

**SENATE**

**Minutes of Meeting held on 26 February 2014**

**Present:** The Provost, Professor James Stirling (Chair); Professors Anandalingam, Gibson, Humphris, Magee, McGregor, Smith, Thompson, Wright; Drs Archer, Bradley, Buluwela, Fobelets, Gounaris, McCoy; Mr Goldsmith, Ms Kempston (Student Representatives); with Mr Pateman (Academic Registrar), Ms Baker (Senior Assistant Registrar) and Mr MacLeod (Management Trainee, Registry).

**Apologies:** Professors Autio, Cilliers, Dallman, Gooderham, Matar, Riboli, Richardson, Welton; Associate Professor Miraldo; Dr McPhail.

**In attendance:** Mr Neilson

**1832 Salutation**

The Chair welcomed Mr Dean Pateman, Academic Registrar, who had taken up his post in January 2014.

The Chair extended thanks to Ms Lorna Richardson for acting as Academic Registrar during the interim period before Mr Pateman joined the College.

**1833 Minutes**

The Minutes of the meeting of the Senate held on 11 December 2013 were confirmed.

**1834 Matters Arising**

There were no matters arising in the Minutes not covered elsewhere in the agenda.

**1835 Provost's Business**

Received: A Report from the Provost (**Paper Senate/2013/42**).

(1) President

Reported: That Professor Alice P. Gast, currently President of Leigh University in Pennsylvania, had accepted appointment as the next President of Imperial College London in succession to Sir Keith O'Nions, and that Professor Gast would take up the appointment in September 2014.

(2) New Year's Honours

Reported: That the following staff had achieved recognition in the New Year's Honours:

Professor Sir Magdi Habib Yacoub, Professor of Cardiothoracic Surgery, was awarded Order of Merit.

Professor Mary Alice Ritter, Chief Executive Officer, Climate-KIC and former Pro Rector (International), was awarded an OBE for services to Scientific Research and Innovation.

Further Reported: That the Senate congratulated these staff on their achievements.

(3) Head of Undergraduate School of Medicine

Reported: That Mr Martin Lupton, who had previously been one of the Directors of Education, had been appointed Head of Undergraduate School of Medicine.

(4) Head of Department - Physics

Reported: That Professor Jordan Nash, who was currently Head of the High Energy Physics group, had accepted the appointment as Head of the Department of Physics from 1 July 2014.

(5) Provost's Envoy for Gender Equality

Reported: (i) That Professor Dorothy Griffiths, former Dean of the Imperial College Business School, had been appointed as Provost's Envoy for Gender Equality.

(ii) That in addition to advising the Provost and other senior members of staff on relevant issues, Professor Griffiths would chair the College's Athena Committee and remain a member of the Academic Gender Strategy Committee.

**1836 Vice Provost's Business**

Received: A Report from the Vice Provost (Education) (**Paper Senate/2013/43**).

(1) Higher Education Academy

Reported: (i) That after agreement by the Provost's Board, the College had restored its institutional subscription to the Higher Education Academy (HEA).

(ii) That membership of the HEA would enable College staff to apply for the various education development funds available and engage with events at member rates.

(iii) That processes would be established for putting forward nominations for the National Teaching Fellows Scheme and STEM Technician of the Year.

(iv) That the Educational Development Unit would now seek HEA accreditation for the College's education development activities to enable the award of HEA accreditation to individual Imperial staff members.

(2) Review of the Residential Experience

Reported: That a review of the residential experience of student halls, led by Professor Myra McClure, was underway and would report to the Vice-Provost Advisory Group for Education at the end of March 2014.

(3) National Student Survey 2014

Reported: (i) That the official start date for NSS 2014 had been 20 January 2014 and that the survey would close on 30 April 2014.

(ii) That the College's overall participation rate to date was 49.1%, compared to 57.5% at the same time the previous year.

Further Reported: That the overall response rate was 63% on the date of the Senate meeting.

(4) Doctoral Proposition

Reported: (i) That in order to achieve international recognition for a distinctive education, the College was planning to define and communicate a distinctive proposition for its three groups of students (undergraduate, Master's and doctoral).

(ii) That to take forward the development of a doctoral proposition, the College had established the Doctoral Proposition Working Party, which had met five times so far this session.

(iii) That the working party was currently reviewing feedback as a result of the College-wide consultation of the draft doctoral proposition with a view to presenting a final recommendation to the Vice-Provost Advisory Group for Education and the Vice-Provost Advisory Group for Research at their March meetings.

(iv) That given that 2013/14 would be the last year in which Robert's funding would be available to support professional skills training, the Doctoral Proposition Working Party had also developed a sustainable funding model for professional skills training in future years. As a consequence, professional skills training courses, previously funded by Robert's money, delivered by the Graduate School, Postdoc Development Centre, Educational Development Unit and the Careers Service, had been reviewed.

### **1837 Report by the Quality Assurance and Enhancement Committee**

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2013/44**).

