

THE UNIVERSITY OF EDINBURGH

BUSINESS FOR MEETING OF THE UNIVERSITY COURT to be held in the Basement Seminar Room, Roslin Institute on Monday, 12 May 2014 at 2.00 p.m.

A buffet lunch will be available at 1 pm in the Atrium, Roslin Institute

This meeting of Court will be preceded by a presentation on the Future Strategy of the University of Edinburgh - The Next 10 Years presented by the Principal

A FORMAL BUSINESS

- | | | |
|----|--|-----------|
| 1. | Minute of the meeting held on 17 February 2014 | A1 |
| 2. | Note of Seminar held on 10 February 2014 | A2 |

B PRINCIPAL'S BUSINESS

- | | | |
|----|---|-----------|
| 1. | Principal's Communications | B1 |
| 2. | Designation of Vice-Principals and Assistant Principals | B2 |

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. | EUSA President's Report | C2 |
| 3. | National Physical Laboratory - update | C3 |
| 4. | SRUC - update | C4 |
| 5. | Scottish Code of Good Higher Education Governance | C5 |
| 6. | Student Experience - update | C6 |
| 7. | Report from Audit Committee | C7 |
| 8. | Report from Estates Committee | C8 |
| 9. | Report from Committee on University Benefactors | C9 |
| 10. | Rectorial Election | C10 |

D ITEMS FOR FORMAL APPROVAL OR NOTE

- | | | |
|----|--|-----------|
| 1. | Draft Resolutions | D1 |
| 2. | Resolutions | D2 |
| 3. | Dr Margaret Stewart Bequest | D3 |
| 4. | SBS Deed | D4 |
| 5. | Development Trust | D5 |
| 6. | School of Informatics – purchase request | D6 |
| 7. | Donations and Legacies | D7 |
| 8. | Court meetings 2014/2015 and 2015/2016 | D8 |
| 9. | Use of the Seal | |

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Dr Katherine Novosel on 0131 650 9143 or email Katherine.Novosel@ed.ac.uk

MINUTE OF A MEETING of the University Court of the University of Edinburgh held in held in Room 1.07 Main Library, George Square, on Monday 17 February 2014.

Present: Rector (in chair)
The Principal
Sheriff Principal E Bowen
Ms D Davidson
Professor A M Smyth
Dr M Aliotta
Professor J Ansell
Professor D Finnegan
Professor J Taylor
Professor S Monro, Vice-Convener
Mr D Bentley
Mr P Budd
Dr C Masters
Mrs E Noad
Ms A Lamb
Mr H Murdoch, President Students' Representative Council
Ms K Haigh, Vice-President Students' Representative Council

In attendance: Ms S Beattie-Smith, Rector's Assessor
Vice-Principal Professor C Jeffery
Vice-Principal Professor D Miell
Vice-Principal Dr S Rigby
Vice-Principal Professor J Seckl
Vice-Principal Professor L Yellowlees
University Secretary, Ms S Smith
Vice-Principal Mr N Paul, Director of Corporate Services
Dr I Conn, Director Communications and Marketing
Mr A Currie, Director of Estates and Buildings
Ms S Gupta, Director of Human Resources
Mr P McNaull, Director of Finance
Mrs T Slaven, Deputy Secretary Strategic Planning
Mr S Lewis, Deputy Director of Library and University Collections
Ms L Chalmers, Director of Legal Services
Ms F Boyd, Head of Stakeholder Relations and Senior Executive Officer
Dr K J Novosel, Head of Court Services

Apologies: The Rt Hon D Wilson, Lord Provost of the City of Edinburgh
Mr A Johnston
Dr R Black
Mr L Matheson
Dr A Richards

Court received a presentation on 'Commercialisation Activities – The Future Vision' delivered by Vice-Principal, Mr Nigel Paul, Director of Corporate Services.

A FORMAL BUSINESS

1 MINUTE OF THE MEETING HELD 9 DECEMBER 2013

Paper A1

The Minute of the meeting held on 9 December 2013 was approved as a correct record.

It was confirmed that the Sub-Group established to consider and bring forward recommendations to Court on the implementation of the Scottish Code of Good Higher

Education Governance was making good progress and that it was the intention to bring a detailed report to the next meeting of Court.

It was noted that this would be the last Court meeting attended by Mr Angus Currie, Director of Estates and Buildings. Court thanked Mr Currie for his significant contribution to the work of Court and the University and wished him well in his retirement.

2 MINUTE OF THE MEETING OF COURT SUB-GROUP HELD ON 27 JANUARY 2014 Paper A2

The Minute of the meeting of Court Sub-Group on 27 January 2014 was approved as a correct record and it was noted that the Consolidated Financial Statements, July 31 2013 (US GAAP Accounts) had been submitted along with associated documents to the US Department of Education for the 31 January 2014 deadline.

3 SCHOOL OF PHYSICS AND ASTRONOMY – UPDATE Paper A3

Court noted the updated position and homologated the decision as set out in the paper.

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 recent successful Court Seminar on the Future Strategy of the University of Edinburgh; the various activities underway across the University as part of Innovative Learning Week including TEDx University of Edinburgh supported by EUSA; the inspirational Lanterns of the Terracotta Warriors exhibition in the Old Quad and the range of Chinese New Year celebrations; the Principal's meetings in Brussels and engagement with the EU; the successful General Council event on Saturday; the ongoing positive impact of the international offices and the global academies; and the continuing issues around the 2013/2014 pay negotiations and the University's support for national negotiations.

2 VICE-PRINCIPALS AND ASSISTANT PRINCIPALS Paper B2

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

Vice-Principal Professor Jeffery declared an interest and left the meeting while the matter below was being considered by Court.

Professor Charlie Jeffery to be designated Senior Vice-Principal with effect from 1 October 2014 for a period of two years; his current Vice-Principal Public Policy and Impact designation to be extended until 30 September 2014.

Professor Mary Bownes to be appointed Vice-Principal Community Development from 1 October 2014 until 30 September 2016 at 0.4 FTE.

Professor Dorothy Miell's appointment as Vice-Principal and Head of the College of Humanities and Social Science to be extended to 31 July 2017 with a commitment to consider a further extension beyond this point.

Professor Lesley Yellowlees's appointment as Vice-Principal and Head of the College of Science and Engineering to be extended to 31 July 2016 with a commitment to consider a further extension beyond this point.

Professor Arthur Trew to be appointed Assistant Principal Computational Science with effect from 17 February 2014 for a period of three years.

Mr Collins to now be engaged as Assistant Principal, Industry Engagement, Industry Funding and Big Data at 0.4 FTE for two years from 1 January 2014.

It was confirmed that future Court papers requesting appointments to the designation of Vice-Principal and Assistant Principal should include a table setting out all those currently designated to these positions and their areas of responsibility.

C SUBSTANTIVE ITEMS

1 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Comments on the Report of the Central Management Group

Paper C1.1

Court endorsed the change of name of the Equality Management Group to Equality Management Committee and commended the work of the Staff Committee noting the assurances on the actions being taken around gender pay equality. There was discussion on the Report from the Health and Safety Committee and Court asked for a high level analysis of key trends to be included in future reports to Court. Court noted the other items and welcomed the information from Internal audit on emerging themes and the improving position on the implementation of recommendations arising from internal audit assignments.

Report on Other Items

Paper C1.2

The additional text included in the final US GAAP Accounts was welcomed. The favourable position as recorded in the Q1 forecast and the further financial projections as set out in the 10-year forecast were noted and Court endorsed the work to determine future funding options around the capital programme. Court was satisfied with the information provided from each of the Colleges on the actions being taken to ensure that annual staff reviews were undertaken across the University. There was discussion on the update information on the various estates projects as set out in the report and Court approved the proposals for the Easter Bush Innovation Centre including the required funding of £15m and the approach to the treatment of the VAT issues. It was further welcomed that the Finance and General Purposes Committee had appointed a Sub-Group to enable consideration of issues around the National Physical Laboratory Project which was progressing apace and that this Sub-Group would scrutinise any bid going forward particularly in respect of risks factors prior to seeking Court approval via electronic communications. The other items in the report were noted particularly the challenges around the sustainability agenda.

2 EUSA PRESIDENT'S REPORT

Paper C2

Court noted the items within the EUSA President's Report and the additional information on: the EUSA elections in March; the application for Scottish Government funding to support student volunteering activities; the success of the peer support initiative; the appointment of a new Chief Executive Officer; and the success of the Principal's Question time.

3 EUSA CONSTITUTION

Paper C3

Court approved the transfer of agreements currently between EUSA and the University that relate to property to the proposed newly constituted EUSA and approved in principle the revised EUSA constitution: delegating to the University Secretary final

approval of these constitutional documents following further consideration and discussion with EUSA on some technical matters.

4 WIDENING ACCESS - UPDATE

Paper C4

Court noted the satisfactory position in respect of the widening access agenda, noting the number of SIMD40 undergraduates recruited above the Outcome Agreement target for 2013/2014 and the high retention figure as at 1 December 2013: representing significant improvements from the position last year. The uptake of the Scotland Accommodation Bursary was welcomed as was the data on applications and offers to SIMD40 undergraduates in respect of entrants for 2014/2015. It was confirmed that the University continued to take a broad approach to the widening access agenda and that there were a number of related initiatives underway including the pathways to the professions.

5 STUDENT EXPERIENCE - UPDATE

Paper C5

The satisfactory update report was noted and Court was content with the actions being progressed to address the identified issues around improving the student experience under the six main themes and the NSS scores. The on-going discussions with Schools were noted and the proposals around providing information, sharing good practice and focussing resources on those Schools identified as having a disproportionate negative effect on NSS overall were supported. Court further welcomed the work of the Institute for Academic Development and the increase in the number of Principal Fellows.

6 REPORT FROM ESTATES COMMITTEE

Paper C6

Court approved the recommendations as set out in the paper noting the significant projects underway on all the University's campuses and the forecast spend in 2013/2014. There was discussion on several of the on-going projects including Holyrood, the BioQuarter, Potterrow, the Monro project and the Higgs Centre: it was noted that the 2025 Estates study continued to progress satisfactorily. There was discussion on capacity issues within the estates and buildings department given the significant volume of projects now being taken forward and it was confirmed that this was being considered.

7 REPORT FROM NOMINATIONS COMMITTEE

Paper C7

On the recommendation of the Nominations Committee, Court approved the following:

Vice-Convener of Court

Dr Anne Richards to be appointed as the next Vice-Convener of Court from 1 August 2014 for a period of three years.

Co-opted Members

Lady Susan Rice and Ms Mandy Exley to be appointed as Co-opted members of Court from 1 August 2014 for a period of three years.

Court Skills' Register

The anonymised Court Skills' Register was approved and Court authorised its publication on the University's website.

Standard Letter of Appointment to Court

The Standard Letter of Appointment for members of Court was approved and Court authorised its publication on the University's website.

Investment Committee

Dr Masters's appointment to be extended by three years until 31 July 2017.
Ms Carolyn Aitchison and Mr Mark Connolly to be appointed from 1 August 2014 for a period of three years as external members of this Committee.

The number of members of the Investment Committee to be increased to nine with effect from 1 August 2014; the terms of reference of the Committee to be amended to reflect approval of this change.

Committee on University Benefactors

Sherriff Principal Bowen's term of office to be extended by one year until 31 July 2015.

Nominations Committee

Professor Ansell's term of office to be extended by two years until 31 July 2016.

Remuneration Committee

Dr Masters's appointment to be extended by three years until 31 July 2017.
Lady Rice to be appointed with effect from 1 August 2014 until 31 July 2017.

The terms of reference of the Committee to be amended as set out in the paper to comply with the Scottish Code of Good Higher Education Governance with effect from 1 August 2014.

Reporting Malpractice and Raising Concerns under the Public Interest Disclosure Legislation ('Whistleblowing')

Dr Masters's role as designated Court member in terms of the above Policy to be extended by another three years.

Employment Related Appeals Procedure

Ms Davidson to be appointed as a designated Court member in terms of the above procedure with effect from 1 August 2014 for as long as she remains a member of Court.

8 UNIVERSITY LIBRARY COLLECTIONS POLICY - KEY POLICY STATEMENTS Paper C8

Court approved the revised Key Policy Statements as set out in the paper.

9 SULSA INITIATIVE Paper C9

Court approved the proposed procurement plan as set out in the paper which would be taken forward if the University was awarded the anticipated funding for this initiative. Court further confirmed its approval for the Principal and another member of Court to sign the required documents to action the procurement plan.

D ITEMS FOR FORMAL APPROVAL OR NOTE

1 ACADEMIC REPORT Paper D1

Court noted the report from the Senate meeting on 5 February 2014 and on the business conducted by the electronic Senate of 14-22 January 2014.

2 RESOLUTIONS Paper D2

Court approved the following Resolutions:

- Resolution No. 1/2014: Foundation of a Chair of Infectious Disease Pathology
- Resolution No. 2/2014: Institution of new postgraduate Degree: Master of International Affairs
- Resolution No. 3/2014: Payment of Debts to the University
- Resolution No. 4/2014: Foundation of a Personal Chair of Education and Social Stratification
- Resolution No. 5/2014: Alteration of the title of the Second Chair of Pathology

3 REPORT FROM EXPEDITIONS COMMITTEE Paper D3

Court noted with interest the report from the Expeditions Committee.

4 UNIVERSITY REGENTS Paper D4

Court noted the current list of Regents and approved the appointment of Dr Katherine Grainger and Mr John McAslan as new Regents.

5 SCHOOL OF CLINICAL SCIENCES - EQUIPMENT Paper D5

Court approved the placing of a contract as set out in the paper in order to purchase flow cytometry equipment and delegated authority to the University Secretary and Vice-Principal Professor Seckl to sign the required documentation to action the purchase.

6 DONATIONS AND LEGACIES Paper D6

Court was pleased to note the donations and legacies to be notified, received by the University of Edinburgh Development Trust between 21 November 2013 and 29 January 2014.

7 USE OF THE SEAL

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

The University of Edinburgh

The University Court

12 May 2014

Court Seminar – 10 February 2014

A2

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

Attached are the informal notes of the Court Seminar held on 10 February 2014.

Action Requested

Court is invited to note the content of the paper.

Risk Assessment

None directly.

Equality and Diversity

Where applicable, noted in the paper.

Freedom of Information

Can this paper be included in open business? No

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

Originator of the paper

Dr Katherine Novosel
Head of Court Services

February 2014

Principal's Report

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

India

I visited India at the end of February, and attended the inaugural session of a Royal (Dick) School of Veterinary Studies led workshop on *Advances in Veterinary Research-Impact and Opportunities*, in Bangalore.

The conference went very well as did my other visits which included meetings with Sir James Bevan, British High Commissioner-India, Professor Dinesh Singh, Vice Chancellor-Delhi University, the opening of lab space at the Centre for Brain Development at the National Centre for Biological Sciences, meetings with representatives from the Indian Institute of Technology Delhi and the National Institute of Immunology.

Planning is well underway for the inaugural conference of the Edinburgh India Institute in May 2014. Dr A P J Abdul Kalam, who served as President of India from 2002 to 2007, and who I met on my recent trip to India, will deliver the keynote address. The conference will launch the new Edinburgh India Institute, which is intended to showcase and celebrate the University's longstanding engagement with India, provide a forum for interdisciplinary opportunities, and help to establish new key partnerships.

North America

During my sabbatical study leave in the United States I had some very interesting meetings with senior colleagues at Georgia Institute of Technology, Emory University, Caltech, Berkeley, UCLA, University of Texas at Austin and participated in a number of useful conferences including Learning at Scale in Atlanta, Online Learning Summit at Berkeley and the T Summit at IBM San Jose.

I also took the opportunity to engage in various Development and Alumni related activities including alumni receptions in Los Angeles and Atlanta, meetings with individual alumni and a meeting with the Getty Foundation.

China

Towards the end of my study leave I undertook a visit to China combining a meeting with Hanban representatives prior to joining a Ministerial delegation, as the lead UK HE representative, with David Willetts and Jeremy Hunt, for the People to People Dialogue. As part of this initiative I met Liu Yandong, Vice Premier of the People's Republic of China and Minister Yuan Guiren, Ministry of Education. I then moved onto Shanghai to preside at the Inauguration of the Shanghai College of Fashion and Innovation, Donghua University with colleagues from ECA including Vice-Principal Professor Chris Breward. All of these activities proved very valuable with the developments around the Shanghai College of Fashion proving to be particularly exciting.

Brussels

In mid-February I had a very informative and productive visit to Brussels and over the course of two days met the Director General of DG CONNECT, the Rector of the Université Libre de Bruxelles, the Chief Scientific Adviser to the President of the European Commission, the Director of UKRO, and the Director of Scotland Europa.

Korea

A second Yun Posun Memorial Symposium on *Democracy and Citizenship* took place on 23 April 2014.

Latin America

In February 2014, Vice-Principal International and the Director of the Office of the Americas visited Bogotá, Colombia and Mexico City, as part of a Business delegation led by Rt Hon Nick Clegg MP and Lord Livingston, Minister of State for Trade and Investment.

In March, Director of the Office of the Americas was part of a high-level delegation led by Professor Colin Grant, Vice Principal International, University of Bath to Chile and Argentina.

I was very pleased to give the opening remarks at the Latin American Forum Conference last week. This very well run student organised conference at the Business School secures excellent speakers and is a model for this kind of event.

New agreements have been signed with ORT University Uruguay, Catholic University of Uruguay and the Federal University of Rio Grande do Sul (Brazil).

Poland

Along with Senior Vice Principal Bownes, I was very pleased to represent the University at the 650th Anniversary Celebrations of Jagiellonian University, Krakow. This gave us the opportunity to discuss the details of a new MOU agreement around PhD students following the signing of a medical studies MOU in 2013.

Romania

Vice Principal International was invited to present a lecture at the Romanian Academy of Medical Sciences and received Honorary Membership of the Academy. He also participated in discussions around potential collaboration in postgraduate medical education and research.

Global Academies

Nine Edinburgh students were invited to take part in a global conference hosted by former US President Bill Clinton. The Clinton Global Initiative University took place at Arizona State University and encouraged students to create "Commitments to Action" - new, specific and measurable plans to address some of the world's most pressing concerns. Our students found the experience both valuable and enjoyable and we look forward to continuing this partnership.

Jake Broadhurst has been invited by the British Council to chair a workshop at the Going Global conference in Miami in May 2014 entitled "Internationalisation – practice and rationales in a diverse world".

The Global Environment & Society Academy community has appointed Dr David Reay as Director as Prof Mark Rounsevell has stepped down from the role of Director after 3 years of service.

International high level delegations were received from:

- Goettingen University, Germany
- Seoul National University, Korea
- Harbin Institute of Technology, China
- Zhejiang University, China
- Nagoya University, Japan
- Tec de Monterray, Mexico
- Oman Cultural Attache
- Ambassador Enrique Manalo, Phillipines
- Kyungpook National University, Korea
- University of Groningen, Netherlands
- University of Massachusetts Lowell, USA
- Ambassdor of Ireland to the UK, Dan Mulhall
- University of Maryland, USA
- St Petersburg University, Russia
- University of Tartu, Estonia
- Nanjing Hydraulics Institute, China
- University of Western Australia
- Utrecht University, Netherlands
- Tata Institute for Social Science, India
- Ambassador of Ecuador to the UK

Related Meetings

In addition to those items mentioned above I was pleased to welcome visitors from Tianjin University to Edinburgh who are discussing the development of 2+2 programmes in Bioinformatics, Engineering and Chemistry.

UK

Pay Negotiations and Industrial Action

Following the third meeting of the New JNCHEs, the employers pay offer for 2014-15 remained unchanged at 2% on all pay points from 1 August 2014. This offer also included an increase at point 1 of the pay spine to reflect the current living wage and a commitment to joint working to explore HEIs' practices across the sector on the use of the bottom pay points, different weekly hours and the actual hourly equivalent rates of pay.

UCU conducted a consultative ballot which closed on the 1st May 2014 and we can confirm that the full and final pay offer of 2 per cent has been accepted by an overwhelming majority of UCU members. UCU informed its members that:

If a majority of members vote to accept the offer then we will inform the employers, the pay dispute carried over from 2013 will be resolved, and the marking boycott due to commence on 6 May will not be implemented.

On this basis, it is reasonable to assume UCU will no longer call for a marking boycott.

The remaining trade unions are still consulting on the final pay offer.

Immigration Bill

Lobbying on the Immigration Bill, which is now at report stage in the House of Lords, has continued and details have emerged of possible amendments to exempt international students from the proposed landlord checks on immigration status.

UUK has been briefing a number of peers on the proposed amendments to the bill and liaising with the bill team around the feasibility of certain amendments. They will continue their efforts to influence the bill in advance of it becoming law in a few weeks' time. Of particular concern is the loss of appeal rights for in-country immigration decisions and the introduction of an NHS surcharge which will affect non-EU students and staff at universities.

Budget 2014

Of particular note in the Chancellor's budget speech was the establishment of £42 million Alan Turing Institute which will lead on the UK's big data and algorithm research. A tender to house the Institute will be released later this year and the University will monitor developments on this closely and discuss with potential partner institutions.

Scotland

Planning Round and Resource Allocation Update

The Planning Round has progressed well. PSG, CMG and F&GPC have considered the individual plans and endorsed the strategic investments contained within the plans which actively seek to mitigate some of the uncertainties in the current environment and prepare the University for the future. F&GPC endorsed the need for investment but expressed concern that the level of surplus proposed by the plans was lower than the target range of 3%-5% while recognising our historic tendency to "promise low and over-perform". We have therefore taken the opportunity to accelerate our work to improve our business planning and forecasting by incorporating emerging information from very recent research award decisions and the impact of estates contributions. We will also take the opportunity to consider, with Colleges and Schools, whether it is appropriate to increase our RUK and International recruitment targets in light of a positive recruitment round to date; which will be further informed by reaching the UCAS applicant response deadline on 8th May.

Scottish Funding Council (SFC) and Outcome Agreements

The SFC will publish Outcome Agreements for each participating Higher Education Institution (HEI) on the 14th May. The individual agreements will be published alongside a sector level summary produced by Universities Scotland. This summary will include examples from each HEI around the themes of Opportunity, Innovation, Delivery and Sustainability.

In early April the SFC confirmed Mr Laurence Howells as their new Chief Executive, Mr Howells has been acting Chief Executive for the last 12 months.

CBI Scotland

Court will be aware of the University's decision to leave CBI Scotland once it became clear that the organisation was officially backing the "no" campaign in the coming referendum.

As Court has previously confirmed a clear position of neutrality for the University in the debate on independence it was felt that membership of the organisation was incompatible with this neutral position.

Senior Staff

I am very pleased that Mr Hugh Edmiston, currently College of Medicine and Veterinary Medicine Registrar, will be the next Director of Corporate Services from 1 September 2014. Hugh will work closely with Nigel over the next few months leading up to Nigel's retirement.

Recruitment for the post of Vice-Principal International will shortly begin with interviews scheduled for mid-June. My sense is that we have strong field of suitable senior colleagues at Edinburgh and we will move to advertise internally in the next few weeks.

Scottish Chamber Orchestra

The University is working on formalising our relationship with the Scottish Chamber Orchestra in the form of developing an Memorandum of Understanding (MOU). The MOU serves to signal a shared vision by noting the range of existing joint work, commits to increasing engagement with the public via public programming involving both institutions, points to future collaborative posts such as a musician in residence and visiting lectureships, and signals the development of collaborate research projects. The discussions are being led by Vice-Principal and Head of CHSS Professor Dorothy Miell and Senior Vice Principal Professor Mary Bownes with a view to developing a long term strategic partnership.

EUSA Constitution

To confirm that the University Secretary, as discussed at Court's last meeting in February, has agreed and signed off the revised EUSA constitution and accompanying transfer of property proposal.

Related Meetings

I was delighted to attend the Queen's Anniversary Prize Ceremony with Professor O James Garden and colleagues at Buckingham Palace in February.

In April I attended the launch of the Data Science Institute at Imperial College London and a wonderful State Banquet at Windsor Castle in honour of the President of Ireland.

I was pleased to welcome students and guests to the Bank of Scotland and Lloyds Scholars event in early April.

I participated in the Scottish Governments Finance Services Advisory Board chaired by Cabinet Secretary John Swinney MSP and took part in a session at the University of Dundee where the Cabinet Secretary for Education and Lifelong Learning, Mr Mike Russell MSP, outlined his vision for higher education research in an independent Scotland.

I gave a presentation at the Japan – UK Universities Conference for collaboration in research and education with the Japanese Prime Minister present and hosted by UCL.

I welcomed Lord Mandelson to the University for the Montagu Burton Lecture.

University News

EUSA Teaching Awards 2014

Many congratulations to all of those who were placed in the Teaching Awards this year:

Best Feedback

Winner: Dr Dan Swanton (School of GeoSciences)

Runner-up: Professor Pete Higgins (Moray House School of Education)

Best Personal Tutor

Winner: Dr Ulf-Dietrich Schoop (School of History, Classics & Archaeology)

Runner-up: Dr David Kaufman (School of History, Classics & Archaeology)

Best Postgraduate Tutor

Winner: Eliana Lambrou (School of Physics & Astronomy)

Runner-up: Ariadne-Anna Panagopoulou (School of Law)

Best Research or Dissertation Supervisor

Winner: Dr Samantha Griffiths (Division of Pathway Medicine)

Runner-up: Professor Theodore Scaltsas (School of Philosophy, Psychology & Language Sciences)

Teaching with Technology Award

Winner: Dr David Kaufman (School of History, Classics & Archaeology)

Runner-up: Brian Wall (School of Literatures, Languages & Cultures)

Peer Support Award

Winners: Alice Cezanne & Emma Butcher (Biomedical Society)

Runner-up: Alison Garden (School of Literatures, Languages & Cultures)

Kendell Award for Teaching in Medicine

Winner: Professor Simon Maxwell (School of Clinical Sciences)

Runner-up: Dr Paul Kelly (School of Biomedical Sciences)

Teaching in Veterinary Sciences Award

Winner: Dr Susan Kempson (Royal [Dick] School of Veterinary Sciences)

Runner-up: Professor Anna Meredith (Royal [Dick] School of Veterinary Sciences)

Van Heyningen Award for Teaching in Science & Engineering

Winner: Professor Iain Gordon (School of Mathematics)

Runner-up: Professor Charles Cockell (School of Physics & Astronomy)

Ian Campbell Award for Teaching in the Humanities and Social Sciences

Winner: Dr Rob Dinnis (School of History, Classics & Archaeology)

Runner-up: Dr Claire Haggett (School of Social & Political Science)

Best Course

Winner: Stem Cells, Neurodegenerative Diseases & Models

Runner-up: Parliamentary Studies

Best School or Subject Area

Winner: School of Chemistry

Runner-up: School of History, Classics & Archaeology

Supporting Students' Learning Award

Winner: Tracy Noden (School of Biomedical Sciences)

Runner-up: Sheila Macpherson (QMRI)

From 1 March to 8 March, the University celebrated **Gaelic**'s place at the University through a series of Gaelic-related events. The week began with Latha nan Òran, or Gaelic Song Day, and culminated in the Highland Annual, the largest cèilidh in Edinburgh, which is organised each year by students of the University's Highland Society.

A supercomputer capable of more than one million billion calculations a second has been launched at the University. The £43 million **ARCHER** (Academic Research Computing High End Resource) system will provide high performance computing support for research and industry projects in the UK. ARCHER will help researchers carry out sophisticated, complex calculations in diverse areas such as simulating the Earth's climate, calculating the airflow around aircraft, and designing novel materials.

Gather, a new festival which celebrates Edinburgh's diverse international community, took place 14 to 22 March. A vibrant mix of more than 40 events, all celebrating culture, community and the ethos of global citizenship, were open to staff, students and the public. It was organised by the International Office in partnership with the Edinburgh University Students' Association.

The University's **People Strategy 2012-2016** is now available in hard copy and online and was derived from the University's Strategic Plan 2012-2016. It sets out a forward-looking, ambitious people agenda designed to strengthen Edinburgh's global standing.

Organisational changes within the University's Corporate Services Group and Student Academic Services Group have been agreed. The changes will take effect from 1 August 2014 to coincide with the beginning of the new financial year. Human Resources will join the Student and Academic Services Group, strengthening the people focus of the Group, with a responsibility for both staff and students. Internal Audit will join the Student and Academic Services Group, enhancing good governance. The proposed new unified Biological Resources team will join the Corporate Services Group, enabling it to benefit from the operational and commercial expertise in the Group. The new Director Corporate Services, Hugh Edmiston, will take on the role of Principal Establishment Licence Holder from his appointment date of 1 September 2014.

The University has become the first higher education institution in the UK to join **Electronics Watch**. Electronics Watch is an EU-funded monitoring organisation working to achieve respect for labour rights in the global electronics industry through socially responsible public purchasing.

The University marked a decade of **Fairtrade** status with a series of events. In 2004 Edinburgh became the first Fairtrade-accredited university in Scotland, following a campaign led by EUSA.

The **Principal's Go Abroad Fund has been established**: This new fund provides £350 bursaries (£700 for students who require additional financial support) for students wishing to undertake a short-term international experience in an effort to develop a range of international experience options for our students.

Research in the News:

- A solar fridge being developed by Dr Giulio Santori and Professor Stefano Brandani could be used to support humanitarian aid actions for vaccines storage.
- Riccardo Marioni's research suggests a link between height and intelligence in his gene study into predicting health outcomes.
- Professor Tom Gillingwater's international team have identified a chemical found in plants which could reduce the symptoms of a rare muscle disease that leaves children with little or no control of their movements.
- Dr You-Ying Chau has found the origin of 'bad' fat linked to heart disease and cancer. Visceral fat that builds up around abdominal organs such as the heart, kidney and intestine is considered a silent killer because it is possible for people to have a lot of it without looking particularly

overweight.

- A study by Dr Jasper Been suggests that the link between pre-term birth and asthma, or wheezing conditions, is higher than was previously thought, and that children born prematurely do not outgrow their vulnerability to asthma.
- How British people define their national identity will influence voting patterns in the forthcoming European elections, producing widely differing outcomes across the UK, joint research between academics at Edinburgh and Cardiff University suggests.
- Dr Richard Allen has found that anti-virulence drugs stop parts of bacteria which are responsible for making people ill without destroying the bug directly, thereby preventing the spread of antibiotic resistance.

External Recognition:

- Two of our CSE colleagues have become FRS this year many congratulations to Professor Paul Attfield of Chemistry and Professor Peter Keightley of Biological Sciences.
- Professor Richard Morris CBE has been awarded a 2014 Royal Medal by the Royal Society of Edinburgh (RSE). He received the award for his outstanding contribution to the field of neuroscience.
- The staff members elected to become RSE Fellows this year are:
School of Biological Sciences: Professor Judith Allen; Professor Mark Blaxter; Professor Keith Matthews; Professor Andrew Rambaut
School of Chemistry: Professor Peter Tasker
School of Clinical Sciences: Professor Anna Glasier OBE
School of Informatics: Professor Don Sannella
School of Law: Professor Susan McVie
School of Literatures, Languages & Cultures: Professor Natascha Gentz
School of Mathematics: Professor Ben Leimkuhler; Professor Jacques Vanneste
School of Molecular, Genetic & Population Health Sciences: Professor Sarah Cunningham-Burley; Professor Andrew Jackson.
School of Physics & Astronomy: Professor Malcolm McMahon
Royal (Dick) School of Veterinary Studies: Professor Peter Simmonds
- The School of Physics & Astronomy has been awarded prestigious Juno Champion status by the Institute of Physics (IOP), recognising its commitment to gender equality.
- Professor Aileen Lothian, Director of Young SET Ambassadors, was admitted as a Fellow of the Royal Society of Chemistry. She was also nominated for Director of the Year, Institute of Directors
Scotland.
- Janis Mackay won first prize at the Scottish Children's Book Awards for her title, The Accidental Time Traveller.
- The Game Changer Awards 2014 are unique awards sponsored by the Scottish Funding Council recognised the varied and significant contributions that Scotland's colleges and higher education institutions are making to every aspect of the Commonwealth Games. The University of Edinburgh won gold for Student Achievement in partnership with Glasgow and Strathclyde Universities, gold for the International Contribution award in recognition of building of a legacy partnerships with India, in particular the University of Delhi and bronze

in partnership with Glasgow for International Contribution Award for '33Fifty: A Leadership Programme for Young People in the Commonwealth' project.

- The University renewed its Bronze Food for Life Catering Mark, in recognition of its high-quality and sustainable food catering. All retail catering outlets at the University are now accredited by the award.
- UoE has been shortlisted in the Outstanding International Strategy category of the Times Higher Education Leadership and Management Awards 2014. The awards dinner and ceremony will take place in London on Tuesday 17 June.
- The Edinburgh School of Architecture and Landscape Architecture (ESALA) has received the Athena SWAN Charter Bronze Award. Bestowed by the Equality Challenge Unit, the Award recognises success in advancing gender equality and developing an inclusive working culture for all staff, both male and female.
- An Edinburgh graduate has been awarded one of journalism's prestigious accolades for his reporting on international affairs. Reuters journalist Andrew R C Marshall has been honoured in this year's Pulitzer Prizes, which commend exceptional journalism, literature and musical composition.
- Alumna Sarah Wolffe was sworn in as the newest judge in the Scottish supreme Courts.
- Alumna Eilidh Child was selected to captain Team GB at the IAAF World Indoor Championships in March

The University of Edinburgh

University Court

12 May 2014

Vice-Principal Designation

Vice-Principal Data Science

One of the greatest global opportunities and challenges is the ever increasing significance of data. Data underpins businesses and our economy, providing new insights into consumer needs and enabling new products and services to be developed. The next generation of scientific discovery and innovation will be increasingly data-driven, from modelling and simulation, to handling massive data traffic. Developments are evolving fast; for example, Big Data is identified as one of the Eight Great Technologies which will propel the UK to future growth by the UK Government, and can also be seen in the recent Budget announcement of the development of the Turing Institute. With this in mind I wish to strengthen my senior team with data science advice of the highest calibre by appointing Professor Andrew Morris as Vice-Principal Data Science for a period of three years from the 18 August 2014.

Professor Andrew Morris joins the University as Chair of Medicine from the University of Dundee. His expertise is as the UK's leading research authority in medical informatics and he will bring teaching, research and knowledge exchange excellence in CMVM into the digital era with immense scope for cross disciplinary collaboration.

It is envisaged that Professor Morris will devote approximately 0.2 FTE equivalent of his time to Vice-Principal duties on his arrival at the University in mid-August 2014. The Vice Principal appointment will be for three years in the first instance.

Job Description

General

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.

