

SENATE

Minutes of Meeting held on 27 February 2013

Present: The President & Rector, Sir Keith O'Nions (Chairman), Professors Alford, Autio, Belvisi, George, Haigh, Humphris, Leatherbarrow, Magee, Matar, Riboli, Smith; Drs Albrecht, Archer, Broda, Buckle, Craig, McCoy, Pike; Mr Beaumont, Mr Hunt (Student Representatives); with Mr Wheatley (Academic Registrar), Ms Richardson (Deputy Academic Registrar) and Ms Baker (Senior Assistant Registrar).

Apologies: Professors Dallman, Gooderham, Kelleher, Richardson, Wright; Drs McGarvey, McPhail.

In attendance: Mr Neilson

1712 Minutes

The Minutes of the meeting of the Senate held on 12 December 2012 were confirmed.

1713 Matters Arising

Minute 1702: Undergraduate Examination Failure Rates 2011-12

Noted: (i) That a report on undergraduate examination failures had been considered at the meeting of the Senate held on 12 December 2012 and that the failure rate had exceeded 10% in the Department of Civil and Environmental Engineering (second year failure rates) and the Department of Mechanical Engineering (first and second year failure rates) in 2011-12.

(ii) That the Engineering Studies Committee would further consider this data at its March meeting and would report in detail to the May Senate on the action being taken by the Departments of Civil and Environmental Engineering and Mechanical Engineering to reduce their failure rates.

(iii) That the Senate had asked to receive an update from the Departments of Civil and Environmental Engineering and Mechanical Engineering on their plans for addressing these matters in advance of the detailed report from the Engineering Studies Committee.

Received: A Note by the Academic Registrar (**Paper Senate/2012/41**).

Reported: That action to address the causes of the high failure rates and the implementation of procedures to reduce failure rates had already been taken by the Departments concerned, and that a detailed report would be considered by the Engineering Studies Committee in March.

Agreed: That the Senate was satisfied with the interim report.

1714 President & Rector's Business

Received: A Report from the President & Rector (**Paper Senate/2012/42**).

(1) New Year's Honours

Reported: The Senate congratulated the following staff, who had achieved recognition in the New Year's Honours:

Professor Jo Haigh, Head of the Department of Physics, had been awarded a CBE for her services to physics.

Professor Susan Gibson, Department of Chemistry, had been awarded an OBE for services to chemistry and science education.

Professor David Hand, Professor of the Statistics Section and Associate Head (Research) in the Department of Mathematics, had been awarded an OBE for services to research and innovation.

(2) Director of Student Recruitment and Outreach

Reported: (i) That Mr Jonathan Tinnacher, currently Head of Student Recruitment at the University of Leicester, had accepted appointment as Director of Student Recruitment and Outreach with effect from 8 April 2013.

(ii) That Mr Tinnacher would have responsibility for the central teams working on UK and international student recruitment, outreach to schools and colleges, and recruitment marketing and communications, and would report to the College Secretary & Registrar.

(3) Regius Professorship

Reported: (i) That the Queen had agreed to the conferment of a *Regius* Professorship of Engineering on Imperial College to mark the exceptionally high quality of teaching and research in Engineering.

(ii) That Professor Chris Toumazou was the College's nominee for this prestigious Professorship and that he would be one of the twelve Regius Professors awarded this year.

(4) Chief Scientific Adviser

Reported: (i) That the Foreign and Commonwealth Office had appointed Professor Robin Grimes, Department of Materials and Director of Imperial College's Centre for Nuclear Engineering, as its next chief scientific adviser.

(ii) That Professor Grimes would replace Professor David Clary FRS, who has held the post since it was established in 2009, and that he would be working part time at the Department alongside his academic work, starting in February 2013.

(5) President & Rector's Awards for Excellence 2013

Reported: (i) That nominations were invited for the President & Rector's Awards for Excellence in Teaching; the President & Rector's Awards for Excellence in Pastoral Care; the President & Rector's Awards for Excellence in Research Supervision; and the President & Rector's Awards for Supporting the Student Experience.

(ii) That further information about the Awards was available at the following link:

<http://www3.imperial.ac.uk/registry/abouttheregistry/awardsforexcellence>

(iii) That nominations should be submitted electronically to the Academic Registrar by Monday, 8 April 2013.

(6) The Senior Management of the College

Reported: (i) That a number of changes to the senior management of the College would come into effect over the coming months, as part of the transition to the new President and Provost model of governance for the College.

