

## SENATE

### Minutes of Meeting held on 21 October 2015

**Present:** The Provost, Professor James Stirling (Chair); Professors Anandalingam, Cilliers, Gibson, Green, Humphris, McCoy, McGregor, McClure, Nash, Parry, Riboli, Richardson, Smith, Welton, Wright; Associate Professor Miraldo; Drs Archer, Buluwela, Craig, Fobelets, Saffell (representing Professor Screaton); Mr Guo, Mr San, Ms Sandon-Allum (Student Representatives); with Mr Neilson (College Secretary and Registrar), Mr Pateman (Academic Registrar) and Mr Monk (Assistant Registrar).

**Apologies:** Professors Autio, Gardner, Magee (Anthony), Magee (Jeff), Screaton; Drs Gounaris, Kingsbury and Mr Tebbutt.

**Present by Invitation:** Mrs Banks, Mrs Farrar and Mr Russell (Heads of Service)

### 2012 Terms of Reference, Constitution and Membership of the Senate 2015-16

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/2015/01**.

The Provost welcomed new and invited members to the meeting.

### 2013 Minutes

The Minutes of the meeting of the Senate held on 24 June 2015 were confirmed.

### 2014 Chair's Action

#### (1) MSc Quality and Safety in Healthcare

Reported: That action had been taken by the Vice Provost (Education) on behalf of the Senate to approve the withdrawal of the MSc in Quality and Safety in Healthcare, with effect from entry in October 2015.

Noted: (i) That assurances had been received from the Department of Surgery and Cancer that all applicants currently holding offers of places had either agreed to a suitable alternative programme or to withdraw their application.

(ii) That current students would be supported until the completion of their programme.

#### (2) College Regulations

Reported: That action had been taken by the Chair on behalf of the Senate to approve two amendments to the Regulations for the Award of the Five Year Joint NTU/Imperial (LKCMedicine) MBBS, with effect from academic year 2015-16.

#### (3) New Prize Established

Reported: That action had been taken by the Chair on behalf of the Senate to approve the establishment of the Stephen Richardson Prize, to the value of £100.

Noted: that the prize was to be awarded annually to the best final year MEng project in Bioengineering.

## 2015 **Matters Arising**

### Minute 1988 (2): College Strategy

Reported: (i) That subsequent to the meeting the new College Strategy 2015-20 had been launched on 10 July 2015.

Noted: That the strategy incorporated a new College mission statement which was to achieve enduring excellence in research and education in science, engineering, medicine and business for the benefit of society. The importance of the Senate's role in managing academic standards was emphasised.

## 2016 **Provost's Business**

Received: A Report from the Provost (**Paper Senate/2015/02**).

### (1) Acting Vice-Provost (Research)

Reported: That Professor Neil Alford, Vice-Dean for Research, Faculty of Engineering had taken up appointment as Acting Vice-Provost (Research), with effect from 1 September 2015, until a permanent successor to Professor Donal Bradley has taken up appointment.

### (2) Acting Vice-Provost (Education)

Reported: That Professor Sue Gibson, Chair in Chemistry and Director of the Graduate School had accepted appointment as Acting Vice-Provost (Education), with effect from 13 November 2015, until a permanent successor to Professor Debra Humphris has taken up appointment.

### (3) Extensions to Senior Appointments

Reported: (i) That Professor Susan Eisenbach had accepted an extension to her appointment as Head of the Department of Computing until 31 August 2016.

Reported: (ii) That Professor Martin Wilkins had accepted an extension to his appointment as Head of the Department of Medicine until 31 July 2020.

Reported: (iii) That Professor Chris Hankin had accepted an extension to his appointment as Director of the Institute for Security Science and Technology until 31 July 2017.

Reported: (iv) That Professor Dorothy Griffiths had accepted an extension to her appointment as Provost's Envoy for Gender Equality until 31 December 2016.

### (4) Institute for Molecular Science and Engineering

Reported: (i) That the Provost's Board, at its meeting of 26 June 2015, approved the establishment of the Institute of Molecular Science and Engineering (IMSE), a new Global Institute.

(ii) That the Institute would engage the College community and external stakeholders to advance research, education and translation activities in molecular science and engineering.

(5) Renaming the Centre for Co-Curricular Studies

Reported: (i) That the Provost's Board, at its meeting of 26 June 2015, approved the renaming of the Centre for Co-Curricular Studies to the Centre for Languages, Culture and Communication (CLCC).

(6) Director of the Centre for Languages, Culture and Communication

Reported: (i) That Dr Roberto Trotta, Senior Lecturer in Astrophysics, had accepted appointment as the new Director of the Centre for Languages, Culture and Communication with effect from 1 October 2015. Dr Trotta would report to the Vice-Provost (Education).