#### **(1) Conduct of Boards of Examiners' Meetings and associated guidelines/regulations**

Considered and approved: (i) On the recommendation of the Committee, the amendments to The Conduct of Master's Level Boards of Examiners' Meetings procedure, as outlined in Appendix A of the Senate's paper, with effect from 2014-15.

(ii) A new procedure for Master's level programmes for requesting dispensation from anonymity at Final Boards, as outlined in Appendix B of the Senate's paper, with effect from 2014-2015.

(iii) The amendments to the following undergraduate and postgraduate regulations, all with immediate effect:

- The Conduct of Undergraduate Boards of Examiners' Meetings (Appendix C).
- Conduct of Viva Voce Examinations (Appendix D).
- Penalties for Late Submission (Appendix E).
- Mitigating Circumstances Procedures (Appendix F).
- Advanced Programme Marking Scheme Policy [and associated regulations] (Appendix G).
- College regulations for oral (viva voce) examinations (Appendix H).

#### **(2) Procedures for Establishing and Reviewing Collaborative Programmes and Awards**

Considered and approved: (i) On the recommendation of the Committee, the new Guidelines for Establishing and Reviewing Collaborative Provision, as outlined in Appendix I of the Senate's paper, with immediate effect.

(ii) On the recommendation of the Committee, the changes to the following procedures for the College's collaborative provision, all with immediate effect:

- Procedure for Establishing Undergraduate and Master's Level Collaborative Programmes and Award (Appendix J).

- Procedure for Establishing Research Degree (PhD and EngD) Collaborative Programmes and Awards (Appendix K).
- Procedure for Establishing Collaborative Modules (Appendix L).
- Key Criteria for consideration when establishing collaborative arrangements (Appendix M).
- Due Diligence Check (Appendix N).
- Site Visits (Appendix O).
- Academic and Governance Issues (Appendix P).
- Criteria for consideration when establishing collaborative Master's level programmes with Industrial Partners (Appendix Q).

(iii) On the recommendation of the Committee, the re-approval of the strategic principles for collaborative provision as outlined in section 2.4 of the Senate's paper, with immediate effect.

(3) Student Withdrawals and Appeals – Procedure for dealing with cases of unsatisfactory academic progress

Considered and approved: On the recommendation of the Committee, the changes to the Student Withdrawals and Appeals procedure as outlined in Appendix V of the Senate's Paper, with immediate effect.

**1838 Review of Postgraduate Taught Provision in the Department of Life Sciences**

Considered and Approved: A Report by the Quality Assurance and Enhancement (**Paper Senate/2013/45**).

Reported: (1) That in its review of the Department of Life Sciences the Quality Assurance and Enhancement Committee had been advised by five assessors who had visited the Department on 16 July 2013.

(2) That the review panel had highlighted that eight of the nine programmes had been assessed as "good" by the College's internal review process and that the panel had noted that morale was high amongst students with most being happy with their studies.

(3) That the panel had highlighted instances of good practice, as outlined in section 6 of the Senate's paper.

(4) That the panel had noted that the students present at the review had reported that the Graduate School MasterClass courses were of variable usefulness to students, and that feedback from students based at the Natural History Museum had indicated that some of the courses had been too specialised and not appropriate for them.

(5) That the panel had highlighted the rigorous selection of excellent students to all programmes, but had also noted that the MSc in Taxonomy and Biodiversity collaborative programme with the Natural History Museum had a lower entry requirement than the other programmes in the Department.

(6) That the Committee had asked the Department to clarify the steps which had been taken to address the entry requirements for the MSc in Taxonomy and Biodiversity. The Department had confirmed that the Director of Postgraduate Studies would now be a member of the admissions selection panel for the programme. The Department had also confirmed that the minimum entry requirement from a second class honours degree to an upper second class honours degree. A lower second class honours degree would only be considered if the applicant had 3 years relevant work experience.

(7) That the Committee had heard that steps had been taken to improve interactions with students on the collaborative programmes with the Natural History Museum.

(8) That the Committee had congratulated the Department on an overall positive review.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Quality Assurance and Enhancement Committee that the Department should report to the Committee on progress made with respect to admissions to the MSc in Taxonomy and Biodiversity and collaborative student inclusion within the Imperial community in January 2015.

## **1839 Review of Postgraduate Research Provision in the Business School**

Considered and Approved: A Report by the Postgraduate Research Quality Committee (**Paper Senate/2013/46**).

Reported: (1) That in its review of the Imperial College Business School the Postgraduate Research Quality Committee had been advised by five assessors who had visited the School on 10 May 2013.

(2) That the reviewers had rated the Business School “compliant” with nine of eleven precepts, part compliant with Precept 2 and working towards compliance in Precept 11.