Specific

- To advise the Principal and senior management of the University on matters of data science under deliberation by Scottish, UK, and European Union institutions that impact on the work of the University, by
 - Monitoring current and anticipating future data science policy and business of these institutions

- Nurturing relationships with funders, ministers and shadow spokespeople, political advisors, senior government and parliamentary officials, and parliamentary committee convenors
 - Liaising with Universities Scotland on data science matters
- To work closely with Professor Richard Kenway, Vice-Principal for High Performance Computing to develop Edinburgh Data Science which:
 - Will be launched this year as a University-wide umbrella organisation;
 - Facilitate cross-disciplinary and cross campus opportunities for education, research, innovation and public engagement in data science;
 - Act as a focal point to build external academic, industrial and public sector partnerships in data science locally, nationally and internationally;
 - Promote the discovery of new knowledge from data and its application to create new business opportunities, improve our environment and health, inform policy making and accelerate solutions to global challenges.
 - Promote the University's data science internationally to match or exceed the scale of the best centres in the world,
- To represent the University as required in data science issues and in conjunction with the Senior Management Team and Director of Communications, Marketing and External Affairs lead on position statements and press enquiries on data science issues.
- To carry out any other duties as assigned by the Principal.

I seek Court's approval for this recommendation.

TMMO'S

May 2014

Vice-Principals and Assistant Principals May 2014

Senior Vice-Principal

Senior Vice-Principal Professor Mary Bownes, External Engagement

Full time Vice-Principals

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

Vice-Principal Professor Dorothy Miell, Head of College of Humanities and Social Science

Vice-Principal Professor Lesley Yellowlees, Head of College of Science and Engineering

Vice-Principal Mr Nigel Paul, Director of Corporate Services

Principal of Edinburgh College of Art

Vice-Principal Professor Christopher Breward, Creative Industries and Performing Arts

Part time Vice-Principals

Vice-Principal Professor Stephen Hillier, International

Vice-Principal Professor Charlie Jeffery, Public Policy and Impact

Vice-Principal Professor Jonathan Seckl, Planning, Resources and Research Policy

Vice-Principal Professor Richard Kenway, High Performance Computing & Big Data

Vice-Principal Dr Sue Rigby, Learning and Teaching

Vice-Principal Professor Jane Norman, Equality and Diversity

Vice-Principal Professor Dai Hounsell, Assessment and Feedback

Part time Assistant Principals

Assistant Principal Dr Tina Harrison, Academic Standards & Quality Assurance

Assistant Principal Professor Ian Pirie, Learning Developments

Assistant Principal Professor Mona Siddiqui, Religion and Society

Assistant Principal Professor Susan Deacon, Corporate Engagement

Assistant Principal Professor Jeremy Bradshaw, Research Development

Assistant Principal Professor Arthur Trew, Computational Science

Assistant Principal Mr Kevin Collins, Industry Engagement, Industry Funding and Big Data

Directors of Global Academies

Assistant Principal Professor James Smith, Global Development

Assistant Principal Professor Sue Welburn, Global Health

Assistant Principal Professor Christine Bell, Global Justice

Honorary Assistant Principals

Honorary Assistant Principal Professor Andrew Calder, Reproductive Health

Honorary Assistant Principal Professor John Smyth, Cancer Research Development

The University of Edinburgh

The University Court

12 May 2014

C1.1

**Report of the Finance and General Purposes Committee
(Comments on the Report from the Central Management Group meeting of 5 March 2014)**

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 28 April 2014 from the Central Management Group of its meeting of 5 March 2014. Comments made by the Finance and General Purposes Committee are incorporated in boxes within the report at relevant points.

Action requested

Court is invited to note the items 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.

Originator of the paper

Dr Deborah Cook
Dr Katherine Novosel
April 2014

Central Management Group

5 March 2014

1 VISITING STUDENT AND NON-GRADUATING STUDENT POLICIES (Appendix 1)

CMG approved these refined policies which aimed to clarify the processes that should be undertaken for visiting students. The Group discussed implementation of the new policy and the importance of keeping the policy under review. There had been substantial discussion on this item at Fees Strategy Group and elsewhere, which had informed the amended policy.

The Committee welcomed the regularisation of the Visiting Student and Non-Graduating Student Policies particular in ensuring that the University met its required legal obligations and that appropriate fees were set for the various categories noting the issues around research students.

2 FINANCIAL SYSTEMS PROVISION REVIEW (CLOSED) – Verbal Item

3 REPORT FROM FEES STRATEGY GROUP (CLOSED)

4 FEE PROPOSALS (CLOSED)

5 REPORT FROM EQUALITY AND DIVERSITY MONITORING RESEARCH COMMITTEE (Appendix 2)

This report identified that the University has an above average proportion of female students and those declaring a disability in the Russell Group. The University also has a high proportion of UK domiciled students from ethnic backgrounds compared to institutions in Scotland (although lower than the Russell Group average). The Group noted that there were differences between schools and the future intention to include widening participation data in the report. In terms of staff, the University has fewer women than men at higher grades (UE09 & UE10) and there are low numbers of staff reporting a disability (although there have been improvements in data capture).

The Committee noted the report and in particular commented on the differences in the percentage of female taught postgraduate students as compared to female research postgraduate students: further information was provided including the various career routes following specific postgraduate taught courses. The Committee further noted the continuing under representation of women at the highest grades in both academic and professional support staff posts and the need to continue to pursue best practice in this area.

Visiting Student and Non-Graduating Student Policies

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

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

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

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

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

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

Action

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

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

Background

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

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

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

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

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

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

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

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

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



THE UNIVERSITY *of* EDINBURGH

Visiting Student Policy and Procedure

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

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

www.ed.ac.uk/schools-departments/international-office/immigration/home
www.ed.ac.uk/schools-departments/registry/other-info

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

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

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

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

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

A. Visiting Taught Undergraduates (VUGs)

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

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

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

B. Visiting Taught Postgraduates (VPGTs)

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

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

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

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

C. Visiting Research (VRes) Students

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

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

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

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

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

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

Academic Services



Non-graduating Student Policy and Procedure

Contact Officer Sara Welham, Academic Services, sara.welham@ed.ac.uk

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

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

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

Academic Services



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

**FIFTH REPORT
EXECUTIVE SUMMARY**

1. Introduction

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

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

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

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

2. Students

2.1 Undergraduate

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

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

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

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

2.2 Postgraduate Taught

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

2.3 Postgraduate Research

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

2.4 Comparison data

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

3. Staff

3.1 Academic Staff

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

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

3.2 Professional Support Staff

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

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

3.3 Disability

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

3.4 Specific Duties from the Equality Act

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

4. EDMARC actions

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

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

C1.2

The University of Edinburgh

The University Court

12 May 2014

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 28 April 2014 covering items other than the CMG report. Detailed papers not included in the appendices are available at:

<https://www.wiki.ed.ac.uk/display/UCC/Finance+and+General+Purposes+Committee>

Action requested

The Court is invited to note the items 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 3-11

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

Originator of the paper

Dr Katherine Novosel
April 2014

University Court, Meeting on 12 May 2014
Report of the Finance and General Purposes Committee
28 April 2014
(Report on Other Items)

1 SUMMARY RESEARCH AND COMMERCIALISATION REPORT TO 31 MARCH 2014 **Appendix 1**

The routine report confirmed the continuing satisfactory position in respect of research and commercialisation activities and the Committee noted in particular that the number of spin out companies was likely to increase.

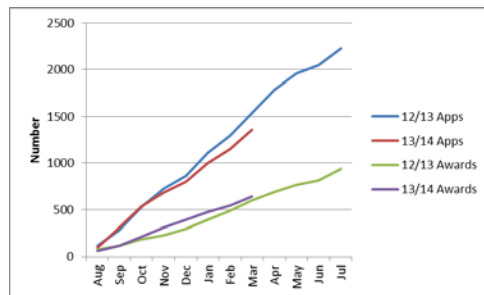
2 SUBSIDIARY COMPANIES, BOARD MEMBERSHIP CHANGES

The Committee approved the following appointments:

Mr Hugh Edmiston to become a Director of Edinburgh University Press Ltd, HPCx Ltd and Research into Results Ltd all with effect from 1 September 2014 in succession to Vice-principal Mr Nigel Paul.

Mr Gary Jebb to become a Director of UoE Utilities Supply Company Ltd and University of Edinburgh Deaconess Ltd both with immediate effect in succession to Mr Angus Currie.

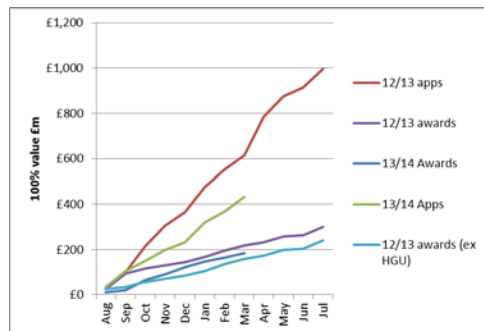
Ms Jane Johnston to become a Director of UoE Utilities Supply Company Ltd with immediate effect.



Applications and awards - volume

The number of applications to date is **12%** lower than at the same time last year at **1,357**.

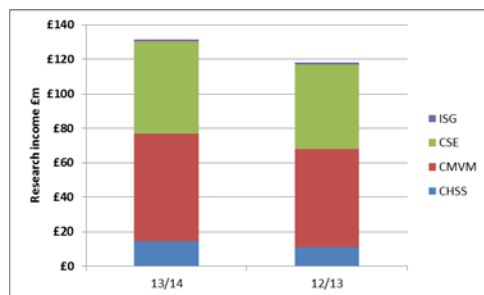
The number of award letters received is **6%** higher than at the same time last year at **641**



Applications and awards - value

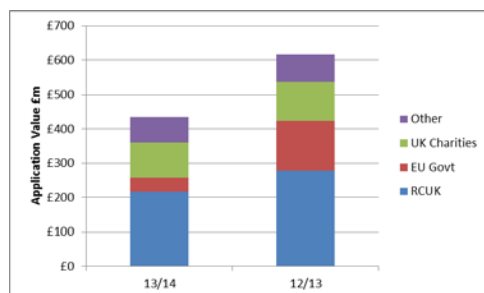
The value of applications to date is **29%** lower than at the same time last year at **£434m**. This was predicted and is a consequence of the transition between the EU Framework programmes -applications to the EU alone were down by **£106m** compared to last year.

The 100% value of awards received is **16%** lower than at the same time last year at **£184m**, however last year's figures included the quinquennial award for the HGU of **£59.7m**. Removing this one award from the prior year dataset would mean that award value has increased by **16%**.



University research income

University Research income rose by **12%** to **£131.6m** compared to the same time last year.

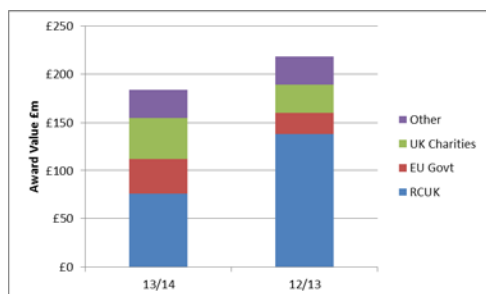


Sponsor mix - applications

Applications to Research Councils represented **50%** of the total applications made. In the same period last year, RCUK applications were **45%** of total applications

As anticipated (and noted above), applications to EU Government show a **72%** drop as a result of the end of the FP7 programme calls.

Applications to UK Charities show an **8%** decrease in value compared to last year.



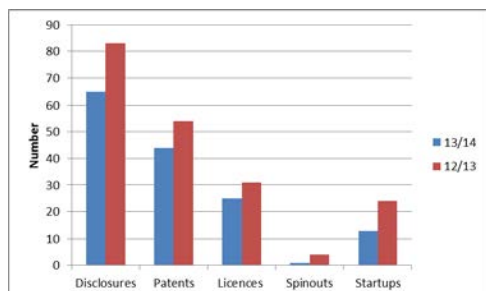
Sponsor mix - awards

Awards from Research Councils are down by **45%** (impact of HGU award see above) and represent **41%** of total awards received. Awards from UK charities and EU Government on the other hand are up by **65%** and **49%** respectively, compared to last year, the latter reflecting the high level of applications in the previous year.

	Mar 13	Mar 12	Mar 11
UOE	41%	40%	35%
CHSS	37%	33%	31%
CMVM	41%	43%	34%
CSE	43%	43%	39%

Application success rates

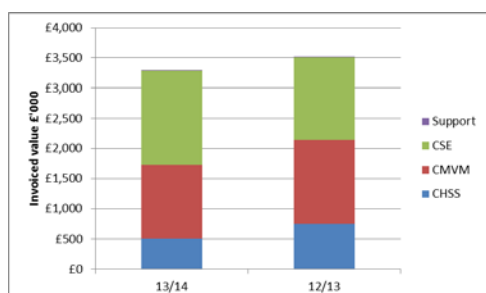
The rolling success rate of applications made over a twelve month period to 31 March 2013 for the University as a whole was **41%**; the equivalent figure for the previous 12 month period was **40%**



Commercialisation activity

In the year to date there were **65** disclosure interviews (PY 83), **44** patents filed (PY 54) and **25** revenue bearing licences signed (PY 31).

Total number of companies formed were **14** (PY 28)



Consultancy (processed through ERI)

The value of consultancy contracts processed through ERI are down by **6%** compared to this time last year at **£3.3m**.

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 1
Research applications, awards and income by College

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
All Research Applications - number							
CHSS	441	485	(9%)	84	108	(22%)	629
CMVM	454	540	(16%)	41	75	(45%)	817
CS&E	457	504	(9%)	78	55	42%	765
Support Services (ISG etc)	5	6	(17%)	-	-	-	10
Total - number	1,357	1,535	(12%)	203	238	(15%)	2,221
All Research Applications - value - 100% project value							
CHSS	72,552	102,153	(29%)	12,966	15,978	(19%)	136,156
CMVM	176,319	245,575	(28%)	18,782	25,203	(25%)	407,874
CS&E	185,177	266,191	(30%)	34,423	19,897	73%	448,118
Support Services (ISG etc)	298	1,869	(84%)	-	-	-	2,796
Total - value £'000	434,346	615,788	(29%)	66,171	61,078	8%	994,944
All Research Awards - number							
(a) Number of awards/contracts received (Note 1)							
CHSS	140	154	(9%)	24	29	(17%)	242
CMVM	245	239	3%	27	48	(44%)	367
CS&E	248	202	23%	42	34	24%	314
Support Services (ISG etc)	8	7	14%	1	-	-	11
Total - number	641	602	6%	94	111	(15%)	934
(b) Awarded to Constituent parties (Note 2)							
CHSS	169	177	(5%)	27	36	(25%)	284
CMVM	286	279	3%	33	48	(31%)	432
CS&E	315	262	20%	51	49	4%	405
Support Services (ISG etc)	8	8	0%	1	-	-	13
Total - number	778	726	7%	112	133	(16%)	1,134
All Research Awards - value - 100% project value							
CHSS	17,042	17,219	(1%)	2,052	2,009	2%	25,136
CMVM	72,373	134,179	(46%)	6,055	9,026	(33%)	172,873
CS&E	93,745	63,342	48%	10,747	12,319	(13%)	98,497
Support Services (ISG etc)	556	3,170	(82%)	15	-	-	4,146
Total - value £'000	183,716	217,910	(16%)	18,869	23,354	(19%)	300,652
All Research Awards - value - Sponsor contribution							
CHSS	14,789	14,466	2%	1,827	1,688	8%	21,426
CMVM	66,881	127,195	(47%)	5,984	7,872	(24%)	161,235
CS&E	83,389	53,562	56%	9,679	10,283	(6%)	85,283
Support Services (ISG etc)	502	2,668	(81%)	12	-	-	3,644
Total - value £'000	165,561	197,891	(16%)	17,502	19,843	(12%)	271,588
Research Income £'000							
CHSS	14,402	11,038	30%	1,500	1,516	(1%)	17,449
CMVM	62,384	56,867	10%	9,981	7,380	35%	96,873
CS&E	53,714	48,844	10%	7,430	6,719	11%	83,376
Support Services (ISG etc)	1,056	1,159	(9%)	115	250	(54%)	2,126
Total - value £'000	131,556	117,908	12%	19,026	15,865	20%	199,824

Note 1: denotes the number of research award letters/contracts received, where there is a one-to-one mapping of that award letter/contract to the original application submitted

Note 2: denotes the number of constituent parts of research awards/contracts received, where a constituent comprises a School or Research Centre share of the award budget. Some large projects, for example, may have a number of investigators, each with a share of the budget, in which case this dataset recognises, and therefore counts, each of these constituents as a separate item.

All data is presented with reference to the University Financial Year starting on 1 August.

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 2
Research applications and awards by funding source (100% project value)

Applications	Values £'000							Numbers						
	Year to			Month of			Full Year	Year to			Month of			Full Year
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance		31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
UK - Research Council	216,461	277,086	(22%)	17,217	19,777	(13%)	528,414	419	450	(7%)	27	29	(7%)	656
UK - Charity	102,413	110,953	(8%)	13,434	23,073	(42%)	162,995	442	485	(9%)	83	121	(31%)	681
EU - Government	41,283	147,427	(72%)	23,705	4,451	433%	172,012	80	216	(63%)	29	23	26%	258
UK - Government	31,654	34,319	(8%)	7,755	629	1133%	45,081	170	92	85%	45	10	350%	172
UK - Universities etc.	21,468	18,798	14%	3,077	3,739	(18%)	42,105	134	126	6%	9	18	(50%)	198
UK - Health Authorities	9,051	8,461	7%	569	3,109	(82%)	16,459	15	17	(12%)	1	3	(67%)	28
Overseas - Charities	3,407	5,209	(35%)	198	2,913	(93%)	5,812	22	28	(21%)	3	6	(50%)	33
Overseas - Government	2,375	2,808	(15%)	29	691	(96%)	4,198	11	12	(8%)	1	4	(75%)	24
EU - Other	1,999	1,349	48%	61	781	(92%)	2,762	20	13	54%	1	3	(67%)	25
EU - Industry	1,462	492	197%	-	-	-	950	4	7	(43%)	-	-	-	12
Overseas - Universities etc.	1,044	854	22%	-	316	(100%)	1,029	9	7	29%	-	1	(100%)	11
UK - Industry	997	6,273	(84%)	126	1,599	(92%)	7,694	20	60	(67%)	4	20	(80%)	90
Overseas - Industry	468	606	(23%)	-	-	-	3,731	6	12	(50%)	-	-	-	21
Overseas - Other	264	1,153	(77%)	-	-	-	1,702	5	10	(50%)	-	-	-	12
	434,346	615,788	(29%)	66,171	61,078	8%	994,944	1,357	1,535	(12%)	203	238	(15%)	2,221
	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Awards	Values £'000							Numbers						
	Year to			Month of			Full Year	Year to			Month of			Full Year
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance		31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
UK - Research Council	75,955	138,223	(45%)	7,176	12,881	(44%)	177,431	148	159	(7%)	30	36	(17%)	234
EU - Government	43,194	29,016	49%	786	5,159	(85%)	30,792	86	58	48%	7	10	(30%)	71
UK - Charity	35,680	21,679	65%	4,804	1,185	305%	36,633	165	177	(7%)	20	38	(47%)	303
UK - Universities etc.	9,392	10,862	(14%)	370	1,624	(77%)	16,059	62	61	2%	6	8	(25%)	91
UK - Government	8,760	7,387	19%	3,660	520	604%	21,746	80	48	67%	17	8	113%	79
UK - Industry	2,579	4,240	(39%)	566	1,359	(58%)	6,044	30	47	(36%)	4	5	(20%)	81
EU - Industry	1,630	472	245%	152	-	-	1,090	6	5	20%	1	-	-	9
Overseas - Charities	1,525	1,195	28%	995	421	136%	1,815	10	10	0%	2	2	0%	13
Overseas - Government	1,227	895	37%	29	154	(81%)	1,478	15	9	67%	1	2	(50%)	12
Overseas - Industry	1,040	440	136%	125	-	-	3,173	12	8	50%	2	-	-	12
UK - Health Authorities	929	2,631	(65%)	130	-	-	2,631	8	7	14%	3	-	-	7
EU - Other	849	247	244%	-	51	(100%)	652	8	7	14%	-	2	(100%)	12
Overseas - Other	633	22	2777%	-	-	-	306	5	1	400%	-	-	-	2
Overseas - Universities etc.	323	601	(46%)	76	-	-	802	6	5	20%	1	-	-	8
	183,716	217,910	(16%)	18,869	23,354	(19%)	300,652	641	602	6%	94	111	(15%)	934
	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: The award numbers in this table now reflect our new dataset, the Number of Awards/contracts received (see Table 1, footnote 1).

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 3A
Research applications by School

Applications	Values £'000						Numbers							
	Year to			Month of			Full Year	Year to			Month of			Full Year
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance		31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Social and Political Science	22,096	23,146	(5%)	5,851	4,753	23%	32,186	92	77	19%	20	25	(20%)	99
Philosophy, Psychology and Language Sciences	16,717	19,388	(14%)	2,573	1,613	60%	27,219	40	59	(32%)	7	6	17%	75
History, Classics And Archaeology	7,092	6,119	16%	829	1,758	(53%)	6,814	44	59	(25%)	11	17	(35%)	75
Literatures, Languages and Cultures	6,689	11,956	(44%)	1,016	1,084	(6%)	13,288	48	51	(6%)	12	10	20%	66
Edinburgh College of Art	4,894	9,490	(48%)	692	1,540	(55%)	11,386	73	70	4%	11	14	(21%)	88
Moray House School of Education	4,670	5,269	(11%)	1,127	1,505	(25%)	8,923	61	52	17%	13	12	8%	76
Law	3,512	5,668	(38%)	380	1,257	(70%)	7,094	24	24	0%	5	6	(17%)	32
Health in Social Science	2,405	8,825	(73%)	2	340	(99%)	9,555	22	36	(39%)	1	6	(83%)	45
Business School	2,069	2,331	(11%)	423	17	2388%	3,493	20	24	(17%)	2	2	0%	31
Divinity	2,000	7,509	(73%)	36	1,956	(98%)	7,535	14	24	(42%)	1	7	(86%)	29
Economics	371	2,452	(85%)	-	155	(100%)	8,663	2	9	(78%)	-	3	(100%)	13
College General	37	-	-	37	-	-	-	1	-	-	1	-	-	-
Total CHSS	72,552	102,153	(29%)	12,966	15,978	(19%)	136,156	441	485	(9%)	84	108	(22%)	629
Clinical Sciences	84,665	108,917	(22%)	10,448	7,542	39%	205,842	190	219	(13%)	19	22	(14%)	355
Molecular, Genetic and Population Health Sciences	38,560	62,501	(38%)	5,381	3,854	40%	88,174	128	137	(7%)	13	13	0%	188
Royal (Dick) School of Veterinary Studies	31,572	47,953	(34%)	2,759	13,499	(80%)	73,440	87	116	(25%)	7	35	(80%)	161
Biomedical Sciences	20,897	26,204	(20%)	194	308	(37%)	40,387	48	68	(29%)	2	5	(60%)	111
College General	625	-	-	-	-	-	31	1	-	-	-	-	-	2
Total CMVM	176,319	245,575	(28%)	18,782	25,203	(25%)	407,874	454	540	(16%)	41	75	(45%)	817
Biological Sciences	58,145	81,635	(29%)	3,557	4,966	(28%)	119,368	115	131	(12%)	13	12	8%	184
Physics	49,905	33,466	49%	6,025	2,661	126%	49,584	88	80	10%	19	13	46%	107
Informatics	22,535	51,342	(56%)	5,202	1,357	283%	103,455	58	76	(24%)	11	5	120%	119
Geosciences	21,880	26,145	(16%)	9,050	7,710	17%	34,888	79	70	13%	11	9	22%	114
Engineering	17,453	28,836	(39%)	4,436	2,331	90%	63,481	67	71	(6%)	10	6	67%	126
Chemistry	8,708	37,472	(77%)	2,405	624	285%	64,008	30	59	(49%)	5	9	(44%)	93
Mathematics	6,551	6,467	1%	3,748	248	1411%	12,506	20	16	25%	9	1	800%	21
College General	-	828	(100%)	-	-	-	828	-	1	(100%)	-	-	-	1
Total CSE	185,177	266,191	(30%)	34,423	19,897	73%	448,118	457	504	(9%)	78	55	42%	765
Support Services	298	1,869	(84%)	-	-	-	2,796	5	6	(17%)	-	-	-	10
Total UOE	434,346	615,788	(29%)	66,171	61,078	8%	994,944	1,357	1,535	(12%)	203	238	(15%)	2,221

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 3B
Research awards by School

Awards	Values £'000						Numbers							
	Year to			Month of			Full Year	Year to			Month of			Full Year
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance		31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Philosophy, Psychology and Language Sciences	5,523	1,694	226%	357	-	-	2,420	20	18	11%	5	-	-	33
Social and Political Science	4,657	6,068	(23%)	785	1,668	(53%)	8,832	36	40	(10%)	3	13	(77%)	61
Law	2,240	3,206	(30%)	10	26	(62%)	3,675	14	10	40%	1	2	(50%)	16
Economics	1,536	885	74%	-	3	(100%)	885	1	3	(67%)	-	1	(100%)	3
Literatures, Languages and Cultures	823	488	69%	118	3	3833%	881	18	19	(5%)	4	2	100%	29
Business School	593	362	64%	322	47	585%	593	15	8	88%	3	2	50%	11
History, Classics And Archaeology	512	1,293	(60%)	157	108	45%	1,639	12	17	(29%)	4	6	(33%)	32
Health in Social Science	399	411	(3%)	176	2	8700%	469	8	9	(11%)	2	1	100%	12
Moray House School of Education	385	1,621	(76%)	77	18	328%	2,353	19	21	(10%)	2	3	(33%)	33
Edinburgh College of Art	351	992	(65%)	50	106	(53%)	2,459	22	28	(21%)	3	5	(40%)	42
Divinity	23	199	(88%)	-	28	(100%)	930	4	4	0%	-	1	(100%)	12
College General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total CHSS	17,042	17,219	(1%)	2,052	2,009	2%	25,136	169	177	(5%)	27	36	(25%)	284
Clinical Sciences	34,448	34,437	0%	1,943	2,666	(27%)	57,021	129	117	10%	14	9	56%	186
Royal (Dick) School of Veterinary Studies	14,687	18,953	(23%)	2,682	4,972	(46%)	21,909	53	63	(16%)	9	23	(61%)	86
Molecular, Genetic and Population Health Sciences	13,432	73,901	(82%)	1,284	1,117	15%	83,949	71	71	0%	7	13	(46%)	108
Biomedical Sciences	9,181	6,888	33%	146	271	(46%)	9,994	32	28	14%	3	3	0%	52
College General	625	-	-	-	-	-	-	1	-	-	-	-	-	-
Total CMVM	72,373	134,179	(46%)	6,055	9,026	(33%)	172,873	286	279	3%	33	48	(31%)	432
Physics	23,499	13,328	76%	789	1,521	(48%)	16,226	45	50	(10%)	4	7	(43%)	66
Geosciences	18,516	9,482	95%	3,821	2,099	82%	13,779	71	51	39%	15	10	50%	93
Chemistry	14,642	4,355	236%	178	154	16%	6,357	33	28	18%	4	4	0%	41
Biological Sciences	14,639	14,978	(2%)	4,439	2,049	117%	20,326	58	43	35%	14	7	100%	77
Informatics	10,680	7,657	39%	663	1,035	(36%)	25,421	44	34	29%	6	7	(14%)	52
Engineering	10,006	10,810	(7%)	105	3,333	(97%)	13,473	57	45	27%	5	9	(44%)	63
Mathematics	1,763	2,732	(35%)	752	2,128	(65%)	2,915	7	11	(36%)	3	5	(40%)	13
College General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total CSE	93,745	63,342	48%	10,747	12,319	(13%)	98,497	315	262	20%	51	49	4%	405
Support Services	556	3,170	(82%)	15	-	-	4,146	8	8	0%	1	-	-	13
Total UOE	183,716	217,910	(16%)	18,869	23,354	(19%)	300,652	778	726	7%	112	133	(16%)	1,134

Note: The award numbers in this table detail those awarded to constituent parties (see Table 1, footnote 2).

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 4
Commercialisation activity

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Disclosure Interviews							
CHSS	3	2	50%	1	-	-	7
CMVM	25	48	(48%)	4	13	(69%)	86
CS&E	37	33	12%	4	7	(43%)	82
Total - number	65	83	(22%)	9	20	(55%)	175
Patents filed on Technologies - by College							
CHSS	-	-	-	-	-	-	-
CMVM	26	20	30%	4	4	0%	28
CS&E	18	34	(47%)	-	4	(100%)	39
Total - number	44	54	(19%)	4	8	(50%)	67
Patents filed on Technologies - by Type of filing							
Priority Filings	21	24	(13%)	1	3	(67%)	28
PCT Filings	10	14	(29%)	2	3	(33%)	16
Other/National Filings	13	16	(19%)	1	2	(50%)	23
Total - number	44	54	(19%)	4	8	(50%)	67
Licences signed (excluding non revenue bearing licences)							
CHSS	-	3	(100%)	-	1	(100%)	7
CMVM	12	12	0%	2	2	0%	16
CS&E	13	16	(19%)	1	2	(50%)	27
Total - number	25	31	(19%)	3	5	(40%)	50
Spin-out companies created							
- Number	1	4	(75%)	-	-	-	5
Start-up companies created							
- Number	13	24	(46%)	3	2	50%	30

Table 5
Consultancy processed through ERI

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
By Business Type - Invoiced value £'000							
Scotland - Commerce	445	790	(44%)	77	75	3%	985
Scotland - Government	750	527	42%	183	198	(8%)	747
Rest of UK - Commerce	1,023	816	25%	67	108	(38%)	1,277
Rest of UK - Government	210	255	(18%)	38	71	(46%)	387
International - Commerce	795	1,000	(21%)	60	88	(32%)	1,294
International - Government	74	125	(41%)	9	19	(53%)	173
Total - value £'000	3,297	3,513	(6%)	434	559	(22%)	4,863
By College - Invoiced value £'000							
CHSS	509	750	(32%)	99	156	(37%)	980
CMVM	1,216	1,389	(12%)	152	189	(20%)	1,917
CS&E	1,561	1,366	14%	178	212	(16%)	1,958
Support Services (CSG, ISG etc)	11	8	38%	5	2	150%	8
Total - value £'000	3,297	3,513	(6%)	434	559	(22%)	4,863
	-	-		-	-		-

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 6
Consultancy Income by School £

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Moray House School of Education	153,368	169,576	(10%)	22,831	54,853	(58%)	207,596
Social and Political Science	96,373	223,683	(57%)	26,975	20,653	31%	291,049
Law	73,752	23,610	212%	10,526	2,160	387%	48,254
Business School	53,150	203,507	(74%)	1,875	46,865	(96%)	255,648
Philosophy, Psychology and Language Sciences	44,580	17,232	159%	-	-	-	30,732
Health in Social Science	76,044	34,262	122%	32,140	11,250	186%	50,329
Edinburgh College of Art	2,560	36,301	(93%)	(1,350)	15,735	(109%)	43,365
Divinity	11,875	11,751	1%	8,775	4,050	117%	15,351
History, Classics And Archaeology	-	-	-	(3,000)	-	-	-
Literatures, Languages and Cultures	-	5,043	(100%)	-	-	-	5,043
Economics	-	-	-	-	-	-	-
College General	(2,500)	25,370	(110%)	-	-	-	32,870
Total CHSS	509,202	750,335	(32%)	98,772	155,566	(37%)	980,239
Molecular, Genetic and Population Health Sciences	666,926	606,209	10%	51,447	108,608	(53%)	771,115
Clinical Sciences	272,538	267,137	2%	47,517	68,263	(30%)	522,252
Royal (Dick) School of Veterinary Studies	122,601	132,768	(8%)	21,885	6,915	216%	152,413
Biomedical Sciences	112,077	351,862	(68%)	27,497	5,344	415%	399,809
College Central	42,267	30,106	40%	4,008	-	-	71,786
Total CMVM	1,216,409	1,388,082	(12%)	152,354	189,130	(19%)	1,917,374
Geosciences	478,368	569,795	(16%)	37,352	127,699	(71%)	785,190
Engineering	340,171	152,562	123%	58,474	16,507	254%	278,775
Physics	237,449	152,533	56%	7,667	300	2456%	160,473
Biological Sciences	234,929	106,545	120%	62,115	9,504	554%	154,289
Informatics	144,251	152,951	(6%)	12,432	750	1558%	215,795
Chemistry	92,728	172,676	(46%)	-	57,545	(100%)	263,883
College Central	27,500	55,319	(50%)	-	-	-	93,919
Mathematics	5,700	4,044	41%	-	-	-	5,644
Total CSE	1,561,096	1,366,424	14%	178,040	212,305	(16%)	1,957,968
Support Services	11,281	7,785	45%	5,158	2,200	135%	8,285
Total UOE	3,297,988	3,512,626	(6%)	434,324	559,200	(22%)	4,863,865
	-	-		-	-		-

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 7
Disclosure Interviews by School

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Business School	1	-	-	-	-	-	1
College General	-	-	-	-	-	-	-
Divinity	-	-	-	-	-	-	-
Economics	-	-	-	-	-	-	-
Edinburgh College of Art	-	1	(100%)	-	-	-	1
Health in Social Science	-	-	-	-	-	-	-
History, Classics And Archaeology	-	-	-	-	-	-	-
Law	-	-	-	-	-	-	-
Literatures, Languages and Cultures	1	-	-	1	-	-	-
Moray House School of Education	-	1	(100%)	-	-	-	5
Philosophy, Psychology and Language Sciences	1	-	-	-	-	-	-
Social and Political Science	-	-	-	-	-	-	-
Total CHSS	3	2	50%	1	-	-	7
	-	-	-	-	-	-	-
Biomedical Sciences	1	1	0%	1	-	-	3
Clinical Sciences	10	20	(50%)	1	3	(67%)	46
Molecular, Genetic and Population Health Sciences	6	12	(50%)	2	8	(75%)	17
Royal (Dick) School of Veterinary Studies	8	15	(47%)	-	2	(100%)	20
College Central	-	-	-	-	-	-	-
Total CMVM	25	48	(48%)	4	13	(84%)	86
	-	-	-	-	-	-	-
Biological Sciences	12	9	33%	3	4	(25%)	14
Chemistry	5	6	(17%)	-	2	(100%)	31
Engineering	16	9	78%	-	-	-	22
Geosciences	1	7	(86%)	-	-	-	12
Informatics	2	1	100%	-	-	-	2
Mathematics	1	-	-	1	-	-	-
Physics	-	1	(100%)	-	1	(100%)	1
College Central	-	-	-	-	-	-	-
Total CSE	37	33	12%	4	7	(43%)	82
	-	-	-	-	-	-	-
Support Services	-	-	-	-	-	-	-
Total UOE	65	83	(22%)	9	20	(55%)	175
	-	-	-	-	-	-	-

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 8
Patent filings by School

	Year to								Month of								Full Year			
	31 Mar 14				31 Mar 13				Mar 14				Mar 13				31 Jul 13			
	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total	Priority	PCT	Other	Total
Business School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Divinity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economics	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Edinburgh College of Art	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Biomedical Sciences	5	1		6	1		1	2				-				-	1	-	1	2
Clinical Sciences	3	2	3	8	5	2	3	10			1	1	1			1	7	4	5	16
Molecular, Genetic and Population Health Sciences	1		1	2				-				-				-	-	-	2	2
Royal (Dick) School of Veterinary Studies	3	4	3	10	5	1	2	8	1	2		3	2	1		3	5	1	2	8
Total CMVM	12	7	7	26	11	3	6	20	1	2	1	4	3	1	-	4	13	5	10	28
Biological Sciences	2		3	5		2	1	3				-				-	-	2	1	3
Chemistry	1	1	1	3	2	5	1	8				-		2		2	2	5	2	9
Engineering	5	2	2	9	9	3	6	18				-			2	2	11	3	8	22
Geosciences				-			1	1				-				-	-	-	1	1
Informatics	1			1	2	1	1	4				-				-	2	1	1	4
Mathematics				-				-				-				-	-	-		-
Physics				-				-				-				-	-	-		-
Total CSE	9	3	6	18	13	11	10	34	-	-	-	-	-	2	2	4	15	11	13	39
Support Services				-				-				-				-				-
Total UOE	21	10	13	44	24	14	16	54	1	2	1	4	3	3	2	8	28	16	23	67

Edinburgh Research and Innovation Limited
Research and Commercialisation Report
For the 8 months to 31 March 2014

Table 9
Licences signed by School (excluding non-revenue bearing licences)

	Year to			Month of			Full Year 31 Jul 13
	31 Mar 14	31 Mar 13	Variance	Mar 14	Mar 13	Variance	
Business School			-			-	
Divinity			-			-	
Economics			-			-	
Edinburgh College of Art			-			-	
Health in Social Science			-			-	
History, Classics And Archaeology			-			-	
Law			-			-	
Literatures, Languages and Cultures			-			-	
Moray House School of Education		3	(100%)		1	(100%)	7
Philosophy, Psychology and Language Sciences			-			-	
Social and Political Science			-			-	
Total CHSS	-	3	(100%)	-	1	(100%)	7
	-	-		-	-		-
Biomedical Sciences							
Clinical Sciences	2	2	0%			-	3
Molecular, Genetic and Population Health Sciences	7	5	40%	2	1	100%	5
Royal (Dick) School of Veterinary Studies	3	5	(40%)		1	(100%)	8
Total CMVM	12	12	0%	2	2	0%	16
	-	-		-	-		-
Biological Sciences							
Chemistry	3	5	(40%)	1	1	0%	9
Engineering	3	3	0%			-	6
Geosciences	3	2	50%			-	4
Informatics	4	5	(20%)		1	(100%)	5
Mathematics			-			-	
Physics		1	(100%)			-	1
Total CSE	13	16	(19%)	1	2	(50%)	27
	-	-		-	-		-
Support Services			-			-	
Total UOE	25	31	(19%)	3	5	(40%)	50
	-	-		-	-		-

EUSA President's Report to Court

Teaching Awards

This year EUSA received 2,557 Teaching Award nominations from students which recognised good teaching and support of students' learning from over 1,500 individual academic staff members, support staff, and also peer leaders. The number of nominations was up on the number that we received last year, which was a huge success. Each individual who was nominated received a Teaching Award badge and letter of recognition, which were positively received across the University and motivated staff.

