

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 May 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 with any comments or suggestions.

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

Ann Marie and the members of the Secretary's Board

1. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

Examinations

Semester 2 examinations are currently being held in Edinburgh and Dubai campuses, and 86 other examination centres worldwide.

School administrators are working with their academic colleagues to ensure the returned scripts are marked and ready for moderation by the relevant Board of Examiners prior to publication in May and June.

Student recruitment

The recruitment of students on undergraduate and postgraduate programmes continues in all Schools. Some Schools are also finalising plans for conducting programmes approved for delivery in the Malaysia Campus from September 2013.

There have been some difficulties encountered with email offers not being received by potential students and Schools have been working with IS colleagues to resolve this. It has been found that there are some limitations to potential solutions, as some of the problems are caused by email provider (e.g. Hotmail) spam rules. These are outwith the University's control, however work is ongoing to work round these problems.

Staff development

The 2013 Performance Development Review exercise is nearing completion in Schools.

Nominated staff across Schools attended the Pride and Ambition event at Hermiston House on 17 April to recognise their contribution to the University's strategic objectives in the areas of Learning & Teaching and the Student Experience.

2. CAMPUS SERVICES

National Performance Centre for Sport (NPCS)

Heriot-Watt, in partnership with the City of Edinburgh Council, has been shortlisted in the bidding to host the National Performance Centre for Sport, a potential £30m investment. We are delighted to have been successful at stage one of the bidding process and are already well underway with the process required at stage two. Hosting the NPCS would greatly enhance the sporting reputation and infrastructure of the University.

Scottish National Blood Transfusion Service

An agreement between Scottish Ministers and the University was signed on 28 March 2013. It is planned to have the new Scottish National Blood Transfusion Service headquarters completed and ready for occupation on the Research Park in 2017.

3. EXTERNAL AFFAIRS

Events

Several events have taken place throughout this period including:

- The Edinburgh Enlightenment Exchange 2013 event at the Edinburgh International Science Festival
- The visit of the Lord Provost of Edinburgh, Donald Wilson, to the new interpreting labs in the Department of Languages and Intercultural Studies
- A reception at the Lyceum Theatre for alumni and guests who attended the Scottish Chamber Orchestra concert conducted by Heriot-Watt honorary graduate Robin Ticciati

Development and Alumni

- The 2013 Telethon raised £170,000 and recruited 700 new donors
- A feasibility study into the potential for developing a major University fundraising campaign has concluded. Implementation of a number of recommendations has already started
- Norman Chipakupaku has been announced as Watt Club Vice-President after Elspeth King stepped down

Recruitment and Admissions

Four UCAS applicant visit days took place in March and April with 1,540 applicants and their guests visiting the Edinburgh Campus. These events are key to the success of the recruitment conversion process.

The UCAS application and decision processing for 'on-time' applications concluded in late April with a record 12,998 applications received to date (+11% on the previous year). This volume of application continues to place pressure on the admissions process and staff resource but all key deadlines continue to be met.

Recruitment for September 2014 is already underway with attendance at a number of UCAS exhibitions throughout England and Northern Ireland.

Recruitment from the new Brazilian 'Science Without Borders' scheme has resulted in 28 students accepting places at Heriot-Watt this September.

4. FINANCE

Finance, Schools and other Professional Services have been developing budgets to support the current planning round and to facilitate consolidation of the five year plan. Following work to refine these budgets, they will form the basis of the plan for presentation to Finance Committee and Court in June. This includes identification of the range of capital projects and consideration of both the University's capacity to fund this investment, and the sourcing of the capital.

Following the close of the implementation phase of the Finance System at the end of March, the focus is on resourcing the systems support team, changing control arrangements, management of the Helpdesk and the establishment of a post-implementation development plan. The top priority is to establish more regular communication and better visibility on progress and future plans for the system.

A post-implementation internal audit, conducted by Ernst & Young, commenced in April. The results will be reported to the Audit & Risk Committee.

Reconciliation of balance sheet accounts, including bank accounts, will be complete in time for inclusion in the Management Accounts to end of April 2013.

5. GOVERNANCE AND LEGAL SERVICES

Athena SWAN

The Bronze submission has been endorsed by the University Executive and has now been submitted for

consideration by the Athena SWAN panel.

UK Border Agency

The Doctorate Extension Scheme was introduced by the UKBA in April. The scheme allows PhD students to extend their visas to complete their studies and remain in the UK for up to a year to seek employment or to develop a business idea. The University will continue to sponsor the graduate, therefore sponsor duties must still be met.

Health & Safety

Health & Safety's intranet site <http://intranet.hw.ac.uk/ps/gls/safety/Pages/default.aspx> was launched on 25 February and provides access to Safeguard and the e-learning programme WorkRite. The site also contains relevant information regarding the University's emergency arrangements.