(3) That the review panel had formed a very positive impression of the research training in the Business School. They had found that the PhD programme was a well-run and high quality programme and observed that the Business School had high aspirations for the programme and that it attracted high quality students. The first year of the course structure was considered to be well-organised, especially the finance stream. The programme had good progression and completion rates with excellent career prospects for graduates. The review panel had also praised the comprehensive and helpful student handbook. The panel had highlighted all of the above as examples of good practice.

(4) That the panel had observed that most students were very happy with the training received and had praised the Business School for its staff and facilities, as well as the opportunities it offered to its students such as conference attendance, external speakers and teaching experience.

(5) That the panel had concluded that the Business School was part compliant with Precept 2 (supervisor training). The panel had observed that not all supervisors and Graduate Teaching Assistants (GTAs) had received appropriate training and that this aspect could be improved. The panel had also considered it beneficial for the School to set out clear and realistic expectations of supervisors, for the benefit of both staff and students.

(6) That the panel had concluded that the Department was working towards compliance with Precept 11 (staff/student committee). The panel had observed that the Staff-Student Committee (SSC) had not met regularly over the last few years and that some students seemed not to be aware of the existence of the committee and had recommended that these aspects of the programme should be improved.

(7) That the panel had recommended that the Management strands of the PhD programme should continue to evolve towards a more structured and integrated first year.

(8) That the panel had further recommended that the Business School should review the content of the first year courses in terms of the balance of qualitative and quantitative research methods and access to niche courses elsewhere.

(9) That the panel had observed that both students and staff considered three years’ funding for the Business School PhD to be too short, especially since there was a significant taught component in the first year. The standard length of the PhD programme and the lack of scholarships were considered to be barriers to attracting the very best

students.

(10) That the panel had observed that students were only required to achieve a mark of 50% in their first year modules and considered this surprising given the high quality students recruited. The panel had suggested that the Business School should consider increasing the pass mark above 50%.

(11) That the panel had observed that the integration of students on different streams could be improved.

(12) That the Committee had noted from the Business School's written response that action had been, or was in the process of being, taken to ensure that the School was fully compliant with all of the precepts and therefore had agreed that the Business School was "working towards compliance" overall.

(13) That the Committee had congratulated the Business School on its excellent review and noted that all the points raised by the review panel had been satisfactorily addressed by the School in its response.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Postgraduate Research Quality Committee that the Business School should report to the Committee on developments since the periodic review in 12 months' time.

#### **1840 Review of Postgraduate Research Provision in the School of Public Health**

Considered and approved: A Report by the Postgraduate Research Quality Committee (**Paper Senate/2013/47**).

Reported: (1) That in its review of the School of Public Health the Postgraduate Research Quality Committee had been advised by five assessors who had visited the School on 2 July 2013.

(2) That the reviewers rated the School of Public Health "compliant" with each of the eleven precepts and "compliant" overall.

(3) That the review panel members had been unanimous in their praise of the School's research degree programme and had highlighted a number of examples of good practice, as outlined in the Senate's paper.

(4) That the panel had been impressed by the introduction of a leavers' review form which provided completing students with the opportunity to provide feedback on their experience, which could be utilised to enhance provision in the future. The panel had considered the leavers' review form to be an example of good practice.

(5) That the panel had also been impressed by the effectiveness of the Postgraduate Studies Committee, noting that it met regularly, had good student representation and was responsive to student suggestions. The introduction of a viva during the Late Stage Review (LSR) and the leavers' review form had resulted from student suggestions and subsequent discussion at the committee. The panel had highlighted the effectiveness of the committee as an example of good practice.

(6) That the panel had recommended that the School should seek to reorganise its PhD administrative support to ensure that all sites were covered and that there was backup for the current Teaching Administrator.

(7) That the panel had observed that the assignment of individual mentors to students had not worked well and had recommended that this arrangement should be replaced by a small number of senior academics acting as mentors for all students.

(8) That the panel had recommended that all students should have transparent access to funds provided by the School for attending events such as conferences and summer schools.

(9) That the panel had recommended that the School should consider fixed start times for the enrolment of new students (e.g. twice a year) to simplify induction, monitoring and attendance of required courses and to facilitate cohort building.

(10) That the School had considered this, but had decided against introducing fixed start dates as a number of PhD students were funded by grants which meant that it was a requirement that their studies commence either on a specific date or within a specified timeframe. The School had, however, decided to deliver the training workshops two or three times per year so that new students would not need to wait until the autumn term to attend.

(11) That the panel had not considered the involvement of assessors external to the College for assessment of both the initial research proposal and the Early Stage Assessment to be necessary and had suggested that the School should review this expectation and consider recommending the use of external assessors for the LSR rather than making it compulsory.

(12) That the School had considered this but had felt that the use of external assessors had worked well since the introduction of the ESA and LSR, and reported that students and supervisors were fully engaged with the requirement.