Strategic Plan

We've finished the initial round of research for our strategic plan, reaching 3,500 students with our online survey, including engaging with 600 students across all campuses on a face to face basis. Our Trustees, Student Council, EUSA staff and key University stakeholders were also consulted. We've been working with a professional research and consultancy firm who are collating and analysing the data and drawing out key themes. Over the summer EUSA's senior management team and Trustees will be drawing conclusions and developing the plan prior to further consultation and development of the plan during semester 1.

School Councils

Since the end of February, the School Councils project has increased the number of attendees to our events up to a total of three hundred, plus around thirty staff members. Looking ahead to next semester, we are aiming to increase the number of School Councils from the nine that have been operating this year, as well as focusing on the projects that are starting to emerge from them. Due to the success of the initial pilot, project funding is being extended for a further year.

Success at NUS

Kirsty was elected as Vice-President (Communities) of NUS Scotland for the coming academic year, with other students elected onto various NUS committees during conference season, continuing EUSA's commitment to NUS and seeing University of Edinburgh students elected to lead the organisation.

Sexual harassment survey

EUSA's first research into students' experience of sexual harassment was published at the end of April. 1 in 3 of almost 800 respondents reported experiencing sexual harassment, with the most common environment being city bars and clubs. We will be using the results to work with City of Edinburgh council, the police, and local bars and venues, as well as running a high profile awareness campaign for students so they are comfortable about and aware of how to report instances of harassment. We are also taking the opportunity to review our own internal processes and support in our own venues, and will continue to highlight the Advice Place as a source of support and a remote reporting site.

Edinburgh Award

EUSA has led 5 strands of the Edinburgh Award this year – our students were delighted to be recognised at the recent reception celebrating all of the University's Edinburgh Award recipients. EUSA's strands include Volunteering, Global Citizenship, Advice Place volunteers, Student Staff, and Peer Support and c200 students were supported by us to achieve the award.

The Advice Place

The Advice Place was assessed for the Matrix Standard earlier this year – a national standard for information, advice and guidance providers. The service was particularly commended for the user-centred approach to service delivery and we have been given some useful advice on developing our feedback mechanisms beyond standard satisfaction measures, and are thinking about how to evaluate the longer-term impact of the service on users.

Socially responsible investment

We did lots of work with students about the socially responsible investment consultation and impressed with the results have come back, which chime with much of the work we've been doing around investment – particularly around investment in arms and fossil fuels.

EUSA Finances

EUSA has amended its year end to 31 March so as to move it away from the Festival period. Because we have cut the year off early, and before the four leanest months of the year (April to July) EUSA will be reporting a surplus of around £500k. This looks very good, though would represent a £200k if 2013/14 had been a full 12 months to 31 July and is on the back of a strong festival performance helped by last summer's good weather. Our Trustee Board has passed a budget for next year which projects of surplus of £60k and there's still some way to go to wipe out our debt from previous years, but we've started off well on that path.

Incorporation

EUSA became a company limited by guarantee on 2nd April 2014. This is the most significant change in structure to the organisation since EUSA was created from the merger of the Edinburgh University Union, Chambers Street Union and SRC in 1973. It enables EUSA to move forward confidently with its updated constitution, gives financial protection to its trustees and facilitates commercial transactions.

Handover to new sabbatical team

Our new sabbatical officers are gearing up for the handover at the moment before taking over on 9th June in their roles. We hope you enjoyed working with us over the last year and will enjoy working with the new team over the next year!

Awards

We've won a number of awards for our work over the past few months:

- NUS Green Impact Excellence award for the work on Sustainability in the Curriculum
- We won Most Improved Bar for Potterrow at the NUS Services Limited convention
- Best Bar None Silver Award
- Housing Coop won runner up in the NUS Scotland awards for Innovation & Enterprise

- Our Bars won gold in the Sustainability Awards
- We've made it into the final 3 for the British Institute for Innkeeping for Late Night Operator and Social Responsibility

The University of Edinburgh

The University Court

12 May 2014

National Physical Laboratory - Update

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

The attached paper provides a summary of the actions to date in respect of the University's bid to work in partnership with the Department of Business, Innovation and Skills (BIS) in the future operation of the National Physical Laboratory (NPL) and the next steps in the process.

Action requested

For information.

Resource implications

There will be resource implications if the University's bid is successful.

Risk assessment

A risk assessment has been undertaken as part of the process to develop the bid.

Equality and diversity

N/A

Freedom of information

Can this paper be included in open business? No, the paper must remain confidential; particularly as the bidding process is competitive and commercially sensitive.

Originator of the paper

Ms Tracey Slaven, Deputy Secretary, Strategic Planning
28 April 2014

The University of Edinburgh

University Court

12 May 2014

Strategic Alignment of SRUC with the University of Edinburgh

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

This paper provides a précis of the proposal for the possible Strategic Alignment of SRUC with the University of Edinburgh, as indicated in the paper circulated on 7 March, together with an update on the activities to progress exploration of strategic alignment during the past few weeks.

Action requested

Note progress; agree to further exploration of alignment of SRUC within the University; and provide guidance on the key issues to be explored in taking the activity forward.

Resource implications

Does the paper have resource implications? Yes – staff in the University will be required to work with SRUC on due diligence, developing proposals, and planning/implementing the integration. Dedicated project resource will be required.

Risk Assessment

Does the paper include a risk analysis? Yes

Equality and Diversity

Has due consideration been given to the equality impact of this paper? At this stage, no, but there will be E&D implications and an Equality Impact Assessment will be required.

Freedom of information

Can this paper be included in open business? No – It should remain confidential until discussions/negotiations on strategic alignment have been completed and implemented.

Originator of the paper

Vice Principal N A L Paul
2 May 2014

University of Edinburgh

The University Court

12 May 2014

Scottish Code of Good HE Governance: Report from the Court Sub-Group

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

It was confirmed at the last meeting of Court that the Sub-Group established to consider and bring forward recommendations to Court on the implementation of the Scottish Code of Good Higher Education Governance was making good progress and that it was the intention to bring a detailed report to this meeting of Court.

The attached paper details the Sub-Group's proposals in respect of the three main strands of work: the governance framework; stakeholders and community engagement; and skills, development and performance.

Further information will be available at the next Court particularly in respect of compliance with the Code.

Action requested

Court is invited to consider and approve the recommendations of the Sub-Group.

Resource implications

Further work will be undertaken around implementation from within existing resources.

Risk Assessment

Compliance of the Code is anticipated to be a requirement of funding from the Scottish Funding Council. The implementation of these proposals is intended to mitigate this risk.

Equality and Diversity

The proposals take due account of equality and diversity considerations. Court (and Committee) papers will continue to ask whether due consideration has been given to the equality impact.

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

Dr Katherine Novosel
Ms Fiona Boyd
Dr Deborah Cook
Mr Jamie Tait
May 2014

SCOTTISH CODE OF GOOD HIGHER EDUCATION GOVERNANCE: SUB-GROUP REPORT

Introduction

Following the publication of the draft Code in April 2013, Court at its meeting on 13 May 2013 appointed a Sub-Group to consider the implications of the final Code within the University's legal framework. Court agreed that Professor Monro, Dr Richards, Dr Black, Professor Smyth, Professor Ansell, Mr Murdoch and the University Secretary should be members of this Group. The Sub-Group has now met 6 times in total with a further meeting planned at the end of May 2014. Overall the University is already compliant with most aspect of the Code but it was agreed to take the opportunity to refresh and enhance current arrangements.

An initial Report, considered by Court at its meeting on 16 September 2013, covered aspects around the appointment of the next Vice-Convener of Court, Co-opted Members of Court and amendments to the terms of reference of the Nominations Committee to enable this Committee to take forward appropriate arrangements. This resulted in the Nominations Committee presenting a number of matters to take forward aspects of the Code which were approved at various meetings of Court (detailed in appendix 1).

Following detailed consideration of the Code and the areas where revisions were required or where the opportunity could be taken to improve current arrangements the Sub-Group identified three broad strands of work to be taken forward: governance framework; stakeholders and community engagement; and skills, development and performance. Information on the areas covered under each of these strands is set out in appendix 2. There has been a significant amount of work undertaken and this has resulted in a number of documents generated.

Appendices:

Appendix 1: Previously approved documents

Appendix 2: Work strands

Appendix 3: Committee Structure

Appendix 4: Terms of Reference of Standing Committees and Principles

Appendix 5: Items reserved for Court

Appendix 6: Delegation to the Principal

Appendix 7: Statement of the Court's Primary Responsibilities

Appendix 8: Standing Orders

Appendix 9: Template agendas and papers

Appendix 10: Court Equality and Diversity Policy

Governance Framework

Committee Structure

The Code contains specific information on the composition and the remit/function of certain Committees supporting the work of institutions' governing bodies. In taking forward consideration of these issues it was agreed to take the opportunity to review the University's current overall Committee structure in order to provide greater clarity and a more effective flow of information to Court. The Sub-Group agreed that the principles of any revised Committee structure should be to:

- avoid duplication of effort;
- add value;
- provide clarity and aid the decision making process; and
- be effective and quicker at progressing issues to the approval stage.

It was recognised that the current structure was very complex in respect of reporting arrangements between Committees and to Court, the functions and delegated approval levels of Committees, and membership of Committees. In order to create a structure that met the principles above the Sub-Group recommends to Court approval of a revised Court Committee structure as set out in appendix 3 to be implemented with effect from 1 August 2014.

The principal change is the proposal to designate Committees as Standing Committee which report directly to Court and Thematic Committees which report into these Standing Committees. As part of the new structure it is proposed to extend the current remit of the Audit Committee to include oversight of risk and establish an Audit and Risk Committee, to create a Policy and Resources Committee with oversight of people, estates, finance and investment matters, and to create an Exception Committee replacing the current vacation Court and enabling decisions to be taken quickly. It is also proposed to designate the Knowledge Strategy Committee as a Court and Senate Committee and Court is invited to approve progressing this proposal with Senate. Appendix 4 sets out draft Terms of Reference for each Standing Committee and supporting principles for Standing Committees of Court for approval noting that further amendments may be required during 2014/2015 in the light of experience.

Information to Court

Main Principle 13 of the Code highlights that Court papers should be of a form and quality which enables Court to discharge its duties. The Sub-Group recommends to Court an issues based agenda, with a focus on priority issues (at appendix 9), and revised templates for Court papers and Committee reports to Court so that the information provided is more succinct and actions required of Court are clearly stated. It is the intention for the Standing and Thematic Committees to adopt a similar approach. It is the intention to reduce significantly the length of Court and Standing Committee papers.

Court documents

The Code refers to three documents related specifically to the work of Court: Court's Statement of Primary Responsibilities; Standing Orders; and delegation arrangements. The University's current Delegated Authorisation Schedule (DAS) will be reviewed after the revised Committee structure has been approved however the Sub-Group has considered and recommends approval to Court of amendments to the items reserved for Court and delegation arrangements in respect of the Principal.

Main Principle 5 of the Code confirms the requirement to state those areas delegated by Court to Committees, the Principal and management and areas which it reserves to itself: while recognising that Court remains ultimately accountable and accepts corporate responsibility for actions so delegated. Attached at appendix 5 is a revised statement on the items to be reserved to Court with amendments highlighted. The opportunity has also been taken to consider the delegation arrangements in respect of the Principal and a revised statement with proposed amendments highlighted is also attached at appendix 6. A significant change is the proposal to increase the level of expenditure that the Principal is able to commit on his sole responsibility from the current level of £500,000 to £1 million: this will be reflected in delegation levels to other senior officers when the DAS is revised.

Main Principle 5 of the Code also refers to the requirement of governing bodies to have an approved Statement of Primary Responsibilities and the issues which should be covered in this Statement. The University undertook an extensive revision of this Statement in 2009/2010 and only minor amendments have therefore been required to reflect the Code. A revised Statement is set out in appendix 7 for approval.

There is also reference in the Code to the requirement of governing bodies to prepare Standing Orders to regulate the conduct of its business. The University's current Standing Orders have not been

comprehensively reviewed for a number of years and were last amended in October 2000 the Sub-Group therefore approved a more significant review of this document and the proposed revised document is attached at appendix 8.

Stakeholder Communication and Engagement

Conduct of meetings

In terms of compliance with Main Principle 14 of the Code, Court already conducts its business in an appropriately open and transparent fashion. The Sub-Group recommends to Court a range of recommendations to further enhance this position including: to review website information once the new Standing and Thematic Court Committees are finalised, to publish on the University's website the agenda of Court meetings a minimum of 4 working days in advance of the meeting and to include an appropriate summary of Court news in both staff and student newsletters following each Court meeting either in the form of a single article or separate articles depending on the nature of the items discussed at Court.

Community engagement

Main Principle 14 also covers arrangements for engaging with the public and the wider communities which the University serves. The Sub-Group identified value in bringing together all of the University's stakeholders in one annual meeting and recommends to Court that we should pilot such a meeting in the next academic year perhaps around the time that the annual report and annual review are published.

Skills, development and performance

Appointment of Principal and University Secretary

In respect of the appointment of the Principal, the requirements of the Code are primarily around consultation with all members of the governing body, and that and the appointment and removal of the Secretary requires to be a decision of Court as a whole. The Sub-Group recommends to Court that the Nominations Committee, on behalf of Court, should be responsible for approving the recruitment and appointment process for both the Principal and University Secretary. It is anticipated that the selection committee for both positions should be a representative group of relevant stakeholders who know the job and its requirements well, with staff representation coming from a Non-Teaching Staff Assessor or Senate Assessor and student representation from the EUSA President. The job specification for both positions was considered critical by the Sub-Group: appropriate consultation on the job specifications and person specifications would be important in ensuring that the recruitment process attracted candidates with the required skills and experience. The Sub-Group also thought consideration should be given to having informal meetings with key senior University officers who were not members of the interview panel: views could then be fed back to the panel. In respect of the position of Principal the role of the Curators of Patronage as set out in statute would continue to be observed following a similar approach to that where the appointment to a chair involved the Curators of Patronage.

Performance of the Principal and Vice-Convenor of Court

The Principal's performance is assessed in an annual appraisal which is undertaken by the Vice-Convenor of Court. Before the Vice-Convenor holds the appraisal meeting it is recommended that the Vice-Convenor takes into account the views of Court Members. This should include the views of at least one staff Court Member, one student representative Court Member, one General Council Member and a Lay Member of Court. The University may also consider other methods such as 360° review as appropriate aids to ensure robust procedures of assessment are in place. Following these

discussions, and the appraisal meeting, the Vice-Convenor will discuss the outcomes with Remuneration Committee who will take cognisance of the appraisal when making a recommendation on salary.

The performance review process of the Vice-Convenor of Court, forms part of the general support arrangements for the Vice-Convenor. It is recommended that a review will include views from Court Members, via a Court intermediary (an independent Member of Court to be selected by the Nominations Committee) on an annual basis. The process of review may vary (e.g. questionnaire), but it is intended that the University Secretary and the intermediary will have a private discussion with the Vice-Convenor of Court. Similar performance arrangements will be explored in respect of the Rector.

Induction, Learning and Development and Proposals

The Code has detailed requirements in this area, specifically that new members should receive a full induction on joining the governing body and opportunities for further development for all members were provided regularly in accordance with their individual needs. There are a variety of induction activities already in place including the Court Handbook and Court Seminars. Going forward the Sub-Group recommends establishing a formal set of introductory meetings between new Court members and key members of senior management to enhance the current arrangements. The Sub-Group also agreed that after their first year in post and at the end of their term in office, Court Members should meet with the University Secretary and Vice-Convenor to reflect on their experiences. In terms of learning and development, the Sub-Group agreed that Court Members should continue to be made aware of the Leadership Foundation for Higher Education Governor Development Programme, as well as other appropriate courses and sessions available through external providers. The Sub-Group also agreed that Court Members should receive a number of regular updates on the University to help them stay up to date with developments across the institution.

Effectiveness Reviews

Main Principle 16 sets out the expectation that an externally facilitated effectiveness review will be run normally every 5 years. On that basis, an effectiveness review of court is due in 2014-15. It may be advantageous however to let the new Court committee arrangements, detailed within this paper, operate for one full year before commencing such a review. Therefore, the Sub-Group recommends to Court that an externally facilitated effectiveness review of Court and Court committees should be carried out in 2015-2016. The Sub-Group also recommends to Court that it invites Senate to carry out a parallel review during 2015-2016.

Equality and diversity

Main Principle 9 of the Code invites governing bodies to “establish appropriate goals and policies in regard to the balance of its independent members in terms of equality and diversity and regularly review its performance against those established goals and policies”. The Sub-Group recommends the proposed Court Equality and Diversity Policy to Court for approval (see appendix 10). The Sub-Group also recommends the equality monitoring of Court Members (participation will be voluntary) to assist in the achievement of these equality goals and a questionnaire will be forthcoming.

Appendix 1

Court approved the following matter as a result of the work of the Nominations Committee:

4 November 2013

Statement on the Roles of the Rector and Vice-Convener of Court

Job description for Vice-Convener of Court

Job description for Co-Opted Member of Court

9 December 2013

Arrangements to seek the views of staff and students as part of the recruitment process for a Vice-Convener of Court

17 February 2014

Court Members' Skills Register

Standard letter of appointment for Court Members

Initial amendments to the Terms of Reference of the Remuneration Committee (with effect from 1 August 2014)

Sub-Group: Strands of work

Governance Framework

The purpose of this strand is to ensure that Court's operating arrangements are appropriate; and to ensure that the Committee structure, delegation, reporting, membership and remits are clear and distinct. Areas for review include: Court Committee structure, Terms of Reference of Committees, Court's Statement of Primary Responsibilities; Standing Orders; Remuneration Committee policies and reports; Delegated Authorisation Schedule and other delegation arrangements and information to Court,

Relevant Code Principles: 1, 4, 5, 7, 13 and 15.

Stakeholder and Community Engagement

The purpose of this strand is to ensure institution engages effectively with its students, staff and other stakeholders and that governance arrangements and decisions are transparent and accessible. Areas for review include: current communications, current/potential future stakeholder engagement, information available on the web, Court visibility and Annual Reporting processes.

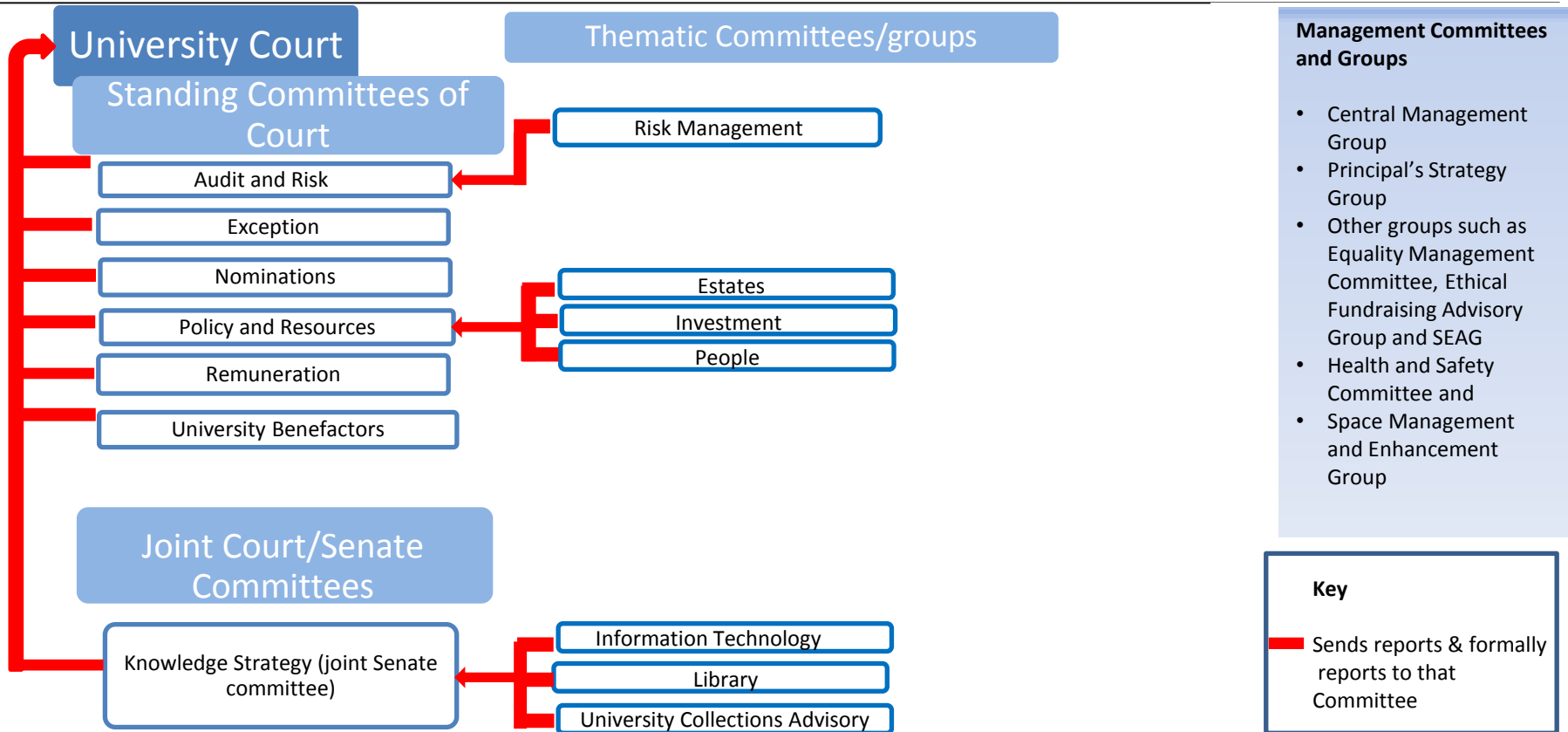
Relevant Code Principles: 14.

Skills, Development and Performance

The purpose of this strand is to ensure that Court and external members of Committees are provided with appropriate induction, on-going development opportunities and support; to ensure that the roles and responsibilities of the Rector, Vice-Convener of Court, Principal and University Secretary are well defined; and to ensure that appropriate arrangements are in place to appoint Court and Committee Members based on a skills matrix. Actions include: to prepare Skills' Registers for Court and each Committee, prepare statement on Roles of Rector and Vice-Convener of Court, review appointment processes and prepare job descriptions for Co-opted Member of Court and Vice-Convener, review appointment letters for Court Members, review appointment process for Principal and University Secretary; review induction process and establish equality goals and policies; establish timing for next effectiveness review.

Relevant Code Principles: 3, 5, 7, 8, 9, 11, 12, 13, 16, 17, 18.

Revised committee structure



AUDIT AND RISK COMMITTEE

Terms of Reference:

1 Purpose

To review the effectiveness of the University's corporate governance arrangements, financial systems, internal control environment and risk management arrangements **and provide appropriate assurances to Court on these areas.**

2 Composition

2.1 The Committee shall consist of at least four and at most six members.

2.2-~~Three~~ **Four** of the members must be lay members of Court at least one of whom shall have a background in finance, accounting or auditing and one of whom shall have a background in information technology, information management, risk management or health and safety. The remaining members may either be lay members of Court or external to the Court and the University with appropriate expertise. ~~The majority of members must be lay members of Court.~~

2.3 The Court shall appoint members of the Audit **and Risk** Committee on the recommendation of the Nominations Committee.

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

2.5 The term of office of lay members will be no longer than their membership of Court ~~unless otherwise determined by Court~~ and will be for a maximum of three years.

2.6 The term of office of external members will be for a maximum of three years.

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

2.8 Court on the recommendation of the Nominations Committee shall appoint the Convener of the Committee who shall be a lay member of Court.

2.9 Members of ~~the Finance and General Purposes Policy and Resources Committee~~ are not eligible for membership of this Committee other than in exceptional circumstances and in any case the Convener of the Audit **and Risk** Committee cannot also be a member of the ~~Finance and General Purposes Policy and Resources Committee.~~

2.10 All members of the Audit **and Risk** 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 Audit **and Risk** Committee.

2.11 The Principal in the capacity of Accountable Officer will be invited to attend at least one meeting of the Audit **and Risk** Committee each year and in particular will be invited to attend that meeting at which the Annual Accounts are to be considered by the Audit **and Risk** Committee.

2.12 The Chief Internal Auditor and External Auditors will be invited to attend all meetings of the Audit **and Risk** Committee.

2.13 Other Senior Officers of the University may be in attendance at the Committee, in particular **the Convener of the Risk Management Committee**, the University Secretary, the Director of Corporate Services, the Director of Finance and the Assistant Director of Finance with responsibility for financial accounting shall be invited to attend all meetings.

2.14 Other individuals from within or out with 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 four times each academic ~~session~~-year. **With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.**

3.2 Meetings will be timetabled on an annual basis and will take account of the schedule for Court meetings to ensure appropriate reporting and to coincide with the Annual Accounting process.

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee at least five **working** 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 **routinely** in attendance at meetings at least four **working** 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 Three members of the Committee shall be a quorum. This number must include two lay members one of whom shall be appointed Convener by the majority of members present 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 Committee member appointed to act as Convener for the duration of that specific meeting.

4 Remit

Corporate governance and internal control

4.1 To keep under review the effectiveness of the University's corporate governance arrangements, and its financial and other internal control systems, including in particular the system of risk management, and to offer Court an opinion on these matters annually.

4.2 To review the effectiveness of the arrangements for the investigation of questions of financial irregularity or impropriety and oversee the University's Fraud and Misappropriation Policy, including being notified of any action taken under that policy.

4.3 To ensure compliance with the mandatory requirements in relation to the University's audit arrangements as set out in paragraph 16(x) of the mandatory requirements associated with the Financial Memorandum between the University and the SFC.

4.4 To be responsible for reviewing the University's Annual **Report and Accounts** ~~and Financial Statements~~ including the external auditor's formal opinion, corporate governance statements, and the statement of internal control and reviewing any changes in accounting policy, **or statutory and other requirements** and **advising make recommendations** to Court accordingly.

Internal and external audit

4.5 To communicate directly with the internal and external auditors on audit approach, reporting timetable, findings and management's response.

4.6 To review the scope, effectiveness and performance of the internal audit service on an annual basis including its planning and operation with a view to obtaining an assurance on the quality of the work and reviewing the results of internal audit's annual report.

4.7 To report to the Court and be advisory to it: to receive and make recommendations to the Court in respect of plans prepared by internal audit, the internal audit's annual report and the report of the external auditors.

4.8 To advise the Court on the criteria for the selection, appointment and remuneration of the external auditors and review the scope, effectiveness and performance of the external audit service on an annual basis and the quality of their work.

4.9 To advise the Court on the criteria for the selection and appointment of the Head of the Internal Audit Service.

4.10 To consider any other audit related matters, including issues arising from reports of external bodies such as **Audit Scotland**, the National Audit Office and the Scottish Higher and Further Funding Council.

4.11 To investigate such financial matters as is deemed necessary, whether or not these relate to issues of, or possible failures in, corporate governance.

Risk oversight

4.12 To monitor the performance and activities of the Risk Management Committee and report there on to Court and in particular:

4.12.1 To advise Court on **the adequacy** and effectiveness of policies and procedures for ~~risk assessment and~~ risk management;

4.12.2 To annually review the University's approach to risk management and, if appropriate, recommend changes or improvements to key elements of its processes, **policies** and procedures;

~~4.12.3 to annually review the University Risk Register~~

4.12.3 To provide **an annual** statement to the Court ~~annually~~ in relation to effective risk management.

4.13 To be responsible for the oversight of the assessment of strategic risks that threaten achievement of the University's objectives, reviewing the University Risk Register and presenting the Register to Court for approval.

Value for money

4.14 To monitor and be satisfied that appropriate arrangements are in place to promote economy, efficiency and effectiveness and to receive an annual report from management on such activities to enable it to offer Court an opinion on these matters annually.

5 Other

5.1 The Convener of the Audit and Risk Committee shall on an annual basis arrange a private meeting with the Chief Internal Auditor and with the lead External Auditor ~~which may to~~ include other members of the Committee to discuss any matter regarding the remit of the Committee. ~~The Convener will report back to the Audit and Risk Committee on the outcome of these meetings. The minute of the subsequent routine meeting of the Audit and Risk Committee will only confirm that these private meetings have been held with no reference to any matters discussed.~~

5.2 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of the effectiveness of Court and its Committees and report thereon to Court.

5.3 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.4 ~~The draft minute and~~ A report on specific points discussed at each meeting will be provided to the subsequent meeting of Court.

5.5 An annual Audit and Risk Committee Report will also be prepared and presented to Court in conjunction with the Annual Accounts to provide assurances to Court covering the following areas:

- Membership of the Committee
- Annual Internal Auditor's Report
- Internal Audit Plan for subsequent year
- External Auditor's appointment and remuneration
- Comment on consideration of the **Annual Reports and Accounts**, External Auditor's opinion and Management Letter
- Statement on internal control environment
- Statement on fraud and irregularity
- **Annual Report and** Statement on economy, efficiency and effectiveness
- **Annual Report of Risk Management Committee and** Statement on risk management
- Statement on corporate governance arrangements
- **Information Systems Annual Assurance Report**

~~5.6 Agenda, papers and approved minutes will be published on the University's website in accordance with the University's agreed publication scheme and status of the above listed in respect of freedom of information legislation. This will include details on the membership of the Committee and attendance at Committee meetings.~~

~~5.6 Membership of the Committee will be published on the University's internet.~~

~~5.7 To undertake such other responsibilities as the Court may determine.~~

Last approved 8 November 2010

COMMITTEE ON UNIVERSITY BENEFACTORS

Terms of Reference:

1 Purpose

To advise Court on the recipients of the Distinction of University Benefactors.

2 Composition

2.1 The Committee shall consist of seven members.

2.2 The Principal, the Vice-Principal with responsibility for Development and the University Secretary shall be ex officio members of the Committee.

2.3 The other members of the Committee shall consist of four members of Court of whom one shall be a General Council Assessor and one shall be a Senatus **or Non-Teaching Staff** Assessor.

2.4 Court shall appoint members of the Committee on University Benefactors on the recommendation of the Nominations Committee.

2.5 The Nominations Committee shall take cognisance of ex officio members of the Committee and ensure that the composition of the Committee is as set out in 2.3.

2.6 The term of office of Court members will be no longer than their membership of Court **unless otherwise determined by Court** and **shall normally will** be for a maximum of three years.

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

2.8. The Principal shall be appointed ex officio Convener of the Committee.

2.9 All members of the Committee on University Benefactors 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 Committee on University Benefactors.

3 Meetings

3.1 The Committee shall meet as required to fulfil its remit and will meet at least once in each academic **session-year**. With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.

3.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five **working** 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.

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

3.4 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.

3.5 Three members of the Committee shall be a quorum. This number must include the Principal and one other Court member.

3.6 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.

4 Remit

4.1 To keep under review the agreed criteria for the award of 'University Benefactor' and recommend to Court any suggested amendments.

4.2 To consider nominations for the award of 'University Benefactor' in accordance with the agreed criteria and recommend to Court recipients of this award.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of Court and its Committees and thereon report to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 Membership and remit of the Committee will be published on the University's ~~internet-website~~.

5.4 To undertake such other responsibilities as the Court may determine.

Last approved 20 June 2011

EXCEPTION COMMITTEE

Terms of Reference:

1 Purpose

Under delegated authority, to make decisions which would otherwise require Court approval between meetings of Court subject to defined principles and on the understanding that any matter so referred can be referred to the full Court should this be the wish of the Exception Committee.