(7) Director of Bioservices

Reported: (i) That Professor Marina Botto, Professor of Rheumatology in the Department of Medicine, had taken up appointment as the Director of Bioservices with effect from 20 July 2015.

(8) Operational Excellence Programme Director

Reported: (i) That Mr Marc Gray had joined the College as Operational Excellence Programme Director on 29 June 2015.

(9) Election of College Consuls

Reported: (i) That Professor Myra McClure, Professor of Retrovirology in the Department of Medicine, had been elected to succeed Professor Richard Thompson as the Senior Consul from 1 September 2015 to 31 August 2016.

(ii) That Professor Terry Tetley, Professor of Lung Cell Biology in the National Heart and Lung Institute, had been elected to succeed Professor McClure as non-clinical Consul for the Faculty of Medicine from 1 September 2015 to 31 August 2018.

(iii) That Professor Marek Sergot, Professor of Computational Logic in the Department of Computing, had been elected to succeed Professor Richard Jardine as one of the Consuls for the Faculty of Engineering and the Business School from 1 September 2015 to 31 August 2018.

(iii) That the full list of Consuls for 2015-2016 was as follows:

Senior Consul	Professor Myra McClure
Faculty of Engineering and Business School	Professor Peter Lindstedt
Faculty of Engineering and Business School	Professor Marek Sergot
Faculty of Medicine (non-clinical)	Professor Terry Tetley
Faculty of Medicine (clinical)	Professor Desmond Johnston
Faculty of Natural Sciences and Centre for Languages, Culture & Communication	Professor Andrew Parry
Faculty of Natural Sciences and Centre for Languages, Culture & Communication	Professor John Seddon

(10) Election of Staff Member on the Council

Reported: (i) That Professor Neil Alford, Vice-Dean for Research in the Faculty of Engineering and Acting Vice-Provost (Research) from 1 September 2015, had been elected to succeed Professor Nigel Gooderham as the Elected Staff Member on Council from 1 September 2015 to 31 August 2017.

(11) Fellows of the Academy of Medical Sciences

Reported: That the following staff had been elected to the Fellowship of the Academy of Medical Sciences:

Professor Wendy Atkin, Department of Surgery and Cancer  
Professor Christl Donnelly, School of Public Health  
Professor Jorge Ferrer, Department of Medicine  
Professor Michael Way, Department of Medicine  
Professor Martin Wilkins, Head of the Department of Medicine

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

(12) 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 Claire Adjiman, Department of Chemical Engineering  
Professor Daniel Rueckert, Department of Computing  
Professor Mary Ryan, Department of Materials  
Professor Nilay Shah, Department of Chemical Engineering

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

(13) College Strategy

Reported: That following the agreement by Council and discussion with Court, the new College Strategy 2015-2020 was launched on 10 July 2015.

**2017 Vice Provost's Business**

Received: A Report from the Vice Provost (Education) (**Paper Senate/2015/03**).

(1) Guidance to Students on Survey Completion

Reported: That the Senate had, at its meeting of 24 June 2015 (SM 1991(3) refers), resolved that, in the case of a student who had submitted discriminatory or abusive remarks, their entire response would be removed from the survey results. The Senate had further resolved that the surveys working party should draft a statement advising students of this change in practice and giving guidance on what was expected.

Noted: That the surveys working party had drafted a statement advising students of this change of practice and giving guidance on what was expected when completing the College's lecturer and module evaluation (SOLE / MODES).

Further reported: That the removal of student survey responses in cases where discriminatory or abusive remarks were submitted would be implemented in 2016-17 when Qualtrics was introduced as the new survey platform.

Agreed: The statement and guidance to students on survey completion, as outlined in section 1 of the Senate's paper.

Considered and approved: The annual report to Senate by the Director of the Careers Service (**Paper Senate/2015/04**).

Reported: (1) That in 2014-15 Imperial had been named by the Times and Sunday Times as Best University for Graduate Prospects and had also scored the highest points for 'Careers after 6 months' in the Guardian University Guide 2015. Imperial had remained in the High Fliers 2015 top ten most targeted universities.

(2) That the summer 2014 destination data for undergraduates showed that the previous year's reduction in unemployment had been maintained at 4.45% for home and EU undergraduates. Those graduates from the summer 2014 survey cohort who reported as being unemployed on 12 January 2015 (the census date) had been followed up in April to check their continued status.

