Imperial College London

SENATE

Minutes of Meeting held on 29 October 2014 - Revised

Present:	The Provost, Professor James Stirling (Chair); Professors Gibson, Humphris, Magee, Matar, McCoy, McGregor, Parry, Richardson, Smith, Thompson, Wright; Drs Archer, Buluwela, Craig; Mr Lupton (representing Professor Kelleher), Mr Tebbutt; Mr Loose, Mr Wheeler (Student Representatives); with Mr Pateman (Academic Registrar) and Ms Baker (Senior Assistant Registrar).
Apologies:	Professors Anandalingam, Cilliers, Kelleher, Riboli; Associate Professor Miraldo, Drs Fobelets, Gounaris, McPhail.
Present by Invitation:	Mrs Banks, Mrs Farrar, Mr Russell, Dr Shemilt (Heads of Service); Miss Mahmud (GSU President)

1898   Terms of Reference, Constitution and Membership of the Senate 2014-15

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/2014/01**.

Agreed: That the Constitution of the Senate should be amended to include a third representative from the Imperial College Union, that representative to be the President of the Graduate Students' Union.

Resolved: To recommend to the Council that the Constitution of the Senate be amended as above, with immediate effect.

The Provost welcomed new and invited members to the meeting.

1899   Minutes

The Minutes of the meeting of the Senate held on 18 June 2014 were confirmed.

1900   Matters Arising

Minute 1885 (10) : Five-year MBBS in Medicine (Graduate Exempt) programme

Reported: That, despite the fact that students applying for the five-year Graduate Exempt MBBS programme were aware that they would not be eligible for a Government tuition fee loan for any of the years of study, the programme had proved to be extremely attractive and applications to the programme had exceeded all previous expectations.

Confirmed: That, in planning the Graduate Exempt curriculum, the School of Medicine had taken steps to address the student feedback which showed that Graduate Entry students were less satisfied with their medical programme compared to their undergraduate entry peers.

1901   **Provost's Business**

Received: A Report from the Provost (**Paper Senate/2014/02**).

(1)   Governance of the College

Reported: (i) That, following the appointment of Professor Gast as the College's new President, a number of modifications had been made to the governance of the College.

(ii) That the Executive Group of the President's Board and the President's Board had been established, to be chaired by the President. In line with the responsibilities of the President, these bodies would address strategic issues of medium and long term impact.

(iii) That the business that was considered previously by the Cabinet, President's Co-ordinating Group, Estates Strategy Group and the Capital Approvals Board would now be undertaken by the Executive Group of the President's Board and the President's Board.

(iv) That the Provost's Board would continue to oversee the College's core academic mission of education, research and translation, and the Faculties and academic support services that deliver this mission (the "Core College").

(2)   Dean of the Faculty of Natural Sciences

Reported: That Professor Tom Welton, FRSC, currently the Head of Department of Chemistry and Professor in Sustainable Chemistry, would succeed Professor Maggie Dallman as the Dean of the Faculty of Natural Sciences with effect from 1 January 2015.

(3)   School of Design Engineering

Reported: (i) That the establishment of the School of Design Engineering as a new department in the Faculty of Engineering had been approved by the June meeting of the Provost's Board.

(ii) That the School would incorporate the new 4-year MEng undergraduate programme in Design Engineering which was approved at the June Senate meeting (SM 1184 of 18 June 2014 refers), the existing joint IDE (Innovation Design Engineering) and GID (Global Innovation Design) MA/MSc programmes with the Royal College of Art (RCA), and a research programme related to design issues and opportunities in engineering.

(iii) That a College Notice was expected shortly to announce the creation of the School, and the appointment of Professor Peter Childs as the Head of the School.

(iv) That the School of Design Engineering was expected to open to students in October 2015.

(4)   Election of College Consuls

Reported: (i) That Professor John Seddon, Professor of Chemical Physics in the Department of Chemistry, had been elected to succeed Professor Richard Thompson as one of the Consuls for the Faculty of Natural Sciences and the Centre for Co-Curricular Studies from 1 September 2014 to 31 August 2017.

(ii) That Professor Richard Thompson, Professor of Experimental Physics in the Department of Physics, had been elected as the Senior Consul from 1 September 2014 to 31 August 2015 to succeed Professor Nigel Gooderham.

(iii)   That the full list of Consuls for 2014-2015 was as follows:

Senior Consul	Professor Richard Thompson
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 and Centre for Co-Curricular Studies	Professor Andrew Parry
Faculty of Natural Sciences and Centre for Co-Curricular Studies	Professor John Seddon

(5)   <u>Fellows of the Royal Academy of Engineering</u>

<u>Reported</u>: That the following staff had been elected to the Fellowship of the Royal Academy of Engineering:

Professor Andrew Amis, Department of Mechanical Engineering
Professor Anthony Bull, Head of the Department of Bioengineering
Professor Steve Cowley, Department of Physics, and also Chief Executive Officer of the UK Atomic Energy Authority
Professor Michael Lowe, Department of Mechanical Engineering

<u>Further Reported</u>: That the Senate congratulated these staff on their achievements.

