A

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the University Court of the University of Edinburgh held in held in, the Conference Room, Edinburgh Centre for Carbon Innovation on Monday 23 June 2014.*

Present:	Rector (in chair)
	The Principal
	Ms D Davidson
	Dr M Aliotta
	Professor J Ansell
	Professor D Finnegan
	Professor S Monro, Vice-Convener
	Mr D Bentley
	Dr R Black
	Dr C Masters
	Dr A Richards
	Ms A Lamb
	Ms B Pegado, President, Students' Representative Council
	Ms T Boardman, Vice-President Students' Representative Council
In attendance:	Vice-Principal Professor C Breward
	Vice-Principal Professor J Haywood
	Vice-Principal Professor C Jeffery
	Vice-Principal Professor J Seckl
	Vice-Principal Professor D Miell
	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
	Professor Sarah Cooper, Senate Assessor elect
	Mr H Edmiston, Director of Corporate Services elect
	Mr G Douglas, Deputy Secretary, Student Experience
	Ms S Gupta, Director of Human Resources
	Mr G Jebb, Director of Estates and Buildings
	Mr P McNaull, Director of Finance
	Dr Claire Phillips, Senate Assessor elect
	Dr K J Novosel, Head of Court Services
Apologies:	The Rt Hon D Wilson, Lord Provost of the City of Edinburgh
	Sheriff Principal E Bowen
	Mr A Johnston
	Professor A M Smyth
	Professor J Taylor
	Mr P Budd
	Mrs E Noad
	Mr L Matheson
	Ms S Beattie-Smith, Rector's Assessor

A FORMAL BUSINESS

1   **MINUTE OF THE MEETING HELD ON 12 MAY 2014**   **Paper A1**

The Minute of the meeting held on 12 May 2014 was approved as a correct record.

Court noted that this would be the last meeting attended by Professor Stuart Monro, Vice-Convener of Court and Professor David Finnegan Senate Assessor and would have been the last meeting to be attended by Professor Julie Taylor, Senate Assessor and Mrs Elaine Noad, Co-opted member. Court members recorded their thanks to all these members of Court for their commitment to the work of Court and the University and wished them well for the future: it was confirmed that members would have the opportunity to thank them formally at a Court dinner being organised for 29 October 2014.

Court welcomed Ms Briana Pegado, President Students' Representative Council and Ms Tasha Boardman, Vice-President Services, Students' Representative Council to this their first meeting as members of Court and Professor Sarah Cooper and Dr Claire Phillips both Senate Assessors elect who were in attendance at this meeting: Professor Cooper and Dr Phillips will become Court members on 1 August 2014.

B PRINCIPAL'S BUSINESS

1	**PRINCIPAL'S COMMUNICATIONS**	**Paper B1**

Court noted the items in the Principal's report and the additional information on: the successful General Council meeting held in Toronto and the series of associated events including the awarding of honorary degrees to Mr Garrett Herman, General John de Chastelain, the Rt Hon Beverley McLauchlin and Dr Margaret Attwood, and the public lecture on the constitution delivered by Vice-Principal Jeffery; the announcement that Professor Chapman, current Principal at Heriot–Watt University would be moving to become Vice-Chancellor at the Edith Cowan University in Western Australia in March 2015; the inclusion in the Queen's Birthday Honours list of Professor Tom Devine Knighthood, Professor Walter Nimmo CBE, Professor Aziz Sheikh OBE, Mrs Trishna Devi Pall Singh OBE and Dr Anne Richards CVO; and that the Communications and Marketing Department had been awarded The Times Higher Education Leadership & Management Award for Outstanding Marketing & Communications.

2	**DESIGNATION OF VICE-PRINCIPALS AND ASSISTANT PRINCIPALS**	**Paper B2** **Tabled Paper**

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

On demitting office from his full-time role leading Information Services as Vice-Principal Knowledge Management and Chief Information Officer and Librarian, Professor Jeff Haywood to be designated Vice-Principal Digital Education from 1 January 2015 for a period of two years.

Professor James Smith to be appointed Vice-Principal International from 1 November 2014 until 31 October 2017.

The proposal to create a Vice-Principal Global Access with a sharply focussed remit to secure opportunities for securing bursary and scholarship support for international students qualified to join the University to be explored.

Dr David Reay to be appointed Assistant Principal Global Environment and Society with immediate effect until 31 July 2017 in succession to Professor Rounsevell.

The term of appointment of the following Assistant Principals to be extended until 31 July 2017:

- Assistant Principal Professor Sue Welburn - Global Health
- Assistant Principal Professor Christine Bell - Global Justice

Post meeting note: Court on 10 July 2014 approved the appointment of Professor Sue Welburn to the position of Vice-Principal Global Access with effect from 1 November 2014. It is anticipated that an appointment will be made to the position of Assistant Principal Global Health.

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 noted the report of the Central Management Group meetings held on 22 April and 21 May 2014. In particular Court welcomed the project to review the current research administration systems, noted the position in respect of the MOU with the Scottish Chamber Orchestra, welcomed the on-going effectiveness of the Standing Consultative Committee for Redundancy Avoidance and noted the content of the Health and Safety Report including the helpful graph. There was discussion on the work of the Managed Mitigation Group and assurances were provided on the appropriate actions being taken in response to the new Immigration Act. Court was also content on the process re external examiners and the developments around the Climate Change Action Plan.

Report on Other Items   **Paper C1.2**

The helpful information contained within the summary research and commercialisation report was noted and the encouraging position in respect of the widening access agenda was welcomed by Court. There was discussion on the financial reports in particular the challenges associated with the various changes/assumptions outlined in the ten-year forecast and the new accounting changes for the higher education sector. Court approved the University of Edinburgh Strategic Plan Forecast 2014 and its onward transmission to the Scottish Funding Council. Court was satisfied with assurances provided in respect of the University's revised downward assigned efficiency group rating from the Research Council UK Efficiency Group and on the actions being taken.

2   EUSA PRESIDENT'S REPORT   Paper C2

Court noted the items within the EUSA President's Report and the additional information on: the new Sabbatical Officers and their main areas of focus during 2014/2015; the work underway to revise the current relationships between the University and EUSA in terms of the Education Act 1994; EUSA's improving financial position; and the outcome of the student mental health survey, its reliability, the actions being taken as a result and the challenges across the University in addressing these issues. It was noted that further information would be made available in relation to the student mental health survey.

3   STRATEGIC PRIORITIES AND RESOURCE ALLOCATION 2014/2015   Paper C3

It was noted that this was the second year of the current approach to the planning and budgeting process with Colleges and Support Groups setting strategic goals over a three year period with specific deliverables for 2014/2015. The proposed allocation, based around the strategic priorities emerging from the planning round and the wish to strategically invest in areas such as the Chancellor's Fellowship scheme and the estates programme, produced a budgeted surplus of 2.9% against turnover, slightly short of the 3% target. Court noted the challenges, the identified planning issues, the further work undertaken to define the income projections and the re-prioritisation and efficiency exercises undertaken within the Support Groups following initial planning round

submissions to prepare the proposed budgets.

Court welcomed the process undertaken and approved the strategic priorities and resource allocation 2014/2015 as set out in the paper.

4	**SRUC STRATEGIC ALIGNMENT**	**Paper C4**

Court noted the current position in taking forward activities around the proposed strategic alignment with SRUC including the revised outline timetable and it was further noted that the Principal and Vice-Principal Professor Sir John Savill had had preliminary positive discussions with the Scottish Funding Council. There were discussions in respect of the due diligence exercise in particular around financial sustainability, reputational issues and legal and governance matters which would require to be further considered.

5	**NATIONAL PHYSICAL LABORATORY - UPDATE**	**Paper C5**

The outcome of the University's bid to take forward the running of the National Physical Laboratory was noted and Court thanked all those involved in preparing the complex documentation in respect of the bid. The preparation process had been a learning exercise for the University which would be helpful in taking forward similar bids in the future. It was further noted that the successful bidder was yet to be announced.

6	**UNIVERSITY'S RISK REGISTER**	**Paper C6**

Court approved the University Risk Appetite statement which was unchanged following consideration and review by the Risk Management Committee, Central Management Group, Audit Committee and Finance and General Purposes Committee. The University Risk Register set out the identified top strategic risks of the University and Court noted the main proposed changes in particular the inclusion of the risks associated with the ELIR, additions to the risk regarding projects to reflect additional developments being taken forward and the rewording of a number of other risks to incorporate current thinking. There was discussion and assurance provided around reputational risks, internal communications particularly in respect of awareness of policies and procedures, and Home Office immigration practices. There was also discussion around the independence referendum in respect to the impact of any changes in policies. The Court welcomed and approved the University Risk Register as set out in the paper.

The implementation of any changes to policies or the balance of powers between Westminster and Holyrood, or UK/Scotland and the EU, has an adverse impact e.g.
- Fee regime for RUK and EU students
- Access to Research Council UK, charities, EU or other sources of research funding
- Policy changes impacting Public Sector and HE budgets

7	**SFC POST MERGER EVALUATION – ECA**	**Paper C7**

It was noted that the Scottish Funding Council had commenced its two year post merger evaluation in October 2013 following receipt of the University's self-evaluation report with a series of formal meetings being held across the University in March 2014. Court welcomed the outcome of this evaluation and the SFC's view that the merger had been successful and the academic vision achieved. There was consideration of the detailed findings in the report particularly the sections setting out the key lessons learned from the SFC's review. Court noted that the SFC did not intend to undertake any further formal evaluations of the merger.

8   REVIEW OF CHANCELLOR'S FELLOWSHIP SCHEME   **Paper C8**

Court welcomed the report on the review of the Chancellor's Fellowship Scheme which set out information on those recruited during 2012 and 2013 and the process underway to recruit the 2014 cohort. The Scheme had been successful in achieving is original aims particular in respect of the impact on the University's REF submission, the level of research income generated and articles published by those appointed and enhancing the internationalisation profile of staff. The Review also set out a number of recommendations including on gender and ethnicity of applicants and these were being actively addressed by a number of initiatives in taking forward the 2014 recruitment process.

9   REMUNERATION COMMITTEE FRAMEWORK   **Paper C9**

Court approved and welcomed the document setting out the framework for decision making by the Remuneration Committee which responded to guidance in the Scottish Code of Good Higher Education Governance.

10   SCOTTISH CODE OF GOOD HE GOVERNANCE - UPDATE   **Paper C10**

The University's current satisfactory position in respect of compliance with the Code was noted and Court further approved the proposals for future reporting arrangements for the Health and Safety Committee as set out in the paper.

11   REPORT FROM AUDIT COMMITTEE   **Paper C11**

Court noted the draft Minute of the Audit Committee meeting held on 29 May 2014 in particular: the information on business continuity following the recent fire at Glasgow School of Art; the requirements around the new accounting arrangements; the approval of the 2014/2015 Internal Audit Plan and the appointment of Mr David Kyles as the new Chief Internal Auditor; and the satisfactory performance review of external audit. Court approved the revised Internal Audit Service's Reference and Operating framework and the external audit fees for 2013/2014.

12   REPORT FROM ESTATES COMMITTEE   **Paper C12**

Court approved the recommendations as set out in the paper. There was discussion on the following: the increase in recent tender prices; the proposal to progress the refurbishment of the School of Law following receipt of a robust business case; and the current positions of the Appleton Tower and St Cecilia's Hall projects.

13   REPORT FROM NOMINATIONS COMMITTEE   **Paper C13**

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

Curators of Patronage

Dr Richards to be appointed Curator of Patronage with effect from 1 September 2014 until 31 July 2017.

Standing Committees

Audit and Risk Committee (revised Committee)
Mr Budd and Mr Sinclair to be confirmed as on-going members of the new Audit and Risk Committee until 31 July 2015.
Mr Johnston's term of office to be extend as an on-going member and Mr Johnston to

be appointed Convener of the Committee from 1 August 2014 until 31 July 2015.
Dr Black to be appointed a member of the Committee from 1 August 2014 until 31 July 2015.
Lady Rice to be appointed a member of the Committee from 1 August 2014 until 31 July 2017.

Committee on University Benefactors
As from 1 October 2014 on his designation as Senior Vice-Principal, Professor Jeffery would become a member of this Committee.

Knowledge Strategy Committee (revised Committee)
The Vice-Principal with responsibility for knowledge management and a Vice-President of EUSA ex officio members of the Committee.
Professor Smyth to be confirmed as on-going member of the new Knowledge Strategy Committee and to be appointed Convener from 1 August 2014 until 31 July 2015.
Ms Lamb, Ms Davidson and Ms Exley to be appointed from 1 August 2014 until 31 July 2017.

Nominations Committee
Lady Rice to be appointed with effect from 1 August 2014 until 31 July 2017.

Policy and Resources Committee (new Committee)
Mr Bentley, Mr Matheson and Professor Smyth to be confirmed as on-going members of the Policy and Resources Committee from 1 August 2014 until 31 July 2015.
Dr Aliotta to be confirmed as on-going member of the Policy and Resources Committee from 1 August 2014 until 31 July 2016.
Dr Masters to be confirmed as on-going member of the Policy and Resources Committee from 1 August 2014 until 31 July 2017.
Ms Exley to be appointed a member of the Policy and Resources Committee from 1 August 2014 until 31 July 2017

Remuneration Committee
Lady Rice to be appointed Convener from 1 August 2014 until 31 July 2017.
It is further recommended that the terms of reference of the Remuneration Committee be amended to confirm that the University Secretary should be in attendance at meetings of this Committee. (Revised TOR attached as Appendix 1.)

Exception Committee (new Committee)
Dr Richards ex officio member and Convener.
The Principal ex officio member.
University Secretary ex officio member.
Mr Johnston ex officio member (Convener of Audit and Risk Committee).
Lady Rice ex officio member (Convener of Remuneration Committee).
Professor Smyth ex officio member (Convener of Knowledge Strategy Committee).
EUSA President to be appointed as EUSA representative for their term of office.
Professor Ansell to be appointed as the Senate/Non-Teaching Staff Assessor representative from 1 August 2014 until 31 July 2016.

Intermediary Court Member

Sheriff Principal Bowen to be appointed to the designation of Intermediary Court Member from 1 August 2014 until 31 July 2015.

Thematic Committee

Investment Committee
Dr Richards ex officio member in the short to medium term subject to further

consideration of membership of this Committee.

Ms Davidson to be appointed a member from 1 August 2014 until 31 July 2017.

Mr Edmiston will become an ex officio member of this Committee with effect from 1 September 2014 when he takes up the position of Director of Corporate Services.

People Committee (previously Staff Committee)

Ms Davidson's term of office to be extended by one year until the 31 July 2015.

Mr Killick's and Mr Gibson's terms of office as external members of this Committee to be extended by one year until 31 July 2015.

The Development Trust

Mrs Montgomery's membership to be extended for a further four years until 31 July 2018 and it is recommend she be appointed President of the Development Trust in succession to The Rt Hon Sir Malcolm Rifkind who is standing down from membership and Presidency of the Development Trust in the summer of 2014.

SRUC – Court Sub-Group

EUSA President to be appointed a member of this Court Sub-Group with immediate effect.

D ITEMS FOR FORMAL APPROVAL OR NOTE

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

Court noted the report from the Senate meeting on 4 June 2014 and on the business conducted by the electronic Senate of 13-21 May 2014.

2	**SENATE COMMITTEES' ANNUAL REPORT**	**Paper D2**

Court noted the Annual Reports from the Senate Committees, endorsed the strategic issues proposed for consideration by these Committees in 2014/2015 and noted the effectiveness of the Senate Committee structure.

3	**RESOLUTIONS**	**Paper D3**

Court approved the following Resolutions:

Resolution No. 8/2014:	Alteration of the title of Chair of Statistics
Resolution No. 9/2014:	Degree of Doctor of Arts
Resolution No. 10/2014:	Degree of Doctor of Philosophy with Integrated Study
Resolution No. 11/2014:	Degree of Master of Surgery (Clinical Ophthalmology)
Resolution No. 12/2014:	Degree of Master of Family Medicine
Resolution No. 13/2014:	Degree of Master of Earth Physics
Resolution No. 14/2014:	Degree of Bachelor of Arts (BA)
Resolution No. 15/2014:	Alteration of the title of Chair of Accounting
Resolution No. 16/2014:	Foundation of a Chair of Continuing Education
Resolution No. 17/2014:	Foundation of a Chair of Learning Analytics and Informatics
Resolution No. 18/2014:	Foundation of a Chair of Digital Learning
Resolution No. 19/2014:	Foundation of a Personal Chair of Neuropsychology

Resolution No. 20/2014:	Foundation of a Personal Chair of Computational Quantum Field Theory
Resolution No. 21/2014:	Foundation of a Personal Chair of Genetics of Host Defence
Resolution No. 22/2014:	Foundation of a Personal Chair of New Testament and Early Christianity
Resolution No. 23/2014:	Foundation of a Personal Chair of Social Science and Public Policy
Resolution No. 24/2014:	Foundation of a Personal Chair of Chinese Philosophy and Religion
Resolution No. 25/2014:	Foundation of a Personal Chair of Architectural Conservation
Resolution No. 26/2014:	Foundation of a Personal Chair of Anthropology of Health and Development
Resolution No. 27/2014:	Foundation of a Personal Chair of Extreme Conditions Engineering
Resolution No. 28/2014:	Foundation of a Personal Chair of Political and Legal Anthropology
Resolution No. 29/2014:	Foundation of a Personal Chair of Commercial Contract Law
Resolution No. 30/2014:	Foundation of a Personal Chair of Territorial Politics
Resolution No. 31/2014:	Foundation of a Personal Chair of Extragalactic Astrophysics
Resolution No. 32/2014:	Foundation of a Personal Chair of Nuclear and Particle Astrophysics
Resolution No. 33/2014:	Foundation of a Personal Chair of Neural Circuits and Computation
Resolution No. 34/2014:	Foundation of a Personal Chair of Adaptive Learning Environments
Resolution No. 35/2014:	Foundation of a Personal Chair of Molecular Epidemiology
Resolution No. 36/2014:	Foundation of a Personal Chair of Evolutionary Parasitology
Resolution No. 37/2014:	Foundation of a Personal Chair of Higher Education Learning Contexts
Resolution No. 38/2014:	Foundation of a Personal Chair of Addiction Medicine
Resolution No. 39/2014:	Foundation of a Personal Chair of Reproductive Physiology
Resolution No. 40/2014:	Foundation of a Personal Chair of Mathematics of Software Engineering
Resolution No. 41/2014:	Foundation of a Personal Chair of Sociology of Medical Knowledge
Resolution No. 42/2014:	Foundation of a Personal Chair of Gynaecological Pathology
Resolution No. 43/2014:	Foundation of a Personal Chair of Early Embryo Development
Resolution No. 44/2014:	Boards of Studies
Resolution No. 45/2014:	Code of Student Conduct
Resolution No. 46/2014:	Higher Degree Regulations
Resolution No. 47/2014:	Postgraduate Degree Programme Regulations
Resolution No. 48/2014:	Undergraduate Degree Programme Regulations
Resolution No. 49/2014:	Foundation of a Personal Chair of Digital Education
Resolution No. 50/2014:	Foundation of a Personal Chair of Political and Historical Sociology

4	**DR MARGARET STEWART BEQUEST**	**Paper D4**

Court approved the appointment of Dr Sheridan as a permanent Trustee of the Dr Margaret Stewart Bequest for three years until 31 July 2017.