(13) That the Committee had noted that the review panel had made three recommendations for consideration by the College:

- Students had been very critical of the physical environment and the panel therefore recommended that the School be considered a high priority for re-housing on the Imperial West Campus;
- The panel had recommended that the College should make representations to the Imperial NHS Trust to provide students with access to the Hopper bus, which travels between sites;
- The panel had reported that supervisors had expressed a concern over the large differential in fee rates between home and overseas student fees. The overseas fees were high as students pay fees at the Clinical Medicine rate, in line with the Faculty of Medicine. Supervisors present at the review had highlighted that this posed challenges for student recruitment, and had expressed a concern that the fees were not aligned with other Schools of Public Health. The panel suggested that consideration should be given to a revised fee structure, to align with other Schools of Public Health.

Discussed: (i) That student access to the Hopper bus had been previously raised with the Faculty of Medicine which had advised that allowing student access would impact NHS services.

(ii) That cross-campus transport problems would be addressed in due course with the further development of Imperial West.

(iii) That concerns regarding fee rates should be referred to the Dean of the Faculty of Medicine.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Postgraduate Research Quality Committee that the School should report to the Committee on developments since the periodic review as part of the next Precept Review in three years' time.

Considered: A Report by the Science Studies Committee (**Paper Senate/2013/48**).

(1) Reorganisation of Undergraduate Courses and Examinations

Reported: That the Committee had considered a proposal to introduce the MSci degree in Physics with Science Education with effect from entry in October 2014.

Approved: On the recommendation of the Committee, the introduction of the MSci degree in Physics with Science Education with effect from entry in October 2014.

(2) Modifications to Undergraduate Programmes of Study

(i) Mathematics

Reported: That the Committee had approved a new optional course in “Theory of Complex Systems”, as outlined in section 2.1 of the Senate’s paper.

(ii) Life Sciences

Reported: That the Committee had approved the change in title of two optional modules available to BSc Biology and BSc Biochemistry students on the basis that the new titles would better reflect the current course content and future direction of the course and increase the appeal to students, as outlined in section 2.2 of the Senate’s paper.

(3) Student Surveys

Reported: That the Committee had considered the results of autumn SOLE 2013.

Noted: (i) That overall there was good satisfaction with module content and structure as well as lecturers.

(ii) That there was still some way to go with satisfaction rates on feedback in the Department of Life Sciences. This was acknowledged as an issue which was being addressed.

(4) Undergraduate Annual Monitoring 2012-13

Reported: (i) That the Committee had considered the 2012-13 undergraduate annual monitoring form for the Imperial College Business School.

(ii) That the Business School representatives had summarized the key points from their reports, including changes made to their programmes and management structures and an evaluation of examination results and standards. The external examiner reports and departmental responses to them had also been considered.

(iii) That the Committee had discussed some instances where External Examiners were absent from the final meeting of the Board of Examiners and that it had been agreed that this should be reviewed by the Registry.

(5) Student Progression Data

Reported: (i) That the Committee had noted that, due to the differences between individual Faculties, the paper did not succeed in comparing ‘like with like’ and consequently the overall numbers were distorted.

(ii) That the Committee felt that results following September re-sits/SQTs might be a better point to compare the failure rates.

(iii) That the numbers were in line with previous years, and no single department was noticeably out of line. It was noted that second year failure rates were slightly higher than first year failure rates, which was not considered to be ideal.

(6) Revising Periodic Review and Programme Monitoring

Reported: (i) That the Committee had noted that in response to feedback from departments and review panels, the Registry was leading a review of the existing routine and periodic programme review processes.

(ii) That the Committee had been presented with a paper which set out a number of proposals which were intended to achieve efficiencies in the volume and frequency of review processes and the consequent requirements placed on departments.

(iii) That Faculties and departments had been invited to submit comments on the proposals by the end of March 2014, either as a combined faculty response, or individually from departments.

(7) Approval and Renewal of Exchange Agreements

Reported: That the Committee had approved the renewal of existing and the establishment of new links with Student Exchange Partner Institutions for the Departments of Chemistry, Physics and Life Sciences.

(8) Horizon Programme

(i) That the Committee had received the course proposals for the Horizons Programme in 2014-15.

**1842 Report by the Medical Studies Committee**

Considered: A Report by the Medical Studies Committee (**Paper Senate/2013/49**).

(1) Withdrawal of the four-year MBBS in Medicine (Graduate Entry) programme and formal reinstatement of the five-year MBBS in Medicine (Graduate Exempt) programme

Reported: (i) That the Committee had considered a paper outlining some of the challenges facing the four-year MBBS in Graduate Entry, as outlined in section 1 of the Senate's paper.

(ii) That the Committee supported the proposal to withdraw the four-year MBBS in Medicine (Graduate Entry) programme and formally reinstate the five-year MBBS in Medicine (Graduate Exempt) programme, both with effect from entry in October 2015.

Approved: On the recommendation of the Committee, the withdrawal of the four-year MBBS in Medicine (Graduate Entry) programme and the formal reinstatement of the five-year MBBS in Medicine (Graduate Exempt) programme, both with effect from entry in October 2015.

