

**SENATE**

**Minutes of Meeting held on 30 October 2013**

**Present:** The Provost, Professor James Stirling (Chair), Professors Anandalingam, Autio, Cilliers, Dallman, Gardner, Humphris, McGregor, Smith, Wright; Associate Professor Miraldo; Drs Archer, Bradley, Buluwela, Fobelets, Gounaris, McPhail; Mr Goldsmith; Ms Kempston (Student Representatives); with Ms Richardson (Acting Academic Registrar), Ms Baker (Senior Assistant Registrar) and Mr Calum MacLeod (Management Trainee, Registry).

**Apologies:** Professors Gooderham, Magee, Matar, Riboli, Richardson, Thompson, Welton; Dr McCoy; Mr Tinnacher.

**Present by Invitation:** Mrs Banks (for Minute 1791), Mrs Farrar (for Minute 1788) and Dr Shemilt for Minute 1790)

**1783 Terms of Reference, Constitution and Membership of the Senate 2013-14**

Noted: The current Terms of Reference and Constitution of the Senate and the names of those appointed or elected for the current session, as reported in **Paper/Senate/2013/01**. The Provost welcomed new members to the meeting.

**1784 Minutes**

The Minutes of the meeting of the Senate held on 19 June 2013 were confirmed.

**1785 Matters Arising**

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

**1786 Provost's Business**

Received: A Report from the Provost (**Paper Senate/2013/02**).

(1) College Cabinet and Provost's Board

Reported: (i) That arrangements for the College Cabinet and Provost's Board had been set out.

(ii) That the Cabinet would plan for and address College-level strategic issues. This would include major policies, external relationships, investment in the College estate, the College budget and governance.

(iii) That the Provost's Board would be responsible for the delivery of the College's core academic mission in line with the College Strategy. This would include the quality and efficacy of education, research and translation; recruitment, development and retention of staff; in-year financial performance and financial control of academic budgets; and generally ensuring the effective and efficient running of the University.

(iv) That the arrangements for College Council and its sub-committees would remain unchanged.

(2) Institute of Physics (IOP) Awards 2013

Reported: (i) That the following staff from the Department of Physics were among the 2013 Institute of Physics award winners:

Professor Paul French  
Professor Ed Hinds  
Professor Sir John Pendry  
Professor Lyndon Rees Evans

(ii) That the IOP had conferred an honorary fellowship on Professor Tom Kibble for his work in the 1960s which had helped begin forming the principles behind which the Higgs boson theory was developed.

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

(3) Election of College Consuls

Reported: (i) That Professor Peter Lindstedt, Professor of Thermofluids in the Department of Mechanical Engineering, had been elected to succeed Professor Morris Sloman as one of the Consuls for the Faculty of Engineering and the Business School from 1 September 2013 to 31 August 2016.

(ii) That Professor Desmond Johnston, Chair of Endocrinology in the Department of Medicine, had been elected to succeed Professor Simon Taylor-Robinson as the Clinical Consul for the Faculty of Medicine from 1 September 2013 to 31 August 2016.

(iii) That Professor Andrew Parry, Professor of Statistical Physics in the Department of Mathematics, had been elected to succeed Professor Robin Leatherbarrow as one of the Consuls for the Faculty of Natural Sciences from 1 September 2013 to 31 August 2016.

(iv) That Professor Nigel Gooderham, Professor of Molecular Toxicology in the Department of Surgery and Cancer, and the current Senior Consul, had been elected to continue for a further year from 1 September 2013 to 31 August 2014.

(v) That the full list of Consuls for 2013-2014 was as follows:

Senior Consul	Professor Nigel Gooderham
Faculty of Engineering and Business School	Professor Peter Lindstedt
Faculty of Engineering and Business School	Professor Richard Jardine
Faculty of Medicine (non-clinical)	Professor Myra McClure
Faculty of Medicine (clinical)	Professor Desmond Johnston
Faculty of Natural Sciences	Professor Andrew Parry
Faculty of Natural Sciences	Professor Richard Thompson

(4) Elected Staff Member on the Council

Reported: That Professor Nigel Gooderham, Professor of Molecular Toxicology in the Department of Surgery and Cancer and Senior Consul, had been elected to succeed Professor Jeff Kramer as the Elected Staff Member on Council for a period of two years to 31 August 2015.

(5) The Julia Higgins Medal and Awards

Reported: (i) That the College had established the Julia Higgins Medal and Awards to recognise individuals and departments that had made a significant contribution to the support of academic women at the College, selected by a subcommittee of the Academic Opportunities Committee, as outlined in section 5 of the Senate's paper.

(ii) That the 2013 Julia Higgins Medal had been awarded to Professor Lesley Cohen, Head of Solid State Physics in the Department of Physics.

(iii) That the 2013 Julia Higgins Certificates had been awarded to the NHLI and the Department of Chemistry.

(6) Faculty of Medicine Academic Executive Team

Reported: That four Vice-Deans had been appointed in the Faculty of Medicine, with effect from 1 August 2013, following a review of the Faculty's internal governance structure, as detailed in section 6 of the Senate's paper.

(7) Fellows of the Royal Academy of Engineering

Reported: That the following staff had been elected to the Fellowship of the Royal Academy of Engineering:

Professor Jeff Magee, Dean of the Faculty of Engineering  
Professor Molly Stevens, Departments of Materials and Bioengineering and the Institute of Biomedical Engineering  
Professor Robin Grimes, Department of Materials  
Professor Jianguo Lin, Department of Mechanical Engineering  
Professor Washington Ochieng, Department of Civil and Environmental Engineering  
Professor Stratos Pistikopoulos, Department of Chemical Engineering

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

(8) Academic Registrar

Reported: That Mr Dean Pateman had accepted appointment as Academic Registrar with effect from 1 January 2014. Until that date, Ms Lorna Richardson would continue in post as Acting Academic Registrar.

(9) Director of Library Services

Reported: That Mrs Chris Banks had joined the College on 1 September 2013 as Director of Library Services. Mrs Banks would have overall responsibility for the strategic direction and operational management of the College's libraries.

**1787 Vice Provost's Business**

Received: A Report from the Vice Provost (Education) (**Paper Senate/2012/03**).