5	**STUDENT APPEAL TO COURT**	**Paper D5**

Court noted the outcome of the student appeal.

6	**NAMING OF STREETS AND BUILDINGS**	**Paper D6**

Court approved the names of streets on the King's Buildings site and approved naming of the modular building at KB, the Mary Brück Building and the naming of the Chemistry laboratory block, the Christina Miller Building.

7	**DONATIONS AND LEGACIES**	**Paper D8**

Court was pleased to note the donations and legacies to be notified, received by the University of Edinburgh Development Trust between 19 April and 4 June 2014.

8   USE OF THE SEAL

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

9   VACATION COURT

In accordance with normal practice, if required, a Vacation Court comprising the Rector, failing whom the Vice-Convener of Court, the Principal or delegated representative and the University Secretary would deal with any urgent formal business until 31 July 2014 and thereafter the Exception Committee would take forward any such matter.

UNIVERSITY COURT

15 September 2014

PRINCIPAL'S REPORT

Description of paper
1. The paper provides a summary of activities that the Principal, and the University, have been involved in since the last meeting of the University Court.

Action requested
2. Court is asked to note the information presented.

Recommendation
3. No specific action is required of Court, although members' observations, or comment, on any of the items would be welcome.

Background and context
4. A summary of recent UK and international activity undertaken by the Principal and the University with relevant news for the sector also highlighted.

Discussion
5. *University News*
   a) LifeKIC
The University's LifeKIC bid, to the European Institute of Innovation & Technology to establish a Knowledge Innovation Community focussed on the theme of Healthy Living and Active Ageing, has been finalised and is now submitted. A very strong bid has been submitted with personal support from the First Minister, the Cabinet Secretary for Education and Lifelong Learning and Cabinet Secretary for Health and Wellbeing. The bid is for up to €600m to establish six research centres across Europe, led by Edinburgh, to promote healthy living and active ageing. The result of this bid, for a ten year project, will be announced on 10 of December. My thanks to all colleagues, led by Professor Mark Parsons, who have worked on the bid.

   b) Admissions
This has been a successful year for undergraduate recruitment, particularly in light of increased competition for students across the UK. There was an 8.5% growth in undergraduate applications for 2014/15 entry, around twice the increase experienced by the sector and our closest competitors. Final entrant numbers will be confirmed later in the semester, but we are on course to meet our target for Scotland/EU recruitment - including a 10% increase in SIMD 20/40 and LEAPS entrants, to meet or slightly exceed our target for Overseas, and to comfortably exceed our target for Rest of UK.
Targets for 2015/16 UG entry for students from the Rest of the UK and Scotland/EU have been agreed - with other intake targets to be confirmed within the planning round. Broadly, we hope to maintain our numbers across the various fee categories, and aim for modest growth in RUK intake to the College of Science & Engineering.

It is also worth noting that our recent work in widening participation has just been recognised in the sector as I am delighted to report that the University has been shortlisted in the Times Higher Education awards 2014 for Widening Participation Initiative of the year in recognition of the Widening Horizons initiative.

c) Potterrow

Court is aware of previous discussions with the Scottish Chamber Orchestra around the possibilities of developing a new performance facility on the Potterrow site. There have been some recent developments and a revised proposal is now emerging for a Digital Arts Arena which would focus on live digital broadcast and recorded performance enabling performers to collaborate across distances and interact with audiences in new ways. The University would take an international lead in research, teaching and innovation around networked performance in partnership with key cultural institutions across the City and Scotland. Following a meeting with Cabinet Secretary Fiona Hyslop, the Digital Arts Arena is being explored with input from the Scottish Government and Creative Scotland.

d) Graduations

Graduation week this year, from 27 June to 5 July, went very smoothly and was hugely enjoyable. Perhaps the highlight was our physics ceremony where our students were in the company of Professor Peter Higgs, Professor Baron François Englert, Professor Tom Kibble and Professor Rolf-Dieter Heuer, the Director-General of CERN.

During July I was also very pleased to take part in the graduation ceremony for Scotland's Rural College.

e) Festivals 2014

As an official sponsor of both the Book Festival and the International Festival the University enjoyed another hugely successful Festivals period. University venues were very busy and colleagues from across the University were involved in public engagement activities, festival shows and workshops. Old College quad played host as a film venue for the first time, in partnership with the film festival, and showcased work from ECA students alongside the main feature.

f) James Tait Black Awards

The James Tait Black Book and Drama awards were very well received this year with Sally Magnusson announcing the winners of the book awards, Jim Crace and Hermione Lee, at an event during the Festival. The drama prize continues to grow in momentum with this year's winner 'Cannibals' by British playwright Rory Mullarkey taking the prize.

g) Zoo MOU

I was very pleased to sign, with Vice-Principal Bownes, a Memorandum of Understanding with colleagues at the Royal Zoological Society of Scotland. There are many examples of collaboration across the University and great opportunity for more including the development of a joint discovery centre as well as research on sustainability, climate change and animal conservation and breeding.

h) Commonwealth Games
The Commonwealth Games were a great success for all concerned and we are of course particularly pleased that many of our students, staff and alumni were involved in the events and activities including Corrie Scott (50m breaststroke bronze & Chemistry student), alumni and silver medallist Eilidh Child and Clinical Specialist Lindsay Thomson, Head Physiotherapist to Team Scotland. I was very pleased to host a University reception at the Games to thank and acknowledge all of those involved.

i) Director of HR
Court is aware that Sheila Gupta will be leaving the University later this month to take up her new post at Cambridge. Recruitment for her successor is well underway and interviews are scheduled for the end of this month.

j) High Level Visits and Meetings
I was pleased to welcome the Secretary of State for Scotland, Alistair Carmichael to the Informatics Forum and Vice-Principal Seckl and colleagues welcomed Bill Gates to the Easter Bush campus.

I took part in the Universities Scotland Principal's away day in early September where the topics under discussion were the future political environment post referendum and coming UK elections, the impact of technology on the sector and priority issues for Chairs of Court.

k) Further details of University activity, including research success can be found here:
http://www.ed.ac.uk/news/2014
Information relating to staff success, news and recognition can be found here:
http://www.ed.ac.uk/news/staff

6. *International News*
   a) China - In early August I participated in the annual Roundtable of the Council of Confucius Institute Headquarters conference in Changchun. The main theme of the Conference was the Model Confucius Institute and I discussed the expansion of our own Institute with Madame Xu Lin, Chief Executive, Confucius Institute Headquarters.

   b) China – I spoke to the Scottish Government's China Implementation and Delivery Forum on the subject of engaging with China in late August.

   c) North America – Preparations for the launch of the North America Office are well underway with a reception scheduled for 23 October at the Morgan Library, New York.

   d) Latin America – During July I visited Ecuador, Colombia and Brazil and met with a number of Vice-Chancellors and Officials accompanied by Dalinda Perez, Director of the Office of the Americas.

   e) Latin America – I took part in Santander's annual global gathering of Vice-Chancellors in Rio de Janeiro.

f) India - The Deputy Vice-Principal International, Mr Alan Mackay was part of the delegation accompanying the Deputy Prime Minister on his recent visit to Delhi, Mumbai and Bangalore.

g) India – A group of disabled students and staff from Edinburgh will visit the University of Delhi in early September as part of the Connect to India programme funded by the University Grants Commission in India. Meanwhile the University of Delhi's Hockey team visited Edinburgh at the beginning of September.

h) India - I was very pleased to welcome the High Commissioner of India to the University who after meeting with me and colleagues met and talked with a number of students.

i) The Global Academies External Advisory Board met in June and the following key actions were discussed at the Global Academies' Steering Committee in July:
   • A 10-year plan
   • A Global Academies business plan
   • Better ways to showcase Academies' Research excellence and raise awareness of the Global Academies within the University
   • A Leadership Summer School
   • Sustainable Development Goals and identify Global Challenges for the next 5 years
   • How to embed Economics and Engineering into existing Academies
   • Ways to involve UoE research centres

j) Agreements and Partnerships
   • New student exchange agreement signed with Yonsei University, Korea
   • Scholarship agreement signed with SENESCYT, Ecuadorian national government funding agency
   • MOU signed with Universidad La Salle, Mexico

k) International high level delegations were received from:
   • Consul General, Russia
   • Spanish Ministry of Education, Culture and Sports
   • Rice University, Texas
   • Benemerita Universidad Autonoma de Puebla (BUAP), Mexico
   • University of Science & Technology Beijing
   • Yonsei University, Korea
   • Indian High Commissioner
   • Ain Shams University, Egypt

7. *Higher Education Sector*
   a) Back Universities Campaign
   UUK have launched the "Back Universities" campaign to promote their policy priorities for the 2015 General Election. Three priority areas form the focus of the campaign Research and Innovation, International students and Immigration and

Student Funding. As a further boost to the Immigration theme UUK published a report "International Students and the UK Immigration Debate" at the end of August which calls on government to work with the sector on this issue.

Resource implications
8. There are no specific resource implications associated with the paper.

Risk Management
9. There are no specific risk implications associated with the paper although some reputational risk may be relevant to certain items.

Equality & Diversity
10. No specific Equality and Diversity issues are identified.

Next steps/implications
11. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation
12. As the paper represents a summary of recent news no consultation has taken place.

Further information
13. Principal will take questions on any item at Court or further information can be obtained from Ms Fiona Boyd, Principal's Office.

14. <u>Author and Presenter</u>
     Principal and Vice-Chancellor Sir Timothy O'Shea
     2 September 2014

Freedom of Information
15. Open Paper

THE UNIVERSITY of EDINBURGH

UNIVERSITY COURT

15 September 2014

Vice-Principals

Description of paper
1. The paper gives information about the terms of office of Vice-Principal High Performance Computing, of Vice-Principal Knowledge Management and Chief Information Officer and Vice-Principal Global Access.

Action requested
2. Court is asked to approve the request for Vice-Principal Kenway and <u>note</u> the information re Vice-Principal Haywood's plans with reference to the recruitment of his successor, note confirmation of the appointment of a Vice-Principal Global Access and approve the revised deputising arrangements in the absence of the Principal.

Recommendation
3. Court is recommended to approve the request to renew Vice-Principal Kenway's term of office as Vice-Principal High Performance Computing until 31 July 2017 and approve the document setting out the authorised deputies in the absence of the Principal.

Background and context
4. The paper is concerned with the ongoing management of the University's Vice-Principal's and seeks to clarify information re terms of office in order to ensure continuity and coverage for the University.

Discussion
5. Vice-Principal High Performance Computing Professor Richard Kenway's term of office is due to expire at the end of September 2014. Vice-Principal Kenway is responsible for the University's delivery of UK high performance computing services, currently ARCHER and DiRAC, and for promoting advanced computing technology to benefit academia and industry. He continues to do an excellent job providing leadership in this increasingly important area, which currently includes negotiating the response to the Alan Turing Institute opportunities. With the appointment of Professor Andrew Morris as Vice-Principal Data Science, Professor Kenway's Vice-Principal title will revert to High Performance Computing. I therefore wish to recommend that Vice-Principal Kenway's term of office be extended for a period of three years until 31 July 2017.

6. Court is already aware of Vice-Principal Knowledge Management and Chief Information Officer Professor Jeff Haywood's intention to retire from his Chief Information Officer role and assume a new part time Vice-Principal role from January 2015. In order to provide greater continuity for the leadership of Information Services (IS) it is now his intention to stay in his full role as leader of IS until the new Chief Information Officer is in post at the University. The Chief Information Officer post has been advertised and shortlisting will take place in early October.

7. To note that following the agreement at Court on the 23 June 2014 to explore the appointment of a Vice-Principal Global Access, Professor Sue Welburn was confirmed, by correspondence on 10 July 2014, as Vice-Principal Global Access from 1 November 2014 for a period of two years.

8. As Professor Welburn moves to Vice-Principal Global Access she will step down from being Assistant Principal and Director of the Global Health Academy leaving that position vacant. I therefore recommend that the Deputy Director, Dr Liz Grant, be the new Assistant Principal Global Health Academy.   Dr Grant has been Deputy Director of the Global Health Academy since its foundation and has played a central role in the broader academies project and internationalisation. Dr Grant is a senior lecturer in global health and development, in the Centre for Population Health Sciences at the University of Edinburgh. Dr Grant has extensive collaborations in Africa, with government and across the University and is ideally placed to extend the academy's mission to support collaborative teaching and research.

9. Appendix 1 sets out the authorised deputies in the Principal's absence across the senior team and has been updated from a previous version.

Resource implications
10. There are no specific new resource implications as costs will be met from within existing budgets.

Risk Management
11. There are reputational risks if the University is not seen to be leading in Big Data and operational risks for the University if strong leadership of IS is not in place.

Equality & Diversity
12. Full consideration of Equality and Diversity issues are considered as part of the recruitment process.

Next steps/implications
13. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation
14. Consultation has taken place with the individuals involved.

Further information
15. Author and Presenter
    Principal and Vice-Chancellor Sir Timothy O'Shea
    2 September 2014

Freedom of Information
16. This paper is open.

Authorised deputies in the absence of the Principal:

Interaction with the Scottish Funding Council, UK Research Councils and the Scottish Government – Vice-Principal, Planning, Resources and Research Policy in consultation with the Deputy Secretary, Strategic Planning.

Interaction with Charities and EU funding bodies – Vice-Principal, Planning, Resources and Research Policy or relevant Head of College.

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

Interaction with Scottish Enterprise – Director of Corporate Services.

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

Interaction with the City of Edinburgh Council – Senior Vice-Principal.

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

Major gifts – Senior Vice-Principal.

REF- Vice-Principal Planning, Resources and Research Policy.

Interactions with Scottish Parliament and MSPs – Senior Vice-Principal.

Recruitment and retention of key College staff – relevant Head of College in consultation with Senior Vice-Principal or University Secretary.

Recruitment and retention of key Support Group staff – University Secretary in consultation with Head of IS or Director of Corporate Services as appropriate.

Response to emergencies with clear health and safety aspects – Director of Corporate Services in consultation with the University Secretary.

Chairing the Principal's Strategy Group and Central Management Group and acting on behalf of Principal at Court meetings – Senior Vice-Principal.

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

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

University Court

20 August 2014

Brief update on NSS and ESES results 2014

Description of paper
1. This paper describes the University of Edinburgh's performance in the National Student Survey (NSS) and in our internal Edinburgh Student Experience Survey (ESES) for 2014. This paper should be read in the context of the significant amount of work being undertaken to improve both NSS results and the student experience, which was approved by Court in Summer 2013, and was audited for these surveys in January/ February 2014.

Action requested
2. Court is asked to note the content of this paper.

Recommendation
3. It is recommended that the current, extensive, plan of action with regard to NSS scores and student satisfaction is pursued for the coming academic year, but that efforts are intensified overall, with an enhanced focus on communication to students, on staff responsiveness to University guidelines and on the concentration of effort and expectations to Schools whose performance has a negative impact on the University as a whole.

Background and context
4. NSS is our externally collected metric of final year undergraduate (UG) student satisfaction, and ESES our internal guide to our pre-final year UG student experience. The NSS impacts on our performance in a variety of UK league tables and carries weight for this reason as well as for its measurement of our students' experience.

Discussion
5. *Overview and summary*
The experience of our undergraduate students is audited by one external survey for final year students (NSS) and one internal survey for pre-final year students (ESES), both of which are completed in Semester 2 of an academic year (mainly between mid January and late February). Results from internal surveys are released in March, those from NSS in August. This preliminary report updates Court on our performance in these surveys for academic year 2013/14.