Noted: That the School would support all students currently registered on the Graduate Entry programme until completion of their studies, including any students who may be required to re-sit examinations.

(2) Terms of Reference and Membership

Reported: That the Committee had approved a large number of minor changes to the membership, primarily reflecting changes in job titles associated with the reorganisation of

the School of Medicine leadership.

(3) External Examiners

Reported: (i) That the Committee had considered and approved a number of nominations for external examiners and ratified chair's actions to approve external examiners. The Committee had also received a list of external examiners who were in their final year of office.

(ii) That the Committee had heard that the Education Committee for the BSc programmes had considered the external examiner reports from the 2012-13 session. The minutes of the Education Committee's discussion were appended to the Senate's paper. The Committee had noted that the reports were generally complimentary but that access to course materials for external examiners needed clearer communication.

(4) Education Committee Reports

Reported: That the Committee had considered and ratified the reports submitted by its various subordinate committees.

(5) SOLE

Reported: (i) That the Committee had considered the Autumn SOLE results. The results were generally good. One partner provider delivering emergency medicine had fallen below the expected standard, perhaps due to seasonal pressures. A visit would be undertaken to the Hospital to discuss any concerns.

(6) Consultation on the revision of periodic review and programme monitoring arrangements

Reported: (i) That the Committee had considered a consultation paper that had been triggered by a perception in College that the current review arrangements had been placing a considerable burden on academic departments. It had been proposed that the School of Medicine would be subject to one periodic review for all of its undergraduate provision. Postgraduate provision would continue to be done on a Departmental basis.

(ii) That the Committee had supported the proposed changes.

(7) Modifications to placement learning policies

Reported: (i) That the Committee had considered a paper proposing modifications to the College's placement learning policies, in the light of changes to the QAA UK Quality Code.

(ii) That the Committee had noted that clinical placements were required to meet the requirements of the placement learning policy but not all associated good practice, where local protocols in the spirit of that guidance were already in place. Work would need to be undertaken to ensure project placements in the BSc honours year conformed to the policy.

(iii) That the Committee had felt that the requirements for monitoring attendance of international students on placement and issues of health and safety and insurance liabilities would benefit from further clarification.

(8) Failure rates

Reported: That the Committee had considered a paper about failure rates and noted no concerns in School of Medicine programmes.

Considered: A Report by the Postgraduate Quality Committees (**Paper Senate/2013/50**).

(1) New Course Proposals

(1.1) PG Certificate / PG Diploma / MSc in Philanthropy

Reported: (i) That the Master's Quality Committee (Medicine, Life Sciences and School of Professional Development) had considered a proposal from the Department of Surgery and Cancer for the establishment of a new PG Certificate, PG Diploma and MSc in Philanthropy, as outlined in section 1.1 of the Senate's paper.

(ii) That the proposed programme was designed to provide graduates with an understanding of what motivates donors to give and with the ability to use behaviour change science to optimise techniques to find new donors and maximise existing donations.

(iii) That the PG Certificate programme would be offered on a part-time basis over eight months. The PG Diploma programme would be offered on a part-time basis over 16 months. The MSc programme would be offered on a part-time basis over two calendar years. The programme would be based at the South Kensington Campus.

(iv) That the proposal had been through the normal approval process involving review by external assessors.

(v) That the final proposal reflected changes made to the structure of the programme, at the request of the Committee, to enable staged progression from certificate to Master's level. The final proposal also reflected the timetabled provision of training in research methods and clarification of the delivery pattern to reflect the blended learning content, again at the request of the Committee.

Approved: On the recommendation of the Master's Quality Committee (MLSPD), the introduction of the PG Certificate / PG Diploma / MSc in Philanthropy programmes with effect from October 2014.

(1.2) MRes in Grand Challenges in Ecosystems and the Environment

Reported: (i) That the Master's Quality Committee (MLSPD) had considered a proposal from the Department of Life Sciences for the establishment of a new MRes in Grand Challenges in Ecosystems and the Environment, as outlined in section 1.2 of the Senate's paper.

(ii) That the programme was designed to provide students with high-level research training in the latest developments in ecosystems and the environment, covering the physical, social and life sciences, and an understanding of how to ensure that research has real-world impact.

(iii) That the programme would be available on a full-time basis over one calendar year and part-time over two calendar years. The programme would be taught at the Silwood Park Campus.

(iv) That the proposal had been through the normal approval process involving review by external assessors.

Approved: On the recommendation of the Master's Quality Committee (MLSPD), that the MRes in Grand Challenges in Ecosystems and the Environment be established with effect from October 2014.

(2) New Award Programmes and Major Modifications

(2.1) Addition of Postgraduate Diploma and Postgraduate Certificate to the part-time MSc in Actuarial Finance (Business School)

Reported: (i) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had considered a proposal from the Business School to make amendments to the curriculum and to the assessment of the existing 2 year part-time MSc in Actuarial Finance programme, together with the introduction of a new Postgraduate Diploma and Postgraduate Certificate, as outlined in section 2.1 of the Senate's paper.

