

Secretary's Board Bulletin

The School and Professional Service representatives of the Board are:

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Ms Caroline Brown,
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Ms Philippa Burrell,
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Mr Derek Penman,
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Mr Mike Roch,
Director of Information Services

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

Ms Janice Yew,
Chief Operating Officer and Registrar
(Malaysia)

Welcome to the November 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>

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

School of Engineering and Physical Sciences (EPS)

Learning and Teaching activities

The School of Engineering and Physical Sciences and the Institute of Petroleum Engineering have enrolled the first 120 students at the Baku Higher Oil School in Azerbaijan on a new undergraduate degree programme in chemical and petroleum engineering, tailored to the needs of the oil and gas industry.

Research activity

The Research Excellence Framework 2014 documentation was submitted in late November, ending two years of preparation work and highlighting six years of research activity at the University.

Research income in Schools has increased from £24m in the previous year to £35m. EPS's research income has increased from £10m in 2011/12 to £24m in 2012/13 including £5m from EPSRC to set up a Centre for Innovative Manufacturing in Laser-Based Productions Processes.

Estate changes

WiFi provision has been increased and improved in the buildings serving both EPS staff and students.

New temporary office accommodation will be installed on the grassed area next to the Perkin Building at the Edinburgh Campus in December. This accommodation will provide desk space for around 60 Research Associates and PhD students from the Institute of Chemical Sciences and the Institute of Biological Chemistry, Biophysics and Bioengineering.

2. CAMPUS SERVICES

Research Park

Preparations for the re-launch of the Research Park in January 2014 are underway. These include the installation of new signage, estate boards and the production of a new marketing brochure in December 2013.

Transition Heriot-Watt

Transition Heriot-Watt have introduced a number of initiatives during this period:

- An autumn cycle event took place in early October, including an afternoon of events and services for cyclists
- The launch of a monthly local food market, in conjunction with Breadshare, to sell their range of locally produced organic breads
- In partnership with Hospitality Services, 'Keepcups' will be launched in late November. To help avoid and reduce waste on campus, reusable coffee cups will be available for sale

3. EXTERNAL AFFAIRS

Communications

Various events and visits have been held over the past eight weeks including:

- Visit by David Willets MP, Minister for Universities and Science, to University's Robotics laboratories
- The official opening of the second phase of the Dubai Campus with Lord Green, UK Minister of State for Trade and Investment
- Retiral dinner for Professor Emeritus Andrew Walker
- University Malaysia Terengganu (UMT) visit

- Simon Singh Lecture
- Visit by Ministry of Scientific Research in Egypt to Edinburgh Campus and Research Park

Development and Alumni

The overseas affinity project was completed, which involved telephoning 769 alumni in Singapore, Hong Kong, Malaysia, Canada, Oslo and Dubai to ascertain views toward Heriot-Watt University. This was 100% over the target for number of people contacted.

A series of meetings was held with alumni and donors including the Stuart Milne Group, Chevron, Repsol and the CFA.

Recruitment and Admissions

The Open Days at the Scottish Borders Campus ran successfully on 11 and 12 October. The Student Recruitment Customer Relationship Management (CRM) project is progressing with the appointment of Bruce Duff to the post of Project Manager. Many thanks to those colleagues in Schools who are involved in this project, which will modernise our methods of dealing with student Recruitment and Admissions.

The Director of Recruitment and Admissions was an invited speaker to a Universities UK/UCAS conference on Transnational Education in London on 22 October. The University's strategy was featured as an example of best practice in the delivery of transnational education.

Director of Music

Four Lunchtime Music Hour concerts were held throughout this period.

Choir and Orchestra membership is up by 18% on last year.

4. FINANCE

Work is ongoing to complete the annual report and accounts, which will be presented to the Finance Committee, Audit & Risk Committee and Court in November and December.

5. GOVERNANCE AND LEGAL SERVICES

Project Management Workshops and Survey

Three successful workshops have been run with over 60 participants attending from all Schools and directorates. There was very positive engagement from all attendees. Definitions for projects and programmes were considered and will be published on the Project Support Office SharePoint site: <https://intranet.hw.ac.uk/ps/gls/ps0/Pages/default.aspx>. Project Management principles were reviewed and an update has been circulated.

Results from the PSO survey are being analysed to inform future actions. Responses identify a very clear need for support in project management and already very positive feedback from those who have used the office for their projects.

Procurement - Reform Bill

This will impact the sector in a number of ways:

- Increased statutory reporting burden including strategy, contracts register, annual procurement report

- New statutory thresholds of £50k (goods and services) and £2m (works)
- Duties regarding community benefits and use of recycled goods/materials
- 30 day payment of invoices (including to sub-contractors)
- Remedies for non-compliance

The risk of legal challenge is likely to increase simply because of the lowered thresholds and the increased expectations of SMEs that they will get more contracting authority business.