6. In brief, overall satisfaction levels as measured in both the NSS and the ESES have remained at the same level (82%) as last year. However satisfaction has risen across almost all of the other main areas explored in the survey, with significant improvements in areas that appear linked to our focus on employability and student support. In the short term there is too little upward shift on the two key metrics of overall satisfaction and assessment/feedback to offer a prospect of moving up the UK rankings that will be published in 2014/15. In the long term, the data contain positive signs of improvement and recovery, which we would wish to see taking root faster.

7. Comparison of internal and external survey data

Our response rate for NSS was up 4% on last year, from 69% to 73%. Response rates for ESES are much lower, at 24%. There is generally a good correlation between the two surveys, although two points emerge clearly from a comparison of the data. The first is that, in general, our students rate us more harshly in ESES, and secondly, that this is not the case for Assessment and Feedback, where our ESES score is 62% and our NSS score is 55%. It seems likely that this represents our having had more traction in being seen to be improving on this metric amongst non-final year students (Figure 1).
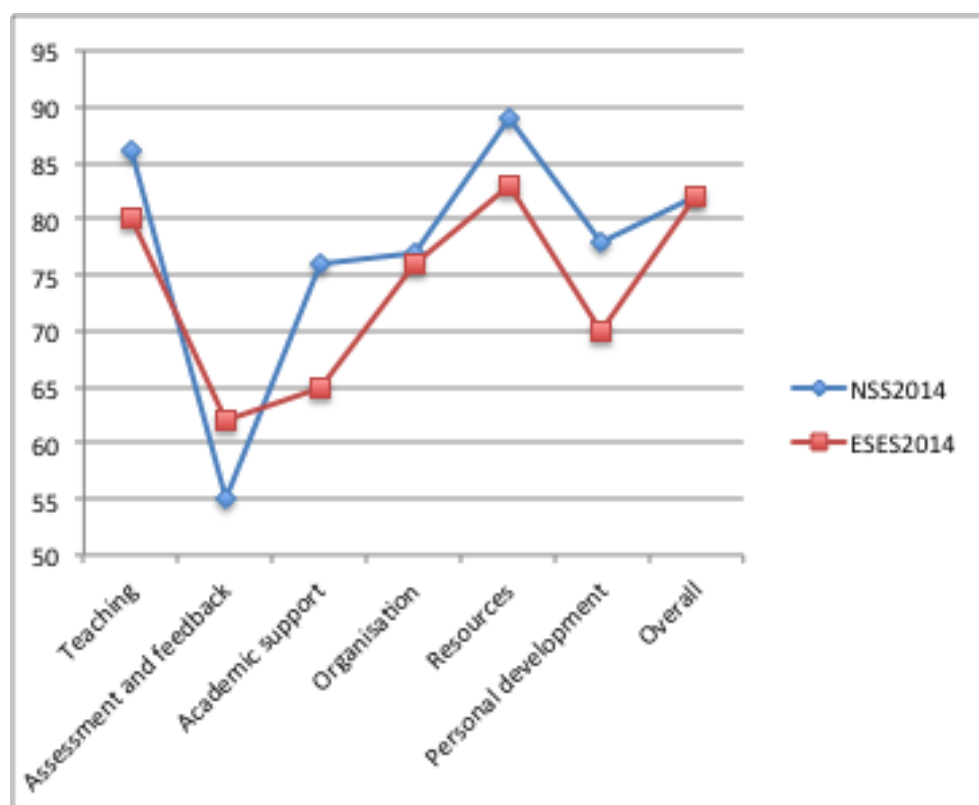

Figure 1. Comparison of performance between ESES and NSS in 2014.

8. Results as University level by theme

Six main themes are explored in NSS and ESES, and our results in each are shown in the table below (Table 1). In addition, students choose a level of overall satisfaction, which is not an aggregate of any other scores, but which external research suggests is strongly correlated to perceived quality of teaching and organisation of courses. Five of our six primary themes increased their score in 2014 compared to 2013.

Primary theme	NSS	ESES
Overall satisfaction	Constant at 82% after three previous years of decline. (Actually, we improved our score this year by 0.97%, but went from 81.5% to 82.47%, hence no shift in the rounded score)	82%, unchanged from 2013
Teaching on my course	86%, up 1% compared to 2013.	Up 3% to 80%

Assessment and feedback	55%, up 1% from 2013. This is a disappointing result, but it should be born in mind that these students had experienced our enhanced systems for assessment and feedback for only one semester out of (generally) seven semesters of study.	62%, up 2% from 2013 (and up 3-5 % for individual questions around the theme). We have clear evidence that a significant number of students choose the median score for this category, which is rare for other themes and offers the possibility that we have a lot of 'swing voters' in the population.
Academic support	76%, up 4% from 2013. This increase in satisfaction may derive from our introduction of Personal Tutors in 2013 and the impact of the Student Experience Project.	Up 1% to 65%
Organisation and management	Down 1% to 77%	Steady at 76%
Learning Resources	Up 2% to 89%. Our extensive investment in the Library and upgrades to Learn may be behind this improvement	Up 3% to 83%
Personal Development	Up 2% to 78%. This theme shows an improvement in every School across the University and seems likely to be linked to our extensive work around employability and the Edinburgh Award, which is now three years old.	Up 1% to 70%

Table 1. NSS and ESES scores for the primary themes highlighted by both surveys, with a brief commentary on individual scores.

9. Results by School

As usual, data at School level for both ESES and NSS shows wide fluctuations from one year to another. We are currently devising ways to smooth these data so as to get a more consistent sense of directional changes. However, Figure 2 shows the relative impact on overall satisfaction of each teaching School, and highlights the significant effect that a large School can have on our overall scores.
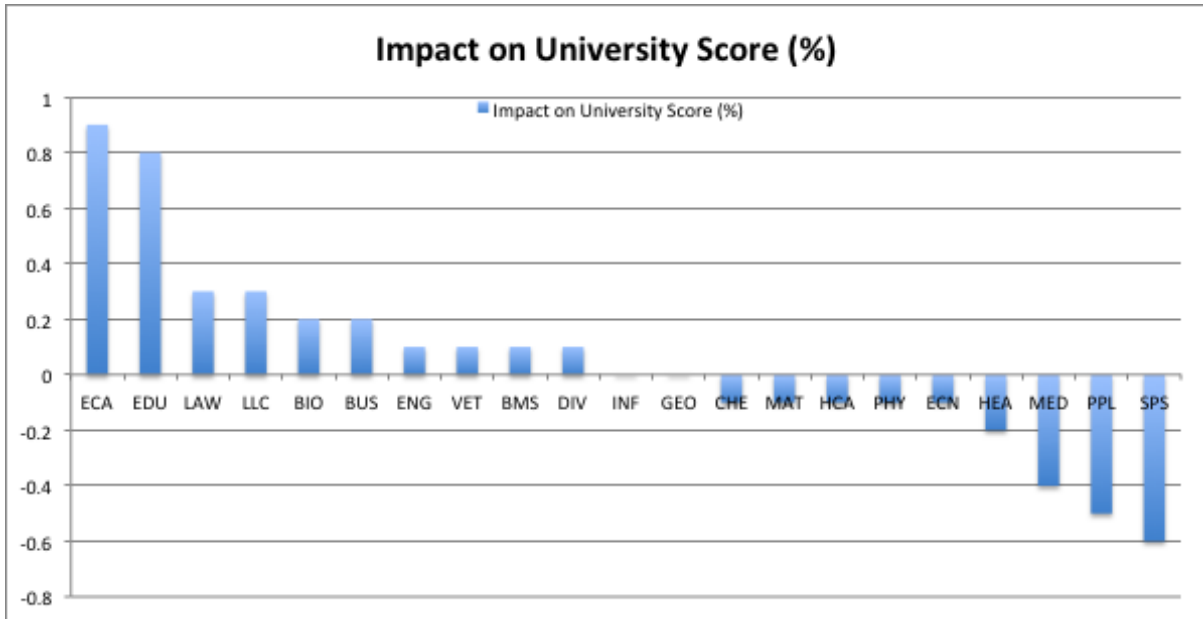
Figure 2. Impact of individual School scores on University rating for overall satisfaction

10. By focussing effort and support on the most negatively impactful Schools, we should be able to effect significant uplifts to our scores for the future. Principal will visit our two most worrying Schools, and a group of senior staff will visit others who appear to be slow in making progress. Ongoing support will be delivered to all Schools who are below our Russell Group Upper Quartile benchmark. Letters from the Principal have already been sent to all Schools analysing their performance this year and outlining expected changes for next year. These letters begin the process of defining numerical targets for each School, which we will take further through the planning round.

11. *Implications for UK rankings*
Below is a table (Table 2) showing the impact of our NSS results on our ranking relative to other UK Universities. We have improved our rank in four measures, but stayed constant in one and fallen in two. Overall, we are generally far below the level to which we aspire.

NSS theme	2013	2014	Change
Teaching on my course	84	70	+14
Assessment and feedback	122	122	0
Academic Support	117	111	+6
Organisation and management	59	69	-10
Learning Resources	33	24	+9
Personal development	117	114	+3
Overall Satisfaction	95	103	-8

Table 2. Place relative to 122 institutions completing NSS 2013/1

NSS theme					
	UoE 2014	Russell Group Average	UoE vs RG Average	Russell Group Upper Quartile	UoE vs RG Upper Quartile
Teaching	86%	89%	-3%	90%	-4%
Assessment and Feedback	55%	68%	-13%	71%	-16%
Academic support	76%	81%	-5%	83%	-7%
Organisation and Management	77%	82%	-5%	83%	-6%
Learning resources	89%	89%	0%	90%	-1%
Personal development	78%	82%	-4%	83%	-5%
Overall Satisfaction	82%	87%	-5%	90%	-7%

Table 3. UoE NSS 2014 compared to Russell Group average/upper quartile

12. *Wider context of work to improve the student experience*
Our unsatisfactory position in NSS rankings over many years has resulted in substantial work around the University, based on the plan approved by Court and Senate in Summer 2013. We are clear that our primary goal is to improve the student experience, which will then follow through to improved standing in NSS scores and rankings.

13. In brief, the remedial work underway encompasses:
- The personal tutor scheme and related introduction of School Support Offices.
- Enhancements to assessment feedback policy and practice.
- Actions to engage students as part of our academic community
- Improved recognition for learning and teaching.
- Targeting schools with low satisfaction scores for assessment and feedback, working with them to ensure rapid, local and effective improvements to outcomes.
- Communicating our activities to students more clearly.
- Working to involve students in their own learning so that filling in the survey becomes an explicit analysis of their actions as well as ours.

14. This work is ongoing and is broadly on track. In the last year we have won national prizes for our work on student communications and on employability. An update on activity in this area will be presented to Court later in the year.

15. We are also considering a a strand of activity designed by the Deputy Secretary for the Student Experience, to prompt culture change around the University with regard to students and the student experience. It has been clear for some time that culture change is part of the solution, and some work, for example in developing enhanced promotion criteria, has already happened. However, this new formal strand of activity will enable us to give this area explicit focus and to monitor progress thoughtfully and effectively. Areas within this strand include:
- Leadership messages

- The use of more robust metrics in this area
- Further work on HR related areas including workload allocation and use of performance reviews
- The role of Heads of School, including periods of appointment and support
- Promoting the message that learning and teaching is valued through high profile events, celebrations and communications
- Shaping student expectations.

16. A Student Enhancement Programme Board has oversight of all the initiatives under way to improve the student experience and membership will be further strengthened this year with the addition of the Senior Vice-Principal and a member of Court to replace the former Vice-Convener.

Resource implications

17. Significant resource is already allocated to improving student satisfaction and to improving our NSS outcomes. It appears to be working, that is having an effect on NSS, albeit slowly. Although the data are too sparse to be clear, it appears that there is a lag time of two to three years between the beginning of significant investment of time and effort and an observed result in NSS. Learning resources, Academic Support, and Personal Development scores could be interpreted in this way, though this is inference only. Indications are that we should continue with our current endeavours, and that ongoing investment in assessment and feedback and in our curriculum overall will be seen over time within NSS.

Risk Management

18. No change is required to the University risk register.

Equality & Diversity

19. Work is ongoing to interrogate these results with an equality and diversity approach, but the overall data as presented here require no adjustments.

Next steps/implications

20. Work will continue on our major strands of student experience and NSS improvement, with a focus on communication of our achievements to all students (our swing voters) and an additional emphasis on support for our most negatively impactful Schools or teaching units.

Consultation

21. This paper is based on work by GASP and our Surveys Unit and was presented to Central Management Group in August 2014.

Further information

22. <u>Author</u>   <u>Presenter</u>
    Vice Principal Professor Sue Rigby   Vice Principal Professor Sue Rigby
    13 August 2014

Freedom of Information

23. This paper is open.

UNIVERSITY COURT

15 September 2014

**Strategic Alignment of SRUC with the University of Edinburgh
Progress Report**

Description of paper
1. This paper provides an update on progress with activities relating to the strategic alignment discussions.

Action requested
2. The Court is asked to note progress and confirm satisfaction with the activities to date.

Recommendation
3. The Court is invited to support the continuation of project activities.

Paragraphs 4 to 12 have been removed as exempt from release due to FOI.

Risk Management
13. An updated draft risk register was prepared for the Court Sub-Group meeting (Appendix 5 of the paper considered at the 18 August meeting); this will be amended as necessary as the discussions progress.

Equality & Diversity
14. An Equality Impact Assessment will be required if decisions are taken to progress the strategic alignment with SRUC, at which time the relevant work will be undertaken.

Paragraph 15 has been removed as exempt from release due to FOI.

Consultation
16. This paper has been reviewed and approved by Mr Hugh Edmiston, Director of Corporate Services.

Further information
17. Author   Presenter
     Hugh Edmiston   Hugh Edmiston
     Director of Corporate Services   Director of Corporate Services
     Date prepared – 8 September 2014

Freedom of Information
18. This paper is closed under the "Prejudice the effective conduct of public affairs (other causes)" exemption. It should remain closed until discussions/negotiations on strategic alignment have been concluded and implemented.

UNIVERSITY COURT

15 September 2014

Expression of Interest for the Alan Turing Institute

Description of paper
1. The Engineering and Physical Research Sciences Council (EPSRC) has invited universities to submit an Expression of Interest (EoI) in joining a Joint Venture (JV) to operate the Alan Turing Institute (ATI), which will be an international centre for basic research in computer science and mathematics underpinning data-driven research across all disciplines, so-called "data science", and translational research to accelerate its exploitation by the public and private sectors. This paper presents the proposed University response and seeks Court approval for the process to submit it.

Action requested
2. Court is asked to endorse the preparation of an EoI following the strategy described in this paper and to delegate authority to approve its submission by 30 October 2014 to the Court's Turing Sub-Group comprising Dr Anne Richards, Dr Chris Masters, Principal, University Secretary, Vice-Principal Professor Jonathan Seckl, Mr Hugh Edmiston, Vice-Principal Professor Richard Kenway, Professor Dave Robertson and Mr Phil McNaull.

3. Court is requested to appoint Vice-Principal Professor Andrew Morris to its Turing Sub-Group.

Recommendation
4. Court is recommended to support the University's offer to invest in the Alan Turing Institute Joint Venture and to accommodate part of the Institute, at no capital cost to the JV, initially in existing buildings in the central area and, from summer 2017, in the Data Technology Institute to be built adjacent to the Informatics Forum.

Paragraphs 5 to 15 have been removed as exempt from release due to FOI.

Risk Management
16. A full risk assessment will be presented to the Court Turing Sub-Group as part of the business case in support of the EoI.

17. The Gateway process for the DTI building project will have go/no go decision points at each stage, so that the timeframe may be extended, or the project cancelled if the University does not join the JV.

Equality & Diversity
18. There are no Equality & Diversity considerations in relation to submission of the EoI. The DTI building will comply with all Equality & Diversity requirements.

Paragraphs 19 to 22 have been removed as exempt from release due to FOI.

Consultation
23. This paper has been reviewed by Vice-Principals Morris and Yellowlees, and Professor Robertson. It has not been reviewed by any Committees.

Further information

24. <u>Author</u>   <u>Presenter</u>
Professor Richard Kenway   Professor Richard Kenway
Vice-Principal, High Performance Vice-Principal, High Performance
Computing and Big Data   Computing and Big Data
4 September 2014

Freedom of Information
25. Closed until formation of the JV, which is not expected before 31 March 2015. Its disclosure would substantially prejudice the commercial interests of the organisation.

UNIVERSITY COURT

15 September 2014

Enhancing the Employment of Hourly Paid Staff

Description of paper
1. The purpose of this paper is to provide the University Court with an overview of the ongoing work with regards to the contracts and employment arrangements for hourly-paid staff. The University has made a commitment to cease the use of zero-hours contracts/*Hours to be Notified* (HTBN) contracts by 31 December 2014.

Action requested
2. Court is asked to note this paper.

Recommendation
3. Court is invited to confirm satisfaction with the planned approach.

Background and context
4. A paper which set out the planned approach to complete this work was agreed by Central Management Group in June. In addition to ensuring that the University no longer uses *Hours to Be Notified* employment contracts, the project team is working in partnership with the Joint Trade Unions and EUSA to examine further employment-related matters which have been raised (particularly for those staff working as Tutors and Demonstrators) so that we can develop appropriate guidance and in the future make change as needed. This project is being led by University HR Services (UHRS) but is linked with and keeping closely aligned to the work led by Professor Sue Rigby (the Tutors and Demonstrators Review) and also to the project being led by the Director of Careers, Shelagh Green, who is undertaking a review of postgraduate bursaries and scholarships.