The Safeguard system continues to evolve as an incident management tool. The University now has the capacity to identify incident trends in problem areas by the information recorded and input into the system. The introduction of the hazard reporting processes via Safeguard has also enabled Health & Safety Services to take action to eliminate risks before they manifest.

6. HUMAN RESOURCE DEVELOPMENT

Spirit of Heriot-Watt Awards

The Spirit of Heriot-Watt Award nomination process closed on 3 May 2013. Thank you to all who submitted a nomination to celebrate and recognise colleagues. An event will be held on 12 June 2013 where

those shortlisted will come together to celebrate their contributions and the 2013 winners will be announced.

Statutory forms and data collection

Thank you to all who have already completed and returned their personal data forms. This information will help the University to comply with various statutory requirements and check the current personal data held in the system is accurate and up to date.

If you haven't yet sent back your form, please do so by Friday 31 May. The form is available online from [http://www.hw.ac.uk/hr/htm/forms/Update to Personal Information Form 2013.docx](http://www.hw.ac.uk/hr/htm/forms/Update%20to%20Personal%20Information%20Form%202013.docx). If you have any queries about the form or how to complete it please contact a member of the HR team.

Performance Development Review

An internal audit of the Performance Development Review process will be conducted during the Summer, commencing on 10 June 2013. The exercise will include a sample check of PDR forms in services and schools.

Interim Staff Survey

Thank you to all 693 colleagues (40% of all staff) who completed the Interim Staff Survey. This survey was designed to provide a snapshot of how the University is performing on all aspects of working life and to help make it a more engaging, rewarding and satisfying place to work.

Further information about the survey and how the results will be presented is available at http://www.hw.ac.uk/hr/pride_index.php

7. INFORMATION SERVICES

- The new IS Strategic Plan has been completed and will inform the preparation of the Service Development Plans for 2013-14 and beyond
- A successful major core network upgrade took place over the weekend of 13-14th April. The network is now substantially more secure and resilient
- An upgrade to the global educational WIFI service, EduRoam, will take place on Tuesday 21 May. Users will probably need to log in to the service afresh, using username@hw.ac.uk and their usual Heriot-Watt password.

8. REGISTRY SERVICES

Student System Unit (SSU)

The SSU team, in co-operation with colleagues in Information Services, successfully completed the admissions functionality for Heriot-Watt University Malaysia.

Academic Registry (AR)

- Reports to gather annual recommendations for Undergraduate Exit Awards have been produced and circulated to Schools
- Timelines for production of Edinburgh and Dubai Campus 2013/14 teaching timetables have been agreed and are in preparation

Malaysia

Approval has been received from the Ministry of Higher Education for the MSc Energy, MSc Renewable Energy Engineering and MSc Construction Project Management programmes and marketing activities have commenced.

Quality Assurance

A number of academic reviews took place during February and March 2013 including Electrical, Electronic & Computer Engineering, Construction Project Management & Quantity Surveying and Psychology. An internal audit within the Institute of Petroleum Engineering took place on 25 March 2013

Exchange

The Funding Application for Erasmus Student/Staff Mobility for 2013-14 has been submitted and accepted by the EU Commission. An application for the Erasmus Charter for Higher Education (ECHE) is in preparation for eligibility for funding in the new Erasmus for All 2014-2020 programme.

Careers Service

The team conducted the 2011/12 Destination of Leavers of Higher Education (DLHE) survey. Results reported that 77.6% of UK, full-time first degree graduate respondents were in either graduate level employment or further study. This is the highest figure the University has recorded in the return.

Student Union

Congratulations to the new student officers who will take up post on 1 June 2013:

- Brittany Brown - President
- Jonathan Andrews - SBC President
- Becky O'Hagan - Vice-President

The Learning and Teaching Oscars, an event organised and hosted by students, took place on 8 May 2013. 1129 nominations were received this year.

The Student Union has been awarded a Gold Green Impact Award for its environmental work.

The Student Union Women's Group has won Campaign of the Year Award for its work on Zero Tolerance to sexual harassment in the first NUS Scotland Women's Campaign Awards. A Zero Tolerance Policy was implemented by the Union and adopted by the University.

9. RESEARCH AND ENTERPRISE SERVICES (RES)

RES has processed 381 proposals in the financial year 2012-2013, totalling £105m. To date the University has secured £26m in awards (152 awards), already a significant advance over previous years.

19 licenses have been signed for financial year 2012-2013 and negotiations for 12 further agreements are in progress.

A Memorandum of Agreement providing £360k has been signed by eight universities to support the Converge Challenge for the next three years. The agreement matches the contribution made by the Scottish Funding Council.

Please send any questions or comments to

ProfessionalServices@hw.ac.uk