK's office, the British Council, the UK Science and Innovation Network in India, the Department for International Development, and Scottish Development International.

2.5. Activities going forward for Quarter 3, 2010/11

- A series of UK funders have been approached with a view to visits for next quarter:
    - **Royal Society**
    - **Cancer Research UK**
    - **ESPRC**
    - **AHRC, closed meetings with senior staff**
    - **BBSRC with a focus on thematic areas of ageing research and animal health**

- Confirmed workshops, learning lunches
    - During February: **Briefings to CHSS Schools on Research Councils Delivery Plans**
    - 2nd February: **Law School Meeting – support available from ERI**
    - 7th February: **AHRC visit – presentation on 2011-15 Delivery Plan**
    - 22nd February: **ERC Starting Grants for social science research**

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- In planning
  - Programme for late-stage PhD students and newly-postdoctoral researchers
  - 'An Introduction to Research Funding' for each College
  - Workshop on writing 'Pathways to Impact' section for Research Council applications (CSE specific)
  - Workshops on writing Fellowship Applications (CSE specific)
  - European Research Council Starting Grant briefings for CSE and CMVM

3.   UNIVERSITY RESEARCH INCOME

At the end of Q2, the University was in receipt of £84.2m of research income, a slight decrease of 1% on the same period last year (£85.4m).

Income for CS&E grew 1% year on year, amounting to £38.5m. Income for CMVM was £37.2m, 2% behind the same period last year.

As a result of a number of months of reduced award value over the past 12-18 months, CHSS saw its research income reduce 10% compared to Q2 last year, ending the quarter on £7.5m (c.f. Q2 2009/10: £8.4m)

4.   CONCLUDING COMMENTS

In January 2011, the University's Research Policy Group (RPG) issued a document *Research Funding Support and Strategy at the University of Edinburgh* (accessible from: http://www.eri.ed.ac.uk/research-support-and-development/index.htm) which describes how Edinburgh is faring in comparison with other universities, the nature of the current funder landscape and the measures that are being put in place by RPG, the Colleges and ERI.

As mentioned in our Introduction, the Research Councils will publish more detail as to the priority areas and scheme types they are able to fund in the next few months. ERI will continue to track Research Council activity (and for that matter, that of other large funders), promoting the new opportunities as soon as they are published. While we consider that the University ought to be able to maintain and possibly grow its award income from Research Councils, the number of applications is likely to plateau or even decrease with the University submitting fewer, higher quality proposals that have been through an internal peer review process, or similar, in compliance with already existing or anticipated demand management policies set by the funders.

ERI's main developmental focus will continue to be on EU opportunities and, from Easter 2011, we will be taking on an additional European Funding Advisor to help promote and facilitate Edinburgh-led proposals to the Framework Programme.

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5.   INVENTION DISCLOSURES

In the 6 months to 31 January 2011, 65 disclosures were made compared to 69 for the same period last year.

6.   PATENT FILINGS

In the 6 months to 31 January 2011, 41 patents were filed on technologies compared to 38 for the same period last year.

7.   LICENCES

In the 6 months to 31 January 2011, 23 licence deals were signed compared to 29 for the same period last year.

8.   COMPANY FORMATION

In the 6 months to 31 January 2011, 4 spin-out (py 5) and 14 start-up (py 21) companies have been recorded.

9.   CONSULTANCY

In the 6 months to 31 January 2011, consultancy income processed through ERI was £2.5m compared to £2.6m for the same period last year.

Appendix 1
Analysis of Awards by Sponsor Type, comparing Q2 20010/11 with full year 2009/10

University of Edinburgh

	YTD	09-10	% of Target
Charity	£21,177,634	£40,639,850	52%
EU	£12,253,831	£29,477,055	42%
Government	£4,285,946	£24,252,614	18%
International	£1,012,460	£3,192,224	32%
Research Council	£26,065,109	£95,761,278	27%
UK Industry	£3,964,352	£9,564,504	41%
Universities	£2,636,610	£5,566,948	47%

UofE SponsorType 10-11 YTD

- Universities 4%
- UK Industry 6%
- Charity 30%
- EU 17%
- Government 6%
- International 1%
- Research Council 36%

UofE SponsorType 09-10

- Universities 3%
- UK Industry 5%
- Charity 19%
- EU 14%
- Government 12%
- International 2%
- Research Council 45%
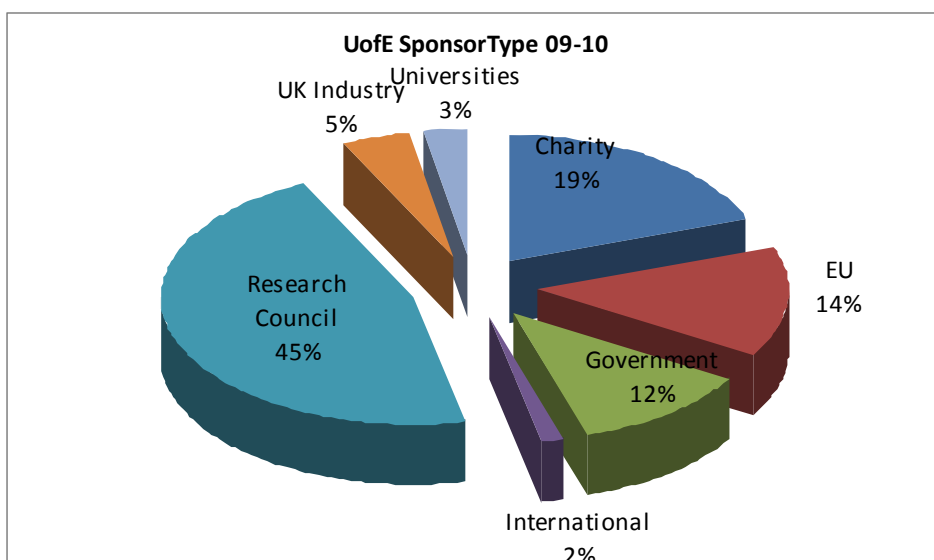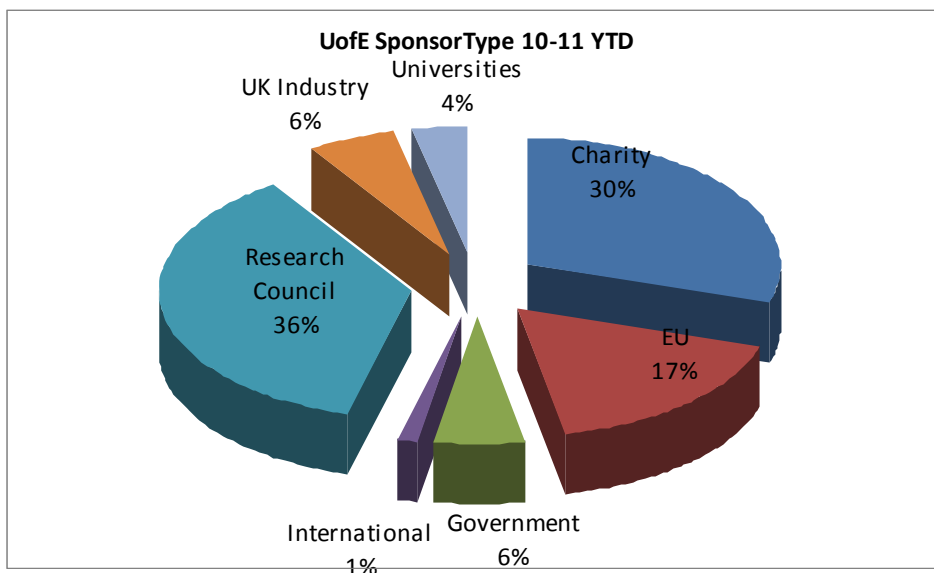
College of Science and Engineering

	YTD	09/10	% of Target
Charity	£7,407,767	£17,155,237	43%
EU	£9,484,605	£20,791,051	46%
Government	£1,419,672	£6,328,937	22%
International	£683,802	£1,072,831	64%
Research Council	£17,503,544	£58,140,590	30%
UK Industry	£2,203,903	£6,930,125	32%
Universities	£1,638,209	£2,843,314	58%

CSE SponsorType 10-11 YTD

CSE SponsorType 09-10
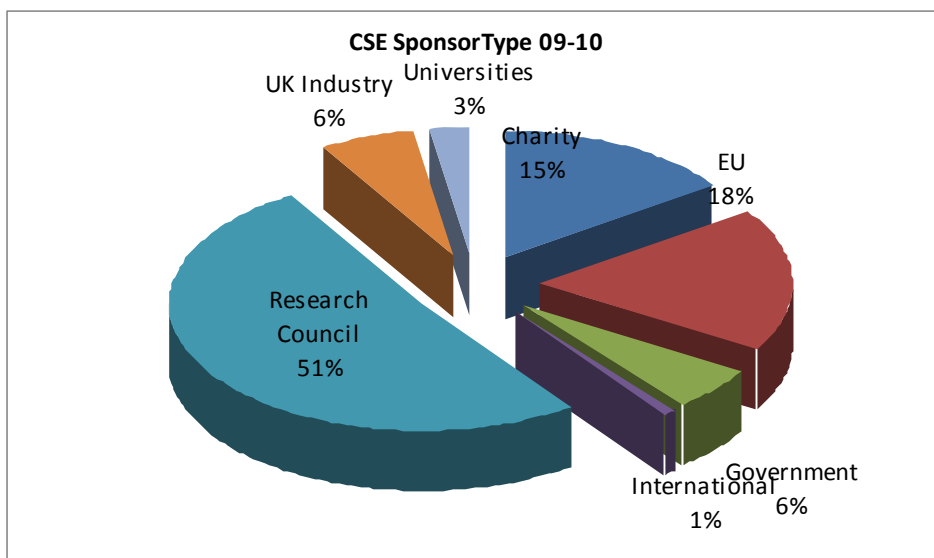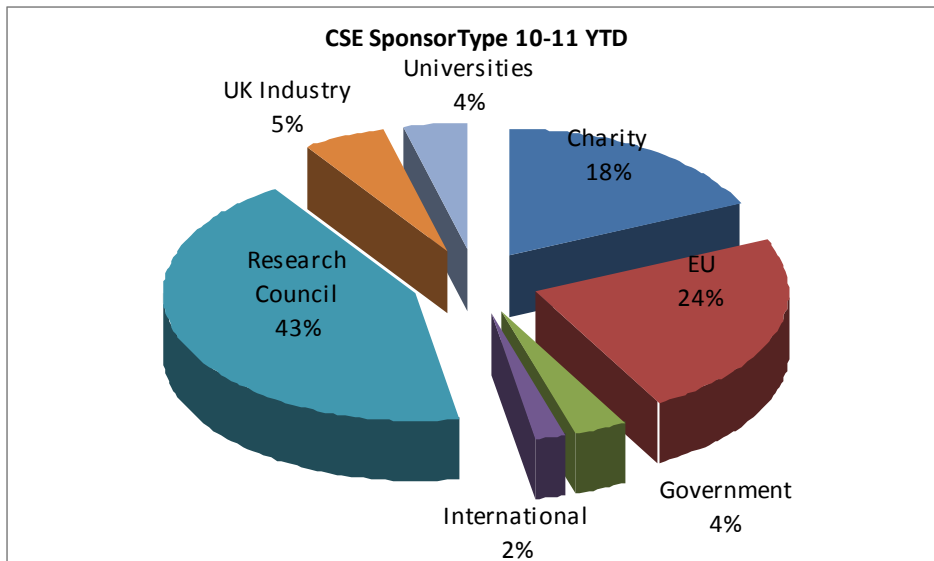
College of Medicine and Veterinary Medicine

	YTD	09-10	% of Target
Charity	£12,813,937	£21,558,933	59%
EU	£1,903,453	£5,609,103	34%
Government	£2,648,228	£11,675,209	23%
International	£325,360	£1,447,438	22%
Research Council	£6,696,848	£29,328,851	23%
UK Industry	£1,714,295	£2,621,995	65%
Universities	£624,239	£1,909,805	33%
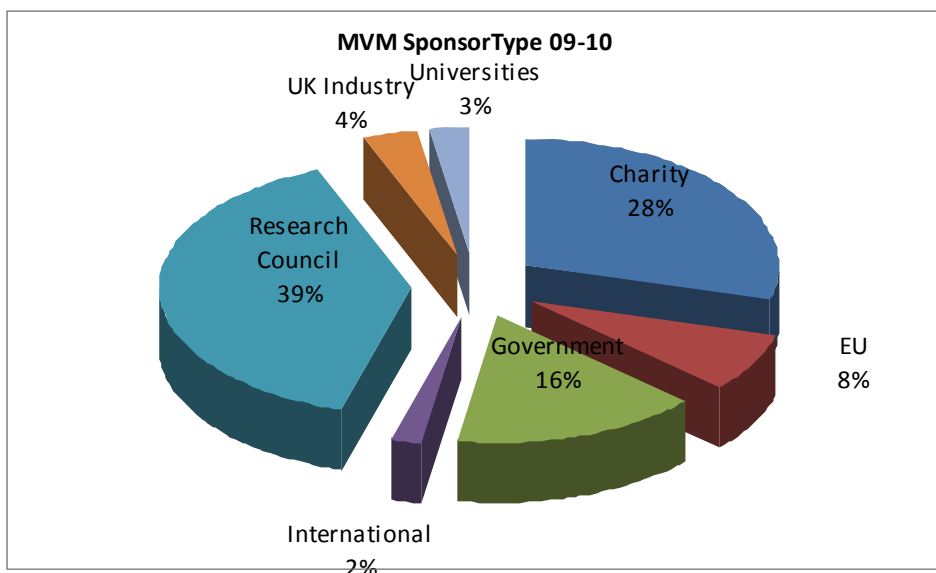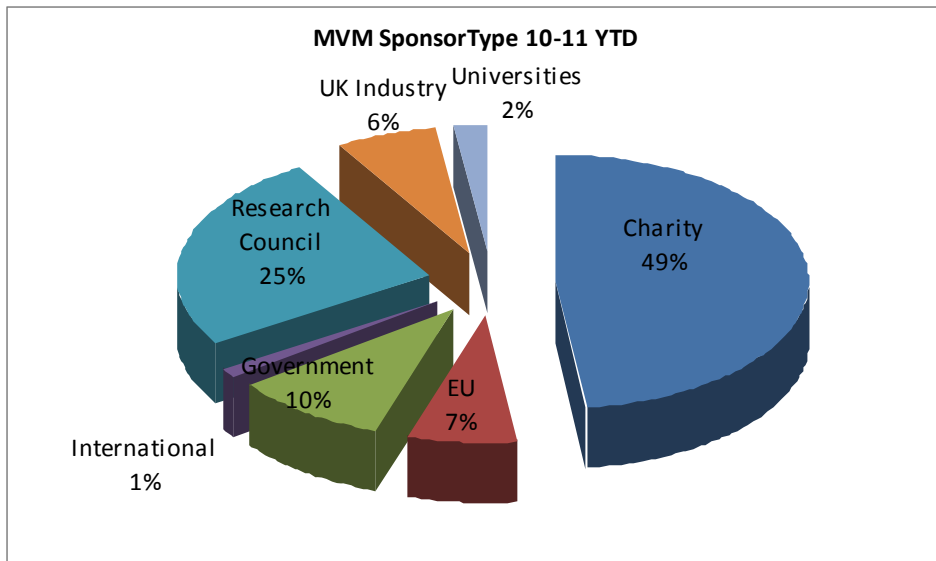
College of Humanities and Social Science

	YTD	09-10	% of Target
Charity	£955,513	£1,846,245	52%
EU	£865,773	£2,931,688	30%
Government	£75,540	£2,824,437	3%
International	£3,298	£165,434	2%
Research Council	£1,864,717	£8,274,042	23%
Universities	£279,421	£813,829	34%

HSS SponsorType 10-11 YTD

Universities 7%
Charity 24%
Research Council 46%
EU 21%
International 0%
Government 2%

HSS SponsorType 09-10

UK Industry 0%
Universities 5%
Charity 11%
EU 17%
Research Council 49%
Government 17%
International 1%
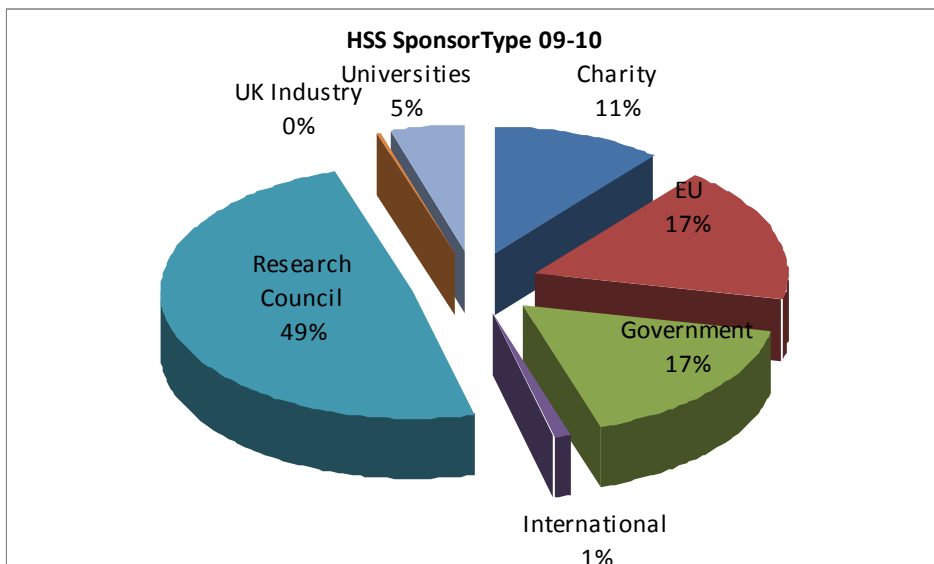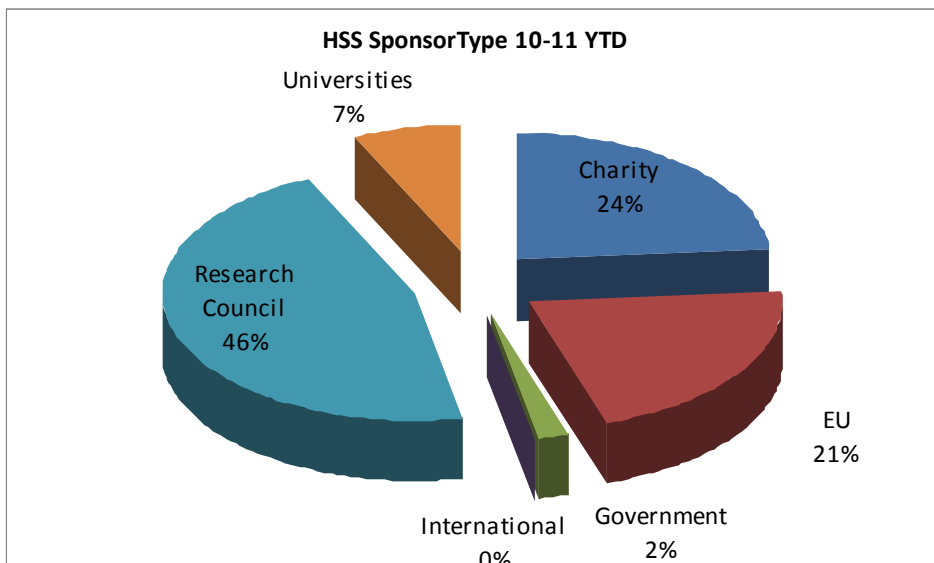
Appendix 2
Analysis of Awards by Country, comparing Q2 20010/11 with full year 2009/10