(ii) That on 1 March 2013 there would be several changes of title to senior posts, but that responsibilities would not alter: (a) the Principals of the Faculties and of the Business School would become Deans of the Faculties and of the Business School; (b) the elected Deans of the Faculties would become College Consuls; (c) the Dean of Students would become the Director of Student Affairs; (d) the Director of Communications and Development would become the Director of Communications and Public Affairs, and continue to report to the President & Rector; and (e) the Director of Development, would report directly to the President & Rector.

(iii) That on 1 April 2013, the Deputy Principal of the Business School, Professor David Gann CBE, would take up a new appointment as Vice-President (Development and Innovation), reporting to the President & Rector, whilst retaining his professorship in the Business School.

(iv) That on 1 August 2013, there would be several changes to coincide with the Provost's arrival: (a) Professor Stephen Richardson FREng would become the Associate Provost (Institutional Affairs); (b) the Pro-Rector (Research) would become the Vice-Provost (Research); (c) the Pro-Rector (Education) would become the Vice-Provost (Education); (d) the Pro-Rector (Enterprise) would become the Director of Enterprise; and (e) the Pro-Rector (International) would become the Director of International Affairs.

(v) That changes to senior management reporting lines direct to the President & Rector and the Provost would take effect from 1 August 2013.

1715 Pro Rector's Business

Considered: A Report from the Pro Rector (Education) (**Paper Senate/2012/43**).

(1) Higher Education Review: Institutional Review

Reported: (i) That changes to the Quality Assurance Agency (QAA) review methodology had meant that the QAA would not carry out a mid-cycle follow up to the 2010 Institutional Audit.

(ii) That Imperial would be subject to institutional review in 2016-17 and that the College Management Board had agreed that an internal mid cycle report would be undertaken to measure progress in achieving the recommendations following the 2010 Audit and start preparations for the next Review.

(2) Development of an Education and Student Strategy

Reported: (i) That the College-wide consultation to define an Education and Student Strategy had been launched by the Pro Rector (Education) in January.

(ii) That the first stage of the process had been to invite staff, students and alumni to contribute their ideas and views and that this phase had now closed.

(iii) That building on existing good practice, and informed by the contributions received in the first phase, a Green Paper would be drafted which would propose the key areas of change and would be available for discussion and comment in April 2013.

(iii) That, informed by the responses to the Green Paper, a White Paper and

implementation plan would be taken to the Management Board in June 2013.

1716 Quality Assurance Advisory Committee

Considered: A Report by the Quality Assurance Advisory Committee (**Paper Senate/2012/44**).

(1) Penalties for the Late Submission of Assessed Work

Considered and approved: Revised policy on the penalties for the late submission of assessed work, as outlined in section 1.2 of the Senate's paper, with effect from October 2013.

Noted: (i) That Departments would be given the option to introduce the revised policy sooner if they wished.

(ii) That the revised policy would ensure parity of treatment for all candidates and consistency in the application of penalties for the late submission of assessed work across Departments.

Reported: That the Senior Tutor may delegate responsibility for considering exceptions to the default penalty when appropriate and that a record of all late submission cases and penalties applied should be kept by the Department and made available to the Registry on request.

(2) Model Answers to Questions

Considered and approved: New policy on the provision of model answers to external examiners and to students, as outlined in section 1.3 of the Senate's paper, with effect from October 2013.

Reported: That the policy stated that Departments should provide their external examiners with model answers to questions and that, as a minimum, Departments should provide their students with outline answers to specimen questions, or illustrative examples of how students might address the question. Where students were required to undertake MCQ examinations, Departments should provide examples of the format of such examinations and state whether the MCQ examination was negatively marked.

(3) Review and Approval Procedures

(i) **Considered and approved:** Revised Procedures for the Approval of New Undergraduate Programmes, as outlined in Appendix 2 of the Senate's paper, with immediate effect.

(ii) **Considered and approved:** Revised Procedures for the Review of Undergraduate Programmes, as outlined in Appendix 3 of the Senate's paper, with immediate effect.

(iii) **Considered and approved:** Revised Procedures for the Approval of New Master's (MSc, MRes, MEd, MPH, MBA) Postgraduate Diploma and Postgraduate Certificate Programmes, as outlined in Appendix 4 of the Senate's paper, with immediate effect.

Reported: (i) That the procedures had been strengthened with respect to consideration of e-Learning/blended learning and succession planning and the financial viability of courses.

(ii) That the approval procedures now included questions which external reviewers of new courses would be asked to comment on and a requirement for Departments with collaborative programmes to provide details of the areas of expertise of partner teaching staff as part of proposal documentation.

(iii) That the composition of periodic review panels had been revised to include a student representative which, for undergraduate Medicine, would include a Foundation School student representative.