2 Composition

2.1 The Committee shall consist of at least six members.

2.2 The Principal, the Vice-Convener of Court, the University Secretary, and the Convener of each of the other Standing Committees of Court shall be ex officio members of the Committee.

2.3 Unless otherwise represented the membership of the Committee must also include a General Council Assessor, a Senatus Assessor or the Non-Teaching Staff Assessor and a representative of the Students' Association (normally the President).

2.4 Court shall appoint members of the Exception Committee on the recommendation of the Nominations Committee.

2.5 The term of office of lay members will be no longer than their membership of Court and will be for a maximum of three years.

2.6 The term of office of the Senatus Assessor, Non-Teaching Staff Assessor and General Council Assessor will be no longer than their membership of Court and will be for a maximum of three years.

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

2.8 The Vice-Convenor of Court shall be appointed ex officio Convenor of the Committee.

2.9 All members of the Exception 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 Exception Committee.

3 Meetings

3.1 The Committee will be convened only if required and much of its business is expected to be conducted through correspondence.

3.2 The aim will be to circulate minutes, agendas and papers to members of the Committee at least five working days in advance of the meeting or prior to the conclusion of the consultation period. In cases of extreme urgency which is likely to often be the case given the nature of this Committee and with the agreement of the Convenor papers can be tabled at meetings of the Committee or the conclusion of the consultation period may be within 24 hours of circulation of the information.

3.3 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.

3.4 Four members of the Committee shall be a quorum. This number must include the Vice-Convenor of Court and the Convenor of the Audit and Risk Committee.

3.5 A formal minute will be kept of proceedings and submitted for approval as soon as practicable to members of the Committee. The draft minute will be agreed with the Convenor of the Committee prior to circulation.

4 Remit

4.1 To consider any matter between meetings of Court and with the full delegated authority of Court to make a decision on the matter on behalf of Court.

4.2 The Committee in reaching a decision must be satisfied regarding the following:

- that a detailed risk assessment has been undertaken on the matter under consideration and that there is clarity in the information presented to the Committee on the actions to mitigate any identified risks;
- there is evidence of the consideration given to the equality impact of the matter under consideration; and
- there is a robust rationale for the proposals or options being presented by the identified lead senior officer or officers including information on the outcome of any consultation undertaken.

4.3 Any decision agreed must comply with following principles:

- be consistent with the University's approved strategic plan and objectives;
- any resource implications must be fully funded from within existing budgets or robust and

- satisfactory plans must be in place to meet the identified resource implications; and
- conforms with relevant legislation and any required external conditions set by bodies such as the Scottish Funding Council.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of the effectiveness of Court and its Committees and report thereon to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 A report on issues discussed at each meeting or concluded via correspondence will be provided to the subsequent meeting of Court.

5.4 Membership of the Committee will be published on the University's website.

5.5 To undertake such other responsibilities as the Court may determine.

KNOWLEDGE STRATEGY COMMITTEE

Terms of Reference:

1 Purpose

To oversee the University's knowledge management activities in the areas of library, information technology, technology enhanced learning, management information and e-administration (hereafter described as the University's 'Information Space') on behalf of Court and Senate; and to give initial consideration to and advise on any other Court or Senate business in respect of the University's knowledge management activities.

2 Composition

2.1 The Committee shall consist of ~~ten~~ twelve members.

2.2 The Vice-Principal Knowledge Management, ~~the Vice-Principal and Director of Corporate Services and the Head of Knowledge Management and IS Planning~~ shall be an ex officio member of the Committee.

2.3 The Students' Association shall appoint, on an annual basis, a representative to be a member of the Committee. This will normally be the Vice-President Academic Affairs of the Students' Association who will remain a member of the Committee for the length of their term of office.

2.4 The other members of the Committee shall consist of: ~~two lay members of Court, one member from the College of Humanities and Social Science, one member from the College of Medicine and Veterinary Medicine, one member from the College of Science and Engineering, and one member from the Student and Academic Services Group.~~ five members appointed by Court and five members appointed by Senate.

2.5 Court shall appoint members of the Knowledge Strategy Committee on the recommendation of the Nominations Committee.

2.6 Senate shall appoint members of the Knowledge Strategy Committee on the recommendation of the Knowledge Strategy Committee.

~~2.6 The Nominations Committee shall take cognisance of ex officio members of the Committee in submitting its recommendation to Court.~~

2.7 The term of office of Court members will be no longer than their membership of Court ~~unless otherwise determined by Court~~ and shall normally will be for a maximum of three years.

2.8 The term of office of Senate members will be for a maximum of three years.

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

~~2.10 The Vice Principal Knowledge Management shall be appointed ex officio Convener of the Committee.~~ The Convener of the Knowledge Strategy Committee will be a lay member of Court appointed by Court and Senate on the recommendation of the Nominations Committee.

2.11 All members of the Knowledge Strategy 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 Knowledge Strategy Committee.

2.12 Senior Responsible Officers for major non-estate projects that involve IT and/or business process change may be in attendance at the Committee; other Senior Officers of the University may also be in attendance in particular the Deputy Secretary, Strategic Planning and the Head of Knowledge Management and Planning.

2.13 Other individuals from within or out with 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 ~~one~~ twice in each academic session year. With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.

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

~~3.3 In order to action urgent business or during the summer vacation the Committee may take forward business by electronic or physical correspondence with a report being presented to the next scheduled meeting of the Committee to formally confirm any actions agreed.~~

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee at least five working 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 routinely in attendance at meetings at least four working 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 Four members of the Committee shall be a quorum. This number must include two Senate appointed members and two Court appointed members. ~~a representative from one of the three Colleges and a lay member of Court~~, One of the Court appointed members shall be appointed Convener by the majority of members present 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 Committee member appointed to act as Convener for the duration of that specific meeting.

4 Remit

4.1 To oversee, on behalf of the Court **and Senate**, the University's knowledge management activities as they apply to the Information Space. In particular:

4.1.1 To oversee the University's major IT-based projects; and advise, **as appropriate**, the Court **and the Senate** on the proper control and management thereof;

4.1.2 To oversee the University's strategic IT and Library spends. The Knowledge Strategy Committee can approve, **in accordance with the levels as set out in the approved delegated authorisation schedule**, the following:

4.1.2.1 Acquisition of IT hardware/software and library materials ~~with a value of up to £1 million (including VAT where appropriate)~~;

4.1.2.2 Award of and payments for all goods, services and/or works contracts for non-estate related projects ~~with a value of up to £1 million (including VAT where appropriate)~~;

4.1.3 To advise, **as appropriate**, the Court **and the Senate** on any related factors, whether internal or external to the University, which might have a significant effect on the University's information space; and to report to the Court **and Senate** as appropriate.

4.2 To advise on the strategic direction for the University's Information Space, bringing together academic, physical, and financial aspects; further to ensure that priorities are clearly aligned to the University's Strategic Plan and will support the delivery of the core strategic goals; and to monitor progress against agreed targets and in particular:

4.2.1 To advise the Court **and Senate**, as necessary, on the strategic direction for the University's Information Space;

4.2.2 To monitor the performance and activities of the Library Committee, Information Technology Committee, and University Collections Advisory Committee, and report thereon to Court. **In particular:**

4.2.2.1 The Information Technology Committee will provide detailed reports on IT incidents to enable the Knowledge Strategy Committee to effectively monitor and make recommendations regarding IT incidents and to enable further reporting to the Audit and Risk Committee.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of Court, Senate and ~~its~~ **their** Committees and report thereon to Court **and Senate**.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 Reports on the main points discussed at each meeting will be provided to the subsequent meeting of Court **and Senate**, for information or for ratification as appropriate. ~~The Committee will, when appropriate, also report on its deliberations to the Central Management Group for information.~~

~~5.4 An Annual Information Systems Assurance Report and other appropriate monitoring reports will be provided to the Audit and Risk Committee to enable that Committee to provide assurances as part of the Annual Accounting process.~~

5.5 Agenda, papers and approved minutes will be published on the University's ~~internet website~~ in accordance with the University's agreed publication scheme and status of the above listed in respect of freedom of information legislation. This will include details on the membership of the Committee and attendance at Committee meetings.

~~5.5 An annual meeting may be held between the Knowledge Strategy Committee and the Central Management Group to discuss issues of mutual concern and agree on any significant areas of work for the coming year if this is considered to be appropriate.~~

5.6 To undertake such other responsibilities as the Court may determine.

Last approved 9 December 2013

NOMINATIONS COMMITTEE

Terms of Reference:

1 Purpose

To make recommendations to Court and manage the process for the appointment of the Vice-Convener and co-opted members of Court, the Court's nominations on the Curators of Patronage and the filling of vacancies as these arise in the Standing Committees of Court **and Court and external members on Thematic Committees**.

2 Composition

2.1 The Committee shall consist of eight members.

2.2 The Principal, the Vice-Convener of Court, and the University Secretary, shall be ex officio members of the Committee.

2.3 The other members of the Committee shall ~~consist of~~ **include**: at least one a Senatus **Assessor or the Non-Teaching Staff Assessor** ~~at least one employee elected to Court (Senatus or Non-Teaching Staff Assessor)~~, one member appointed on annual basis by the Students' Association (normally the President) and the remaining to be lay members of Court at least one of whom shall be a General Council Assessor.

2.4 Court shall appoint members of the Nominations Committee on the recommendation of the Nominations Committee.

2.5 The term of office of lay members will be no longer than their membership of Court and ~~shall normally will~~ be for a maximum of three years.

2.6 The term of office of the Senatus Assessor, Non-Teaching Staff Assessor and General Council Assessor will be no longer than their membership of Court and ~~shall normally will~~ be for a maximum of three years.

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

2.8 The Vice-Convener of Court shall be appointed ex officio Convener of the Committee except when the Committee is undertaking consideration of their successor. In these circumstances the University Secretary shall act as Convener of the Committee ~~for that section of the meeting~~.

2.9 All members of the Nominations 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 Nominations Committee.

3 Meetings

3.1 The Committee will meet as required to fulfil its remit and will meet at least ~~one~~ ~~twice~~ in each academic ~~session~~ year. ~~With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.~~

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

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee at least five ~~working~~ 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 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.6 Four members of the Committee shall be a quorum. This number must include two lay members of Court one of whom shall be appointed Convener by the majority of members present for the duration of the meeting should the Convener of the Nominations Committee not be present. The Principal or the University Secretary must also be present.

3.7 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.

4 Remit

4.1 To make recommendations to Court on the appointment of co-opted members of Court and to

manage the appointment process for these positions and for the position of Vice-Convenor of Court.

4.2 To make recommendations to Court on the Court's nominations on the Curators of Patronage.

4.3 To make recommendations to Court on the filling of all vacancies of Standing Committees as these arise and to keep Court informed of the membership of its Standing Committees. The current Standing Committees are as follows:

Audit and Risk Committee
Committee on University Benefactors
Nominations Committee
Policy and Resources Committee
Remuneration Committee
Exception Committee
Knowledge Strategy Committee (joint Committee with Senate)

4.4 To approve the filling of vacancies of Court members on Thematic Committees or any other Committee or Group as these arise and to inform Court of those appointed. The current Thematic Committees are as follows:

Estates Committee
Investment Committee
Risk Management Committee
People Committee
Library Committee
University Collections Advisory Committee
Information Technology Committee

4.5 To manage the appointment process and make recommendations to Court in respect of the appointment of members of Standing Committees external to the University and Court.

4.6 To manage the appointment process of members of Thematic Committees external to the University and Court, to approve the appointment of external members and to inform Court of those appointed.

4.7 To make recommendations to Court on the appointment of an independent Court member (i.e. external and independent to the institution – this includes Co-opted Members of Court, the Rector, the Chancellor's Assessor, City of Edinburgh Council Assessor and General Council Assessors) as an intermediary Court member.

4.8 To consider, only at the request of any member of Court or the University Secretary, if there is a case for the removal of a co-opted member of Court and to advise Court on the outcome of its determination, in accordance with Court's agreed procedure for dealing with such circumstances.

4.9 To consider, only at the request of any member of Court or the University Secretary, if there is a case for the removal of any Assessor of Court or student representative on Court and to make recommendations to Court according to the outcome of its determinations.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of the effectiveness of Court and its Committees and report thereon to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 A report on issues discussed at each meeting will be provided to the subsequent meeting of Court.

5.4 Membership of the Committee will be published on the University's ~~internet~~ website.

5.5 To undertake such other responsibilities as the Court may determine.

Last approved 16 September 2013

POLICY AND RESOURCES COMMITTEE

Terms of Reference:

1 Purpose

To provide strategic oversight of the University's financial, investment, estates and people affairs and to advise Court on any other business of particular importance or complexity.

2 Composition

2.1 The Committee shall consist of eleven members.

2.2 The Principal, the Vice-Convener of Court, the University Secretary, and the Vice-Principal with responsibility for planning and resources shall be ex officio members of the Committee.

2.3 The other members of the Committee shall consist of: one Senatus Assessor or the Non-Teaching Staff Assessor, one member appointed on annual basis by the Students' Association (normally the President) and the remaining to be lay members of Court at least one of whom shall be a General Council Assessor.

2.4 Court shall appoint members of the Policy and Resource Committee on the recommendation of the Nominations Committee.

2.5 The Nominations Committee shall take cognisance of ex officio members of the Committee when making recommendations and in particular take regard of the expertise required of members of this Committee in the areas of in finance, investment, estates and people matters.

2.6 The term of office of lay members will be no longer than their membership of Court and will be for a maximum of three years.

2.7 The term of office of the Senatus Assessor, Non-Teaching Staff Assessor and General Council Assessor will be no longer than their membership of Court and will be for a maximum of 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 Vice-Convener of Court shall be appointed ex officio Convener of the Committee.

2.10 Members of the Audit and Risk Committee are not eligible for membership of this Committee other than in exceptional circumstances and in any case the Convener of the Audit and Risk Committee cannot also be a member of the Policy and Resources Committee.

2.11 All members of the Policy and Resources 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 Policy and Resources Committee.

2.12 Senior Officers of the University may be in attendance at the Committee, in particular the Director of Corporate Services, the Director of Finance, the Deputy Secretary, Strategic Planning, the Director of Estates and Buildings and the Director of Human Resources shall be invited to attend all meetings.

2.13 Other individuals from within or out with 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 six times each academic year. With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.

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

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee at least five working 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 routinely in attendance at meetings at least four working 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 Four members of the Committee shall be a quorum. This number must include two lay members one of whom shall be appointed Convener by the majority of members present 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 Committee member appointed to act as Convener for the duration of that specific meeting.

4 Remit

Strategic direction

4.1 To advise on the strategic direction of the University taking cognisance of the interests and responsibilities of the Senate.

4.2 To consider and recommend approval to Court of the University's Strategic Plan.

4.3 To monitor progress against agreed targets and goals as set out in the University's Strategic Plan and to advise Court on any matters of concern.

Financial

4.4 To oversee the University's financial affairs, and in particular:

4.4.1 To advise the Court on the proper control and management of the University's financial resources;

4.4.2 To approve the design of the planning and budgeting process, ensuring that it brings together academic, physical, and financial aspects and to recommend to Court approval of the resulting plan and budget on an annual cycle in the context of the University's Strategic Plan;

4.4.3 To monitor the agreed annual plan and budget and to advise Court on any matters of concern, and to consider and recommend to Court any proposals for significant subsequent amendments to the plan or budget during the year;

4.4.4 To advise the Court on any factors, whether internal or external to the University, which might have a significant effect on the University's plan or budget.

4.5 The Committee can approve, in accordance with the levels as set out in the approved delegated authorisation schedule the following:

4.5.1 Approve secured loans to third parties;

4.5.2 Approve unsecured loans to third parties;

4.5.3 Approve the formation, membership, acquisition, investment, wind up or divestment of all equity investments, including subsidiaries and associated companies by the University or its subsidiaries and associates and the nature of the relationship between the University and such companies (excluding spin out companies);

4.5.4 Approve transactions in respect of the formation, acquisition, investment, dilution, sale, divestment of companies incorporated to exploit the research know-how of the University (spinout companies) by the University or its subsidiaries;

4.5.5 Approve long term borrowing;

4.5.6 Approve short term borrowing.

Investment

4.6 To oversee the University's investment strategy, and in particular:

4.6.1 To consider and make recommendations to Court on the University's overall investment strategy and objectives on the advice of the Investment Committee taking cognisance of ethical and social responsibility issues;

4.6.2 To monitor and keep under review the effectiveness and the activities of the Investment Committee and to receive reports after each meeting of the Investment Committee;

4.6.3 To monitor the performance of investments and to advise Court on any matters of concern.

Estates

4.7 To oversee the University's estates strategy, and in particular:

4.7.1 To consider and make recommendations to Court on the University's overall estates strategy on the advice of the Estates Committee;

4.7.2 To recommend to Court approval of the group estate development programme on the advice of the Estates Committee, to monitor progress in taking forward the agreed programme, to advise Court on any matters of concern and to recommend to Court any proposals for significant subsequent amendments to the agreed group estate development programme during the year;

4.7.3 To monitor and keep under review the effectiveness and the activities of the Estates Committee and to receive reports after each meeting of the Estates Committee.

People

4.8 To oversee the University's people strategy and in particular:

4.8.1 To consider and make recommendations to Court on the University's overall people strategy on the advice of the People Committee taking cognisance of equality and diversity issues;

4.8.2 To monitor the implementation of the people strategy and to advise Court on any matters of concern;

4.8.3 To monitor and keep under review the effectiveness and the activities of the People Committee and to receive reports after each meeting of the People Committee.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of Court and its Committees and report thereon to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 A report on specific points discussed at each meeting will be provided to the subsequent meeting of Court.

5.4 Agenda, papers and approved minutes will be published on the University's website in accordance with the University's agreed publication scheme and status of the above listed in respect of freedom of information legislation. This will include details on the membership of the Committee and attendance at Committee meetings.

5.5 To undertake such other responsibilities as the Court may determine.

REMUNERATION COMMITTEE

Terms of Reference:

1 Purpose

To advise Court and oversee the preparation of policies and procedures in respect of salaries, emoluments and conditions of service including severance arrangements for the University's senior management including the Principal and those at professorial or equivalent staff and to keep these under review. To approve in line with these Court approved policies and procedures, the total remuneration package for the Principal, those senior staff reporting directly to the Principal, ~~to approve the reward policy for~~ and as appropriate Professorial and equivalents staff. ~~and to approve the Policy Statement on Severance Payments in respect of all staff.~~

2 Composition

2.1 The Committee shall consist of four members.

2.2 The Vice-Convener of Court is an ex officio member of the Committee.

2.3 The other three members of the Remuneration Committee shall be lay members of Court ~~one of whom shall also be a member of the Policy and Resources Committee and one of whom shall be appointed Convener of the Committee.~~

2.4 Court shall appoint members ~~and the Convener~~ of the Remuneration Committee on the recommendation of the Nominations Committee.

2.5 The Nominations Committee on making recommendations to Court shall take cognisance of the ex officio member of the Committee.

2.6 The term of office of lay members will be no longer than their membership of Court ~~unless otherwise determined by Court~~ and ~~shall normally will~~ be for a maximum of three years.

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

2.8 All members of the Remuneration 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 Remuneration Committee.

2.9 The Principal, while not a member of this Committee, shall normally be in attendance at all meetings except when his/her salary, terms and conditions or severance payments are being considered and the Principal shall be consulted on remuneration relating to senior colleagues as defined and agreed by the Remuneration Committee.

2.10 The Director of Human Resources shall be in attendance at the Committee. Other ~~individuals Senior Officers~~ from within 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 shall meet as required to fulfil its remit and will meet at least ~~once~~ twice in each academic ~~session~~ year. ~~With the prior approval of the Convener of the Committee urgent matters may be considered through correspondence.~~

3.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five **working** 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.

3.3 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.

3.4 Minutes, agendas and papers will normally be circulated to attendees at least four **working** days in advance of the meeting unless the originator of the paper otherwise determines.

3.5 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.6 Three members of the Committee shall be a quorum.—~~This number must include the Principal and two lay members~~—one of whom shall be appointed Convener by the majority of members present for the duration of the meeting should the Convener not be present.

3.7 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.

4 Remit

4.1 ~~To advise Court and oversee the preparation of policies and procedures in respect of salaries, emoluments and conditions of service including severance arrangements for the University's senior management including the Principal and those at professorial or equivalent staff and to keep these under review.~~

4.2 In respect of the University's senior management team the Committee will, **in line with Court approved policies and procedures:**

4.2.1 Receive comparative information on salaries, other emoluments and conditions of service in the university sector;

4.2.2 Review and approve annually the salaries, contractual terms and emoluments of the Principal and of such senior staff as report directly to the Principal or who may, from time to time, be agreed by the Committee;

4.2.3 Approve performance criteria, proposed by the Principal, for the senior management team and review and approve any discretionary salary revisions for such staff; and

~~4.2.4 Be responsible for the Policy Statement on Severance Payments;~~

4.2.4 Consider and decide any severance payments proposed for the Principal and such senior staff as report directly to the Principal or who may from time to time be agreed by the Committee to be included in its considerations.

4.3 In respect of Professorial and equivalent staff the Committee will, **in line with Court approved policies and procedures:**

4.3.1 Receive comparative information on salaries, other emoluments and conditions of service in the university sector; and

~~4.3.2 Approve the overall Reward Policy for Professorial and equivalent staff;~~

4.3.2 ~~Receive~~ Review annually, information from the Principal on the decisions made, in conjunction with the Heads of College, concerning the salaries and other emoluments of professorial and such other senior staff as may, from time to time, be agreed.

4.4 In respect of ~~all~~ other University staff the Committee will:

4.4.1 Agree, in advance, severance packages for other senior staff and staff outside the norm, as specified ~~in Court approved policies and procedures~~, or where there is conflict of interest for one or more of the signatories in ~~the approved policy or procedure~~.

5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall review of Court and its Committees and thereon report to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary. The Committee may also request such other information as it might require in exercise of its remit which is additional to that listed in section 4.

5.3 To report to Court on an annual basis on the main activities undertaken by the Committee.

5.4 Membership and remit of the Committee will be published on the University's ~~internet~~ website.

~~5.5 To undertake such other responsibilities as the Court may determine.~~

Last approved 17 February 2014

Standing Committees of Court

Introduction

The Standing Committees of Court support the work of Court, advising it and providing monitoring and other information to enable it to operate effectively and undertake its primary responsibilities. The Standing Committees function on behalf of Court in line with the University's overall strategic direction as set out in its Strategic Plan and in accordance with approved terms of reference including levels of delegation which Court can at any time override.

Designated Standing Committees of Court:

Audit and Risk Committee
Committee on University Benefactors
Nominations Committee
Policy and Resources Committee
Remuneration Committee
Exception Committee (only convened as required)
Knowledge Strategy Committee (joint Committee with Senate)

Criteria and principles

1. Terms of Reference

Each Standing Committee of Court will have Terms of Reference approved by Court. The annual review and the external-facilitated review of Court effectiveness will require each Committee to review its terms of reference and mode of operation. Issues arising from Committees or from the Court reviews may initiate proposed changes to the terms of reference of Standing Committees.

The Terms of Reference will follow a standard template and include sections on:

Purpose of the Committee;
Composition;
Conduct of Meetings;
Remit; and
Reporting Arrangements.

2. Members

All members of Standing Committees will be appointed by Court on the recommendation of the Nominations Committee for a defined period of office of no more than three years duration: in respect of members of Court appointed to Standing Committees their term of office on the Standing Committee will be for no longer than their current term of appointment to Court. Members external to Court and the University will be appointed through a transparent, open, recruitment process managed by the Nominations Committee based on a skills approach. Each Standing Committee will prepare a Skills' Register prepared in accordance with the knowledge and experience required to undertake the remit contained within the Standing Committee's term of reference to assist in the requirement process of new members to the Standing Committee.

Members of Standing Committees will conduct themselves in accordance with accepted seven principles of public life as advocated by the Nolan Committee identified as follows: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership and require to comply with the approved University 's Code of Conduct which encompasses these principles. On appointment members will require to sign a declaration to this effect (if they have not already done so on appointment to Court) and provide information to be included in the Register of Interests which will

be published on the University's web site. The names of all members of Standing Committees will also be included on the University's web site on the appropriate Committee page and published in the University's Annual Report and Accounts. Information on attendance at meetings of Standing Committees will also be disclosed in the University's Annual Report and Accounts: members of Standing Committees will be expected to attend all meetings where possible.

There will be no remuneration associated with membership of a Standing Committee. The University will however meet reasonable costs associated with membership of a Standing Committee including child and other dependent care costs.

The appraisal process currently undertaken of Court members will reflect upon the membership of Standing Committees. A similar approach will be taken with staff members of Standing Committees and members external to Court with the Convener of the Standing Committee being responsible for conducting such reviews.

3. Convener

In order to ensure clear lines of accountability the Convener of each Standing Committee will also be already a member of Court on appointment to this position. This will ensure that there is a clear understanding on the expectations of Court in respect of issues being taken forward by that Standing Committee and also improve reporting arrangements in that the Convener will be able to provide information directly to Court on the activities of the Standing Committee. The Convener will be responsible for determining the items discussed at meetings of Standing Committees and approving the draft minute of each meeting prior to wider circulation. When the Convener is not able to attend a meeting of a Standing Committee the process to identify who will chair that particular meeting, approve minutes and any other matters normally undertaken by the Convener will be set out in the terms of reference of the Standing Committee.

4. Induction

Each Standing Committee will consider how best to undertake an induction process for new members in addition to the induction process in place for new Court and external Committee members. There should be a formal process normally involving the Convener to ensure that the new member is aware of current issues being taken forward by the Standing Committee and to identify any training needs. Members of Standing Committees will be provided with opportunities to attend training and development events specifically those provided by the Leadership Foundation but also those provided by other accredited organisations particular to that Standing Committee. All reasonable costs associated with such training opportunities will be met by the University and there will be no constraints placed on those members wishing to attend such events.

5. Conduct of meetings

The number of meetings held will be determined by the nature of the business required to be undertaken by the Standing Committee however a minimum of at least two meetings should be held in each academic year (except in the case of the Committee on University Benefactors where only one meeting is required each academic year and the Exception Committee which will meet only when required). Where necessary meetings can be conducted via electronic means and members will be classified as attending meetings if they participate via conference call or other appropriate means. The terms of reference will confirm the number and category of members required to be present in order for a meeting to be considered quorate. Meeting dates will be published in advance of the start of each new academic year and consideration will be given by all Standing Committees to preparing a schedule of routine items to be considered at each meeting.

Papers for meetings will be circulated at least five working days in advance of the meeting via publication on the Court and Committee wiki: members will be notified by email when papers are

available. The agenda for each meeting should follow the same general approach to that adopted for Court meetings and the papers circulated should be succinct and provide clear information on the actions required to be undertaken by the Committee.

6. Reporting arrangements

The terms of reference of Standing Committees will clearly state reporting arrangements to Court. Standing Committees will as a minimum require to report annually to Court and it is anticipated that depending on the nature of the Committee reports will be required to be circulated to Court after each meeting of the Standing Committee.

7. Thematic Committees

Estates Committee
Investment Committee
Risk Management Committee
People Committee
Library Committee
University Collections Advisory Committee
Information Technology Committee

Each Thematic Committee will also have a terms of reference setting out composition, appointment arrangements, conduct of meetings, remit and reporting arrangements. The Nominations Committee will be involved in the appointment of any Court member onto a Thematic Committee with Court approval not being required: the appointment of other members of Thematic Committees will be set out in the terms of reference of that Committee. All members of Thematic Committees are expected to conduct themselves in accordance with the accepted seven principles of public life as advocated by the Nolan Committee and depending on the nature of the Committee it may be considered helpful to develop a skills' register to assist in the appointing of new members but this is not a requirement. Committees may also wish as far as possible to follow the practices of Standing Committees recognising the value of these practices in promoting good governance. The Convener of each of the Thematic Committees will be expected to attend any meeting of a Standing Committee where a report from their Committee is being considered.

Reserved Areas of Business

~~Court agreed in June 2002 that~~ The following areas of business are reserved to require Court to approve ~~or one of its Committees:~~

- The appointment and terms of reference of ~~designated Standing Committees of~~ Court ~~Committees.~~
- The appointment and the removal of co-opted members of Court, ~~external members of Standing Committees of Court and the associated recruitment and removal processes.~~
- The appointment of the Trustees of the Staff Benefits Scheme and variation in the Trust provisions and contributions to the Scheme.
- The appointment ~~and dismissal~~ of senior officers, namely the Principal, the Vice-Principals (and Heads of Colleges and Support Groups), the University Secretary. There will also be Court involvement in the appointment ~~and dismissal~~ of other key senior officers such as the Director of Finance.
- ~~The appointment of the Principal as the Chief Executive of the University.~~
- ~~The remuneration of the Principal, Vice-Principals/Heads of Colleges/Heads of Support Group, University Secretary~~ (remitted to the Remuneration Committee and reported to Court)
- ~~Severance terms for the Principal~~ (remitted to the Remuneration Committee and reported to Court)
- The appointment of the External Auditor ~~and annual fees.~~
- The University-level Strategic Plan ~~and associated KPIs, annual operating plans and annual budgets.~~
- The ~~promulgation~~ transmission of draft Ordinances and Resolutions (~~other than Resolutions founding or altering the name of Chairs~~) ~~and approval of final Resolutions.~~
- Acquisition and disposal of property, and commitments to other major capital projects, where the value of the transaction, or of a group of linked transactions of which it is part, exceeds ~~£500,000~~ £3 million. (This is the current level within the Delegated Authorisation Schedule (DAS) and it will be amended to reflect in future approved changes to the DAS)
- ~~Formation, acquisition and disposal of subsidiary companies.~~ (Remitted to the Policy and Resources Committee)
- ~~Treasury management policy, authority and limitations.~~
- Risk ~~Management~~ Policy.
- Annual Report and Accounts, ~~Statement of Accounts, accounting policies,~~ and the Annual ~~Report~~ Review.
- ~~Indemnities for members of Court.~~
- Delegation arrangements to Committees, the Principal and other senior officer and the Delegated Authorisation Schedule.
- Standing Orders of the University Court
- This schedule of reserved matters.

Delegation to the Principal

By virtue of the Principal's authority and responsibilities as the Chief Executive of the University the Court recognises the need to empower the Principal to discharge their duty to ensure the orderly conduct of the business of the University in a timely and efficient manner. Accordingly, apart from the items reserved to Court, the Court has delegated full authority to the Principal to act on its behalf in all matters affecting the well-being of the University, subject to the following principles:

- The Principal will act within the terms of the prescribed conditions of his or her appointment.
- The Principal's actions will be
 - ~~consistent with the University's budget~~
 - consistent with the ~~University strategic plans~~ University – level Strategic Plan and the institutional objectives and priorities as expressed in this approved Plan
 - consistent with the University's approved budget
 - in conformity with relevant legislation and externally prescribed conditions, including the Principal's responsibilities as the designated accounting officer under the ~~SFC Scottish Funding Council's~~ Financial Memorandum and other funding documents including the approved outcome agreement.
- The Principal's actions will be consistent with the seven principles of public life identified in the report on Standards in Public Life (the Nolan Report).
- The Principal will at all times act in accordance with the best interests of the University, its staff and students, and will be mindful of the importance of preserving the University's reputation.
- The Principal will report to the Court all significant decisions thus taken, and will be accountable to the Court for such decisions.
- In cases of doubt, for example in regard to novel or potentially contentious matters, the Principal will consult with the Vice-Convener of the Court, whom failing an external member of the Court nominated for the purpose by the Vice-Convener.
- In the absence of the Principal, the Principal may delegate their authority to an appropriate senior officer, acting on behalf of the Principal and on 18 June 2007 Court approved formal authorised deputising arrangements which were revised on 16 May 2011 and 20 February 2012 and are set out in Appendix XX (~~the appendix has not been attached is regularly reviewed and approved by Court to take account of changes in the roles of VPs etc~~)

The Court further authorises on the sole authority of the Principal the ability to commit expenditure on behalf of the University in respect of sums up to ~~£500,000-£1 million;~~ ~~this was re-affirmed on 21 June 2010~~. Larger sums of expenditure will normally require to be authorised by the Court (~~or Finance & General Purposes Committee on its behalf~~) but in cases of urgency the Principal may proceed following the approval of the Exception Committee with the additional signature of one of the following: University Secretary, the Director of Finance, the Director of Corporate Services, or other senior officer designated by the Court. The Court will review this figure from time to time in the light of experience and at each Court effectiveness review. A similar arrangement will apply to the disposal of assets where these are not subject to a Committee decision (usually the ~~Estates Committee Policy and Resources Committee~~). In turn the Principal will define the expenditure limits that may be incurred on their own authority by senior officers, including the Heads of Colleges and Support Groups, at levels consistent with the foregoing restriction.

Statement of the Court's Primary Responsibilities

The authority and responsibilities of the University Court are derived largely from the statutes contained in the Universities (Scotland) Acts from 1858 to 1966 and in the Ordinances and Resolutions made there under. In addition the University Court has responsibilities within the terms and conditions of the Financial Memorandum agreed with the Scottish Funding Council.

The list of primary responsibilities given here derives from these sources and has been prepared with reference to the statements of the other ancient Scottish Universities. **This Statement is also compliant with the requirements of Main Principle 5 of the Scottish Code of Good Higher Education Governance.**

Broadly the roles and responsibilities of Court are focused on strategy, taking the final decisions on matters of fundamental concern to the University and effective corporate governance. More specifically:

The Court's primary responsibilities are:

I. Strategic Direction

1. To ~~determine~~ **approve** the mission and **strategic** vision of the University and its major priorities as expressed in the **University-level Strategic Plan underpinned by complementary strategies and** long term academic and business plans.
2. To ensure that the **approved mission** and strategic vision of the University takes proper account of the interests of stakeholders, including students, staff, alumni, the wider community and funding bodies.
3. To ensure strategies complementary to the University – **level** Strategic Plan are in place and in particular to approve financial, estates, ~~human resources~~ **staff, information technology and management** strategies in support of institutional objectives and priorities as expressed in the approved **University-level Strategic Plan strategic plans, long term academic and business plans.**
4. To ensure strategies are in place to enhance the student experience.
5. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the **University-level Strategic Plan plans** and to approve key performance indicators (**KPIs**), which should where possible be benchmarked against other comparable Universities.
6. To promote and safeguard the reputation and values of the University.

II. **Governance:** Responsibilities in relation to Management and Senate

1. To appoint the Principal as chief executive, including the terms and conditions of such an appointment, and to put in place suitable arrangements for monitoring his/her performance **which include consultation with all members of Court.**
2. To delegate authority to the Principal, as chief executive, for the academic, corporate, financial, estate and HR management of the University subject to reserving such matters to itself as the Court thinks appropriate.