University of Edinburgh

UofE Country 10-11YTD

USA 1%
Scotland 6%
Others 5%
UK 74%
EU 14%

UofE Country 09-10

Scotland 5%
USA 1%
Others 1%
UK 79%
EU 14%

College of Science and Engineering

CSE Country 10-11YTD

UK 71%
USA 0%
Scotland 4%
Others 6%
EU 19%

CSE Country 09-10

UK 78%
USA 1%
Scotland 2%
Others 1%
EU 18%
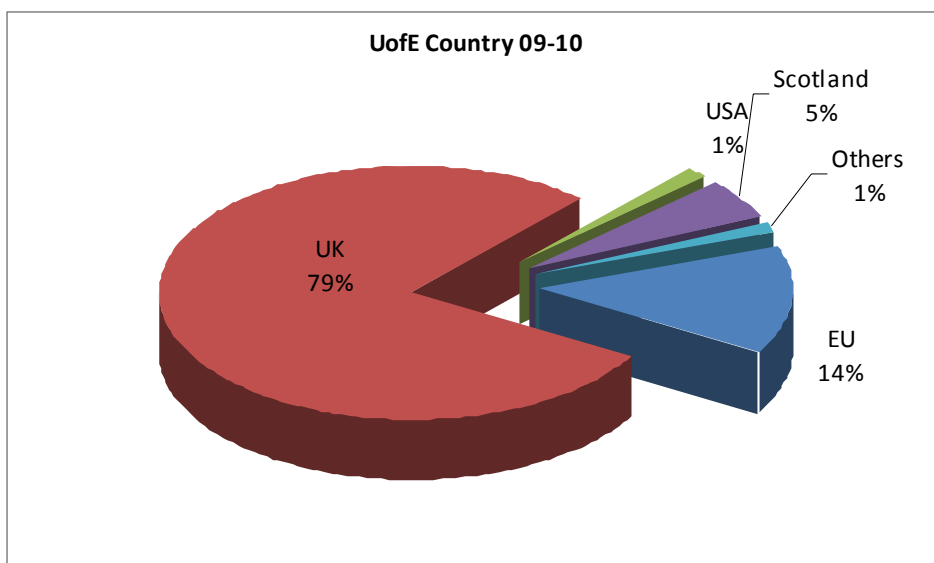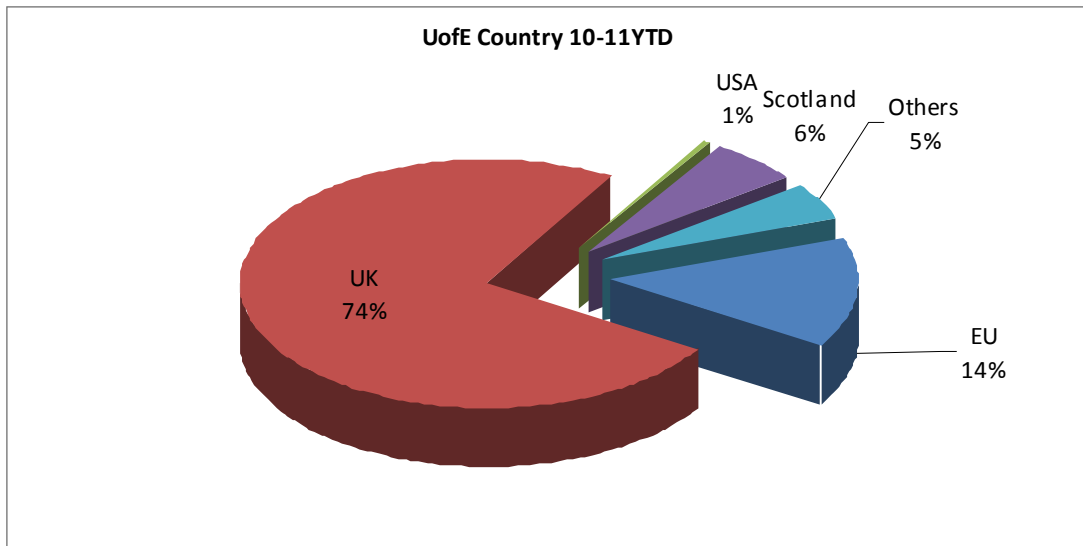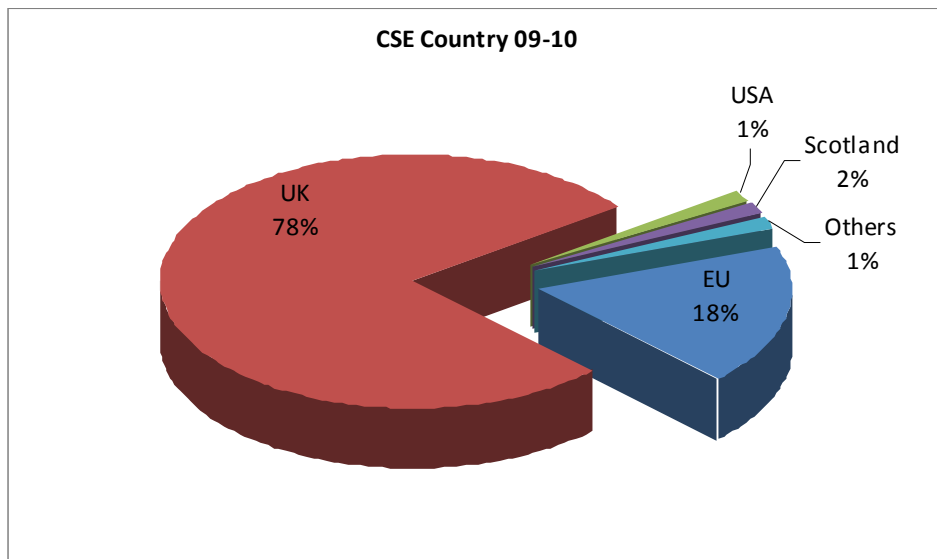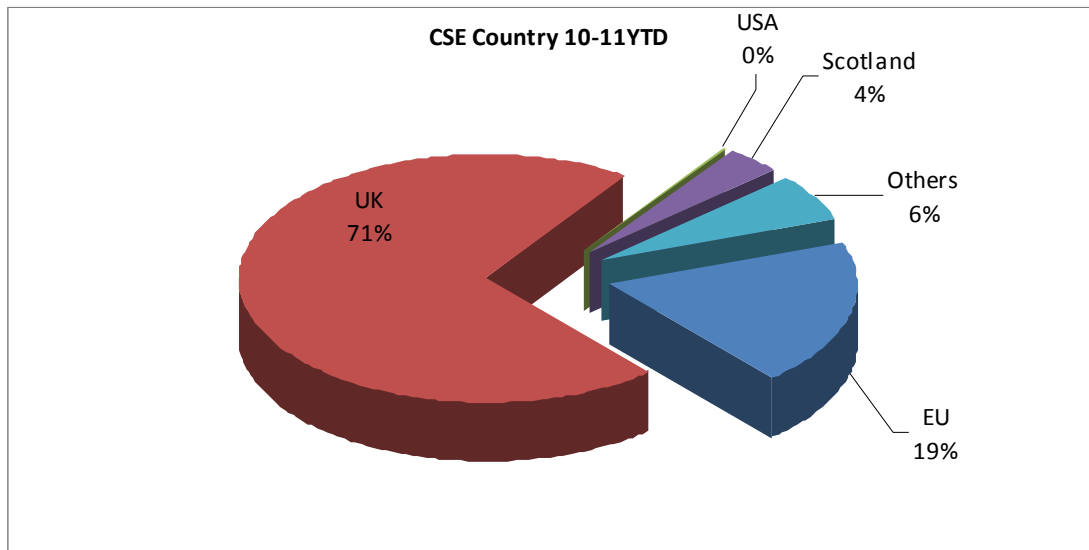
College of Medicine and Veterinary Medicine

College of Humanities and Social Science
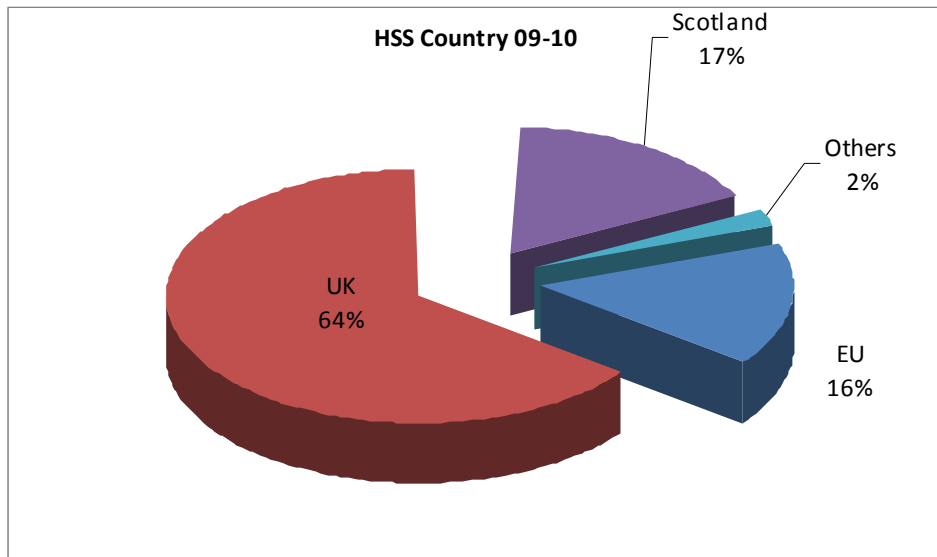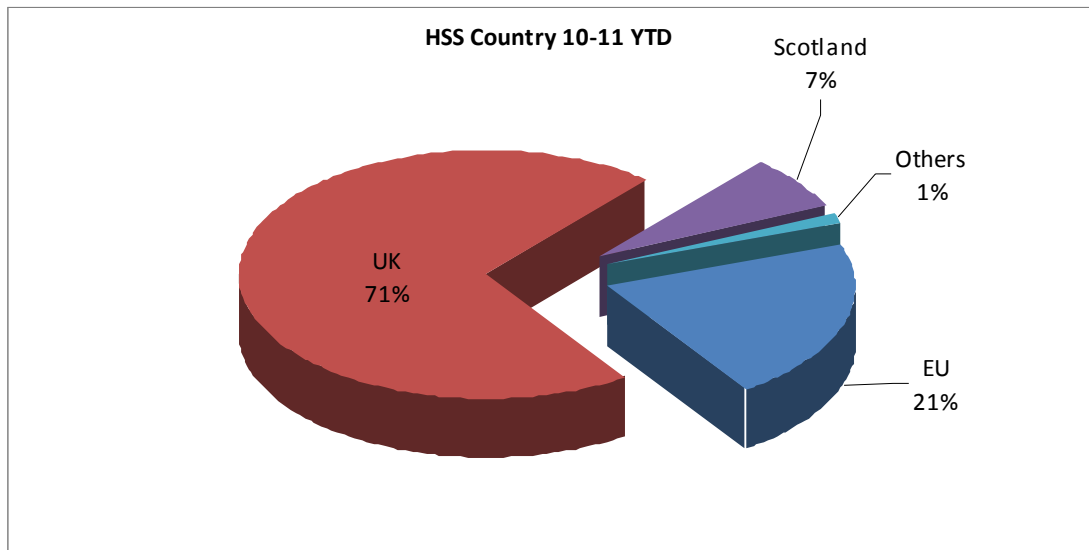
HSS Country 10-11 YTD

Scotland
7%

Others
1%

UK
71%

EU
21%

HSS Country 09-10

Scotland
17%

Others
2%

UK
64%

EU
16%

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6 MONTHS TO 31 JANUARY 2011

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	45	272	34	316	604	32%	(14%)
CMVM	98	356	93	415	785	5%	(14%)
CS&E	84	572	80	552	929	5%	4%
Support Services (ISG etc)	-	10	-	6	12	-	67%
Total - number	**227**	**1,210**	**207**	**1,289**	**2,330**	**10%**	**(6%)**
All Research Applications - value - 100% PROJECT VALUE							
CHSS	9,132	42,415	6,160	49,560	94,981	48%	(14%)
CMVM	33,863	140,898	38,525	163,579	298,792	(12%)	(14%)
CS&E	43,893	271,499	42,234	288,575	452,746	4%	(6%)
Support Services (ISG etc)	-	644	-	296	678	-	118%
Total - value £'000	**86,888**	**455,456**	**86,919**	**502,010**	**847,197**	**(0%)**	**(9%)**
All Research Awards - number							
CHSS	9	70	11	68	203	(18%)	3%
CMVM	23	135	32	161	348	(28%)	(16%)
CS&E	23	158	21	187	424	10%	(16%)
Support Services (ISG etc)	-	3	-	3	10	-	0%
Total - number	**55**	**366**	**64**	**419**	**985**	**(14%)**	**(13%)**
All Research Awards - value - 100% PROJECT VALUE							
CHSS	341	4,090	3,022	6,323	16,868	(89%)	(35%)
CMVM	5,255	26,726	8,691	31,216	74,151	(40%)	(14%)
CS&E	3,366	40,342	2,295	36,784	113,769	47%	10%
Support Services (ISG etc)	-	238	-	408	3,666	-	(42%)
Total - value £'000	**8,962**	**71,396**	**14,008**	**74,731**	**208,454**	**(36%)**	**(4%)**
All Research Awards - value - SPONSOR CONTRIBUTION							
CHSS	320	3,709	2,471	5,430	14,651	(87%)	(32%)
CMVM	4,981	24,970	8,447	28,971	67,772	(41%)	(14%)
CS&E	2,611	36,643	2,208	32,891	100,454	18%	11%
Support Services (ISG etc)	-	195	-	408	3,053	-	(52%)
Total - value £'000	**7,912**	**65,517**	**13,126**	**67,700**	**185,930**	**(40%)**	**(3%)**
Industrial Research Applications - number	**5**	**47**	**4**	**36**	**79**	**25%**	**31%**
Industrial Research Applications - value £'000 (100%)	**415**	**3,728**	**359**	**3,355**	**10,821**	**16%**	**11%**
Industrial Research Awards - number	**3**	**51**	**7**	**46**	**89**	**(57%)**	**11%**
Industrial Research Awards - value £'000 (100%)	**244**	**4,263**	**535**	**2,625**	**10,037**	**(54%)**	**62%**
Research Income £'000							
CHSS	1,370	7,551	1,162	8,426	16,965	18%	(10%)
CMVM	6,489	37,271	7,688	37,980	81,609	(16%)	(2%)
CS&E	7,439	38,533	7,433	38,035	79,338	0%	1%
Support Services (ISG etc)	139	858	307	1,046	2,661	(55%)	(18%)
Total - value £'000	**15,437**	**84,213**	**16,591**	**85,488**	**180,573**	**(7%)**	**(1%)**

EDINBURGH RESEARCH AND INNOVATION LIMITED
RESEARCH AND COMMERCIALISATION REPORT
FOR THE 6MONTHS TO 31 JANUARY 2011

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
EU - Government	29	13,204	151	75,293	26	9,893	140	65,978	200	105,699	8%	14%
EU - Industry	-	-	2	259	1	106	6	407	12	1,371	(67%)	(36%)
EU - Other	1	54	7	662	-	-	7	19,498	22	20,959	0%	(97%)
Overseas - Charities	2	54	10	984	-	-	4	202	22	3,947	150%	387%
Overseas - Government	1	29	11	1,122	1	8	4	1,452	8	3,478	175%	(23%)
Overseas - Industry	-	-	4	278	-	-	1	93	3	235	300%	199%
Overseas - Other	1	112	8	2,969	1	29	5	101	12	630	60%	2840%
Overseas - Universities etc.	1	29	5	483	-	-	5	283	7	498	0%	71%
UK - Charity	65	19,875	271	81,717	57	19,113	291	91,554	679	172,998	(7%)	(11%)
UK - Government	27	7,727	143	37,699	21	3,048	164	34,347	291	48,402	(13%)	10%
UK - Health Authorities	2	1,233	12	10,455	1	4,003	26	10,565	48	27,095	(54%)	(1%)
UK - Industry	5	415	41	3,191	3	253	29	2,856	64	9,214	41%	12%
UK - Research Council	81	42,318	489	230,431	88	49,879	560	268,538	860	440,345	(13%)	(14%)
UK - Universities etc.	12	1,838	56	9,913	8	587	47	6,136	102	12,326	19%	62%
	227	**86,888**	**1,210**	**455,456**	**207**	**86,919**	**1,289**	**502,010**	**2,330**	**847,197**	**(6%)**	**(9%)**
	-	-	-	-	-	-	-	-	-	-	-	-