(1) Director of the Graduate School

Reported: That Professor Susan Gibson had accepted appointment as Director of the Graduate School for a period of five years, with effect from 1 November 2013, reporting to the Vice-Provost (Education). That Professor Gibson would divide her time equally between her new role and her continuing position as a Professor of Chemistry in the Department of Chemistry.

(2) Institutional Review 2010 Follow up actions

Reported: (i) That the Faculty of Natural Sciences had agreed to split the FHEQ defined B-Level and M-level material between years 3 and 4 on the Faculty's MSci courses and therefore would be able to standardise the pass mark for all Level 7 material at 50%. Full details of the changes were included in the Quality Assurance & Enhancement Committee (QAEC) report [Senate paper 2013/11].

(ii) That this action would help address one of the outstanding recommendations from the QAA's 2010 Institutional Audit that the College should "*Expedite its review of assessment procedures to ensure consistency in the management of academic standards within and across its degree structures, and ensure parity of treatment for examination candidates*".

(3) Welcome Week 2013

Reported: (i) That Welcome Week had been planned in much the same format as the events in 2012, as outlined in section 3 of the Senate's paper.

(ii) That the ICU had also organised a programme of Welcome Week events, which had included Mingles for undergraduates on the 28 and 29 September, and a postgraduate Mingle on 5 October. This year Alternative UG Mingles had also been held on 28 and 29 September for students under 18, who were not permitted to attend any College or Union event at which alcohol was sold. The introduction of Alternative Mingles had been a great success and these events had also been attended by a significant number of students who were over 18 or who felt more comfortable in this setting.

Further Reported: That the Senate thanked Professor Denis Wright, Dr Sharon Bolton, Ms Jane Neary, Mr Paul Noke and the Halls supervisors, the Wardening team and the Hall Seniors, and the ICU Sabbatical Officers and their teams for their excellent work to ensure the week went well.

(4) Student Awards for Outstanding Achievement 2012

Reported: The Student Awards for Outstanding Achievement 2013, as detailed in section 4 of the Senate's paper.

(5) Education and Student Strategy

Reported: That the Education and Student Strategy and Action Plan would be launched on 1 November, together with a website which would have a page for every action point, to include the details of who is responsible for the action point, timetables and progress updates.

**1788 Careers Service Annual Report**

Considered and approved: The annual report to Senate by the Director of the Careers Service (**Paper Senate/2013/04**).

Reported: (1) That the Service had been renamed The Careers Service losing the word Advisory from the title in order to better reflect the diverse range of support and services offered to students and recent alumni.

(2) That there had been several changes to the Careers Service team during 2012-13 and that the team had worked hard to continue to provide the best possible service to students and recruiters.

(3) That there had continued to be a high demand for one to one appointments and the Service had used creative ways to try to meet demand including the development of 'pop-up' CV checking around campus during lunchtime periods and 'drop-in' sessions in departments.

(4) That the Careers Service had delivered a record number of events with an encouraging level of attendance throughout 2012-13. Centrally delivered workshops and seminars on various aspects of careers planning and job search skills had been offered on a daily basis throughout the year with more than 239 separate sessions offered.

(5) That the programme of departmental specific workshops and seminars had expanded

this year and careers consultants and placement officers had continued to work with all departments. This had also included assisting departments with employer events such as alumni panels and speakers. For the first time this year the careers consultants and placement officers had held lunchtime drop-in sessions in the departments. These had proved popular and would be expanded in the coming academic year.

(6) That the careers library had been well used in 2012-2013 with many students making use of the hard copy collection for their careers research. All paper information had recently been updated and rationalised in light of growing online information sources and a new classification system, and all reference books had been added to the Library's catalogue so that students could use this as an additional search mechanism for careers related resources.

(7) That the Employer Liaison and Information teams had continued to encourage companies to make use of the free online vacancy system, with a total of 6176 vacancies processed to date this year, an increase of 6% on the last academic year.

(8) That the overall unemployment rate for Home & EU undergraduates combined was 6.5%, just slightly higher than the 6.4% of the previous year, and that all unemployed graduates had been encouraged to use the facilities and support of the Careers Service for as long as necessary. Further information on the results of the DLHE survey was provided in the Senate's paper.

(9) That the Careers Service would work closely with Departments to identify final year students who would benefit from extra support with career planning and job searches.

Further Reported: (10) That Imperial was at the top of the graduate employment success table, with 89.2 per cent of graduates gaining professional jobs or going into further graduate-level study. It was suggested that the students who were still unemployed were holding out for graduate-level jobs.

(11) In response to a question about the number of placements and internships which had led directly to postgraduate employment, the Director of the Careers Service had confirmed that it was a common outcome, but that more work would be necessary to be able to report constructively on the issue.

(12) In response to a question about whether the Careers Service benchmarked itself against other careers services nationally, the Director of the Careers Service had confirmed that this was possible via the DLHE statistics released by HESA and via the National Student Survey data.

## **1789 Information and Communication Technologies**

Considered and approved: The annual report to Senate by the Director of Information and Communication Technologies (**Paper Senate/2013/05**).

Reported: (1) That Faculty support teams had worked with Departments over the Summer period to upgrade all teaching clusters.

(2) That many students and staff now had mobile devices which needed to be configured for best use within College, and that the use of iPads to support teaching had increased significantly. That ICT had introduced the Airwatch mobile device management software to help manage these devices.

(3) That the ICT print service continued to be popular and that swipe card readers would be replaced with contactless readers, which would speed up the printing process, and that 'wave and pay' contactless terminals would be installed towards the end of 2013 to allow cashless purchase of printer credits.

(4) That the Blackboard Learn Virtual Learning Environment (VLE) had been launched at the start of 2012/13 following the two-year VLE review process. Migration from Blackboard CE8 to Blackboard Learn had been continuing, and all UG Medicine courses, all FoE courses and a large percentage of FoNS and Co-Curricular studies courses had been migrated to the Blackboard Learn system. All remaining CE8 users had been encouraged to migrate to Blackboard Learn for the start of the 2014/2015 academic year.