(6)   <u>Safety Director</u>

<u>Reported</u>:   That Dr Surrinder Johal had been appointed as Safety Director and had started on 14 July 2014.

(7)   <u>Chief Executive Officer (CEO) of Imperial West Enterprises</u>

<u>Reported</u>:   That Dr Eulian Roberts had been appointment as Chief Executive Officer (CEO) of Imperial West Enterprises and had started on 15 September 2014.

(8)   <u>Enterprise at Imperial</u>

<u>Reported</u>:   (i) That Corporate Partnerships had been renamed as Enterprise, led by Dr Simon Hepworth as Director of Enterprise, and would comprise the following four groups:

a)   A Programme Management Office, providing programme, project and consortium management services for academic-led initiatives.
b)   The Corporate Partnerships group, delivering research funds from industry.
c)   The Enterprise Ventures group, supporting delivery of complex projects and new College initiatives, including Imperial Business Partners and Tech Foresight.
d)   The Enterprise Strategy group, supporting the growth of the College's enterprise community.

(ii) That ICON would remain a separate entity to continue to facilitate staff consultancy work.

1902 **Vice Provost's Business**

Received: A Report from the Vice Provost (Education) (**Paper Senate/2014/03**).

1)   Student Awards for Outstanding Achievement 2014

Reported: The Student Awards for Outstanding Achievement 2014, as detailed in section 1 of the Senate's paper.

Further Reported: That the Senate congratulated the award winners.

(2)   President's Awards for Excellence in Education

Reported: (i) That nominations for the President's Awards for Excellence 2015 would open in January 2015 and would close on Friday 27 March 2015. Nomination and selection processes would be on line, and further details would be circulated later in the autumn term.

(ii) That the President's Awards for Excellence were awarded annually to recognise staff members who have made outstanding contributions in teaching, pastoral care, research supervision and supporting the student experience.

(3)   Careers Service Renovation

Reported: That the offices of the Careers Service had been refurbished over the summer vacation. Following a project to digitalize a large section of the careers library resource, space had been diverted from hard copy to a more flexible interactive teaching space, as detailed in section 3 of the Senate's paper.

(4)   Welcome Week 2014

Reported: (i) That Welcome Week had been planned in much the same format as the events in 2013, as outlined in section 4 of the Senate's paper.

(ii) That the departmental make-up of the postgraduate talks had been reconfigured, and the talks had been relocated to the Great Hall, to guard against the overflow challenges that were faced last year, and that this had worked very well.

(iii) That the Imperial Success Guide, the College's new on-line resource to support the academic transition into Imperial College, had been promoted during Welcome Week to ensure that all students, new and continuing were made aware of the resource. The guide, which replaces the previous study guide, brings together information on effective study, assessments and feedback, wellbeing, workshops and support to ensure that students know where to look for advice and guidance relating to study skills.

(iv) That the Senate thanked Ms Ria Rana, Professor Denis Wright, Dr Sharon Bolton, Ms Jane Neary, Mr Paul Noke, the Village Managers and Hall Supervisors, the Wardening teams and the Hall Seniors, the ICU and the Sabbatical Officers, the Student Hub team, and all the participants and speakers of the International Orientation programme and the Welcome talks, for the contribution they had each made towards the success of the start of session.

Further Reported: That there had been a small number of serious incidents involving alcohol and substance misuse at the start of session and that the Director of Student Support, together with officers of the Imperial College Union, was preparing a report for the Vice Provost (Education) which would recommend actions to be taken in order to try to avert similarly irresponsible behaviour in the future.

(5)   Reach Out CPD

Reported: That the new Reach Out online science Continuing Professional Development resource for UK primary school teachers had been launched on Monday 13 October, 2014, as outlined in section 5 of the Senate's paper.

(6)   Imperial STAR award

Reported: That the HEA accredited STAR framework had been launched on Monday 13 October, 2014, as outlined in Appendix I of the Senate's paper.

1903   Careers Service Annual Report

Considered and approved: The annual report to Senate by the Director of the Careers Service (**Paper Senate/2014/04**).

Reported: (1) That in 2013-2014 Imperial had been named by The Times & Sunday Times as Best University for Graduate Prospects.   The College had also been voted the Best University for Job Prospects by The WhatUni Student Choice Awards and scored the highest points for 'Careers after 6 months' in the Guardian University Guide 2015. Imperial had remained in the High Fliers 2014 top ten most targeted universities.