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
EU - Government	7	2,919	26	10,228	3	646	31	8,660	95	28,177	(16%)	18%
EU - Industry	-	-	2	259	1	106	3	248	8	413	(33%)	4%
EU - Other	1	52	8	1,766	2	187	4	556	11	887	100%	218%
Overseas - Charities	1	24	5	85	1	74	1	74	8	1,643	400%	15%
Overseas - Government	-	-	2	23	2	609	2	609	5	705	0%	(96%)
Overseas - Industry	-	-	1	39	-	-	1	16	2	59	0%	144%
Overseas - Other	-	-	4	560	2	54	7	240	16	592	(43%)	133%
Overseas - Universities etc.	-	-	4	306	-	-	5	144	7	192	(20%)	113%
UK - Charity	18	3,172	113	21,178	18	6,705	119	17,609	254	40,640	(5%)	20%
UK - Government	13	523	40	3,771	8	434	64	6,092	148	18,985	(38%)	(38%)
UK - Health Authorities	-	-	8	515	2	414	5	1,228	14	5,268	60%	(58%)
UK - Industry	3	244	48	3,964	6	429	42	2,361	79	9,565	14%	68%
UK - Research Council	5	1,590	72	26,065	14	4,114	107	35,591	271	95,761	(33%)	(27%)
UK - Universities etc.	7	438	33	2,637	5	236	28	1,303	67	5,567	18%	102%
	55	**8,962**	**366**	**71,396**	**64**	**14,008**	**419**	**74,731**	**985**	**208,454**	**(13%)**	**(4%)**

ALL APPLICATION AND AWARD VALUES ARE 100% PROJECT COSTS

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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	5	225	31	3,091	1	3	21	3,379	33	4,581	48%	(9%)
Business School	-	-	6	1,122	1	273	15	1,456	30	3,401	(60%)	(23%)
Divinity	-	-	5	707	1	1	11	2,094	20	2,452	(55%)	(66%)
Economics	3	92	6	199	-	-	1	20	2	129	500%	895%
Health in Social Science	-	-	9	1,455	-	-	18	3,350	28	5,988	(50%)	(57%)
History, Classics and Archaeology	2	261	27	3,549	-	-	20	1,804	51	3,884	35%	97%
Law	3	48	15	1,541	-	-	17	1,570	32	3,443	(12%)	(2%)
Literatures, Languages and Cultures	5	272	30	2,026	9	1,531	55	7,567	86	9,793	(45%)	(73%)
Moray House School of Education	4	763	22	2,488	3	752	31	4,038	79	9,675	(29%)	(38%)
Philosophy, Psychology and Language Sciences	11	2,410	46	8,430	9	793	54	10,552	104	24,875	(15%)	(20%)
Social and Political Science	12	5,061	75	17,807	10	2,807	73	13,730	139	26,760	3%	30%
TOTAL CHSS	**45**	**9,132**	**272**	**42,415**	**34**	**6,160**	**316**	**49,560**	**604**	**94,981**	**(14%)**	**(14%)**
Biomedical Sciences	15	5,194	53	21,615	20	10,653	62	29,146	128	56,990	(15%)	(26%)
Clinical Sciences and Community Health	49	15,504	168	61,729	37	15,151	205	72,629	357	130,571	(18%)	(15%)
Molecular and Clinical Medicine	17	7,572	69	39,175	20	6,267	83	34,745	175	68,421	(17%)	13%
Royal (Dick) School of Veterinary Studies	17	5,593	66	18,379	16	6,454	65	27,059	125	42,810	2%	(32%)
TOTAL CMVM	**98**	**33,863**	**356**	**140,898**	**93**	**38,525**	**415**	**163,579**	**785**	**298,792**	**(14%)**	**(14%)**
Biological Sciences	17	10,072	131	76,018	25	20,516	126	82,978	214	118,946	4%	(8%)
Chemistry	6	3,490	54	19,932	4	879	69	27,717	108	41,775	(22%)	(28%)
Engineering	19	7,371	78	40,246	21	4,622	77	42,998	139	67,856	1%	(6%)
Geosciences	16	4,644	108	25,115	10	1,610	91	22,851	173	56,359	19%	10%
Informatics	18	5,428	81	50,679	12	12,731	92	69,956	140	100,089	(12%)	(28%)
Mathematics	5	3,539	30	11,471	-	-	22	5,454	32	9,019	36%	110%
College General	-	-	-	-	-	-	-	-	1	177	-	-
Physics	3	9,349	90	48,038	8	1,876	75	36,621	122	58,525	20%	31%
TOTAL CSE	**84**	**43,893**	**572**	**271,499**	**80**	**42,234**	**552**	**288,575**	**929**	**452,746**	**4%**	**(6%)**
Support Services	-	-	10	644	-	-	6	296	12	678	67%	118%
Grand Total	**227**	**86,888**	**1,210**	**455,456**	**207**	**86,919**	**1,289**	**502,010**	**2,330**	**847,197**	**(6%)**	**(9%)**

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	-	-	7	95	1	1	4	182	13	707	75%	(48%)
Business School	-	-	5	196	2	187	7	459	15	901	(29%)	(57%)
Divinity	1	156	5	977	-	-	1	283	3	289	400%	245%
Economics	2	3	3	5	-	-	-	-	-	-	-	-
Health in Social Science	1	4	2	61	-	-	3	71	6	256	(33%)	(14%)
History, Classics and Archaeology	-	-	8	133	1	25	4	169	16	646	100%	(21%)
Law	1	3	3	34	1	73	7	357	15	724	(57%)	(90%)
Literatures, Languages and Cultures	-	-	9	216	4	9	16	247	32	353	(44%)	(13%)
Moray House School of Education	1	74	9	332	-	-	5	338	30	2,193	80%	(2%)
Philosophy, Psychology and Language Sciences	3	101	12	663	-	-	3	253	24	2,830	300%	162%
Social and Political Science	-	-	7	1,378	2	2,727	18	3,964	49	7,969	(61%)	(65%)
TOTAL CHSS	**9**	**341**	**70**	**4,090**	**11**	**3,022**	**68**	**6,323**	**203**	**16,868**	**3%**	**(35%)**
Biomedical Sciences	3	744	13	2,948	1	29	11	2,654	36	9,524	18%	11%
Clinical Sciences and Community Health	11	3,020	66	11,455	12	1,930	52	8,049	139	25,283	27%	42%
Molecular and Clinical Medicine	8	1,475	32	7,582	16	6,538	57	13,059	85	22,781	(44%)	(42%)
Royal (Dick) School of Veterinary Studies	1	16	24	4,741	3	194	41	7,454	88	16,563	(41%)	(36%)
TOTAL CMVM	**23**	**5,255**	**135**	**26,726**	**32**	**8,691**	**161**	**31,216**	**348**	**74,151**	**(16%)**	**(14%)**
Biological Sciences	4	267	33	12,589	-	-	44	10,759	101	39,383	(25%)	17%
Chemistry	2	15	26	3,795	2	57	25	7,823	44	14,086	4%	(51%)
Engineering	2	78	28	9,714	8	934	23	2,729	65	14,187	22%	256%
Geosciences	10	1,096	37	5,341	5	187	50	3,633	102	11,017	(26%)	47%
Informatics	2	1,684	15	5,974	4	1,024	22	2,768	49	9,795	(32%)	116%
Mathematics	-	-	5	716	1	8	4	87	10	429	25%	723%
College General	-	-	-	-	-	-	-	-	1	177	-	-
Physics	3	226	14	2,213	1	85	19	8,985	52	24,695	(26%)	(75%)
TOTAL CSE	**23**	**3,366**	**158**	**40,342**	**21**	**2,295**	**187**	**36,784**	**424**	**113,769**	**(16%)**	**10%**
Support Services	-	-	3	238	-	-	3	408	10	3,666	0%	(42%)
Grand Total	**55**	**8,962**	**366**	**71,396**	**64**	**14,008**	**419**	**74,731**	**985**	**208,454**	**(13%)**	**(4%)**

EDINBURGH RESEARCH AND INNOVATION LIMITED
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TABLE 4
COMMERCIALISATION ACTIVITY

	Current Year		Previous Year			Variance	
	Month	YTD	Month	YTD	Full Year	Month	YTD
Disclosure Interviews							
CHSS	1	1	-	-	3	-	-
CMVM	1	28	4	28	55	(75%)	0%
CS&E	13	36	4	41	92	225%	(12%)
Total - number	15	65	8	69	150	88%	(6%)
Patents filed on Technologies - by College							
CHSS	-	-	-	1	3	-	(100%)
CMVM	1	13	3	14	60	(67%)	(7%)
CS&E	4	28	11	23	48	(64%)	22%
Total - number	5	41	14	38	111	(64%)	8%
Patents filed on Technologies - by Type of filing							
Priority Filings	3	15	4	12	40	(25%)	25%
PCT Filings	2	11	5	10	27	(60%)	10%
Other/National Filings	-	15	5	16	44	(100%)	(6%)
Total - number	5	41	14	38	111	(64%)	8%
Licences signed							
CHSS	-	-	1	2	2	(100%)	(100%)
CMVM	1	11	4	8	22	(75%)	38%
CS&E	4	12	4	19	51	0%	(37%)
Total - number	5	23	9	29	75	(44%)	(21%)
Spin-out companies created							
- Number	-	4	1	5	8	(100%)	(20%)
Start-up companies created (inc EPIS companies)							
- Number	5	14	5	21	32	0%	(33%)

TABLE 5
CONSULTANCY

	Current Year		Previous Year			Variance	
	Month	YTD	Month	YTD	Full Year	Month	YTD
By Business Type - Invoiced value £'000							
Scotland - Commerce	34	196	53	318	473	(36%)	(38%)
Scotland - Government	40	365	12	399	858	233%	(9%)
Rest of UK - Commerce	47	267	26	295	978	81%	(9%)
Rest of UK - Government	179	600	16	489	799	1019%	23%
International - Commerce	110	855	133	1,017	1,705	(17%)	(16%)
International - Government	70	191	3	78	169	2233%	145%
Total - value £'000	480	2,474	243	2,596	4,982	98%	(5%)
By College - Invoiced value £'000							
CHSS	44	348	32	537	816	38%	(35%)
CMVM	218	1,105	147	1,262	2,381	48%	(12%)
CS&E	180	976	64	789	1,698	181%	24%
Support Services (CSG, ISG etc)	38	45	-	8	87	-	463%
Total - value £'000	480	2,474	243	2,596	4,982	98%	(5%)

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TABLE 6
CONSULTANCY INCOME BY SCHOOL

		CURRENT YEAR		PREVIOUS YEAR			YTD
		Month	YTD	Month	YTD	Full Year	Variance
		Value £	Value £	Value £	Value £	Value £	%
Arts, Culture and Environment		-	-	-	-	-	-
Business School		-	42,341	9,525	251,929	283,855	(83%)
Divinity		-	6,975	-	-	6,425	-
Economics		-	-	-	-	-	-
Health in Social Science		-	8,402	-	45,543	80,212	(82%)
History, Classics And Archaeology		-	11,460	-	-	-	-
Law		-	20,051	8,226	52,160	56,959	(62%)
Literatures, Languages and Cultures		-	-	1,194	1,919	5,366	(100%)
Moray House School of Education		20,212	43,755	6,413	29,936	133,835	46%
Philosophy, Psychology and Language Sciences		2,562	2,922	1,450	7,357	7,357	(60%)
Social and Political Science		21,129	175,087	4,964	147,714	241,579	19%
College Central		-	36,879	-	-	-	-
TOTAL CHSS		**43,904**	**347,872**	**31,772**	**536,558**	**815,588**	**(35%)**
Biomedical Sciences		120,167	531,999	(6,988)	353,156	945,383	51%
Clinical Sciences and Community Health		21,488	233,254	68,462	388,710	596,317	(40%)
Molecular and Clinical Medicine		70,316	301,734	82,825	487,655	791,411	(38%)
Royal (Dick) School of Veterinary Studies		4,695	24,295	2,859	22,200	37,849	9%
College Central		-	14,000	-	10,000	10,000	40%
TOTAL CMVM		**216,666**	**1,105,282**	**147,158**	**1,261,721**	**2,380,960**	**(12%)**
Biological Sciences		-	104,506	53,558	125,676	190,612	(17%)
Chemistry		10,020	81,382	3,000	51,753	82,615	57%
Engineering		48,318	274,493	(8,728)	158,481	425,781	73%
Geosciences		75,488	255,146	12,909	141,896	488,278	80%
Informatics		45,854	239,411	2,713	299,517	418,883	(20%)
Mathematics		-	7,910	-	-	7,200	-
Physics		-	12,932	370	12,112	84,132	7%
College Central		-	-	-	-	-	-
TOTAL CSE		**179,680**	**975,780**	**63,821**	**789,435**	**1,697,500**	**24%**
Support Services		37,675	45,305	-	7,562	86,612	**499%**
Grand Total		**477,925**	**2,474,238**	**242,752**	**2,595,276**	**4,980,660**	**(5%)**
		-	-	-	-	-	

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TABLE 7
DISCLOSURE INTERVIEWS BY SCHOOL

		CURRENT YEAR		PREVIOUS YEAR			YTD
		Month	YTD	Month	YTD	Full Year	Variance
		No	No	No	No	No	%
Arts, Culture and Environment		-	-	-	-	-	-
Business School		-	-	-	-	-	-
Divinity		-	-	-	-	-	-
Economics		-	-	-	-	-	-
Health in Social Science		-	-	-	-	-	-
History, Classics And Archaeology		-	-	-	-	-	-
Law		-	-	-	-	-	-
Literatures, Languages and Cultures		-	-	-	-	-	-
Moray House School of Education		1	1	-	-	1	-
Philosophy, Psychology and Language Sciences		-	-	-	-	2	-
Social and Political Science		-	-	-	-	-	-
College Central		-	-	-	-	-	-
TOTAL CHSS		**1**	**1**	**-**	**-**	**3**	**-**
		-	-	-	-	-	
Biomedical Sciences		-	1	-	4	6	(75%)
Clinical Sciences and Community Health		-	8	1	5	19	60%
Molecular and Clinical Medicine		-	3	-	3	4	0%
Royal (Dick) School of Veterinary Studies		-	1	1	1	2	0%
R(D)VS - Roslin Institute		1	13	2	15	24	(13%)
College Central		-	2	-	-	-	-
TOTAL CMVM		**1**	**28**	**4**	**28**	**55**	**0%**
		-	-	-	-	-	
Biological Sciences		1	8	-	9	22	(11%)
Chemistry		2	6	1	6	9	0%
Engineering		3	10	2	10	24	0%
Geosciences		2	4	-	3	4	33%
Informatics		5	7	1	11	27	(36%)
Mathematics		-	-	-	-	-	-
Physics		-	1	-	2	6	(50%)
College Central		-	-	-	-	-	-
TOTAL CSE		**13**	**36**	**4**	**41**	**92**	**(12%)**
		-	-	-	-	-	
Support Services		-	-	-	-	-	-
Grand Total		**15**	**65**	**8**	**69**	**150**	**(6%)**
		-	-	-	-	-	

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TABLE 8
PATENT FILINGS BY SCHOOL

| | CURRENT YEAR | | | | | | | | PREVIOUS YEAR | | | | | | | | | | | | YTD |
| | Month | | | | YTD | | | | Month | | | | YTD | | | | FULL YEAR | | | | Variance |
	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	1	1	1	3	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CHSS	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	1	1	1	3	-
Biomedical Sciences	-	-	-	-	-	2	-	2	-	-	-	-	1	-	1	2	2	-	1	3	0%
Clinical Sciences and Community Health	1	-	-	1	1	-	1	2	-	-	-	-	1	3	1	5	13	10	9	32	(60%)
Molecular and Clinical Medicine	-	-	-	-	3	3	3	9	-	1	1	2	1	1	2	4	5	3	6	14	125%
Royal (Dick) School of Veterinary Studies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	2	5	-
R(D)VS - Roslin Institute	-	-	-	-	-	-	-	-	1	-	-	1	2	-	-	2	3	2	1	6	-
TOTAL CMVM	1	-	-	1	4	5	4	13	1	1	1	3	5	4	4	13	24	17	19	60	0%
Biological Sciences	-	-	-	-	2	-	1	3	-	-	-	-	1	1	2	4	2	1	9	12	(25%)
Chemistry	-	1	-	1	-	1	1	2	-	-	-	-	1	1	-	2	2	2	3	7	0%
Engineering	1	1	-	2	6	3	4	13	3	1	2	6	4	1	4	9	7	2	5	14	44%
Geosciences	-	-	-	-	1	2	3	6	-	-	-	-	-	-	3	3	1	-	3	4	100%
Informatics	1	-	-	1	2	-	1	3	-	3	2	5	-	3	3	6	3	4	3	10	(50%)
Mathematics	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physics	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1	#DIV/0!
TOTAL CSE	2	2	-	4	11	6	11	28	3	4	4	11	6	6	12	24	15	9	24	48	17%
Support Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	3	2	-	5	15	11	15	41	4	5	5	14	12	10	16	38	40	27	44	111	8%

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TABLE 9
LICENCES SIGNED BY SCHOOL

		CURRENT YEAR		PREVIOUS YEAR			YTD
		Month	YTD	Month	YTD	Full Year	Variance
		No	No	No	No	No	%
Arts, Culture and Environment		-	-	1	1	1	(100%)
Business School		-	-	-	-	-	-
Divinity		-	-	-	-	-	-
Economics		-	-	-	-	-	-
Health in Social Science		-	-	-	-	-	-
History, Classics And Archaeology		-	-	-	-	-	-
Law		-	-	-	-	-	-
Literatures, Languages and Cultures		-	-	-	1	1	(100%)
Moray House School of Education		-	-	-	-	-	-
Philosophy, Psychology and Language Sciences		-	-	-	-	-	-
Social and Political Science		-	-	-	-	-	-
TOTAL CHSS		**-**	**-**	**1**	**2**	**2**	**(100%)**
		-	-	-	-	-	
Biomedical Sciences		-	2	1	1	2	100%
Clinical Sciences and Community Health		-	2	-	1	3	100%
Molecular and Clinical Medicine		1	3	-	2	11	50%
Royal (Dick) School of Veterinary Studies		-	-	-	-	1	-
R(D)VS - Roslin Institute		-	4	3	4	5	0%
TOTAL CMVM		**1**	**11**	**4**	**8**	**22**	**38%**
		-	-	-	-	-	
Biological Sciences		2	3	1	7	13	(57%)
Chemistry		1	3	-	2	5	50%
Engineering		-	2	-	2	6	0%
Geosciences		-	1	-	-	1	-
Informatics		-	2	3	7	7	(71%)
Mathematics		-	-	-	1	1	(100%)
Physics		1	1	-	-	18	-
TOTAL CSE		**4**	**12**	**4**	**19**	**51**	**(37%)**
		-	-	-	-	-	
Support Services		-		-			-
Grand Total		**5**	**23**	**9**	**29**	**75**	**(21%)**
		-	-	-	-	-	

Summary

At CMG on 23rd November 2010, it was agreed that a six month review should be undertaken of those Strategic Plan targets assessed in the October 2010 report as requiring further work (targets 1.1, 3.1, 4.1, 8.2, 10.2, 10.3 and 12.3), focusing on the actions being taken with the aim of ensuring these targets are met.