(3) That during 2014-15 the significant increase in the number of 1st year students using the Careers Service had continued. The Senate noted that the demand for one to one appointments remained high, particularly during the Autumn term where all available daily appointments were booked within two minutes of going live at 7am each day. The Service was investigating mechanisms during the current year to record the level of unmet demand during this very busy period. For those students who were unable to book an appointment in the peak period of October, the Service had increased the level of self-help support on its website and also introduced a Consultant on Call time each day to meet any urgent need. The Service had also continued to use innovative methods to meet demand, including the development of 'pop-up' CV checking around campus during lunchtime periods and the use of technology such as Skype and Camtasia to improve accessibility.

(4) That during 2014-15 the Careers Service had run: 10 careers fairs including 3 in China; 9 sector-based forums; 3 themed weeks, twice weekly sector careers talks and weekly employer led skills and business/case study sessions. In all the events had recorded in excess of 12,000 attendees.

(5) That during 2014-15 the Service had launched its Alumni/Student mentoring programme with 66 undergraduate and PhD students benefiting from a one to one mentoring relationship with an Imperial alumnus. Priority had been given to students with a disability, those from the Widening Participation cohort and women studying engineering programmes. The programme complemented the existing Ask an Alumnus e-mentoring programme.

(6) That the Service had continued to contribute to the Imperial Horizons programme by delivering Professional Skills for Employability to both 1st and 2nd year students as part of the programme. The course, delivered in small groups of approximately 20 students, had been one of the most popular options on the Horizons programme and received outstanding survey (SOLE) feedback.

(7) That the IT system used by the Service, JobsLive, had proven very successful again during 2014-15, holding a database of all company contacts, graduate and internship opportunities, the careers events calendar and online booking system. During 2014-15 just over 9800 students had actively set their profile on the system, enabling them to receive targeted information and vacancy alerts in line with their preferred occupational interests. The Senate noted that there were 9628 companies registered with the system, with 54% of those having less than 100 employees placing them in the SME category.

(8) That following the previous year's project to develop a cohesive visual identity the Careers Service has undertaken a significant refurbishment of the Service's physical space in the summer of 2014 with the new look Careers Centre launched in September 2014. Feedback from students and employers using the facility had been highly positive.

(9) That the Senate thanked the Careers Service for the comprehensive report and for the considerable amount of work undertaken during 2014-15 in support of students.

## 2019 Information and Communication Technologies Annual Report

Considered and approved: The annual report to Senate from Information and Communication Technologies (**Paper Senate/2015/05**).

Noted: That the report from Information and Communication Technologies (ICT) had been structured to report progress against the objectives of the Education and Student Strategy.

Reported: (1) That ICT had continued to improve its welcome support for students with Support Hubs in the Sheffield Building and trialling a Service Desk presence in the Central Library between 10am and 5pm, Monday to Friday, with a view to implementing a permanent service if it proved to be popular with students.

(2) That the ICT Student Forum, run in partnership with the Imperial College Union, had continued its successful collaboration with students. The Forum meets twice annually and included the ICU Deputy President (Education) and both undergraduate and postgraduate representatives from each Faculty. The partnership had helped ICT to understand students' needs with discussion topics including feedback, tutor engagement, learning support and mobile access. The Senate noted that it had continued to deliver benefits for students such as the Starfish Tutor system, Imperial Mobile enhancements, the improved Library/ICT service offering and provided student input to the ICT 'Be Secure' campaign for staff and students.

(3) That ICT had successfully introduced Microsoft Office 365 to new and existing undergraduate students for the 2014-15 academic year and was currently preparing to offer it for taught postgraduate students in October 2015 and postgraduate research students with their Department migrations during the next year.

(4) That Imperial Mobile had continued to grow in popularity with a 27% increase in the number of times it was accessed in the last academic year. Personalised timetables remained the most popular feature by a considerable margin, with the library, PC availability and Lecture Polling also popular. Further new features such as the integration of Office 365 e-mail had been developed for the current year.

(5) That whilst ICT continued to provide 3,500 desktops in clusters for student use, the facility had come under review. ICT was working closely with the Department of Electrical and Electronic Engineering on a review of teaching cluster use and a project to re-imagine the use of the space to suit more multi-purpose use. Students had not always been able to access their Department's required software from all College cluster machines as Departmental clusters were not standardised. Application Jukebox now provided a mechanism whereby students could access in excess of 600 software configurations on any public College machine.

(6) That the Student Information Management Programme (SIMP) has completed process review work streams to map and refine operational processes for Admissions, Academic Programme Lifecycle (APL), Student Information and Analytics, Student Finance and Pre-Admissions. The replacement student system had been selected and implementation workshops had commenced in September 2015.

(7) That in the last year 37 main teaching rooms had refurbished AV installed with 65 rooms upgraded since 2013. 170 rooms now had the Panopto lecture recording software. The refurbishment programme for 2015-16 covered a further 30 rooms, mostly large or heavily used teaching rooms.