(2) That the summer 2013 destination data for undergraduates showed a significant fall in the recorded levels of unemployment. The overall unemployment rate for Home & EU undergraduates combined was 4.8% which was a significant reduction on previous years and had brought the unemployment rate closer to pre-recession levels. Those graduates from the summer 2013 survey cohort who reported as being unemployed on the 13 January 2014 (the census date) had been followed up in April to check their continued status.

(3) That, of those reported as being unemployed, some were either waiting for a post graduate programme to start or were in the final stages of a job selection process. Some had reported delaying their active job hunting. All unemployed graduates had been encouraged to use the facilities and support of the Careers Service for as long as is necessary.

(4) The Senate discussed the importance of ensuring that students completing the Destination of Leavers from Higher Education (DLHE) survey were made aware of the implications of their responses. The Senate believed that some students who had not yet entered employment because they were travelling or had decided to delay for other reasons were responding to the DLHE survey that they were unemployed when the response "not available for work or study" would better reflect their situation. The Senate discussed ways in which the Careers Service, together with faculties, departments and students, could address this issue.

(5) That 2013-2014 had seen a significant increase in the number of 1st year students using the Careers Service both for one-to-one appointments and in attendance at events. The Senate noted that the demand for 20 minute consultations was very high, although it was much easier to get appointment slots in the Spring and Summer terms, and during the summer vacation, than during October and November. The Service had continued to try to address this demand by introducing alternative interactive resources.

(6) That, in addition to one-to-one appointments based in the Careers Centre, the Service had offered weekly appointment slots in all departments and had carried out very popular 'pop-up' CV checking sessions around campus during lunchtimes in the autumn term.

(7) That the Service had launched the Ask an Alumnus e-mentoring programme which allowed current students to email alumni for advice on occupations.

(8)   That the Service had contributed to the Imperial Horizons programme by designing and delivering Professional Skills for Employability to both 1st year and 2nd year students as part of the programme.

(9)   That the Service had collaborated with the Centre for Academic English to produce a series of workshops to assist international students to develop their professional/business language skills.

(10)   That the Service had produced an extensive series of hard copy resources aimed at undergraduates and PhDs to assist in the job hunting and career choice. Additionally, the online Quick Guide series had proved highly popular with students and would be supplemented this summer with two new titles in the series.

Further Reported: (11) That the Careers Service continued to work with employers to encourage them to consider the appointment of postgraduate College leavers into higher than graduate entry level jobs.

(12)   That the Senate congratulated the Careers Service on the comprehensive report and another very successful year.

1904   Information and Communication Technologies Annual Report

Considered and approved: The annual report to Senate from Information and Communication Technologies (**Paper Senate/2014/05**).

Reported: (1) That there had been a major shift in service and software delivery in which ICT had provided access to cloud-based Microsoft Office 365 ProPlus. All 2014 entry undergraduate students now had basic software tools and services to complement their own personal computers and mobile devices. Existing students would be migrated before the end of November 2014.

(2)   That the ICT Student Forum, run in partnership with the Imperial College Union, had enabled ICT to more fully understand the student needs. A major success had been the partnership between the Union and ICT over the delivery of Microsoft 365 for students. The Union had handled much of the communications with new students and had enthusiastically supported the project.

(3)   That teaching clusters had been updated including over 3,500 desktops and 300 laptop installations. However, the lack of uniformity across the PC estate made this a complex estate to manage, and feedback had been variable. The Senate noted that the Department of Chemical Engineering was trialling a reduction in PC clusters by providing laptops for students instead, and that ICT would support and monitor this trial closely as it may provide a more effective model for delivery elsewhere with resultant space benefits. Wider consultation on this issue would follow.

(4)   That, following the successful implementation and adoption of Qualtrics as the College's standard survey platform, a pilot was underway to use additional Qualtrics modules for placement surveys in the Faculty of Medicine, and that work was on-going to identify additional areas in which the software could be used.

(5)   That the rollout of the College's lecture recording system, Panopto, had continued during 2013-2014. In the last year, Panopto had been enabled in around 70 lecture theatres and was also in use by individuals on their own computers, with about 12,000 recordings being made, and staff and students viewing over 2,500 recordings per month. Demand for Panopto had been high, especially from the student body, and ICT had been working with the departments to increase the number of Panopto-enabled rooms.

(6)   The Senate noted that the Panopto infrastructure was becoming overloaded, with

departments using more sophisticated recording equipment, and it was reported that these issues would be addressed by ICT before the end of the calendar year.

Further Reported: (7) That the number of students viewing lectures on line was steadily increasing and that the sound quality of lecture recordings was variable. That the next step was for the College to consider the approach of pre-recording lectures to produce a higher quality, more flexible resource.

(8) That the learning technology staff based in the faculties and in some departments were key in promoting and supporting the use of Panopto in their faculty/department.

(9) That the Senate thanked ICT for the positive report.

1905   Library Services Annual Report

Considered and approved: The annual report to Senate by the Director of Library Services (**Paper Senate/2014/06**).