Target	Mid Year Actions Report
Excellence in learning and teaching	

1.1   increase the level of satisfaction expressed in the *Assessment and feedback* section of the National Student Survey and enter the upper quartile of institutions surveyed
 	
This target is measuring the percentage of Edinburgh's National Student Survey (NSS) respondents answering 4 (mostly agree) or 5 (definitely agree) to the five questions in the NSS which relate to assessment and feedback. The aim is for the University's percentage figure by 2012 to be at least equal to the upper quartile figure for all non-specialist Universities UK (UUK) members, being the largest relevant group of participating institutions.
	Summary of Report as at October 2010
	
	• *In the 2010 NSS, Edinburgh's figure was 51%, up from 46% in 2009 and 45% in 2008. This was again the equal lowest figure of all comparator group institutions. The comparator group upper quartile figure was, however, unchanged at 67%, which means that Edinburgh's figure converged by 5% year on year, such that the difference is now 16%. The Russell Group upper quartile figure was up 1% to 63% - at 12% higher than Edinburgh's figure, this represented a convergence of 4% year on year.*
	
	Mid-Year Actions Report
	
	In addition to the actions reported in October 2010, which are still being implemented, the following additional actions are being taken:
	
	• An update of progress was given to Senatus on 9 February 2011, highlighting three especially promising directions being pursued by Schools in enhancing feedback:
	
	   o designing in 'feed-forward';
	   o creating opportunities for dialogue between students and staff about what makes for effective feedback; and
	   o actively involving students in the interchange of feedback.
	
	• Data from Google Analytics show a high level of take-up of the Enhancing Feedback website: by mid-March 2011, the total number of Edinburgh visitors to the website was 917, with an average viewing of 4.2 pages per visit. (The site has also attracted over three thousand other visitors, from 82 countries).
	
	• Examples from across the University of excellent practice in providing 'Feedback That Makes a Difference' are being compiled for a handbook, Inspiring Learning, to be published by the University's Institute for Academic Development in autumn 2011.

Target	Mid Year Actions Report
	• A Student Voice project has been initiated: this is a wide-reaching project to collate, present and analyse key internal and external student and graduate survey information in an integrated dynamic graphical format using Qlikview business intelligence software. The aim is to identify and clearly present cross-survey issues and long-term trends, such that the end-product represents much more than the sum of its parts. Economies of scale, benchmarking, better targeting of resources and stronger decision making - ultimately resulting in an enhanced student experience - are key anticipated results. • Finally, in order to enhance response rates to the 2011 NSS, GaSP has been working closely with EUSA and School NSS contacts to promote the survey to students using a variety of established methods, as well as raising awareness of best practice and innovative approaches used within the institution and outwith, and offering an incremental cash incentive, based on response rate, to Schools to be used for the benefit of the students. GaSP circulates a weekly report detailing response rates to all School contacts, Heads of School and Heads of College.
Excellence in commercialisation and knowledge exchange	

3.1 increase our economic impact by a higher percentage than our growth in income
 	
 Our economic impact is determined using a multi-layered weighted model, which makes a number of assumptions and uses a variety of ratios and drivers. A key driver is the University's income; others include staff numbers, student numbers, commercialisation (employment in spinouts, licenses etc), forecast capital spend, conference delegate numbers and tourism.
	Summary of Report as at October 2010
	
	 • *Since the University's Scotland-wide economic impact was first calculated in 2008, our income has increased by £114M, whereas our impact is measured as having increased by £137M. In percentage terms, these increases are 24% and 17%, respectively.*
	 • *Key reasons for our economic impact growing less quickly than our income are:*
	   • *a marked reduction in forecast capital spend (the updated figures are based on average capital spend figures within Edinburgh over the 7 period 2007-08 to 2013-14; and within Midlothian over the 5 year period 2009-10 to 2013-14); and*
	   • *proportionally smaller increases in all other categories, compared to our increase in income.*
	
	 Mid-Year Actions Report
	
	 In order to meet this target, continued growth is required in some or all of the following areas: income, staff numbers, student numbers, commercialisation activity, capital spend, conference delegate numbers and tourism. Our Strategic Plan details the objectives, strategies and targets we have set around these areas.
	
	 We are continuing to invest strategically in order to build on our recent success in growing our postgraduate and overseas student numbers as well as to develop new areas of activity, for example through our Distance Education Initiative. In addition, in terms of commercialisation, The University has been particularly successful in the creation of new companies, with a record total of 40 new companies created in 2009/10, which are already having a positive impact on the economy through additional jobs and income generated. Nineteen of these companies were created by students and this total has been matched already in 2010/11, with 19 of the 25 companies created by the end of March 2011 being generated from the student base. These companies are being incubated both in University facilities and in the local area and offer additional employment opportunities for graduates and other research talent. In terms of capital spend, although the difficult prevailing financial environment make this a challenging area, we are continuing to develop a portfolio of capital projects of different scope and scale to enable us to seize funding and development opportunities as these might arise.

Target	Mid Year Actions Report
	The University has identified a number of risks in its Risk Register which are relevant to this target and on which regular reports covering management processes and mitigating actions are compiled for review by the Risk Management Committee: • Risk 3: Challenge of managing activities to ensure some income streams exceed costs. • Risk 4: Growth of the University falls behind UK and international competitors. e.g. in areas such as: a) size (turnover/assets); b) research funding c) international students/staff; and d) PGR/PGT student numbers. • Risk 5: Rate of maintenance, enhancement and investment in the estate fails to support University growth aspirations (research, education and accommodation), provide a satisfactory student and staff experience, and maintain competitiveness with other leading institutions across the world.
Quality people	
4.1 achieve an 85% appraisal completion rate across all staff *This target is measuring the proportion of the University's total staff population who are recorded as having had an appraisal, or 'Performance and Development Review (P&DR)'. The target is aiming for 100% of staff with contracts of 1 year or more.*	*Summary of Report as at October 2010* • *The target was set in the context of plans to introduce a new P&DR framework across the University. That project is not yet complete due to a number of organisational factors. However, significant progress has been made.* • *The appraisal completion rate in different parts of the University ranged from 35% to 98%.* **Mid-Year Actions Report** A report attached as Annex 1, recently submitted to PSG, sets out the actions being taken with the aim of ensuring this target can be measured and is met.
Advancing internationalisation	
8.2 increase the proportion of our students attending another international institution by 50% *This target is measuring the number of students participating in formally approved student exchange programmes managed by the International Office, including Erasmus exchanges. With this definition, the target of a 50% increase between 2007/08 and 2011/12 requires us to achieve a figure of 699 by the final year.*	*Summary of Report as at October 2010* • *In 2009/10 a total of 500 Edinburgh students participated in formally approved student exchange programmes. This represents an increase of 15.5% on the 2008/09 figure, but as this was lower than the baseline, the overall increase since 2007/08 is only 7.3%.* • *Actions being taken to promote exchange opportunities included: holding an additional exchanges fair; exploring different forms of communication about exchange opportunities; providing input to HEAR academic record project; and making increased use of returning students as exchange ambassadors.* **Mid-Year Actions Report** Following sustained effort across the last four years (including actions identified in the October 2010 report, which are ongoing), target 8.2 is now very likely to be achieved in academic year 2011-2012.

Target		Mid Year Actions Report
Promoting equality, diversity, sustainability and social responsibility		
10.2	increase the proportion of female academic staff appointed and promoted to the lecturer, senior lecturer, reader and professor levels	*Summary of Report as at October 2010* • *In 2009/10, the proportion of female academic staff appointed and promoted to grades UE08 or equivalent and higher was 33.6%, which is down from 34.7% in 2008/08 and 38.4% in 2007/08.* • *At each grade (or equivalent), the figures were 39.8% to UE08, 31.3% to UE09, and 21.4% to UE10. At grade UE08, the proportion is slightly higher than in 2008/09, although still lower than in 2007/08. At grades UE09 and UE10, however, the figures are all lower than in 2008/09, continuing a downward trend since 2007/08.* **Mid-Year Actions Report** Although our figures are comparable with other Russell Group institutions, we remain concerned about the under-representation of women and the slight downward trend. A number of actions are being taken, including: • Several areas are working towards Athena SWAN awards in 2011 or 2012 (three in CSE and two in MVM) which includes identifying and seeking to address barriers to progression for women. Physics has recently achieved a Juno award. • EDMARC (Equality and Diversity Monitoring and Research Committee) has included promotion/regrading as a 'spotlight' in its report this year. • A review of the criteria and guidance for academic promotions is underway. • The College of Science and Engineering is commissioning an independent Diversity Audit across the College. • An additional review is being carried out by the Principal and Director of HR as part of the process for contribution awards for Grade 10 and Professorial staff in 2011. • An online equality and diversity training package is now available for all staff and is being rolled-out in stages. Post Meeting Note: Further information is attached at Annex 3.
10.3	reduce CO_2 emissions by 29% against a 2007 baseline by 2020 *Previously this target was expressed as 'reduce absolute CO_2 emissions by 40%, against a 1990 baseline'. The baseline year was revised as a result of the Climate Change (Scotland) Act 2009.*	*Summary of Report as at October 2010* • *To the end of 2009/10 the reduction in absolute CO_2 emissions against the original 1990 baseline year was 23%, down from 30% at the end of 2007/08 and 29% at the end of 2008/09, against a very ambitious target.* **Mid-Year Actions Report** A report attached as Annex 2, sets out the actions being taken with the aim of ensuring the revised target is met.

Target	Mid Year Actions Report
Stimulating alumni relations and philanthropic giving	
12.3 deliver a threefold increase in the participation rate of alumni who give to the University	*Summary of Report as at October 2010* • *Our participation rate in 2007/08 was 3.29%, based on 104,000 contactable alumni and 3,436 donors (within the year). Therefore the target, to deliver a threefold increase, means that we are aiming for a participation rate of 9.88% by 2011/12.* • *In 2009/10 we achieved a participation rate of 3.18% based on 3,814 donors from 120,088 contactable alumni. This was a substantial increase on the low point of 2.41% last year.* **Mid-Year Actions Report** To increase alumni participation, The Annual Fund is focusing on three areas. 1. Bringing new alumni donors into the programme. 2. Renewing the financial support of donors from the previous year. 3. Re-engaging donors who have, for whatever reason, stopped their annual support of the University. • Through the telephone campaign and follow up mail pieces we are encouraging donors to support by direct debit giving. Our retention of direct debit supporters averages around 98%, so this impacts the retention of our donors from one financial year to another which has a direct correlation to participation rates. • We have just completed a 12 week period of telephone campaign activity, which is our most effective method of enlisting new donors to the programme. This has enrolled 721 new donors into the programme. • We have implemented a specialist welcome pack and thank you call for new donors, to maximise our chance of renewing their support the following year, as across the sector these are a difficult group to retain. • A series of mail-pieces are planned for the coming months to renew donors (UK and worldwide) from the previous year and also re-enlist the support of lapsed donors, which will impact on alumni participation this year. • We are also sending a mailing to profiled non-donors from our database in the next month, which should also help to enrol new alumni into our programme.

Annex 1: Target 4.1

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Principal's Strategy Group

Performance and Development Review

7th March 2011
</div>

Introduction

1. The University's current Strategic Plan identifies an 85% Performance and Development Review (P&DR) completion rate. This target was originally set to take account of the fact that the University employs a significant number of staff on very short term contracts, for example, temporary staff to support the Festival in Accommodation Services over the summer season, where it would not be either practical or relevant to carry out P&DR meetings. However, the original target has caused some debate about not being sufficiently ambitious and it has since been clarified that the expectation is 100% of all *eligible* staff will have an annual P&DR meeting. This is to support the objectives and strategies set out under the Quality People Enabler to:

- Support and cultivate an ethos of high quality leadership and management;
- Embed a positive performance culture which encourages and recognises success;
- Develop and implement succession planning;
- Establish a culture of personal and professional development; and
- Support and develop all staff in preparing for, holding or stepping down from leadership and management roles.

Why is Performance and Development Review Important?

2. The University is committed to reviewing its current policy to reflect contemporary good practice with respect to developing and sustaining a high performance culture. Performance and Development Review places the emphasis on embedding a culture of success, where performance is synonymous with achievement. A culture where performance management reflects the five bullet points above and sees investing in and developing its people as the key to its continued success. The strategic drivers for this are informed by both internal and external factors.

3. Externally, the University must ensure that we prepare for the future Research Excellence Framework to maximise our opportunities for research income and to further enhance our international standing as a world-leading centre of academic excellence. In order to achieve this objective, the University must continue to grow and develop its culture of high performance, with a strong focus on academic excellence and outstanding professional services that support fully our core business.

4. The University operates in a highly competitive international environment; the most significant UK and European research funding will be linked to major interdisciplinary research which seeks to address issues of global significance, for example, in relation to health, sustainability, social cohesion and political stability. The focus will be on *excellence,* we are already aware that the Research Councils expect a high degree of demand management to be conducted at institutional level, where sifting was previously undertaken by the Research Councils through their own evaluation processes. This means that we have to ensure we produce the strongest possible research proposals to ensure both individual and institutional success in securing research funding. This imperative is made even greater by the constrained funding environment for research over the coming years.

5. Excellence in teaching is equally important and very much linked to our ambitions to deliver an outstanding student experience. Again, the external funding environment also informs the need to maintain our standing as a centre for excellence to grow our student recruitment for undergraduate, postgraduate and international students. The University has enjoyed exceptional success in its

recruitment of students at all levels and this is based on our outstanding reputation, it will therefore be critical for us to remain at the forefront of teaching excellence. The increasing use of new technologies and innovative learning and teaching methodologies will be necessary across our educational programmes to continue to make our provision relevant to an increasingly discerning student population who can choose their university in an international market.

6. It will also be crucial to provide the very best standards of professional services to support our academic endeavour and to this extent it will be crucial to ensure that staff engaged in these areas have the right skills and competencies to deliver high quality services across the University.

7. There are other drivers for embedding good people management practices across all areas of our activities, for example, the removal of the Normal Retirement Age (NRA), means that the University will need to ensure that it has excellent processes in place to support all staff through their various career transitions at the University. This will ensure that staff at all levels and at all stages of their career are able to contribute fully to the goals of the University, by updating and enhancing their skills and experience in a way that is highly relevant to their work.

8. These points provide a synopsis of the main reasons underlying the strong business need to review our policies and guidance for Performance and Development Review.

9. The reason for the change in nomenclature from 'appraisal' to 'Performance and Development Review' has not changed the core aim of the original policy, which is to embed a high performance culture founded on the principles of developing and investing in our staff, but to signal the shift to a positive exposition of 'performance' where it is clearly linked to success, achievement and the attainment of academic or professional goals. It is to mark a departure from the sense of performance being associated with punitive or negative actions. Having said this, there is a clear recognition that the University does need to deal with poor performance, where this arises, but on-going poor performance relates to capability and will be managed in accordance with the relevant policy. It is also important to acknowledge that the incidence of poor performance is very low and that the majority of staff perform their roles to very high standards as exemplified by our international standing and growing success across our portfolio of activities. The new Performance and Development Review Policy will form the mainstay of a new framework for Human Resource Development supported by a Learning and Development Strategy for the University. The University has developed other models of good practice, such as the Code of Practice for Research Staff, which will complement and form part of a flexible approach to embedding P&DR across the piece.

10. The success of the University in implementing and embedding good practice has to be delivered at the 'coal face'. For these reasons, Colleges and Support Groups have been progressing positive staff development agendas using Performance and Development Review to embed good practice and support the academic, professional and career development of their staff. An important example of this work is the represented by the Code of Practice for Research Staff.

The College of Science and Engineering

11. The College of Science and Engineering (CSE) invested in a College HR Advisor (Projects) one year post from April 2010 until March 2011 to drive forward the College's performance management agenda and the College has made significant progress on a number of fronts. The College Head of HR has developed a draft policy which has been provided to Joint Unions for consultation. As part of a drive to modernise and enhance people management practices across CSE, a College-wide consultation was undertaken to develop an up to date Performance and Development Review (P&DR) process which reflects sector and general good practice.

12. A new pilot web-site has been developed to provide a valuable and easily accessible resource to support embedding good practice across the College. If the pilot proves successful, the site may form the basis of a model for use across the University. The due date for the new site to be launched is the end February 2011.

13. The College is also working with Schools to develop communication and implementation plans to update staff and managers. One feature which is well embedded within CSE is that the College communicates at least annually to staff on P&DR expectations and development support.

14. The dedicated resource invested by CSE will produce wider benefits for the University as a whole, as the policy and accompanying guidance is being shared with the other Colleges, the Support Groups and HR Professional Services.

15. The College Learning and Development Advisor is currently delivering P&DR process training across the University and has run a number of bespoke training events across all of the Colleges in the last 3 years A new modular approach is to be adopted to develop shorter, more focussed interventions. The first two modules will address 'How to Start a Performance Conversation' and 'Handling Difficult Conversations'. A document to facilitate and record personal development planning (PDP) is another initiative which is under design.