3. To establish and keep under regular review the policies, procedures and limits within which such management functions shall be undertaken by and under the authority of the Principal.
4. To appoint a **University** Secretary to the Court and to ensure that if the person appointed has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.
5. To review decisions made by the Senate as prescribed in statute.
6. To ensure that the Senate has processes in place for monitoring and reporting the quality of education provision and to monitor quality enhancement arrangements.

III. Governance: Exercise of Controls

1. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, arrangements for internal and external audit and regularly reviewed schedules of delegated authority.
2. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, to have overall responsibility for the University's assets, property and estates **and to safeguard long term sustainability.**
3. To ensure that appropriate arrangements are in place for the management of health, safety and security in respect of students, staff and other persons affected by the University's operations.
4. To ensure that appropriate arrangements are in place for promoting equality and diversity **of opportunity** in respect of students, staff and other persons making use of University services or facilities.

IV. Governance: Corporate responsibilities

1. To be the University's legal authority and as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
2. **To ensure adherence to the requirements specified by the Scottish Funding Council in terms of its Financial Memorandum and other funding documents including ensuring delivery of outcome agreements.**
3. To be the employing authority for all staff in the University and to ensure that obligations thereto are met including with regard to the welfare, development and reward of employees.
4. To put in place appropriate arrangements for determining and regular review of the performance, remuneration and conditions of service of **senior**-staff.
5. **To ensure that arrangements are in place to protect the academic freedom of relevant staff with due regard to relevant legislation and the governing instruments of the University**
6. To make provision for the general welfare of students, in consultation with the Senate and EUSA.

7. To act as trustee for, or make appropriate alternative arrangements for the trusteeship of, any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
8. To make appropriate arrangements compliant with relevant legislation for the trusteeship of any pensions scheme established by the Court for University employees and to employ the employer-nominated trustees.
9. To ensure that at all times it operates within the terms of the Universities (Scotland) Acts 1858-1966, Ordinances and Resolutions made under those Acts and any other relevant legislation; and that appropriate advice is available to enable this to happen.
10. To ensure that the University acts ethically, responsibly and with respect for society at large and the sustainability of the environment.

V. Effectiveness and transparency

1. To conduct its business in accordance with best practice in higher education corporate governance, with the principles of public life drawn up by the Committee on Standards in Public Life **and with best practice in regard to equality and diversity.**
2. To ensure that **clear** procedures are in place in the University for handling internal grievances, **potential** conflicts of interest and **'whistleblowing' complaints with due regard to relevant legislation** ~~public interest disclosure.~~
3. To put in place arrangements for the appointment of co-opted members of the Court so as to maintain a broad balance of expertise taking account of the principles of equal opportunity.
4. To establish processes to monitor and evaluate the performance and effectiveness of the Court itself and that of its Committees.

STANDING ORDERS OF THE UNIVERSITY COURT

1. University of Edinburgh Court

- 1.1 The Court of the University of Edinburgh is constituted in terms of the Universities (Scotland) Acts 1859 to 1966 and secondary or subordinate legislation: Ordinances, Resolutions and SIs/SSIs. It is the University's governing body and is the legal persona of the University.
- 1.2 Any Standing Order may be suspended at any meeting of the Court provided that least two thirds of the members present and voting so decide.
- 1.3 Any Standing Order may be amended or repealed after due notice has been given at an ordinary meeting of Court provided that at least two thirds of the members present and voting so decide.
- 1.4 A copy of the current Standing Orders shall be provided to all members of Court on appointment and on each occasion that an amendment is approved to the Standing Orders.

2. Membership

- 2.1 The membership of Court shall be in accordance with University of Edinburgh Ordinance No. 187: Composition of the University Court as amended by University of Edinburgh Ordinance No 192: Local Authority Membership of the University Court and shall consist of twenty-two members.

Membership is as follows:

Rector

Principal

One Assessor nominated by the Chancellor

Four Assessors nominated by the Senate

Three Assessors nominated by the General Council

One Assessor nominated by the City of Edinburgh Council

One Assessor nominated by the Non-Teaching Staff

Two fully matriculated students nominated by the Students' Representative Council (now EUSA)

Up to eight Co-opted members

- 2.2 The Rector is elected every three years by students and staff in accordance with University of Edinburgh Ordinance No 197: Rectorial Election: the election shall be conducted in accordance with arrangements approved by Court.
- 2.3 The Principal is an ex officio member of Court: the Curators of Patronage nominate to the office of Principal.
- 2.4 The Chancellor will nominate their assessor for a period of up to four years.
- 2.5 Senate will elect their Assessors for a period of up to four years in accordance with the provisions of the University (Scotland) Act 1966 and arrangements agreed by Senate.
- 2.6 The City of Edinburgh Council will nominate a member of the Council for a period of no greater than four years.
- 2.7 The Non-Teaching staff Assessor will be elected for a period of four years by and from among University staff not eligible to be part of the membership of Senate: this exclusion includes

members of staff such as readers, senior lectures and lecturers able to be appointed to Senate. The arrangements to conduct the election of Non-Teaching Staff are approved by Court.

- 2.8 The Students' Representative Council (now EUSA) will annually nominate two fully matriculated students to be members of Court: this is normally two of the elected EUSA sabbatical officers.
- 2.9 The eight co-opted members of Court shall be appointed by Court following an open and transparent recruitment process managed by the Nominations Committee in accordance with arrangements approved from time to time by Court. The Vice-Convener of Court shall be included as one of the eight co-opted members of Court but a separate recruitment will be undertaken to appoint to this position. The Vice-Convener of Court's recruitment process will also be managed by the Nominations Committee in accordance with arrangements approved from time to time by Court: the position of Vice-Convener of Court is similar to that of Chair of institution.
- 2.10 Members of Court only in exceptional circumstances are likely to be re-appointed beyond two consecutive periods of office subject to the regulations applying in respect of the elections held by the Senate and the General Council. If an existing member of Court is appointed Vice-Convener of Court the previous appointment on Court does not apply to eligibility to be reappointed to a further term of office as Vice-Convener of Court.

3. Rector and Vice-Convener of Court

- 3.1 The Rector shall preside at meetings of Court and in the absence of the Rector the Vice-Convener of Court shall preside and if neither the Rector nor the Vice-Convener of Court is present then a lay member of Court will be nominated by those present to preside at that meeting.
- 3.2 The Vice-Convener of Court is similar to chair of institution and in order to provide clarity, Court has agreed a Statement on the Roles of the Rector and the Vice-Convener of Court setting out the responsibilities of each position.

4. Resignation and removal of members

- 4.1 On joining Court, all members require to confirm that they are familiar with the University's agreed Code of Conduct and understand their obligations under it. This includes:
 - support and promotion of the seven principles advocated by Lord Nolan's Committee;
 - understand their obligations in respect of the Freedom of Information (Scotland) Act 2002;
 - declaring any potential conflicts of interest;
 - as a trustee of a charity they require to declare that they are not disqualified from acting in this capacity in terms of the Charities and Trustee Investment (Scotland) Act 2005; and
 - compliance with the University's Anti-Bribery and Corruption Policy.
- 4.2 Court will expect an appointed or elected member of Court who is in gross or persistent breach of the Code of Conduct to resign and reserves the right to draw such a situation to the attention to the individual or the body electing/nominating the individual.

- 4.3 Such a breach may occur through persistent absenteeism, medical or legal impediment such as a criminal conviction or and behaviour deemed to be opposed to the good standing of the University and its values.
- 4.4 In respect of co-opted members, including those holding the position of Vice-Convener of Court, the University of Edinburgh Ordinance No. 200 grants Court specific powers to remove a co-opted member in accordance with the process set out in Resolution No. 28/2000. The Nominations Committee on the request of member of Court or the University Secretary will consider any such matter in the first instance prior to consideration by Court.

5. Meetings of Court

- 5.1 The meetings and proceedings of Court shall be conducted in accordance with its Standing Orders.
- 5.2 Ordinary meetings of Court shall be held at least five times in each academic year. The dates of meetings shall be notified to Court no later than its penultimate meeting in the previous academic year and published on the University's website and any other such manner as determined by Court. Meetings shall be scheduled so as to permit the annual cycle of business, the details of which will vary from time to time, to be conducted expeditiously and effectively.
- 5.3 Special meetings of Court may be called following a decision of Court or by the Vice-Convener of Court or following a written request presented to the University Secretary signed by at least five members of Court specifying the purpose of the meeting. Except in exceptional circumstances members of Court will be given notice of the intention to hold a special meeting not less than five working days before the date of the special meeting. The lack of receipt of such a notice on any member will not affect the validity of a special meeting.
- 5.4 Any ordinary or special meeting of Court may be adjourned until another date and time as agreed by Court.
- 5.5 Proceedings are not invalidated as a result of a vacancy in membership of Court.
- 5.6 The University Secretary and other senior members of the University will be invited to attend ordinary and special meetings of Court and receive papers unless otherwise determined by Court.

6. Conduct of Meetings

- 6.1 In accordance with the Universities (Scotland) Act 1889 seven members of Court shall be a quorum. This number, in accordance with the University of Edinburgh Ordinance 201, must include at least two members who are neither employees of the Court nor members nominated by the Students' Representative Council (now EUSA). If at any meeting the attention of the Rector, or in the absence of the Rector the individual presiding at the meeting in terms of 3.1, is drawn to the fact that a quorum is not present, those in attendance may provisionally deal with such unopposed business as the Rector, or in the absence of the Rector, the individual presiding, may judge to be of a non-contentious character; but such business shall not in any case include the approval of the minute of any previous meeting or item reserved for Court approval as set out in the agreed schedule. All other business shall be deferred until the next ordinary meeting.
- 6.2 The Rector, or in the absence of the Rector the individual presiding at the meeting in terms of 3.1, shall have a deliberate and a casting vote in the case of equality in accordance with the Universities (Scotland) Acts.

- 6.3 No business shall be transacted at any meeting of Court other than that specified on the agenda. Court may consider non-contentious or urgent business with the consent of the individual presiding at the meeting and the majority of members present. A request to include an additional item should be raised at the start of any meeting to enable the required agreement to be obtained.
- 6.4 Any member wishing to place an item on the agenda for an ordinary meeting of Court should notify the University Secretary in writing at least 10 working days before the date of the meeting to enable that item to be included on the agenda for the meeting.
- 6.5 The agenda and supporting papers for ordinary meetings will be made available to members five working days before the meeting of Court: only in exceptional circumstances will late papers be made available and no later than two days before the meeting.
- 6.6 All decisions on actions or questions arising from issues beginning discussed at a meeting will be agreed by a majority of the members present and voting and will normally be reached by consensus without the requirement for a formal vote.
- 6.7 A formal vote on any issue may be undertaken either via a show of hands or through a secret ballot at the request of any member of Court and duly seconded by another member of Court. The University Secretary will be responsible for ensuring the proper conduct of such a formal vote. The decision will be agreed by a majority vote.

7. Minutes

- 7.1 The University Secretary will be responsible for ensuring the preparation of the Minute of each meeting of Court, a draft minute will be circulated to members as soon as possible after the meeting.
- 7.2 The names of members and other individuals present at a meeting will be recorded in the minute of the meeting and the minute will be published.
- 7.3 The minute will be submitted for approval at the next ordinary meeting of Court.

8. Committees

- 8.1 The Court may appoint Standing Committees of its own number or others and define their powers, and determine the membership and the quorum of such Standing Committees, and abolish existing Standing Committees. Standing Committees will report to Court in accordance with their terms of reference as approved by Court or as Court may determine from time to time. The Court may also appoint members to Joint Committees responsible to both the Senate and the Court.



University Court Meeting
Meeting room,
Date time

SAMPLE AGENDA

1. **Item 1 – Minutes** **A**
To approve the minutes of the previous meeting x.

2. **Item 2 – Matters Arising**
To raise any matters arising.

SUBSTANTIVE ITEMS

3. **Item 3** **B**
To note/approve/consider/receive an update by x.

4. **Item 4** **C**
To note/approve/consider/receive an update by x.

5. **Item 5** **D**
To receive and approve a presentation by x.

ROUTINE ITEMS

6. **Item 6 – Principal’s Communications** **E**
To receive an update by the Principal.

7. **Item 7 – EUSA President’s report** **F**
To receive an update by the EUSA President.

8. **Item 8 – Committee Report** **G**
To note/approve/consider/receive an update by x.

9. **Item 9 – Any Other Competent Business** **Oral
item**
To consider any other matters by Court members.

ITEMS FOR FORMAL APPROVAL/NOTING (Please note these items are not normally discussed.)

- 10 **Item 10** **H**
To note/approve/consider/receive an update by x.

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Dr Katherine Novosel on 0131 650 9143 or email Katherine.Novosel@ed.ac.uk



TEMPLATE FOR COURT PAPERS

The purpose of this template is to improve the consistency and clarity of Court papers. Clear papers support Court in making informed and effective decisions for the University. This template includes a number of key headings which will guide the reader and fulfil legal obligations.

Court members are asked to approve and consider papers covering a wide range of topics. It is essential that papers clearly identify what Court is being asked to do in a non-technical way. Papers should also be concise and highlight key issues/messages for Court. The paper must contain sufficient information necessary for Court to make an effective decision and/or have a discussion. A maximum of 4 pages should normally be sufficient. Appendices should only be used exceptionally. In the rare case that Court needs to approve a document for publication, the document can be attached as an Appendix (for example the Financial Statement and Annual Accounts). Wherever possible, electronic hyperlinks should be used, to provide more detailed information. By using this template, a separate covering paper will no longer be required.

A heading "Recommendation is included in the template for completion. All papers should include a Recommendation from the Senior Director in the relevant area, drawing out either the course of action that the Director thinks the Court should take or salient points that need to be brought to the Court's attention.

Papers should be in Arial type-font size 12 and paragraphs numbered, to assist reading and discussion. Abbreviations should be spelt out in full when first used.

Description of paper

State the purpose of the paper in clear layman terms. Succinctly state what the Committee is being asked to decide. If this is a paper for discussion, please set out which particular issues should be considered.

(Length guide: 2 or 3 sentences)

Action requested

Detail what Court is being asked to do. If a decision is time-critical identify when a decision needs to be reached by.

Most transactions over £500K also need Court approval. Please see the [Delegated Authorisation Schedule](#) to confirm whether Court approval is required.

"Court is asked to approve/note/consider/receive x."

(Length guide: 1-3 sentences)

Recommendation

Recommend what you think Court should do. Management recommendations should be short, clear and identify all decisions needed.

(Length guide: 1 sentence – 1 paragraph)

Background and context

Court need to be able to understand very quickly what it is they are being asked to consider and why. This section should cover the reasons for the paper. Please state how the topic relates to the Strategic Plan (or not) here.

(Length guide: 1-2 paragraphs)

Discussion (this section can be adapted as appropriate)

This is the meat of the paper – please provide sufficient detail for Court Members to understand the issue and any proposals.

Comments should be focused on essential information and the key issues necessary for good decision-making. Alternative options and arguments for and against proposals can also be included here, as well as the rationale for any course of action. More headings can be added to draw out key issues.

(Length guide: main part of the paper - 1 paragraph +)

Resource implications

Please detail here any resource implications associated with the paper. If appropriate, outline the costs and how they will be met. Please specify if funds are being requested. Court will not approve any new policies/procedures where the cost implications are not clearly identified. Normally proposals are expected to be met from within existing budgets and should be approved by the relevant College/Support Group budget holder, with additional items being identified in the planning round.

(Length guide: 1-2 paragraphs)

Risk Management

Key risks associated with the proposal should be outlined here. Identify whether the [University's Risk Register](#) needs to be amended. Reference the [University's Risk Appetite](#)

(Length guide: 1 sentence – 1 paragraph)

Equality & Diversity

The University is required by law (Equality Act 2010 and supporting Regulations) to give due consideration to equality and diversity. If proposing new or revised policies or practices these also require an [Equality Impact Assessment](#) (EIA). Please detail whether equality and diversity has been considered, whether an EIA is required and any major equality impacts.

(Length guide: 1 sentence – 1 paragraph)

Next steps/implications

Include a summary of what will happen next. For example, who will be responsible for overseeing any changes or for implementation?

(Length guide: 1 sentence – 1 paragraph)

Consultation

Please state who has reviewed and approved the paper. Include here whether any other Committees have reviewed the document and their views.

(Length guide: 1 sentence – 1 paragraph)

Further information

Please state who can supply further information if required – this should include the paper author and the paper presenter to Court. The date the paper was prepared should also be included here. For example:

<u>Author</u>	<u>Presenter</u>
Joe Bloggs	Vice-Principal Smith
Team X	Directorate/Area X
15 January 2014”	

Freedom of Information

Where-ever possible papers should be open. Please specify whether the paper is open/closed. If closed - please detail which [exclusion](#) this falls under. Please note if closed - the description, action requested, recommendation and equality and diversity sections will be published.

(Length guide: 1-3 sentences.)

Court Services
May 2014



TEMPLATE COMMITTEE REPORTS TO COURT

The purpose of this template is to hone the information presented to Court from Committee meetings. The relevant Court Committee Chair and or Senior Manager should identify the salient points that Court should be aware of from Committee meetings.

Straightforward decisions requiring approval by Court can also be included. More complex decisions needing Court approval should be submitted as standalone items. If Court needs to approve a transaction above the Committee's delegated limits - this should follow as a separate paper. The transaction should normally be over £500K or higher. Please see the [Delegated Authorisation Schedule](#).

Reports should be in Arial type-font size 12 and paragraphs numbered to assist reading and discussion. Abbreviations should be spelt out in full when first used. Reports should normally be a maximum of one page in length.

University Court

Date of Meeting COMMITTEE NAME REPORT

Committee Name

Please detail the Committee Name

Date of Meeting

Please state the date the Committee met.

Action Required

Detail which Court is being asked to do. Typically this should be to note key points from the meeting.

Straightforward approvals can also be included here. For example, Court is asked to approve the Committee's recommendation to change its terms of reference to have an extra committee date.

Key points

Specify key points from the meeting which require Court attention.

Full minute:

Add a hyperlink to the minutes (please ensure that the minutes are accessible to all Court Members and Attendees)

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Dr Katherine Novosel on 0131 650 9143 or email Katherine.Novosel@ed.ac.uk

Further information

Please state who can supply further information if required – this should include the paper author and the paper presenter to Court. The date the paper was prepared should also be included here. For example:

<u>“Author</u>	<u>Presenter</u>
Joe Bloggs	Vice-Principal Smith
Team X	Area X
15 January 2014”	

Freedom of Information

Where-ever possible papers should be open. Please specify whether the paper is open/closed/part-closed. If closed - please detail which [exclusion](#) this falls under. Please note if closed - the description, action requested, recommendation and equality and diversity sections will be published.

Court Services
May 2014

University Court Equality and Diversity Policy

The University of Edinburgh has a long history as an accessible and inclusive institution, going back to its origins as a 'civic' University. The University aspires to be a place of first choice for some of the world's most talented students and gifted staff and is committed to developing a positive culture, where all staff and students are able to develop to their full potential. The University is committed to embedding Equality and Diversity across all its work, and strongly recognises the benefits that a diverse University Court can bring.

Members from all walks of life are encouraged to consider joining the University Court through Co-opted Membership (and this will be actively promoted in advertisement for the role of Co-opted Members of Court). Appointment of Co-opted Court Members is carried out in as open and transparent way as possible. Eight Members are Co-opted into Court through open and transparent recruitment and this process is managed by the Court's Nominations Committee, taking account the skills and experience on the Court. Eleven members are elected into positions which are included on Court (the Rector, student members, General Council Assessors, Senate Assessors and Non-Teaching Staff Assessor), one is an ex-officio appointment (the Principal) and two appointments are made through nominations (the Chancellor's Assessor and City of Edinburgh Council Assessor). Elections are carried out with due regard to equality of opportunity and nominating parties are asked to be mindful of this policy and the skills of the Court when nominating their Member.

The University Court is committed to conducting its business in accordance with best practice in higher education corporate governance, with the principles of public life drawn up by the Nolan Committee on Standards in Public Life and in accordance with best practice in regard to equality and diversity. Reasonable adjustments will be made to ensure Members can fully participate in the work of the Court.

Following the recruitment process for Co-opted Court Member positions, the Nominations Committee will review the equality characteristics of applicants to assess whether advertisements have encouraged a broad range of applicants to apply, to identify any imbalances and where required to identify improvements.

This policy shall be reviewed at least every three years by the Nominations Committee.

The University of Edinburgh

The University Court

12 May 2014

C6

**Data on progress towards improving the student experience at
the University of Edinburgh**

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

This paper presents an update on our understanding of student responses to work in support of NSS remediation and improvements to the student experience, based on the Edinburgh Student Experience Survey and focus groups conducted by Scotinform. Outcomes are some clear messages for future directions of work an optimistic assessment of impact from internal survey data.

Action requested

Discussion and approval

Resource implications

Does the paper have resource implications? None directly
All resources are now in place

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes
It applies equally to all students and meets equality impact criteria.

Freedom of information

Can this paper be included in open business? No

Originator of the paper

Sue Rigby, Lisa Scattergood

To be presented by

Vice-Principal Dr Sue Rigby

The University of Edinburgh

The University Court

12 May 2014

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 27 February 2014.

Action requested

The Court is invited to note the draft Minute.

Resource implications

The resource implications are detailed in the paper.

Risk assessment

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 Deborah Cook
April 2014

**Draft Minute of the Meeting of the Audit Committee
held at 17.00 on Thursday 27 February 2014
in the Lord Provost Elder Room, Old College**

Present: Ms A Richards (Convener)
Mr P Budd
Mr A Johnston
Mr M Sinclair
Mr A Trotter

In attendance: Vice-Principal Mr N Paul, Director of Corporate Services
University Secretary, Ms S Smith
Mr P McNaull, Director of Finance
Mr H McKay, Chief Internal Auditor
Mr R Ruxton, External Contractor to the Internal Audit Service
Ms L Paterson, PWC External Auditor
Mr M Timar, PWC External Auditor
Vice-Principal Professor J Haywood (for items 7-14)
Ms E Welch, Assistant Director of Finance
Dr D Cook, Senior Strategic Planner

Apologies: Mr A Johnston
Mrs E Noad

Mr M Timar and Ms L Paterson were welcomed by the Convener to their first Audit Committee meeting as External Auditors.

1 MINUTE OF THE MEETING HELD ON 22 NOVEMBER Paper A

The Minute of the meeting held on 22 November was approved as an accurate record.

2 MINUTE OF THE SUB-GROUP HELD ON 27 JANUARY 2014 Paper B

The Minute of the US GAAP Sub-Group meeting held on 27 January 2014 was approved as an accurate record. The Committee agreed that the US GAAP Audit Committee Sub-Group meeting should be combined with the US GAAP Court Sub-Group meeting, so that Court members could hear Audit Committee's views prior to their consideration of the US GAAP Accounts.

3 MATTERS ARISING

3.1 Annual Report, UK Accounts and US GAAP Accounts – verbal update

The Committee noted that the Annual Report and UK Accounts were signed; and that the US GAAP Accounts and associated documents were submitted within deadline of 31 January 2014, following Court approval.

3.2 Investigation – verbal update (closed)

The investigation currently underway was discussed by the Committee. The Committee also noted that the University was following the necessary procedures to undertake the investigation. Processes were also being refreshed.

3.3 Annual Review – Key Performance Indicator – verbal update

Work is in hand to ensure that the Annual Reviews of all staff covered by the University's Annual Review policy are fully captured. This will enable the proportion of all staff who have had an Annual Review to be reported. The new figure will be reported in Strategic Plan monitoring reports, alongside the existing Key Performance Indicator.

FOR DISCUSSION

4 FINANCIAL SAFEGUARDS (CLOSED) – VERBAL ITEM

The Committee noted the current financial safeguards and that the current control environment is robust. A reminder on the processes and procedures to be followed will go to the Central Management Group.

5 EXTERNAL AUDIT HIGHLIGHTS MEMORANDUM 2012-13 FOLLOW-UP ACTIONS (CLOSED)

Paper D

All the actions were on track to be completed or had been completed. The Committee identified that as organisational complexity grew there was a need to ensure there was adequate resource within Finance to support the University. The Director of Finance was asked to bring to the next Committee meeting a phased implementation plan for discussion.

The Committee strongly endorsed proposals put forward by the External Auditors to work with finance to identify what can be brought forward before the year-end to alleviate work pressures.

6 REPORT FROM THE RISK MANAGEMENT COMMITTEE

Paper E

The Committee supported the detailed risk review approach undertaken by the Risk Management Committee. Views were sought on possible 2014/15 risks and the Committee raised the following risks: further competition for Rest of UK students; the risk of complexity generally (beyond projects); cyber risks (including specific cyber risks e.g. data protection); increasing the risk rating on estate management given increased inflation, demand for contractors and skills shortages; and business continuity risks. Vice-Principal Mr Paul was asked to bring a Risk Management Committee paper on business continuity to the Committee for discussion.

INTERNAL AUDIT

7 INTERNAL AUDIT ASSIGNMENT REPORTS

Paper I

The Audit Committee considered the eleven Internal Audit assignments completed since its last meeting.

IT security – Royal (Dick) School of Veterinary Studies

The Committee was briefed on the current status and future options surrounding the Tristan software system, which is used by the Vet School as their hospital management information system.

General IT security arrangements

As different models exist across the University, with Information Services now providing most of the support for the College of Medicine and Veterinary Medicine, the Committee took the opportunity to discuss the general arrangements for supplying IT service support within the University. The Committee questioned how the different delivery models affected the ability of Heads of School to fulfil their IT security responsibilities. Vice Principal Haywood was able to offer assurance that the Information Security policy allocates responsibility for IT security to Heads of Schools. Experience from internal audit IT assignments across a small sample of Schools (6 out of 22) identified that some requirements of the IT Security policy, ie Codes of Practice for 'high criticality' applications, had not been implemented.

The Committee considered the IT audit work carried out by Internal Audit Service. An area of high risk identified was the IT security of smart phones and cloud/web-based applications. The University's policy on mobile working, which is currently being developed, will provide further assistance in this area. Work is also being carried out across the UK to understand better the extent to which IT systems are attacked.

Audit Committee invited Risk Management Committee to keep IT security at forefront of their agenda.

Capital Projects – Compliance with External Funding Conditions

It was noted that this report included a high priority recommendation to develop an Action Checklist which would help prompt the key stakeholders to discuss and agree actions and responsibilities for managing external funding and thereby ensure compliance with key funding conditions and ensure the coordinated management of multiple funding streams.

Bribery Act Compliance

The Committee noted that the University has made a commitment to its Anti-Bribery policy at the highest level and there is demonstrable evidence of compliance with this Act.

The Committee noted the remaining Internal Audit assignments and thanked the Chief Internal Auditor for the clear reports.

8 INTERNAL AUDIT FOLLOW UP REVIEWS

Paper J

It was noted that there had been considerable improvements in performance since May 2013. The proportion of recommendations reported as actioned within the agreed timescale had increased from 50% in May 2013 to 75% in February 2014. It was perceived that this was partly due to increased prominence of Internal Audit findings, which are reported quarterly to the University's Central Management Group (CMG).

The Committee challenged the CMG target of 80% of recommendations to be

completed within the agreed timescale and asked that CMG consider a target of 90%.

9 INTERNAL AUDIT PROGRESS REPORT Paper K

The 2012/13 programme was now complete. The 2013/14 programme was 42% advanced, but due to an investigation, resources had been diverted and it was likely that some aspects of the 2013/14 programme would be carried over into the 2014/15 programme.

FOR DISCUSSION

10 CODE OF GOOD HIGHER EDUCATION GOVERNANCE – AUDIT AND RISK Paper F

The Audit Committee noted this update which identified possible areas of risk oversight the Audit Committee may wish to consider in the future, pending discussions by a Sub-Group of Court.

11 EXTERNAL AUDIT – TRANSITION PLAN (CLOSED) Paper G

The key milestones that the External Auditors would be undertaking were outlined. Further work to understand and test the University's systems and business processes would be carried out during Spring 2014 to inform the Audit Plan, which will be presented to the Committee in May. The Committee welcomed the fresh insights that the External Auditors will bring.

12 EXTERNAL AND INTERNAL AUDIT APPRAISAL METHODOLOGY Paper H

The methodology to appraise External and Internal Audit, which had been used in previous years, was approved by the Committee.

FOR INFORMATION/FORMAL APPROVAL

13 ANY OTHER COMPETENT BUSINESS

Mr Alan Trotter signalled his intention to step down from the Committee, after the May 2014 meeting, as a result of other commitments. The Committee thanked Mr Trotter for his input.

This was the last meeting of the Chief Internal Auditor who the Committee thanked for his insight and judgement.

14 DATE OF NEXT MEETING

The next meeting would be held on Thursday 29 May 2014 in the Lord Provost Elder Room, Old College from 17:00.

12 May 2014

Report from Estates Committee held on 26 March 2014

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 26 March 2014.

Action requested

Court is invited to note the EC report and endorse the recommendations contained in the paper.

Resource implications

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

Resource implications

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

Risk Assessment

Does the paper include a risk analysis? It should be noted that EC papers contain, where applicable, separate risk assessments. Some of these may be contained within the reports to CMG, FGPC, and Court.

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/Revenue commitments – mitigated by tracking via the Group Estate Development Programme 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 Boards who in turn report significant programme/cost issues to EC.

Equality and Diversity

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

Any other relevant information

The Vice-Principal Planning, Resources and Research Policy will present the paper.

Court is reminded that copies of the EC papers are available to Court members on request from Angela Lewthwaite (Tel: 651 4384, email: angela.lewthwaite@ed.ac.uk) or online at: <https://www.wiki.ed.ac.uk/display/UCC/Estates+Committee>

Freedom of information

Has due consideration been given to the equality impact of this paper. The paper is **closed**. Its disclosure would substantially prejudice the commercial interests of any person or organisation. All EC papers contain FOI information including reasons for closing papers.

Originator of the paper

Paul Cruickshank - Estate Programme Administrator
Angela Lewthwaite - Secretary to Estates Committee
16 April 2014

To be presented by

Vice-Principal Professor Seckl

The University of Edinburgh

University Court

12 May 2014

Rectorial Election 2015

The Rector's three year term of office ceases at the end of February 2015 and Court will therefore require to consider arrangements for the election of a new Rector. The election will be conducted in accordance with Ordinance 197: Rectorial Election.

Detailed arrangements will be presented to the first Court meeting in the new academic year for approval, including a timetable of the key election dates and Regulations based on those approved for the 2012 election. Court is invited to approve the approach and set the dates of the election to allow the detailed planning process to commence.

It is proposed to follow the previous practice and for the 2015 election to be conducted using an on-line voting system for students and an on-line and postal voting system for staff: counting to be undertaken electronically. Students and staff will be able to access the voting system via the MyEd portal. Court is invited to consider holding the on-line voting from 9.00 am on Tuesday 10 February 2015 until 7.00 pm on Wednesday 11 February 2015; subject to consultation with the Senatus Academicus as required by Ordinance. This will avoid a clash with the Students' Association's Elections held late February/early March. However it will mean that the elections will be held at the same time as those for the General Council (General Council Court Assessors and members of the General Council Business Committee): consultation with colleagues have indicated that this may be of benefit to both elections and IS has confirmed that there are no technical difficulties in holding these elections at the same time.

Court is also invited to approve the appointment of Sheriff Principal Bowen as the Returning Officer and is further invited to endorse the appointment of Mrs Tracey Slaven as Deputy Returning Officer.

As in previous elections the University will seek the services of the Electoral Reform Society during the planning stage and invite its representative to be in attendance when postal votes are opened and when the count is performed.

Court is invited to approve on-line voting for students and staff with postal voting available to staff in specific circumstances, approve the dates for the election of 10 and 11 February 2015 subject to consultation with Senatus Academicus and approve the appointment of the Returning Officer and the Deputy Returning Officer.

Dr Katherine Novosel
Head of Court Services
May 2015

The University of Edinburgh

The University Court

12 May 2014

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. 9/2014:	Degree of Doctor of Arts
Draft Resolution No. 10/2014:	Degree of Doctor of Philosophy with Integrated Study
Draft Resolution No. 11/2014:	Degree of Master of Surgery (Clinical Ophthalmology)
Draft Resolution No. 12/2014:	Degree of Master of Family Medicine
Draft Resolution No. 13/2014:	Degree of Master of Earth Physics
Draft Resolution No. 14/2014:	Degree of Bachelor of Arts (BA)
Draft Resolution No. 44/2014:	Boards of Studies
Draft Resolution No. 45/2014:	Code of Student Conduct
Draft Resolution No. 46/2014:	Higher Degree Regulations
Draft Resolution No. 47/2014:	Postgraduate Degree Programme Regulations
Draft Resolution No. 48/2014:	Undergraduate Degree Programme Regulations

Dr Katherine Novosel
May 2014

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 9/2014

Degree of Doctor of Arts

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

WHEREAS the University Court deems it expedient to institute a higher degree of Doctor of Arts (DArts):

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 Doctor of Arts (DArts) and those engaged in higher degree studies by research in the University of Edinburgh shall include candidates for the degree of Doctor of Arts (DArts).
2. The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Doctor of Arts (DArts), and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.
3. The degree Doctor of Arts (DArts) may be conferred honoris causa.
4. All candidates for the degree of Doctor of Arts (DArts) must be registered higher degree students of the University of Edinburgh. The Regulations made by the Senatus governing registered higher degree 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 Doctor of Arts (DArts).
6. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 10/2014

Degree of Doctor of Philosophy with Integrated Study

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

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Doctor of Philosophy with Integrated Study (PhD with Integrated Study):

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 Doctor of Philosophy with Integrated Study (PhD with Integrated Study) and those engaged in postgraduate studies by coursework and research in the University of Edinburgh shall include candidates for the degree of Doctor of Philosophy with Integrated Study (PhD with Integrated Study).
2. The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Doctor of Philosophy with Integrated Study (PhD with Integrated Study), and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.
3. The degree Doctor of Philosophy with Integrated Study (PhD with Integrated Study) shall not be conferred honoris causa.
4. All candidates for the degree of Doctor of Philosophy with Integrated Study (PhD with Integrated Study) 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 Doctor of Philosophy with Integrated Study (PhD with Integrated Study).
6. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 11/2014

Degree of Master of Surgery (Clinical Ophthalmology)

At Edinburgh, XXX day of XXX, Two thousand and fourteen.

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

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 (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)) and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the degree of Master of Surgery (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)).
2. The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Master of Surgery (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)) 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 (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)) shall not be conferred honoris causa.
4. All candidates for the degree of Master of Surgery (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)) 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 (Clinical Ophthalmology) (ChM (Clinical Ophthalmology)).
6. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 12/2014

Degree of Master of Family Medicine

At Edinburgh, XXX day of XXX, Two thousand and fourteen.