Reported: (1) That the Library services had continued to support the College's authors as they transition to Open Access publishing to meet the funders' requirements. During the year the Library had worked with the College's Open Access Project Manager, the Research Office and ICT to develop the services and systems to support both gold and green open access publishing.

(2) That, following the announcement in March by HEFCE that in order to be eligible for submission to the next REF, the final author version of articles and conference proceedings published from 1 April 2016 must have been deposited in a repository and made discoverable within three months of acceptance for publication, further work was being done to hone workflows and processes in order to scale up both payments of article processing charges (APCs) and deposits into the College repository, Spiral. The application process for funding APCs had been streamlined with the implementation of a new system based on the College's Ask system. This had significantly reduced the 'turn around' time for applications.

(3) That the increased use of physical library spaces and increasing group work activities had meant that the library infrastructure was progressively more under pressure. Library Services and Estates Projects had worked together on the feasibility of addressing some of the long term issues in the Central Library, including the availability of power and data, together with climate control on the upper floors. During the summer of 2014, work had been undertaken to create new facilities for Centres for Doctoral Training and a light-touch refurbishment of Level 3S. The Senate noted that the case for the transformation of the Central Library space was well understood and that fund raising projects were in development.

(4) That, in response to growing activity required in the support of external policy-driven activities of open access publishing and research data management, the Education and Research Support team had been expanded during the year.

(5) That, following the successful Charing Cross Sunday opening pilot, the Library would continue to be open on Sundays during the busy January to June period. The Senate noted that the main floor of the Hammersmith Campus library, where the book collection and print journal collection are housed, was not open at weekends and it was agreed that this would be looked at.

Further Reported: (6) That the investment made by the College in its library service, and the ongoing development of services by Library staff, continued to be reflected in the NSS results. Imperial students' satisfaction with library services had 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.

(7) That the Senate congratulated the Library Service on the comprehensive report and on another very successful year.

1906   **Reporting Examination Incidents**

Considered: A Note from the Academic Registrar (**Paper Senate/2014/07**).

(1) The Senate considered the procedure to be followed in the event of any disruption or interruption in the examination hall arising from the management or preparation of the examination, as outlined in the Senate's paper.

(2) The Senate asked for further guidance on what students may and may not be permitted to do whilst an examination is temporarily suspended.

(3) The Senate noted that minor examination paper queries would not warrant the examination being suspended, and asked for further guidance on the categorisation of minor and major examination paper queries.

(4) The Senate noted that it was normal practice for the paper setter to be in the examination hall, and asked that this should be more accurately reflected in the guidance note.

(5) The Senate noted that it would not always be practical to expect the invigilator to obtain permission to re-start the examination from the Academic Registrar, and asked that alternative authorisation be acceptable.

Agreed: That the procedure note be amended and presented to the next meeting of the Senate.

Observed: That there appeared to be some inconsistency between departments concerning the arrangements for invigilation, and areas of good practice should be shared across the College.

1907   **Review of Undergraduate Level Provision in the Department of Computing**

Considered and approved: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2014/08**).

Reported: (1) That in its review of undergraduate teaching in the Department of Computing, the Quality Assurance and Enhancement Committee had been advised by five assessors who had visited the Department on 12 March 2014.

(2) That the reviewers' reports had highlighted that the Department delivered a high quality, highly technical degree programme with a strong practical skills development. The relationships between staff and students were considered to be excellent and a real sense of community came across strongly. The introduction of teaching fellows was seen to be an important development and a great strength in student support. The teaching practice was considered to be of a high standard and the tutorial system was welcomed by the students, in particular, the open-door policy adopted by the departmental Senior Tutor.

(3) That the panel had identified the need for the Department to investigate whether examination timetables could be set to avoid the 'bunching' of exams. The Committee had noted from the Department's response that exams were held during the final week of term at the students' request and that it was therefore difficult to avoid some students having exams on consecutive days. The Committee had recommended that the Department should ensure this was clearly signalled to students in advance.

(4) That the panel had made a number of recommendations, all of which the Department had considered and responded to satisfactorily.

(5) That the panel had highlighted several examples of good practice, including:

(i) The Department had invested significantly in its own E-learning environment, CATE. The system provided an integration of teaching administration and its own virtual learning environment. The system was also used to track student submission as well as staff feedback, which increased the speed of feedback. Another clear advantage of CATE was in assisting with the early identification of a student in need of additional support.

(ii) The use of GIT lab software (an auto-feedback system before submission) which allowed students to improve their work and learn from mistakes.

(iii) The effective use of highly qualified and enthusiastic teaching assistants which improved the student experience and staff satisfaction, thus effectively improving the learning and teaching environment.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Quality Assurance and Enhancement Committee that the Department should report to the Engineering Studies Committee on progress made in addressing recommendations from the review as part of the annual monitoring process in 12 months' time.

