

Secretary's Board Bulletin

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Podcast: **Highlights from the July 2015 meeting**

Welcome to the July edition

Thank you for your positive feedback following the new-look edition launched in June, I'm pleased that this new format has been well received.

This month the Bulletin includes a feature on the summer graduations, an update on our new systems for research administration (RMAS) and iRecruit, plus a look at the fantastic developments taking place on Edinburgh Campus. Summaries from the Services and a podcast are also included to make it easier for you to access the latest news from the Board.

A special thank you must go to all colleagues who made the recent summer graduations such a success. This is a key milestone in our academic calendar and we continue to do it very well.

Please enjoy your holidays this summer and come back rested in the autumn so we can all start fresh for the new academic year.

The next Secretary's Board is scheduled for Tuesday 1 September so you will receive your next Bulletin in September.

Ann Marie Dalton
Secretary of the University

We appreciate your feedback so please send your ideas and comments to

ProfessionalServices@hw.ac.uk

Summer Graduation Success

Well over 1,000 graduands celebrated their achievements with family and friends over the week-long graduations in June, with a total of 12 ceremonies taking place at the Scottish Borders and Edinburgh Campuses.

Our eight honorary graduates came from all walks of life and their achievements are an inspiration to all of our students. A full list is available at [Heriot-Watt Honorary Graduates](#).

These events mark a time of the year when colleagues can come together with students and make our summer graduations one of the major milestones in the University's calendar.

Particular thanks must go to:

- colleagues from all Schools who assisted Academic Registry at the ceremonies
- the Landscape team whose work begins well in advance of Graduation Week to ensure that the campuses look their best

- the Hospitality Services team who prepared and delivered the numerous cups of tea, coffee, glasses of wine, 4,200 cream and jam scones, over 7,000 finger sandwiches and an honorary graduates dinner
- the Development and Alumni team for building relationships with our new graduands
- and colleagues in Academic Registry, Estates, Marketing and Communications and the Office of the Principal.

If you would like to be involved in a graduation ceremony in the future, please contact [Academic Registry](#).



Systems Launch

RMAS

A research management administration system (RMAS) has been launched by the University. This new system has been specifically designed to help researchers, research managers and administrators manage their portfolios from conception to publication.

It allows colleagues to view their entire projects in one place, from their first idea through to development, approvals, award and post award management. This new system also supports the University's aim to meet its strategic goal of increasing research awards to £40m by 2020.

For more information please go to [Research & Enterprise Services](#).



iRecruit

iRecruit, the University's new and secure, self-service recruitment system is set to go live in early August, subject to a readiness review.

Similar in look and style to iHR, this online system is where colleagues and external applicants can apply for University job vacancies.

Managers will be able to create vacancies, get them approved, manage applications and make offers to successful candidates. Colleagues can also refer job vacancies to friends.

All recruitment candidates will be able to apply and receive regular communications about their job application.

Further information is available at [About iRecruit](#) or you can contact iHR@hw.ac.uk if you have any questions.

Construction Progress



Exciting progress is being made on the construction projects at Edinburgh Campus. Work on both the [Lyell Centre](#) and [Oriam](#), Scotland's Sports Performance Centre, are moving at pace and key team members have already been appointed.

New branded hoardings have gone up around the Oriam site, and early works have included the demolition of existing buildings. Steelwork for the Games Hall has been erected and the indoor pitch in the Academy has been replaced. Work is ongoing on the new external synthetic pitch and reconstruction of the grass pitches is progressing.



Ongoing works at the Lyell Centre include excavations for foundations, substructure and drainage works, structural foundations and a temporary site access bridge.

There may be some personal disruption as a result of these works so please take the time to familiarise yourself with the [revised parking arrangements](#).

We look forward to welcoming our new colleagues later this year and to both centres officially opening in 2016.

For questions or more information please contact [Malcolm Deans](#), Head of Campus Services.

1.

REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

The Schools have marked the end of another successful academic year, closing with our student graduations.

We are continuing to increase our research abilities by appointing a number of research active academics from around the world under the Global Platform programme.

Our year end research income is forecast to be better than last year and Schools are investing in our buildings with renovation and refurbishment works underway. This has already seen improved outcomes in teaching and research activities.

Schools continue to promote Athena SWAN and we are waiting to hear the results of two submissions for bronze awards from the School of Engineering and Physical Sciences and the School of Mathematical and Computer Sciences. The outcomes will be announced by November this year.

2.

DEVELOPMENT & ALUMNI RELATIONS

The Development and Alumni Relations Office helped organise the 40th anniversary reunion for our 1975 Civil Engineering graduates. Starting at the new visitor centre for the Queensferry Bridge, the day showed just how strong alumni connections can stay throughout our graduates' lives.

We have also been focusing on the June graduations, seeking to engage graduates on the day and encouraging them to start building a connection with Heriot-Watt on social media.

3.

DUBAI CAMPUS

Dubai Student Survey

The results of Dubai's internal final year students' survey, organised by the Student Union President, have been compiled. The outcomes of the survey will be shared once they become available.

Off-Campus Open Day

A Dubai Campus Open Day with a difference was held recently with the event being hosted in Abu Dhabi, instead of the Dubai Campus.

This allowed the campus to showcase its wide range of undergraduate and postgraduate courses and raise its profile in Abu Dhabi, the United Arab Emirate's capital and most populous city in the UAE.

The event was a great success and a large number of academics attended.



Revision Campaign

A campaign to assist students during examination resits is underway. It will provide emotional support and skills advice in advance of the resit diet of examinations and throughout this period. It is run in conjunction with Academic Schools, the Effective Learning Advisor and the Student Advisor.

