

# Secretary's Board Bulletin

The School and Professional Service representatives of the Board are:

**Ms Ann Marie Dalton,**  
Secretary of the University (Chair)

**Mr Mark Adderley,**  
Director of Human Resources

**Ms Caroline Brown,**  
Director of Administration (IPE)

**Ms Philippa Burrell,**  
Director of Administration (SBE)

**Ms Sue Collier,**  
Director of Governance and Legal Services

**Mr Malcolm Deans,**  
Director of Campus Services

**Ms Maggie Dunn,**  
Director of Administration (SLS)

**Ms Morag Heggie,**  
Director of Administration (EBS)

**Ms Lesley Lindsay,**  
Director of Administration (TEX)

**Mrs Gillian McFadzean,**  
Director of Research & Enterprise Services

**Mr Andrew Menzies,**  
Director of Finance

**Ms Theresa Merrick,**  
Director of External Affairs

**Ms Lorna Morrow,**  
Director of Administration (MACS)

**Mrs Kathy Patterson,**  
Academic Registrar & Deputy Secretary

**Mr Derek Penman,**  
Director of Administration (EPS)

**Mr Campbell Powrie,**  
Director of Administration (SML)

**Mr Mike Roch,**  
Director of Information Services

**Ms Sheelagh Wallace,**  
Director of Administration and Registrar  
(Dubai)

## Welcome to the March edition of the Secretary's Board Bulletin, the regular communication from the Secretary's Board.

The Secretary's Board is the forum for those who lead the Professional Services across the University to meet and work together to ensure we are delivering coherent and co-operative services across the University to support teaching, research and the student experience.

The purpose of this Bulletin is to share with you examples of the varied and important work being undertaken by Professional Services colleagues across the University.

The topics reported are chosen to celebrate successes, highlight the more unusual and non-routine work of the Professional Services and, where appropriate, give insight into challenging or difficult work.

More detailed information can be found in the minutes of the Secretary's Board, which can be found at:

<http://www.hw.ac.uk/committees/secretarys-board/minutes.htm>

In response to comments from readers, the online version of the 2013 Secretary's Board Bulletin has been redesigned. We hope you will enjoy reading the latest Secretary's Board news in its new layout.

Feedback is always welcome. Please contact [ProfessionalServices@hw.ac.uk](mailto:ProfessionalServices@hw.ac.uk) with any comments or suggestions.

We hope you enjoy reading this month's Secretary's Board Bulletin.

**Ann Marie and the members of the Secretary's Board**

## 1. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

Schools are now fully prepared for applicant open days and similar recruitment events for undergraduates scheduled for March/April. Schools are also recruiting 70 funded places for Scottish domiciled students on selected MSc programmes, recently awarded by the Scottish Funding Council.

Timetabling of Semester 2 examinations has been completed for graduating students and is in draft form for continuing years. This is becoming an increasingly complex task for Registry and Schools given the variety of combination of courses that can be taken on all campuses and by Approved Learning Partners.

## 2. CAMPUS SERVICES

### National Performance Centre for Sport

The University has submitted a Stage 1 bid to the new National Performance Centre for Sport funded by the Scottish Government. The design would combine both new and old facilities together into an innovative and inspiring indoor sports complex. The facilities will be world-class for high performance sport and meet the demands of athletes and the University community. We consider that we have made a strong proposal and we await news as to whether we have been selected to go forward to Stage 2 of the bidding process.

### SFC Carbon Reduction Project Bid

Estates Services developed and submitted, in conjunction with the Carbon Trust, a £9m bid to the Scottish Funding Council for a Tri-Generation Combined Heat and Power (Tri-Gen CHP) carbon reduction proposal for the Edinburgh Campus. The bid was one of the six shortlisted proposals for further consideration at Stage 2 of the process. The Stage 2 bid documentation has now been submitted.

## 3. EXTERNAL AFFAIRS

### Corporate Communications

- Work carried out by Corporate Communications and Pagoda PR generated worldwide press coverage for the specialised 3D printing process to produce stem cells developed by Dr Will Shu and colleagues from the School of Engineering and Physical Sciences.
- Receptions for colleagues to share and celebrate the recent University successes took place during February in our Malaysia, Dubai and Scottish campuses. The Principal and senior managers hosted the events and thanked staff for their valued contribution to shaping the future of the University.

### Development and Alumni

- The Alumni Relations team attended the Scottish Alumni Network meeting in Aberdeen to share best practice and to discuss collaboration on joint activities with other universities.
- A new blog for alumni has been launched. Visit <http://heriotwattalumni.wordpress.com/> to read this.

### Recruitment and Admissions

- The new admissions update shows a 13% increase in UG applications and a 34% increase in PG applications compared to the same point in 2012. Admissions processing is proceeding smoothly at the moment during a continued rise in volume of applications.
- Student numbers planning meetings between Schools, R&A and the Planning Office have been taking place to finalise targets for 2013 intake.
- Delivery of SFC Outcome Agreement work continues including delivery of new admissions process to identify Scottish Index of Multiple Deprivation 20/40 students on UCAS forms and agreement to at least double financial commitment to Access Bursaries.
- Several inward and outward visits were conducted to secure on-going sponsored student funding from Thai, Omani, Saudi and Kuwaiti governments.

## 4. FINANCE

Improvements in the integrity of the Oracle system continue. A major milestone in the Oracle R12 project's reporting for the wider University, financial reports for Research Grant Projects, has now been signed off. An update on the implementation of the Oracle R12 financial system was issued to all colleagues on 6 March.

The TRAC-T return was completed and submitted in February.