Noted: (1) That some issues had been encountered with Panopto when it was used for simulcasting between rooms.

(2) That Departments were experiencing delays in the encoding of lectures recorded via Panopto. This had consequently delayed their release to students.

Further Reported: (1) That ICT was aware of the current issues with Panopto and was actively working to resolve them. The current backlog related to the volume of data being created, approximately 500 hours of video per day. ICT was investigating the possibility of a cloud-based solution in order to store the quantity of video produced.

(2) That the period of time video recordings were required to be stored was governed by the College Retention Schedule. Within the Retention Schedule it was a requirement for the majority of programme information to be kept for the current academic year plus six further years. The length of time required for storage of such a high volume of recorded video produced across the College presented a significant issue for ICT.

Resolved: (i) That ICT should further investigate the requirements outlined in the College Retention Schedule for the continued storage of video recorded lectures and ascertain its effect on ongoing storage capacity.

(ii) That if the timescales specified in the College Retention Schedule were considered to be problematic, ICT should submit a proposal to resolve the issue to a future meeting of the Senate.

Further Reported: That the Senate thanked ICT for the informative report and for the considerable amount of work undertaken during 2014-15 in support of students.

## **2020 Library Services Annual Report**

Considered and approved: The annual report to Senate by the Director of Library Services (**Paper Senate/2015/06**).

Reported: (1) That Library services had continued to expand the support to the College's authors as they transitioned to Open Access (OA) publishing to meet funder requirements, and prepare for the implementation of the HEFCE post-2014 REF open access policy in April 2016. The HEFCE policy in particular required the Library to be able to support a 900% increase in the number of deposits to the College Repository (Spiral). The Library had continued to work closely with the Research Office and ICT on the development of services and systems to support green and gold open access publishing, and launched a pilot to test and evaluate author workflows to deposit accepted manuscripts into the Repository as part of the HEFCE post-2014 REF preparation. Systems development, workflow refinements together with increased staff resource in the OA section of the Scholarly Communications Management team had significantly reduced turnaround time for Spiral deposit processes. During the year 5770 journal articles and 572 conference proceedings were added to Spiral.

(2) That the Library services had continued to work closely with the Research Office and with ICT and through the Research Data Management (RDM) group in order to develop policy, training, online support and infrastructure to enable researchers to make relevant research data openly available. A pilot data management planning workshop for PhD students was commissioned by the Graduate School, and following positive feedback would be repeated in the 2015/16 session. The work undertaken during the year had culminated in the launch of the policy and the completely refreshed RDM pages at the beginning of the 2015/16 Session.

(3) That the Library services had commenced implementation of a course recommended reading system, Leganto by Ex Libris, having engaged with its library management system supplier as one of five 'development partner' universities to steer development of the system. Leganto would simplify building lists of recommended readings, offer an easier route to request digitisation and copyright clearance of materials, and provide students

with an attractive user interface to access all course materials including integrating with College virtual learning environments. Initial roll-out was for Imperial College Business School and the Faculty of Medicine from January 2016, with others to follow in a phased approach during 2016.

(4) That 20 loanable iPads were introduced at Central Library in 2014, offering mobile devices that could be borrowed for up to two weeks at a time to supplement existing Library Services fixed technology provision. The introduction of loan iPads had proved immediately popular with both taught and research students, with 606 individual loans over 2014-15 and 300 requests for iPads satisfied. More units would be added to the service in 2015/16. The service would be further extended to include a laptop loan facility.

(5) That the Library services had run two “just-in-time” purchasing projects during the year. These allowed students and staff to select e-books and printed books for purchase and incorporation into the Library collection. The first initiative entitled Patron Driven Acquisition (PDA) imported thousands of e-book records into the Library catalogue which then allowed users to select titles seamlessly and to request them for acquisition. This project had resulted in 794 new e-books being acquired. The second initiative entitled “More Books” was promoted and allowed users to complete a web form even when a catalogue record was not available on the system. This resulted in 50 new e-books and 392 new printed books being acquired. The reaction from students in particular had been very positive in the follow-up online survey.

(6) That the Library services had continued to improve workflows using Rapid Improvement Exercises (RIEs), utilising methods from the College Operational Excellence programme. RIEs focusing on document delivery service workflow and processes, article processing charge payments, library payments and information literacy had been carried out in 2015.

Further Reported: (1) That the ongoing development of services by Library staff and the investment by the College in print and online resources continue to be reflected in the NSS results: Imperial College students’ satisfaction with library services remained at 96%, the highest score from a Russell Group institution other than Cambridge and Oxford. The Senate noted that, whilst overall the result was good, 90% of the negative comments related to the environmental conditions at Central Library.