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Master of Family Medicine (MFM):

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 Family Medicine (MFM) and those engaged in postgraduate studies by coursework in the University of Edinburgh shall include candidates for the degree of Master of Family Medicine (MFM)
2. The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Master of Family Medicine (MFM) 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 Family Medicine (MFM) shall not be conferred honoris causa.
4. All candidates for the degree of Master of Family Medicine (MFM) 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 Family Medicine (MFM).
6. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 13/2014

Degree of Master of Earth Physics

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

WHEREAS the University Court deems it expedient to institute the Degree of Master of Earth Physics (MEarthPhysics):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to that Act, hereby resolves:

1. The degree of Master of Earth Physics (MEarthPhysics) may be conferred by the University of Edinburgh as a Degree with Honours.
2. Unless granted a concession or exemption, every candidate for the Degree of Master of Earth Physics (MEarthPhysics) must attend courses of instruction in the subjects prescribed by regulations as agreed by Senatus Academicus and pass the Degree examinations similarly.
3. The Senatus Academicus, with the approval of the University Court, may from time to time make regulations determining the subjects of study, the courses of instruction, the degree examinations, the conditions under which candidates may be exempted either from attendance or from examination, or both, in respect of any course of instruction, and all other matters relating to the award of the Degree.
4. A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the Degree of Master of Earth Physics (MEarthPhysics).
5. This degree shall not be conferred honoris causa.
6. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 14/2014

Degree of Bachelor of Arts (BA)

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

WHEREAS the University Court deems it expedient to institute the Degree of Bachelor of Arts (BA):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to that Act, hereby resolves:

1. The degree of Bachelor of Arts may be conferred by the University of Edinburgh as an Ordinary degree in a designated discipline.
2. Unless granted a concession or exemption, every candidate for the Degree of Bachelor of Arts (BA) must attend courses of instruction in the subjects prescribed by regulations as agreed by Senatus Academicus and pass the Degree examinations similarly prescribed.
3. The Senatus Academicus, with the approval of the University Court, may from time to time make regulations determining the subjects of study, the courses of instruction, the degree examinations, the conditions under which candidates may be exempted either from attendance or from examination, or both, in respect of any course of instruction, and all other matters relating to the award of the Degree.
4. A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the Degree of Bachelor of Arts (BA).
5. This Degree shall not be conferred honoris causa.
6. On the date on which this Resolution comes into force section 6 of Resolution No 10/1979 and other the references to the Degree of Bachelor of Arts in Resolution No. 10/1979 shall be repealed.
7. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 44/2014

Boards of Studies

At Edinburgh, Xxxx of Xxx, Two thousand and fourteen.

WHEREAS the University Court deems it expedient to prescribe new regulations for Boards of Studies:

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 1 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Board of Studies Terms of Reference are hereby set out:

Board of Studies Terms of Reference

1. Purpose and Role

- 1.1 The University continually revises and updates its courses, degree programmes and awards to maintain the currency of its teaching and the learning experience. The Board of Studies is responsible for curriculum discussion and approval within a School. Boards of Studies operate consistently with the UK Quality Code Chapter B1, *Programme design, development and approval*.
www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B1.pdf
- 1.2 The main purposes of Boards of Studies are:
 - 1.2.1 to consider proposals for new courses, programmes and awards;
 - 1.2.2 to consider changes to existing courses, programmes and awards;
 - 1.2.3 to consider the closure of existing courses, programmes or awards; and
 - 1.2.4 to keep teaching, learning and assessment methodologies under review.
- 1.3 The Board of Studies ensures that proposals are academically appropriate and supported by evidence and documentation. They ensure that all interested parties in the University are aware of proposals.
- 1.4 Boards of Studies ensure that courses, programmes and awards align with relevant criteria:
 - 1.4.1 the University's Curriculum Framework (see 2.3. and 2.4 below);
 - 1.4.2 the Scottish Credit and Qualification Framework levels and credit values;

- 1.4.3 subject benchmark statements, where relevant; and
- 1.4.4 any relevant professional body requirements.

2. Remit

The remit of the Board of Studies is to:

- 2.1 Consider and endorse proposals for new or revised courses, programmes and awards; and for new learning, teaching and assessment methods. These are proposals for:
 - 2.1.1 Credit-bearing courses, programmes and awards listed in the Degree Regulations and Programmes of Studies Degree Programme Tables <http://www.drps.ed.ac.uk/>
 - 2.1.2 Massive Open Online Courses www.ed.ac.uk/studying/online-learning/moocs/moocs
 - 2.1.3 Non-credit bearing continuing professional development courses in the School
 - 2.1.4 Credit bearing Office of Lifelong Learning courses www.lifelong.ed.ac.uk/
- 2.2 Approve minor changes to existing courses and programmes.
- 2.3 Endorse proposals for new courses; for more substantial revisions to existing courses; and proposals for degree programmes and awards, before referring the proposals to the relevant College committee(s). Proposals which comply with the University's curriculum framework or have no wider implications are approved at College level. The College refers the following proposals to University Curriculum and Student Progression Committee (CSPC) for approval:
 - 2.3.1 proposals for new courses with significant University-wide implications;
 - 2.3.2 proposals for new programmes and awards that do not comply with the curriculum framework or academic year structure;
 - 2.3.3 proposals which concern the wider University; or
 - 2.3.4 major inter-College proposals.
- 2.4 Offer advice on the School's portfolio of undergraduate and postgraduate programmes.
- 2.5 Annually approve Key Information Set Learning, Teaching and Assessment course information and Degree Programme Accreditation information, recording this approval in the Board of Studies' minutes.

- 2.6 Consider and report its views on any other academic matter to the appropriate College(s) and/or College committee(s), whether independently or in response to a College or University request.

3. Governance

- 3.1 The responsibilities and composition of Boards of Studies are regulated by Court Resolution No. 44/2014.
- 3.2 Every School has at least one Board of Studies. At the beginning of each academic session each School produces an agreed list of the members of its Board(s) of Studies.
- 3.3 The Board of Studies may make nominations for representation of their members on relevant College committees.
- 3.4 The Board of Studies shall report direct to the relevant College committee(s) as necessary, but at least annually.
- 3.5 The Board of Studies shall liaise with relevant School and College committees and with specific managers and offices in respect of issues or instances where matters of academic policy intersect with management issues.

4. Operation

- 4.1 Each Board of Studies must meet at least once in each academic year. This meeting cannot be a virtual or electronic meeting.
- 4.2 Each Board of Studies shall hold such meetings as the Convener may call, including electronic or virtual meetings.
- 4.3 The Convener must call a meeting of the Board when at least one-fifth of its members request this meeting in writing.
- 4.4 A Board of Studies may appoint sub-committees which at the discretion of the Board may report either to the Board or direct to the relevant College(s) or College committee(s).
- 4.5 A College may nominate another committee to operate as a Board of Studies. All provisions of these Terms of Reference apply to that committee when it is functioning as a Board of Studies.
- 4.6 The Head of School or his or her nominee will be responsible for ensuring the provision of secretariat support for the Board of Studies.

5. Composition

- 5.1 The Head of the relevant School appoints a Convener and Deputy Convener for each Board of Studies in the School. The Convener and Deputy Convener are eligible for appointment for a period of three years and may be re-appointed. In the absence of the Convener at any meeting, the Board of Studies is chaired by the Deputy Convener. The Convener or Chair of the meeting shall have both a deliberative and

a casting vote. The Convener of a Board of Studies cannot also convene the College committee to which the Board reports.

- 5.2 Boards of Studies consist of academic and administrative staff in the University and other people appointed by the relevant College(s). All staff involved in the teaching of a degree programme should be a member of the relevant Board of Studies.
- 5.3 Each Board of Studies is composed of the teaching members and student representatives of the relevant discipline areas.
- 5.4 Each Board of Studies has at least one student member from a relevant discipline.
- 5.5 Each Board of Studies has at least one external member from another Board of Studies within the University. This may be a representative or representatives from other Schools with subject areas with strong links to the Board of Studies' discipline areas.
- 5.6 The Head of School and the Director of Teaching or equivalent in a School, are members of each Board of Studies in their School.
- 5.7 The Head of College has the right to appoint an ex officio College member to every Board of Studies in the College.

6. Responsibilities and Expectations of Board of Studies Members

- 6.1 Members are expected to be collegial and constructive in approach.
 - 6.2 Members should attend regularly and participate fully in the work of the Board and its sub-committees. This will involve looking ahead, consulting and gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
 - 6.3 Members need to take collective and individual ownership for the issues under the Board's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Board of Studies, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
 - 6.4 Members are expected to be committed to communicating the work of the Board to the wider School and College community.
2. On the date on which this Resolution comes into force Resolution 3/1968 shall be repealed.
 3. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 45/2014

Code of Student Conduct

At Edinburgh, the XXX day of XXXX,,Two thousand and fourteen.

WHEREAS the University Court, on the recommendation of the Senatus Academicus, deems it expedient to amend the regulations governing student conduct:

THEREFORE the Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 4 of Part II of Schedule 2 to that Act, hereby resolves:

1. The attached Code of Student Conduct shall become operative in the University of Edinburgh.
2. On the date on which this Resolution comes into force, Resolutions 72/2013 shall be repealed.
3. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Code of Student Conduct

Scope

- 1 The Code of Student Conduct applies to all students of the University. It applies to
 - a. activities in which they engage in their capacity as students of the University; or
 - b. services or facilities they enjoy by virtue of being a student of the University; or
 - c. their presence in the vicinity of, or their access to, any premises owned, leased or managed by the University, the Edinburgh University Student Association (EUSA) or the Edinburgh University Sports Union (EUSU); or
 - d. any activity not covered by a), b) or c) above, which is considered to affect adversely the safety, interests or reputation of the University, its students, employees or authorised representatives, as outlined in this Code.

Basis of Jurisdiction

- 2 Under the Universities (Scotland) Acts all students of the University are subject to the jurisdiction of the Senate, for their studies and for their conduct. The Senate has primary responsibility for student discipline and recommends to the University Court the University's disciplinary procedure¹.
- 3 For students on programmes of study which are provided jointly between the University of Edinburgh and another institution, misconduct alleged to have been committed on the premises of either institution shall be dealt with under the relevant institution's discipline regulations. Which regulations take priority may be agreed in writing between the institutions. When the alleged misconduct is committed elsewhere, the University Secretary of the University and of the other institution, or their nominees, shall consult and decide whether the case shall proceed under the Code of Student Conduct of the University of Edinburgh or that of the other institution.

Student Conduct

- 4 The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities are teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.
- 5 All students of the University are required at all times to conduct themselves in an appropriate manner in their day to day activities, including in their dealings with other students, staff and external organisations. Students are required to comply with University policies and regulations.

¹ <http://www.legislation.gov.uk/ukpga/1966/13>

- 6 By matriculating, or by enrolling on any University course, a student becomes a member of the University community and is subject to University discipline. The University may also take action under this Code when the individual concerned is no longer registered or enrolled at the University.
- 7 Students' behaviour may be affected by some health conditions or disabilities. However, the University has a duty to ensure that members of the University community are not subjected to unacceptable behaviour and any allegations of inappropriate behaviour will be investigated. Where health conditions or disabilities may be a contributing factor, reports or evidence of these will be taken into account. Where student conduct is found to be unacceptable as a result of a health condition or disability, the University will endeavour to offer appropriate support to assist the student but may take action under the Code of Student Conduct.

University responsibilities

- 8 The University aims to deal with all disciplinary issues in a fair and consistent manner. It recognises that, for the students and staff concerned, involvement in disciplinary procedures can be difficult and stressful. The University will therefore ensure that those involved are made aware of available guidance and support, and that disciplinary issues are dealt with as quickly as the specific circumstances allow.
- 9 Considering and using disciplinary action at an early stage can prevent more serious offences or issues arising. The University views the Code of Student Conduct and discipline procedures as a part of a welfare approach: misconduct may be the first indicator of underlying problems. The process can provide students with an opportunity for reflection and learning.
- 10 The University will:
 - a. Make this Code and associated guidance material available to all students and staff [include link to guidance when available]
 - b. Deal with student disciplinary issues in a proportionate and transparent way, as soon as issues become apparent
 - c. Respect the need for confidentiality in relation to disciplinary issues
 - d. Implement the Code of Student Conduct in line with all data protection legislation.
- 11 The Senate may devolve responsibility to relevant Senate committees, with appropriate student membership, for:
 - a. Keeping the Code of Student Conduct under review, and proposing any amendments to the Senate and the University Court;
 - b. Discussing, reviewing and approving appropriate student disciplinary procedures and guidance;
 - c. Proposing nominations for the Senate to appoint members of the Student Discipline Committee, and appointing Student Discipline Officers; and

- d. Considering an Annual Report about the number, types and outcomes of cases of misconduct found to have been committed.

Misconduct Offences

- 12 Examples of student misconduct are provided below. This list is not exhaustive. The University may choose to investigate and take action on misconduct offences whether they take place on University, EUSA or EUSU premises or elsewhere. Below, "Person", means any student of the University; any employee of the University; any visitor to the University; any subcontractor employed by the University or any other authorised representative of the University.
 - 12.1 Disrupting, or interfering with any academic, administrative, sporting, social or other University activities;
 - 12.2 Obstructing, or interfering with, the functions, duties or activities of any Person;
 - 12.3 Violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) including harassment of any Person whilst engaged in any University work, study or activity;
 - 12.4 Conduct which unjustifiably infringes freedom of thought or expression whilst on University premises or engaged in University work, study or activity;
 - 12.5 Fraud, deceit, falsification of documents, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
 - 12.6 Behaving in a way likely to cause injury to any Person or impair safety;
 - 12.7 Discriminating against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background;
 - 12.8 Failing to comply with any University rule, regulation or policy;
 - 12.9 Assessment offences, including making use of unfair means in any University assessment or assisting a student to make use of such unfair means;
 - 12.10 Misconduct in research;
 - 12.11 Damaging, defacing, stealing or misappropriating University property or the property of any Person;
 - 12.12 Misusing or making unauthorised use of University premises or items of property, including IT facilities or safety equipment;
 - 12.13 Deliberately doing, or failing to do, anything which thereby causes the University to be in breach of a statutory obligation;

- 12.14 Behaving in a way which brings the University into disrepute (without prejudice to the right to fair and justified comment and criticism);
 - 12.15 Making false, frivolous, malicious or vexatious complaints;
 - 12.16 Failing, upon request, to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
 - 12.17 Failing to comply with a previously-imposed penalty under this Code;
 - 12.18 Any misconduct prior to a student's enrolment at the University of Edinburgh, which was not previously known to the University, which raises questions about the fitness of the student to remain a member of the University community; poses a threat to any Person or the discipline and good order of the University; or raises questions about the student's fitness to be admitted to and to practise any particular profession to which the student's course leads directly.
- 13 Detailed regulations and policies are published separately about, for example, University examinations, libraries, the use of computing facilities, the use of automatically processed personal data (in connection with academic work), academic misconduct, fitness to practise in a particular profession and University managed accommodation. Breaches of any of these or other University regulations or policies which amount to misconduct as outlined above, may be dealt with under the Code of Student Conduct.

Misconduct and the Law

- 14 The University may report to the police any allegation that a criminal offence has been committed.
- 15 The University encourages any student who has been the victim of an alleged criminal offence to report this to the police, and, if relevant, to the University.
- 16 Where alleged misconduct constitutes a criminal offence, the University may investigate or take disciplinary action whether or not the matter has been referred to the police and whether or not criminal proceedings have begun or been completed.
- 17 The University may, at its discretion, suspend any internal investigation or disciplinary action on an alleged criminal misconduct to await the outcome of any criminal proceedings. The decision whether or not to suspend the University's disciplinary process is taken collectively by the University Secretary or a Deputy Secretary or their nominee taking action with a designated Vice-Principal. The Secretary of the Student Discipline Committee is informed.
- 18 The University may investigate and take disciplinary action on alleged misconduct whatever the outcome of any external proceedings about the same matter and irrespective of whether external proceedings have been concluded.
- 19 Where a student is convicted of or cautioned or warned for an offence, this may be relied upon as evidence in any University proceedings provided that the

circumstances leading to that conviction are directly relevant to those proceedings.

- 20 Any sentence or order pronounced by a court may be taken into account in the imposition of any disciplinary penalty.

Staff involved in dealing with alleged misconduct cases

- 21 Staff involved in dealing with alleged misconduct cases are:
- a. **Conduct Investigators.** Allegations of student misconduct are investigated by Conduct Investigators. Each School, Service, College and Support Group may have one or more Conduct Investigators.
 - b. **Student Discipline Officers and Student Discipline Committee.** University disciplinary action can be taken by Student Discipline Officers or by the Student Discipline Committee.
 - c. **Secretary of the Discipline Committee.** The Secretary of the Discipline Committee has responsibility for the student disciplinary process and supports the Student Discipline Committee.
 - d. **University Appeal Committee.** The University Appeal Committee deals with student appeals against a decision of a Student Discipline Officer or the Student Discipline Committee. The grounds for appeal are set out in paragraph 75 below.
- 22 The **Student Discipline Officers** are:
- a. The Heads of the Colleges and Heads of Support Groups;
 - b. One or more members of the senior management in each College and Support Group, or their nominated representatives, to be appointed on behalf of the Senate.
 - c. The University Secretary, Deputy Secretaries and College Registrars, and any deputies they nominate to act on their behalf.
 - d. Designated Vice-Principals.
- 23 The **Student Discipline Committee** consists of at least six members of staff of the University and at least six matriculated students of the University, who are appointed to the committee by the Senate. At least four of the staff members must be academics. The sabbatical officers of Edinburgh University Students Association (EUSA) and current Student Discipline Officers are not eligible for membership of the Student Discipline Committee.
- 24 Student Discipline Committee members' period of office is three years, one-third of the members retiring each year. All members are eligible for re-appointment provided that no member serves for more than six years. The Senate appoints the Convener and Vice-Convener from the staff members.
- 25 Meetings of the Student Discipline Committee must consist of not less than six members. All meetings must be attended by the **Secretary of the Student**

Discipline Committee, a member of administrative staff nominated by the University Secretary. The Convener, or in his or her absence the Vice-Convener, presides at all meetings, and has on all occasions both a deliberative and a casting vote.

- 26 If a member of the Committee has been involved in a case at an earlier stage, he or she will not serve on the Committee when it considers that case.
- 27 The Secretary of the Student Discipline Committee maintains lists of current Conduct Investigators, Student Discipline Officers and members of the Student Discipline Committee, which are published on the University website.

Reporting student misconduct allegations

- 28 Staff may report allegations of student misconduct to their Head of School or the Head of the relevant Service. The Head of School or Service will report the allegations to a relevant Conduct Investigator and ask them to investigate the case. Cases of academic misconduct are investigated using the academic misconduct procedures.
www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct
- 29 A student or a member of the public who wishes to make a complaint about the conduct of a student must use the Complaint Handling Procedure:
www.ed.ac.uk/schools-departments/student-academic-services/student-complaint-procedure
If the complaint raises student misconduct issues then these will be taken forward by the University through the Code of Student Conduct. Staff with responsibility for the complaint and discipline procedures provide advice on which of the procedures should apply to relevant elements of the case.

Immediate suspension

- 30 Suspension pending a hearing is not used as a penalty. The power to suspend is to protect the members of the University community or a particular member or members, or members of the general public. The power shall be used only where it is urgent and necessary to take such action. Written reasons for the decision are recorded and sent to the student.
- 31 In urgent situations, the University Secretary or a Deputy Secretary or their nominee, taking action with a designated Vice-Principal, may decide to immediately suspend a student:
 - a. who is a danger to him or herself or others; or
 - b. who is the subject of a misconduct allegation; or
 - c. against whom a criminal charge is pending; or
 - d. who is the subject of a police investigation.

The decision can be made at any stage of the University's student disciplinary process under this Code. This suspension may be a total or a selective restriction on attending the University or accessing its facilities or participating

in University activities. It may also include a requirement that the student should have no contact with named individuals.

- 32 Any student suspended under the provisions of this section must be given an opportunity within five working days to make representations in person and/or through a member of the University community, including a member of EUSA, to the relevant University Secretary or Deputy Secretary or their nominee and the designated Vice-Principal. Where it is not possible for the student to attend in person, he or she is entitled to make written representations.
- 33 Any decision to immediately suspend a student is subject to review every twenty working days. Such a review will not involve a hearing or submissions made in person, but the student is entitled to submit written representations. A record of the review outcome is made and sent to the student.
- 34 Any decision to permit the student to return to the University following a period of immediate suspension will be sent to the student in writing. A decision to permit the student's return may be made subject to conditions. The student will be provided with information to support his or her reintroduction and any conditions which he or she needs to meet.

Investigating student misconduct

- 35 The Conduct Investigator will investigate the alleged misconduct, in accordance with this Code. As soon as practicable the student will be informed in writing and will be provided with details of the alleged misconduct and, if appropriate, of the requirement to attend for interview. The student is given the opportunity to respond and is invited to admit or deny responsibility.
- 36 Investigation may also include interviews with the person who reported the alleged misconduct, members of staff and students of the University and, if necessary, members of the public. People may provide evidence to the Conduct Investigator in writing in addition to, or instead of, attending an interview.
- 37 The student under investigation has the right to be accompanied and/or represented at the interview by a member of the University community, including a member of EUSA. The Conduct Investigator has the right to question the student directly, where necessary. Those accompanying or representing the student will be given the opportunity to contribute at the Conduct Investigator's invitation. The Conduct Investigator invites the student, or any representative, to make a statement. The Conduct Investigator may be assisted by a note-taker who will take a record of the meeting.
- 38 If the student does not appear on the date appointed and the Conduct Investigator is satisfied that he or she has received due notice to appear, the Investigator may deal with the alleged misconduct in the student's absence.
- 39 If the student admits responsibility or if the Conduct Investigator is satisfied that the allegations are well-founded then disciplinary action may be taken.
- 40 After investigation, the Conduct Investigator decides whether or not the misconduct has taken place. The Investigator may:
 - a. Dismiss the allegation of misconduct; or

- b. Pass the case to a Student Discipline Officer for disciplinary action; or
- c. Pass the case to the Secretary to the Student Discipline Committee for Student Discipline Committee action.

Disciplinary action: Student Discipline Officers

- 41 Disciplinary action can be taken by Student Discipline Officers or by the Student Discipline Committee.
- 42 The Student Discipline Officer receives the case from the Conduct Investigator. The case is not re-investigated and the Student Discipline Officer may decide to take disciplinary action without meeting the student.
- 43 Alternatively, the Student Discipline Officer may require the student to attend a meeting. The student has the right to be accompanied and/or represented at the interview by a member of the University community, including a member of EUSA. The Student Discipline Officer has the right to question the student directly, where necessary. Those accompanying or representing the student will be given the opportunity to contribute at the Student Discipline Officer's invitation. The Student Discipline Officer will be assisted by a note-taker who will take a record of the meeting.
- 44 The Student Discipline Officer will invite the student, or any representative, to make a statement in explanation or extenuation of the misconduct or in mitigation of any possible penalty.
- 45 If the student does not appear on the date appointed and the Student Discipline Officer is satisfied that he or she has received due notice to appear, the Officer may deal with the alleged misconduct and impose a penalty in the student's absence.
- 46 The Student Discipline Officer may decide that due to the nature or gravity of the case it is more appropriate for the Student Discipline Committee to take disciplinary action. He or she will discuss this with the Secretary to the Discipline Committee and, if this is agreed, will refer the case to the Student Discipline Committee for a hearing and will inform the student. In this situation the Student Discipline Officer takes no disciplinary action.
- 47 Student Discipline Officers may impose penalties in line with those established by the relevant Senate committee. In deciding what penalties will apply, the Student Discipline Officer will consider the relevant student's disciplinary record. The penalties are some or all of:
 - a. a fine;
 - b. a reprimand;
 - c. suspension of specified privileges for a specified period that does not exceed one semester (this may include suspension from the University Library, computing facilities, particular premises, placements);

- d. require the student to make good in whole or in part, the cost of any damage caused;
 - e. rescind the result of an assessment or examination diet, for academic misconduct offences;
 - f. impose an academic penalty in the case of an academic offence;
 - g. terminate the occupancy of University managed accommodation by any resident on giving a month's notice in writing. In the case of gross misconduct or misdemeanour, the Student Discipline Officer may order the termination of occupancy within 24 hours;
 - h. require the student to write an approved apology to any wronged party.
- 48 The Student Discipline Officer will inform the student of the penalty decision within three working days of the decision and will remind the student of his or her right of appeal (see paragraph 75).
- 49 The Student Discipline Officer will send a record of the offence and the penalty to the Secretary of the Student Discipline Committee. Any assessment penalty under paragraph 47 is reported to the relevant Boards of Examiners.

Disciplinary action: Student Discipline Committee

- 50 The Conduct Investigator may refer the case direct to the Student Discipline Committee due to the nature or gravity of the case. This referral must be agreed with the Secretary of the Student Discipline Committee.
- 51 The Student Discipline Committee receives cases from Conduct Investigators and Student Discipline Officers.
- 52 The Conduct Investigator provides the Student Discipline Committee with a written statement about the case and the alleged misconduct. This includes the names and addresses of witnesses who may be called in support of the alleged misconduct and copies of any documents referred to in or pertinent to the case.
- 53 The Secretary of the Student Discipline Committee writes to the student, providing at least seven days' notice, requiring the student to appear at a hearing before the Student Discipline Committee at a specified time and place. At the same time, the student is sent a copy of the Conduct Investigator's written statement about the case and the alleged misconduct. Contact details of witnesses are not sent to the student.
- 54 The student is encouraged to contact EUSA, his or her Personal Tutor, or the Secretary to the Student Discipline Committee for advice about the student discipline procedure.
- 55 The student may call witnesses to attend the hearing and, if intending to do so, must inform the Secretary of the Student Discipline Committee, at least 48 hours in advance of the time of hearing, of the names and addresses of his or her witnesses. Any documents which he or she desires to present to the Student Discipline Committee must be submitted no later than this time.

- 56 The Student Discipline Committee may extend the time for intimating names of witnesses or submitting documents, and may adjourn, continue, or postpone a hearing at its discretion.
- 57 The student may be accompanied by another member of the University, including a member of EUSA.
- 58 If the student wishes to admit the alleged misconduct, he or she may do so in writing to the Secretary of the Student Discipline Committee. He or she may then be required to appear before the Committee for the imposition of a penalty.
- 59 If the student wishes to challenge the relevancy or competency of the allegation of misconduct, he or she must do so in writing to the Secretary of the Student Discipline Committee at least 48 hours in advance of the time fixed for the hearing, and this shall be the first question to be decided by the Student Discipline Committee at that hearing. If the challenge is upheld then the misconduct allegation is dismissed. The Student Discipline Committee may refer the matter for action under other University regulations if this is appropriate.
- 60 If the student does not admit the alleged misconduct and any challenge to the relevancy or competency of the allegation is dismissed, the case against the student will be presented by the Conduct Investigator.
- 61 Any evidence provided by or on behalf of the student is then heard.
- 62 The members of the Student Discipline Committee and the student and/or his or her representative may examine, cross-examine, and re-examine witnesses.
- 63 The Conduct Investigator and the student or his or her representative may make a final address, the student or his or her representative having the last word.
- 64 Everyone except the Secretary of the Student Discipline Committee withdraws while the Committee considers its decision. The Secretary of the Student Discipline Committee records the Committee's decision and its reasons for reaching this decision.
- 65 If the Committee decides that the alleged misconduct is proved, the student, or any representative, is invited to make a statement in explanation or extenuation of the misconduct or in mitigation of any possible penalty, before a penalty is imposed.
- 66 If the student does not appear on the date appointed and the Student Discipline Committee is satisfied that he or she has received due notice to appear, the Committee may deal with the alleged misconduct and, if it is found to be proved, impose a penalty in the student's absence.
- 67 Student Discipline Committee may impose penalties in line with those established by the relevant Senate committee. Penalties may be imposed on a "suspended" basis. In deciding what penalties will apply, the Student Discipline Committee will consider the relevant student's disciplinary record. The penalties are some or all of:

- a. a fine;
 - b. a reprimand;
 - c. suspension of specified privileges for a specified period that does not exceed one year (this may include suspension from the University Library, computing facilities, particular premises, placements; a bar on registering, matriculating, or graduating);
 - d. require the student to make good in whole or in part, the cost of any damage caused;
 - e. rescind the result of an assessment or examination diet, for academic misconduct offences;
 - f. impose an academic penalty in the case of an academic offence;
 - g. terminate the occupancy of University managed accommodation by any resident on giving a month's notice in writing. In the case of gross misconduct or misdemeanour, the Student Discipline Committee may order the termination of occupancy within 24 hours;
 - h. require the student to write in apology to any wronged party;
 - i. in relation to research misconduct in a research degree, the student may be deemed to have failed the degree where the misconduct applies and/or will not be permitted to submit work for this or any other research degree of the University;
 - j. place the student "on probation" for a specified period with relevant stated conditions;
 - k. immediate permanent exclusion from the University with no eligibility for re-admittance to the University on any degree programme.
- 68 Any assessment penalty under paragraph 67 is reported to the relevant Boards of Examiners by the Secretary of the Student Discipline Committee.
- 69 In disciplining a student pursuing a course leading directly to a qualification which confers authorisation to practise a profession (such as in Medicine, Nursing, Teaching or Veterinary Medicine) the Student Discipline Committee may consider the relevance of the misconduct in relation to the student's fitness to practise that profession. The Committee may remit the case to the relevant Fitness to Practise Committee for action or advice.
- 70 The Secretary of the Student Discipline Committee informs the student of the Committee's penalty decision, with a written statement of the reasons for the decision, within three working days of the decision and reminds the student of his or her right of appeal.
- 71 A summary of the offence, proceedings and the evidence heard and the penalty decision is kept by the Secretary of the Student Discipline Committee.

Suspended Penalties

- 72 When the Student Discipline Committee imposes a suspended penalty then the written statement informing the student about the penalty will specify the period of the suspension and explain what will happen if the penalty needs to be put into effect. During the period of the suspended penalty, if the student's conduct is called into question then the student will receive a statement in writing that this conduct is being reported to the Student Discipline Committee. This statement may come from a Conduct Investigator, Student Discipline Officer or the Secretary of the Discipline Committee. Evidence of the misconduct is sent to the Student Discipline Committee and the student is given the opportunity to comment in writing on this evidence. The Secretary and Convener of the Student Discipline Committee decide whether the Student Discipline Committee needs to reconvene a meeting, with or without the student, or whether the suspended penalty is put into immediate effect. If the penalty is put into immediate effect then this is reported to the Student Discipline Committee.

Standard of Proof

- 73 An allegation of misconduct can only be upheld if there is proof that the student has engaged in the misconduct specified in paragraph 12 above.
- 74 The standard of proof that shall be used in all discipline cases is the balance of probabilities, which is the standard of proof that is used in civil law. This means that an Conduct Investigator, Student Discipline Officer or Student Discipline Committee will be satisfied that an event occurred if they consider that, on the evidence available, the occurrence of the event was more likely than not.

Appeals

www.ed.ac.uk/schools-departments/academic-services/staff/appeals/overview

- 75 A student may submit an appeal on the decision of the Student Discipline Officer or the Student Discipline Committee within ten working days of the decision being issued. Appeals are submitted to the Secretary of the University's Appeal Committee. The grounds for appeal must be one or both of:
- a. substantial information directly relevant to the investigation of a student discipline case which for good reason was not available to the Student Discipline Officer or Student Discipline Committee when their decision was taken;
 - b. alleged irregular procedure or improper conduct of an investigation and disciplinary action. This includes conduct of a meeting of the Student Discipline Committee.
- 76 The appeal is handled under the University's appeal procedures. In addition to the appeal submitted by the student, information may be requested from the Conduct Investigator, Student Discipline Officer, the Secretary of the Student Discipline Committee and/or others relevant to the appeal.
- 77 The decision of the Appeal Committee is final and there is no further opportunity for appeal against that decision within the University.

- 78 If an appeal is upheld then the Appeal Committee will refer the student discipline case to either the Student Discipline Officer or Student Discipline Committee to review their decision.
- 79 Any penalties imposed by the Student Discipline Officer or Student Discipline Committee remain in force until the outcome of any review of the decision.

Reporting and recording

- 80 The Secretary of the Student Discipline Committee keeps a record of student misconduct offences and penalties and informs the relevant Senate committee annually of all cases considered by Student Discipline Officers and the Student Discipline Committee.
- 81 Details of any discipline penalty imposed on a student are held on the relevant student's record.

Independent review

- 82 The Scottish Public Services Ombudsman (SPSO) has responsibility for investigating student appeals and complaints. Where a complaint is made, the SPSO will consider the case and make a decision on whether to investigate. The SPSO can investigate whether a student discipline appeal has been handled appropriately by the University. The SPSO can only consider cases when consideration is complete at University level. Information on how to complain to the SPSO and on how it handles complaints can be found at the SPSO website: [Scottish Public Services Ombudsman](#).

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 46/2014

Higher Degree Regulations

At Edinburgh, the XXX day of XXXX, Two thousand and fourteen.

WHEREAS the University Court deems it desirable to produce one comprehensive set of Higher Degree 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:

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 Higher Degree Regulations are hereby set out:

Criteria

Higher degrees are awarded to eligible candidates who demonstrate through the submission of work within the public domain which represents an original, rigorous and significant contribution to advancement of knowledge, one which is of international distinction and sustained over a period of at least seven years.

Eligibility

The following are eligible to apply for candidature for a higher degree:

- a. graduates of The University of Edinburgh of not less than seven years standing;
- b. graduates of other universities of not less than seven years standing who are members of staff of the University of Edinburgh of not less than four years standing.

Application Process

Application for a higher degree is a two stage process. Firstly, candidates must apply to the Higher Degrees Committee of the relevant School for approval of their candidature.

The application form for approval of candidature, together with guidance on the form of submission, may be obtained from the Secretary to the relevant School Higher Degrees Committee.

Applicants must submit the application fee with the completed application form, and:

- A statement of no more than 500 words explaining how the submission meets the criteria and makes a significant contribution to the field.
- Their CV

The Committee will decide whether a prima facie case for examination has been made.

If candidature is approved, the candidate will be invited to move to the second stage of the application process and lodge a submission (three copies) for examination. There is no oral examination for a higher degree.

Candidates must submit within 6 months of application approval.

Form of Submission

Candidates must submit work in support of their candidature to be considered within the criteria for the relevant academic discipline which may include, for example; images, books, papers, records of performance, records of exhibitions.

The submission will also include:

A critical appraisal of how the submission meets the criteria and makes a significant contribution to the field. (No more than 10,000 words.)

CV

Additional information is available in the University's [Regulatory Standards for the Format and Binding of a Theses](#).

Certification

All works submitted must be accompanied by a statement, signed by the candidate certifying, for each piece of work submitted, the contribution to the output from the candidate.