Discussion
5. Human Resources staff across the University are working with their respective stakeholders to consult with staff and move away from HTBN contracts onto contracts which guarantee a specified number of hours of work. The University currently employs c4,000 people who are paid on an hourly basis and the following table demonstrates we are well underway to meeting our objective of having no HTBN contracts by Christmas:

Progress on Hours to Be Notified – Contracts and Employee Numbers			
	August 2013	**May 2014**	**August 2014**
Contracts	3934	1945	1027
Employees	2409	815	643

6. This project (and the related projects referenced above) have provided us with the opportunity to think longer-term how we might develop a best-in-sector employment approach to a group of staff who are often both our students and also working in roles which are largely student focused so have important roles in delivering crucial services on behalf of the University. We are currently working with

our Joint Trade Unions and EUSA to develop a written "Statement of Intent" which will help to set out the principles which will underpin this longer term project.

Resource implications

7. An additional project officer was employed in the spring to support the immediate aims of this project. The longer-term project may have additional resource implications but these have not yet been identified. At this stage no additional funds are being requested.

Risk Management

8. The project has a Project Board (chaired by the Director of Human Resources) which meets on a monthly basis. The Project Board has a membership which consists of senior HR staff and also representative stakeholders from across the organisation. We are working in partnership with colleagues in the Joint Trade unions and with EUSA to help ensure that any risks associated with consultation and communication of the project are mitigated effectively.

Equality & Diversity

9. A full Equality Impact Assessment will be taken as part of the consideration of any changes which may be proposed.

Next steps/implications

10. The Project Board will continue to meet on a monthly basis and through 2015 and will provide regular reports to the People Committee.

Further information

11. <u>Author</u>   <u>Presenter</u>
    Margaret Ayers   Ms Sheila Gupta
    Deputy Director of Human Resources   Director of Human Resources
    15 September 2014

Freedom of Information

12. This paper is open.

THE UNIVERSITY of EDINBURGH

UNIVERSITY COURT

15 September 2014

Annual Review Completion Rates 2013/14

Description of paper
1. The purpose of this paper is to provide the University Court with information on progress on improving the Annual Review completion rate for the year ending 31 July 2014.

Action requested
2. Court is asked to note the contents of the report.

Recommendation
3. It is recommended that Court should note the significant progress made in 2013/14 and note the plans for further enhancements this year.

Background and context
4. The University of Edinburgh's Strategic Plan 2012-2016 sets out our commitment to aligning the "*University's world-changing aspirations to individuals' objectives*" through the Annual Review process. Progress on this objective is measured each year with a specific KPI of 100% completion for eligible employees; the purpose of this report is to provide Court with the information on progress in meeting this KPI for the year ending 31 July 2014.

Discussion
5. *Completion Rates*
It is very pleasing to report that the University has made significant progress during 2013/2014 in comparison to the previous year as evidenced below:

Annual Review Completion Rates					
College/Support Group	**Eligible Employees**	**Completed**	**Incomplete**	**2013/14 % Completed**	**2012/13 % Completed**
Humanities and Social Science	1653	1507	146	**91.17%**	68.5%
Medicine and Veterinary Medicine	1994	1879	115	**94.23%**	77%
Science and Engineering	1656	1430	226	**86.35%**	43.2%
Corporate Services	1421	1329	92	**93.53%**	90.3%
Information Services	641	641	0	**100%**	91%
Student and Academic Services	402	402	0	**100%**	87.1%
Grand Total	**7767**	**7188**	**579**	**92.55%**	**71.9%**

6. *Some of the relevant actions undertaken during 2013/14 in support of achieving the KPI*

Significant work has been undertaken at all levels of the University to make progress towards achieving the KPI of a 100% completion rate. College and Support Group HR teams have invested considerable effort in offering a significant range of targeted and bespoke training taking account of advice from Court that an emphasis on increased training could lead to positive impacts quickly. It is now a requirement that all cases for promotion and contribution pay will only be considered if a formal annual review has taken place. Improvements have also been made to reporting of completion rates so that progress on this KPI can be monitored through the year.

Resource implications

7. It is anticipated that the variety of actions that have been taken by each of the Colleges and Support Groups in 2013/14 will need to be continued. At this stage no additional funds are being requested.

Risk Management

8. 100% Annual Review Completion is a key strategic goal of the University. There are significant reputational risks if we fail to maintain our progress towards achieving this KPI.

Equality & Diversity

9. The policies which govern Annual Review have been equality impact assessed. The implementation of Annual Review for all staff enhances the University's approaches to improve equality across its different staff groups.

Next steps/implications

10. Proposals for 2014/15 onwards

Vice-Principal, Professor Jane Norman is chairing the Principals' Annual Review Task Group. The Group recognise that whilst significant progress has been made on completion rates in 2013/2014, the focus now needs to turn to improving the quality of the conversations that take place during Reviews so we can enhance the overall value of the process to the individual and to the organisation.

Further information

11. *Author*   *Presenter*
    Sheila Gupta   Sheila Gupta
    Director of Human Resources   Director of Human Resources
    26 August 2014

Freedom of Information

12. This paper is open.

UNIVERSITY COURT

15 September 2014

Rectorial Election

Description of paper
1. This paper provides an overview of arrangements for the forthcoming Rectorial election to be held on 10 & 11 February 2015 for approval by Court.

Action requested
2. Court is asked to approve the:
- arrangements for the Rectorial election;
- job description for the Rector;
- Election Regulations, which set out how the election will be conducted.

Recommendation
3. That Court approves the arrangements, which are based on best practice from previous elections.

Background and context
4. The Rector is elected by both staff and students every three years. The overarching framework setting out when and how the election can be run is contained within in Ordinance 197: Rectorial Election. Supporting draft Regulations provide further detail on how the election will be run. The role of Rector is extremely important to the University Court and to its governance; hence Court approval is sought on the election arrangements, Regulations and the job description for Rector.

5. On 12 May 2014 Court approved the management approach with Sheriff Principal Bowen being appointed as Returning Officer and Mrs Tracey Slaven, Deputy Secretary, Strategic Planning as Deputy Returning Officer, and the proposed election dates. The election dates of 10 & 11 February 2015 has since been confirmed, following consideration by Senate.

Discussion
6. *Arrangements for the election*
The election will be carried out by means of the Alternative Vote, where each voter has the chance to rank the candidates in order of preference. Candidates names will be presented in random order, determined by the Deputy Returning Officer who will draw names in the presence of the Scrutinising Committee. The electoral roll will consist of all fully matriculated students and staff who hold employment contracts with the University at 31 January 2015. Individuals, who are both staff and students, will for the purposes of the election be classed as a student and will only be able to vote once.

7. The voting process will be the same as previous elections with staff and students accessing the online voting system through the MyEd portal. All staff and students will be able to access MyEd once they have registered with EASE.

8. Arrangements will be made for staff who do not have electronic access to have a postal vote. Letters will be sent to around 3,800 staff (who Human Resources does not have an email address for), asking if they would like a postal vote. Unions have been consulted and are content with this approach. A small section of other staff may be away from Edinburgh or may have difficulties in access the on-line system and will also be eligible to request a postal vote. Staff granted a postal vote will only be able to vote once and will not be able to access the on-line voting system.

9. As in previous elections the University has secured the services of Dr James Gilmour, the Scottish representative of the Electoral Reform Society and he will be present at the count and the opening of the postal votes and provide assistance in ensuring that the election is conducted according to best practice.

10. *Regulations*
The Regulations approved for the 2012 election have acted as the basis for the 2015 Regulations (Appendix 1). Drawing on lessons from the previous elections three key changes have been made the regulations to i) provide further clarification on what happens when only one nomination is received (as was the case in 2012) confirming that the election becomes uncontested and the unopposed candidate is elected; ii) require that nominees are able to fully take part in Court meetings in line with good governance and iii) provide the Returning Officer with the ability to alter the timing of the election events in circumstances to cover the risk of major events/disasters which would mean it would be unsafe or impractical for the election to continue.

11. The Regulations set out most of the election events, which are detailed below:

Date	Event
2014	
10 November	Call for Nominations of candidates
	Call for staff requests for postal votes
2015	
13 January	Nominations of candidates closed 12 noon
	Postal vote request closed12 noon
15 January	Scrutinising Committee meeting, candidates confirmed
22 January	Postal ballot papers sent out
5 February	All postal votes returned by 12 noon
	Verification of postal votes
10 & 11 February	**Election: On line voting commences at 9.00am**
	On-line voting ceases 7.00pm
11 February	New Rector announced
11 May	New Rector presides at Court meeting

12. *Communications and job description*
A communications plan has been developed to raise awareness of the timing of the election, encourage nominations to be submitted and to alert staff to the ability to request a postal vote. Information will be able via the website and alerts will be provided via email, My Ed, social media and posters. Press releases will also be issued.

13. To provide further information to potential candidates, a job description at Appendix 2 has been drafted. This will sit alongside the role of Rector and Vice-Convener document, previously approved by Court.

Resource implications
14. The Rectorial elections are expected to cost around £4,000 and will be met from existing resources.

Risk Management
15. The main risks associated with the Rectorial election are that advertisements and communications about the call for nominations do not reach sufficient potential candidates. In terms of running the election, the major risks are around IT – given that the majority of the election will be carried out online and information is centred around the website and social media.

16. These risks are managed through a risk register and regular review, as well as general oversight by the Deputy Returning Officer. Mitigating actions include: communication plans and providing the Returning Officer with the ability to vary the dates set out in the Regulations.

Equality & Diversity
17. The elections will be carried out with due regard to equality and diversity. For example, we will make the letter to staff to request a postal vote available in alternative formats if requested.

18. The call for nominations for the position of Rector will be widely advertised. Those nominating individuals will be asked to be mindful of the Court's Equality and Diversity policy.

Next steps/implications
19. Following approval, the Head of Court Services will take forward the arrangements for the election. The Nominations Committee will also be invited to recommend the membership of the Scrutinising Committee to the next meeting of Court. (The Scrutinising Committee considers the whether nominations are valid).

Consultation
20. The paper has been reviewed by the Returning Officer (Sheriff Principal Bowen) and Deputy Returning Officer (Mrs Tracey Slaven), and Dr Gilmour (Electoral Reform Society) all of whom are supportive of the proposals.

Further information
21. <u>Authors</u> <u>Presenter</u>
    Dr Katherine Novosel   University Secretary, Ms Sarah Smith
    Dr Deborah Cook
    Court Services
    September 2014

Freedom of Information
22. This paper is open.

University of Edinburgh

Regulations for the Conduct of the Rectorial Election to be held on 10 and 11 February 2015, governed by Ordinance of the University Court No. 197 (Rectorial Election)

1   The Rectorial Election shall be held from 9.00 am on Tuesday, 10 February 2015 until 7.00 pm on Wednesday, 11 February 2015.

Role of the Returning and Deputy Returning Officers

2   The Sheriff Principal Bowen shall be the Returning Officer. The Deputy Secretary, Strategic Planning has been designated Deputy Returning Officer and shall be responsible for the management of the election and the declaration of the result of the election.

3   The Deputy Returning Officer shall publicise the election and voting procedure to students and staff and make arrangements as appropriate to secure the good conduct of the election.

4   The Deputy Returning Officer shall provide nomination forms and packs and publish posters calling for nominations and draw attention to the correct form of procedure for making nominations. The posters calling for nominations shall be published by the Deputy Returning Officer on notice boards throughout the University, on the University website and the University's social networking sites not less than fifty days before the date of the election.

5   The Deputy Returning Officer shall also provide information, publish posters, and alert staff through various appropriate means on how to request a postal vote.

Electoral Roll

6   The compilation of the electoral roll for the Rectorial Election shall be 5.00 pm on 31 January 2015.

7   For staff holding contracts of employment issued by the University's Human Resources Department, the electoral roll shall be the University's payroll as at 31 January 2015, which shall be available for inspection in the Deputy Returning Officer's office, Old College. Any person whose name does not appear on the roll but who holds a contract of employment confirming commencement of employment with the University before or at 31 January 2015 may apply to be included in the electoral roll on production of the contract of employment.

8   In the case of students, the electoral roll shall consist of all those students who are fully matriculated as at 31 January 2015.

9   Students registered for the purpose of examination or graduation only, and postgraduate students who have completed their prescribed period of study, are not fully matriculated students and are not entitled to nominate candidates or to vote.

10   Individuals who hold contracts of employment with the University's Human Resources Department and are also fully matriculated students shall have only one vote and shall be deemed to be students for the purposes of the on-line and postal voting processes unless the Deputy Returning Officer has otherwise determined.

Nominations and Validation of Candidates

11   The call for nominations shall commence at 9.00 am on Monday 10 November 2014. No nominations shall be accepted before this date and time.

12   All nominations must be submitted on the approved form (set out in Schedule 1 to these Regulations) and lodged with the Deputy Returning Officer, Old College by 12 noon on 13 January 2015.

13   Nominations may be made only by members of the electorate, as defined in paragraphs 7, 8 and 9 above.

14   Members of the electorate, as defined in paragraphs 7, 8 and 9 above and individuals matriculated for examination or graduation purposes only are not eligible to be nominated for election as Rector.

15   Each nomination must be subscribed by no fewer than 40 members of the electorate.

16   Nominations must be accompanied by a written acceptance of nomination signed by the nominee and by one witness of their signature. Nominations received by any other means including electronic mail, telegram, cable, by proxy, or orally shall be not be valid. In exceptional circumstance and with the prior consent of the Deputy Returning Officer, a facsimile shall be accepted but only if an original written document is presented within a reasonable timescale as agreed by the Deputy Returning Officer.

17   The duties of Rector include being a member of the University Court. Members of the Court are "Charity Trustees" under the Charities and Trustee Investment (Scotland) Act 2005. Candidates must not be disqualified from being Charity Trustees and nominees must confirm in writing that they are not so disqualified. Nominees must also confirm in writing that there is no impediment to them being able to preside in person at University Court meetings, which will normally be held in Edinburgh, Scotland.

18   If the Deputy Returning Officer believes there is any cause for concern regarding the validity of a nomination, this matter shall be drawn to the attention of the nominee/candidate, who shall be given the opportunity to address the

cause for concern, if practicable, prior to the meeting of the Scrutinising Committee.

19   A contact person, resident in the City of Edinburgh, must be identified for each nominee with whom the Deputy Returning Officer may communicate on any matter in respect of the election. A nominee resident in the City of Edinburgh may act as his or her own contact person. The name, address, telephone/mobile number (if available) and email address (if available) of the contact person, shall be lodged with the Deputy Returning Officer at the same time as the nomination is submitted.

20   The Deputy Returning Officer shall acknowledge receipt of the nomination to the identified contact person for each nominee indicating the date and time the nomination for which they are responsible was received.

21   Nomination forms must contain no reference to any matter other than the Rectorial Election and, in particular, no reference should be made to any mode of selection of the nominee, whether by so called primary elections or otherwise.

22   The following Committee, to be known as the Scrutinising Committee, shall be appointed by the University Court on the recommendation of the Nominations Committee to scrutinise nominations and confirm the validation of the nominations and hear any appeal against disqualification by the Returning Officer:

A representative of the University Court
A representative of the Trade Unions
The President of the Students' Association

The decision of the Scrutinising Committee is final.

23   As soon as practicable, each nominee and their identified contact shall be notified of the outcome of the Scrutinising Committee's deliberations, subject always to the terms of Regulations 24 to 25 and the list of candidates for the election shall then be confirmed and published.

24   If at the close of nominations for an election and following the meeting of the Scrutinising Committee, 2 or more candidates are confirmed as validly nominated, an election will be held as specified in sections 26 – 48 of these Regulations.

25   If at the close of nominations for an election and following the meeting of the Scrutinising Committee, only one candidate is confirmed as validly nominated, the Deputy Returning Officer will as soon as practicable and no later than 48 hours after the meeting of the committee through a public notice:

(a) declare that the election is uncontested;
(b) declare the candidate elected.

Conduct of election process

26 The contact person for each candidate shall receive from the Deputy Returning Officer a copy of these Regulations. In order to assist in the interpretation of these Regulations a meeting with candidates and/or their identified contact persons shall be held on 19 January 2015.

27 Candidates together with their supporters shall be limited to spending £400 in total, in connection with either promoting their own campaign to be elected Rector or opposing the election of another candidate. This includes expenditure on items such as posters, leaflets, advertisements, web sites and any other electronic means of communication including social networking sites. This also includes payment for use of facilities within or outwith the University and the cost of hospitality offered at events. Candidates are required by 5.00 pm on 17 February 2015, to present an account of expenditure, with receipts, to the Deputy Returning Officer. The University shall not refund any expenses incurred by a candidate or their supporters in connection with the Rectorial Election.

28 The services provided by an individual in their own time do not require to be included in the information lodged with the Deputy Returning Officer in respect of paragraph 27 above. However, sponsorship and donations in any form including money, goods or services which would otherwise required to have been purchased do require to be declared and taken into account when computing the total spend permissible as set out in paragraph 28 above. If candidates or their identified contacts/supporters are in any doubt of the rules under this regulation they should seek the advice of the Deputy Returning Officer.

29 If the Deputy Returning Officer has reason to believe that a breach of these Regulations may have occurred the Deputy Returning Officer shall request a written explanation or clarification from the candidate or the identified contact person. If the Deputy Returning Officer concludes that a material breach has occurred the Deputy Returning Officer shall inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate subject to the right of appeal by the candidate or their contact person to the Scrutinising Committee within 48 hours of receiving written notification of the disqualification. The decision of the Scrutinising Committee shall be final.

30 The validity of the election shall not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and where there are more than two candidates remaining the election shall proceed as planned. In the event of there being only one remaining candidate and therefore an uncontested election, the Deputy Returning Officer shall declare and publicise as soon as practicable and no later than 48 hours after confirmation of the uncontested election status the name of the valid candidate elected.