(2) That during 2014/15 further work had been completed on the project (ISCM 1404) for the much needed refurbishment of the Central Library space. The President’s Executive Group meeting on 16 February 2015 had considered the Project Initiation Document submitted for full and final funding approval for Phase 2. A decision had been communicated to the Project Team on 24 February 2015 confirming deferral of Phase 2 to Summer 2016, subject to subsequent funding approval. The project was currently on hold with 50% of the funding promised from College with the condition that the remaining 50% should be found through fundraising. The fundraising challenge was significant and Library services was working with the Advancement Team in order to seek external support for the project.

Noted: That the College now had a dedicated fundraiser working on Provostial projects. The library refurbishment was currently the highest ranked capital project on the list.

Further Reported: That the Senate thanked the Library Service for the comprehensive report and for the considerable amount of work undertaken during 2014-15.



## 2021 Academic Standards Framework

Received: A paper from the Vice Provost (Education) and the Academic Registrar (**Paper Senate/2015/07**).

Reported: (1) That the Senate had agreed the establishment of an Academic Standards Framework Steering Group to co-ordinate and oversee the development of the new Academic Standards Framework and the preparation for the Higher Education Review (SM 1952 of 25 February 2015 refers). The Group first met in June 2015 and had since been meeting on a monthly basis.

(2) That at its September 2015, the Steering Group had agreed, in principle, to:

- (i) Establish a new academic governance structure with responsibilities as described in the schedule of delegation;
- (ii) Establish a single set of regulations for all taught programmes (undergraduate and Master's level) of the College.

### (1) Academic Governance

Reported: (i) That the proposed academic governance structure diagram (Appendix I of the Senate's paper) outlined the proposed committees which would have responsibility for managing academic quality and standards.

(ii) That the broad responsibilities of each committee were set out in the schedule of delegation (Appendix II of the Senate's paper). This schedule outlined the level of authority which may be executed at each level of the governance structure. Where a final authority had chosen to delegate the approval and execution of a decision or process, the final authority still retained the ultimate accountability and responsibility for that decision or process. Decisions made by the delegated authority would therefore always be reported to the final authority.

Noted: (i) That it was proposed that, at a College level, the Quality Assurance & Enhancement Committee (QAEC) would continue to report directly to Senate. Reporting via QAEC to Senate, would be a new Programmes Committee (PC) with responsibility for the approval of new programmes and major modifications to existing programmes. Oversight of research programmes would be devolved, via QAEC, to the Postgraduate Research Quality Committee (PRQC). QAEC would also be responsible for oversight of new format Faculty Committees.

(ii) That at a Faculty level, the proposed new Faculty Education Committees (FECs) for Engineering, Medicine, Natural Sciences, the Business School and the School of Professional Development would bring together the responsibilities currently devolved to the Faculty Studies Committees, Faculty Teaching Committees and Master's Quality Committees. Each Faculty may choose to devolve some areas of responsibility to sub-committees, which may be structured at the discretion of the Faculty (e.g. taught/research or undergraduate, taught postgraduate, postgraduate research or clinical, non-clinical, postgraduate etc.).

(iii) That at a Department level, it was expected that Department Teaching Committees and other structures would report to and communicate with relevant committees within the Faculty structure as appropriate to ensure effective governance and oversight.

(iv) That the Admissions Networks would also report directly to QAEC and were intended to facilitate discussion specifically related to admission policy and process.

(v) That further detail was needed to refine the proposal and that this would be agreed by the Steering Group shortly, with a view to recommending to Senate the establishment of

the new structure with effect from January 2016. It was anticipated that this would be a phased implementation with certain new Committees potentially operating during the latter part of 2015-16, with full establishment of the new structure in 2016-17.

(vi) That the Faculty of Engineering expressed its willingness to develop and implement a revised governance structure at Faculty level, in accordance with the proposals, at the earliest opportunity in 2016.

(2) Regulations

Reported: that the Steering Group had made a commitment to establishing a single set of regulations for all taught (undergraduate and Master's level) programmes which would replace the existing general, academic and examination regulations for undergraduate and Master's level programmes. An early draft of the regulations had been circulated for consultation and a number of themes for further discussion had emerged.

Considered: The themes which had been identified as needing more detailed discussion before the regulations could be finalised.

Noted: (i) That the Steering Group, supported by Task and Finish Groups for different topics, such as Assessment and Complaints and Appeals, would look at those areas in greater detail over the coming months with a view to finalising the regulations by summer 2016, for implementation with effect from academic year 2017-18.