(iv) That Departments would be asked to respond to time-limited themed questions as part of their submissions for periodic review. For reviews taking place during 2012-13, Departments would be asked to comment on the first year student experience (e.g. supporting students' transition to university; information provided by the department for first year students; whether there were any specific forms of assessment and feedback used to aid students new to UK education); monitoring recruitment and progression (e.g. what lessons had been drawn from the department's analysis of data and how had this influenced the department's support of students); student involvement in quality enhancement and welfare and links with industry/future employers.

(v) That a New Master's Level Programme Proposal Form had been developed for use when submitting a new Master's level course proposal.

(4) Regulations for the Examination Regulations relating to External Examiners.

Reported: (i) That the College's taught course Examination Regulations made clear that certain individuals, including employees of the College, could not act as external examiners. However, there was no explicit College policy on whether an individual holding an honorary contract with the College could act as an external examiner for a taught course where the honorary association was for research unrelated to the taught course in question.

(ii) That the College must maintain robust and rigorous external examiner processes to assure itself of the academic quality and standards of degrees it awards.

Agreed: On the recommendation of the Quality Assurance and Enhancement Committee, that, from 2013-14, academic staff with honorary contracts with the College would not be appointed as taught course external examiners

Approved: (i) Amendments to regulation 6.5 (Appointment of Examiners) of the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees, outlined in section 3 of the Senate's paper, with effect from October 2013.

(ii) Amendments to regulation 1.6 (Appointment of Examiners) of the Regulations for the Examination of Taught Master's Degrees, outlined in section 3 of the Senate's paper, with effect from October 2013.

Agreed: (i) Exceptions to regulation 6.5 and 1.6 above could only be approved by the Pro Rector (Education).

(ii) In order to review the impact of this new regulation on existing external examiner appointments, the Registry would find out which existing externals hold honorary contracts with the College and the nature of each contract. The Pro Rector (Education) would then consider this information and determine which external examiners could be re-appointed to act in 2013-14.

Noted: That a question asking Departments to confirm whether proposed new external examiners hold honorary contracts with the College would be added to the nomination form.

(5) Summer School

Reported: (i) That the Business School wished to pilot a Summer School during 2013. Leading institutions in the USA and others in the UK already offer such programmes for

undergraduates and the Business School would like to enter this market by offering a pilot 4 week course during the summer 2013.

(ii) The summer school would be an intensive residential course taking place in July and August with a full pastoral and social programme worth 7 ECTS credits. The content of the course would be based on existing material and would be taught by existing Business School academic staff. Students would receive a transcript of their results from the College but the credit would be awarded by their home institution. An external examiner would need to be appointed to the programme.

Noted: If the pilot was successful, the Business School proposed to run 4 Summer School courses, commencing summer 2014.

Approved: On the recommendation of the Quality Assurance and Enhancement Committee, that the Business School may pilot a Summer School during July and August 2013 with the proviso that a report on the outcome of the pilot should be reported to the first meeting of the QAEC next session and thence to the Senate.

(6) Cheating Offences Policy and Procedures

Reported: (i) That a potential weakness had been identified in the section of the Cheating Offences Policy and Procedures covering plagiarism in a research degree thesis.

(ii) That currently, all such cases were referred to the Pro Rector (Education), the Dean of Students, Learning and Teaching and the Academic Registrar, while appeals were routed to the Deputy Rector and the Head of Central Secretariat.

(iii) That in cheating cases involving undergraduates and taught postgraduates, the role of the Pro Rector (Education) was reserved for the final appeal process.

Agreed: To harmonise the final appeal process for all categories of student by giving responsibility to the Pro Rector for considering all appeals against punishments imposed by a review panel whether for UG, PGT or PGR cheating cases.

Approved: (i) On the recommendation of the Quality Assurance and Enhancement Committee, that the Senior Dean should be substituted for the Pro Rector in the initial consideration of any allegation involving research degree students, as outlined in the Senate's paper, with immediate effect.

(ii) That where either the Dean of Students or the Senior Dean could not act because they had a connection with the student against whom an allegation had been made, the Director or Deputy Director of the Graduate School should join the review panel in their stead.

(7) UK Quality Code

Reported: (i) That the Committee had received the QAA's UK Quality Code Implementation Timeline and considered the implications for the College and actions to ensure compliance with the indicators of Chapter B3 Learning and Teaching.

(ii) That the Committee had received the College's final response to the consultation on the draft Chapter B4: Supporting Student Achievement and the College's draft response to the consultation on draft Chapter B9: Complaints and Appeals.