(5) That the Panopto lecture recording system had been launched at the start of 2012/2013 following a successful pilot with several departments. During 2012/2013, Panopto had been enabled in around 35 lecture theatres and was also in use by individuals on their own computers. Demand for Panopto had been high and ICT had been working with departments to increase the number of Panopto-enabled rooms and to reduce the proposed three-year rollout plan to two years.

(6) That ICT had bid for monies to extend the centrally managed provision to cover up to 100 lecture theatres over 5 years. A steering group had been set up to provide input on Faculty priorities for upgrade of existing centrally managed lecture theatres and new rooms to be brought into the scheme. This would be coordinated with the College Timetable initiative.

(7) That the Eduroam service, which enables staff and students to access wireless network facilities provided by the Trust using their College credentials, was now available at all 5 hospitals in the Imperial College NHS Trust.

(8) That the 2012/13 project selected by the students was delivery of a College wide survey platform providing functionality such as branching and piping. This had been successfully delivered and was already being widely used. This year's student experience survey would be conducted on this platform.

(9) That for their 2013/14 project the students would like a tutor system supporting improved interaction between students and their tutors. High level requirements had been gathered and work was in progress to identify candidate systems that would deliver the College's varied requirements.

(10) That a scholarships database and web search had been developed to allow students and prospective students to identify appropriate College awards and scholarships for which they were eligible, and that the web search would be launched once the data capture had been completed.

Further Reported: (11) That two students from the Department of Electrical and Electronic Engineering had been awarded £5,000 by digital technology charity Jisc to continue their work on TeachBack, a system they had developed to enable students to offer feedback on graduate teaching assistants. The award had been given as a result of Jisc's Summer of Student Innovation competition for student ideas to improve education, research and student life. A showcase event at Imperial on 12 November would show off the work of all of the winning teams and seek partners to work with to develop ideas further.

## **1790 Library Annual Report**

Considered and approved: The annual report to Senate by the Director of Library Services (**Paper Senate/2013/06**).

Reported: (1) That Mrs Chris Banks had taken up the post of Director of Library Services in September 2013, following the retirement of Mrs Debby Shorley in December 2012, and that during the intervening period Ms Frances Boyle and Ms Susan Howard had been Acting Co-Directors.

(2) That the Library had been working with the Faculty of Engineering to enable

undergraduates to access e-textbooks through their VLE, thereby ensuring access to core texts throughout their studies.

(3) That the Library had been working with the Business School to create links to journal articles, e-books and print book locations via digital reading lists, to enable students to access all their course content on their iPads. The project had resulted in an increased use of resources, as they were more easily discoverable.

(4) That Imperial NSS results showed that students' satisfaction with library services had risen to 96 %, higher than the Russell Group and sector averages.

(5) That the Library had launched the enquiry management system ASK the Library in September 2012 and had since recorded over 8,700 enquiries either in person, via the generic email address or via the web form. Enquiries covered the breadth of library activity from electronic journal provision to reference management and plagiarism. That the use of Ask would be rolled out to campus libraries as well as trialling an online chat service.

(6) That the library management system had been replaced in the summer 2013 by Alma, a new generation, cloud based library system, designed to manage workflows related to a wide range of materials regardless of format (e-books, e-journals, databases and digital materials as well as print). In the long term, this would enable internal processes to be streamlined and eliminate duplication of effort, both internally and within the wider library community.

(7) That the St Mary's campus library had undergone a £3 million refurbishment. Enhancements had included increased study space, improved ICT infrastructure for computer and WiFi access, dedicated group study and training rooms and an internal staircase linking the ground floor and balcony. The Library had been formally re-opened as the Fleming Library on 14<sup>th</sup> May 2013 by Professor Jenny Higham.

(8) That Sunday opening had been piloted at the Charing Cross library in the run-up to the examination period. The pilot had been well received and would continue from January to June 2014.

(9) That following last year's successful pilot, 24/7 opening of the Central Library during the summer vacation had now been incorporated into the core hours. Footfall continued to rise, and was 12% higher than it was 5 years ago. The average day time head count had risen from 533 to 637 in the last year, and in April 2013 head counts of over 1,000 were recorded for the first time.

Further Reported: That the Senate thanked Ms Frances Boyle and Ms Susan Howard for their time as Acting Co-Directors.

## **1791 Graduate School Annual Report**

Considered and approved: The first annual report to Senate by the Graduate School (**Paper Senate/2013/07**).

Reported: (1) That the Graduate School had a well-established professional skills training programme for research students which had latterly been divided into three sections, each aligned to the three key phases of doctoral studies: "Underpinning": the early stage (0-9 months); "Consolidation": the mid stage (9-20 months) and "Completion": the late stage (20+ months).

(2) That the MasterClass programme run by the Graduate School had been designed specifically to meet the needs of Master's level students. The programme had been greatly expanded in 2012-13 and more recently had been reviewed to provide bespoke skills training courses for MRes students.

(3) That the total number of student attendances on professional skills courses had increased during 2013-2013. Further information on the course statistics was provided in the Senate's paper.

(4) That the Graduate School had put together a good practice cohort building website to provide advice and guidance for training cohort leaders on all aspects of the role and as a means to support departments in developing cohorts. The Graduate School had also initiated cohort-based events to facilitate this further.

(5) That the Graduate School had developed an online Plagiarism Awareness course which would become mandatory for all new research students. Further details of the course were included in the Postgraduate Quality Committees report [Senate paper 2013/13].

(6) That the Graduate School was developing a bespoke piece of software to enhance the programme information provided to students. This would include a student profile page incorporating clear process and procedural information relating to their programme of study, and a programme timeline so that students could visually map their progress through their programme. The timeline would also include reminders and prompts for assessment milestones.

Further Reported: (7) That the Committee structure described in figures one and two of the Senate's paper was no longer current.

(8) That Professor Susan Gibson would begin her appointment as Graduate School Director on 1 November and that the Senate thanked Dr David McPhail for his time as Acting Director in the interim.

## **1792 Review of Research Degree Provision in the Department of Aeronautics**

Considered and approved: A Report by the Postgraduate Research Quality Committee (**Paper Senate/2013/08**).

Reported: (1) That in its review of research degree provision in the Department of Aeronautics the Postgraduate Research Quality Committee had been advised by 5 assessors who had visited the Department on the 11 September 2012.