1908   **Review of Undergraduate Level Provision in the Department of Mechanical Engineering**

Considered and approved: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2014/09**).

Reported: (1)   That in its review of undergraduate teaching in the Department of Mechanical Engineering, the Quality Assurance and Enhancement Committee had been advised by five assessors who had visited the Department on 26 March 2014.

(2) That the reviewers' reports had highlighted that the Department provided an excellent learning environment for students. The workshop facilities were thought to be superb, and the lecture theatres and computer rooms more than adequate. The Department had been highly commended in having courses that were relevant to industry and produced graduates who were highly employable across a range of sectors. The panel had commented on the excellent documentation for students (student handbook) and the impressive student camaraderie within cohort and within Mechanical Engineering as a whole.

(3) That the panel had identified that the students would like to be given more dedicated time to complete their final year project, which did not conflict with taught classes. The Department had responded that it was difficult to balance the time spent with the proportion of year marks, whilst still ensuring an adequate proportion of taught content. The Department committed to consider the issue further as part of an on-going internal programme review.

(4) That the panel had highlighted that the programme had been strengthened by the appointment of an Academic Tutor (a new post in the Department). The post was concerned with all aspects of the 'student experience', but especially those involving the challenging transition from school to university. The appointment had led to improvements in tutorial and mentoring arrangements, and in providing support for poorly achieving students.

(5) That the panel had made a number of recommendations, all of which the Department

had considered and responded to satisfactorily.

(6) That the panel had highlighted several examples of good practice, including:

(i) The "apprenticeship" model that the Department had fostered with a finely-tuned work ethic was well known in the industrial sector. Students qualifying from the Department were keenly sought by industry.

(ii) The close connection with the RCA for the Design elements of the programme.

(iii) The wide choice of highly relevant final year projects was felt to be particularly commendable.

(iv) Weekly timetabled personal tutor sessions.

(v) Cohort-building events in the first week of first year.

(vi) The introduction of the Academic Tutor role.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Quality Assurance and Enhancement Committee that the Department should report to the Engineering Studies Committee on progress made in addressing recommendations from the review as part of the annual monitoring process in 12 months' time.

1909   Review of Master's Level Provision in the Department of Aeronautics

Considered and approved: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2014/10**).

Reported: (1) That in its review of Master's level provision in the Department of Aeronautics, the Quality Assurance and Enhancement Committee had been advised by four assessors who had visited the Department on 21 March 2014.

(2) That the reviewers' reports had highlighted that the Department provided an excellent environment and infrastructure to facilitate first-class teaching, training and research in key areas of aeronautics and related engineering. The educational objectives encompassed a broad range of subjects in the field that were well integrated and provided high quality training designed to develop intellectual abilities, practical skills and transferable skills. The students were supported by a worthy staff that included academics, technical and administrative staff.

(3) That the panel had identified the need for a highly specialised Careers Advisor to be appointed in the Department, given the contribution made to teaching, training and providing key trainees to the economically critical world market of aeronautics. The Department had responded to confirm that action was being taken to address this recommendation.

(4)   That the panel had commented on the heavy work load of the MSc Advanced Computational Methods Programme Director. The Committee had been informed that a Deputy Programme Director had been appointed to reduce the workload and that the Department would review the need for Personal Tutors at the end of the academic year.

(5) That the panel had identified a number of minor concerns and had made a number of recommendations, all of which the Department had considered and responded to satisfactorily.

(6) That the panel had highlighted several examples of good practice, including:

(i) interactive teaching methods which enhanced student learning [MSc in Composites].

(ii) effective methods for testing the progress of students, by means of tests at the end of lectures, with answers at the end of the test [MSc in Advanced Computational Methods].

(iii) Staff 'Away Days' which were used as a vehicle for the sharing of good teaching practice.

Agreed: That the Senate was satisfied with the outcome of the review and approved the recommendation of the Quality Assurance and Enhancement Committee that the Department should report to the Master's Quality Committee (Business, Engineering & Physical Sciences) on progress made in addressing recommendations from the review as part of the annual monitoring process in 12 months' time.

1910   Quality Assurance and Enhancement Committee (QAEC)

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2014/11**).

(1)   Marking of Scripts, Essays, Reports, Dissertations & Coursework Regulations and associated guidance

Considered and approved: (i) On the recommendation of the Quality Assurance and Enhancement Committee, amendments to the following regulations to clarify terminology and definitions of marking, double marking and moderation, as outlined in section 1 and appendices I and II of the Senate's paper, both with immediate effect:

   a) Regulations for the Examination of BSc, MSci, BEng, MEng and MBBS Degrees

   b) Regulations for the Examination of Master's Level Programmes (including Postgraduate Diploma and Postgraduate Certificate)

(ii) On the recommendation of the Quality Assurance and Enhancement Committee, the guidance document 'Protocol for Marking and Moderation' which would replace the 'Protocol for Double Marking' with immediate effect, as outlined in section 1 and appendix III of the Senate's paper.