(ii) That the PG Certificate would be available on a part-time basis over one calendar year. The PG Diploma would be available on a part-time basis over two calendar years. The MSc would be available on a part-time basis over two calendar years. On successful completion of the PG Certificate students may choose to progress to either the PG Diploma or MSc.

Approved: (i) On the recommendation of the Committee, the changes to the curriculum and to the assessment of the part-time MSc in Actuarial Finance programme with effect from September 2014.

(ii) On the recommendation of the Master's Quality Committee (BEPS), the establishment of a part-time PG Certificate and part-time PG Diploma in Actuarial Finance, with effect from September 2014.

(iii) On the recommendation of the Committee, that students who fail one or more of the written examinations may be permitted to take a resit within the same academic year.

(3) Major Amendments

(3.1) MRes in Advanced Computing (Department of Computing)

Reported: That the Master's Quality Committee (BEPS) had considered a proposal from the Department of Computing to add a new pathway in High-Performance Embedded and Distributed Systems, to the existing MRes in Advanced Computing, as outlined in section 3.1 of the Senate's report.

Considered and approved: On the recommendation of the Committee, the introduction of the new pathway in High-Performance Embedded and Distributed Systems on the MRes in Advanced Computing, with effect from October 2014.

(3.2) MSc in Actuarial Finance (Business School)

Reported: That the Master's Quality Committee (BEPS) had considered a proposal to offer the part-time MSc in Actuarial Finance on a 1 year full-time basis over one calendar year, with effect from September 2014, as outlined in section 3.2 of the Senate's paper.

Considered and approved: (i) On the recommendation of the Committee, the establishment of the MSc in Actuarial Finance on a 1 year full-time basis over one calendar year, with effect from September 2014.

(ii) On the recommendation of the Committee, that students who fail one or more of the written examinations may be permitted to take a resit within the same academic year.

(3.3) MRes in Biomedical Research (Department of Surgery and Cancer)

Reported: That the Master's Quality Committee (MLSPD) had considered a proposal from the Department of Surgery and Cancer to introduce a new stream in Microbiome in Health and Disease within the MRes in Biomedical Research, with effect from October 2014. The

new stream would be offered on a full-time (1 calendar year) basis, as outlined in section 3.3 of the Senate's paper.

Considered and approved: On the recommendation of the Committee, the introduction of the new stream in Microbiome in Health and Disease to the MRes in Biomedical Research, with a new award title of MRes in Biomedical Research [Microbiome in Health and Disease] for those students taking the pathway, with effect from October 2014.

#### (3.4) MRes in Biomedical Research (Department of Surgery and Cancer)

Reported: That the Master's Quality Committee (MLSPD) had considered a proposal from the Department of Surgery and Cancer to introduce a new stream in Epidemiology, Evolution and Control of Infectious Diseases within the MRes in Biomedical Research. The new stream would be offered on a full-time (1 calendar year) basis, as outlined in section 3.4 of the Senate's paper.

Considered and approved: On the recommendation of the Committee, the introduction of the new stream in Epidemiology, Evolution and Control of Infectious Diseases to the MRes in Biomedical Research with a new award title of MRes in Biomedical Research [Epidemiology, Evolution and Control of Infectious Diseases] for those students taking the pathway, with effect from October 2014.

#### (3.5) MRes in Biomedical Research (Department of Surgery and Cancer)

Reported: That the Master's Quality Committee (MLSPD) had considered a proposal from the Department of Surgery and Cancer to introduce a new stream in Anaesthetics, Pain Medicine and Intensive Care within the MRes in Biomedical Research. The new stream would be offered on a full-time (1 calendar year) basis.

Considered and approved: On the recommendation of the Committee, the introduction of the new stream in Anaesthetics, Pain Medicine and Intensive Care to the MRes in Biomedical Research with the new award title of MRes in Biomedical Research [Anaesthetics, Pain Medicine and Intensive Care] for those students taking the pathway, with effect from October 2014.

#### (3.6) MSc in Health Policy (Department of Surgery and Cancer)

Reported: That the Master's Quality Committee (MLSPD) had considered a request from the Department of Surgery and Cancer for changes to the MSc in Health Policy, as outlined in section 3.6 of the Senate's paper, retrospectively with effect from October 2013.

Considered and approved: On the recommendation of the Committee, the modifications to the MSc in Health Policy, as outlined in section 3.6 of the Senate's paper, retrospectively with effect from October 2013.

Noted: That agreement to the proposed changes had been received from the students currently registered on the programme.

#### (3.7) Full-time MBA

Reported: That the Master's Quality Committee (BEPS) had approved minor amendments to the full-time MBA programme, retrospectively with effect from October 2013.

Noted: That agreement to the proposed changes had been received from the students currently registered on the programme.