31   After the declaration of the elected candidate, arrangements to hold a new election shall be undertaken only in the event of that declared elected candidate being unable for whatever reason to continue to hold the position of Rector.

32   The University shall arrange for one 'all staff' and one 'all student' email, each with a maximum of 300 words, to be distributed on behalf of each candidate. The emails shall require to comply with the University's computing regulations and the Deputy Returning Officer shall reserve the right to require amendments to be made to the content particularly if the text contains inappropriate comments about other candidates.

33   Candidates or their identified contact may ask for information on aspects of the University with the intention or otherwise of using this information during the campaign. Any information provided in response to such requests shall be shared with all candidates. Requests for information should be addressed to the Deputy Retuning Officer.

34   Candidates or their identified contact may ask the Deputy Returning Officer for assistance in visiting areas of the University. Should the Deputy Returning Officer deem it appropriate to provide such assistance then all the candidates shall be notified of the proposed visit and given the opportunity to be present or represented.

Voting arrangements

35   Voting arrangements shall be under the supervision of the Electoral Reform Society.

36   The election shall be conducted by means of the alternative vote.

37   Voting shall be conducted totally on-line for fully matriculated students using a secure University portal.

38   Voting shall be conducted by staff on-line using a secure University portal or, dependent on circumstances, by means of a postal vote. A postal vote may be granted by the Deputy Returning Officer if any of the following criteria are met: (i) no access to a networked University computer; (ii) away from Edinburgh during the period of the election and either unable to, or may have difficulty in, accessing the on-line voting system; or (iii) another valid reason. If a member of staff casts both an electronic and a postal vote only the postal vote shall be considered valid.

39   Requests for postal votes must be made on the appropriate form and require to be with the Deputy Returning Officer by 12 noon on 13 January 2015. Postal ballot papers shall be issued on 22 January 2015 to those staff granted a postal vote.

40   All those on the electoral roll for the Rectorial Election, except those staff who have requested and been granted a postal vote, shall be permitted access and

shall be able to vote on the on-line voting system from 9.00 am on 10 February 2015 until 7.00 pm on 11 February 2015.

41   Staff granted a postal vote shall be required to send their vote to the Deputy Returning Officer to arrive no later than 12 noon on 5 February 2015. It shall be for the Deputy Returning Officer to determine whether, in exceptional circumstances, any late postal vote shall be accepted but no late postal vote shall be accepted if it arrives after 7.00 pm on 11 February 2015.

42   Postal votes shall be opened and verified under the supervision of the Electoral Reform Society with each candidate permitted to have a representative attending the opening and the verification of postal votes.

Counting

43   All votes cast either on-line or postal shall be counted together using an electronic counting system. Postal votes shall not be opened and recorded until after the close of the on-line poll. The counting shall be under the supervision of the Electoral Reform Society with each candidate permitted to attend and have a representative present.

44   Each member of the electorate shall be entitled to have only one vote included at each stage of the electronic counting process.

45   In the event of a draw, the successful candidate shall be determined by the toss of a coin. As the Deputy Returning Officer tosses the coin into the air the candidates or their representatives shall be invited to choose either 'heads' or 'tails', the candidate or their representative choosing the upper side when the coin lands shall be declared the winner.

Declaration

46   The Deputy Returning Officer shall ensure that a notice of the result of the election is posted on the Old College Notice Board, on the University website and on the University's social networking sites as soon as is practicable after the result has been declared.

47   The successful candidate shall be required to re-confirm in writing that they are not disqualified under the Charities and Trustee Investment (Scotland) Act 2005 from acting as a Trustee of a charity.

Exceptional circumstances

48   In the event of exceptional circumstances, the Returning Officer in consultation with the Deputy Returning Officer may alter the timing of the election and associated dates. Any changes must be made as far in advance as reasonably possible and be accompanied by updated communications to candidates and the electorate.

SCHEDULE 1: NOMINATION FORM

UNIVERSITY OF EDINBURGH

To: Mrs Tracey Slaven
         Deputy Returning Officer
         Old College
         South Bridge
         Edinburgh EH8 9YL

<u>RECTORIAL ELECTION 2015</u>

We hereby nominate: (CANDIDATE NAME)..

                                    (CANDIDATE ADDRESS)...

for election to the Office of Rector of the University of Edinburgh.

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff)
1.		
2.		
3.		
4.		
5.		
6.		

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff
29.		
30.		
31.		
32.		
33.		
34.		
35.		
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39.		

.

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff
40.		
41.		
42.		
43.		
44.		
45.		

City of Edinburgh Contact[1]: ....

Address: ....

Telephone Number: ....

Additional Nominators/

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[1] This can be the candidate, if the candidate lives in the City of Edinburgh.

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

Additional Nominators

Name (Please use block capitals)	Signature	Matriculation Number (students) Employee/Staff Number (staff
1.		
2.		
3.		
4.		
5.		

Please note your name will be released in the event that a freedom of information request is received for information on those supporting a nomination.

JOB DESCRIPTION: RECTOR

Purpose: The Rector's principal purpose is to preside at meetings of the University's Court, the University's governing body, at which all major decisions affecting the University are taken and in the absence of the Chancellor meetings of the General Council (the body consisting of the alumni of the University). This very important role is at the centre of the governance arrangements of the University. Uniquely elected by students and staff, the Rector requires to ensure that the interests of the whole University community are considered in the Court's decision making processes. The Rector also represents the University at ceremonial and other high profile events.

Key responsibilities:

- To preside at meetings of the University Court, the University's governing-body. To manage Court meetings, ensuring that: meetings operate in a business like-way; adequate time is available for discussion of all agenda items (particularly for strategic issues) and the key decisions and conclusions are drawn out from discussions.

- To promote a culture of openness and debate by facilitating the effective contribution of Members in discussions, particularly student and staff Members.

- Works with the Vice-Convener of Court, Principal and senior team to make sure that the University is well connected and communicates with its stakeholders (staff, students, General Council and the wider community), particularly with students and Edinburgh University's Student Association.

- As a Member of Court, to be a Trustee of the University and the Andrew Grant Bequest (a separate charity), to be responsible for the long-term sustainability of the institution and its strategic direction.

- As a Member of Court, to provide high-level strategic oversight and ensure that adequate control and monitoring arrangements exits to support management in exercising proper stewardship and working towards agreed strategic direction. This role is different from the executive management of the University, responsibility for which rests with the University's senior managers.

- To act in accordance with accepted high standards of behaviour in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All Members of Court are independent members, who act in the best interests of the University, rather than representing the interests of particular groups.

- To preside at General Council meetings in the absence of the Chancellor.

- To represent the University at events and participate in official ceremonies.

The role of the Rector is different from the role of the Vice-Convener of Court (who is the most senior lay person on Court and similar to Chair of institution in many other universities). Further information about the role of the Rector and Vice-Convener of Court can be found:
http://www.docs.sasg.ed.ac.uk/GaSP/Governance/RoleofRector.pdf

Importance of the role of Rector

The University (Scotland) Act 1858 made provision for the position of University Rector. At Edinburgh there has been a long and impressive lineage with previous Rectors including: Sir Winston Churchill, David Lloyd George, Sir Alexander Fleming, Gordon Brown and Muriel Gray.

The role of Rector is central to the good governance of the University. Rectors make sure that Court meetings are carried out effectively and in a fair manner enabling the views of all members of Court to be expressed and considered as part of the decision making process.

In this pivotal role, Rectors gain an in depth understanding of how the University functions and its strategic priorities as well as insight into the overall workings of the Scottish higher education sector and access to wide professional networks.

Role of the University Court

The Court is the governing body and legal persona of the University of Edinburgh. It is composed of twenty two members both internal and external to the University. The internal members are staff and students of the University. A number of the external members are appointed or elected by specific bodies while eight external members are appointed by Court itself.

The Court is the employer of all University staff and the owner of all the University's assets (which are valued at £1.8 billion). It is responsible for the safeguarding of those assets, including the University's extensive estate, and ensuring proper financial control arrangements and accounting for the University's turnover of approximately £739 million per annum, much of this derived from public funds. The Court is also responsible for ensuring effective audit and risk oversight arrangements and for the University's compliance with all relevant legislation and regulations, including health and safety of staff and students.

The Court is collectively responsible for overseeing the University's activities, determining its future direction and fostering an environment in which the institutional mission can be achieved and the potential of all learners maximised. This responsibility includes considering and approving the University's strategic plan, which sets out the University's goals, aims and objectives and identifies the financial, physical, staffing and other strategies necessary to achieve them. The Court takes all final decisions on matters of fundamental concern to the institution and is required to regularly monitor its own effectiveness and the performance of the University.

Period of role

If elected, the Rector will be elected for a period of 3 years from 1 March 2015 to 28 February 2018.

Remuneration

In common with most higher education institutions, there is no remuneration directly associated with membership of Court but the University will meet reasonable expenses incurred in connection with membership of the Court or activities on behalf of the University including meeting child and other dependent care costs.

The Rector is also provided with secretarial assistance.

Time commitment

The Court currently meets six times a year on Monday afternoons, with two additional seminars held at the beginning and the middle of each academic year.

General Council meetings take place on a Saturday in February (in the centre of Edinburgh) and June (at various locations). The meetings are normally two hours in length, followed by a lunch.

The Rector will also be invited to attend other meetings, University events and often will undertake an ambassadorial role at official ceremonies, including graduations.

Election

If you would like to stand for University Rector please see **http://www.ed.ac.uk/news/rectorial-election/** for more details. To take part in the election you will need to submit a completed Nominations Form (with at least 40 signatures of University of Edinburgh staff and students) and an Acceptance of Nomination Form. These forms must be lodged with the Deputy Returning Officer in hard copy no later than 12 noon on Tuesday, 13 January 2015 (Mrs Tracey Slaven, Deputy Returning Officer, Old College, South Bridge, Edinburgh, EH8 9YL).

The University strongly recognises the benefits of a diverse University Court and welcomes interest from all sections of the community. Reasonable adjustments will be made to ensure that Members can fully participate in the work of the Court. For more information on the Court's Equality and Diversity Policy please see: http://www.docs.sasg.ed.ac.uk/GaSP/Governance/UniversityCourtEqualityDiversityPolicy.pdf

All Court Members are asked to sign up to a Code of Conduct (in line with good governance practice), and to confirm that they are not disqualified from being a Trustee under the Charities and Trustee Investments Act (Scotland) 2005.

Confidential discussion

For an informal conversation, please contact Dr Katherine Novosel on 0131 650 9143, by email Rectorial.Elections@ed.ac.uk, or in writing to Old College, South Bridge, Edinburgh ,EH8 9YL.

Further details about the University Court

Standing Orders of Court (rules setting out how the Court operates)
http://www.ed.ac.uk/schools-departments/governance-strategic-planning/governance/university-court/standing-orders

Statement of Court's Primary Responsibilities
http://www.docs.sasg.ed.ac.uk/GaSP/Governance/Governance/CourtsResponsibilities.pdf

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

15 September 2014

EUSA President's Report to Court

Description of paper
1. This paper is to note the developments of Edinburgh University Students' Association since the last Court meeting and any matters arising from previous Court meetings.

Action requested
2. Court is asked to note this paper.

Recommendation
3. That information provided in this paper be considered to support other projects and initiatives to improve student satisfaction at the University of Edinburgh.

Background and context
4. Edinburgh University Students' Association has provided reports to Court on projects, campaigns and developments of the organisation as a whole.

Discussion
5. *EUSA Strategic Review and Planning Process*
Work has begun in earnest on developing our Strategic Plan, following the review work and student research conducted before the summer vacation. Our Senior Management Team and four Sabbatical Officers have now had 2 of 5 externally-facilitated Strategic Planning Away Days, to develop the plan. These early stages have moved us towards developing a new Vision and Mission, and at the same time have generated thoughts and ideas on the key issues to be addressed, and some actions to take, which we will review in later sessions as things come together. We have planned consultation work on our draft plan to take place in Semester 1 with a range of stakeholders, including University Court and are on track to have our Strategic Plan agreed with our Trustee Board by the end of December. This will then be followed by operational planning and budgeting.

6. *Financial recovery*
EUSA's financial recovery continues, though there is no room for complacency. Prior to the Festival, the organisation was running ahead of budget, mainly from lower expenditure than anticipated. Some of this expenditure will fall later in the year; however, a strong Festival and Semester 1 performance will contribute strongly to the overall financial results for 2014/15. EUSA's balance sheet is already significantly stronger than it was a year ago, and cash balances are around £400k up on August 2013 levels. We will still require an overdraft in mid-2015 however this should be significantly lower than this year (which in turn was significantly lower than 2013).

7. *Festival 2014*
This has been another successful Festival for EUSA, again working with our partners Gilded Balloon and Pleasance Theatre Trust. Total takings across all our Festival bars, catering outlets and shops were over £2.9m. This was very slightly down on

2013's bonanza year however comfortably ahead of both the 2012 takings and the current year budget. We also generated record sponsorship support from a range of external companies this year. Final 'bottom line' numbers are not yet available however early indications are that these will also be ahead of budget. This reflects a huge amount of effort on the part of our commercial team, as we recruited, inducted, trained and supported over 330 (mainly student) staff to deliver services across multiple sites. The majority of these staff will remain with us during term time to provide services to students. We have received very positive feedback from our Festival partners regarding our services, and this reflects very positive relationships in general.

8. *Fresher's Week*
One of the busiest times of the year for the Association, we are getting ready to welcome all of our new students. We have been working in collaboration with the university's Induction Team on various events, including International Day, the Academic Fair, and both School-based and Central induction events, and on provision of the new on-line App to make information easily accessible to students on electronic devices. EUSA staff and students will be welcoming students at Pollock Halls and hosting events for parents to provide information on student life. Our own 'What's On' programme is more varied than ever, and includes a wide range of events to ensure all of our new students can meet people, orient themselves within the university and the city, feel supported, and have fun.
www.eusa.ed.ac.uk/Freshers

9. *EUSA Volunteering*
Our volunteering service has produced its annual report for 2013-14 (see appendix 1). This will be reviewed by the Central Management Group but is attached for Court members' interest. We are now in the final year of our original funding agreement for this service, and the service is focussing this year on evaluation, and on developing and extending the support we provide for student-led projects run with both local and national community-based partners, including local authorities, schools and charities. New for this year is also a new strand of the Edinburgh Award focussing on student leadership which will be open to both Volunteering Group and Society Office-Bearers, so that they can reflect upon and develop their skills in these roles.

10. *Times Higher Award Success*
EUSA is very pleased to be part of a project in collaboration with Student Recruitment and Admissions, and the International Office which has just been shortlisted for a national Times Higher Education Supplement (THES) Award for Widening Participation or Outreach Initiative of the Year. The Widening Horizons project saw a group of widening participation students take part in a short term visit to universities in the US and Canada, to introduce them to the idea of study abroad, and our International Engagement Co-ordinator Johanna Holtan escorted the students on their visit this year. The winners will be announced in November.

11. *Teaching Awards and Postgraduate students*
EUSA's Teaching Awards for 2014-15 have already begun. For the first time this year we opened nominations in August, to ensure our MSc students still here over the summer could participate and nominate in relation to their experiences. We received over 100 nominations. We also hosted an event for MSc students to share ideas and

support on the dissertation process and gain insight from PhD students on the writing-up process, and this was attended by over 70 students. Both of these developments demonstrate real appetite from students who are studying throughout the year, (including what is vacation time to other students), to engage with the University and EUSA during a time when traditionally there has been less provision for those students. We are now focussing on our events and support for our postgraduate students during Freshers' Week and semester 1, which includes a range of social, networking and support events run with the support of partners within the university and current postgraduates.

12. *Gather Festival: culture, community and global citizenship*
Following evaluation of this year's Gather Festival (which evolved out of previous 'Global Horizons' events, and included 52 events reaching over 2500 people), EUSA is pleased to once again be working with the International Office, students, and many community partners on the planning for next year. We have also secured financial support to develop this project from the Colleges of HSS and Science and Engineering, and the Global Academies, which will ensure the project can go from strength to strength.

13. *New at EUSA for 2014-15*
In line with our financial recovery plan, we are pleased to announce that plans to rent out vacant space in EUSA buildings to external services of value to students have come to fruition with the formal opening this week of an external NHS dental service and optician in Potterrow. We anticipate this will be very popular with students. We are very pleased with our new retail space as part of the David Hume Tower refurbishment. 'The Shop' opened at the start of the vacation and we anticipate it will be well-used by students. Our retail offer, particularly on our Potterrow 'Potter Shop' site, and at Pollock Halls, performed extremely well during Festival.

Resource implications
14. None directly associated with the report.

Risk Management
15. There are reputational risks associated with the satisfactory performance of EUSA.

Equality & Diversity
16. Equality and Diversity considerations are implicitly included in this paper. Edinburgh University Students' Association (EUSA) represents the interests of a diversity of student interest groups and exists to maintain the equal representation of students and student groups.

Next steps/implications
17. There are no next steps to be taken as a result of this paper.

Consultation
18. The relevant individuals within EUSA have provided input into the production of this report.

Further information

19. <u>Author</u>   <u>Presenter</u>
    Briana Pegado   Briana Pegado
    EUSA President   EUSA President
    05 September 2014

Freedom of Information

20. This paper is open.

EUSA Volunteering

Connecting Students to the wider community

Annual Report 2013/14

Green Flag Award 2013/14

eusa VOLUNTEERING

Foreword

2013 - 2014

EUSA Volunteering has continued to go from strength to strength in 2013-14. Through our services students now have even more ways to get involved and make a difference in the local community!