(2)   Research Degree Students: Transfer of Credit Procedure and associated guidelines

Considered and approved: (i) On the recommendation of the Quality Assurance and Enhancement Committee, changes to the College Regulations for the award of PhD and MPhil to allow PhD students from non-UK institutions to transfer their registration to Imperial, under agreed conditions, with immediate effect, as outlined in section 2 of the Senate's paper.

(ii) On the recommendation of the Quality Assurance and Enhancement Committee, changes to the 'Research Degree Students: Transfer of Credit Procedure' and the revision of the document title to "Research Degree Students: Transfer of Registration for Admission", with immediate effect, as outlined in section 2.3 and Appendix IV of the Senate's paper.

(3)   Conduct of Oral Assessments including Viva Voce Examinations for Undergraduate and Master's Level Programmes

Considered and approved: (i) On the recommendation of the Quality Assurance and Enhancement Committee, revisions to College guidance regarding the conduct of oral

assessments including viva voce examinations for Undergraduate and Master's Level Programmes, with immediate effect. The purpose of the revised guidance was to more clearly distinguish between oral assessments and viva voce examinations and to clarify the format of the academic assessment of both, as outlined in section 3.1 and Appendix V of the Senate's paper.

(ii)   On the recommendation of the Quality Assurance and Enhancement Committee, changes to the Master's level Precept N [Assessment] and to the MRes Code of Practice with immediate effect. The change to the precept would remove the requirement for MRes students to have a viva voce examination that includes an external examiner, and would replace this with the requirement for the assessment of an MRes programme to include at least one oral assessment, as outlined in section 3 of the Senate's paper.

Agreed: That a robust mechanism for disseminating to faculties the decisions taken on the recommendation of the Quality Assurance and Enhancement Committee was essential.

(4)   English Language Requirements

Considered and approved: On the recommendation of the Quality Assurance and Enhancement Committee, the use of the College's higher level English Language requirement with effect from 2015 entry for the programmes outlined in section 4.2 of the Senate's paper.

(5)   Recognition of Pearson PTE and Cambridge CAE English Language Assessments

On the recommendation of the Quality Assurance and Enhancement Committee, the recognition of the Pearson PTE and the Cambridge CAE English Language Assessments as evidence of English language proficiency for College Admissions, and the equivalencies to be accepted by the College, as outlined in section 5 of the Senate's paper.

(6)   Periodic Review Procedure

Considered and approved: On the recommendation of the Quality Assurance and Enhancement Committee, the transitional arrangements for periodic reviews to be followed in the current academic session, whilst a new monitoring and review process is being developed for full implementation in 2015-2016, as outlined in section 6 of the Senate's paper.

(7)   Wider Information Set (WIS)

Noted: That the Quality Assurance and Enhancement Committee had approved a procedure to consider the College's compliance with HEFCE's Wider Information Set on an annual basis, as outlined in section 7 of the Senate's paper.

(8)   Proposal for a Summer School in the Faculty of Medicine

Noted: That the Quality Assurance and Enhancement Committee had given strategic approval for the Faculty of Medicine to develop a pilot summer school, as outlined in section 8 of the Senate's paper.

(9)   Periodic Review Schedule

Noted: That the Quality Assurance and Enhancement Committee had approved in principle the proposed review schedule for the academic years 2014-2015 to 2019-2020, as outlined in section 9 of the Senate's paper.

(10)   Programme Specifications Template

Noted: (i) That the Quality Assurance and Enhancement Committee had approved the template Programme Specifications for both undergraduate and Master's level programmes, as outlined in section 10 of the Senate's paper.

(ii)   That all programmes would be expected to have adopted the new programme specification in time for the 2015-2016 academic year.

(11)   Undergraduate and Taught Postgraduate External Examiner Summaries

Noted: (i) That the Quality Assurance and Enhancement Committee had considered summaries of the postgraduate and undergraduate external examiner reports for 2012-2013, as outlined in section 11 of the Senate's paper.

(ii)   That the Committee had noted concerns and suggestions regarding the implementation of anonymous examination boards across the College, and had recommended that these should be considered by Faculties.

(12)   Good Practice Highlighted during Periodic Reviews 2012-2013

Noted: (i) That the Quality Assurance and Enhancement Committee had considered the summary of periodic reviews conducted in the academic year 2012-2013 and reported to Senate during 2013-2014.

(ii)   That the Committee had considered alternative methods of disseminating good practice throughout the periodic review process including widening the pool of review panel members, incorporating outcomes from the periodic review process into 'Education Day', broadening the remit and reach of 'Education Day' and providing opportunities for students and student representatives to engage with outcomes of the periodic review process.

(13)   Roles & Responsibilities

Noted: That the Quality Assurance and Enhancement Committee had approved changes to the designated Roles and Responsibilities documents for 2014-2015.