Secretariat - New Governors Appointed

At its meeting on 30 September 2013 the Court approved the appointment of six new independent lay governors to the Court and Court Committees. The individuals appointed were as follows:

- Ms Tracey Ashworth-Davies (Court and Staff Committee)
- Ms Coral Hill (Ordinances & Regulations Committee)
- Mr Colin MacLean (Audit & Risk Committee)
- Ms Susan O'Brien (Audit & Risk Committee)
- Ms Dorothy Shepherd (Finance Committee)
- Ms Jandy Stevenson (Audit & Risk Committee).

6. HUMAN RESOURCE DEVELOPMENT

Industrial Action

We would like to thank all colleagues who helped to ensure the minimal disruption to our activities and the provision of services to students, during the strike action by UCU, Unite and Unison on 31 October.

PGR Student Induction

The Centre for Academic Leadership and Development organised the Postgraduate Researcher Induction at the Edinburgh Campus on 16 October. Approximately 100 doctoral students representing all Schools came together to the event hosted by Professor Alan Miller, Deputy Principal for Research and Knowledge Transfer.

Leadership and Individual Development

The Leadership Excellence Programme (LEP) cohort 2 commenced in October with 12 delegates attending across Schools and Services.

AURORA, a female specific 'emerging leaders' programme offered by the Leadership Foundation is also being supported by the University. This programme is part of the action plan which demonstrates the University's commitment to the Athena SWAN principles.

7. INFORMATION SERVICES

Our new services, including Office 365 email and Book Self Service, are settling down and being well received by students.

We are discussing the National Student Survey 2014 with Schools.

The 24-hour opening at the Edinburgh Campus Library started on 11 November.

IS colleagues are supporting several university projects including procurement of the IT infrastructure for the Malaysia Campus, the new iHR system, new Student Recruitment CRM, the Centre for Earth and Marine Technologies and enhancements to Vision.

8. REGISTRY SERVICES

Academic Registry

Ten graduation ceremonies took place in November in Edinburgh, Dubai, Malaysia, Singapore and Hong Kong and one in Moscow in October. Preparation for the 2014 National Student Survey (NSS) is underway and draft student lists have been circulated to Schools.

December diet exams timetable have been issued, taking into account new operational procedures relating to the new policy on exams in different timezones.

The QAA Review of Educational Oversight Annual Monitoring visit took place at West London College on 9 October 2013. A report on the findings of the visit indicate the highest possible outcome of 'commendable progress'.

QAA is undertaking a Transnational Education Review of provision in the United Arab Emirates in 2013/14, which will include the Dubai Campus. An extensive set of documentation was submitted to QAA on 9 October. The QAA review team will visit the Dubai Campus on 2 and 3 February 2014.

Arrangements for Internal Audits and Academic Reviews in Scottish and Dubai campuses during 2013/2014 are underway.

Careers Service

The Careers Fair attracted 50 blue-chip employers recruiting from a range of disciplines and around 1,700 students. The Engineering and Technology fair was attended by 32 employers and 800 students. Numerous employer presentations have also taken place.

Student Service Centre

2,000 graduation applications were processed for November ceremonies and over 400 certification requests. Arrangements for the invoicing of 2012/13 resit examination and 2013/14 late enrolment fees are being finalised with Finance and IT.

Student Support & Accommodation

In response to student demand the Counselling and Support Service is now offering evening sessions in the Edinburgh Campus Library.

Student Union

The Union by-election was conducted and all vacancies were filled. Over 2,000 votes were cast and all positions for election were contested. Becky O'Hagan was elected President resulting in the Vice-President role becoming vacant. In accordance with the Student Union By-Laws there will now be a process of electing a new Vice-President

The Union in Scottish Borders Campus received a donation of 60,000 coffee sachets from Nescafe over the summer. Since then the Union has donated over 30,000

sachets to local charities and services such as care homes, homeless charities and local churches.

The Student Union hosted a visit by Civil Engineering students from Tallin University in Estonia. The group spent time in the School of the Built Environment and the Student Union learning about the representative structures as well as attending meetings with the Deputy Principal (Learning and Teaching) and the Academic Registrar & Deputy Secretary.

9. RESEARCH AND ENTERPRISE SERVICES (RES)

To the end of September the University has secured 37 awards (a total of £8m) and 83 applications (£21.8m).

Significant awards/proposals include a £6m EPSRC grant led by the School of Engineering and Physical Sciences, in conjunction with the School of Mathematical and Computer Sciences, to establish a new robotics facility, of which over £3m will go to Heriot-Watt.

The Contracts and Technology Transfer teams led the University's response to the agreed purchase of SeeByte Ltd, representing the first substantial trade sale of a spinout at Heriot-Watt. The Technology Transfer team secured three new revenue generating licenses bringing the total to 11 for AY2013/14 with a further 25 at various stages of negotiation.

I hope you enjoyed reading this edition of the Secretary's Board Bulletin. Should you have any questions or comments please get in touch: ProfessionalServices@hw.ac.uk