Meher Kalenderian

Student Volunteering & Activities Manager

The focus for this report is on development in its broadest sense. We are delighted to see that yet again we have more students involved in activities and volunteering then before.

EVOLve, our weekly drop-in/taster volunteering scheme, has continued to grow with our support, becoming more autonomous in the past year. They will provide a solid basis for our new model of Volunteering Groups; groups running hands-on volunteering activities led by students. This will form a vital part of the larger plan for developing the department.

Our involvement with the Lloyds Scholars Scheme grew in 2013-14, with a second cohort of scholars joining the University this year. We now support 30 scholars in their exceptional commitment to volunteering in the community, and have been assisting them in taking the next step to leading their own volunteering projects as part of our Volunteering Groups initiative in 2014-15.

EUSA Volunteering continues in its commitment to fostering students' development of skills for employability. We offer the Edinburgh Award for Volunteering, and we have now developed a new Edinburgh Award strand to advance and recognise the work of student office bearers in both societies and Volunteering Groups. This new award will focus on training, accountability and leadership.

We are looking forward to implementing our exciting new development plans in 2014-15. Next year will be a pilot for our new structure which, if successful, will result in opportunities for students to be more engaged in local communities, and lead volunteering projects for causes they care about. It will also make extensive and effective reporting of student volunteering possible, giving us the opportunity to accurately examine the impact of volunteering at the University of Edinburgh. More than anything, our new structure will allow us to offer even more chances for students to get involved!

- Meher Kalenderian

Eve Livingston

EUSA Vice President Societies and Activities

EUSA Volunteering has continued to grow and develop in 2013-14. EUSA's relationship with the local community is crucial for our members, and thanks to our support, students now have even more ways to get involved and make a difference.

The Volunteering department continues to develop relationships with many community partners, working together to develop meaningful, supported and developmental opportunities for our students. This year has seen almost 1,000 students placed in volunteering positions through our brokerage system. We now have over 400 organisations registered on our database, and with more opportunities advertised than ever before, this aspect of the department continues to be a success. Students continually talk about the rewarding experiences they've had through volunteering, and those they've worked with continue to be delighted with our students!

With the new strategy in place for 2014/15 and beyond, this department is determined to continue to develop the quality of practical support and guidance that they offer to students and student-led groups; and in so doing, to improve the experience of each student involved, as well as continuing to watch our relationships in the local community go from strength-to-strength.

- Eve Livingston

Our Year in Numbers

2013 - 2014

Volunteers

79% Female

21% Male

1% Unspecified

4123 Students

68% Undergrads

32% Postgrads

Community

Opportunities for students have risen year on year

Legend: New Organisations | New Positions

(Bar chart showing years 2010/11, 2011/12, 2012/13, 2013/14 with axis 0 to 350)

Placing volunteers into the local community

424 organisations

registered on our database

970 New Volunteers

327 New Positions

116 New Organisations

1427 Applications made

982 Applications accepted

Social Media

1461

72% Female
27% Male
1% Unspecified

Facebook Likes

1247

Twitter Followers

Volunteering Activities

2013 - 2014

eVOLve

eVOLve is EUSA's team volunteering group, which gives students the chance to come along and try out a huge range of the activities offered on a weekly basis. This Year saw eVOLve become more autonomous, being run by a committee, and becoming bigger and better than ever.

eVOLve has now had over 500 student volunteers take part in their activities. In the past year, their weekly activities have included everything from painting a nursery, to hosting parties for the elderly, to building hotels for bees.

eVOLve is unique in offering completely flexible volunteering opportunities - any student at the University can attend an activity when they are available, making volunteering and engaging with the local community easily achievable for all of our students!

24 Activities

in 2013-14, responding to local community needs

Community Rennovations
Painting flats, nurseries & gardening

Educational Projects
Gorgie City Farm

Conservation
Tree planting, Beach clearance

"The variety in our projects and the social side of working alongside 30+ students make eVOLve one of the highlights of my university experience of Edinburgh"
- Tim Pemberton, President of eVOLve 2013-14

Going Forward

Next year eVOLve will become one of our first Volunteering Groups under the new plans. Led by a new committee and President Noor Maraghi, they will pave the way for other student led volunteering initiatives.

Chinese Language Programme

This year EUSA Volunteering worked in collaboration with East Lothian Council, the Scotland China Education Network (SCEN) and the Confucius Institute to develop to the Early Learning of Chinese Language Programme.

21 Chinese student Volunteers from the University were involved in teaching children Mandarin and Chinese culture in 10 local schools, culminating in a celebratory event on the 12th June, highlighting the exceptional dedication, commitment and growth of the volunteers and showcased the hard work of the children.

Last year's volunteers are now working with us to start the Mandarin Language Volunteering Group, part of the new initiative beginning in September. With this new structure, the project will undoubtedly grow in both strength and magnitude over the next year.

"It was all about the children and working together to improve our teaching skills to give the best lessons we could; I enjoyed it greatly and would definitely volunteer again!" - Michael Jiang, MSc Childhood Studies

Lloyds Scholars

3000 hours

our Lloyds Scholars have volunteered 2013-14

This year saw a second cohort of Lloyds Scholars join the University. The Lloyds Scholars scheme provides scholarships to Undergraduates from Lloyds Bank, provided they complete 100 hours of volunteering each year.

EUSA Volunteering now works with Lloyds bank to support 30 Scholars to volunteer in all capacities. Our Scholars have a fantastic impact in the community through a variety of roles, from befriending to conservation to youth leadership, and many have taken the initiative to lead their own volunteering activities in conjunction with EUSA volunteering.

We are currently assisting a group of Lloyds Scholars who are forming a Volunteering Group for the start of September. This will encourage initiative, creativity and leadership, and will help to foster a sense of community between the Lloyds Scholars cohorts; our new cohort of Scholars should find their volunteering hours accumulate effortlessly!

Edinburgh Award

For the third year running EUSA Volunteering has led its own strand of the Edinburgh award. The Edinburgh award recognises the work students do outside their degree programme, focusing on helping students develop employability skills and gain confidence in applying for roles after university.

In 2013-14, 47 student volunteers completed the award, each contributing 80+ hours of volunteering in the local community. The participants also took part in a series of workshops to help them to achieve self-assessed, developmental targets. An award ceremony in April celebrated the success of all Edinburgh award participants and the award will go on the student's HEAR certificates.

The Edinburgh Award will continue within the Volunteering Department in 2014-15, with a new system in place to make the scheme run even more smoothly for participants and organisers alike.

Charitable Partners

— 2013 - 2014 —

Events and Networking

Connecting with Charities

EUSA Volunteering continues to offer the Volunteering Database as a service to organisations and charities looking to recruit student volunteers. Registering with this service allows organisations to post their own adverts for volunteering positions. Alongside this, we offer advice to organisations on how to best reach and engage the student community. Over 400 charities have registered with our database, helping thousands of students gain experience and connect with the greater community of Edinburgh and beyond.

EUSA's annual Volunteering Fair was held this February. This saw many charities and organisations set up in Potterrow to exhibit the work they do and to welcome students to discuss volunteering. Many students used this opportunity to learn about local causes and realise the impact their spare time could have through volunteering.

The Volunteering Fair was very well attended, and gave students and organisations alike the opportunity to learn, ask questions and make new connections.

24 Charities

involved in our volunteering fair covering a wide variety of causes:

| Conservation and Environment | Health | Mental Health | Children and Schools | Advice and Support |

Testimonials

2013-14

Words from those involved with EUSA Volunteering

"So worth it: your volunteers were amazing."

Judith McClure CBE, Scotland China Education Network

"The students over the last few years have mostly been brilliant to our group, so thank you for your services!"

Lesley Walpole, St Andy's Teeny Tots

"We have always had excellent volunteers through the EUSA service. I usually have 2 helping, and they always have a positive experience and so do we. Indeed one of our volunteers from your service is now our training administrator, the post came up just before she graduated last year."

Emma Vinnie, Sleep Scotland

Words from student volunteers

"Edinburgh has a fantastic volunteering department based at Connect in Potterow, it should be your first place to go to if you are keen on finding an interesting volunteering project."

Tim Pemberton, Philosophy & Italian

"My experiences as a Postgraduate volunteer with EUSA Volunteering were very rewarding."

Michael Jiang, MsC Childhood Studies

"I have greatly benefited from working with EUSA as it helped me develop many skills- such as effectively communicating, while simultaneously being supported and trained by the staff members around me"
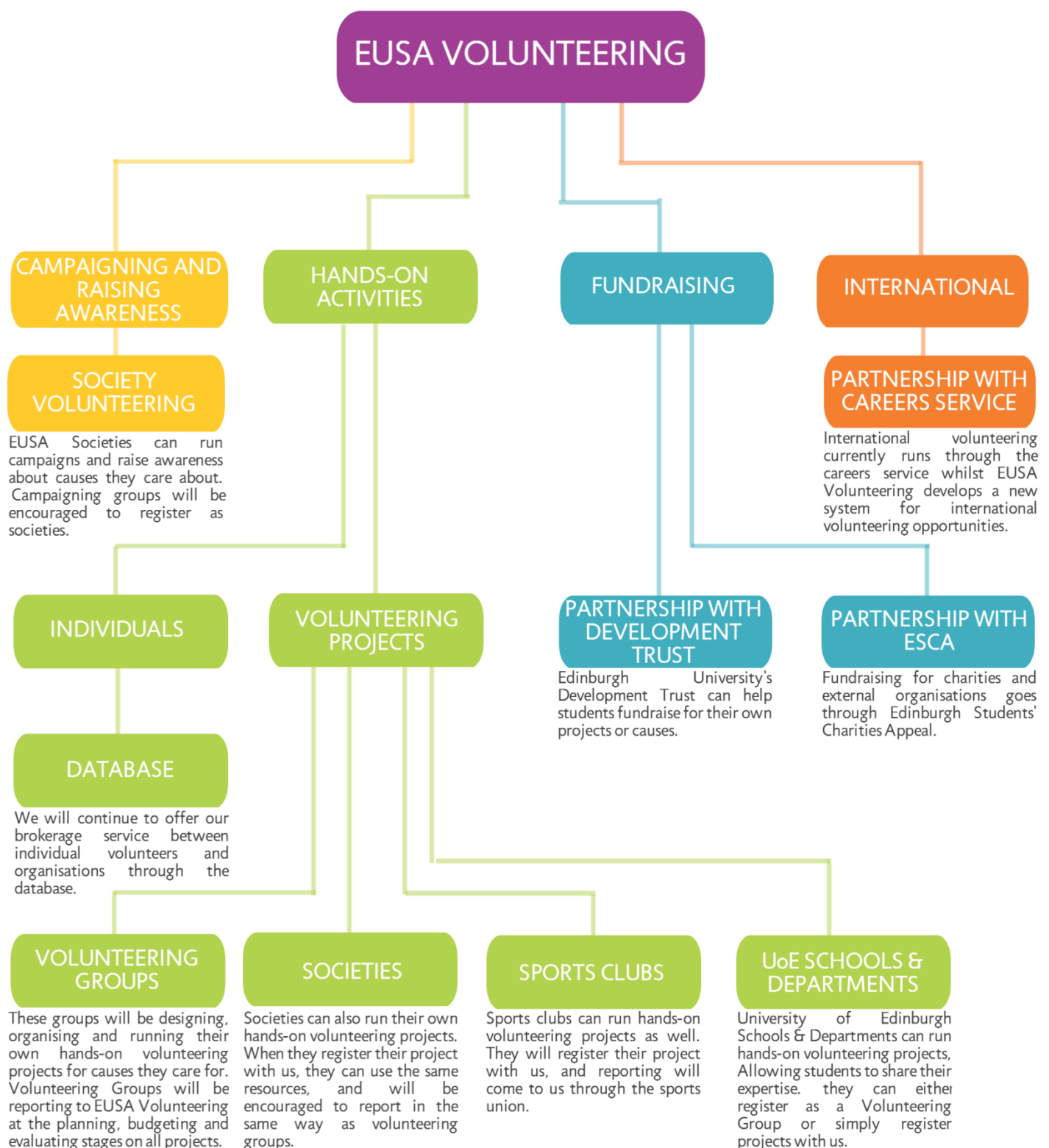
Noor Maraghi, EUSA Volunteering Student Staff

Development

2014-2015

Looking ahead to next year and beyond

EUSA Volunteering will pilot a new structure for its activities in 2014-15, creating more opportunity for students to take the lead in running volunteering projects

EUSA VOLUNTEERING

CAMPAIGNING AND RAISING AWARENESS

HANDS-ON ACTIVITIES

FUNDRAISING

INTERNATIONAL

SOCIETY VOLUNTEERING

EUSA Societies can run campaigns and raise awareness about causes they care about. Campaigning groups will be encouraged to register as societies.

PARTNERSHIP WITH CAREERS SERVICE

International volunteering currently runs through the careers service whilst EUSA Volunteering develops a new system for international volunteering opportunities.

INDIVIDUALS

VOLUNTEERING PROJECTS

PARTNERSHIP WITH DEVELOPMENT TRUST

Edinburgh University's Development Trust can help students fundraise for their own projects or causes.

PARTNERSHIP WITH ESCA

Fundraising for charities and external organisations goes through Edinburgh Students' Charities Appeal.

DATABASE

We will continue to offer our brokerage service between individual volunteers and organisations through the database.

VOLUNTEERING GROUPS

These groups will be designing, organising and running their own hands-on volunteering projects for causes they care for. Volunteering Groups will be reporting to EUSA Volunteering at the planning, budgeting and evaluating stages on all projects.

SOCIETIES

Societies can also run their own hands-on volunteering projects. When they register their project with us, they can use the same resources, and will be encouraged to report in the same way as volunteering groups.

SPORTS CLUBS

Sports clubs can run hands-on volunteering projects as well. They will register their project with us, and reporting will come to us through the sports union.

UoE SCHOOLS & DEPARTMENTS

University of Edinburgh Schools & Departments can run hands-on volunteering projects, Allowing students to share their expertise. they can either register as a Volunteering Group or simply register projects with us.

The system in place will encourage accountability within student groups, allowing EUSA Volunteering to collect detailed data on the activities and impact of student Volunteering. This will allow both us and the groups to evaluate and promote their good work.

As well as Volunteering Groups; Societies, Sports Clubs and University of Edinburgh Schools and Departments will be able to register their own hands-on volunteering projects with EUSA Volunteering. This will allow them to use our structure and resources for their projects, while allowing us to establish a fuller picture of student volunteering at the University of Edinburgh. Collecting this detailed information will allow us to improve our service and assess the impact of student volunteering in the community.

Planning — As well as the purpose of their project, groups will provide information about when and where their project will be carried out, how many volunteers they will need and the demographics of planned beneficiaries.

Budgeting — Groups will also submit a copy of their budget for the project, including all planned expenditure and funding/fundraising details.

Applying for Funding — With accurate budgets, groups can then apply for funding through the Volunteering Impact Fund (see overleaf). We can assist groups with their applications, and modifying their budgets if necessary.

Volunteering — Groups will carry out their volunteering activities.

Seeking feedback — At the end of their volunteering activities, groups have the option to collect feedback from their beneficiaries, volunteers and partnering organisations. Any feedback collected is reported back to EUSA Volunteering.

Evaluating — Groups will evaluate each of their projects once completed. They will evaluate several aspects of the project and also report when and where the project was carried out, who benefited from the project, volunteer demographics and expenditures. This information will allow us to analyse student volunteering at the University.

Reporting — At the end of each semester, groups running multiple projects will submit a report of their volunteering work. This can be in any format, and can be a creative way to share and publicise their impact.

Development

2014-15

The service experienced significant change during 2013-14, with a change of manager, which also provided an opportunity to reflect on the development of the service so far and identify priorities and potential for future development. Due to staff changes and other internal circumstances in 2013/14 we finished the year under budget and we are using this to undertake additional project work over and above the 2014/15 budget, and making more resource available to student volunteering groups. We are also very pleased to have been awarded additional university funding to employ a further staff member, to ensure that our core existing work can continue whilst we implement an exciting range of new developments, and that the service can undertake a long term evaluation in its 5th year of operation.

Volunteering Impact Fund

We are also piloting the Volunteering Impact Fund in 2014-15. This fund has been established to help students to run the best projects possible, for volunteers, beneficiaries and the wider community. To pilot this scheme, £2500 is available for student-led volunteering projects for 2014-15.

Volunteering groups, societies, sports clubs and UoE schools/departments can apply for funding for any amount up to £300 to run creative, positive and effective volunteering projects. We will require that these groups report back and evaluate their activities to give a full picture of how this funding is being used and what difference it is making.

If the VIF pilot is successful over the next year we hope to grow this further, giving more opportunities for students to make an impact in their community.

Volunteering Groups

9 Groups

Already registered with EUSA Volunteering for 2014-15. For the pilot year (2014/15) we have a maximum of 10 Volunteering Groups. These groups are focused on running hands-on volunteering projects, such as teaching in schools, working with youth groups and helping with community projects. They will be open to students across the University from September. Students will be able to take the lead, developing their own skills and making a difference to local causes that matter to them.

Inspire: Lloyds Scholars

eVOLve: Team volunteering

ENACTUS: Business for good

ACT!: Festival for social change

TEDxUoE: Ideas worth spreading

Knack: Skills sharing and collaboration

Mandarin Language Project: Early learning Chinese

SCH: Celebrating Scotland's unique culture and heritage

Archaeology Outreach Project: Bringing archaeology to children

Edinburgh Award

Alongside our Edinburgh Award for Volunteering, in 2014-15 we will be piloting an Edinburgh Award scheme for Volunteering Group Office Bearers.