(14)   Regulations for Teaching Provision outside of Degree Programmes

Noted: That a sub-committee of the Quality Assurance and Enhancement Committee would be developed to manage the quality assurance of the College's non award bearing teaching provision, including, but not limited to, CPD courses, Summer Schools and stand-alone modules, as outlined in section 14 of the Senate's paper.

(15)   Surveys

Noted: (i) That the Quality Assurance and Enhancement Committee had considered the results all central surveys which had taken place in 2013-2014.

(ii)   That the Committee had approved a proposal to pilot a new survey (Module Excellence Survey) in place of PG SOLE for all programmes in the Business School during the academic year 2014-2015, as outlined in section 15 of the Senate's paper.

1911   Report by the Medical Studies Committee

Considered: A Report by the Medical Studies Committee (**Paper Senate/2014/12**).

(1)   Amendments to the assessment of Year 2 Biomedical Science

Reported: (i) That the Medical Studies Committee had previously approved (June 2014) changes to the assessment structure of Year 2 Biomedical Sciences to create three elements with effect from 2014-2015, and that this had been reported to Senate (SM 1855 (3) of 18 June 2014 refers).

(ii) That, subsequent to the approval, concerns had been raised about the level of cross-compensation, particularly where students were undertaking option modules, and that students had also raised some concerns.

(iii) That consequently, and following further discussion, the Chair of the Medical Studies Committee had taken action to approve a request to revert to the modular structure to more closely align with the teaching, with immediate effect.

(iv) That no student had been assessed under the revised structure approved in June 2014, and that a meeting with all students was planned in order to ensure that the current structure was well understood.

(v) That procedures had been put in place to ensure that proposals emanating from the Education Committees were properly scrutinised and appraised before being presented to the Medical Studies Committee.

Approved: On the recommendation of the Medical Studies Committee, the changes to the assessment of Year 2 of the BSc in Biomedical Science programme, retrospectively with effect from 2014-2015, as outlined in section 1 of the Senate's paper.

(2)   Harmonisation of year weightings for the BSc degrees in Medical Sciences and Biomedical Science

Reported: (i) That the Senate had previously approved (June 2014) incremental changes to the year weightings for the BSc degrees in Medical Sciences and Biomedical Science (SM 1855 (1) of 18 June 2014 refers).

(ii) That the Medical Studies Committee had subsequently presented an erratum to the paper previously submitted (Paper Senate/2013/82 refers).

Approved: On the recommendation of the Medical Studies Committee, the changes to the year weightings for the BSc degrees in Medical Sciences and Biomedical Science, with immediate effect, as outlined in section 2 of the Senate's paper.

1912   Postgraduate Quality Committees

Considered: A Report by the Postgraduate Quality Committees (**Paper Senate/2014/13**).

(1)   Global MBA (Imperial College Business School)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) the changes to the Global MBA programme, with effect from entry in January 2015, as outlined in section 1.1 and Appendix I of the Senate's paper.

(2)   MSc Strategic Marketing (Imperial College Business School)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) the changes to the MSc Strategic Marketing programme, retrospectively with effect from entry in September 2014, as outlined in section 1.2 of the Senate's paper.

(3)   MSc Finance [suite of programmes] (Imperial College Business School)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) the changes to the MSc Finance suite of programmes, retrospectively with effect from entry in September 2014, as outlined in section 1.3 of the Senate's paper.

(4)   MSc Nuclear Energy (Department of Materials)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) the addition to the programme of a new collaborative elective module in "Nuclear Energy Policy", retrospectively with effect from entry in October 2014, as outlined in section 1.4 of the Senate's paper.

(5)   MSc Advanced Materials Science & Engineering (Department of Materials)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) changes to the MSc Advanced Materials Science & Engineering programme, retrospectively with effect from entry in October 2014, as outlined in section 1.5 of the Senate's paper.

(6)   MRes Mathematics of Planet Earth (Department of Mathematics)

Considered and approved: On the recommendation of the Master's Quality Committee (Business, Engineering & Physical Sciences) changes to the MRes Mathematics of Planet Earth programme, retrospectively with effect from entry in September 2014, as outlined in section 1.6 of the Senate's paper.

(7)   Programme Suspensions

Considered and approved: On the recommendation of the Master's Quality Committee (Medicine, Life Sciences and Professional Development), the suspension for one academic year of the MSc Cardiorespiratory Nursing programme (NHLI), retrospectively with effect from entry in October 2014, as outlined in section 2 of the Senate's paper.

(8)   Programme Withdrawals

Considered and approved: (i) On the recommendation of the Master's Quality Committee (Medicine, Life Sciences and Professional Development), the permanent withdrawal of the Postgraduate Certificate Cardiac Nursing programme (NHLI), retrospectively with effect from entry in October 2014, as outlined in section 3 of the Senate's paper.