#### (4) Course Suspensions

##### (4.1) MSc in Computing (Distributed Systems) (Department of Computing)

Reported: (i) That the Master's Quality Committee (BEPS) had considered a request from the Department of Computing to suspend the MSc in Computing (Distributed Systems) for the academic year 2014/15.

(ii) That the Committee had noted that the Department of Computing had recently introduced two new specialisms and wanted to direct resources towards those programmes.

Considered and approved: On the recommendation of the Committee, the suspension of the MSc in Computing (Distributed Systems) programme for the academic year 2014/15.

(5) Amendment of the Procedure for Consideration of Representations by Candidates for Research Degree Examinations

Reported: That the Postgraduate Research Quality Committee had approved changes to the Procedure for Consideration of Representations by Candidates for Research Degree Examinations to clarify the membership of the Appellate Committee. The Committee had agreed that the third member of the Appellate Committee would, in future, normally be drawn from the membership of the Postgraduate Research Quality Committee.

Considered and approved: On the recommendation of the Committee, the changes to the Procedure for Consideration of Representations by Candidates for Research Degree examinations, as outlined in section 5 of the Senate's paper, with immediate effect.

(6) Joint PhD Examination Regulations

Reported: That the Postgraduate Research Quality Committee had approved bespoke examination regulations for the Joint PhD Imperial-Nanyang Technological University, Singapore programme, as outlined in Appendix V of the Senate's paper.

Considered and approved: On the recommendation of the Committee, the examination regulations for the Joint PhD degree programme, with immediate effect.

(7) Crick PhD Programme

Reported: (i) That the Postgraduate Research Quality Committee had approved the Crick-LRI/Crick-NIMR Procedures for Graduate Research Students who would be registered on the Crick-LRI/Crick-NIMR PhD Programme at Imperial College London, King's College London and University College London, with effect from September 2014.

(ii) That the HEIs and the Crick staff had worked together over the last year to develop a set of procedures for delivery of the Crick PhD programme which would align with the regulations from the three HEIs involved.

(iii) That the document set out in detail the Crick-LRI/Crick-NIMR Procedures relating to Graduate Research Students, and brought together practice from NIMR, LRI and the Crick university partners, so that all students would be treated equitably under a single set of procedures.

(iv) That a memorandum of agreement to be signed by the partner institutions was currently in draft format.

Considered and approved: On the recommendation of the Committee, the Procedures for Graduate Research Students for the Crick PhD programme, as outlined in Appendix VI of the Senate's paper.

(8) Research Degree Precepts

Reported: That the Postgraduate Research Quality Committee had approved the revised research degree precepts. The precepts had been updated to include a new precept [Precept 16 – Writing Up Stage] as a result of changes to writing up status which had been agreed at the 25 October 2013 meeting.

Considered and approved: On the recommendation of the Committee, the endorsement of the changes to the Research Degree Precepts, as outlined in Appendix VII of the Senate's paper, with immediate effect.

(9) Minor Programme Modifications

Reported: That the Master's Quality Committee (BEPS) had approved various minor amendments to the MSc in Theory and Simulation of Materials with effect from October 2014.

(10) External Examiners' Reports 2012-2013

Reported: (i) That the Master's Quality Committees had reviewed the comments received to date from External Examiners, together with the responses to the comments from departments. The Committees had pursued issues which were raised as needing attention and had taken particular note of areas of good practice which were highlighted in the reports.

(ii) That a copy of the minutes of these discussions would be presented to the Senate when the exercise had been completed.

(11) Research Integrity

Reported: (i) That the Master's Quality Committees had noted that the Graduate School had developed an online plagiarism awareness course that was currently aimed at Doctoral students. It was intended that this be adapted and a new version created specifically for Master's level students. The working party had further recommended that, from October 2014, the new Master's plagiarism awareness online course be made compulsory for all Master's level students.

(ii) That both Master's Quality Committees supported the proposal that the plagiarism awareness online course become compulsory for Master's Level students. The Master's Quality Committee (BEPS) had, however, noted that some students (e.g. those on CDT programmes) would complete a plagiarism awareness course as part of their programme and had agreed that those students should not be required to complete the College plagiarism awareness course in addition.

**1844 Report by the Undergraduate Admissions Committee**

Received: A Report by the Scholarships Panel (**Paper Senate/2013/51**).

Reported: (i) That the number of applications received overall had increased by over 1500 since 15 January 2014.

(ii) That College wide, 15785 2014/15 applications had been received 'on time' by the 15<sup>th</sup> January 2014 UCAS deadline, an increase of 8.2% on applications received by 15<sup>th</sup> January in the previous cycle.

(iii) That 61.9% of applications received by 15 January 2014 were submitted by the earlier 15 October 2013 deadline, which was the deadline for Oxford/Cambridge applications and for applications to Medicine, Veterinary Medicine and Dentistry courses.

(iv) That in the previous cycle, 63.1% of 'on time' applications were received by 15<sup>th</sup> October 2012.