16. The Head of College advised College Strategy and Management Committee that for all promotion and contribution cases coming forward in 2011 onwards it is expected that the individual concerned will have had a P&DR in the last year, and will have carried these out for their own staff. In the case of requests for bridging funding a P&DR is required to ensure that bridging is in the individuals interests. In addition, the College's Dean of Research Careers, who was appointed in 2009, has as part of his remit, responsibility for ensuring that the Code of Practice for Research Staff is properly embedded and implemented for this group of employees. These practices are aim to embed good practice for staff in all categories across the College.

17. There is annual monitoring of progress towards annual P&DR for all staff, the results of which are due at the end February for the period up to 31 December 2010. At least one School is piloting the Oracle reporting screens that have been set up to allow tracking, monitoring and reporting on P&DR activity.

The College of Medicine and Veterinary Medicine

18. The Head of College has asked the Executive Dean, Professor Jonathan Seckl, and the Head of HR, Zoe Lewandowski, to develop an implementation plan to embed P&DR across all areas of the College building on the good practice guidance developed in CSE. It should be noted that the College does not have a dedicated staff development role to co-ordinate its learning and development agenda and therefore derives great benefit from sharing the expertise of the CSE Learning and Development Advisor.

19. A considerable volume of activity to support the College's staff development agenda is already well underway. The School Office in Biomedical Sciences has carried out a lot of work to embed P&DR across the School initially focusing on academic staff and making use of the Code of Practice to support the review process for research staff. The new School Administrator is in the process of rolling out P&DR using the competency framework for professional and support staff across the School.

20. The School is also trialling the reporting screens that have been set up in Oracle to allow tracking, monitoring and reporting on P&DR activity. This information will be valuable in shaping the School's Learning and Development agenda and allocating resource to priority areas.

21. The process for joint University/NHS appraisal for Clinical Academic Consultants is now well established in the College and participation runs at around 95%+ with good, evidence-based justification in cases where it does not take place.

22. Roslin placed significant emphasis on P&DR in 2010. They expect to achieve close

to 100% participation with over 65% already confirmed as completed. They are also trialling the reporting screens that have been set up in Oracle to allow tracking, monitoring and reporting on P&DR activity as part of a University-wide pilot exercise.

23. The Roslin HR Manager is working with HR colleagues from across the University to explore the possibility of introducing fully on-line P&DR by using the functionality currently available in the Oracle system. Roslin are extremely keen on introducing on-line P&DR and will consider building a system locally if it is not possible to activate the functionality in Oracle so that it can be used for this purpose. There are technical and cost implications involved in trying to develop the Oracle option that do not require comment here, but which may prevent the introduction of an Oracle based on-line solution.

24. As part of Roslin's application to BBSRC for an Institute Strategic Programme Grant, the College has recently made a submission detailing the Institute's strategic HR capabilities and plans for the 5 year period of the ISPG grant. The implementation of a robust performance and development review process across the Institute is a key element of the submission.

25. Although Roslin have run with the "old style" appraisal paperwork this year they are committed to introducing the new process which places more emphasis on setting objectives and assessing their achievement for 2011. The Roslin HR Manager has been working closely with colleagues in Science and Engineering to draw on their work.

26. Pockets of good P&DR practice for early career academics based on the guidance in the Code of Practice exist in many other Divisions and Centres within the College.

The College of Humanities and Social Science

27. The College is strongly committed to meeting the development needs of its staff and takes the P&DR process very seriously, along with the other Colleges and Support Groups in the University. HSS is moving to 100% P&DR compliance rate for all eligible staff, on an annual basis and all Schools have been asked to include details of their plans for achieving this in their 2011-2012 School plan.

28. The Head of College has established a new College level Staffing Management Committee, which comprises the Head of College, the eleven Heads of School (or their nominated deputies), the College Registrar and College Head of HR. The remit of the Committee is to look at Equality and Diversity issues, Staff Development requirements and Performance Management matters. The Committee aims to explore other HR-related issues, such as managing academic "probation" and appropriately recognising different career routes for academic staff. The Committee is proposing to embed key policy changes through a series of meetings and workshops, with a wider range of relevant staff attending the latter, depending on the subject matter. With reference to P&DR, the Committee was, as noted, very supportive of the stance being adopted in CSE but felt that there could be some confusion over the terminology contained within the policy. Therefore, mirroring the sentiments highlighted in the CSE policy, the Committee is devising a very similar policy for the College, but using "appraisal" as the generic term for P&DR within HSS.

29. The College aims to use the services of their temporary seconded member of staff from Edinburgh College of Art, who has a strong background in staff development, to support training needs identified through appraisal meetings. She will also pilot a range of development activities to support the College's wider staff development goals. The new suite of courses, which are included in the Learning and Development Directory, will be trialled over the coming months and constructive feedback will be sought from Heads of Schools and participants. These initiatives all support the process of embedding P&DR across the College.

30. An Associate Dean, with responsibility for research careers, has recently been appointed and will be working with relevant staff to ensure that the College's policies on performance management and staff development are effective in supporting early career staff in particular.

Support Groups

31. Embedding P&DR in the professional services areas has taken a number of forms which are described below in relation to the different areas of professional services.

32. Three years ago the Director of Corporate Services Group (CSG) determined that all areas of Corporate Services Group should use Investors in People as a framework for developing its leadership, learning and development, and communication activities, 4 areas (Accommodation services, Edinburgh University Press, Health and Safety, and Internal Audit) have already achieved accreditation and all other areas are expected to achieve it over the next year. 100% coverage of Performance and Development Reviews is a pre-requisite for accreditation. Other areas such as the Centre for Sports and Exercise, Finance, Procurement and HR are also reporting 100% P&DR take up, with the remaining departments on track to achieve it this year.

33. As part of improving P&DR quality and performance, managers received training (provided externally) in the delivery of P&DR's, and it has become apparent from work towards IiP and output from P&DR's that there is a need for a more dedicated development resource in CSG if not across all Support Groups. CSG regard this as a high priority to enable it to continue to build a performance culture and the capability of managers and staff. A commitment to funding such a post has been given by the Director of Corporate Services, and we are awaiting approval from the Post Review Group.

34. In Accommodation Services, P&DR is mandatory for all staff and informs the Department's annual Learning and Development Plan, thereby ensuring a clear feedback loop, linking its goals, development needs and related provision. All managers have been trained in carrying out P&DR.

35. Estates and Buildings have also declared P&DR mandatory for all staff. In the case of staff on Grades 1 and 2, the model used is called a "Work Review", to give it greater meaning for this group of staff. The Estates and Buildings training plan is based on the outcomes from the P&DR process, following a similar model to Accommodation Services. The timing of P&DR meetings is based on business needs and to date, less than 50% have been carried out but the aim is to complete 100% before 31 July.

36. CSG has generally adopted the use of the Leadership Development Framework to support embedding a competence-based approach to P&DR across departments. This has enabled managers to instil cultural and behavioural changes within their teams to embrace new ways of working as well as focus on the need for delivering quality services.

37. **Information Services** has had a robust programme of P&DR's for 4 years. This has been embedded through an ongoing programme of compulsory training for reviewers and awareness sessions for reviewees. Staff wishing refresher training can access ongoing training as can new starts.

38. IS uses information collected from the P&DR process to structure training and development for staff, including a highly successful year-long managers development programme which has now run for 3 years. We benchmark our training spend against CIPD standards and are now using Investors in People as our framework for moving forward.

39. In 2010 IS implemented Competency P&DR's for all grade 9-10 staff following delivery of training sessions by the IS Learning and Development Officer. Competency P&DR training for grade 8 staff will occur in summer 2011 in readiness for implementation from August 2011.

40. The IS Staff Development Group has a remit to oversee P&DR completions within IS and to recommend suggestions on making the process stronger. As well as the quantitative aspects the Group are also concerned with maintaining and improving the qualitative aspects of the P&DR process.

41. Over 95% of our staff have had a P&DR meeting in the last year. IS is perhaps unique in requiring physical evidence of P&DR having taken place and finalised in writing. These returns are monitored and are at 82% for 2010 so far.

42. In the Student and Academic Services Group all departments will be carrying out P&DR annually with an expected completion rate of 100%.The move to an annual P&DR cycle across the Group along with the commitment to achieve the target of 100% completion for eligible staff will be supported by the SASG Business unit by communicating any developments in the process, e.g. the introduction of recording and reporting via Oracle, by assisting with training and by monitoring and reporting on progress. Currently completion rates are reported on annually when the KPI's for the Group are compiled, however, going forward, progress will be monitored quarterly and reported on mid-year to the Heads of Service.

43. The communication strategy which will be implemented in order to achieve this will involve communication of P&DR process, targets and progress against targets at:

- Heads of Service meeting
- HR administrators forum
- Information on the process and progress published on SASG wiki.

Overview

44. The diverse nature of the University means that areas are adopting different approaches towards embedding P&DR. It is recognised that these processes have to be developed and implemented locally for there to be proper ownership of them.

45. There is a clear and increasing commitment across the University and its subsidiaries to implementing contemporary good practice that is relevant to the local staff body.

46. It is also clear that development of a performance culture, of which P&DR's is an important element, requires some dedicated resource. Colleges and Support Groups have all recognised this and are in different ways addressing how this should be provided.

47. It is useful, and important, to see that promotions and re-grading are starting to be linked to the receiving and delivering of P&DR's. This should be encouraged in all areas of the University.

48. It will be important to roll out the Oracle reporting tool across the University following successful outcome of the pilot.

49. A need has been identified for an online P&DR facility. This needs to be developed once for the University in order to maximise the benefits of developing such tools across University and ensuring the optimal use of limited resources. It is proposed that the new Senior HR/OD Partner for Learning and Development takes this work forward once appointed. The four devolved HR teams have already agreed to share the cost of the consultancy required to develop the on-line P&DR system in Oracle and a member of the MVM HR team has started to take this forward.

50. On-line provision is another area that the University would be keen to invest in, because it offers a flexible, accessible and cost effective approach, which reaches many more staff than the standard seminar can cover. Further work will be undertaken to explore the wider use of on-line provision.

51. Whilst there is a lot of activity taking place at ground level to ensure that staff are benefitting from having P&DR meetings, it is important that the University continues to work in partnership with its recognised trade unions to modernise its current policy. A joint working group will progress this work once a new Senior HR/OD Partner for Learning and Development has been appointed to HR Professional Services. It is expected to make this appointment, which is likely to be external following an unsuccessful internal recruitment process, in the next few months to allow for notice periods.

Sheila Gupta
Nigel Paul

Annex 2: Target 10.3

Actions Report March 2011

The intensification of academic business and related activities and development of the estate over the period between 2007 -10, including some very highly serviced and equipped new facilities, eroded the CO2 reductions against target. This trend will continue with new facilities being completed during the current year. Major drivers for reduction in CO2 are now the Climate Action Plan (CAP) together with the Carbon Reduction Commitment (CRC), recently announced to now be a tax at £12/tonne (and proposed to rise significantly to 2020).

The CRC imposes a statutory requirement to submit annual carbon emissions covering the whole University estate (previous targets applied to the academic core estate only). This basis of reporting will be used for the future Strategic Plan target and therefore represents a new regime in terms of base date and scope. Subsequent targets will use a 2007 baseline.

Estates and Buildings continue to explore all opportunities to improve infrastructure efficiency and building consumption. The Carbon Action Plan identifies the installation of new CHP and similar large infrastructure works as key to the plan as well as changing each individual's attitude to the use of energy.

The following list of projects identifies the main work elements;

- Energy Infrastructure and CHP investment

- Energy Devolution Project

- Switch and Save Campaign

- SALIX Rotating Fund work programme

- Sustainable Development

Please also refer to the full 2010 – 20 Climate Action Plan, adopted by the Court in May 2010:
http://www.ed.ac.uk/polopoly_fs/1.48308!fileManager/UoE-CAP-2010.pdf

Strategic Plan Targets: 10.2 Progression of Female Academic Staff

In conducting a closer analysis of this Strategic Plan target, it is worth noting the following contextual information and additional data, which is relevant to the successful achievement of this goal.

Context:

1. We were concerned that the statistics were moving in the wrong direction and therefore carried out further analysis at College level to try and understand the reasons for this trend and identify actions that we could take to address the downward trend.

2. In doing so, we were mindful of the following considerations:

   (i) **T o articulate clearly our strategic objective and how best to achieve it:** the strategic objective is to create the **right environment** to ensure that women want to come and work at Edinburgh and that once they are here, that they are given proper and sound academic development to support their career advancement.

   (ii) **Maintaining academic quality:** the other consideration that Edinburgh is absolutely committed to is to promote **equality**, but mediated by **quality**. The University is clear that changes cannot and must not be cosmetic, or be perceived to be cosmetic.

   (iii) **Comparison with the Russell Group:** Edinburgh compares favourably to other Russell Group (RG) institutions in terms of the proportion of female academic staff that are employed. The reason behind the strategic plan target is the ambition of the University to improve on what is already a good position. Edinburgh has the second highest proportion of female staff in research and teaching roles in the RG at 33%, as recently reported by EDMARC. Also, at Grade 10 level, Edinburgh is above the RG average of 15%, with 20.4% of female professors.

   (iv) **Female staff population:** the proportion of women has increased at all levels except Reader, where the departure of four staff has resulted in a small reduction in overall numbers. A table is attached containing this information.

   (v) **The trend analysis currently only covers a three year period**: and because the numbers involved are small, even minor changes in sample make the statistics spikey. This will be illustrated later in the data from the Colleges.

   (vi) **The nature of academic careers:** are long term in the making, for example, it takes 13 to 15 years post PhD to become a Professor, and that is if one is exceptionally talented. Thus, it is more important to examine the trend analysis to see what it reveals than be concerned about short term

movements, as, in practical terms, there cannot be significant shifts in the numbers over such a short time scale.

Actions to create the right environment at Edinburgh to support career advancement

3. The University has taken actions at both the policy level and the College/School level to contribute to creating an environment which both appeals to female staff and genuinely supports their career advancement linked to their academic achievements and performance.

♦ **The Recruitment Policy:** in the past, the Policy stated that it was desirable to have women on all recruitment panels, this will now make it a requirement to have at least one woman on the panel.

♦ **Promotion Policy:** because, as has already been mentioned, promotions in HE have a very long lead in time, the Central Academic Promotions Committee have introduced the need to review anyone at Reader level automatically after 7 years, to establish how far they are from a Personal Chair and decide what further support would be necessary to support their chances for promotion. This, so that they could be given more support to achieve promotion.

♦ **Recruitment and promotion longer term:** the University is focusing on the need to change culture in its aim to create the right environment, so the University is investing effort into what we consider to be critical to making Edinburgh a place where women will flourish. There are several Schools working towards attaining the Athena SWAN Award, which is a process that identifies and addresses barriers to female progression. Physics has gained the Juno award, which does the same for early career staff in academe. The College of Science and Engineering is carrying out a College-wide, independently conducted Diversity Audit. These are just some of the actions that are taking place at University and School level to embed the type of cultural change necessary to foster a positive environment for female academic staff. All this being said, Edinburgh is still in the vanguard of having more senior female staff than our peer institutions at professorial level.

♦ **Future areas for further analysis:** The University will analyse the exit data for female staff to see if this information reveals any useful information that can also be used to inform our policies and processes.

College level analysis

4. Recent analysis of the position at College level has revealed some interesting information. The following analysis focuses on:

• Creating the right environment
• The pipeline – the pool from which future promotions will be drawn
• The actual numbers involved and the picture for the future

MVM

- **The Environment:** Two Schools, BMS and Roslin are working towards the Athena Swan silver award.

- The pipeline: the trends are positive:

  - **Appointments:** since 2008 the percentage of women being appointed as a first appointment to a Clinical level consultant post is 35%. 21% of Clinical academic posts in the College are currently held by women, so if the trend of recent first appointments to consultant level continues we should see an increase in the number of women in consultant level posts.

  - **Promotions:** In general, if we are looking at the pipeline over the past 6 years, then the pool from which promotions will be made shows a higher percentage of women (46% of successful applications are from women) achieving Senior Lecturer and Senior Research Fellow status which should feed through to Readerships and professorships in time.

  - Looking at the pipeline, 18% of professorial posts are held by women, over the last three years, those being promoted to Reader has risen to 38% and those to Personal Chair to 31%, so recent promotions show a positive impact in relation to the pool from which future promotions will be made.

HSS

- The pipeline: the trends are positive:

  - **Appointments**: very few professors have been appointed in the last couple years. Of the three appointed in 2010 one was female.

  - **Promotions:** it is important to understand that we are dealing with very small numbers of applications from staff, because we are committed to maintaining the quality threshold for Edinburgh. A summary of promotions over the last three years 2007/8; 2008/9; and 2009/10 provides the following breakdown respectively:

    - Personal Chairs: total successful applications: 8 (3 women); 7 (2 women); and 10 (3 women) .

    - Personal Chairs percentage of successful applications: 38%; 29% and 30%

    - Readers: total successful applications: 6 (2 women); 2 (0 women); 3 (3 women)

    - Readers percentage of successful applications from women: 33%; 0%; and 100%.

- SL total successful applications from women: 19 (8 women); 17 (10 women); 24 (11 women).

- SL percentage of successful applications from women: 42%; 59%; 46%.

- There is a general upward trend in female success rates and the pool from which future promotions will occur.

- **CSE**

  - **Environment:** three Schools are working towards the Athena Swan Awards, two for silver and one for gold. This is a very important initiative in seeking to address culture change. Evidence from across the sector suggests that other universities have derived enormous benefits in terms of climate and cultural shift and the resultant appeal to women academics to work at them.

  - **In terms of the pipeline**: we are dealing with a very different population: where 86% of current Readers and Personal Chairs are male and 83% of Senior Lecurers are male. The pipeline in CSE is inevitably going to take longer, but in 2010 we should note that 22.2% of successful cases promoted to Senior Lecturer were women and 6.6% at Reader level. Although the numbers will be much smaller, the trend is encouraging.

The attached table shows that the percentage of women staff at each level is increasing and it is this growth in the pipeline that is relevant for the longer term achievement of this important strategic goal.