This will be run in conjunction with the Edinburgh Award for Society Office Bearers. The award programme will focus or student leadership, helping students to develop and identify their skills in this area, learn how to present their experiences and give them confidence in their work. Candidates will be required to attend 5 of our employability training sessions. These will be shaped by the skills the candidates want to focus on. The Award also aims to recognise the work students put into running Societies and Volunteering Groups, and achieving the award will be added to students' HEAR certificates.

Volunteering Awards

In 2014-15 EUSA Volunteering will be re-establishing its annual Volunteering Awards, bigger and better than ever. We have established several new categories of award to include our pilot structure, such as the Awards for best Volunteering Group, best Sports Club volunteers and most innovative project, among others.

This year's Volunteering Awards will be joined with Awards from EUSA Global and Peer Support, bringing together students involved in giving their time for many different causes. This event will be a huge celebration of Volunteers and the impact of student volunteering, something we hope will help set a precedent for years to come.

Volunteering Council

The Volunteering Council will be piloted in 2014-15 to support our new Volunteering Groups. Council members will act as ambassadors for volunteering, taking on leadership roles and advising Volunteering Groups on their projects. In this first year, representatives will be selected through an interview process. If the scheme is successful, future council members will be elected from the pool of volunteering group members to take on the role.

The Volunteering Council will be responsible for:
- Approving/rejecting new Volunteering Group applications
- Having a say in Volunteering Impact Fund applications
- Voting on volunteering awards
- Acting as volunteer advisors
- Organising and running events

Evaluation

2014-15 and beyond

The new structure of the Volunteering Department will give us extensive, high-level data regarding student volunteering at the University of Edinburgh and in local communities. As can be seen below, information will be collected from multiple sources, in particular through groups completing project evaluation. If the pilot of this new structure is successful, this is the information we will be able to report on going forward.

Groups

Type of group volunteered:

- Volunteering Group
- Society
- Sports Club
- UoE School/Dept.

Projects

Type of project (e.g. youth, health, coaching, conservation etc.)

Planned & achieved objectives

Location

Area (Local Authority)
Ward
Postcode

Volunteers

Total number
Female:male
Undergrad:postgrad
International:home
Non-students
Age-range

Cost

Planned cost
Actual cost
Variance
Cause of any discrepancies

Time

Planned start & end dates
Actual start & end dates
Variance
Cause of any discrepancies
Hours volunteered

Beneficiaries

Group (e.g. elderly, youth, vulnerable adults etc.)
Total (estimated)
Female:male
Disability
Age range

Database

Positions advertised
Organisations
Applications made
Applications accepted

Fundraising

EUSA grants

Development fund report (referrals, money raised, causes)

ESCA report (referrals, money raised, charities supported)

Social Media

Facebook Likes
Facebook likes by gender
Twitter followers

UNIVERSITY COURT

15 September 2014

Policy and Resources Committee Report

Committee Name
1. Policy and Resources Committee (incorporating functions previously taken forward by the Finance and General Purposes Committee).

Date of Meeting
2. First meeting held on 1 September 2014.

Action Required
3. Court is invited to note the items discussed.

Key points
4. *Business Planning Cycle - Timetable 2014/2015*
The Committee approved the planning timetable for 2014/2015 which adopted a similar approach to that undertaken in 2013/2014 and would enable the final planning recommendations to be considered by Court at its meeting on 22 June 2015. In particular the timetable took account of the need to reflect on the results of the REF which would be available on the 18 December 2014 and also confirmed that the strategic priorities of the Vice-Principals would be included in the planning round guidance paper.

5. *Summary Research and Commercialisation year–end Report*
The Committee was broadly satisfied with the year-end research and commercialisation position achieved in 2013/2014 with the University maintaining its standing with peer Universities. The Committee was content with the actions being taken to improve the sponsorship mix and to better understand commercialisation activities.

6. *Staff (People) Committee*
The success of the Chancellor's Fellows scheme and the further developments around academic career progression review was welcomed. The tailored support being given to new members of staff particularly international colleagues and the importance of further analysis of the comparative sector information on performance indicators, particularly around equality and diversity and sickness absence, was noted.

7. *Insurance Update*
The insurance cover and premiums for 2014/2015 were approved and the final outcome of the mesothelioma claim was noted.

8. *Management Accounts to 30 June 2014*
The favourable surplus position of 4% of total income recorded in the June 2014 management accounts was noted.

Full minute:
9. All the papers considered at the meeting and in due course the Minute can be accessed on the Court wiki at the following URL:

https://www.wiki.ed.ac.uk/display/UCC/Policy+and+Resources+Committee

Equality & Diversity
10. There are no specific equality and diversity issues associated with this report.

Further information
11.   Author   Presenter
       Dr Katherine Novosel   Dr Anne Richards
       September 2014   Convener Policy and Resources
                                       Committee

Freedom of Information
12. This is an open paper.

THE UNIVERSITY of EDINBURGH

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UNIVERSTIY COURT

15 September 2014

Vacation Court and Exception Committee Report

Committee Name
1. Vacation Court and Exception Committee.

Date of Meeting
2. Last Vacation Court – 25 July 2014 and first Exception Committee - concluding on 18 August 2014.

Action Required
3. Court is invited to note the items approved.

Key points
4. *Vacation Court*
The India Office Director returned from maternity leave on 25 July 2014. During her absence an Acting Director had been approved as an Authorised Signatory for the India Office bank account and also allowed operating access to netbanking. The Vacation Court approved resolutions removing the Acting Director's name from the list of authorsied signatures and from access to operate the netbank both with effect from 25 July 2014.

5. *Exception Committee*
The Committee approved the establishment of a Court Sub-Group to consider the University's response to a major consultation on future changes proposed for the USS pension scheme with the following membership: Dr R Black, Ms M Exley and Mr A Johnston.

Full minutes:
6. The paper in respect of the Vacation Court and confirmation email of approval can be found at the following URL :
https://www.wiki.ed.ac.uk/display/UCC/University+Court

7. The emails sent to the Exception Committee in respect of the USS Court Sub-Group can be accessed at the following URL:
https://www.wiki.ed.ac.uk/display/UCC/Exception+Committee

Equality & Diversity
8. There are no specific equality and diversity issues associated with this report.

Further information
9.   Author   Presenter
      Dr Katherine Novosel   Dr Anne Richards
      September 2014   Convener Exception Committee

Freedom of Information
10. This is an open paper.

UNIVERSITY COURT

15 September 2014

Donations and Legacies to be notified

Description of paper
1. A report on legacies and donations received by the University of Edinburgh Development Trust from 5 June to 27 August 2014, prepared for the Meeting of Court on 15 September 2014.

Action requested
2. Court is invited to note the legacies and donations received.

Recommendation
3. No further action is recommended at this time.

Background and context
4. This report sets out the legacies and donations received by the University of Edinburgh Development Trust from 5 June to 27 August 2014.

Discussion

Paragraphs 5 and 6 have been removed as exempt from release due to FOI.

Resource implications
7. There are no specific resource implications associated with this paper. The funds received will be appropriately managed in line with the donors' wishes.

Risk Management
8. There are policies and procedures in place to mitigate risks associated with funding activities including the procedure for the ethical screening of donations.

Equality & Diversity
9. There are no specific equality and diversity issues associated with the paper. Cognisance is however taken of the wishes of donors' to ensure these reflect the University's approach to equality and diversity and that these comply with legal requirements.

Next steps/implications
10. The University is grateful for the support provided to enable it to continue to provide high quality learning and research.

Consultation
11. This paper has been reviewed and approved by:
Kirsty MacDonald, Executive Director Development & Alumni Engagement/Secretary, University of Edinburgh Development Trust and Heather Wallace, Head of Donor Relations, Development & Alumni

Further information

12. <u>Author</u>   <u>Presenter</u>
 Natalie Fergusson   Kirsty MacDonald
 Donor Relations Officer,   Executive Director, Development & Alumni
 Development & Alumni   Engagement/Secretary, University of
 28 August 2014   Edinburgh Development Trust

Freedom of Information

13. Closed - Its disclosure would substantially prejudice the effective conduct of public affairs

UNIVERSITY COURT

15 September 2014

The University of Edinburgh Statement on Quality Arrangements

Description of paper
1. The attached Statement is a revision of the previous Statement approved by Court on 16 September 2013 and reflects changes to the Court Committee structure introduced from 1 August 2014.

Action requested
2. Court is invited to consider the revised attached Statement (appendix 1).

Recommendation
3. Court is invited to approve the revised Statement.

Background and context
4. In 2008, following a review of teaching quality assurance and enhancement arrangements in the further and higher education sectors, the Scottish Funding Council (SFC) issued guidance to higher education institutions. Part of this guidance required each institution to prepare a 'baseline report' (a summary statement which explained how the institution's governing body discharged its strategic responsibilities for quality of education provision) to be endorsed by the institution's governing body and to then be submitted to SFC. This baseline Statement was approved by Court on 20 October 2008 and has formed the base of subsequent Statements.

Discussion
5.   A review of the initial baseline report was undertaken in 2013 resulting in a more general Statement being prepared on the University's quality arrangements which was in alignment with the Scottish Code of Good Higher Education Governance, the Scottish Funding Council, and the Quality Assurance Agency UK Quality Code.

6. A commitment was made to ensure that this Statement was annually reviewed and updated when relevant. As from the 1 August 2014 the University has introduced a new Court Committee structure and therefore minor amendments are required to the current Statement. The revised Statement (attached as appendix 1) now reflects the establishment of an Audit and Risk Committee, the disbandment of the Finance and General Purposes Committee and the establishment of a Policy and Resources Committee. No other changes are being proposed from the previous Statement approved on 16 September 2013.

7. The revised Statement continues to be relevant to the University's Strategic Plan Theme of 'Excellence in Education' and also to the Scottish Code of Good Higher Education Governance: Principle 5 of this Code intimates the requirement for each institution to adopt a statement of its primary responsibilities to include 'ensuring the quality of Institutional education provision'.

Resource implications
8. There are no specific resource implications associated with approval of this revised Statement: the University's actions in respect of quality arrangements are met from within agreed budget plans.

Risk Management
9. The revised Statement confirms the arrangements in place to provide assurances to Court on the effective management of the quality of education provision.

Equality & Diversity
10. Quality assurance processes are subject to Equality Impact Assessment.

Next steps/implications
11. Senate (eSenate 9-17 September 2014) has also been asked to approve this document in tandem with its approval by Court. If there are any changes requested by Senate these will be notified to Court and further approval will then be sought. Once approved the revised Statement will be published on the University's website.

Consultation
12. The Senatus Quality Assurance & Enhancement Committee has considered and approved this revised Statement noting that in respect of its activities no amendments are required. The Quality Assurance & Enhancement Committee is recommending approval of the revised Statement to Senate.

Further information
13. *Author*   *Presenter*
     Dr Katherine Novosel   University Secretary, Ms Sarah Smith
     Dr Linda Bruce
     September 2014

Freedom of Information
14. This is an open paper.

THE UNIVERSITY *of* EDINBURGH

THE UNIVERSITY OF EDINBURGH STATEMENT ON QUALITY ARRANGEMENTS

The University of Edinburgh's statement on quality arrangements is published in alignment with the Scottish Code of Good Higher Education Governance and the Scottish Funding Council's guidance on public information about quality and the Quality Assurance Agency UK Quality Code Part C, Information About Higher Education Provision. It is kept under review and updated when relevant.

The statutory framework: the Universities (Scotland) Acts

In common with the other 'ancient' Scottish universities, the University of Edinburgh's governance structures are prescribed by the Universities (Scotland) Acts 1858 to 1966 that, *inter alia*, set out the powers and responsibilities of the University Court and the Senatus Academicus (Senate).

Senate, in accordance with these Acts, has responsibility for the regulation and supervision of teaching and as such has set up arrangements for the quality assurance and enhancement of teaching.   Court, as the governing body of the University and in accordance with statute, can review decisions of Senate, and through the Resolution process Court approves the establishment of new degrees, the regulations for the awarding of degrees, student admission, and the recognition of teaching and its regulation by other than Edinburgh University staff.

Within this framework, the Court has recognised that it has significant responsibilities in this area. The quality of teaching is clearly linked to the University's reputation and brand and is of strategic importance. Court therefore requires to be informed of the arrangements made by the Senate for teaching quality assurance and enhancement and to review those arrangements from time to time. Currently at each of its meetings Court considers a report on the student experience. Moreover, if there were serious concern about any aspect of the Senate's Quality Assurance and Enhancement arrangements Court could enquire as to the action being taken to address the situation.

Court and Senate structures

 The Court and the Senate have committee/group structures which enable exercise of their responsibilities; these committees and groups operate in accordance with approved terms of reference and reporting arrangements, with some reporting to both Court and Senate. There are also arrangements for direct communications between Court and Senate on items of mutual interest by way of reports on discussion at meetings and, in the case of Senate, on the outcome of the electronic circulation of non-contentious papers. Members of Court are able to attend meetings of Senate and have access to open papers. The Principal, as well as being a

member of Court, is also President of Senate and four Assessors, elected by Senate, are full members of Court. The student body is represented on both Senate and Court and many of their committees/groups.

The internal University structure

The University also operates a highly devolved internal system of governance, having established three Colleges: Medicine and Veterinary Medicine; Science and Engineering; and Humanities and Social Science and three Support Groups: Student and Academic Services Group; Information Services Group; and Corporate Services Group.

The Heads of the Colleges are Vice-Principals appointed by Court for a defined period, following an approved procedure which includes external advertisement. They have overall managerial responsibility for their College combining resource management with academic leadership, including formal responsibility for teaching quality and enhancement issues. The University has a number of thematic Vice-Principals who have responsibility for strategic leadership in a particular area or areas, serving on a part-time basis. Thematic Vice-Principals are designated by the University Court on the recommendation of the Principal. The remit of the Vice-Principal Learning and Teaching is of particular relevance to teaching quality and enhancement. The University also has a number of Assistant Principals, who are responsible for progressing the University's strategic objectives and developing University policy in specific areas. Their work is largely project orientated and their role is normally part time and combined with existing academic or other duties. Assistant Principals are designated by the University Court on the recommendation of the Principal. The remits of the Assistant Principal Academic Standards and Quality Assurance, Assistant Principal Learning and Development and Assistant Principal Researcher Development are relevant to teaching quality and enhancement.

Reporting on assurance and enhancement arrangements

In accordance with its responsibility for the regulation and supervision of teaching, Senate puts in place arrangements in respect of quality assurance and enhancement of education provision and reports on these to Court as necessary. The Annual Institutional Statement of Internal Review Activity to the Scottish Funding Council provides Court with assurances of the effectiveness of these arrangements.

Matters of sufficient importance concerning the quality of the University's teaching provision may be brought to Court's attention, where appropriate, by the Principal, the Senate Assessors and the Student Representatives or indeed by any other member.

The responsibility for the setting of the strategic direction of the University, principally by approving the University's Strategic Plan, is led by Court. The University's mission as contained in its currently approved Plan states:

The mission of our University is the creation, dissemination and curation of knowledge. As a world-leading centre of academic excellence we aim to:

- *enhance our position as one of the world's leading research and teaching Universities and to measure our performance against the highest international standards;*

- *provide the highest quality learning and teaching environment for the greater wellbeing of our students and deliver an outstanding educational portfolio;*

- *produce graduates fully equipped to achieve the highest personal and professional standards; and*

- *make a significant, sustainable, and socially responsible contribution to Scotland, the UK and the world, promoting health, economic and cultural wellbeing.*

The Strategic Plan is built around three strategic goals, one of which is Excellence in Education, and three enablers to deliver these goals: exceptional people, high-quality infrastructure and financial sustainability. Six strategic themes assist in directing the University's approach to achieving these goals. Progress towards achieving the targets set within the Strategic Plan is monitored by the Central Management Group, Policy and Resources Committee and Court.

The Colleges' and Support Groups' annual planning submissions, which are used as part of the resource allocation process, are based around the vision of the Strategic Plan and ensure that Court can be satisfied of the actions being taken to deliver against it.

The University's Risk Register and the work of the Internal Audit service as reported to the Audit and Risk Committee, also provide Court with further monitoring of, and assurances about, University activities related to quality arrangements.

Equally as important as the monitoring performed through the range of mechanisms outlined above, quality targets are also subject to day-to-day oversight by individual senior managers: quality assurance permeates the day-to-day activities of those delivering teaching, learning and student services activities.

Senate oversight of quality

Excellence in Education is a core strategic goal in the both the University's current (2012-2016) and previous (2008 to 2012 and 2004 to 2008) strategic plans.

Senate exercises ultimate control of quality assurance. In order to strengthen academic governance and enhance the student experience, Senate devolves powers to four committees which take forward discussion, decision-making and action within specific strategic remits: Senate Learning and Teaching Committee, Senate Quality Assurance Committee, Senate Curriculum and Student Progression Committee, and Senate Researcher Experience Committee. Representatives of the student body are members of these committees. Court receives the annual report of the Senate committees.