(2) That the reviewers had rated the Department of Aeronautics 'compliant' with seven of eleven precepts and part compliant with four of eleven precepts. The Committee had noted from the Department's written response that action had been taken to ensure that the Department was fully compliant with all of the precepts and had therefore agreed that the Department was "compliant" overall.

(3) That the Committee had noted that all points raised by the review panel had been satisfactorily addressed, and had congratulated the Department on its excellent review.

(4) That the review panel had been impressed by the excellent standard of research training offered by the Department. The panel had observed that the Department had rigorous admissions standards and had highlighted the care taken to recruit students of the highest calibre as an example of good practice. The panel had noted the excellent 4-year submission rate (93% over the past 5 years), suggesting that formal and informal procedures for monitoring student progress were working well.

(5) That the review panel had observed that doctoral students were central to the activities of the Department, with academic staff caring greatly about recruiting excellent students and actively supervising them to completion. The panel had found many examples of excellent supervision, including group meetings, journal clubs and presentations and had commended the ethos of the Department whereby staff outside the immediate supervision team took an interest in projects and were available for

consultation. The panel had highlighted the friendly collaborative culture in the Department as an example of good practice.

(6) That the students present at the review had reported that the feedback was good and that staff were supportive and encouraging. The panel had highlighted the clear commitment of the academic staff to achieve excellence in all aspects of doctoral supervision as an example of good practice.

(7) That the panel had concluded that the Department was part compliant with Precept 1 (procedures for interviewing prospective students) and the Department had subsequently confirmed that a new procedure had been implemented to ensure that the correct procedures were being uniformly followed.

(8) That the panel had concluded that the Department was part compliant with Precept 6 (composition of PG Committee) and that Committee had been satisfied that the arrangements as described met the objectives of the precept and had not made a recommendation for change.

(9) That the panel had concluded that the Department was part compliant with Precepts 7 and 9 (selection of assessors) and that the Department had subsequently agreed that this would become effective immediately.

(10) That the panel had recommended that the Department should consider increasing doctoral student representation on relevant committees and that the Department had agreed that this would be discussed at the next staff-student committee.

(11) That the panel had recommended that the Department should promote greater student participation in internal and external surveys. The Department had responded that students were reminded on a regular basis but that the number of surveys they were expected to complete was possibly excessive. The Department had nevertheless agreed that this would be further addressed.

(12) That the panel had recommended that the Department should make their internal funding structure for conference attendance by doctoral students more transparent, and that the Department had agreed that this would be addressed.

(13) That the panel had recommended that the Department should have a clear and transparent procedure to ensure that issues raised by students were resolved in a timely fashion, and that the staff-student committee should play a central role in this procedure with minutes defining actions and outcomes. In response, the Department had maintained that clear and transparent procedures had been established, but that where issues were raised which were outside the control of the Department, response times could be delayed. The Committee had reiterated that minutes of meetings where such discussions had taken place and had been resolved or acted upon were an essential part of the feedback process and as such should be routinely recorded and made accessible to all students.

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

## **1793 Review of the A\*STAR Research Degree Programme**

Considered and approved: A Report by the Postgraduate Research Quality Committee (**Paper Senate/2013/09**).

Reported: (1) That in its review of the Imperial-A\*STAR Collaborative PhD Programme the Postgraduate Research Quality Committee had been advised by 4 assessors who had visited the College on the 15 March 2013.

- (2) That the reviewers had rated the Imperial-A\*STAR Collaborative PhD Programme “compliant” in each of the collaborative precepts and “compliant” overall.
- (3) That the Committee had noted that all minor points raised by the review panel had been satisfactorily addressed, and had congratulated the Academic Lead on the excellent review.
- (4) That the review panel had been impressed by the very high quality of the students on the programme, some of whom were publishing papers in collaboration with both Imperial and A\*Star supervisors. The panel had found that staff and students were enthusiastic about the interdisciplinary research being undertaken in the programme.
- (5) That the panel had commended in particular the excellent support for the programme from the International Relations Office Team who monitored the students, organised social events and effectively acted as mentors.
- (6) That the panel had found that the varied start dates of the students had meant that they did not necessarily fit into the normal schedule for other students within College departments and had recommended that there should be a standard start date to allow easier integration with normal departmental PhD intake.
- (7) That the Committee had been informed that most of the students do a year with A\*STAR prior to starting their PhD and that they start this at different times, so that the PhD start date would need to align with that. This view had been endorsed by the students present at the review who had felt that a standard start date would be difficult to implement since the start and end dates of the pre-requisite attachment were not standardised. Nevertheless, the Academic Lead had agreed that an October start date would be strongly recommended but had stressed the need to retain the flexibility for students to start at other times should personal circumstances or departmental arrangements require.
- (8) That the panel had recommended that the students should be strongly encouraged to do the first year at Imperial in order for them to become familiar with Imperial practices, procedures and support at an early stage.
- (9) That the Committee had been informed that this was dependent on the nature of the project and had to remain science led. If the programme were to introduce a requirement for a first year in Imperial then project design would be harder and student numbers, already low, may decline. The students present at the review had agreed with the concept of encouraging students to do the first year at Imperial on the basis that they could integrate into the Imperial culture earlier and easier, and take advantage of the Graduate School RSD courses earlier. The Academic Lead had agreed that students would be encouraged to do the first year at Imperial, but that ultimately the science should dictate when the student spends their time at Imperial and in Singapore.
- (10) That the panel had observed that not all current supervisors had been aware of the financial arrangements for visits to A\*STAR research institutes and had recommended that the supervisor briefing packs should be sent to all current supervisors. The Academic Lead had confirmed that this had been arranged.
- (11) That the panel had noted that only 50% of students had reached their progression milestones on time and had recommended that the International Relations Office Team should remind departments of due dates for assessments. The Academic Lead had confirmed that this would be arranged and that students would additionally be reminded during the International students’ induction.
- (12) That the panel had suggested that the arrangements for funding for student and supervisor travel could be more flexible. The students present at the review had agreed. The Academic Lead had indicated a willingness to discuss the matter further with A\*STAR partners.