## 5. GOVERNANCE AND LEGAL SERVICES

### Social Media

A recent workshop, which was very well attended, provided an introduction to social media at Heriot-Watt and its rich potential for use in marketing, communications and public engagement as well as timely and informative guidance from Dundas & Wilson on the legal aspects of social media.

We are now asking colleagues for feedback on a draft social media policy and are seeking volunteers to join practitioners' groups to share experience and expertise in using social media for learning and teaching, research, student services, industry engagement, marketing and communications. Any colleague who was unable to attend and who would like copies of the presentations or is interested in joining one of the practitioners' groups is welcome to contact Frank Lopez, Information Governance Coordinator ([F.Lopez@hw.ac.uk](mailto:F.Lopez@hw.ac.uk))

### Records Management: SharePoint

Heritage & Information Governance and the Web Team are seeking SharePoint site administrators from each Professional Service to join a SharePoint information governance group to agree common standards for naming conventions, version control and the application of records retention policies. For further information or advice contact Brian Kelvin, Records Manager ([b.d.a.kelvin@hw.ac.uk](mailto:b.d.a.kelvin@hw.ac.uk))

## 6. HUMAN RESOURCE DEVELOPMENT

### Statutory HR forms

To ensure compliance with new requirements introduced by a number of different organisations (HM Revenue & Customs, Higher Education Statistics Agency) a review of current personal data held by the University will be implemented. All staff will be sent a form to complete and return to HR, which will ask for all the information we need to hold on individuals in order to comply with the requirements. Full details of the roll out of new forms will be communicated to all colleagues shortly.

### Staff Development

Performance Development Reviews are underway, and there appears to be good engagement across the University to date. Please do take this opportunity for a full discussion with your manager about your own performance and development opportunities.

### Interim Staff Survey

An Interim Staff Survey will be completed in Spring 2013, with the full Staff Survey being completed in 2014. The Interim Survey will use a sample of questions taken from the main survey so that comparisons over time can be made.

## 7. INFORMATION SERVICES

Plans are underway to introduce self-issue and return of books at the Edinburgh Campus Library. This will be especially beneficial during 24-hour opening, when only security staff are on duty.

Replacement login servers for the EDUROAM secure wireless service have been built and deployed for testing.

A new Library code of conduct has been developed for the Edinburgh Campus Library which emphasises collective ownership and responsibility for keeping the Library and PC lab study spaces in good order and favourable conditions for quiet work and study. The 24-hour opening at the Library has started on Monday 11 March and available PC labs will be advertised as revision spaces.

## 8. REGISTRY SERVICES

### Student Support & Accommodation

- The UKBA Visa Extension process is moving to an on-line system from 13 March 2013.
- 20 successful applications to the Government Capacity Building Hardship Fund have been made on behalf of Syrian students. There are currently 35 Syrian students at Heriot-Watt.

### Student System Unit (SSU)

- In order to reduce the number of students who register on incorrect courses, functionality is being prototyped to enable Schools to check and confirm student choices. This work was commissioned by the Enrolment Lifecycle Working Group.
- New statutory rules require changes to management of complaints, appeals and discipline cases. The SSU team has been tasked with building functionality in SAS to support the associated processes and has produced a prototype.

### Academic Registry

#### Malaysia

- Approval from the Malaysian Qualifications Authority for the MSc Energy programme has been received and awaits approval from the Ministry of Higher Education. This is expected for mid-March 2014 and at this time marketing activities can commence.

### Quality Assurance

- Two Academic Reviews led by the Quality Assurance Manager took place at the Dubai Campus in February 2013: School of Engineering and Physical Sciences, and the Degree Entry Programme.
- An Academic Review of the Institute of Petroleum Engineering took place in February 2013.

### Quality Enhancement

- A consultation on the new Learning and Teaching Strategy has been launched. The consultation document and the online survey are available at: <http://www.hw.ac.uk/committees/ltb/>
- A website for the Student Learning Experience Committee is now available at: <http://www.hw.ac.uk/committees/ltb/slec.htm>

### Careers Service

The Careers Service organised three new Careers Insight events in Psychology, Life Sciences and Construction. The events featured a series of talks by practitioners followed by a mini careers fair and networking forum.

### Student Union

- A number of wellbeing events have taken place in February including a Wellbeing Fair, distribution of international stress packs, a sexual health campaign and a promotion on healthy eating.
- The Learning and Teaching Oscars has received approximately 300 nominations from students. It is envisaged that a total of 1500 nominations will be received.

### Health Service

- The Medical Practice has introduced a text reminder service for appointments.
- A number of training sessions has been delivered during this period: First Aid, Fire Safety, Confidentiality Considerations, and Suicide Prevention.

## 9. RESEARCH AND ENTERPRISE SERVICES (RES)

RES and the Research Grants Office teams have been working together during this period of increased activity in research grant applications. £4.7m was awarded in research grants and contracts, leading to a running total for 2012-2013 of £16.1m (114 awards). RES processed a further 61 proposals value £13.5m, giving a running total for 2012-2013 of £91.6m (332 proposals).

Over £1540k of contracts have been processed by the legal team and Heriot-Watt spinout Chromacity Ltd was incorporated. Royalties of £8k have been received bringing the total to approximately £77k for 2012. Two Royal Society of Edinburgh Enterprise Fellowships were awarded to Dr Christopher Leburn (Physics / Prof Derryck Reid's group) and Dr Efthymios Klampafitis (SISER/ Prof Bryce Richards' group).

Please send any questions or comments to  
[ProfessionalServices@hw.ac.uk](mailto:ProfessionalServices@hw.ac.uk)