Senate Quality Assurance Committee is convened by the Assistant Principal Academic Standards and Quality Assurance. It is responsible for the University's academic quality assurance framework. The committee oversees the monitoring and review arrangements of colleges and student support services, and acts as a planning forum for the discussion and promotion of developments in academic quality assurance, whether internally driven or externally indicated.   Along with the other Senate committees, Quality Assurance Committee reports annually to Senate on its actions and proposes future activity for endorsement within the framework of the University's Strategic Plan.   Senate Quality Assurance Committee includes representatives of all three Colleges, of Schools, an external member from within the Scottish Higher Education system, representatives of EUSA, of the Institute for Academic Development, the University Secretary or nominee, a representative of a student support service, and a member with expertise in collaborative provision. Up to two additional members may be co-opted onto the Committee

University-led monitoring and review of quality and standards

The University's quality assurance framework is based on a set of key principles:

Every member of staff involved in learning and teaching has a role to play in ensuring teaching quality; monitoring and review should add value and should not be formulaic or 'tick-box'; monitoring and review should lead to enhancement of the student experience; monitoring and review should take place as close as possible to delivery; assurance that monitoring and review is comprehensive and that consequent appropriate action is taken should be undertaken at the next closest level.

Formal responsibility for routine monitoring of teaching quality at the University is largely devolved to the three colleges. This affords greater flexibility to the colleges to operate slightly different approaches to reflect the particular structure and context of the college, while at the same time operating within the University's framework for quality assurance and enhancement. This framework is constructed in alignment with the Quality Assurance Agency's expectations and indicators as set out in the UK Quality Code. The Quality Assurance Agency's periodic review of the Code provides the University with the opportunity to map its detailed alignment through its policies and procedures, and to carry out enhancements if necessary. Senate Quality Assurance Committee has oversight of this process.

The University's annual monitoring process covers all credit-bearing provision, and all schools conduct annual monitoring.   An overview of issues arising (positive and areas for further development) from this monitoring feed in to the annual school quality report to the appropriate college. Good practice is identified for wider dissemination, and recommendations are made where development needs are identified. Colleges in turn report to Senate Quality Assurance Committee on key trends arising from annual monitoring as part of their broader report on the assurance of quality. The Senate level committee similarly identifies commendations and recommendations, and uses these to inform its activity.

Student services which support the student learning experience are reviewed annually by Senate Quality Assurance Committee. The outcomes are discussed at

the same meeting as those from school and college annual monitoring, thus enabling interlocking themes and actions to be identified.

Periodic review of academic and support service provision is carried out on a cycle of not more than six years, and align in frequency and content with Scottish Funding Council guidance (SFC/14/2012). Review reports contain commendations which form the basis of highlighting good practice for wider dissemination in the University, and recommendations for further development which may be directed to the academic area, the college, or any part of the University. Progress with recommendations is monitored at set points following the reviews until completion. The impact of reviews on the student learning experience is strengthened by collaboration with the Institute for Academic Development, which provides support to schools in taking forward recommendations where appropriate, and delivers capacity-building workshops based on good practice commended in reviews.

Effective student representation is a vital aspect of the University's quality assurance processes and the University and Edinburgh University Students' Association (EUSA) work in partnership to promote student representation and engagement. The EUSA and University Student Engagement Statement sets out the joint commitment in this respect. The University is committed to providing an outstanding student experience and recognises the important role of its students as co-creators of their own academic experience. Students are encouraged to play an active role in ensuring their University experience is an excellent one. Students are critical members of a thriving and vibrant academic community which is constantly evolving and developing. Staff at the University work in partnership with EUSA to ensure that students are central to governance, decision making, quality assurance and enhancement, providing opportunities for our students to become active participants and giving our students a voice. Crucial to this is the engagement of students at every point in the student journey, at every level of the University, and in both the formal curriculum as well as in co-curricular activities.

Feedback from students on their learning experience forms a key part of annual monitoring and periodic review. Further student views are gathered annually through the Edinburgh Student Experience survey, sent to all pre-final year undergraduate students, and through external surveys including the National Student Survey, the Postgraduate Taught Experience Survey and the Postgraduate Research Experience Survey.

Externality is a key feature of the University's monitoring and review processes and takes account of external examiners, external subject specialists on internal reviews, professional, statutory and regulatory bodies (PSRBs) and other external bodies including employers.

The University reports annually to the Scottish Funding Council on its monitoring and review activity, including reviews by PSRBs during the year. The report highlights the key messages from review activity, institution actions and the impact of these, and is aligned with other relevant Scottish Funding Council monitoring and reporting arrangements. Court receives the report for endorsement, via Senate Quality Assurance Committee and Senate. In endorsing the report, Court confirms that it is satisfied the University has effective arrangements to maintain standards and to

assure and enhance the quality of its provision, and that the standards and quality of the learning provision continue to meet the requirements set by the Council.

The effectiveness of the University's management of quality and standards is subject to external scrutiny through the periodic Enhancement-Led Institutional Review (ELIR) operated by the Quality Assurance Agency in Scotland. At its most recent ELIR the University received the highest possible outcome of 'confidence in the […] current, and likely future, management of the academic standards of its awards and the quality of the student learning experience it provides'. Court receives information on the ELIR outcome, to endorse the University's approach to these reviews and to consider the outcomes.

Conclusion

Court is content that the primary overall responsibility for teaching quality assurance and enhancement rests with Senate, and that the University's reporting framework is such that Court has sufficient access to information and papers to enable it to monitor the effectiveness of these arrangements and to raise any matters of serious concern should these arise.

September 2014
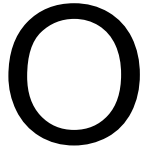
UNIVERSITY COURT

15 September 2014

Annual Report to the Scottish Funding Council on Institution-led Review and Enhancement Activity 2013/14

Description of paper
1. The University is required on an annual basis to provide the Scottish Funding Council with a report on its activities to manage, maintain and improve the standard and quality of its learning experience. This annual report requires endorsement by Court in terms of the agreed University statement on quality arrangements and SFC's requirements.

Action requested
2. Court is invited to consider the Annual Report and confirm that it provides Court with the required assurances on the effectiveness of the arrangements put in place by Senate in respect of quality and enhancement of education provision prior to this Annual Report being submitted to the Scottish Funding Council.

Recommendation
3. The Annual Report has been reviewed by the Senate Quality Assurance Committee which is satisfied with its contents and recommends to Court that it authorises the Vice-Convener of Court to sign the following statement on behalf of Court:

'On behalf of the governing body of the University of Edinburgh, I confirm that we have considered the institution's arrangements for the management of academic standards and the quality of the learning experience for academic year 2013/14, including the scope and impact of these. I further confirm that we are satisfied that the institution has effective arrangements to maintain standards and to assure and enhance the quality of its provision. We can therefore provide assurance to the Council that the academic standards and the quality of the learning provision at this institution continue to meet the requirements set by the Council.'

Background and context
4. In terms of the University's statutory framework, Court has previously confirmed that the primary responsibility for teaching quality assurance and enhancement rests with Senate and that as required, reports are provided to Court on aspects of the arrangements put in place by Senate.

5. The University's annual report to the SFC on its institutional-led evaluation and review is conducted in accordance with guidance prepared by the SFC with its primary focus to provide assurances about the quality and standard of provision: the exact format is at the discretion of the institution.

Discussion
6. The report draws on the outputs of annual institutional-led evaluation and review activity: periodic Teaching and Postgraduate Programme Review and Student Support Service Periodic Review, annual School and College quality assurance and

enhancement reporting, annual Student Support Service quality assurance reporting, and on the consideration of student performance data through these processes. The report includes a list of provision reviewed by internal processes in 2013/14 and gives a forward schedule of reviews for 2014/15. The report also includes as an appendix the outcomes of reviews by professional, statutory and regulatory bodies (PSRB) during 2013/14 and gives the schedule for reviews expected to take place in 2014/15. The report notes where action has been taken to align University and PSRB review in order to streamline procedures.

7. The full report is available at the Court wiki:
https://www.wiki.ed.ac.uk/display/UCC/University+Court

8. The headings within the report are prescribed by the SFC and cover:

   a) Summary of principal quality assurance and enhancement activities, including self-evaluation processes undertaken in preceding academic year

   b) Ways in which support services were reviewed

   c) Key messages derived from monitoring and analysis of performance indicators and other data, especially regarding retention, progression, completion, attainment and achievement, from feedback from students (incl. NSS) and other key stakeholders, and actions taken (See below)

   d) Any significant issues relating to development needs or good practice identified as a result of these review processes (See below)

   e) Role and nature of student involvement in review processes and in student engagement more broadly

   f) Reflective overview of key findings from previous year's reviews, including areas of strength and issues for further development (See below)

   g) Alignment of University and PSRB quality assurance processes

   h) Reviews of student support services

   i) Forward schedule of provision to be reviewed

9. *Key messages from monitoring and analysis of PIs and other data*
These include the University's outperformance of the HESA Performance Indicator, the Scottish sector average and the UK sector average; the fact that 94% of respondents in the annual Edinburgh Student Experience Survey again considered that they had received fair and equal treatment from the University across its academic and student support service provision, thus recognising the importance of maintaining attention on SFC Outcome 1.3 and on the University's Strategic Plan 2012-16 Strategic Theme of providing an 'outstanding student experience'; six of the primary themes in the Edinburgh Student Experience Survey showed increased satisfaction, including in assessment and feedback; overall satisfaction in the National Student Survey remains the same while five of the primary themes have increased,

including academic support and a modest increase in satisfaction with assessment and feedback.

10. *Development needs and good practice identified through these procedures*
Good practice:

a) A culture of ongoing reflection by Schools, Colleges and the University on data requirements to inform monitoring processes has resulted in further enhancements to the supporting data suites. This is being further strengthened by a project that builds on existing work in the area of management information and business intelligence.

b) Monitoring of the recruitment of Widening Participation students included evidence of a range of supporting activity, including a three year commitment to holding a Sutton Trust summer school at the University, early offers to LEAPS and SIMD applicants, and a summer internships fund to provide financial support to students facing financial constraints. Involvement forms part of the Edinburgh Award.

c) While retention, progression and completion data show no significant deviations from University norms, staff are supported in the conduct of assessment by annual training events.

d) While the diversity of the student population continues to grow, it is pleasing to note that 94% of respondents in the annual Edinburgh Student Experience Survey again considered that they had received fair and equal treatment from the University across its academic and student support service provision, and that they had been treated with dignity and respect.

Development needs:

e) The potential for enhanced data availability to support postgraduate research student monitoring. An initial scoping exercise is underway.

f) Action continues to be taken forward on responding to feedback from students, including through the NSS.

11. *Reflective overview of key findings from previous year's reviews*
Good practice:

a) The Personal Tutor system continues to be enhanced by Schools and much good practice and planning for ongoing enhancement was identified by reviews.

b) Ongoing enhancement of feedback to students on assessed work, including the opportunity to view exam scripts post-moderation at open sessions where relevant members of staff are present, return of all essays at honours level with a form summarising the basis for the mark awarded, and a feedback guide for students which attracted particular commendation from the review

team; a guidance note written with the input of student representatives explaining the various forms of feedback students should expect to receive; online submission of assessments and return of feedback, and change in terminology from staff 'office hours' to 'guidance and feedback hours' ; feedback processes for postgraduate taught students underpinned by particular attention to effective communication and expectation setting.

c) Support for students studying abroad, including pre-departure support, systematic contact with students while they are abroad, and site visits to partner universities to meet students and obtain feedback from them.

d) Enhanced support for the Honours dissertation research project, including a dissertation conference in which students present a summary of their progress to a group of staff and student peers, with the presentation contributing to the overall mark, and enhancements to online support for the dissertation.

e) Implementation of the Assurance of Learning Matrix, which maps the learning outcomes to the course and assessment model.

f) In one area of postgraduate provision where online learning is used there is evidence of practice from online learning informing on-campus courses.

g) Developments in academic and social community include postgraduate student representative –led proposals for use of social media, peer-assisted learning scheme open to all first year students, staff engagement in the student society.

h) Partnership working with the University Careers Service including tailored careers advice sessions for students on a weekly basis, supplemented by additional activity during Innovative Learning Week.

i) Student engagement in quality processes shows evidence of ongoing enhancement and partnership working in several of the Schools reviewed, including development of a student engagement strategy and Twitter updates to students on actions taken in response to feedback; effective student-staff liaison structures underpinned by good administrative support provided by the School, and regular informal meetings between student representatives and key School teaching management and administrative roles.

j) Monitoring of PhD student progression in one School has been enhanced by the introduction of an online first year review process.

k) A team teaching approach is used in one School as an integral part of practice, professional reflection and growth, leading to a collaborative and co-creative approach to learning and teaching.

l) An extended induction programme has been introduced in one School in response to the specific needs of its postgraduate students in the first semester.

12. Senate Quality Assurance Committee will be invited at its meeting on 4 September 2014 to remit items 11 a), 11 e) and 11 g) above to the Enhancing Student Support Project for wider adoption, and to identify appropriate action for University-wide dissemination in relation to the other items.

13. Issues for further development (whole institution or specific aspects of provision)include:

   a) Further enhancement of the annual review process of milestones in individual PhD student progress.

   b) The further enhancement of training for postgraduate tutors and demonstrators.

   c) The PhD model was identified in several Postgraduate Programme Reviews as an area for development, including the need for students to develop a publication record during their period of study in order to be internationally competitive and the need for clarity at recruitment and progression stages of the impact of extending the period of study on students' financial planning. Remitted to Senate Researcher Committee for action

   d) Further enhancement in the provision of feedback to students on assessed work, aligned with the University's strategy in this area.

   e) Ongoing enhancement of pastoral and academic support for students identified the potential for specialist training for Personal Tutors in the field of student mental health issues, the development of the group meetings, consistency of Personal Tutor allocation, and ensuring students are clear about the support they can call on from the Personal Tutor and Student Support Officer roles.

   f) Identification by staff and students of the importance of building academic and social communities, and the impact of space allocation on this.

   g) Maintaining the excellent standard of student support service provision in the context of increasing demand from students.

14. Every Teaching and Postgraduate Programme Review and Student Support Service review makes specific recommendations for action to the subject area, School or support service. Progress on addressing the recommendations is monitored by Senate Quality Assurance Committee.

15. With regard to University-wide themes for action identified from review activity in 2013/14, Senate Quality Assurance Committee will be invited at its meeting on 4 September 2014 to remit items 13 a) – 13 c) to Senate Researcher Experience Committee; item 13 d) to the Vice Principal Learning and Teaching for NSS planning; item 13 e) to the Enhancing Student Support Project; item 13 f) to Senate Researcher Experience Committee for the attention of Space Enhancement and Management Committee. Item 13 g) was remitted to the attention of the Deputy Secretary Student Experience at the meeting of Senate Quality Assurance Committee of 24 April 2014.

Resource implications

16. There are no specific resources allocations associated with the report. Actions are expected to be taken forward within current budgets or if additional resources are identified to be proposed via the planning round.

Risk Management

17. There are significant reputational risks associated with the provision of high quality teaching and learning provision.   The University's Risk Register includes maintenance of a high quality student experience, including Personal Tutor structures and processes and coordination of student services. Actions in these areas are ongoing and continue to be managed via Risk Management Committee.

Equality & Diversity

18. Equality impact assessments are carried out on University quality assurances polices and processes.

Next steps/implications

19. Following consideration and approval of the Report by Court and Senate the document will be sent to SFC.

Consultation

20. The document has been considered and endorsed by the Senate Quality Assurance Committee and will be considered by eSenate 9-17 September 2014.

Further information

21. Assistant Principal Dr Tina Harrison, Academic Standards and Quality Assurance and Dr Linda Bruce, Academic Services can supply further information

22. <u>Author</u>   <u>Presenter</u>
    Dr Linda Bruce   Dr Tina Harrison
    Academic Services   Assistant Principal Academic Standards and
                                             Quality Assurance

    29 August 2014

Freedom of Information

23. This paper is open.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

15 September 2014

Spectator Stand at East Peffermill

Description of paper
1. This paper requests approval to name the new football spectator stand at East Peffermill the Alan Chainey Stand; setting out the rational and the consultation process to date.

Action requested
2. Court is invited to consider the proposal.

Recommendation
3. Court is asked to approve the naming of the new football spectator stand at East Peffermill the Alan Chainey Stand.

Background and context
4. In order to comply with the Scottish Football Association's new licensing requirements (perquisite for entry of the Edinburgh University's Football Club (EUAFC) into the Lowland League) a major redevelopment of the football facilities at East Peffermill has been progressed. This involved a re-orientation of the 1st XI pitch as well as installing floodlights, perimeter fencing, access control, team shelters and a spectator stand. These works will be completed in time for the EUAFC's first home match (vs Spartans) being held on 17 September 2014: this match will mark the informal opening of these new facilities.

Discussion
5. The new stand at East Peffermill will have seating capacity for 100 spectators and in recognition of Alan Chainey's important contribution to EUAFC, it is proposed to the stand after him (The Alan Chainey Stand).   Mr Chainey worked in the University's Sports Department from 1972-2002, serving as its Director for nearly 20 years and has been a central figure behind the development and success of EUAFC. His contribution the Club (and University) for over the last 40 years has been immense and it would be a fitting and popular gesture to recognise Alan's extensive involvement with EUAFC in this way.

Resource implications
6. There will be minor resource implications in respect of signage.

Risk Management
7. There are no risk management issues specifically associated with this proposal.

Equality & Diversity
8. Mr Alan Chainey is considered the most appropriate individual to be recognised in respect of naming the stand.

Next steps/implications

9. If the proposal is approved steps will then be taken to inform Mr Chainey and to official recognise the name of the new stand.

Consultation

10. In accordance with the current process to name buildings this proposal has the support of the Principal, the Convener of the Estates Committee (Vice-Principal Professor Seckl), the Director of Estates and Buildings and the Executive Director, Development & Alumni.

Further information

11. *Author*
     Dr Katherine Novosel
     September 2014

Freedom of Information

12. This paper is closed until Court approval has been given.