Further Reported: (13) That all Imperial departments were eligible to participate in the A\*STAR programme and that the programme should be publicised more widely to attract more potential supervisors.

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

**1794 Review of Postgraduate Taught Course Provision in the Department of Surgery and Cancer**

Considered and approved: A Report by the MLSPD Master's Quality Committee (**Paper Senate/2013/10**).

Reported: (1) That in its review of the Department of Surgery and Cancer the MLSPD Master's Quality Committee had been advised by 5 assessors who had visited the College on the 7 February 2013.

(2) That the reviewers had found that the Department offered high quality Master's courses. The panel had reported that students unanimously held the College brand in high regard, considered their courses to be extremely valuable in their career progression and rated their student experience as good. The panel had reported that the flexibility of courses, careers advice and pastoral care were appreciated by students.

(3) That the panel had identified some aspects which were felt to be open to improvement, and the Committee had considered their recommendations.

(4) That the panel had found that the Professional Skills Development Programme provided for Master's students was less than suitable, particularly when compared with the excellence of the programme available for doctoral students. The panel had recommended that the skills programme for these Master's courses should be reviewed and the Graduate School had been asked to respond to this issue.

(5) That the panel had reported that students had expressed concern about the need to personally deliver hard copies of assessment material, and that this was particularly inconvenient for part-time students. The Department had responded that electronic submission and marking would be implemented from October 2013, and had further confirmed that they had been reassured that double-blind marking could be incorporated.

(6) That the panel had reported that students had expressed concern at the lack of online lecture note availability for some modules. The Department had responded that they were committed to ensuring that course organisers and administrators were suitably trained so as to promote greater engagement with the VLE and e-learning in general.

(7) That the panel had noted that some of the external examiner reports were extremely perfunctory. The Department had responded that course organisers would be asked to speak to their external examiners to request that detailed feedback be provided in writing within reports, rather than just orally to Boards of Examiners. An example of a completed report demonstrating best practice would also be sent to external examiners to provide an indication of the level of detail expected. The Department had commented that external examiners were also given guidance on the level of detail expected at the annual external examiner induction day. It had been further noted that the Quality Assurance team within Registry intended to review the reporting procedure to clarify the nature of the feedback expected from external examiners prior to the next reporting round in 2014.

(8) That the panel had reported that the student experience differed between the different courses, and that where the student numbers on a course were low there had been some indication of isolation. The panel had highlighted that course organisers

should be mindful to ensure integration of postgraduate students based at the same location. The Department had responded that the Postgraduate Education Committee would play an important role in addressing this recommendation by engaging with students and eliciting their ideas for social activities. Student representatives present at the review had considered it important for social activities to be campus based, and had recommended that a greater emphasis should be placed on encouraging integration between students on other courses offered by the Department at the same campus.

(9) That the panel had identified concerns surrounding the processes by which MRes projects were allocated in some of the more popular courses, where the range of project choice was limited. The Department had responded that the unusually large current cohort on the MRes Cancer Biology course had resulted in students having fewer project options but that this was less likely to occur in the future as numbers on the course would be more carefully managed and academics had been asked to prioritise projects for that particular course.

(10) That the panel had highlighted that there were opportunities for integration of academic activities between the portfolio of courses that were currently not being realised and pointed to the opportunity to integrate or even modularise some aspects of the courses. The Department had recognised that clinical surgery-related courses had not recruited well in recent years, and in response they had outlined plans to close or restructure some of those courses and to develop a modularised course that would enable greater integration without undermining the current choice among the different specialisms. It was intended that the revised portfolio of courses would be available from 2014/15.

(11) That the students present at the review had expressed concerns regarding the timeliness and quality of feedback on some programmes. The Department had reported that digital feedback was being introduced and that this was expected to improve both the timeliness and quality of feedback.

(12) That the students present at the review had highlighted the lack of free access to the EndNote software programme as a limitation. The College licence did not extend to Master's students, meaning that only research degree students were able to access EndNote without charge. The Committee had agreed that the Graduate School should investigate the possibility of extending free EndNote access to Master's students.

(13) That the Committee had congratulated the Department on the positive review and had noted that the findings and recommendations of the review panel were being satisfactorily addressed by the Department.

Further Reported: (14) That, in response to item 4 (above), the Graduate School had confirmed that they were aware that the level of the MasterClasses may not be correct for all Master's students and had started to implement a programme of courses more suited to MRes students.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Master's Quality Committee that the Department should report to the Quality and Academic Enhancement Committee on progress made in respect of item 4.13 of the Senate's report (item 10 above) in 12 months' time.

## **1795 Quality Assurance and Enhancement Committee**

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2013/11**).

(1) Procedures for Double Marking and the Provision of Examination Scripts to External Examiners

Considered and approved: On the recommendation of the Committee, procedures for double marking and the provision of examination scripts to external examiners, as outlined in section 1 and Appendices I – III of the Senate's paper.

Agreed: That the revised protocols for double marking and the procedure for providing external examiners with examination scripts should be effective from October 2013.

(2) Regulations for the Examination of BSc, MSci, BEng and MBBS Degrees and Taught Master's Degrees

Considered and approved: On the recommendation of the Committee, changes to Section 18 of the Regulations for the Examination of BSc, MSci, BEng and MBBS Degrees, concerning the marking of Scripts and Essays/Reports/Dissertations and Coursework, as outlined in section 2 and Appendix IV of the Senate's paper.

Agreed: That the changes to the Examination Regulations should be effective from October 2013.

Further Agreed: Corresponding changes to Section 11 of the Regulations for the Examination of Taught Master's Degrees, as outlined in section 2 and Appendix IV of the Senate's paper, to be effective from October 2013.

(3) Representations Procedure

Considered and approved: On the recommendation of the Committee, an amendment to the Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners, as outlined in section 3 of the Senate's paper.

Agreed: (i) That a timeframe for the consideration of representations by Examination Boards be added to the procedure as follows:

*Departments should aim to make a formal written response to the Registry to any representation from a student within 15 working days. Where a Department needs more time to consider a particular appeal by for example convening a meeting of the full or a sub Board of Examiners an indicative timeframe for the decision must be communicated promptly to the Registry for transmission to the student.*

(ii) That the amendment to the procedure should be effective from October 2013.