(iii) That the Committee had noted that the QAA had published its final Chapter B10: Managing Higher Education Provision with Others and was reminded that it had already agreed to establish a Working Party to review the College's collaborative procedures in light of this Chapter.

(iv) That the Committee had received the *Outcomes from Institutional Audit Series* papers on Assessment and Feedback and Postgraduate Research Students.

(8) Key Information Sets

Reported: That the Committee had received a note from the Assistant Registrar (Quality Assurance) on amendments to be made to the KIS 2013 submission.

(9) National Student Survey (NSS)

Reported: (i) That the Committee had received the ICU's response to the NSS 2012 and had noted the ICU's recommendations that the College should build on existing good practice identified within the survey and expand on the Educational Development Unit's training to Graduate Teaching Assistants.

(ii) That the ICU had further recommended that the College invest resources in making improvements to communicating with students.

(10) Staff Student Committees

Reported: (i) That the Committee had agreed that all Staff Student Committee minutes and agendas should be submitted to the ICU Representation Coordinator who would summarise these twice a year.

(ii) That the summaries would be presented to the QAEC, Studies Committees and the Graduate School's Quality Committees and that the QAEC would then make an annual report on these to the Senate.

1717 Engineering Studies Committee

Considered: A Report by the Engineering Studies Committee (**Paper Senate/2012/45**).

Noted: That there had not been an Engineering Studies Committee since the last report submitted to the Senate in December 2012. The Senate had asked for the minutes of the Committee's discussion of the annual monitoring and external examiners' reports to be provided to the February Senate meeting.

(1) Annual Monitoring Statements

Reported: (i) That the Committee had considered the 2011-12 undergraduate annual monitoring forms for the Departments of Aeronautics, Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Computing, Earth Science and Engineering, Electrical and Electronic Engineering, Materials, Mechanical Engineering and Imperial College Business School.

(ii) That the departmental representatives had summarised the key points from their reports, including the external examiner reports, and departmental responses to them. The Minutes of the Committee's discussion of the annual monitoring reports were attached to the Senate's paper.

(2) Good Practice

Reported: That the Committee had received the annual report on good practice highlighted by periodic reviews reported to the Senate during 2011-12 and had agreed that the first year undergraduate autumn term personal tutor report form used by the Department of Civil and Environmental Engineering was an example of good practice.

1718 **Science Studies Committee**

Considered: A Report by the Science Studies Committee (**Paper Senate/2012/46**).

(1) Undergraduate Annual Monitoring 2011-12

Reported: (i) That the Committee had considered the 2011-12 undergraduate annual monitoring forms for the Department of Life Sciences (Biology and Biochemistry/ Biotechnology) and the Department of Mathematics. The annual monitoring form for the Business School would be considered at the next meeting of the Committee.

(ii) That the departmental representatives had summarised the key points from their reports, including changes made to their programmes, management structures and personal tutoring systems and an evaluation of examination results and standards. The external examiner reports, and departmental responses to them, had also been considered. The Minutes of the Committee's discussion of the annual monitoring reports were attached to the Senate's paper.

(2) Student Progression Data: Undergraduate Failure Rates 2011-12

Reported: That the Committee had considered the undergraduate examination failure rates for the 2011-12 session and had been pleased to note that no Departments within the Faculty of Natural Sciences had failure rates exceeding 10% for any particular year.

(3) Undergraduate External Examiner Summary Report 2011-12

Reported: (i) That the Committee had heard that the summary of undergraduate external examiner reports for 2011-12 considered by the QAEC had identified 2 Departments where external examiners had expressed concern with arrangements for the conversion of marks awarded to students from institutions abroad.

(ii) That the QAEC had agreed that those Departments should be asked to look again at the methods used for translating marks to ensure that students who spend a year abroad would not receive an advantage by this.

(iii) That, in response to this request, the Committee had considered and agreed that the methods used by the Department of Physics to translate marks from institutions abroad were appropriate and reasonable and were regularly reviewed to ensure that students would not receive an advantage.

(4) Appointment of External Examiners for the 2012-13 Session

Reported: That the Committee had approved the appointment of Dr N Skinner (University of Exeter) to the education components of the BSc Physics and Science Education programme for the 2012-13 session.

(5) Minor Amendments to Existing Courses

Department of Mathematics

Reported: (i) That the Committee had approved amendments to the curriculum for students registered on the Year in Europe programme, as outlined in section 5.1 of the Senate's paper.

(ii) That the changes to the course would take effect for October 2013 and existing students on the programme would be given the option to transfer onto the new scheme if they wished.