(ii) The broad timeline proposed by the Steering Group to achieve the 2017-18 introduction of the new regulations.

Agreed: (1) The proposal to establish a new academic governance structure with responsibilities as described in the schedule of delegation.

(2) The proposal to establish a single set of regulations for all taught programmes (undergraduate and Master's level) of the College.

**2022 Surveys Framework and Policy: Student Experience Survey**

Received: A paper from the Vice Provost (Education) (**Paper Senate/2015/08**).

Reported: (1) That the Senate had approved a new student surveys policy which set out the key principles which should inform all student surveys in the College and which defined a new surveys framework for implementation in 2015-16 (SM 1991(3) of 24 June 2015 refers).

(2) That as set out in the Student Surveys Policy, the College would evaluate the wider student experience using a new internal Student Experience Survey. Questions would be tailored to each student and would be designed to evaluate a wide range of services provided by the College and the Imperial College Union (ICU). The survey would replace not only the previous Student Experience Survey (run by ICU) but also the Welcome Week survey, Start of Session survey, the Union survey and the Student travel survey. As in 2014, the College would not participate in the Student Barometer (an external survey).

Noted: (1) That the survey would be split into two phases. The first phase would focus on 'first impressions' and would run in the Autumn term. All first year students would be surveyed. The second phase would run in the Spring term and would be sent to a sample of penultimate year undergraduates, postgraduate taught students (in years when PRES is running) and second year postgraduate research students (in years when PTES is running). A small- scale pilot of the phase two survey would run in the Autumn term.

(2) That the Student Experience Survey would be administered by the Education Office, working in partnership with the ICU. Results and analysis would be circulated to

Departments and relevant support services, who would be asked to produce actions plans for consideration by the Vice-Provost's Advisory Group for Education and the Provost's Board. The survey outcomes would also be reported to the Quality Assurance and Enhancement Committee.

(3) The arrangements as outlined in the Senate's paper and the proposed question sets for phase one (Appendix I of the Senate's paper) and phase two (Appendix II of the Senate's paper).

## 2023 College Regulations

Considered: A Note by the Academic Registrar (**Paper Senate/2015/09**)

### (1) General Academic Regulations

Considered and approved: On the recommendation of the Academic Registrar, a revision to clause 34 of Appendix 1: *Student Withdrawals and Appeals – Procedure for dealing with cases of unsatisfactory academic progress*, with effect from October 2015.

### (2) Examination Regulations (Appendices)

Considered and approved: On the recommendation of the Academic Registrar, a revision to the following appendices of the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS degrees and the Regulations for the Examination of Master's Level degrees, with effect from October 2015:

- a) Appendix 1: Procedure for the Consideration of Representations concerning decisions of Boards of Examiners (clause 18);
- b) Appendix 2: Procedure for the Consideration of Representations by Candidates for Research Degree Examinations (clause 18);
- c) Appendix 3: Cheating Offences Policy and Procedure (clause 68).

Reported: That the revisions to the General Academic Regulations and Examination Regulations were necessary to ensure compliance with recent changes to the Office of the Independent Adjudicator for Higher Education (OIA) student complaints scheme rules. Under the new scheme rules students would now have 12 months from the completion of University procedures, as opposed to 3 months, to send a complaint to the OIA.

### (3) Examination Regulations

Considered: On the recommendation of the Academic Registrar, revisions to the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS degrees and the Regulations for the Examination of Master's Level degrees, with effect from October 2015.

Reported: (i) That amendments pertaining to the appointment of External Examiners were agreed by the Senate on the recommendation of the Quality Assurance and Enhancement Committee (SM 1991(2) of 24.06.2015 refers). Amendments to clauses 6.5(b) and 6.7 of the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees and clauses 4.6(b) and 4.8 of the Regulations for the Examination of Master's Level Degrees were specifically agreed.

(ii) That the Senate had further noted (SM 1991(2) of 24.06.2015 refers) that external examiner appointments would, with effect from October 2015, be approved by the Vice-Provost (Education) rather than by the relevant Quality Committees and that the College examination regulations would require further minor revisions to the text to update associated references. These further minor revisions applied to clauses 4.1, 7.2, 7.3 and 7.4.1 of the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees and clauses 4.1 and 4.8 of the Regulations for the Examination of Master's Level Degrees and were presented for the Senate's approval.

(iii) That one further amendment to the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees was necessary to reflect a change in procedure for consideration of the reports of external examiners. Reports of individual external examiners would no longer be submitted to the Studies Committees, which would instead receive an annual summary of the reports of external examiners. The amendment applied to clauses 7.4.4 and 8.8.