	2006-2007			2007-2008			2008-2009			2009-2010			2010-2011		
	M	F	%F	M	F	%F	M	F	%F	M	F	%F	M	F	%F
Chair/equivalent level	218	33	15.1%	255	46	18.0%	217	38	17.5%	216	44	20.4%	235	55	23.4%
Reader	98	30	30.6%	103	38	36.9%	107	38	35.5%	111	38	34.2%	111	34	30.6%
Snr. Lecturer	273	106	38.8%	287	110	38.3%	268	117	43.7%	252	113	44.8%	244	118	48.4%
Lecturer	312	200	64.1%	279	203	72.8%	272	199	73.2%	281	215	76.5%	270	215	79.6%

The University of Edinburgh

University Court

16 May 2011

Merger with Edinburgh College of Art

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

This paper updates Court regarding the merger with Edinburgh College of Art, and seeks its approval to consult with Senate, the General Council and other interested parties on draft Resolutions for the merger.

Action requested

Court is invited to note and discuss developments regarding the merger with ECA and agree to consult with Senate, the General Council and other interested parties on draft Resolutions for the merger.

Resource implications

Does the paper have resource implications? Yes

The papers submitted to the 27 September 2010 meeting of Court set out the main financial and estates implications of the proposed merger.

Risk assessment

Does the paper include a risk assessment? No

The merger proposal document submitted to the 27 September 2010 meeting of Court includes an assessment of the risks to successful implementation of merger. The Merger Implementation Strategy Working Group is producing an updated assessment of these risks and will submit this assessment to the University's Risk Management Committee's meeting on 19 May 2011.

Equality and diversity

Does the paper have equality and diversity implications? Yes

The University is committed to equality and diversity for its staff and students, as is ECA. In the event of merger, all ECA staff and students will be covered by the University's E&D strategy and frameworks. In September 2010, the University and ECA commissioned an external consultant to conduct an overarching equality review of the merger proposals. The University subsequently commissioned an external consultant to assist heads of support services to conduct Equality Impact Assessments regarding their detailed implementation plans for merger.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Tom Ward, Project Officer

To be presented by

Vice-Principal Professor David Fergusson

Merger with Edinburgh College of Art

This paper updates Court regarding the merger with Edinburgh College of Art, and seeks its approval to consult with Senate, the General Council and other interested parties on draft Resolutions for the merger.

1   Approval of the proposed merger

On 24 January 2011, the Cabinet Secretary for Education and Lifelong Learning, Mr Michael Russell MSP, announced his support for the proposed merger. In order to give effect to the merger, the Cabinet Secretary used his powers under the Further and Higher Education (Scotland) Act 1992 to promulgate a Scottish Statutory Instrument (SSI). He laid the SSI before the Scottish Parliament on 2 February 2011. The SSI is available at:

http://www.legislation.gov.uk/ssi/2011/54/introduction/made

On 23 March 2011 the Order for the merger of the two institutions completed its 40 day period in the Scottish Parliament. This means that all stages of approval have now passed and that the merger will take effect on 1 August 2011.

2   Resolutions for merger

In order to give effect to the merger and the associated provisions in the Scottish Statutory Instrument for merger, prior to the date of merger the University Court will have to approve resolutions to:

1) Create Edinburgh College of Art as an academic entity within the University, establish the post of Principal of ECA within the University, and provide various commitments regarding the maintenance of ECA's identity, ethos, teaching practices and studio-based culture, and the arrangements for its endowments and heritage assets;
2) Create Chairs for all Professors of Edinburgh College of Art who will be transferring to the University on 1 August 2011;
3) Enable Senate to award degrees for all programmes within Edinburgh College of Art; and.
4) Revoke resolutions that will be redundant as a result of merger.

The University has prepared draft Resolutions in consultation with Edinburgh College of Art. The draft resolutions (6/2011 to 10/2011) are attached at Appendix 1. **Court is invited to agree to consult with Senate, the General Council and other interested parties on these draft Resolutions.** As part of this planned consultation process, Edinburgh College of Art would be consulted formally on the Resolutions. The final Resolutions would then be presented to Court at its meeting on 20 June 2011 for approval.

3 **Appointment of Principal for new Edinburgh College of Art**

Professor Ian Howard, Principal of Edinburgh College of Art, will retire on 31 July 2011. Following final approval of the merger, the institutions instigated a recruitment process for the Principal of the new Edinburgh College of Art. The selection panel is convened by Donald Workman (Governor, ECA), and includes membership from the University and ECA, along with an external assessor. The panel met on 4 May 2011 to agree a short-list, and will hold interviews on 23 May 2011.

Vice-Principal Professor David Fergusson will be able to provide a verbal update on progress in the appointment of a Principal for the new ECA.

4 **Implementation of merger**

The institutions established a suite of Working Groups to manage the implementation process:

- Merger Implementation Strategy Group – strategic oversight of the project;

- Academic Integration Working Group (Convenor VP Prof David Fergusson) – responsible for developing the academic governance and management structures for the new ECA (which will be enlarged to include the disciplines currently within ACE), and integrating ECA into the University's academic policies and regulations and associated quality assurance regime;

- Operations Working Group (Convenor Nigel Paul) – responsible for integrating the new ECA into the University's systems, support service structures, financial and planning arrangements, and developing HR, estates, and communication and consultation plans for merger; and

- Student Liaison Working Group (Convenor VP Prof David Fergusson) - providing a forum for students to raise issues regarding the implementation of the merger.

The main developments in the implementation of the merger are set below:

4.1 **Academic Integration Working Group**

4.1.1 **Academic management and governance structures for new Edinburgh College of Art**

During February 2011, ECA and ACE consulted staff and students on proposals for the academic management and governance structures of the new ECA. At its meetings in February and March 2011, the Academic Integration Working Group considered consultation responses and agreed most aspects of the structures that will apply on 1 August 2011, subject to further discussion regarding arrangements for a proposed ECA Graduate School. The heads of the five academic units that will form the new ECA are in the process of nominating candidates for the main ECA-wide academic leadership roles.

4.1.2 Academic policies, regulations and codes of practice

The Academic Integration Working Group has established the arrangements for the integration of ECA students and programmes into the University's assessment regulations, degree regulations, and other academic regulations, including appeals, student complaints, student discipline, and academic misconduct. The Senatus Curriculum and Student Progression Committee has approved these arrangements. The Group has also agreed the arrangements for integrating ECA programmes into the University's teaching quality assurance framework, and the Senatus Quality Assurance Committee has approved these arrangements. In determining these arrangements, the Academic Integration Working Group ensured that the University's normal regulations and quality assurance frameworks take account of the distinctive academic character and identity of ECA's academic disciplines. In some cases, regulations have been amended to reflect the nature of ECA's disciplines.

4.1.3 Directors of Studies system

The Academic Integration Working Group has agreed how Edinburgh College of Art will introduce a Directors of Studies system in Art, Design and Landscape Architecture in 2011-12.

4.1.2 Academic staff training, development and induction requirements

The Academic Integration Working Group has discussed what staff training, development and induction should be put in place for academic staff transferring from Edinburgh College of Art to the University of Edinburgh, and the University is developing detailed plans for this. Equivalent discussions are underway regarding the requirements of support staff.

4.2 Operations Working Group

4.2.1 Scottish Funding Council merger implementation funding

In March 2011, SFC awarded the University and Edinburgh College of Art £13.8M for merger implementation:

- £7.3 M to ECA to pay off loans from Lloyds, the Andrew Grant Bequest, and SFC;
- £1.4M to ECA for a Voluntary Severance / Early Retirement Scheme for 2011-12
- £0.6M to the University for a Voluntary Severance / Early Retirement Scheme for 2012-13
- £2.9M to the University for support service rationalisation, infrastructure work for business continuity, essential maintenance and compliance work, and associated surveys and planning work;
- £1.2M to the University for Systems, Information Technology and other one-off costs; and
- £0.4M to the University for legal and other professional consultancy work.

The Operations Working Group is overseeing the use of the latter elements of funding to support the merger implementation plans (see 4.2.2). ECA reports that it has now utilised the majority of its funding for VS/ER and has achieved substantial staff cost

savings. ECA's financial projections indicate that the University will take over a "break-even" financial position for next year.

4.2.2   Merger implementation plans

Between November 2010 and February 2011 all heads of University support services worked in partnership with their ECA counterparts to produce merger implementation plans. The Operations Working Group reviewed all these plans and judged them to be robust and realistic. Following formal approval for the merger in late March 2011, support services have begun to implement their plans. As part of this, the University took on ECA estates service staff and have been managing the facilities services on their behalf from 1 April 2011. Similarly the reporting lines for the ECA Registry have been linked more strongly into the University's registry to allow early integration of processes for students who have applied for courses from September 2011.

4.2.3   Support structures for the new Edinburgh College of Art

The Operations Working Group has responsibility for designing an appropriate support structure for the new ECA. In March / April 2011 it consulted staff and students in ECA and ACE regarding proposals for the in-new-ECA administrative and technical support structure. Taking account of this consultation, the Operations Working Group has agreed the support structure that would apply from 1 August 2011, subject to some further work regarding support arrangements for programme and student support. These structures represent a starting point for the new ECA, and will be open to subsequent development by the Principal/Head and management of the new ECA.

4.2.4   Workforce planning

Since February 2011, the heads of University / HSS support services have worked with ECA counterparts to develop workforce plans. These workforce plans establish the number of additional staff (stating relevant grades and skillsets) that will be taken into University/HSS support services from ECA in order to deliver appropriate services to the new ECA.

In April 2011 the Operations Working Group reviewed the plans to ensure that they are affordable and appropriate. It then established a subgroup to undertake a formal process of matching staff in the ECA to these University / HSS posts, and to posts within the new ECA. The Operations Working Group plans that individual staff will be informed of their post-merger roles by the end of May 2011. University and ECA HR are undertaking consultation with the institutions' recognised trade unions regarding this process.

4.2.5   Communication with applicants and continuing students regarding the merger

Detailed planning and coordination work is underway regarding communication with applicants to ECA and ACE programmes, and continuing ECA and ACE students, regarding the merger.

4

5. Student Liaison Working Group

At its most recent meetings, the Group has discussed a range of issues including:

- The ECA Shop and Reprographics services;
- Arrangements for the management of discretionary funds, childcare funds and crisis loans; and
- Arrangements for student support services.

In addition, discussions are underway between the two Student Associations regarding post-merger arrangements for student representation, advice and guidance, and the continuation of student social resources at Lauriston Places (in particular, the Wee Red Bar and Wee Red Lounge). The University is contributing to these discussions.

6. Merger Implementation Strategy Group

The Merger Implementation Strategy Group has been updated on the main developments and has reviewed the risks to successful implementation of the merger.

7. Legal issues

Under the Scottish Statutory Instrument for merger, on 1 August 2011 legal responsibility for ECA's endowments and bequests (including the Andrew Grant Bequests) will transfer from the current trustees (the ECA Board of Governors) to the University Court. The institutions are discussing options for the future governance and management of these endowments and bequests.

8. Estates matters

Following the result of the discussions with the SFC regarding estates related funding, Estates & Buildings department are assessing the immediate maintenance priorities and are expecting to revisit the strategic estates priorities for the new ECA with HSS and the new Principal when the latter takes up their appointment. The University's Estates Committee will discuss the matter at its meeting on 11 May 2011.

9. Alumni relations

The University's Development and Alumni Office and VP Fergusson are in ongoing discussions regarding how best to incorporate ECA Alumni into the wider community while maintaining their distinct identity. The future of the ECA Alumni Association Council is also being considered in these discussions.

Tom Ward
6 May 2011

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 6/2011

Merger with Edinburgh College of Art

At Edinburgh, the Xxx-xx day of Xxx, Two thousand and eleven.

WHEREAS, the University Court and the Governing Body of Edinburgh College of Art have each agreed that Edinburgh College of Art should merge with the University on 1 August 2011; and

WHEREAS, the Scottish Parliament has approved the Edinburgh College of Art (Transfer) (Scotland) Order 2011, which makes provision for the merger of Edinburgh College of Art with the University of Edinburgh and the consequent reconstitution of Edinburgh College of Art as part of the University of Edinburgh, including provisions regarding the continuance of the office of Principal of Edinburgh College of Art, the academic disciplines to be included within the reconstituted Edinburgh College of Art, Edinburgh College of Art's continuing situation on the Lauriston Place campus and other such buildings as the University may determine from time to time, and the arrangements for the Andrew Grant Bequest and Edinburgh College of Art Prize Fund; and

WHEREAS the University Court considers it essential to the success of the merger and to the continued academic strength of the merged institution that an academic entity known as 'Edinburgh College of Art' should be established to which will be assigned staff of the University providing instruction and education in, and students of the University studying or carrying out research into, design, art, architecture and landscape architecture and such additional subjects as the University shall determine from time to time, and which would continue to benefit from the endowments known as the Andrew Grant Bequest and Edinburgh College of Art Prize Fund; and

WHEREAS the University Court further considers it essential to the success of the merger and to the continued academic strength of the merged institution that the identity, ethos, learning, teaching and assessment practices and studio-based culture of design, art, architecture and landscape architecture in Edinburgh College of Art are able to develop and flourish within the University of Edinburgh in the future; and

WHEREAS the University wishes to recognise that Edinburgh College of Art's heritage assets are integral to its identity, ethos, learning, teaching and assessment practices and studio-based culture, and to ensure that following merger, staff and students assigned to Edinburgh College of Art after merger continue to have access to these resources and to have an important role in their curation; and

WHEREAS the University's academic governance arrangements are prescribed in Resolution of the University Court No. 19/2001, including the principles of Collegiality and Delegation; and

WHEREAS the University Court considers it expedient to promulgate this Resolution setting out changes to those academic governance arrangements consequent upon the merger:

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 8 of Part II of Schedule 2 to that Act, hereby resolves that the following arrangements will apply:

1. There shall be within the University a new academic entity designated 'Edinburgh College of Art', to which will be assigned staff of the University providing instruction and education in, and students of the University studying or carrying out research into, design, art, architecture and landscape architecture and such additional subjects as the University shall determine from time to time in accordance with the University's existing decision making processes.

2. The University has determined that the present activities of the University's School of Arts, Culture and the Environment (that is to say architecture, history of art and music) will be merged with the academic activities currently located in Edinburgh College of Art, (that is to say, design, art, architecture and landscape architecture), to become the new academic entity designated 'Edinburgh College of Art'.

3. There shall be a Principal of Edinburgh College of Art, appointed by the Court on the recommendation of the Principal of the University: he or she shall be designated *ex-officio* a Vice Principal of the University and in that capacity shall report to the Principal of the University, and shall be a member of the University's Central Management Group with a remit relating to all aspects of the creative industries and performing arts. The Principal of the University shall recommend to the Court, as the first person to be appointed as Principal of the reconstituted Edinburgh College of Art, the person identified by the recruitment process ongoing as at the date of introduction of this Resolution.

4. For the purposes, and within the constraints, of Resolution of the University Court No. 19/2001 (Academic Governance Arrangements), unless modified by this Resolution, Edinburgh College of Art shall have the responsibilities, authorities and functions of a School within the College of Humanities and Social Science, with a designated budget. The Principal and Head of Edinburgh College of Art shall for those purposes be managerially responsible to the Head of the College of Humanities and Social Science. The internal academic leadership, management and organisation of Edinburgh College of Art shall be determined by its appointed Principal and Head after consultation with staff of that College and with relevant senior College of Humanities and Social Science staff and senior University staff.

5. Arrangements made for the admission of students, the courses to be taught, the methods of teaching, instruction and pedagogy generally, branding and public presentation, alumni relations and academic quality assurance for programmes within Edinburgh College of Art shall take full cognisance of the importance of its distinctive academic character and identity being conserved and enhanced and shall be consistent with University policies. Where the University's policies as at the date of adoption of this Resolution are inconsistent with the ongoing objective of conserving and enhancing the distinctive academic character and identity of Edinburgh College of Art, the University shall consider amending those policies to give full expression to this clause.

6. Endowments held by the former Edinburgh College of Art or by the former Trustees or any successor Trustees of the Andrew Grant Bequest shall continue to be used within Edinburgh College of Art in support of the activities for which they were intended.

7. The heritage assets currently in the ownership or possession of Edinburgh College of Art, including without limitation, its cast collection, its collection of paintings and drawings, its sculpture, silver and furniture collections, its collections of rare books and archives, and its teaching collections, shall be curated in accordance with the University's general policies in regard to its collections and heritage assets, by the University's Director of University Collections and appropriate staff in Edinburgh College of Art to ensure that the relevant assets continue to be available to staff and students assigned to Edinburgh College of Art for teaching, research and other purposes and continue to support the identity and ethos of Edinburgh College of Art. Policies relating to collections are approved by University Collections Advisory Committee

(UCAC) or University Library Committee, on which Edinburgh College of Art will have appropriate representation, and thence approved by University Court.

8. This Resolution shall come into force on 1 August 2011

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 7/2011

Foundation of Chairs associated with merger with Edinburgh College of Art

At Edinburgh, the XXX day of XXX, Two thousand and eleven.

WHEREAS the University of Edinburgh and Edinburgh College of Art will merge on 1 August 2011;

WHEREAS Resolution No. 6/2011 creates an academic entity known as 'Edinburgh College of Art' in the University with effect from 1 August 2011; and

WHEREAS in light of the principles underpinning the merger and agreed by the University Court and the Board of Governors of Edinburgh College of Art, the University Court deems it expedient to found 8 Chairs for temporary periods:

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.   Eight new Chairs shall be created in the academic entity known as 'Edinburgh College of Art' in the University of Edinburgh, each of which shall be established solely for the period of tenure of the Professor initially appointed to it.

2.   The Chairs mentioned in paragraph 1 shall be entitled, respectively: Chair of Visual Theory and Scottish Art, Chair of Landscape Architecture, Chair of Architectural History and Theory, Chair of Art, Chair of Documentary Film, Chair of Architecture Research, Chair of Interdisciplinary Arts and Chair of Design.

3.   When a Professor initially appointed to such a Chair ceases to hold that office, that Chair shall thereupon cease to exist.