(4) Cheating Offences Policy and Procedures

Considered and approved: On the recommendation of the Committee, an amendment to the Cheating Offences Policy and Procedures, as outlined in section 4 of the Senate's paper.

Agreed: (i) That a new clause be added to section 24 of the policy to include the fabrication of data as an examination offence, as follows:

*Fabrication of data [All such cases must be referred initially to the chair of the Research Misconduct Response Group in accordance with the Procedures for Investigations into Allegations of Scientific Misconduct].*

(ii) That the amendment to the procedure should be effective from October 2013.

(5) Business School Summer School Pilot

Reported: (i) That the Committee had considered a report on the Summer School Pilot which had been run by the Business School during July and August 2013. The report had

concluded that the pilot had been highly successful and had met all of the stated objectives.

(ii) That the Business School wished to run the Summer School again in 2014, and wished to increase the number of courses to four, reflecting a wider range of Business School specialisations:

- Strategic Marketing
- Innovation & Entrepreneurship
- Strategy & Consulting
- Global Finance

(iii) That the courses would be run over 3 rather than 4 weeks and that this would be achieved by the elimination of some of the social elements whilst maintaining academic contact and course hours.

(iv) That the student recruitment would be web based with a cohort target of 400 to 425 students. The academic content would match an accreditation level equivalent to 3 USA credits / 7 ECTS.

Approved: On the recommendation of the Quality Assurance and Enhancement Committee, that the Business School may run four Summer School courses, as outlined in section 5 of the Senate's paper, with effect from July 2014.

(6) Research Student Handbooks

Reported: That the Committee had considered guidance on items to be provided in the Research Student Handbooks and had requested that a template should be produced by Easter 2014 for further consideration.

(7) Our Principles

Reported: That the Committee had reviewed the College's Student Charter, "Our Principles", and that no amendments had been required at this time.

(8) E-Learning Strategy Committee Recommendations for Online Courses

Reported: That the Committee had reviewed recommendations from the E-Learning Strategy Committee and had agreed that College guidelines should be reviewed to include e-learning/blended learning.

(9) Periodic Review Schedule

Reported: That the Committee approved the periodic review schedule for 2013-14 and had noted that the schedule was set 5 years in advance.

(10) Requirements for English language for Overseas Students

Reported: (i) That the Committee had heard that the current International English Language Testing System (IELTS) and Test of English as a Foreign Language (TOEFL) entry requirement for overseas students were not currently comparable.

(ii) That the Committee had set up a Working Group, led by the ELSU, to consult with Faculties and Departments with regard to the TOEFL and IELTS requirement and to propose a minimum English language entry requirement for Undergraduate and Postgraduate students.

(11) MRes in Mathematics of Planet Earth

Reported: (i) That the Committee had agreed initial strategic approval for an MRes in Mathematics of Planet Earth, as outlined in section 11 of the Senate's paper.

(ii) That the full proposal would be presented to the Master's Quality Committee (Business, Engineering and Physical Sciences).

(12) Standardisation of the Pass Mark for Level 7 Qualifications in Faculty of Natural Sciences

Reported: (i) That, in order to ensure consistency in the management of academic standards within and across its degree structures, the Committee had asked the Faculty of Natural Sciences to work towards splitting the FHEQ defined Bachelor's Level 6 and Master's Level 7 material between Years 3 and 4 on the Faculty's MSci courses.

(ii) That this would align Year 4 of the Faculty's MSci programmes with their stand-alone Master's programs, and ultimately the Faculty would have a standard pass mark of 50% for all Level 7 material.

(iii) That, in order to achieve this, the Departments within the Faculty of Natural Sciences would take action for courses starting in the 2014/15 session onwards, as outlined in section 12 of the Senate's paper.

(iv) That during the academic year 2013-2014, the Faculty would progress towards splitting the B-Level and M-level between Years 3 and 4, with a view to standardising the pass mark for all Level 7 material at 50%. Progress would be reported to QAEC during 2013-4.

(13) Supervisor Training

Reported: That the Committee had considered a report from the Graduate School outlining existing arrangements for supervisor training and an action plan to improve supervision across the College. The Committee had been supportive of the action plan which would be implemented by the Graduate School.

(14) Surveys Working Party

Reported: That the Committee had heard that a Working Party on surveys had been established to develop a strategy to achieve the ambition in the new Education & Student Strategy to "Implement a student survey and feedback framework which will rationalise the current range of surveys, systematically inform enhancement and create a robust feedback loop to students and staff." The Working Party would focus on implementing changes for the 2014-5 academic session, as outlined in section 14 of the Senate's paper.

(15) Postgraduate Research Experience Survey (PRES)

Reported: That the Committee had considered a comparison of results from the PRES 2013, PRES 2011 and PRES 2008 surveys. The Committee had been pleased to note that overall there had been an increase in positive responses year on year, as outlined in section 15 of the Senate's paper.

(16) Chapter B9 of the UK Quality Code for Higher Education: Academic appeals and student complaints

Reported: That the Committee had considered a report mapping the indicators and expectations of Chapter B9, academic appeals and student complaints, against current College policies and procedures. It had been agreed that suggested actions within the report should be implemented.

(17) Chapter B4 of the UK Quality Code for Higher Education: Enabling student development and achievement

Reported: That the Committee had considered a report mapping the indicators and expectations of Chapter B4, enabling student development and achievement, against current College policies and procedures. It had been agreed that suggested actions within the report should be implemented.

(18) UK Quality Code

Reported: (i) That the Committee had noted that the QAA had published the handbook for Higher Education Review.

(ii) That the Committee had noted the UK Quality Code timescales for future revisions and that the next review of subject benchmarking was due. Imperial had registered its interest in being involved in the review.

(iii) That the Committee had received the final response to the QAA consultation on Chapter B2: Recruitment and Admission to Higher Education.

(iv) That the Committee had received the final response to Part A: Setting and maintaining academic standards, Chapter B1: Programme design and approval, Chapter B6: Assessment of students and recognition of prior learning, and Chapter B8: Programme monitoring and review.

**1796 Medical Studies Committee**

Considered: A Report by the Medical Studies Committee (**Paper Senate/2013/12**).