Lodging and Retention of Submissions

Submissions (three copies) must be lodged within six months of the approval of candidature. Two copies of successful submissions will remain the property of the University and one will be returned to the candidate.

Examination Fee

At the time of lodging a submission, the examination fee must be paid. Candidates must also matriculate, but no matriculation fee is charged.

Appointment of Examiners

The University shall, in the case of each submission, appoint one internal, and two external examiners. Each examiner should be of recognised eminence in the subject of the submission.

Award of the Degree

The degree shall be awarded only if the relevant committee of Senatus, on the recommendation of the examiners, is satisfied that the criteria for the award of the degree have been met (as specified above).

Re-application

A candidate whose application for candidature has not been approved or whose submission has not been recommended for the award of the degree may not reapply 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.

Graduation

Successful candidates will be awarded the degree at the next available graduation ceremony. Candidates for higher degrees may, at the discretion of the University, be permitted to graduate *in absentia*.

Appeals

The process for appeal for unsuccessful candidates is described in the University's [Academic Appeal Regulations](#)

2. These Regulations shall apply to degrees as set out in appendix 1 of this Resolution.
3. On the date on which this Resolution comes into force Resolution 22/2012 shall be repealed.
4. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Appendix 1 to Resolution No. 46/2014

Degrees covered by these Regulations

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)

Doctor of Arts (DArts)

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 47/2014

Postgraduate Degree Programme Regulations

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

WHEREAS the University Court deems it desirable to produce one comprehensive set of Postgraduate Degree Regulations, including Assessment Regulations (2014/2015);

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 (2014/2015):

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 Postgraduate Degree Regulations are hereby set out:

Compliance

1. The degree programme regulations define the types of award, their key characteristics, and their grounds for award. These regulations apply to all categories of postgraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations and the University's Assessment Regulations for the current academic session: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

2. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the courses of study, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

3. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements shown in the Degree Programme Table, unless a concession is approved by the relevant Head of College.

Codes of Practice

4. The degree regulations are supported by the following Codes of Practice:
 - Code of Practice for Supervisors and Research Students
 - Code of Practice for Taught Postgraduate Programmes

<http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/codes>

These Codes of Practice, although not regulatory, provide essential information for staff and students.

SCQF Consistency

5. The University's postgraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) unless an exemption has been approved by the Curriculum and Student Progression Committee or the award is not included in the SCQF.

Authority Delegated to Colleges

6. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor, Student Support Team, Supervisor or School as to the appropriate point of contact, and must not approach the Head of College directly. Where the Head of College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.

Fitness to Practise

7. The relevant College's Fitness to Practise Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public, vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College's Fitness to Practise Committee, irrespective of his/her performance in assessment, will be reported to the Head of College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the degree be withheld. An appeal against this decision may be submitted to the University's Fitness to Practise Appeal Committee:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness_to_Practise.pdf

Disclosure

8. Students must comply with the University's Student Disclosure Assessment process to ensure that students do not pose a risk to those with whom they interact during their studies, in particular, vulnerable groups.

[Code of Practice for Student Criminal Convictions and Disclosure Assessment](#)

Postgraduate Awards and Degree Programmes

9. The University awards the following types of postgraduate degrees, diplomas and certificates, with the credit points required as listed below. The University's postgraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) unless an exemption has been approved by the

Curriculum and Student Progression Committee. The SCQF credit levels required for each programme are specified within the appropriate Degree Programme Table.

General Postgraduate Certificate Postgraduate Certificate in a named subject discipline	At least 60 credits of which a minimum of 40 should be at SCQF Level 11 or above
General Postgraduate Diploma Postgraduate Diploma in a named subject discipline	At least 120 credits of which a minimum of 90 should be at SCQF Level 11 or above
Masters in a named subject discipline Master of a named discipline	At least 180 credits of which a minimum of 150 are at SCQF Level 11
Masters in a named subject discipline Master of a named discipline	At least 240 credits of which a minimum of 150 are at SCQF Level 11
Masters by research	At least 180 credits of which a minimum of 150 are at SCQF Level 11
MPhil, MLitt, MMus, ChM	At least 240 credits of which a minimum of 150 are at SCQF Level 11
Doctorate	At least 540 credits of which a minimum of 420 are at SCQF Level 12
EngD	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180 credits 150 should be at SCQF Level 11 or above
PhD with Integrated Study	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180 credits 150 should be at SCQF Level 11 or above
MD, DDS, DVM&S* Doctor of a named discipline	*Note: these awards are not included in the SCQF therefore a credit value has not been included here

A General Postgraduate Degree Regulations

Late Admission

10. No student will be admitted to a postgraduate degree, diploma or certificate programme or a course that is part of their programme more than two weeks after their given

start date without the permission of the Head of College. A student who leaves a course after six weeks will be deemed to have withdrawn and the course enrolment remains on the student's record.

Part-time Study

11. 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 for taught postgraduate programmes and/or programme handbook for postgraduate taught and research programmes. For students registered for part-time study, the College will impose such conditions as it requires ensuring adequate academic contact between the student and the appropriate School within the University.

Registration for University Staff

12. Members of the University staff may only be registered for part-time study.

Conflicting Studies

13. Students at this University must not undertake any concurrent credit bearing studies in this (or in any other) institution other than the one for which they are registered in this University. In exceptional cases this may be permitted with approval from the Head of College,

Applicants Awaiting Results

14. Applicants for postgraduate study may be studying at this or another institution just prior to the start of their postgraduate studies. Such applicants must have finished these studies before the start of the programme to which they have an offer.

15. If successful completion of this prior study is a requirement of admission, applicants are expected to provide evidence of achievement before the start of the programme.

Consecutive Registration

16. At the time of application, Masters by Research applicants may be invited to be registered for consecutive Masters by Research, followed by PhD study within the same School. This option may not be available in all Schools. Depending on the outcome of assessment the student will be invited to follow one of three routes:

- a. Start First Year of Doctoral Programme. If successful in the Masters by Research programme, the student graduates and also registers in the next academic session on the first year of the doctoral programme; or
- b. Start Second year of Doctoral Programme. Prior to the completion of the masters dissertation, the School is content that the quality of the student's

work merits treating the masters year as the first year of doctoral study. No dissertation is submitted, no masters degree is awarded, and the student registers in the next academic session on the second year of the doctoral programme; or

- c. Graduate with Masters by Research Degree and Exit. If successful in the Masters by Research programme, the student graduates and permanently withdraws.

Recognition of Prior Learning (RPL)

17. The University has the authority to recognise a student's prior learning. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate current basis for the programme or courses as set out in the appropriate Degree Programme Table. Colleges can approve RPL for research programmes up to a maximum of 360 credits. The maximum number of credits that the Colleges will grant RPL for taught programmes is:

- College of Humanities and Social Science: one-third of the total credits for the award for which the student is applying, i.e. 20 credits for a certificate; 40 credits for a diploma; and 60 credits for a masters; College of Medicine and Veterinary Medicine: one-third of the total credits for the award for which the student is applying, i.e. 20 credits for a certificate; 40 credits for a diploma; and 60 credits for a masters; and
- College of Science and Engineering: a maximum of 40 credits for a masters; no RPL credit are awarded for certificate or diplomas.

18. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate basis for the programme or courses as set out in the appropriate Degree Programme Table. See also, the University's Admissions Policy: <http://www.ed.ac.uk/schools-departments/student-recruitment/admissions-advice/admissions-policy/policies>)

19. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

Permissible Credit Loads

20. Exceptionally, with College approval, students may take up to 20 credits of additional study at Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) levels 7-11 during each year of study.

21. Students may attend courses on a class-only basis (i.e. not for credit), with the approval of the Programme Director and, where relevant, the supervisor or Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student in the year. The additional credits must not be more than one-third of the scheduled number of credits for the year.

Credit Award

22. A student who has previously submitted work for one course or programme at the University must not submit the same work to attempt to achieve academic credit through another course or programme.

23. A student cannot, except under recognition of prior learning or application for associated postgraduate diploma or masters, achieve an award comprising academic credit that contributed (or will contribute) to another award.

Transfer to another Programme

24. 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. When such permission is granted, the student shall, in addition to satisfying the requirements for the degree to which transfer is made, pursue such further courses of study as the College may require.

Attendance and Participation

25. Students must attend and participate as required in all aspects of their programme of study. This includes being available for assessment, examination and meeting, personal tutors, programme directors or supervisors face-to-face and/or electronically. The Degree Programme Table and programme handbook sets out programme requirements for on-campus study, placements and distance learning.

26. During a period of study, including authorised interruptions of study and leave of absence, it is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by his or her funding or grant authority, are met. Current students must check their MyEd and University email account frequently for communications from the University.

Study Period

27. A student must complete the requirements of the degree programme within the prescribed period of study, plus any permitted submission period, unless given a concession with the approval of the Head of College.

The Prescribed Period of Study

28. The University defines the prescribed period of study for each authorised programme. These are as follows, unless the Curriculum and Student Progression Committee (CSPC) has approved a different prescribed period of study for the programme. The prescribed period of study for each programme is recorded in the offer of admission.

Study Period Table:

Submission period

29. Some research degree programmes permit students to have a submission period following the prescribed period of study. This is for a maximum of a year, for either full-time or part-time students. The Masters by Research does not have a submission period.

Request for Reinstatement

30. A student who has been excluded for lapse of time may ask the College to reinstate his/her registration at a later date to permit examination of a completed thesis. The College will decide whether or not a student should be reinstated, and factors such as the passage of time and its implications for the topic of study will be taken into account. The student must provide good reason for the previous failure to complete. If, exceptionally, reinstatement is approved, the student's thesis will be examined in accordance with the Postgraduate Assessment Regulations for Research Degrees, subject to payment of a reinstatement and examination fee.

Leave of Absence

31. For students not on distance learning programmes, leave from attendance and participation is permitted to undertake study, research or other activities outside their programme of study, that enhance the student's career or study. It requires College approval after consideration of an application by the student's, personal tutor, supervisor or programme director. The College will define how all absences will be approved and recorded.

Vacation Leave for Research Students

32. Research Students may be absent from their studies for up to six weeks of the year without applying for an interruption of study, and should notify their supervisors and the School Postgraduate Office of any such planned absences. Visa restrictions may also apply in the case of International students.

Interruptions of Study

33. A student may apply for an Interruption of Study, and it may be authorised by the Head of College if there is a good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study may not be applied retrospectively. Any one period of authorised interruption of study will not exceed one year, unless authorised by the Head of College. The total period of authorised interruption of study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study.

Extensions of Study

34. In exceptional circumstances, a student may apply through the supervisor and school postgraduate director to the college for an extension and it may be authorised by the Head of College if there is good reason. The student must provide evidence to support their application. The College may extend a student's period of registration by up to two years. Extensions beyond this time are not permitted. Thesis resubmission periods may require a student to be given an extension. Further extensions to agreed thesis resubmission periods are not permitted.

Maximum degree completion periods

35. The maximum periods for completion of research degree programmes are the total of the prescribed period of study, any submission period, any interruptions of study and any extensions of study. Examples are provided in the following table. The maximum period for completion of a three-year full-time PhD is 9 years, and for the related part-time degree it is 12 years. The maximum period includes any concessions.

Study Period Table:

<http://www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/StudyPeriodTable.pdf>

Withdrawal and Exclusion

36. Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Withdrawal_Exclusion_from_Study.pdf

ADDITIONAL REGULATIONS FOR DOCTORAL AND MPhil DEGREES BY RESEARCH

Supervision

37. Each student will work under the guidance of at least two supervisors appointed by the College. There are two types of supervisory arrangement: Principal Supervisor plus Assistant Supervisor (or supervisors if more than one), and Co-Supervisors, one of whom is designated the Lead Supervisor. The former option is the usual arrangement, but the latter option may be chosen when it is clear that the student's work involves interdisciplinary research.

- a. At least one supervisor (the Principal/Lead Supervisor) must be appointed prior to registration, and the other should be appointed within two months of the programme start date.
- b. The Principal/Lead Supervisor is responsible to the School's Postgraduate Director for the duties set out in the Code of Practice for Supervisors and Research Students, and must be:
 - o a salaried member of the academic staff of the University; or

- o a non-academic member of staff employed by the University who has appropriate expertise in research; or
- o an honorary member of staff

The nomination of non-academic or honorary members of staff to act as Principal/Lead Supervisor for a stated period must be specifically approved by the College. In appropriate cases the other supervisor(s) may not need to be a member of the staff of the University, provided s/he assumes his/her supervisory duties in accordance with university regulations and requirements.

- c. Supervisors must maintain regular contact with their students who, in turn, have a responsibility to make themselves available at times agreed with their supervisors.
- d. In certain circumstances when the student is working full time in an Associated Institution the Principal/Lead Supervisor may, if the College Committee with responsibility for postgraduate research matters approves, be a full-time employee of the Associated Institution. In such a case the assistant supervisor(s) must be a University employee. A Principal/Lead Supervisor who is a member of an Associated Institution has exactly the same responsibilities as one working within the university.
- e. Students, including those on leave of absence, must maintain frequent contact with their supervisor as and when required and at least twice in each three month period.

Code of Practice for Supervisors & Research Students:

<http://www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf>

QAA UK Quality Code Chapter B11: Research Degrees:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B11.pdf>

Transfers from Another Institution

38. The research studies of students who apply to transfer from another institution in order to study for the doctoral or MPhil degree of the University of Edinburgh may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at the University of Edinburgh must be at least 12 months.

Collaborative Degrees

39. The University of Edinburgh and one or more partner universities can collaboratively offer a research degree programme. This can be awarded jointly. The University maintains a repository of approved collaborative degrees.

FOUNDATIONS FOR THE AWARD OF DOCTORAL AND MPhil RESEARCH DEGREES

Demonstration by Thesis and Oral Exam for the Award of PhD

40. The student must have demonstrated by the presentation of a thesis and/or portfolio containing a significant amount of material worthy of publication or public presentation , and by performance at an oral examination that the student is capable of pursuing original research making a significant contribution to knowledge or understanding 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. Orals for re-submission may be waived by the Head of College.

Thesis Length - Word Count

41. The thesis must not exceed a maximum word count of 100,000. There is no minimum word count.

The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. 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.

Additional Thesis Considerations

42. Taught professional doctorates will have additional entrance, curriculum and examination requirements. Information is provided in relevant Degree Programme Tables and programme handbooks. Students will be required to successfully complete the taught component, submit the thesis and/or portfolio and fulfil any placement requirements.

MPhil by Research

43. The student must have demonstrated by the presentation of a thesis and/or portfolio containing a significant amount of material worthy of publication or public presentation , and by performance at an oral examination (unless, due to exceptional circumstances, this is waived) that the student is capable of pursuing original research making a significant contribution to knowledge or understanding 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.

- The thesis must not exceed a maximum word count. There is no minimum word count.
- The thesis must not exceed 60,000 words in CHSS and CMVM. The thesis must not exceed 50,000 words in SCE.
- The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. 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.

PhD (by Research Publications)

44. 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. Permission to register will not be granted to applicants who are in a position to submit for the PhD by dissertation or who already possess a PhD. Applicants must have been active postgraduate researchers in their field of expertise for a minimum of five years, and they must not submit material published more than ten years prior to the date of registration.

45. The portfolio submitted for the PhD by Research Publications must demonstrate a substantial and coherent body of work which would have taken the equivalent of three years of full-time study to accomplish. The portfolio must demonstrate original research and make a significant contribution to knowledge or understanding in the field of study, and is presented in a critical and scholarly way.

46. Applicants must apply to the relevant College for approval of their candidature. Applicants are required to submit their published work, together with a 500-word abstract, their CV and a self-critical review of all their submitted work. If College approves registration, it will appoint an adviser to assist the applicant with the format of his/her submission and to guide him/her on the selection, coherence and quality of the portfolio of research work, the abstract and critical review.

47. 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 should not exceed 100,000 words.

- The critical review must summarise the aims, objectives, methodology, results and conclusions covered by the work submitted in the portfolio. It must also indicate how the publications form a coherent body of work, what contribution the student has made to this work, and how the work contributes significantly to the expansion of knowledge. The critical review must be at least 10,000 words, but not more than 25,000 words in length.
- Students 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.

ADDITIONAL REGULATIONS FOR POSTGRADUATE TAUGHT DEGREES AND MASTERS BY RESEARCH, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

48. These regulations may be supplemented by certain programme-specific regulations for degrees offered in collaboration with other institutions.

Period of Study

49. The prescribed period of study is defined in the Degree Programme Table. This period may not be reduced, and may be extended only in exceptional circumstances.

Assessment

50. Students must comply with any assessment requirements specific to their degree programme and the University's taught or research (as appropriate) assessment regulations for the current academic session: <http://www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations>

Masters by Research Degrees only

51. In addition to any requirements as detailed in the relevant Degree Programme Table, the student must have demonstrated by the presentation of a dissertation and/or portfolio that they are capable of pursuing research, or a critical survey of knowledge in the field of study, or both combined with a satisfactory plan for a more advanced research project. The research must demonstrate competence, knowledge and be presented in a critical and scholarly way. The assessed work, including the dissertation must not exceed 30,000 words. The dissertation must be at least 60 credits out of the total 180 Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 11 credits required for the award of the degree.

Application for Associated Postgraduate Diploma or Masters

52. A candidate who already holds a postgraduate certificate or diploma from the University of Edinburgh may be permitted by the appropriate Head of College to apply for candidature for the associated postgraduate diploma or masters degree, provided that not more than five years have elapsed between his or her first graduation and acceptance as a candidate for the subsequent award. Such a candidate will be required to achieve further credit points, as deemed appropriate by the Head of College.

POSTHUMOUS AWARDS

53. Senatus may authorise the conferment of posthumous degrees, diplomas and certificates if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.

AEGROTAT AWARDS

54. In exceptional circumstances Senatus may authorise the conferment of aegrotat degrees to postgraduate students. Each such conferment requires a proposal from the relevant College to be approved by the Curriculum and Student Progression Committee. An aegrotat degree is conferred only where the student was nearly qualified to receive the degree and was unable to complete it due to circumstances beyond his or her control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree aegrotat.

B College of Humanities and Social Sciences Postgraduate Degree Regulations: Degree Specific Regulations

Doctor of Clinical Psychology (DClinPsychol)

55. The degree specific regulations are:
- a. **Grounds for Award.** Awarded on successful completion of supervised clinical practice, written examination, assessed essay and research portfolio, including thesis, small-scale research projects and experimental case reports.
 - b. **Mode of Study and Prescribed Period of Study.** The programme can be taken on a full-time or mixed full-time/part-time basis, but the first year is taken on a full-time basis only. The prescribed period of study is 36 months full-time, or between 48 and 60 months on a mixed full-time/part-time basis.
 - c. **Thesis Length.** The thesis must not exceed 30,000 words unless, in exceptional cases, the college has given permission for a longer thesis

Doctor of Psychotherapy (DPsychotherapy)

56. The degree specific regulations are:
- a. **Placement.** Students will undertake a practice placement, consisting of 300 hours of supervised counselling practice and 60 hours of counselling supervision.
 - b. **Thesis Length** The thesis will be between 35,000 and 45,000 words in length unless in exceptional cases the college has given permission for a longer thesis. Resits. A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement if in the opinion of the Board the failure was attributable to illness, hardship or other relevant circumstances beyond the student's control. A repeat placement is to be completed within a further 24 months.
 - c. **Recognition of Prior Learning (RPL).** In the case of formal, certificated study, up to 60 credits of prior learning at Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 11 may be recognised. In the case of non-certificated study, up to 20 credits of prior learning may be recognised.

Doctor of Education (EdD)

57. The degree specific regulations are:
- a. **Grounds for Award.** The degree of EdD may be awarded on the basis of successful completion of assessed essays, a research project and a thesis.
 - b. **Prescribed Period of Study.** The prescribed period of study is 60 months part-time, but this may be increased to a maximum of 72 months.
 - c. **Thesis Length.** The thesis length should be no more than 75,000 words.

PhD in Composition in Music

58. **Grounds for Award.** The student must compose to a high creative level as demonstrated both by the student presenting a portfolio of compositions as well as attendance at an oral examination. The portfolio of compositions must comprise original work which:

- a. is suitable for professional performance and worthy of publication;
- b. shows competence in the ancillary technical skills appropriate to the chosen style;
- c. contains material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study;
- d. is presentationally satisfactory & intelligible to any musician who might have to use it.

59. The portfolio of compositions should include at least one major and extended work, except where a shorter submission may be accepted in the case of electronic compositions. If a substantial part of the portfolio was completed before registration for the degree, the student should indicate this and identify the part of the portfolio so completed.

PhD(eca) - Submission by Portfolio

60. The degree specific regulations, when a student is submitting for award of PhD(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks must comprise original work of a high creative level which is worthy of public exhibition and also an integral part of the contribution to knowledge made by the overall work of the candidate submitted in fulfilment of the requirements of the PhD. It must show competence in the appropriate ancillary technical skills; 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 and intelligible in its presentation. There should also be a permanent record of the work; and b. The portfolio of artefacts and artworks will be accompanied by a thesis of not more than 50,000 words (including bibliography and footnotes but excluding appendices).

MPhil(eca) - Submission by Portfolio

61. The degree specific regulations, when a student is submitting for award of MPhil(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks should normally be accompanied by a thesis of not more than 30,000 words (including bibliography and footnotes but excluding appendices).

Master of Fine Art

62. The Master of Fine Art is gained upon the successful completion of 240 Credits at Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) Level 11. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by a combination of practical studio work with theoretical and written studies, including professional practice elements.
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.

Master of Social Work/Diploma in Social Work (MSW/DipSW)

63. The degree specific regulations are:

- a. **Grounds for Award.** Students will undertake two practice placements
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.
- c. **Re-Sit Options.** A student who fails a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment requirements. A student who fails a practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement.

Master of Chinese Studies (MCS)

64. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by essays, examinations, a placement report and a dissertation. An oral examination will be required in the Chinese language and may be required for other courses. Provided that the dissertation reaches a postgraduate diploma standard, it may be revised in order to reach the masters level within a further maximum period of three months. Students must work in the University of Edinburgh and in a Chinese institution approved by the Programme Director.
- b. **Prescribed Period of Study.** The period of study will be between 24 and 36 months, full-time.

Master of Teaching

65. The degree specific regulations are:

- a. **Mode of Study and Prescribed Period of Study.** The period of study is between 36 and 60 months part time.
- b. **Recognition of Prior Learning.** The total number of exemptions which may be granted for any student is 90 credits.
- c. **Grounds for Award.** Students will be assessed directly or synoptically on each course taken. In accordance with the national guidelines, courses are

assessed on a pass/fail basis. Students who fail a course will be permitted a further attempt to pass the assessment of that course within three months of the result being made known to the student.

Diploma in Educational Leadership and Management/Scottish Qualification for Headship Programme

66. The degree specific regulations are:
- a. **Grounds for Award.** Students will be assessed on each course through coursework (assignments, portfolios, reports and oral assessments) and through school visits by SQH field assessors in the case of course 5. In accordance with the national agreement all courses are assessed only on a pass/fail basis. Students who fail a course will be permitted one further attempt to pass the assessment of that course within six weeks of the result being made known to the student.
 - b. **Mode of Study and Prescribed Period of Study.** The programme is available by part-time study only, and the period of study is between 27 and 60 months.

Master of Counselling/Diploma in Counselling (MCouns/DipCouns)

67. The degree specific regulations are:
- a. **Grounds for Award.** Students will undertake a practice placement, consisting of at least 150 hours of supervised counselling practice and 30 hours of counselling supervision.
 - b. **Mode of Study and Prescribed Period of Study.** The period of study will be 24 months full time or 48 months part-time. Each student must complete the requirements of the degree before the expiry of a further 12 months.
 - c. **Re-Sits.** Students who fail a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment. A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 24 months.

MSc/Dip in Arab World Studies

68. The degree specific regulations are:
- a. **Collaboration.** The 2-year programme is collaborative, between the universities of Edinburgh, Durham and Manchester, and is funded through the ESRC. The first year of study for all students is taken at Edinburgh. An intensive course is taken in an Arab country during the summer, followed by year two at the primary institution.

- b. **Progression.** Progression from Year 1 to Year 2 will be decided by the University of Edinburgh's Board of Examiners, after completion of the taught element, and before the students commence their summer placement in an Arab country. Decisions on progression to Year 2 will be conditional on each student's satisfactory completion of the period of residence abroad.

Postgraduate Certificate in Democracy and Public Policy (Edinburgh Hansard Research Scholars Programme)

69. The degree specific regulations are:
 - a. **Mode of Study and Prescribed Period of Study.** The period of study is 13 weeks full time.
 - b. **Assessment Type.** Students will be assessed on each unit through coursework, examination and a research project linked to a placement. All units are assessed only on a pass/fail basis. Students who fail a unit will be permitted one further attempt to pass the assessment of that unit within six weeks of the result being made known to the student.

MSc in Architectural Project Management

70. **Mode of Study and Prescribed Period of Study.** The programme is delivered by distance learning over a period of 48 to 84 months. Each institution will provide 60 credits of teaching material in addition to a dissertation of 60 credits.

MSc in Advanced Sustainable Design (mixed mode)

71. **Mode of Study and Prescribed Period of Study.** The programme is delivered on campus and by distance learning over a period of 24 months (mixed mode).

PhD in Creative Music Practice

72. **Grounds for Award.** The degree is assessed on a single output that consists of two components:
 - a. A text of not more than 50,000 words; and
 - b. A portfolio, performance(s), recording(s), and/or other musical output containing original or interpreted pre-existing works such as composition, installation, sound design, interactive music software etc. Such work would be supported by documentation of the process (e.g. video, photographs, recordings, sketches, studies, web pages) by which it was made.

PhD in Trans-Disciplinary Documentary Film

73. **Grounds for Award.** There are three possible variations for final submission, which combine the submission of audio-visual material and a thesis:

- a. audio-visual material to a maximum of 1 hour documentary film or 100 photographs, plus an extended critical essay of 25,000 - 30,000 words;
- b. audio-visual material to a maximum of 40 minutes documentary film or 70 photographs, plus an extended critical essay of 45,000 - 50,000 words;
- c. audio-visual material to a maximum of 20 minutes documentary film or 40 photographs, plus an extended critical essay of 65,000 - 70,000 words.

PhD in Architecture by Design

74. The thesis for the PhD in Architecture by Design must not exceed 50,000 words. In addition to the thesis the student will be required to submit a body of design work including studies, sketches and maquettes, which will be in addition to and fully integrated with the text and presented in a format which can be archived.

Master of Architecture

75. **Grounds for Award.** The programme will be delivered by a series of advanced level design exercises and projects, engaging with structural, environmental, cultural, theoretical and aesthetic questions. Students must pass the Academic Portfolio for exemption from ARB/RIBA Part 2.

Master of Public Policy (MPP/DipPP), PG Dip and PG Cert of Public Policy

76. The degree specific regulations are:

- a. **Prescribed Period of Study - Masters.** The period of study is 15 months.
- b. **Prescribed Period of Study – PG Dip and PG Cert.** Students on the PG Certificate in Public Policy may complete this full-time over 4 months or part-time over a two year period. On successful completion of the PG Certificate, students may transfer to the PG Diploma in Public Policy (within a three year time period). Students on the PG Diploma in Public Policy may complete this full-time over 9 months or part-time over a four year period. On successful completion of the PG Diploma, students may transfer to the Master Public Policy programme (within a three year time period).
- c. **Grounds for Award.** Students will complete a compulsory programme of courses in the first and second semesters, comprising eight 15-credit courses, and a three-month placement in a policy organisation on which the Capstone Project/dissertation will be based. Students who decide not to complete the Capstone Project may, at the discretion of the College, be awarded a Postgraduate Diploma in Public Policy.
- d. **Resits.** Students who fail a unit of academic assessment other than the Capstone Project on the first occasion may be allowed one further attempt to complete the assessment.
- e. **Placement.** A student who fails the placement component of the Capstone Project may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 12 months.

Diploma in Professional Legal Practice

77. The degree specific regulations are:

- a. **Grounds for Award.** Students must pass all of the core courses and three elective courses to be awarded the Diploma in Professional Legal Practice. Attaining a mark of 50% or more in the assignments, participation and attendance gives exemption from sitting the examination in Company and Commercial, Financial Services and Related Skills and Professional Responsibility.
- b. **Assessment Type.** Students will be assessed in writing in each course of the curriculum. Students may only present themselves for examination in a course if they have been certified as having given regular attendance and having successfully completed the requisite work of the class in that course. Students may be permitted a single re-sit examination for each course of the curriculum in which they have failed.

78. **PhD in Creative Writing**

Grounds for award. The programme is assessed via a portfolio of writing which should include:

- a. A substantial piece or pieces of creative work of no more than 75,000 words of creative prose; or 75 page of verse; or a dramatic composition of no more than 3 hours length
- and
- b. An extended critical essay of no more than 25,000 words reflecting on the work's aims and context(s).

The balance between creative and critical elements should be 75% Creative, 25% Critical.

C College of Medicine and Veterinary Medicine Postgraduate Degree Regulations: Degree Specific Regulations

Professional Masters

Master of Clinical Dentistry (MClin Dent) (orthodontics/Paediatric Dentistry/Prosthodontics/Oral Surgery)

79. Students will pursue an integrated programme of teaching and taught clinical practice. Work for an independent research dissertation will commence during the first year and will be spread over the duration of the programme. Students may be given the opportunity of one resit attempt for the theoretical and practical components. Students who, after resit examinations, have an aggregate mark of less than 40% for the first year will be excluded. The independent research component will be assessed by examination of the written dissertation and subsequent oral examination. The opportunity to resit does not apply to the dissertation.

Masters in Surgical Sciences (MSc)

80. Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 1 and /or year 2, if they have failed their first attempt. If they pass the resit they will be awarded the Postgraduate Certificate (Year 1) or Postgraduate Diploma (Year 2); they will not progress into Year 3 (Masters Year).

Master of Surgery (ChM)

81. The ChM suite of programmes are two year Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 12 programmes worth 120 credits. In order to be awarded the ChM students must:

- a. pass at least 60 credits at SCQF level 12 with a mark of at least 50% in each of the courses which make up these credits; and
- b. attain an average of at least 50% for the 120 credits of study;
- c. satisfy any other specific requirements for the ChM degree programme, that are clearly stated in respective handbooks.

If the student has achieved pass marks (40%) in at least 40 credits and has an overall average of 50% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses, up to a maximum of 20 credits.

Masters in Transfusion, Transplantation and Tissue Banking (MSc)

82. Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 2, if they have failed their first attempt.

Professional Higher Degrees

Doctor of Medicine (MD)

83. An applicant for the degree of Doctor of Medicine (MD) must:

- a. an applicant for the degree of Doctor of Medicine (MD) must hold a qualification which is registrable with the General Medical Council and must have been engaged since graduation for at least one year either in scientific work bearing directly on the applicant's profession, or in the practice of Medicine or Surgery, and will be performing their work in the South East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh or an Associated Institution or an NHS establishment
- b. all applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.

84. The grounds for the award of the degree of MD are:
- a. a student must have demonstrated by the presentation of a thesis, a significant amount of material worthy of publication or public presentation, and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
 - b. the thesis must deal with one or more of the subjects of study in the curriculum for the degrees of MB ChB of the University or with subjects arising directly from contemporary medical practice. It must be an original work making a significant contribution to knowledge in or understanding of the field of study; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general 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. A concise and informative summary should be included with the thesis.
85. Supervisors must accommodate the student and the project within their research facilities, and obtain permission from line managers as required. Supervisors will be located in the University of Edinburgh or in NHS facilities within the supervision of the NHS Education for Scotland South East Scotland* postgraduate deanery.
86. Registration may be full-time or part-time.
- a. Full-time registration will apply to students who will spend >80% full-time equivalent devoted to research related to the MD project. They may be either not in employment for >20% full-time equivalent, or employed in a post in which at least 80% full time equivalent time is available for research related to their MD project rather than for clinical training or practice or other duties. Full time students have a prescribed period of two years in which they will conduct the research with up to two years to write up the thesis thereafter. Thesis submission is permitted at two years at the earliest and within four years.
 - b. Part-time registration will apply to students who are in employment unrelated to their MD project for >20% full-time equivalent, or who elect not to devote as much as 80% of their time to the MD research project. Students may opt to study either at 40% full-time equivalent, for which they will have a prescribed period of research of four years, or at 60% equivalent, for which the prescribed period is 3 years. Students will have two years to write up the

thesis at the end of the prescribed period. Thesis submission is permitted at the end of the prescribed period of study at the earliest.

MD Timetable for submission

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
MD full time	Prescribed Period		submission period			
MD part time 60%	Prescribed Period			submission period		
MD part time 40%	Prescribed Period				submission period	

87. Student progress will be monitored. It is recommended that a progress report will be prepared annually and submitted through the relevant local route to the College Postgraduate Research Board of Examiners. Where significant difficulties are identified, the committee may consider alterations to the student's registration.

88. A student who is registered for a MD may apply to the College Postgraduate Research Board of Examiners for conversion to an alternative degree, including abbreviating the prescribed period to 1 year full time equivalent in order to complete a MSc by Research, completing a 2 year full time equivalent prescribed period to complete a MPhil, or extending the prescribed period to 3 years full time equivalent in order to complete a PhD. Conversion can only be considered prospectively, in advance of completing the necessary prescribed period of research, and will incur fees applicable for the new degree.

89. A student must submit a thesis specially written for the degree concerned and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards

Doctor of Dental Surgery (DDS)

90. An applicant for the degree of Doctor of Dental Surgery (DDS) must:
- a. hold a qualification which is registrable with either the General Dental Council or the General Medical Council or both and must have been engaged since graduation for at least two years either in scientific work bearing directly on the applicant's profession, or in the practice of Dentistry or other related disciplines, and will perform their research work in the South-East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh, or an Associated Institution or an NHS establishment.
 - b. all applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.
91. The grounds for the award of the DDS are that:
- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
 - b. the thesis must deal with one or more of the subjects arising directly from contemporary dental or surgical practice relevant to oral health. It must be an original work that:
 - makes a significant contribution to knowledge in or understanding of the field of study;
 - contains a significant amount of material worthy of publication or presentation;
 - shows a comprehensive knowledge and a critical appreciation of the field of study and related literature;
 - shows that the student's observations have been carefully made;
 - shows the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field;
 - contains material which presents a unified body of work;
 - is satisfactory in its literary and general presentation, gives full and adequate references and has a coherent structure;
 - is understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.
 - c. A concise and informative summary should be included with the thesis.
92. The supervisors must undertake that they will accommodate the student and the project within their research facilities, and obtain permission from line managers as required.
93. Registration is five years part-time. An intending student shall submit to the College a suggested topic and description of the work on which the thesis will be based. A registration fee is paid upon initial registration, an annual advisory fee is paid at the beginning of each

year of study (Including the first year) and an examination fee is paid at the time of thesis submission. After formal acceptance of the suggested topic and description, a period of normally at least 18 months must elapse before the thesis is submitted.