## 1845 Cheating Offences – 2012/13 Academic Session

Received: A Report from the Academic Registrar (**Paper Senate/2013/52**) providing a summary of all examination offences (including cases of major plagiarism) reported to the Registry which took place in the 2012-13 academic year. Minor cases of plagiarism were handled at departmental level and were recorded in the minutes of Examination Boards.

Reported: (i) That in accordance with the College's procedures, an Investigating Officer was appointed by the Academic Registrar to investigate suspected cases of cheating reported by academic Departments. Where the Investigating Officer deemed the offence to be of a minor or technical nature the case might be referred back to the Board of Examiners. Where s/he determined there was a case to answer a Review Panel was established to consider the case and, if proven, any penalty that should apply. The Review Panels consisted of three members – the Academic Registrar or Deputy Academic Registrar, one of the College Tutors and the Director of Student Support (where the student concerned was from Life Sciences a second College Tutor would take the place of the Director of Student Support).

(ii) That there were 8 cases of plagiarism and 5 cases of other examination offences reported and investigated for undergraduate students.

(iii) That there were 15 cases of plagiarism and 4 cases of other examination offences reported and investigated for postgraduate taught students.

(iv) That there were two cases of plagiarism reported and investigated for postgraduate research students.

(v) That there was a higher proportion of offences among postgraduate taught students, and that the majority of these were plagiarism offences.

(vi) That the number of offences remained very low relative to the student population, but that the number of postgraduate taught offences was higher than the 2011/12 session.

Noted: (i) That international students studying for Master's level postgraduate qualifications, with no previous experience of studying in the UK higher education environment, are a risk group for cheating offences.

(ii) That completion of the on-line Plagiarism Awareness course developed by the Graduate School was to become compulsory for all postgraduate students.

## 1846 Dates of Terms

Considered: A Note from the Academic Registrar (**Paper Senate/2013/53**) proposing term dates for 2015-2016, together with provisional dates for 2016-2017.

Reported: That in order to accommodate 11 teaching weeks for the Spring Term in 2015-2016, while avoiding bank holidays, it was proposed to commence on 7 January and finish on Wednesday 23 March.

Discussed: (i) That setting the beginning and end of term mid-week would be disruptive.

(ii) That moving the start of the Autumn Term to 26 September was a potential solution.

(iii) That the majority of students would be content with a 26 September start date.

(iv) That the timing of Master's Examination Boards at the end of September was a potential difficulty with a 26 September start date.

Agreed: (i) That further consideration and discussion were required before agreeing term dates for the 2015-2016 Session.

(ii) That the chair would co-ordinate further discussion outside the meeting.

Approved: The provisional dates of terms for the 2016-2017 session.

Noted: The provisional dates of terms for the sessions 2017-2018 to 2023-2024.

Post Meeting Note: Following discussion after the meeting it was agreed that the term dates for 2015-2016 would be:

- Autumn: Sat 3 October to Fri 18 December 2015
- Spring: Sat 9 January to Wed 23 March 2016
- Summer: Sat 23 April to Fri 24 June 2016

#### **1847 Prizes and Medals Established/Amended**

Considered: Recommendations concerning new prizes as outlined in **Paper Senate/2013/54**.

Approved: The establishment of the AWE PhD Prize for Excellence; the Julian Walsh Prize; and the Outreach Prize.

#### **1848 Staff Matters**

Received: A Note by the Provost (**Paper Senate/2013/55**).

#### **1849 Appointment of External Examiners in 2013-14**

Received: The names and affiliations of External Examiners for undergraduate and Master's degrees appointed to act at 2013-14 examinations since the last Senate meeting. (**Paper Senate/2013/56**).

#### **1850 Imperial College International Diploma**

Received: The names of those awarded the Diploma since the last report in February 2013 (**Paper Senate/2013/57**).

#### **1851 DSc Committee**

Received: a Report from the DSc Committee. (**Paper Senate/2013/58**).

Reported: That the DSc had been awarded in February 2014 to:

- Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Research, Scholarship & Knowledge Transfer) at Liverpool John Moores University, and Visiting Professor in the Department of Chemistry at Imperial, for his work in the field of Chemical Biology.
- Professor Jonathan Chambers, Professor of Communications and Signal Processing at the University of Loughborough, for his work in the field of Adaptive and Blind Signal Processing with Applications in Biomedicine and Communications.

#### **1852 Award of Degrees and Diplomas**

Reported: That under the provisions of University of London Ordinance 9(2) and Imperial College London Ordinance B1(1), and with the terms of SM 8 of October 1998, that the Academic Registrar had acted on behalf of the Senate in approving the awards for

undergraduate and postgraduate degrees for candidates who had satisfied the examiners in the examination and satisfied all other necessary requirements for the award of the degrees, and that degrees had been conferred on these candidates, the date being as indicated on the award.

**1853 Any Other Business**

On this occasion no other business was raised.