(1) Academic Regulations for the MBBS/BSc and the Intercalated BSc

The Chair of the Medical Studies Committee has taken action on its behalf to recommend changes to the academic regulations for the MBBS/BSc and the Intercalated BSc, to take immediate effect.

Considered and approved: On the recommendation of the Committee, changes to the Academic Regulations for the MBBS/BSc and the Intercalated BSc, as outlined in the Senate's paper.

Agreed: That the changes to the Academic Regulations should be effective from October 2013.

**1797 Postgraduate Quality Committees**

Considered: A Report by the Postgraduate Quality Committees (**Paper Senate/2013/13**).

(1) New Course - Blended Learning Global MBA

Reported: (i) That the Business School wished to introduce a new Blended Learning Global MBA programme.

(ii) That the proposed MBA programme would replace the existing Distance Learning MBA programme (DLMBA). The existing programme had been launched in 2002 under the auspices of the University of London, and had moved to Imperial in 2007 when Imperial had become independent from the University of London, and had subsequently been withdrawn after the 2012 intake.

(iii) That the new programme had the same objectives and purposes as existing MBA programmes running in the Business School.

(iv) That the programme had been designed as a three year course, but that flexibility in the design would enable students to complete the programme in a minimum of two years and a maximum of four years.

(v) That there would be two intakes per academic year.

(vi) That whilst the current Education Strategy 2010 – 2014 had no provision for distance learning programmes, there was provision for the development of such courses in the recently approved Education and Student Strategy 2013 – 2018.

Approved: On the recommendation of the Master's Quality Committee (Business, Engineering and Physical Sciences), the introduction of the Blended Learning Global MBA programme, with effect from January 2015.

(2) Major Course Modifications

(i) Department of Physics - MSc in Physics with Nanophotonics

Reported: (a) That the Master's Quality Committee (Business, Engineering and Physical Sciences) had considered a proposal from the Department of Physics to introduce a new pathway in Nanophysics within the MSc in Physics.

(b) That the Department wished to streamline its Master's provision and were proposing to offer key material taught within the existing MRes in Plasmonics and Metamaterials, as a stream within the existing MSc in Physics.

(c) That the Department had requested that the course title MSc in Physics with Nanophotonics be awarded to students who followed this pathway.

Noted: That the MRes in Plasmonics and Metamaterials had been suspended for one year from October 2013.

Approved: On the recommendation of the Committee, the introduction of a new pathway in Nanophysics within the MSc in Physics, and the course title of MSc in Physics with Nanophotonics for students following that pathway, with effect from October 2014.

(ii) Business School - MSc in Management and the MSc in Innovation, Entrepreneurship and Management

Reported: (a) That the Master's Quality Committee (Business, Engineering and Physical Sciences) had considered a proposal from the Business School to allow the MSc in Management and the MSc in Innovation, Entrepreneurship and Management programmes to start on 1 September with effect from 2014-5.

(b) That this would enable students to meet the early application deadlines of top employers.

(c) That a 1 September start date had already been introduced for the MSc Finance and the MSc Risk Management and Financial Engineering programmes and that this had been extremely successful.

Approved: On the recommendation of the Committee, the amendment to the start date of the MSc in Management and the MSc in Innovation, Entrepreneurship and Management with effect from September 2014.

(iii) Department of Medicine – MRes Clinical Research [Cellular Pathology Pathway]

Reported: (a) That the Master's Quality Committee (Medicine, Life Sciences and School of Professional Development) had considered a proposal from the Department of Medicine to withdraw the Cellular Pathology pathway and award title with effect from 2013/14.

(b) That the course organiser would continue to support the current part-time students who would be in their final year in 2013/14. The Department had confirmed that no new students had been offered a place on the pathway in 2013/14 and that all existing students had been verbally notified of the intention to withdraw the pathway.

Approved: On the recommendation of the Committee, the withdrawal of the Cellular Pathology pathway and award title retrospectively with effect from 2013/14.

(3) Course Suspension

(i) MSc in Computing (Creative Industries)

Considered and approved: On the recommendation of the Master's Quality Committee (BEPS), the suspension of the MSc in Computing (Creative Industries) retrospectively with effect from October 2013.

(4) Course Withdrawal

(i) MSc in Computing (Architecture)

Considered and approved: On the recommendation of the Master's Quality Committee (BEPS), the withdrawal of the MSc in Computing (Architecture) retrospectively with effect from October 2013.

(5) Changes to the Research Degree Writing-Up Period

Reported: (a) That the Postgraduate Research Quality Committee had proposed changes to the research degree writing-up period, as outlined in section 5 and Appendix i of the Senate's paper.

(b) That the Committee had proposed that there should be a 12 month writing up period for students who are near completion and who are expected to submit a thesis within the 12 month period granted.

(c) That the Committee had proposed that this period should be known as the "completing research period" and such students should be given "completing research status".

(d) That the Committee had proposed that a registration fee of £200.00 should be payable and students should be able to access all College facilities for a 12 month period.

(e) That the Committee had proposed that a student who did not need to register for completing research status at the end of the standard registration period, but who had still to submit their thesis, should enter into a writing up phase but should not be required to pay a further registration fee. This would be known as "writing up away from College".

Noted: That students who are writing up away from College will nevertheless continue to get VPN access and that all students would continue to get VPN access for 12 months after the thesis submission date.

Approved: On the recommendation of the Committee, the changes to the writing up period, as outlined in section 5.1 and Appendix i of the Senate's paper, for all students who reach 36 months on or after 1 January 2014.

(6) Amendment to the Graduate School Professional Skills Statement of Policy

Considered and endorsed: On the recommendation of the Postgraduate Research Quality Committee, changes to the Graduate School Professional Skills Statement of Policy, as outlined in section 5.2 of the Senate's paper, with effect from October 2013.

(7) Amendment to the Graduate School Professional Skills Statement of Policy

Considered and endorsed: On the recommendation of the Postgraduate Research Quality Committee, the requirement for all doctoral students to complete the Plagiarism Awareness Course prior to the Early Stage Assessment, as outlined in section 5.3 of the Senate's paper, for all students who register on or after 1 October 2013.