Approved: On the recommendation of the Academic Registrar, the amendments to the Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS degrees and the Regulations for the Examination of Master's Level degrees, as outlined in section 3 and Appendix 1 and 2 respectively, with effect from October 2015.

## **2024 Quality Assurance and Enhancement Committee (QAEC)**

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2015/10**).

### **(1) Academic Regulations for Short Courses**

Reported: (i) That the Quality Assurance and Enhancement Committee had considered a proposal to revise the Academic Regulations for Short Courses, with effect from October 2015.

(ii) That the revisions were minor and reflected changes in terminology. One additional clause had been included to require short course delegates to abide by the College's Intellectual Property Policy.

Approved: On the recommendation of the Committee, the amendments to the Academic Regulations for Short Courses, with effect from October 2015, as outlined in section 1 and Appendix I of the Senate's paper.

### **(2) Sample Second Marking Pilot in the Business School**

Reported: (i) That the Quality Assurance and Enhancement Committee had considered an update on the Business School sample second marking pilot and a request to continue the pilot for a further year with a reduced sample size which would no longer include consideration of borderline scripts.

(ii) That the Committee had agreed to recommend to the Senate that the Business School be permitted to continue with the pilot during the 2015-16 academic year with a reduced sample size consisting of: all fails (<50%); a 10% sample of remaining passing scripts from the top, middle and bottom of the range.

(iii) That the Committee's recommendation to the Senate was conditional upon the following:

- the Business School would continue with the calibration of the first 10 scripts for all new and visiting lecturers;
- the Business School's Exams Office should continue carrying out an audit of all scripts ('auditing' is an additional check to ensure all pages/questions have been marked and totalled correctly);
- the Business School would consider additional measures to reduce the number of arithmetic errors (during the pilot this was found to be 4%);
- differences in marks between the first and second marker would be resolved either by discussion between the first and second marker or by the intervention of a third party;
- the Business School would produce criteria for instances when differences between the marks awarded by first and second markers triggered the requirement

- for full second marking of the whole cohort (perhaps based on a simple algorithm combining the degree of discrepancy and the frequency of discrepancy);
- the Business School would provide an end of pilot report to the May 2016 meeting of the Committee.

Approved: On the recommendation of the Committee, the continuation of the Business School's sample second marking pilot with a reduced sample size for the 2015-16 academic year.

### (3) Strategic Approval of Programmes

- (i) Major Modifications to the BSc in Biomedical Sciences (proposed new working title BSc in Medical Biosciences)

Noted: That the Quality Assurance and Enhancement Committee had considered a proposal from the Faculty of Medicine to make major changes to the BSc in Biomedical Sciences (the working title for the revised programme was BSc in Medical Biosciences) with effect from October 2017. Overall, the Committee was supportive of the plans to modify the BSc in Biomedical Sciences and agreed that a more detailed proposal should be considered by the Medical Studies Committee (before Senate approval was sought). The Committee made a number of recommendations which were to be fully addressed in the proposal to the Medical Studies Committee, as outlined in section 3.1.1 of the Senate's paper.

- (ii) MSc in Quantitative Environmental Modelling

Noted: That the Quality Assurance and Enhancement Committee had considered a proposal from the Department of Physics working in collaboration with the Grantham Institute for a new Master's Level programme to start in October 2016. Overall, the Committee was supportive of the plans for the new programme and agreed that a more detailed proposal should be considered by the relevant Master's Quality Committee (before Senate approval was sought). The Committee made a number of recommendations which were to be fully addressed prior to consideration of the proposal by the Master's Quality Committee and three specific points to be addressed in the final proposal to the Committee, as outlined in sections 3.2.1 and 3.2.2 respectively of the Senate's paper.

### (4) Annual Programme Monitoring (Undergraduate and Master's Level Programmes)

Noted: That the Quality Assurance and Enhancement Committee had approved a proposal to base annual monitoring on the principle of reporting 'by exception' and the use of SMART action plans from the 2015-16 academic year onwards.

Noted: That the Committee had further agreed that Departments undergoing periodic review would not also be required to complete annual monitoring returns in that academic year.

### (5) Roles and Responsibilities Documents

Noted: (i) That the Quality Assurance and Enhancement Committee had approved a roles and responsibilities document for Graduate Teaching Assistants (GTAs).

Noted: (ii) That the roles, responsibilities and contractual arrangements for Wardens, Assistant Wardens, Sub-Wardens and Hall Seniors would now be approved by the Provost's Board on an annual basis as Appendix A of the Warden's Policy and Procedures document. The latest version was approved by the Provost's Board in April 2015.