(6) Approval and Renewal of Exchange Partnerships

Reported: (i) That the Committee had approved the renewal of the Department of Life Science exchange agreement with Universita Degli Studi di Padova.

(ii) That the Department of Life Science student exchange with the University of Lund would not be renewed.

1719 Medical Studies Committee

Considered: A Report by the Medical Studies Committee (**Paper Senate/2012/47**).

(1) Term dates 2013-2014

Reported: That the Committee had approved revised spring term dates in 2013-14 for Graduate Entry Medicine and Biomedical Science Years 1 and 2, as outlined in section 1 of the Senate's paper.

Approved: On the recommendation of the Committee, that the spring term dates for MBBS/BSc and Biomedical Science Years 1 and 2, and Graduate Entry Medicine Year 1 in 2014-2014 would be 4 January-21 March.

(2) Update from the Lee Kong Chian School of Medicine (LKC Medicine)

Reported: (i) That the Committee had approved the Procedure for dealing with Unsatisfactory Academic Progress for the Lee Kong Chian School of Medicine MBBS, as outlined in section 2 and Appendix 1 of the Senate's paper.

Approved: (i) On the recommendation of the Committee, the Procedure for dealing with Unsatisfactory Academic Progress for the Lee Kong Chian School of Medicine MBBS, which would commence in August 2013.

Reported: (ii) That the Committee had approved the Assessment and Examinations Strategy for Phase 1 for the Lee Kong Chian School of Medicine MBBS, as outlined in section 2 and Appendix 2 of the Senate's paper.

Approved: (ii) On the recommendation of the Committee, the Assessment and Examinations Strategy for Phase 1 for the Lee Kong Chian School of Medicine MBBS, which would commence in August 2013.

Reported: (iii) That the Committee had approved the updated Academic Regulations for the Lee Kong Chian School of Medicine MBBS, as outlined in section 2 and Appendix 3 of the Senate's paper.

Approved: (iii) On the recommendation of the Committee, the updated Academic Regulations for the Lee Kong Chian School of Medicine MBBS which would commence in August 2013.

Reported: (iv) That the Committee had approved the Academic Integrity Policy and Procedures for the Lee Kong Chian School of Medicine MBBS, as outlined in section 2 and Appendix 4 of the Senate's paper.

Approved: (iv) On the recommendation of the Committee, the Academic Integrity Policy and Procedures for the Lee Kong Chian School of Medicine MBBS which would commence in August 2013.

(3) Terms of reference and membership

Reported: (i) That the Committee had approved an amendment to the membership of the

Medical Studies Committee to include a representative of the Centre for Co-Curricular Studies.

(ii) That the representative of the Centre for Co-Curricular Studies would be Dr Eryl Price-Davies.

Approved: On the recommendation of the Committee, the amendment to the membership of the Medical Studies Committee to include a representative of the Centre for Co-Curricular Studies, and the appointment of Dr Eryl Price-Davies as a member of the Committee, both with immediate effect.

(4) Addition to the conflict of interest policy

Reported: That the Committee had approved an additional statement for the conflict of interest policy to prevent staff who hold educational leadership roles, or take part in assessments, from participating in external revision courses.

(5) Revised educational training requirements for the Faculty of Medicine

Reported: (i) That the Committee had approved revisions to the educational training requirements for the Faculty of Medicine in response to staff feedback and new GMC guidance.

(ii) That staff would now be able to undertake their required workshops in blocks to enable them to focus on education.

(iii) That links with the Medical Education Special Interest Group would also be strengthened and that staff would be given the opportunity to attend a staff-student committee.

(6) General Medical Council Quality Assurance Review Report

Reported: (i) That the Committee had considered a report on a quality assurance review conducted by the General Medical Council in November 2012, as outlined in section 6 of the Senate's paper.

(7) Autumn SOLE

Reported: That the Committee had considered the Autumn SOLE results, as outlined in section 7 of the Senate's report.

(8) External Examiners

(i) Appointment of External Examiners

Reported: That the Committee had approved the appointment of a number of external examiners and ratified Chair's actions to appoint one other examiner.

(ii) Consideration of 2011-12 External Examiner Reports

Reported: (i) That the Committee heard that the Graduate Entry Education Committee had considered the external examiner reports from the 2011-12 session. The Minutes of the Education Committees' discussions were appended to the Senate's paper. The Committee had noted that no significant concerns had been raised.

(ii) That the external examiner reports for Years 1 and 2 had also been considered at Education Committee meetings and would be reported to the May Medical Studies Committee meeting.

(9) Education Committee reports

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

1720 Graduate School Quality Committees

Considered: A Report by the Graduate School Quality Committees (**Paper Senate/2012/48**).