4.   When, by virtue of paragraph 3, all of the eight new Chairs have ceased to exist, the provisions of this Resolution shall thereupon cease to have effect.

5.   The patronage of the Chairs shall be vested in and exercised by the University Court of the University of Edinburgh.

6.   Notwithstanding the transient nature of these Chairs, the terms, conditions and arrangements which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to these Chairs together with all other rights, privileges and duties attaching to the office of Professor.

7.   This Resolution shall come into force on 1 August 2011.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 8/2011

Merger with Edinburgh College of Art: Institution of new postgraduate Degrees

At Edinburgh, Xxx-xx day of Xxx, Two thousand and eleven.

WHEREAS the University of Edinburgh and Edinburgh College of Art will merge on 1 August 2011;

AND WHEREAS the University Court deems it expedient to institute new postgraduate degrees as a consequence of this merger:

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 University of Edinburgh may confer the following degrees and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the following degrees:

> Master of Art (eca)
> Master of Fine Art
> Masters in Architecture
> Master of Architecture
> Master of Architecture (Studies)
> Master of Landscape Architecture

2.   The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degrees referred to in section 1 of this Resolution, and in particular to register candidates for these degrees and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates. Compliance with the appropriate regulations of Edinburgh College of Art prior to the date of merger with the University of Edinburgh shall qualify for the purposes of this section.

3.   The degrees referred to in section 1 of this Resolution shall not be conferred honoris causa.

4.   All candidates for the degrees referred to in section 1 of this Resolution must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates. Compliance with the appropriate regulations of Edinburgh College of Art prior to the date of merger with the University of Edinburgh shall qualify for the purposes of this section.

5.   A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the appropriate Degree referred to in section 1 of this Resolution.

6.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 9/2011

Merger with Edinburgh College of Art: Institution of new undergraduate Degrees

At Edinburgh, Xxx-xx day of Xxx, Two thousand and eleven.

WHEREAS the University of Edinburgh and Edinburgh College of Art will merge on 1 August 2011;

AND WHEREAS the University Court deems it expedient to institute new undergraduate degrees as a consequence of this merger:

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 following degrees may be conferred by the University of Edinburgh:

Bachelor of Arts
Bachelor of Arts with Honours
Bachelor of Architecture
Bachelor of Architecture with Honours

2.   Unless granted a concession or exemption, every candidate for the above degrees must attend courses of instruction in the subjects prescribed by regulations as agreed by Senatus Academicus and pass the degree examinations similarly prescribed. Attendance on such courses of instruction at Edinburgh College of Art prior to the date of merger with the University of Edinburgh shall qualify for the purposes of this section.

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 Degrees referred to in section 1 of this Resolution. Compliance with the appropriate regulations of Edinburgh College of Art prior to the date of merger with the University of Edinburgh shall qualify for the purposes of this section.

4.   A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the appropriate Degree referred to in section 1 of this Resolution.

5.   The Degrees referred to in section 1 of this Resolution shall not be awarded honoris causa.

6.   This Resolution shall come in to force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 10/2011

Revocations associated with the merger with Edinburgh College of Art

At Edinburgh, the XX day of XXX, Two thousand and eleven.

WHEREAS Section 3 of the Universities (Scotland) Act, 1966 empowers the University Court to vary or revoke Resolutions passed in accordance with that Act;

AND WHEREAS Section 5 of the Universities (Scotland) Act, 1966 empowers the University Court to vary or revoke Ordinances, not being Ordinances listed in Schedule 3 to that Act, by Resolution passed in accordance with Section 6 of that Act;

AND WHEREAS certain such Resolutions and Ordinances are now obsolete as a consequence of the merger with Edinburgh College of Art;

AND WHEREAS the University Court of the University of Edinburgh has resolved that it is expedient that such Resolutions and Ordinances should be formally revoked:

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, hereby resolves:

1.   The following Resolutions are hereby revoked:

Resolution No. 1/2006: Edinburgh College of Art: Institution of new Undergraduate and Postgraduate Degrees; and

Resolution No. 12/2007: Edinburgh College of Art: Institution of new Postgraduate Degree

Resolution No. 1/2009: Edinburgh College of Art: Institution of new Undergraduate and Postgraduate Degrees

2.   The following Ordinance is hereby revoked:

Ordinance No. 248 – Edinburgh, No. 84: Regulations for Degrees in Arts, Supplementary to Ordinance No XXII (Edinburgh No 11)

3.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

<u>The University of Edinburgh</u>

The University Court

16 May 2011

Summary of Corporate HR Restructuring Process

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

At its meeting on 20 December 2010, Court had approved proposals to restructure corporate HR and it was now content to accept and approve the recommendation of the Central Management Group on the requirement to establish a Redundancy Committee in terms of the University's current employment procedures. At that time a number of successful actions had been taken and four out of the six potential redundancies had been avoided and further effort successfully increased that number to five.

<u>Action requested</u>

Court is asked to approve the Redundancy Committee's recommendation.

<u>Resource implications</u>

Does the paper have resource implications? Yes ,as detailed in paper.

<u>Risk assessment</u>

Does the paper include a risk assessment? No. Full individual and collective consultation has taken place and the University has done all that can be done to mitigate the effect of the redundancy.

<u>Equality and diversity</u>

Does the paper have equality and diversity implications? No

<u>Freedom of information</u>

Can this paper be included in open business? No

Its disclosure would constitute a breach of the Data Protection Act

<u>Originator of the paper</u>

Douglas Gillespie
Head of HR
Support Groups
26 April 2011

The University of Edinburgh

The University Court

16 May 2011

Report from Estates Committee held on 2 March 2011

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 2 March 2011

The issues in this report relate to the Strategic Plan enabler '*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 2010-20 and our target is to implement this over the period of the plan.

FGPC is reminded to note that copies of the EC papers and the minutes of the meeting are available to FGPC 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/index.cfm

Action requested

Court is invited to note the report and endorse the recommendations contained in items 1, 4, 5, 6, 7, 8, and 9.

Court to note that CMG noted and endorsed EC report at its meeting on 20 April 2011
Court to note that FGPC noted and endorsed EC report at its meeting on 2 May 2011

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 – 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 E&D assessments.

<u>Freedom of information</u>

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.

<u>Originator of the paper</u>
Paul Cruickshank - Estates Programme Administrator
Angela Lewthwaite - Secretary to EC
28 April 2011

The University of Edinburgh

The University Court

16 May 2011

Report of the Nominations Committee

The Nominations Committee at its meeting on 28 March 2011 considered a number of matters and wishes to make recommendations for approval to Court as detailed below:

Membership of Committees

Audit Committee
Mr Alan Johnston and Mrs Elaine Noad to be appointed with effect from 1 September 2011 until 31 August 2014.

Finance and General Purposes Committee
Professor Ann Smyth and Dr Chris Masters to be appointed with effect from 1 September 2011 until 31 August 2014.

Investment Committee
Mr Richard Davidson and Mr Les Matheson to be appointed from 1 August 2011 until 31 August 2014.

Knowledge Strategy Committee
Professor Ann Smyth's current term of office to be extended by two years until 31 August 2013.

Nominations Committee
Professor Ann Smyth's current term of office to be extended by two years until 31 August 2013.
Mrs Elaine Noad to be appointed from 1 September 2011 until 31 August 2014.

Remuneration Committee
Dr Chris Masters to be appointed from 1 September 2011 until 31 August 2014.
Ms Anne Richards to be appointed from 1 September 2011 for one year in the first instance.

Risk Management Committee
Mrs Margaret Tait to be appointed from 1 September 2011 until 31 August 2013.

Staff Committee
Mrs Elaine Noad to be appointed from 1 September 2011 until 31 August 2014.

Engagement with new Court members

The Committee considered and approved proposals to engage with the new co-opted members of Court who would not be taking up post until the start of the 2012/2013 academic and asked that appropriate staff across the University be informed.

Dr Katherine Novosel
May 2011

The University of Edinburgh

University Court

16 May 2011

Audit Committee Report

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

Attached is the draft Minute of the Audit Committee meeting held on 24 March 2011.

Action requested

The Court is invited to note the contents of the draft Minute, in particular the intention to include attendance disclosure at Court and Committee meetings within the Annual Accounts

Resource implications

No, unless otherwise stated in the report.

Risk assessment

The Internal Audit Reports are prepared using a risk based approach.

Equality and diversity issues

There are none.

Freedom of Information

Can the paper be included in open business? Yes.

Originator of the paper

Dr Katherine Novosel
May 2011

Minute of the Meeting of the Audit Committee
held at 5.30 pm on 24 March 2011
in the Lord Provost Elder Room, Old College

Present:	Ms G Stewart (Convener)
	Mr P Budd
	Ms A Richards (via conference link)
	Mr M Sinclair
	Professor A Smyth
	Mr A Trotter
In attendance:	Mr J Gorringe, Director of Finance
	Mr N Paul, Director of Corporate Services
	Dr K Waldron, University Secretary
	Ms L Welch, Assistant Director of Finance
	Mr H McKay, Chief Internal Auditor
	Mr M Rowley, KPMG, External Auditor Director
	Mr P Gough, Internal Audit
	Dr K Novosel, Head of Court Services

1	**MINUTE OF THE MEETING HELD ON 25 NOVEMBER 2010**	**Paper A**

The Minute of the meeting held on 25 November 2010 was approved as a correct record.

The Committee welcomed Mr Alan Trotter to this his first meeting of the Audit Committee and further welcomed Ms Elizabeth Welch, Assistant Finance Director to her first meeting of the Committee.

2   MATTERS ARISING

2.1   Regulation of dormant and partially dormant endowments

At its last meeting, the Audit Committee had offered no observations on draft Ordinance 209: Regulation of Foundations, Mortifications, Gifts, Endowments and Bursaries, Use of Surplus Revenue and Alteration of Endowments and had welcomed this approach. Court at its meeting 21 February 2011 had considered the outcome of the consultation on the draft Ordinance and was content for the Ordinance to be submitted to the Privy Council for approval. The Committee noted that the University had now received formal confirmation that the Privy Council had approved this Ordinance at its meeting on 16 March 2011 and that a process had now commenced to identify dormant or partially dormant endowments. It was intended to submit a paper to Court as soon as possible presenting proposals to change the current terms of these dormant or partially dormant endowments so that the funds could now be accessed in accordance with this new Ordinance.

2.2	**Arrangements for non-standard severance**	**Paper B**

Following the last meeting of the Committee, additional information had been circulated to members on 21 December 2010 on the issues raised in respect of one of the payments highlighted in the paper on voluntary severances.

The Committee noted and endorsed the further proposal that new guidance be issued to cover circumstances relating to payments made in response to legal advice or Tribunal

directions and that the Delegated Authorisation Schedule be appropriately amended subject to further consideration on setting limits on these payments. Further information would be provided to the Committee in due course.

2.3   KPMG client feedback review

The Committee noted that a report would be available for its next meeting.

2.4   Membership of Committee

It was noted that Court, at its meeting on 21 February 2011, had approved the appointment of Ms Anne Richards as Convener of the Audit Committee from the start of the 20011/2012 academic session and the appointment of Mr Alan Trotter as an external member with immediate effect. The Committee welcomed both these appointments and noted the robust recruitment process undertaken to identify Mr Trotter.

FOR DISCUSSION

3	**FINANCE FOLLOW UP OF EXTERNAL AUDIT HIGHLIGHTS MEMORANDUM 2009-2010**	**Paper C**

The further actions taken in response to the recommendations in the Highlights Memorandum 2009/2010 Action Plan were noted and it was confirmed that KPMG was content with progress.

4	**EXTERNAL AND INTERNAL AUDIT APPRAISAL METHODOLOGY**	**Paper D**

The Committee was content with the proposals as set out in the paper.

5	**BRIBERY ACT**	**Paper E**

It was noted that the Risk Management Committee, the Central Management Group and the Finance and General Purposes Committee had all been informed of the implications of the Bribery Act and the actions being proposed in response to this Act by the University. Of particular importance was the introduction of the new crime of corporate failure to prevent bribery which also applied outwith the UK and it was noted that the University would require to ensure that it had in place appropriate and adequate policies and procedures to prevent acts of bribery by staff and those associated with the University. It had originally been anticipated that the Act would come into force on the 1 April 2011 but this had now been delayed. The proposed actions would be reviewed once the final guidance was issued but in the meantime the University was progressing as far as possible draft work particularly in those areas identified as high risk including activities associated with overseas agents where current contract arrangements would be reviewed.

The Audit Committee commended the approach and suggested that the required actions should be progressed as soon as possible given the probable short period between the issuing of the final guidance and the University's requirement to implement its provisions.

6	**FINANCIAL STATEMENTS – COURT AND COMMITTEE ATTENDANCE DISCLOSURE**	**Paper F**

The Committee noted the intention to include within the Reports to be attached to the 2010/2011 Financial Statements detailed information on the attendance of individuals at Court and Committee meetings. Although this disclosure was not mandatory it was considered best practice and was in accordance with the UK Code on Corporate

Governance (previously Combined Code). The Audit Committee supported the proposal and commended this transparent approach.

INTERNAL AUDIT

7   INTERNAL AUDIT REPORTS   **Paper G**

The Audit Committee considered the reports on 9 Internal Audit assignments completed since its last meeting.

Review of the Pensions Office
The main recommendation in respect of the weakness in the current reconciliation process was being addressed and it was noted that there would be further internal audit work undertaken in this area.

School of Arts, Culture and Environment
The Committee noted that overall arrangements to ensure effective budgetary monitoring and financial control were found to be adequate within the Schools

Financial Planning of Capital Projects
It was welcomed that, given the University's substantial capital expenditure and the associated high risks, considerable internal audit time was invested within estates and buildings. The current assignment had identified no significant weaknesses and satisfactory actions had been agreed to address the recommendations.

Payroll Instructions
The Committee noted the number of recommendations arising from this assignment and that satisfactory actions had been agreed to address the weaknesses identified except in respect of generic IDs. The Committee asked if further information could be provided for its next meeting on possible solutions to this issue although it was noted that the University was, in part, constrained by the software used to process HR information.

Research Grant Management
The outcome of this audit was noted and in particular that satisfactory arrangements had been initiated in the College of Medicine and Veterinary Medicine to mitigate the specific risk identified within this College.

Cash Loss at Student Registration
The Committee noted the circumstances regarding a cash loss in 2009, the actions taken in respect of this loss including discussions with the bank to resolve the disputed discrepancy and improvements to procedures and welcomed the assurance on the rarity of this type of occurrence; Internal Audit had conducted this assignment in terms of the University's Fraud and Misappropriation Policy. The Committee further endorsed the conclusions of the report.

The Audit Committee noted the findings of the other audit reports.

8   INTERNAL AUDIT FOLLOW UP REVIEWS   **Paper H**

The Committee noted the satisfactory progress and was content with the position in respect of the penetration test assignment.

9   INTERNAL AUDIT PROGRESS REPORT   **Paper I**

It was noted that there was one outstanding audit assignment from the 2009/2010 Audit

Plan and that this assignment should be completed shortly. The 2010/2011 plan was well advanced after 32 weeks and the Audit Committee approved the amendment to the current plan: the assignment to review staff expenses from the agreed reserve list to be advanced in place of the assignment on the development of a new Sick Children's Hospital as these plans had now been deferred. The Committee congratulated the two members of the Internal Audit Service on their recent achievements.

FOR INFORMATION/FORMAL APPROVAL

10   DATES OF COMMITTEE MEETINGS 2011/2012   **Paper J**

The Committee noted the dates of meetings in 2011/2012.

11   THE EDINBURGH COLLEGE OF ART

It was noted that on merger this University would become responsible for signing off the 2010/2011 accounts for the Edinburgh College of Art and that a paper would be presented to the next meeting of the Audit Committee outlining the proposed process and mechanism to obtain the required assurances.

12   DATE OF NEXT MEETING

The next meeting will be held on Thursday, 2 June 2011 at 5.30 pm in the Elder Room, Old College.

<u>The University of Edinburgh</u>

The University Court

16 May 2011

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. 4/2011:	Institution of new postgraduate Degree: Master of Public Health
Draft Resolution No. 5/2011:	Institution of new postgraduate Degree: Master of Surgery (General Surgery)
Draft Resolution No. 15/2011:	Amendment to Resolution No. 45/2006
Draft Resolution No. 16/2011:	Institution of new postgraduate Degree: Master of Public Policy
Draft Resolution No. 17/2011:	Postgraduate Degree Programme Regulations
Draft Resolution No. 18/2011:	Undergraduate Degree Programme Regulations

Dr Katherine Novosel
May 2011

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 4/2011

Institution of new postgraduate Degree: Master of Public Health

At Edinburgh, Xxx day of Xxx, Two thousand and eleven.

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Master of Public Health:

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 University of Edinburgh may confer the degree of Master of Public Health (MPH) and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the degree of Master of Public Health.

2.   The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Master of Public Health, and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.

3.   The degree of Master of Public Health shall not be conferred honoris causa.

4.   All candidates for the degree of Master of Public Health must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates.

5.   A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the degree of Master of Public Health.

6.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 5/2011

Institution of new postgraduate Degree: Master of Surgery (General Surgery)

At Edinburgh, Xxx day of Xxx, Two thousand and eleven.

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Master of Surgery (General Surgery):

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 University of Edinburgh may confer the degree of Master of Surgery (General Surgery) (ChM (General Surgery)) and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the degree of Master of Surgery (General Surgery).

2.   The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Master of Surgery (General Surgery), and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.

3.   The degree of Master of Surgery (General Surgery) shall not be conferred honoris causa.

4.   All candidates for the degree of Master of Surgery (General Surgery) must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates.

5.   A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the degree of Master of Surgery (General Surgery).

6.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 15/2011

Amendment to Resolution No. 45/2006

At Edinburgh, the Xxx day of Xxx, Two thousand and eleven.

WHEREAS the University Court deems it expedient to amend the provision of Resolution 45/2006 (First Degrees in Medicine and Medical Sciences);

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.   Sections 5, 6 and 8 of Resolution No. 45/2006 shall be amended to include the Degree of Bachelor of Science in Biomedical Sciences which may be conferred by the University of Edinburgh as an Ordinary Degree or as a Degree with Honours.