(6) Wider Information Sets

Noted: That the Quality Assurance and Enhancement Committee had agreed that the College was compliant with HEFCE's Wider Information Sets (WIS) and that Departments without explicit references to links with industry in their published information would be encouraged to enhance the information available as part of the work to revise programme specifications.

(7) Short Course Quality Committee

Noted: That the Quality Assurance and Enhancement Committee had endorsed the decisions of the Short Course Quality Committee to approve the following Continuing Professional Development courses, with immediate effect from 2014-15:

- (i) Ethics and Law in Paediatrics (2 day / CPD course / not for credit)
- (ii) Mobile Android Development (1 day / CPD course / not for credit)

Approved: On the recommendation of the Quality Assurance and Enhancement Committee, the two Continuing Professional Development courses (not for credit) listed above, with effect from 2014-15.

(8) Postgraduate Research Experience Survey (PRES) 2015

Noted: That the national benchmarking results had been disseminated to academic and support Departments. Academic Departments had also been sent PRES action plans to complete which would be considered by the Postgraduate Research Quality Committee, prior to reporting to the Quality Assurance and Enhancement Committee and the Senate later in the autumn term.

(9) ECTS User Guide 2015

Noted: (i) That the Quality Assurance and Enhancement Committee had considered a briefing paper highlighting the differences and change of emphasis between the recently published 2015 ECTS User Guide and the earlier 2009 Guide.

(ii) That the Committee had agreed that the greater emphasis on the use of standard module sizes and learning outcomes accorded with the aims of the Academic Standards Framework project.

(10) HEFCE Review of Quality Assessment Arrangements

Noted: That the College response to the HEFCE publication had been submitted in time to meet the 18 September 2015 deadline for responses to the consultation.

**2025 Postgraduate Quality Committees**

Considered: A Report by the Postgraduate Quality Committees (**Paper Senate/2015/11**).

Major Programme Modification

(1) Global Online MBA (Imperial College Business School)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering and Physical Sciences), the introduction of a second entry point in September for the Global Online MBA, with effect from September 2016, as outlined in section 1 of the Senate's paper.

## Programme Withdrawal

### (2) MSc Quality and Safety in Healthcare (Department of Surgery and Cancer)

Considered and approved: On the recommendation of the Master's Quality Committee (Medicine, Life Sciences and School of Professional Development), the permanent withdrawal of the MSc in Quality and Safety in Healthcare, with effect from entry in October 2015, as outlined in section 2 of the Senate's paper (SM 2014(1) above refers).

### (3) Outcomes of the Programme Review Process for 2014-15 review period

Reported: (i) That the Master's Quality Committees had undertaken internal programme reviews as scheduled during 2014-15.

(ii) That the outcomes of the taught postgraduate programme evaluations undertaken by the Master's Quality Committees for the 2013-14 cohorts were reported as Appendix I of the Senate's paper.

## **2026 Senate Committees**

Approved: The Terms of Reference, Constitution and Membership of the Senate's sub-committees for 2015-16, as outlined in **Paper Senate/2015/12**.

## **2027 Prizes and Medals Awarded**

Reported: The award of prizes and medals, as detailed in **Paper Senate/2015/13**.

## **2028 Staff Matters**

Received: A Note by the Provost (**Paper Senate/2015/14**).

## **2029 Appointment of External Examiners**

Received: the names, affiliations and periods of tenure of External Examiners for undergraduate and Master's degrees appointed since the last meeting of the Senate (**Paper Senate/2015/15**).

## **2030 DSc Committee**

Received: A Report from the DSc Committee (**Paper Senate/2015/16**).

Reported: That the DSc had been awarded to Dr Melody Susan Clark, Project Leader (Adaptations and Physiology Work Package (PB4)) at British Antarctic Survey (BAS), Cambridge, for her work in the field of adaptations, evolution and the stress response in non-model species.

## **2031 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 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 (**Paper Senate/2015/17**).

## **2032 Any Other Business**

(i) The Vice-Provost (Education) advised that the Government's Green Paper on Higher Education was due to be published on 15 October 2015 but was still under discussion at the Department for Business, Innovation and Skills. It was anticipated that it would be published in the near future.

(ii) The Provost advised that Professor Debra Humphris (Vice-Provost (Education)) would be leaving the College in mid-November to take up post as Vice Chancellor at the University of Brighton. The Senate thanked Professor Humphris for her many valuable contributions to the work of the Senate and wished her well for the future. The Senate thanked Professor Humphris in particular for her work in developing an Education and Student Strategy for the College, highlighting its importance in promoting enduring excellence in education.

## **2033 Date of Next Meeting**

Reported: The next meeting of the Senate would take place on Wednesday 9 December 2015, in Room G01, Royal School of Mines, starting at 3.00pm.