(1) New Course – MRes in Mathematical Sciences

Reported: (i) That the Master's Quality Committee (Business, Engineering & Physical Sciences) had received a proposal from the Department of Mathematics to introduce a new MRes in Mathematical Sciences with effect from October 2013. The course would be offered on a full-time basis only and would attract the standard fee applied to Master's courses in the Department of Mathematics.

(ii) That the Committee had noted that the course would ensure that students would acquire the necessary background knowledge, both in their specific areas of interest, and in the field as a whole, to move directly from the 1-year MRes course into a 3-year PhD in a related topic. The course would also stand as an independent degree and would prepare students for PhD studies at other universities and for careers in industry.

(iii) That students would undertake a programme of taught course elements and would conduct a major research project throughout the year. The Committee had noted that some of the taught course elements were from collaborative programmes in which the Department participated, and that a memorandum of agreement would be in place for the taught elements provided by the universities who form part of these consortia. None of the courses provided by collaborative partners would be compulsory courses nor would they count towards the final result.

Approved: On the recommendation of the Committee, the introduction of the MRes in Mathematical Sciences with effect from October 2013, as outlined in section 1 and Appendix I of the Senate's paper.

(2) MSc in Advanced Chemical Engineering

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences), a request from the Department of Chemical Engineering to offer re-sits of failed written examination papers within the academic year to MSc in Advanced Chemical Engineering students, with effect from the academic year 2012-13, as outlined in section 2 of the Senate's paper.

Noted: That any student who was given permission to take their one permitted re-sit within the same academic year would be appropriately counselled before so doing.

(3) MSc in Ecological Applications

Considered and approved: On the recommendation of the Master's Quality Committee (Medicine, Life Sciences and School of Professional Development), the resumption of the MSc in Ecological Applications in the Department of Life Sciences with effect from October 2013, as outlined in section 3 of the Senate's paper.

Noted: That the course had been suspended for entry in October 2012 due to staff changes and that the Department had now recruited several new members of staff working in relevant areas and that the Department was now in a position to cover all the material required to successfully deliver the programme.

(4) Changes to the College Regulations for the Examination of Taught Master's Degrees

Reported: (i) That the Master's Quality Committees had approved revisions to the College Regulations for the Examination of Taught Master's Degrees intended to clarify the regulations for the award of merits and distinctions, as outlined in section 4 of the Senate's paper.

(ii) That the revisions were intended to clarify that, in order to be awarded a result of merit, a candidate would normally be expected to obtain an aggregate mark of 60 per cent or greater as well as achieving at least 60% in each element; and that, in order to be awarded a result of distinction, a candidate would normally be expected to obtain an aggregate mark of 70 per cent or greater as well as achieving at least 70% in each element.

(iii) That the revisions were further intended to clarify the discretion afforded to Boards of Examiners where a candidate fails to satisfy these criteria.

(iv) That the approved revisions applied solely to the examination regulations for Master's degrees and not to undergraduate degrees.

(v) That the term "element" used in the regulations referred to a large body of work contributing a significant percentage to the student's final mark, such as a dissertation or the combined written and oral examinations.

(vi) That the approved revisions would not result in a change to the regulations nor would they impact on the level of achievement expected from students.

Noted: That the Senate felt that the approved revisions lacked clarity and required some further modification.

Agreed: That the revisions to the regulations should be revised and presented to the next meeting of the Senate for consideration.

(5) Revision to College Academic Ordinance B1

Considered and approved: On the recommendation of the Master's Quality Committees, a revision to Ordinance B1 - Degrees and Other Awards Granted by the University - as outlined in section 5 of the Senate's paper.

Reported: That the revision would take account of the criteria specified for Postgraduate Certificate and Postgraduate Diploma awards, currently missing from Ordinance B1.

Agreed: To recommend the revision to the College Council with immediate effect.

(6) Executive and Full-time MBA – electives for 2012-13

Reported: That the Master's Quality Committee (Business, Engineering & Physical Sciences) had received the list of electives for the Executive & Full-time MBA for 2012-13, as outlined in section 6 of the Senate's paper.

(7) Minor modifications to existing courses

Reported: That the Master's Quality Committees had approved minor amendments to several courses, as outlined in section 7 of the Senate's paper.

(8) Translation Studies Unit

Reported: That the Master's Quality Committee (Medicine, Life Sciences and School of

professional Development) had heard that applications to programmes of study in the Translation Studies Unit had been suspended until early April. Current applicants and those who had been offered a place for 2012 but deferred to 2013 had been advised that the College had been considering the Unit's future for strategic reasons, as outlined in section 8 of the Senate's paper.