94. Student progress will be monitored. It is recommended that a progress report will be prepared annually and submitted through the relevant local route to the College Postgraduate Research Board of Examiners. Where significant difficulties are identified, the committee may consider alterations to the student's registration.

95. A student must submit a thesis specially written for the degree concerned and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards.

Doctor of Veterinary Medicine and Surgery (DVM&S)

96. A thesis for the degree of DVM&S must deal with one or more of the subjects of study in the curriculum for the degree of BVM&S of the University or with subjects arising directly from contemporary veterinary practice.

97. The grounds for the award of the degree of DVM&S are:

- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by College) that the student is capable of pursuing original research in the field of study relating particular researches to the general body of knowledge in the field, and presenting the results of the researches 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; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgement with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general 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.

98. Registration is five years part-time. An intending student shall submit to the College a suggested topic and description of the work on which the thesis will be based. A registration fee is paid upon initial registration, an annual advisory fee is paid at the beginning of each year of study (Including the first year) and an examination fee is

paid at the time of thesis submission. After formal acceptance of the suggested topic and description, a period of normally at least 18 months must elapse before the thesis is submitted.

99. When the College accepts a student, an adviser, who will be a member of the academic staff or an honorary member of staff, will normally be appointed from whom the prospective student should seek advice.

100. A student must submit a thesis specially written for the degree and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication or take the form of bound publications with appropriate introduction and discussion. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

D College of Science and Engineering Postgraduate Degree Regulations: Degree Specific Regulations

Doctor of Engineering (EngD)

101. The EngD is a four-year doctoral level research and training programme worth 720 credits which leads to the award of an EngD degree. The EngD degree is equivalent in academic standing to a conventional PhD but is achieved through research which is much more industrially focused and which is designed to produce graduates who have a sound understanding of the business implications of industrial research activity.

Doctor of Engineering (EngD) in System Level Integration

102. The Doctor of Engineering (EngD) in System Level Integration is offered jointly by the University of Edinburgh, the University of Glasgow, Heriot-Watt University and the University of Strathclyde, and the awards are made jointly in the names of all four universities. The University of Glasgow is currently the Administering University and programme regulations will be found under the regulations of that University:

<http://www.gla.ac.uk/>

Doctor of Engineering (EngD) in Offshore Renewable Engineering

103. The Doctor of Engineering (EngD) in Offshore Renewable Engineering is offered jointly by the University of Edinburgh, the University of Strathclyde and the University of Exeter and the awards are made jointly in the names of all three universities. The University of Edinburgh is currently the Administering University and programme regulations and further information about the programme is available on the website of the Industrial Doctoral centre for Offshore Renewable Energy (IDCORE) <http://www.idcore.ac.uk/>

2. These Regulations, including Assessment Regulation (2014/2015), 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 34/2013.

4. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

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)
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 Sciences by Research (MVetSci by Research)

College of Science and Engineering

Doctor of Engineering (EngD)
PhD with Integrated Study (PhD)

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

Doctor of Clinical Psychology (DClinPsychol)
Doctor of Psychotherapy and Counselling (DPsychotherapy)
European Masters in Landscape Architecture (EMLA)
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 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 Nursing (MN)
Master of Public Policy (MPP)
Master of Social Work (MSW)
Master of Teaching (MTeach)
Master of Theology (MTh)
Master of International Relations (MIA)

College of Medicine and Veterinary Medicine

Master of Clinical Dentistry (MClinDent)
Master of Public Health (MPH)
Master of Surgery (General Surgery) (ChM (General Surgery))
Master of Surgery (Trauma and Orthopaedics) (ChM (Trauma and Orthopaedics))
Master of Surgery (Urology) (ChM (Urology))
Master of Surgery (Vascular and Endovascular) (ChM (Vascular and Endovascular))
Master of Veterinary Sciences (MVetSci)
ChM Master of Surgery (Clinical Ophthalmology)
Master of Family Medicine (MFM)

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 48/2014

Undergraduate Degree Programme Regulations

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

WHEREAS the University Court deems it desirable to produce one comprehensive set of Undergraduate Degree Regulations, including Assessment Regulations (2014/2015);

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 (2014/2015):

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 Undergraduate Degree Regulations are hereby set out:

A General Undergraduate Degree Regulations

COMPLIANCE

1. These regulations apply to all categories of undergraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Every undergraduate student 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. Where the Head of College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.

2. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor or Student Support Team as to the appropriate point of contact, and must not approach the Head of College directly.

3. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations and the University's Taught Assessment Regulations for the current academic session:
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

4. Where a student's degree programme is subject to Fitness to Practise requirements, the relevant College Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such

matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public, vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College Committee, irrespective of his/her performance in assessment, will be reported to the Head of College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the degree be withheld. An appeal against this decision may be submitted to the University's Fitness to Practise Appeal Committee:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness_to_Practise.pdf

5. Students must comply with the University's Student Disclosure Assessment process to ensure that students do not pose a risk to those with whom they interact during their studies, in particular, vulnerable groups.

[http://www.ed.ac.uk/polopoly_fs/1.7201!/fileManager/Code%2Bof%2BPractice%2Bfor%2BStudent%2BCriminal%2BConvictions%2Band%2BDisclosure%2BAssessment%2B2011%2B\(3\).pdf](http://www.ed.ac.uk/polopoly_fs/1.7201!/fileManager/Code%2Bof%2BPractice%2Bfor%2BStudent%2BCriminal%2BConvictions%2Band%2BDisclosure%2BAssessment%2B2011%2B(3).pdf)

6. The University awards the following types of undergraduate degrees, diplomas and certificates, with the credit points required as listed below. The University's undergraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>), unless an exemption has been approved by the Curriculum and Student Progression Committee. The credit levels required for each programme are specified within the appropriate Degree Programme Table (DPT).

I	Undergraduate Certificate of Higher Education	At least 120 credits of which a minimum of 90 are at level 7 or higher.
li	Undergraduate Diploma of Higher Education	At least 240 credits of which a minimum of 90 are at level 8 or higher
A.	Single Honours (in a named subject/discipline)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
B.	Single Honours (with a subsidiary subject)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
C.	Combined Honours (in two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
D.	Group Honours (more than two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
E.	Non-Honours Degrees	At least 360 credits of which a minimum of 60 is at level 9.
F.	General and Ordinary	At least 360 credits of which a minimum of 60 is at level 9.
G.	Intercalated Honours Degrees	See appropriate Degree Programme Table
H.	Integrated Masters with Honours (in named subject/discipline)	At least 600 credits of which a minimum of 120 is at level 11.

	Integrated Masters (with a subsidiary subject)	At least 600 credits of which a minimum of 120 is at level 11.
	Integrated Masters (with combined honours in two disciplines)	At least 600 credits of which a minimum of 120 is at level 11.
I.	MBChB (5 year programme)	720 credits
J.	BVM&S Graduate Entry Programme	560 credits
	BVM&S 5 Year Programme	640 credits

7. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the courses of study, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

8. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements shown in the Degree Programme Table, unless a concession is approved by the relevant Head of College.

9. No student will be admitted to a degree programme or 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. A student who leaves a course after six weeks will be deemed to have withdrawn and the course enrolment remains on the student's record.

METHOD OF STUDY

10. Programmes are offered on a full-time or part-time basis. Students' method of study is defined when they are admitted to the degree programme.

11. Only in exceptional circumstances, and with the permission of the Head of College, is a student allowed to change method of study.

STUDY PERIOD

12. A student must complete the requirements of the degree programme within the period of study specified in the Degree Programme Table, unless given a concession with the approval of the Head of College.

13. 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. This maximum period includes any concessions.

14. With the annual permission of the Head of College, a student may take longer than the study period specified in the Degree Programme Table to undertake an Ordinary, General or Honours degree programme, provided that a minimum of 40 credit points are undertaken in each year of study.

15. Where a student needs to meet specific progression requirements, the Head of College may approve a student taking fewer than 40 credit points.

16. Certain elements of a degree programme may require full-time attendance. Students given permission to undertake study over an extended period must comply with any requirements specified for a particular degree programme.

17. For the award of a University of Edinburgh degree a student must study University of Edinburgh courses for a minimum period of two years and obtain 240 credits or the pro-rata equivalent in the case of part-time study. This regulation does not apply to intercalating medicine and veterinary medicine students.

Study at another institution

18. A student for an Honours degree is not allowed to substitute study at another institution for the final year of his/her Honours programme.

Interruptions of study

19. A student may apply for an interruption of study and it may be authorised by the Head of College if there is good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study may not be applied retrospectively. Any one period of authorised interruption of study will not exceed one academic year, unless authorised by the Head of College. The total period of authorised interruption of study is the same for full and part-time students and will not exceed 100% of the prescribed period of full-time study.

20. Study undertaken at another institution during a period of authorised interruption of study will not be credited to a student's programme of study at the University of Edinburgh.

21. Students registered for the MBChB or BVM&S may elect to take an intercalated Honours year, or undertake a postgraduate degree programme during their period of enrolment. This is not categorised as interruption of study.

RECOGNITION OF PRIOR LEARNING (RPL)

22. The University has the authority to recognise up to 240 credits of prior learning and on this basis to admit a student to the second or later years of a programme of study. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate current basis for the programme or courses as set out in the appropriate Degree Programme Table. See also, the University's Admissions Policy: <http://www.ed.ac.uk/schools-departments/student-recruitment/admissions-advice/admissions-policy/policies>

23. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

ATTENDANCE AND PARTICIPATION

24. Students must attend and participate as required in all aspects of their programme of study. This includes being available for assessment, examination and meeting Personal Tutors face to face and electronically. The Degree Programme Table and programme handbook sets out programme requirements for on-campus study, placements and distance learning. The Procedure for Withdrawal and Exclusion from Studies is available at:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal_Exclusion_from_Study.pdf

25. During a period of study, including authorised interruptions of study and leave of absence, it is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by his or her funding or grant authority, are met. Current students must check their MyEd and University email account frequently for communications from the University and respond where appropriate.

26. Students require the permission of the relevant Head of College to attend another academic institution on a recognised exchange scheme or other approved programme of study or to undertake an approved placement. This is categorised as a leave of absence.

WITHDRAWAL AND EXCLUSION

27. Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Withdrawal_Exclusion_from_Study.pdf

PROGRESSION AND PERMISSIBLE CREDIT LOADS

28. To gain a specific degree award, students must achieve the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) credit point and level requirements of the particular programme, as set out in the appropriate Degree Programme Table.

29. Full-time undergraduate study comprises 120 credit points in each year of study. Part-time study is defined on a pro-rata basis in the relevant Degree Programme Table.

30. Students must attain the credits and other requirements, e.g. core courses, for each stage of study, as outlined in the relevant Degree Programme Table. In addition, students must meet any other requirements set out in their programme and/or course handbook. In order to progress, a full-time student must attain the following minimum number of credits (pro-rata for a part-time student):

- 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.

31 Any student who has not attained the required credit points for their year of study (e.g. 120 credits for full-time students) may be required to take resit exams or additional courses to make good the deficit.

32. Where the required minimum credit points as outlined in Regulation 30 have not been attained by the relevant stage, the student will be reported to the Head of College.

33. Students who do not attain sufficient credits within the specified period may be excluded for unsatisfactory academic progress. The College will follow the procedure for Withdrawal and

Exclusion from Studies:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Withdrawal_Exclusion_from_Study.pdf

34. In pre-Honours years, a student may be allowed to take Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 7 and 8 courses additional to the normal 120 credits, subject to the approval of the student's Personal Tutor.

35. Exceptionally, students in their honours years, with College approval, may take up to 40 credits of additional Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 7 or 8 credit and, more rarely, up to 10 credits at levels 9-11 in the Honours years.

36. Students may attend courses on a class-only basis (i.e. not for credit), with the agreement of the Course Organiser and the approval of the Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student, which must not exceed 160 credits.

37. A student who has previously submitted work for one course at the University must not submit the same work to attempt to achieve academic credit through another course.

38. Students can only be registered for one full-time award at the University of Edinburgh.

TRANSFER TO A DIFFERENT DEGREE PROGRAMME

39. 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.

40. Unless granted a concession by the Head of the receiving College, students must comply with the pre-requisite and co-requisite requirements of the new programme shown in the Degree Programme Table.

AWARDS AND QUALIFICATIONS

41. Students for the **Undergraduate Certificate of Higher Education** must have attained a minimum of 120 credit points (of which a minimum of 90 are at level 7 or higher) gained from passes in courses of this University which count towards graduation.
42. 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 at SCQF level 7 or above which count towards graduation and at least 90 of the 120 credit points gained from courses passed at this University must be in courses at SCQF level 8 or above.
43. The attainment requirements for students for **General and Ordinary** degrees are specified in the relevant College regulations below.
44. The attainment requirements for students for **MBCbB and BVM&S** degrees are specified in the College of Medicine and Veterinary Medicine regulations below (Section C).
45. The award of **Honours** is 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: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations
46. A student who satisfies the examiners in the **Final Honours** assessment shall be awarded Honours in one of following classifications: First Class, Second Class Division I, Second Class Division II and Third Class.
47. A student who has been assessed, classed or failed for Honours may not present him or herself for **re-assessment** in the same programme, or assessment in a closely related programme. The Head of College determines whether a programme is closely related.
48. During a single period of continuous registration, a student may be awarded only the qualification with the **highest status** for which he or she has attained the required credits.
49. A candidate who already holds a **General or Ordinary** degree may be permitted by the appropriate Head of College to apply for the degree with Honours, provided that not more than five years have elapsed between his or her first graduation and 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.
50. In exceptional circumstances, notwithstanding any existing Resolutions to the contrary, the University may confer all existing Honours degrees with **unclassified Honours** if insufficient information is available to the relevant Board of Examiners to classify those degrees. Where a Board of Examiners has insufficient information to enable an unclassified 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 is qualified for such a degree under the existing Regulations. Conferment of an unclassified Honours degree or General or Ordinary degree in these cases is an interim measure: final awards will be confirmed when sufficient information is available to the relevant Board of Examiners.

51. Senatus may authorise the conferment of **posthumous degrees, diplomas and certificates** if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.

52. In exceptional circumstances Senatus may authorise the conferment of **aegrotat degrees**, which are unclassified. Each such conferment requires a proposal from the College concerned to be approved by the Curriculum and Student Progression Committee. An aegrotat degree is conferred only where the student was nearly qualified to receive the degree and was unable to complete it due to circumstances beyond his or her control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree aegrotat.

B College of Humanities and Social Sciences Undergraduate Degree Regulations: Degree Specific Regulations

53. These degree programme requirements relate to undergraduate programmes in the College of Humanities and Social Science. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to **all** undergraduate programmes, unless otherwise stated.

54. The College Fitness to Practise policy is available at: <http://www.ed.ac.uk/schools-departments/humanities-soc-sci/undergraduate-academic-admin/student-conduct/fitness-to-practise>.

General and Ordinary Degrees

BA(Humanities and Social Science) and BA (Humanities and Social Science) in a Designated Discipline

55. BA (Humanities and Social Science)

To qualify for the award of the degree of BA (Humanities and Social Science) students must have obtained 360 credit points from passes (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

- 360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10.
- 140 credit points in a major subject of study comprising related and consecutive courses in this subject over three years with 80 credit points at SCQF level 7 or 8, and 60 at SCQF level 9 or 10.
- 200 credit points from each of three subjects of study (including the major subject of study) as listed in Schedules A-Q. The subject areas chosen should

embrace more than one academic discipline, and should normally be chosen from at least two different Schedules.

BA (Humanities and Social Science) in a designated discipline:

To qualify for the award of the BA (Humanities and Social Science) in a designated discipline students must have obtained 360 credit points (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

- 360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10.
- 140 credit points in a major subject of study comprising related and consecutive courses in this subject over three years with 80 credit points at SCQF level 7 or 8, and **80** at SCQF level 9 or 10.
- 200 credit points from each of three subjects of study (including the major subject of study) as listed in Schedules A-Q. The subject areas chosen should embrace more than one academic discipline, and should normally be chosen from at least two different Schedules.

Merit and Distinction

56. General and Ordinary degrees may be awarded with Merit or Distinction.
- For Merit a student must achieve grade B or above at first attempt, in courses totalling 180 credit points, of which at least 40 credits points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.
 - For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 160 credit points, of which at least 40 credit points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.
57. The LLB Ordinary, Graduate Entry degree may be awarded with Merit or Distinction.
- For Merit a student must achieve grade B or above at first attempt, in courses totalling 120 credit points.
 - For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 100 credit points.
58. Students of the MA Fine Art with Honours degree will be awarded a Distinction in either Art of History of Art if their performance in the subject is of first class standard but their overall degree result is lower than first class. Students are eligible for distinction in History of Art or Art Practice.

Distinction in Oral Language

59. Students of the MA with Honours which includes an Honours oral examination in any one of the following languages will be awarded a Distinction in Oral Language if their performance at the oral examination is of first-class standard: Arabic, Chinese, Danish, French, German, Italian, Japanese, Norwegian, Persian, Portuguese, Russian, Spanish and Swedish.

Degree of Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science with Honours

60. The degree programme requirements of the Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science are in the College Undergraduate Degree Regulations of the College of Medicine and Veterinary Medicine (Section C).

C College of Medicine and Veterinary Medicine Undergraduate Degree Regulations: Degree Specific Regulations

61. These degree programme requirements relate to undergraduate programmes in the College of Medicine and Veterinary Medicine. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to **all** undergraduate programmes, unless otherwise stated.

62. The College Fitness to Practise policy is available at <http://docstore.mvm.ed.ac.uk/Committees/Fitness-to-Practise.pdf>

MBChB

COMPLIANCE

63. Students should refer to the appropriate Year Study Guides on the Edinburgh Electronic Medical Curriculum (EEMeC) on <https://www.eemec.med.ed.ac.uk> for detailed curriculum and assessment information.

64. Students entering the first year MBChB programme are subject to a check, carried out by Disclosure Scotland, under the Protection of Vulnerable Groups legislation. Admission to the medical profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the MBChB programme are therefore not entitled to withhold information about any conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the Rehabilitation of Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

65. Students are subject to blood borne virus checks as they are admitted to the MBChB programme. Students declining testing or found to be infected by a blood borne virus will be allowed to continue on their degree programme leading to full Medical Registration, provided that they formally accept the requirement they will not be allowed to perform Exposure Prone

Procedures (EPPs), and recognise that careers in some specialties may not be open to them if their infection persists.

ATTENDANCE AND PARTICIPATION

66. Students in Years 3, 4 & 5 are required to undertake placements in hospitals outside Edinburgh.

67. Students enrolled for Years 3, 4 and 5 of the degrees of MBChB are required to attend for compulsory periods throughout the year. Students should consult the Edinburgh Electronic Medical Curriculum (EEMeC) on <http://www.eemec.med.ed.ac.uk> and relevant year study guides for detailed attendance dates and timetable information.

68. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of ill-health, service or sporting commitments, or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

PROGRESSION

69. A student who fails the Professional Examination in Year 4 may be required by the Boards of Examiners to use part or all of the free elective period to undertake one or more guided electives before being permitted to re-sit.

70. A student whose progress in Year 5 is unsatisfactory will be required to undertake a period of remedial study before being permitted to re-sit.

71. No student may proceed to the next year of study for the MBChB programme until he/she has passed all components of the previous year of the programme

AWARDS

Passes with Distinction

72. Students who have attained a sufficiently high standard in any of the Professional Examinations will be recorded as having passed that examination 'with distinction'.

Honours at Graduation

73. Students who have displayed special merit in the Professional Examinations over the whole degree programme will be awarded MBChB with Honours at the time of graduation.

BVM&S

COMPLIANCE

74. Students should refer to the appropriate Course Books on the Edinburgh Electronic Veterinary Curriculum (EEVeC) on <https://www.eevec.ed.ac.uk> for detailed curriculum and assessment information.

75. Students are subject to health clearance as they are admitted to the BVM&S programmes. Failure to comply with this regulation may result in exclusion from a programme of studies.

ATTENDANCE AND PARTICIPATION

76. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of ill-health, service or sporting commitments, or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

PROGRESSION

77. Students for the Final Professional Examination must produce satisfactory evidence that they have, subsequent to commencing studies in the Third Year of the degree curriculum, received extra-mural clinical instruction for a total period of not less than 26 weeks, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. Students shall be required to produce records of extra-mural clinical teaching received, which have been attested by the extra mural teacher or teachers concerned.

78. Before proceeding to the Third Year of the curriculum for the degree a student must normally present satisfactory evidence of having had at least 12 weeks extra-mural experience of livestock husbandry, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. This should normally be obtained during vacations subsequent to the commencement of the First Year of study, and be completed prior to sitting the Second Professional Examination.

79. Where a student fails to meet this requirement by the end of the session in which they pass the Second Professional Examination, the College of Medicine & Veterinary Medicine will normally recommend to Senatus that they be excluded from further attendance at courses of instruction and examinations in the College of Medicine & Veterinary Medicine.

80. No student may proceed to the next year of study for the BVM&S programme until he/she has passed all components of the previous year of the programme, unless a concession is awarded by the Head of College.

AWARDS

Passes with Distinction

81. Students who have attained a sufficiently high standard in any of the Professional Examinations will be recorded as having passed that examination 'with distinction'.

Distinction at Graduation

82. Students who have displayed special merit in the Professional Examinations over the whole degree programme will be awarded BVM&S with Distinction at the time of graduation. Awards are made based on calculations equally across all years and are weighted by course credit value.

Bachelor of Medical Sciences

Honours Degree

83. Every student admitted for the degree must also be a student for the degree of MBChB. A student in another University studying for a recognised primary medical undergraduate qualification may be admitted as a student for the degree of Bachelor of Medical Sciences with Honours, subject to the approval of the College of Medicine and Veterinary Medicine.

84. In addition, every student must pursue studies for at least one academic year in the University of Edinburgh in one of the Honours Degree Programmes available at <http://www.ed.ac.uk/schools-departments/medicine-vet-medicine/undergraduate/medicine/mbchb/intercalated-honours>

85. The Bachelor of Medical Sciences degrees are intercalated after Year 2 of the MBChB programme.

86. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification.

Ordinary Degree

87. No student shall be admitted to the degree, except on transfer from candidature for the degrees of MBChB. Students are eligible to be considered for a BMedSci (Ordinary) degree if they have successfully achieved 240 credits from the First and Second Professional Examinations and , have attained at least 80 of the available 120 credits in the Third Year MBChB assessments. The Ordinary Degree of Bachelor of Medical Sciences may not be conferred on any student who already holds or is eligible to receive the Degree of Bachelor of Medical Sciences with Honours.

88. The compliance, attendance and participation, and progression requirements for the degrees of MBChB apply.

BSc in Veterinary Science

Honours Degree

89. Every student admitted for the degree must also be a student for the degree of BVM&S, or have obtained the BVM&S degree not more than five years before the date of admission as a student for the Honours Degree. A student in another University studying for a recognised primary veterinary undergraduate qualification may be admitted as a student for the degree of BSc in Veterinary Science, subject to the approval of the College of Medicine & Veterinary Medicine.

90. Every student for the degree must normally attend in the University of Edinburgh during not less than two academic years the courses of instruction in the classes of the first two years of the curriculum for the BVM&S degree and pass the assessments prescribed for these courses.

91. In addition every student must pursue studies for at least one year in the University of Edinburgh in one of Honours Degree Programmes available at:

<https://www.eevec.vet.ed.ac.uk/secure/page.asp?ID=in0000id>

92. The year of study in the Honours Degree Programme may be intercalated not earlier than the end of the second year of study, provided that a student has successfully completed the appropriate assessments and satisfied such conditions as the Head of the School concerned may require, subject to the approval of the College of Medicine & Veterinary Medicine.

93. Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification. Ordinary Degree

94. No student shall be admitted as a student for the degree, except on transfer from candidature for the degrees of BVM&S 5 year programme or BVM&S 4 year Graduate Entry Programme. Students on the 5 year programme are eligible to be considered for the ordinary degree if they have successfully completed 240 credits from the First and Second Professional Examinations and, have shown sufficient attainment in the Third Year BVM&S assessments. Students on the graduate entry programme are awarded 120 credits of recognised prior learning. The Ordinary Degree of BSc (Veterinary Science) may not be conferred on any student who already holds, or is eligible to receive, the Degree of BSc in Veterinary Science with Honours.

BSc in Oral Health Sciences

COMPLIANCE

95. Students should refer to the appropriate Year Study Guide for detailed curriculum and assessment information.

96. Admission to the profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the BSc in Oral Health Sciences programme are therefore not entitled to withhold information about a previous conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the

Rehabilitation of Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

97. Students are subject to a Hepatitis B, Hepatitis C and HIV status check prior to entering the BSc in Oral Health Sciences. Failure to comply with this regulation or a positive result will lead to admission being refused or to exclusion from studies.

ATTENDANCE AND PARTICIPATION

98. Except in exceptional circumstances, the maximum period of enrolment on the BSc in Oral Health Sciences may not exceed five years, including any period of leave of absence.

PROGRESSION

99. A student whose progress in any year is unsatisfactory may be required to undertake a period of remedial study before being permitted to re-sit.

100. No student may proceed to the next year of study for the BSc programme in Oral Health Sciences until he/she has passed all components of the previous year of the programme.

Bachelor of Science in Medical Sciences

Honours Degree

101. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours assessment. Students may attend additional Honours courses on a class-only basis (i.e. not for credit), with the agreement of the Programme Organiser and the approval of the Personal Tutor.

- a. Where a student takes level 9 courses in year 2, such courses should be regarded as part of the non-Honours curriculum and, if failed, may be repeated as a resit in Junior Honours. These courses will not be included in the degree classification.
- b. Students intending to graduate with an Ordinary degree may resit a failed level 9 course for the purposes of gaining the required number of credits, as specified in the Undergraduate Assessment Regulations.
- c. Students in Junior Honours are permitted also to take up to 40 credit points of level 7/8 courses, which do not count towards the Honours assessment, as specified in the Undergraduate Assessment Regulations.
- d. Students in Junior Honours must take 60 credit points of level 9/10 courses in semester 1 and 60 credit points of level 9/10 courses in semester 2.

Bachelor of Science General Degree

102. To qualify for the award of the degree of BSc (General) students must have obtained 360 credit points from passes (or recognition of prior learning), normally at the rate of 120 credit points per year: 240 credit points in courses listed in Medicine and Veterinary Medicine

Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 200 credit points at Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 8, 9 or 10; 80 credit points at SCQF level 8, 9, 10 in courses listed in Medicine and Veterinary Medicine Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 60 credit points at SCQF level 9 or 10.

Bachelor of Science Ordinary Degree in Medical Sciences

103. To qualify for the award of the degree of BSc Ordinary Degree in a Designated Discipline students must have obtained 360 credit points from passes (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours).

104. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

- a. subject specialisations for the BSc Biomedical Sciences, where the Designated Discipline will be Biomedical Sciences, i.e. without the subject specialisation;

D College of Science and Engineering Undergraduate Degree Regulations: Degree Specific Regulations

105. These degree programme requirements relate to undergraduate programmes in the College of Science and Engineering. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to **all** undergraduate programmes, unless otherwise stated.

Qualifications

Bachelor of Science General Degree *

106. For the award of the degree of BSc (General) students must have obtained 360 credit points including at least:

BSc (General)	A total of 360 credit points including at least:
Courses listed in the School collections of Schools in the College of Science and Engineering	180 credits
SCQF http://www.scqf.org.uk/	200 credits at SCQF levels 8,9 or 10 60 credits at SCQF level 9 or 10 30 credits at SCQF level 9 or 10 in courses

* The Bachelor of Science: General Degree will not be available to students entering the University from 2012/13 onwards

Bachelor of Science Ordinary Degree in a Designated Discipline or Combined Disciplines

107. To qualify for the award of the BSc Ordinary Degree in a Designated Discipline or Combined Disciplines students must have obtained 360 credit points (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline or Combined Disciplines as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours.)

For those programmes where there is a Schedule of level 9 courses specifically for Ordinary Degrees then the level 9 course may be substituted for the related level 10 course in the DPT for the purpose of eligibility for the Ordinary Degree in a Designated Discipline.

108. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc, BEng, MA, or Integrated Masters (e.g. MPhys, MInf) Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

- a. subject specialisations for the BSc Biological Sciences, where the Designated Discipline will be Biological Sciences, i.e. without the subject specialisation;
- b. subject specialisations within the School of Chemistry, where the Designated Discipline will be either Chemical Sciences or Chemical Sciences with Industrial Experience. The latter may be awarded to students who successfully complete the industrial experience component of the corresponding MChem programme;
- c. subject specialisations within the discipline of Ecological Science, where the Designated Discipline will be Ecological Science, i.e. without the subject specialisation.

109. In the case of Combined Degree programmes, the Examiners will recommend the award of the BSc Ordinary Degree in single (see requirement 4 above) or combined disciplines in order to best reflect the achievements of the individual student.

Degree of Bachelor of Medical Sciences

110. The Degree Programme Requirements of the Bachelor of Medical Sciences and Bachelor of Science (Veterinary Sciences) are in the College Undergraduate Regulations of the College of Medicine and Veterinary Medicine.

Professional requirements: School of Engineering

111. An Honours student who is eligible for progression or for the award of an Honours degree by the University regulations but who fails an Honours course, for which a pass is required for reasons associated with breadth of professional knowledge and/or the stipulation(s) of one or more of the Professional Accreditation bodies, will be required to “resit for professional purposes” the examination and/or resubmit the course work at the next available opportunity. However, the first (fail) mark will be recorded for the Honours degree classification.

112. Should the resit or resubmission still fail to achieve a pass, the student will not be eligible to progress or graduate with Honours. In such cases, the student will be required to interrupt for a year and take a further “resit for professional purposes”. A final year student requiring “resit(s) for professional purposes” will be ineligible for the degree of Bachelor of Engineering with Honours / Master of Engineering with Honours until such time as the necessary passes at “resit for professional purposes” are achieved, but may be eligible for the award of the degree of Bachelor of Science (Ordinary) in a Designated Discipline. The maximum number of attempts will be the same as the number normally allowed by undergraduate assessment regulations.

113. It will be for each Discipline within the School of Engineering to identify “courses for which a pass is required...”. This may be done on the basis of individual courses, and/or on the basis of an aggregate. The requirements for each Discipline will be stated in the Degree Programme Handbook.

2. These Regulations, including Assessment Regulations (2014/2015), 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 Resolutions 33/2013.

4. This Resolution shall come into force with effect from the commencement of the 2014/2015 academic year on 1 August 2014.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Degrees covered by these Regulations

College of Humanities and Social Science

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 with Honours
Master of Divinity with 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
Bachelor of Arts: General, Ordinary degree in a designated discipline

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
Master of Earth Physics 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

12 May 2014

Resolutions

The Court is invited to approve the following Resolutions in accordance with the agreed arrangements for the creation and renaming of Chairs. No observations have been received from the General Council, the Senatus Academicus or any other body or person having an interest.

- | | |
|------------------------|--|
| Resolution No. 6/2014: | Alteration of the title of Chair of Clinical Reproductive Science |
| Resolution No. 7/2014: | Alteration of the title of Arup Personal Chair of Structure and Fire |

Dr Katherine Novosel
April 2014

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 6/2014

Alteration of the title of Chair of Clinical Reproductive Science

At Edinburgh, the Twelve day of May, Two thousand and fourteen

WHEREAS the University Court deems it expedient to alter the title of the Chair of Clinical Reproductive Science founded by Resolution 2/2005;

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships;

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Chair of Clinical Reproductive Science shall hereafter be designated the Elsie Inglis Chair of Clinical Reproductive Science.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 7/2014

Alteration of the title of Arup Personal Chair of Structure and Fire

At Edinburgh, the Twelve day of May, Two thousand and fourteen

WHEREAS the University Court deems it expedient to alter the title of the Arup Personal Chair of Structure and Fire founded by Resolution 15/2013;

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships;

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Arup Personal Chair of Structure and Fire shall hereafter be designated the Arup Personal Chair of Fire and Structures.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

SARAH SMITH

University Secretary

The University of Edinburgh

The University Court

12 May 2014

Amendment to SBS Trust Deed

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

This paper seeks approval for an amendment to the Staff Benefits Scheme's Trust.

Action requested

Court is invited to approve the amendment to the Trust Deed.

Resource Implications

None directly.

Equality and Diversity Implications

Not applicable.

Risk Assessment

Not applicable.

Freedom of Information

Can this paper be included in open business? No

Originator of paper

Ann Banks
Secretary of Scheme

The University of Edinburgh

The University Court

12 May 2014

D6

**School of Informatics Robotarium
The Edinburgh Robotic and Autonomous Systems Interaction Research Facility**

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

The School of Informatics with the support of the Department of Procurement, respectfully request authorisation to purchase robot for the School's, Robotarium, which is an integral part of The Edinburgh Robotic and Autonomous Systems Interaction Research Facility.

Action requested

As detailed in paper.

Resource implications

As detailed in paper.

Risk assessment

As detailed in paper.

Equality and diversity

N/A

Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice a programme of research

For how long must the paper be withheld? 12 months minimum – information relates to an ongoing research programme, is intended for future publication and disclosure would substantially prejudice that programme.

Originators of the paper:

Dr Elizabeth Elliot
Director of Professional Services - Informatics

Andy Kordiak
Category Manager
Procurement

24 April 2014

The University of Edinburgh

The University Court

12 May 2014

D7

Donations and Legacies to be notified

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

A report on legacies and donations received by the University of Edinburgh Development Trust from 30 January 2014 to 18 April 2014, prepared for the Meeting of Court on 12 May 2014.

Action requested

For information.

Resource implications

Does the paper have resource implications? No.

Risk assessment

N/A

Equality and diversity

Has due consideration been given to the equality impact of this paper? N/A.

Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice the effective conduct of public affairs.

Originator of the paper

Ms Kirsty MacDonald
Executive Director, Development & Alumni Engagement / Secretary, University of Edinburgh
Development Trust.

The University of Edinburgh

The University Court

12 May 2014

**Schedule of Dates of Meetings in Session 2013-2014
of the University Court**

The following dates have been set for meetings of Court during the academic years 2014/2015 and 2015/2016:

2014/2015

15 September 2014
3 November 2014
8 December 2014
9 February 2015
11 May 2015
22 June 2015

In addition, there will be two Court Seminars held during 2014/2015:

15 September 2014
9 February 2015

There will also be an induction event held on 29 August 2014.

2015/2016

14 September 2015
2 November 2015
7 December 2015
8 February 2016
9 May 2016
20 June 2016

In addition, there will be two Court Seminars held during 2015/2016:

14 September 2015
8 February 2016

There will also be an induction event held on 31 August 2015.

Dr Katherine Novosel
Head of Court Services
April 2014