(8) Joint PhD Examination Regulations

Reported: That the Postgraduate Research Quality Committee had approved bespoke examination regulations for the Joint PhD Imperial-National University of Singapore programme and for the Joint PhD Imperial – Hong Kong University programme.

Approved: On the recommendation of the Postgraduate Research Quality Committee, the examination regulations for the joint PhD degree programmes, as outlined in section 5.4 and Appendices iii and iv of the Senate's paper, with immediate effect.

(9) Research Degree Submission Rates 2011-2012

Reported: That the Postgraduate Research Quality Committee had received the research degree submission rates for all students submitting for the PhD or MPhil degree, with a thesis submission deadline between 1 February 2011 and 31 January 2012, as outlined in Appendix v of the Senate's paper.

Further Reported: That, at the request of the Graduate School, the figures for 2011/2012 had included members of College and Hospital staff registered as part-time students. Since the figures in previous years had not included part-time students, this had meant that a direct comparison of submission rates with the previous years was not possible.

Resolved: That submission rates for full-time and part time students should be reported separately in future.

(10) Minor Modifications

Reported: That the Master's Quality Committees had approved minor changes to a number of courses, as outlined in section 6 and 7 of the Senate's paper.

(11) Reports of External Examiners 2010/12

Reported: (i) That during 2011/12 and 2012/13, the Master's Quality Committees had reviewed the comments received from External Examiners in respect of the 2010/11 and 2012/13 academic sessions respectively (and some late reports from 2009/10), together with the responses from Departments.

(ii) That the Committees had pursued issues which had been raised as needing attention and had taken particular note of areas of good practice which had been highlighted in the reports. A copy of the minutes of these discussions, which included full details, were appended to the Senate's paper.

(12) Outcomes of the Course Review Process for the 2010/12 review period

Reported: That all taught postgraduate courses were reviewed on a regular basis. The report of the taught course evaluations undertaken by the Master's Quality Committees for

the 2010/11 and 2011/12 cohorts was appended to the Senate's paper.

#### **1798 Undergraduate Admissions Committee**

Considered and approved: A Report by the Undergraduate Admissions Committee (**Paper Senate/2013/14**).

(1) Minor's Policy

Approved: On the recommendation of the Committee, amendments to the College's Minor's Policy to add a separate declaration to be signed in respect of students under 16.

(2) Admissions Cycle 2013 Entry

Reported: (i) That overall, the College had had a successful Admissions cycle, meeting its targets for undergraduate Admission, and that many Admissions Tutors had reported a smoother Admissions cycle, from pre-application to registration, than last year.

(ii) Further information on application numbers, offers and acceptances, was provided in section 1 and Appendix A of the Senate's paper.

(3) Indian School Leaving Qualifications

Reported: (i) That a subcommittee of the Undergraduate Admissions Committee had recently reviewed two Indian school leaving qualifications - the Indian School Certificate (Council for Indian School Certificate Examination) and the All India Senior School Examination (Central Board of Secondary Education).

(ii) The conclusions of the subcommittee were outlined in section 2 of the Senate's paper, and that the requirements would be reviewed following the 2014/15 Admissions Cycle.

(4) Pearson Edexcel International A-levels

Reported: That the College would accept Edexcel International A-levels as entry qualifications to Undergraduate courses, as outlined in section 3 of the Senate's paper.

(5) Changes to Medicine Admissions Test

Reported: That the current cycle would be the last cycle where applicants for the Graduate Entry Medicine 4 year course would be asked to take the UKCAT. From next cycle, applicants would be asked to sit the BMAT, which was already a requirement for the 6 year MBBS course.

(6) Mathematics Admissions Test

Reported: That this was the first cycle that the Mathematics Department had adopted the Mathematics Admissions Test (MAT) as part of their admissions procedure, as outlined in section 4 of the Senate's paper.

#### **1799 Research Misconduct Investigation – Student**

Reported: (1) The result of an investigation of an alleged student case of research misconduct in the PhD research (**Paper Senate/2013/15**).

Further Reported: (2) That the presiding investigation had made a number of recommendations, as outlined in the Senate's paper.

(3) That the recommendations had been forwarded to the relevant College Officers and Committees for consideration, and may ultimately lead to recommendations to the Senate.

## **1800 Prizes and Medals Established/Amended**

Considered: Recommendations concerning prizes, as detailed in **Paper Senate/2013/16**.

Approved: The establishment of the Mark Seller Certificate of Excellence for outstanding performance in the MRes Chemical Biology of Health and Disease degree programme; the MRes in Nanomaterials Prize for the top ranked student on the MRes Nanomaterials degree programme; the MEd University Learning and Teaching Dissertation Prize for the student who has achieved the highest marks for their MEd University Learning and Teaching Dissertation; and the Perkin Prize in Drug Discovery Research to recognise an outstanding student in the MRes in Drug Discovery and Development degree programme.

## **1801 Senate Committees**

Approved: The Terms of Reference, Constitution and Membership of the Senate's sub-committees for 2013-14, as outlined in **Paper Senate/2013/17**.

## **1802 DSc Committee**

Received: A Report from the DSc Committee (**Paper Senate/2013/18**).

Reported: That the DSc had been awarded to Richard Houlston, an alumnus of Imperial College and currently Professor in Molecular & Population Genetics at the Institute of Cancer Research, in June 2013, for his work in Genetics: Studies of Inherited Predisposition to Cancer. This was the 6th Imperial DSc degree to be awarded since regulations for the degree had been agreed by Council in July 2009.

Approved: An amendment to the membership of the DSc Committee. Professor Susan Gibson had succeeded Professor Andrew George as Director of the Graduate School and Professor Myra McClure had been appointed to the Committee to cover Medicine interests.

## **1803 Staff Matters**

Received: A Note by the Provost (**Paper Senate/2013/19**).

## **1804 Appointment of External Examiners in 2012-13**

Received: The names and affiliations of External Examiners for the MBBS/BSc degrees and Business School Summer School in 2012-13 appointed since the last Senate meeting (**Paper Senate/2013/20**).

## **1805 Suspension of Academic Regulations**

Reported: Action taken on behalf of the Senate by the Chairman to suspend academic regulations, as detailed in **Paper Senate/2013/21**.

## **1806 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.