(9) External Examiners' Reports 2011-2012

Reported: 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. A copy of the minutes of these discussions would be presented to the Senate when the exercise had been completed.

1721 Undergraduate Admissions Committee

Considered: A Report by the Undergraduate Admissions Committee (**Paper Senate/2012/49**).

(1) Admissions Cycle 2013 Entry

Reported: (i) That the sector had seen a 3.5% rise in applications to UCAS by the 15 January deadline. Whilst this was below the application numbers in 2011, it was the third highest number of applications made in a UCAS cycle. That applications from applicants in the UK had risen by 2.8%.

(ii) That Imperial had seen an increase of 4.2% (or 586 in raw applications) on the number of applications received by the January 15 deadline compared to the same date last year. Across College, Home applications had increased by 8.7%, Overseas had increased by 2.3%, and European Union applications had decreased by 6.1%.

(iii) That all three Faculties had seen an increase in applications this year, with the Faculty of Engineering showing a substantial increase of 6.4%. The application numbers at Departmental level were attached to the Senate's paper.

(2) Consideration of Indian School Leaving Qualifications for Undergraduate Entry

Reported: (i) That the Committee had considered the Indian Central Board of Secondary Education (CBSE) and Indian Certificate of Secondary Education (ISCE) School leaving qualifications as potential qualifications for entry to undergraduate courses at Imperial. These qualifications were not currently sufficient for admission.

(ii) That the Committee had decided that there was insufficient evidence at present to determine whether or not these qualifications now met the College's minimum academic requirement.

(iii) That the standard of these qualifications would be monitored over the coming years, with a view to potentially accepting them in the future.

(3) Undergraduate Student Accommodation

Reported: (i) That Admissions Tutors expressed concern at the use of Paragon Hall as accommodation for first year students, and asked for reassurance that this was a temporary measure during the refurbishment of Wilson House, as outlined in section 3 of the Senate's paper.

(ii) That Admissions Tutors had noted that as part of their departmental interview/admissions/open days, parents and students preferred accommodation which

was either within a short bus ride or walking distance of the South Kensington Campus.

Observed: That the recent College announcement of plans to purchase and develop a new hall of residence for undergraduate students in North Acton attracted comment from members of the Senate. It was suggested that the new hall of residence, which would provide accommodation to a high specification, would replace halls that were cheaper and located closer to the South Kensington Campus.

Reported: (i) That the Imperial College Union had highlighted distance, cost, student experience, pastoral care, and safety and welfare concerns in relation to the North Acton accommodation.

(ii) That the Union had subsequently presented a set of five requests for College response which would be addressed by the President & Rector at the next Management Board meeting.

(iii) That there was concern that there had not been formal consultation with students and academics before the decision was announced, but that this had been due to the commercial sensitivity of the purchase.

(iv) That ideally all students would be housed as close to campus as possible but that the College was located in an area of exceedingly high property prices which made this extremely difficult. The new land in North Acton was as close to College as it had been possible to purchase at a realistic cost, and had excellent access to transport hubs.

(v) That the distance of halls from College had been highlighted as a problem for the student experience. Having to travel 40 minutes could reduce students' ability to participate in Clubs and Societies as well as reducing the sense of community that they felt.

(vi) That it would be important for the College to work closely with the ICU in the developmental stages of the project. This would include providing wardening support and consideration of transport between College campuses and the accommodation, particularly during peak nights for student activities.

(vii) That the College accommodation strategy would continue to explore opportunities for student housing that matched students' preferences as closely as possible, and that all options would be investigated.

1722 Scholarships Panel

Considered: A Note by the Academic Registrar (**Paper Senate/2012/50**).

(1) Scholarships and the Equality Act 2010

Reported: (i) That the Management Board had commissioned a Guidance Note from the Legal Services Office for all administrators with authority to accept and manage scholarships, as outlined in section 1 of the Senate's paper.

(ii) That the Panel had agreed the paper presented by the Head of Legal Services with minor amendments, and that the Guidance Note was being prepared accordingly.

(2) Rector's Undergraduate Scholarships

Reported: (i) That the Panel had received Proposed Amendments to the Rector's Undergraduate Scholarships, as outlined in section 4 of the Senate's paper.

(ii) That it had been agreed that further investigation of the approaches taken by peer Russell Group institutions would be undertaken and colleagues would be consulted to

inform a proposed new design for the undergraduate award.

(3) Fundraising for the Rector's Scholarship Fund

Reported: (i) That the estimated income from telethon appeals for 2012/13 had been revised down since the autumn telethon from £579,390 to £465,520, as outlined in section 7 of the Senate's paper.