2.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 16/2011

Institution of new postgraduate Degree: Master of Public Policy

At Edinburgh, Xxx-xx day of Xxx, Two thousand and eleven.

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Master of Public Policy:

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 University of Edinburgh may confer the degree of Master of Public Policy (MPP) and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the degree of Master of Public Policy.

2.   The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Master of Public Policy, and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.

3.   The degree of Master of Public Policy shall not be conferred honoris causa.

4.   All candidates for the degree of Master of Public Policy must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates.

5.   A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the degree of Master of Public Policy.

6.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 17/2011

Postgraduate Degree Programme Regulations

At Edinburgh, the XXX day of XXX, Two thousand and eleven.

WHEREAS the University Court deems it desirable to produce one comprehensive set of General Postgraduate Degree Regulations, including Assessment Regulations (2011/2012) 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 (2011/2012):

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: www.ed.ac.uk/schools-departments/academic-services/policies-regulations

Where relevant, the University's awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, http://www.scqf.org.uk/). Any exemptions need to be approved by the Curriculum and Student Progression Committee.

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), Master of Fine Art, Master of Art (eca), Master of Landscape Architecture

(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**

2.2.1 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.

2.2.2 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.

2.2.3 **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**

2.6.1 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.

2.6.2 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

4.1   **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.

4.2   **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.

4.3   **Reduction in Residence Requirements**

4.3.1   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).

4.3.2   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**

5.2.1   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.

5.2.2   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. For practice-led PhD students in ECA these reports are made not later than 18 months after the date of the candidate's registration (and equivalent for part-time students). 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.

(d)   confirming or proposing the precise area in which a student's work is developing.

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.

5.4.1   Prescribed Period of Study: PhD

The normal period of study prescribed for full-time PhD candidates is 36 months. Full-time PhD programmes which are designed to be longer than 36 months require the approval of the Curriculum and Student Progression Committee.

The period of study prescribed for part-time PhD candidates is 72 months. Part-time PhD programmes which are designed to be longer than 72 months require the approval of the Curriculum and Student Progression Committee.

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.

5.4.2   Prescribed Period of Study: MPhil

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.

5.4.3   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 during the prescribed period of study 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 thesis as soon as possible after the end of their prescribed period of study (typically 3 years for full time PhD and 2 years for full-time MPhil, excluding any periods of authorised interruption of studies). The thesis must be submitted within a maximum period of 12 months after the completion of their prescribed period of study unless, in exceptional circumstances, an extension is granted by the College.

5.7 **Failure to Submit a Thesis**

5.7.1 Students who fail to submit a thesis and/or other materials as specified in the relevant assessment regulations 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.

5.7.2 **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.

5.7.3 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. The thesis must include a lay summary, which is not counted in the word-court.

(d) **For the award of PhD in Fine Art**, in addition to the above, the candidate will be required to submit other material(s) as specified in the relevant assessment regulations.

(e) **For the award of PhD in Design**, in addition to the above, the candidate will be required to submit other material(s) as specified in the relevant assessment regulations.

5.9 **The grounds for the award of Doctor of Education (EdD)**
The general regulations for Taught Professional Doctorates (Regulation 8, Section B) will also apply.

(a) The degree of EdD is awarded in the Moray House School of Education.

(b) The degree of EdD may be awarded on the basis of successful completion of assessed essays, a research project and a thesis.

(c) The prescribed period of study is normally 48 months part-time. The maximum period of study is 72 months part-time, unless, exceptionally, an extension is granted by the College.

(d) The thesis will normally be between 45,000 and 75,000 words in length; students are encouraged to aim for a total of 60,000 to 65,000 words. The thesis must deal with one or more of the subjects of study of the curriculum of the taught stages of the degree or with subjects arising directly from contemporary practices and policies in education.

(e) Candidates should normally be resident in or near Edinburgh during the taught elements of the degree. In exceptional circumstances and when strongly supported by a School, the College Postgraduate

Studies Committee and the relevant committee of Senatus may reduce the residence requirement for part-time candidates for the degree to a total period of two and a half months, provided that the conditions set out in Section B, Regulation 4 are met.

5.10 **The grounds for award of the degree of PhD in 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.

5.11 **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 other material(s) as specified in the relevant assessment regulations.

5.12 **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 September 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 in any agreed month. 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:- www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

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 and/or other material(s) as specified in the relevant assessment regulations. (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 this and other universities or institutions of comparable standing recognised for this purpose by the University Court. If credit-bearing courses, for example, from continuing professional development, contribute to the learning outcomes in core or optional courses, they can contribute to subsequent postgraduate qualifications. Decisions on this are made by the relevant Programme Director and the convener of the relevant Board of Studies.

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 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 semester 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: www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

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. Resit requirements for candidates who fail courses are set out in the assessment regulations.

All postgraduate diplomas may be awarded with distinction with the exception of those in the School of Law.

10. **Registration of Postdoctoral Fellows**

10.1 **Registration of Postdoctoral Fellows**
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.

Posthumous Degrees and Diplomas

11. The Senatus may authorise the conferment of posthumous degrees and diplomas. Each such conferment requires a positive proposal from the College concerned and the Senatus Curriculum and Student Progression Committee. Normally a posthumous degree is conferred only where the student was qualified to receive the degree at the time of death.

Aegrotat Degrees and Diplomas

12. In special circumstances the Senatus may authorise the conferment of *aegrotat* degrees and diplomas to taught postgraduate students. Each such conferment requires a positive proposal from the College concerned and the Senatus Curriculum and Student Progression Committee. Normally an *aegrotat* degree or diploma is conferred only where the student was nearly qualified to receive the degree and on the grounds of ill health was unable to complete it. Before any proposal is referred to the Senatus, the College must check that the student is willing to receive the degree *aegrotat*.

2. These Regulations, including Assessment Regulation (2011/2012), 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 52/2010.

4. This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

Degrees covered by these Regulations

Research Degrees

Doctor of Philosophy (PhD)
Master of Philosophy (MPhil)
MSc by Research (MScR)
Master of Research (MRes)

College of Humanities and Social Science
Master of Letters (MLitt)
Doctor of Education (EdD)
Doctor of Clinical Psychology (DClinPsychol)
Doctor of Psychotherapy and Counselling (DPsychotherapy)
Master of Theology by Research (MTh by Research)
Master of Laws 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 Art (eca) MA (eca)
Master of Fine Art (MFA)
Masters in Architecture (MArch)
Master of Architecture (Studies) (MArch (Studies))
Master of Landscape Architecture (MLA)

Master of Architecture (Design) (MArch (Design))
Master of Architecture (Digital Media) (MArch (Digital Media))
Master of Architecture (Digital Media Studies) (MArch (Digital Media 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 Public Policy (MPP)
Master of Social Work (MSW)
Master of Teaching (MTeach)
Master of Theology (MTh)

College of Medicine and Veterinary Medicine

Master of Clinical Dentistry (MClinDent)
Master of Public Health (MPH)
Master of Surgery (General Surgery) (ChM (General Surgery))

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 18/2011

Undergraduate Degree Programme Regulations

At Edinburgh, the XXX day of XXX, Two thousand and eleven.

WHEREAS the University Court deems it desirable to produce one comprehensive set of General Undergraduate Degree Regulations, including Assessment Regulations (2011/2012), 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 (2011/2012):

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:

Introduction

These general regulations apply to all undergraduate study within the University. Students must also refer to the specific College degree programme requirements, to the appropriate Degree Programme Table, and to the approved Taught Assessment Regulations for the current academic session.

Where relevant, the University's awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, http://www.scqf.org.uk/). Any exemptions need to be approved by the Curriculum and Student Progression Committee.

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 Senatus Curriculum and Student Progression Committee. 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.

* 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.

Compliance

1. Every undergraduate student studying 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 Taught Assessment Regulations for the current academic session.

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, the courses of study, the order in which courses are attended and the assessment for the programme, 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, after receiving appropriate academic advice, a student may be allowed to take level 7 and 8 courses additional to the normal 120 credits, subject to the approval of the Director of Studies.

10.3   Exceptionally, if there are sound pedagogical reasons, an Honours student may take a small amount of additional level 7 or 8 credit and, more rarely, up to 10 credits at levels 9-11 in the Honours years. These cases require College concessions.
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   The Taught Assessment Regulations for the current academic session describe the detailed procedures for progression and final classification of degrees.

Note: Regulations 10.5 – 10.8 do not apply to students taking the MBChB or BVM&S, where the relevant College regulations apply.

10.5   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
- 600 credit points by the end of Year 5 for Integrated Masters

10.6   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.

10.7   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.

10.8   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 90 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 Taught 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 Taught Assessment Regulations for the current academic session.

24.   During a single period of continuous registration, 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 recognition of prior learning (RPL) 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 RPL 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**
A student undertaking an Honours year is not permitted to suspend his or her studies before the completion of the year and of the assessment relating to it except by permission of the Head of the College* and on the production of satisfactory evidence of illness or other circumstances beyond the student's control which justify such a measure. If a student is given permission to suspend studies, he or she shall be told in writing whether part of or the whole of the year, including any material counting towards the assessment of courses which has been already submitted, will have to be repeated. In cases where the Head of the College* considers that a significant amount of assessment has already taken place, the student will be considered under the terms of the regulation on "Failure to complete assessment adequately" in the Taught Assessment Regulations for the current academic session.

28. **Unclassified Honours**
Not withstanding 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.

29. **Award of General or Ordinary Degree when insufficient information to award Honours**
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.

Posthumous Degrees and Diplomas

30.   The Senatus may authorise the conferment of posthumous degrees and diplomas.   Each such conferment requires a positive proposal from the College concerned and the Senatus Curriculum and Student Progression Committee.   Normally a posthumous degree is conferred only where the student was qualified to receive the degree at the time of death.

Aegrotat Degrees

31.   In special circumstances the Senatus may authorise the conferment of *aegrotat* degrees, which are unclassed.   Each such conferment requires a positive proposal from the College concerned and the Senatus Curriculum and Student Progression Committee.   Normally an *aegrotat* degree is conferred only where the student was nearly qualified to receive the degree and on the grounds of ill health was unable to complete it.   Before any proposal is referred to the Senatus, the College must check that the student is willing to receive the degree *aegrotat*.

Duration of Study

32.   **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.

33.   **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 36, Authorised Interruption of Study.

34.   **Part-time study**

34.1   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.

34.2   Part-time study is not offered for the degrees of MBChB and BVM&S.

34.3   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.

35.   **Attendance and participation**
Students are expected to be available to participate as required in all aspects of their programme of study. This includes being available for assessment and examination during the semester time.

36.   **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 Taught Assessment Regulations for the current academic session.
Note: 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.

37.   **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.

38.   **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.

39.   **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

40.   **Assessment Regulations**

The University's Taught Assessment Regulations for the current academic session provide the regulatory context for assessment of undergraduate students.

41. **Common Marking Scheme**
For information on the University's Common Marking Scheme see the Taught Assessment Regulations for the current academic session.

42. **Failure to complete degree assessment**
For information on failure to complete degree assessment see the Taught Assessment Regulations for the current academic session.

43. **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 Taught Assessment Regulations for the current academic session.

2.   These Regulations, including Assessment Regulations (2011/2012), 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 53/2010.

4.   This Resolution shall come into force with effect from the commencement of the 2011/2012 academic session.

For and on behalf of the University Court

K A WALDRON

University Secretary

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 Arts (Health Studies)
Bachelor of Arts (Health Studies) with Honours
Bachelor of Nursing with Honours
Bachelor of Science (Social Work)
Bachelor of Science (Social Work) with Honours
Bachelor of Arts
Bachelor of Arts with Honours
Bachelor of Architecture
Bachelor of Architecture with Honours
Master of Arts (Architecture) with Honours
Master of Arts (Architecture in Creative and Cultural Environments) with Honours
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 Education (Design and Technology) with Honours
Bachelor of Education (Physical Education) with Honours
Bachelor of Education (Primary Education) 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) with Honours
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 (Biomedical Sciences)
Bachelor of Science (Biomedical Sciences) with Honours
Bachelor of Science (Oral Health Sciences)
Bachelor of Science (Oral Health 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

16 May 2011

Ordinance for the Regulation of Foundations, Mortifications, Gifts, Endowments and Bursaries, Use of Surplus Revenue and Alteration of Endowments

Court will be pleased to note that the Privy Council approved Ordinance 209: Regulation of Foundations, Mortifications, Gifts, Endowments and Bursaries, Use of Surplus Revenue and Alteration of Endowments on the 16 March 2011. There were no further amendments requested from the Ordinance as approved by Court on the 21 February 2011 and a paper will be submitted to Court in due course presenting proposals to change the current terms and conditions of identified dormant or partially dormant endowments.

Dr Katherine Novosel
May 2011

The University of Edinburgh

The University Court

16 May 2011

Library Committee: Terms of Reference

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

The paper is revised Terms of Reference for Library Committee, based on the current arrangements which prevail. The terms of Reference take account of the relevant University Ordinances and were approved by Library Committee at its meeting of 8 February 2011; and Knowledge Strategy Committee at its meeting of 11 March 2011.

<u>Action requested</u>

For approval.

<u>Resource implications</u>

Does the paper have resource implications? No

<u>Risk assessment</u>

Does the paper include a risk assessment? No

<u>Equality and diversity</u>

Does the paper have equality and diversity implications? Yes

<u>Freedom of information</u>

Can this paper be included in open business? Yes

<u>Originator of the paper</u>

Katherine Novosel
Head of Court Services

<u>To be presented by</u>

Dr K Waldron, University Secretary

On behalf of:
Vice Principal Professor J Haywood

LIBRARY COMMITTEE: Terms of Reference, 2010

1 Purpose

To superintend the University Library and its contents including the approval of policies and procedures and to provide advice to the University Librarian on all aspects of the operation of the University Library.

2 Composition

2.1 The Committee shall consist of up to twenty-six members.

2.2 Up to seven of the members will be appointed by the University Court from within or without the University and up to seventeen will be appointed by the Senatus Academicus from within or without the University. These members shall include students and professional library staff.

2.3 The Court shall appoint its representatives to the Library Committee on the recommendation of the Nominations Committee. Four of the Court appointees shall usually be students appointed on an annual basis on the recommendations of EUSA and shall normally be the EUSA Vice-President Academic Affairs, EUSA Academic Services Convener and one other postgraduate and one other undergraduate nominee. The remaining three Court appointees shall normally consist of at least one Court member and one member external to the University with appropriate backgrounds.

2.4 The Nominations Committee in making recommendations to Court shall take cognisance of any recommendation from the Knowledge Strategy Committee and the Library Committee in regard to external members and the experience required of members of the Library Committee.

2.5 The seventeen members appointed by the Senatus Academicus shall be appointed so as to represent the three Colleges and shall include academic staff at a professional level and professional library staff.

2.6 The University Librarian and Deputy Librarian or equivalents are ex officio members of the Library Committee.

2.7 The term of office of members shall normally be three years.

2.8 Previous members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.9 The University Librarian shall be the Convener of the Library Committee.

2.10 All members of the Library 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 Library Committee.

2.11 Other Senior Officers of the University may be in attendance at the Committee.

2.12 Other individuals from within or outwith the University may also be invited to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

3 Meetings

3.1 The Committee will meet as required to fulfil its remit and will meet at least once in each academic session.

3.2 Meetings will be timetabled on an annual basis and will take account of the schedule for meetings of the Knowledge Strategy Committee to ensure appropriate reporting.

3.3 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 extreme urgency and with the agreement of the Convener will papers be tabled at meetings of the Committee.

3.4 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Convener of the meeting and the majority of members present.

3.5 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.

3.6 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.

3.7 Seven members of the Committee shall be a quorum. This number must include one member appointed by Court and three members appointed by the Senatus Academicus. The Deputy Librarian or equivalent shall act as Convener for the duration of the meeting should the Convener not be present.

3.8 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 Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Deputy Librarian or equivalent.

4 Remit

4.1 To superintend the University Library and the contents thereof and any Libraries acquired or to be acquired for the use of the University or of any class therein.

4.2 To set and monitor strategic direction on library matters.

4.3 To advise the University Librarian on any appropriate matters; the University Librarian shall be responsible for the day to day operational management of the Library.

4.4 To formulate regulations for usage, access and borrowing of the contents of the library.

4.5 To undertake any other responsibilities as the Knowledge Strategy Committee may determine.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness and report thereon, to the Knowledge Strategy Committee.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 The draft minute and report on specific points discussed at each meeting will be provided to the subsequent meeting of Knowledge Strategy Committee; Information Services shall prepare a report annually for the Senatus Academicus. This shall include information from Library Committee on:

- Usage, access and borrowing of materials;
- Acquisition, disposal and cataloguing of materials; and
- Expenditure on materials

5.4 Membership of the Committee will be published on the University's internet.

The University of Edinburgh

The University Court

16 May 2011

**Schedule of Dates of Meetings in Session 2011-2012
of the University Court**

The following dates and venues have been set for meetings of Court during the academic session 2011-2012

19 September 2011	Informatics Forum
7 November 2011	Edinburgh College of Art
12 December 2011	Little France
20 February 2012	Old College or Royal Observatory (Location to be confirmed)
14 May 2012	Easter Bush
25 June 2012	Business School

In addition, two Court Seminars will be held during the 2011-2012 session:

19 September 2011 (am)	Informatics Forum
26 March 2012	Peffermill Playing Fields

There will also be an induction event held on 5 September 2011 in Old College.

Dr Katherine Novosel
Head of Court Services
5 May 2011

<u>The University of Edinburgh</u>

University Court

16 May 2011

Donations and Legacies to be notified

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

A report on legacies and donations received by the University of Edinburgh Development Trust from 1 February 2011 to 30 April 2011, prepared for the meeting of Court on 16 May 2011.

<u>Action requested</u>

For information

<u>Resource implications</u>

None

<u>Risk Assessment</u>

n/a

<u>Originator of the paper</u>

Mrs Liesl Elder
Director of Development

<u>Freedom of information</u>

Can this paper be included in open business?

No, its disclosure would substantially prejudice the effective conduct of public affairs.