(ii) On the recommendation of the Master's Quality Committee (Medicine, Life Sciences and Professional Development), the permanent withdrawal of the Postgraduate Certificate Respiratory Nursing programme (NHLI), retrospectively with effect from entry in October 2014, as outlined in section 3 of the Senate's paper.

(9)   Description of thesis form

Reported: (i) That the Postgraduate Research Quality Committee had been informed that the 'description of thesis form' was no longer a necessary factor in the appointment of

research degree examiners.

(ii) That the Committee had agreed to remove the requirement for a student to submit the description of thesis form as part of their examination entry.

Agreed: On the recommendation of the Postgraduate Research Quality Committee, that the academic regulations for the MPhil, PhD and MD(Res) be amended to remove the requirement for a student to submit the description of thesis form as part of their examination entry, with immediate effect.

(10)   Minor Modifications

Reported: That the Postgraduate Quality Committees had approved minor modifications to programmes, as outlined in section 5 of the Senate's paper.

(11)   Research Degree Submission Rates

Reported: (i) That the Postgraduate Research Quality Committee had considered the research degree submission rates for 2012-2013, as outlined in section 6 and Appendix II of the Senate's paper.

(ii) That, although the 2012-2013 submission rate for the College had remained above 80% overall, it had fallen last year for the second successive year.

Further reported: That the Faculty of Engineering had prepared an action plan to address the decline.

Agreed: That each Faculty would be asked to develop an action plan to address the decline in research degree submission rates, to be presented to the December meeting of the Senate.

(12)   Reports of External Examiners 2012-2013

Reported: (i) That the Master's Quality Committees had reviewed the comments received from External Examiners in respect of the 2012-2013 academic session, together with the responses to the comments 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.

(iii) That the minutes of Committee discussions were reported as Appendix III of the Senate's paper.

(13)   Outcomes of the Programme Review Process for 2013-2014 review period

Reported: (i) That the Master's Quality Committees had undertaken internal programme reviews as scheduled during 2013-2014.

(ii) That the outcomes of the taught postgraduate programme evaluations undertaken by the Master's Quality Committees for the 2012-2013 cohorts were reported as Appendix IV of the Senate's paper.

1913   Undergraduate Admissions Committee

Considered: A Report by the Undergraduate Admissions Committee (**Paper Senate/2014/14**).

(1)   Confirmation 2014

Reported: That overall, confirmation 2014 had been a successful one for the College, with departments either meeting their targets straightaway or via 'near miss' applicants, and that it was very likely that the number of places confirmed at 1 December would be close to the College target for the 2014 intake, as outlined in section 2 and appendices 1, 2 and 3 of the Senate's report.

Further reported: That the Senate congratulated the Admissions Tutors on this achievement.

(2)   Admissions 2016

Reported: That the forthcoming A level reforms and the consequent decoupling of the AS from the full A level qualification would have implications for the College admissions cycle with effect from 2016 and that this now needed to be fully debated. It was agreed that this would be discussed at a future meeting of Senate.

1914   Student Welfare Committee

Considered: A Report by the Student Welfare Committee (**Paper Senate/2014/15**).

Considered and approved: On the recommendation of the Student Welfare Committee, revisions to the Student Alcohol and Substance Misuse Policy, in order to provide a broader definition of substance misuse and to update the College's legal position on serving alcohol, as outlined in Appendix I of the Senate's paper, with immediate effect.

Reported: That the revisions to the policy had been made as a matter of routine review and not as a consequence of the incidents reported at the start of session (SM 1992 (4) above refers).

1915   Prizes and Medals Established/Amended

Considered: Recommendations concerning new prizes as outlined in **Paper Senate/2014/16**.

Approved: (i) The establishment of the Colt Foundation Prize.

(ii) The establishment of the Nigel Bell Prize.

1916   Prizes and Medals Awarded

Reported: The award of prizes and medals, as detailed in **Paper Senate/2014/17**.

1917   Staff Matters

Received: A Note by the Provost (**Paper Senate/2014/18**).

1918   Appointment of External Examiners in 2013-2014 and 2014-2015

Received: The names and affiliations of external examiners for undergraduate and Master's degrees in 2013-2014 and 2014-2015 (**Paper Senate/2014/19**).

1919   College Regulations

Reported: (i) That the College's Academic and Examination Regulations had been updated to reflect routine changes in terminology.

(ii) That, subsequent to the recent changes to the Regulations for Students agreed by the Senate (SM 1888 of 18 June 2014 refers), Chair's action had been taken by the Provost to agree additional amendments to the Regulations, and that these had been approved by the Council, with effect from 2014-2015.

1920   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 have 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, as outlined in the Senate's paper.

1921   Any Other Business

There was no other business raised for discussion.

1922   Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 10 December 2014, in the Room G01, Royal School of Mines, starting at 3.00pm.