(ii) That the perceived causes for the fall off in the estimated income had been addressed: specifically, a new Head of Regular Giving had been appointed. As part of the College's Development Investment Plan the Regular Giving team would be resourced with three new posts with specific expertise in running appeals, print and digital marketing.

(4) Imperial College PhD Scholarships

Reported: (i) That the Panel had welcomed the introduction of the College's new flagship scheme, as outlined in section 9 of the Senate's paper.

(ii) That a total of 213 applications had been initiated as at 14 January 2013 and that candidates had been referred from Departmental to Faculty level panels for shortlisting. That the first meeting of the College's Selection Panel, comprising the Pro-Rector (Research), the Deputy Faculty Principals and the Director of the Graduate School, had been scheduled for 14 February.

(iii) That feedback would be sought from Departments on their experiences of operating the new scheme, and enhancements to the selection process would be explored and considered at the Panel's next meeting.

1723 Cheating Offences 2011-12

Considered: A Report by the Academic Registrar (**Paper Senate/2012/51**) providing a summary of all examination offences (including cases of major plagiarism) reported to the Registry which took place in the 2011-12 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 Dean of Students (where the student concerned was from Life Sciences a second College Tutor would take the place of the Dean of Students).

(ii) That a revised Cheating Offences Policy and Procedure had been approved by Senate at its meeting on 15 June 2011. That the procedure had included the revised tariff of penalties outlined in the Senate's paper. That the tariffs were further modified by Senate at its meeting on 31 October 2012 but that the further amendments would apply only to offences committed in and after 2013/2014.

(iii) That the number of major cheating offences had increased very slightly, but that this was miniscule in relation to the total student population.

(iv) That number of cases of minor plagiarism offences had increased. This might reflect improvements in the reporting of minor offences rather than a rise in cases.

1725 Office of the Independent Adjudicator and Completion of Procedures Letters

Considered: A Report by the Academic Registrar (**Paper Senate/2011/52**).

Reported: (i) That under the Higher Education Act 2004 Imperial College subscribed to the independent scheme for the review of student complaints. Once a student had exhausted the College's internal appeal or complaints procedures, the College was obliged to issue a completion of procedures letter which advised students how they could apply to the OIA for a review of their case providing it fell within OIA rules. Students had three months from the date of the completion of procedures letter to apply to the OIA.

(ii) That in 2010 the OIA had started to collect data from institutions on the number of completion of procedures letters issued by institutions during the calendar year. Data in respect of Imperial College for 2012 were presented in the Senate's paper, with the previous two years' data for comparison.

(iii) That as far as Imperial was concerned the number of letters issued had declined: 39 in 2012, 54 in 2010 and 52 in 2011.

Further reported: That this decline may reflect a slight decrease in the number of appeals coupled with the increased detail that departments give in the early stages of consideration of appeals/complaints particularly in their responses to students. While numbers appeared to be in decline, individual cases continued to consume disproportionate amounts of time.

1726 Dates of Terms

Considered: A Note by the Academic Registrar proposing dates of terms for session 2014-2015 together with provisional dates for 2015-2016 (**Paper Senate/2012/53**).

Approved: The dates of terms for the session 2014-2015 and provisional dates for 2015-2016.

Noted: The provisional dates for sessions 2016-2017 to 2022-2023.

1727 Prizes and Medals Established/Amended

Considered: Recommendations concerning new prizes, as detailed in **Paper Senate/2012/54**.

Approved: The establishment of the Laing O'Rourke Prize, the Prize in Advanced Materials Characterisation Techniques and the RBG Structural Engineering Prize.

1728 Prizes and Medals Awarded

Reported: The award of scholarships, prizes and medals, as detailed in **Paper Senate/2012/55**.

1729 Full-time Student Numbers 2012-13

Received: Statistics of full-time students registered at the College for the current session (**Paper Senate/2012/34**).

1730 Staff Matters

Received: A Note by the President & Rector (**Paper Senate/2012/57**).

1731 Appointment of External Examiners in 2012-13

Received: The names and affiliations of external examiners for undergraduate and Master's degrees in 2012-13 (**Paper Senate/2012/58**).

1732 Imperial College International Diploma

Received: The names of those awarded the Diploma since the last report in February 2012 (**Paper Senate/2011/59**).

1733 Strategic Education Committee

Received: The Executive Summary of the meeting of the Strategic Education Committee held on 24 January 2013 (**Paper Senate/2012/60**).

1734 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.

1735 Any Other Business

There was no other business discussed.