4.

GOVERNANCE AND LEGAL SERVICES



Project Office

A series of Bite Size Project Management training events have been created and the first event, "Project Planning," will run on 7 August. Future dates are scheduled for October and December 2015, and February 2016.

Details are available at [Welcome to Organisational Development](#).

Confidential Waste

Heritage and Information Governance, the Environment and Energy Manager and Procurement Services have teamed up to form a Commodity Group. They will scope out a procurement plan for services disposing of confidential paper and electronic waste across the Scottish campuses.

Guidance on what is confidential waste and how to dispose of it is in the guide - **What information do I need to protect and how?** - available on the [Information Governance intranet page](#).

For more information, or to join the Commodity Group, contact Mariette Naud Betteridge, Heritage and Information Governance, M.NaudBetteridge@hw.ac.uk, +44 (0)131 451 3218, or Stephanie Gould, Procurement Services, S.Gould@hw.ac.uk, 44 (0)131 451 3767.

5.

HUMAN RESOURCE DEVELOPMENT

iRecruit – employee briefings

As part of the launch of iRecruit in August, colleagues are encouraged to attend a one-hour employee briefing session to find out how you can apply for jobs via iRecruit. Please email iHR@hw.ac.uk advising your name, email address and campus location and we'll be in touch soon with further details. Employee briefing sessions will take place in all campuses depending on demand.

A comprehensive intranet site with guidance for managers and applicants is available at [iRecruit - It's all about your career](#).

Staff Survey

Thanks to all colleagues who completed the recent staff survey. The top level results were discussed at the University Executive in early July and all Directorates and Schools will produce action plans on any issues raised.

Performance Development Review

Although informal reviews of progress against objectives should be ongoing, the half year is a good time to look at your objectives and performance, and plan any development for the rest of 2015.

Colleagues are reminded to record their PDRs in the iHR system.

Holidays

As summer is now upon us, everyone is encouraged to take holiday leave and to record their holidays in iHR.

6. INFORMATION SERVICES

Colleagues in Information Services are currently engaged in preparing services, systems and facilities for the forthcoming semester session 2015-2016.

The Strategic Information Systems Committee (SISC) held a special meeting in June to agree a list of service developments and their prioritisation for 2015-16. This will support the University's key priorities of student experience, research and internationalisation.

Information Services is committed to reviewing and enhancing the quality of its services and some of the projects being considered are: to update Vision, refurbish the Cameron Smail Library, upgrade Edinburgh Campus networks for Schools research storage, secure networks and telecoms, and the replacement of technical systems in Scottish Borders Campus lecture theatres.

7. MARKETING AND COMMUNICATIONS

Building on our strategic vision as a world-class specialist postgraduate (PG) provider, the creative theme for the new 2016 PG prospectuses has been strengthened to a more confident 'Shaping tomorrow's world'. All seven prospectuses have been designed and gone to print on time and on budget ready for delivery across the world.

We are delighted to announce that Heriot-Watt's Postgraduate Experience 2014 was named as [Gold award winner for best Postgraduate Prospectus](#) at the annual Heist Awards for Education Marketing.

Web and social media performance continues to improve following on website development and a continued focus on social media engagement. Year-on-year there was a 27% increase in visits to the Malaysia homepage and a 37% increase in social media referrals. The School of Textiles and Design fashion show got excellent coverage, as did the Guardian rankings.

Specialist digital marketing agency [WebWay](#) have been appointed for the Malaysia Campus with a key early priority being to support student recruitment.

8. REGISTRY SERVICES

Academic Timetables 2015/16

The draft 2015/16 Semester 1 teaching timetables are being published in July. Staff are asked to return any requests for changes to their School timetabler by Monday 3 August. The final working timetable will be published on Monday 31 August.

Semester 2 draft timetables will be available for checking in Schools on 19 October.

The [New Students Guides 2015/16 for the UK campuses](#) are now available under 'Related documents'.

Induction timetables will be available shortly at [Enrolment and induction timetables](#).

Student Union

The Student Union Officer Team has changed and includes the creation of an additional sabbatical position and changes to some officer titles:

- President Hannah Frances
union.president@hw.ac.uk
- Vice President Community Miranda Matoshi
union.vpcommunity@hw.ac.uk
- Vice President SBC Peter Gilchrist
union.vpsbc@hw.ac.uk
- Vice President Wellbeing Sahara Choudhury
union.vpwellbeing@hw.ac.uk

Academic Quality Issues

A new Learning and Teaching Enhancement-Led Thematic Review will be introduced in 2015/16. This focuses on cross institutional issues and will provide a mechanism for sharing good practice. Technology-enhanced Learning and Teaching has been selected as the theme for 2015/16.

The Feedback on Coursework policy has been approved by Senate and will be in place for the start of Academic Year 2015/16. A briefing paper is available at [Learning and Teaching Briefing Papers](#).

9.

RESEARCH AND ENTERPRISE SERVICES

Research Awards

A total of 48 research awards valued at £6.9m are currently being supported by Research & Enterprise (RES) colleagues.

Recently, our colleagues won two awards from the Association of Research Managers and Administrators (ARMA).

- HWEngage have been awarded the Public Engagement and Advocacy prize
- Athena SWAN Project Officer Tina Donnelly and Head of Research and Legal Services, Tony Weir won the Poster Award for an Athena Swan-themed poster.

ARMA plans to visit the University later in the year to film HWEngage for a promotional video about the awards. Well done to the team and to all those who have been raising the public profile of Heriot-Watt research over the last 12 months.



Winners of the ARMA Public Engagement and Advocacy Award: Dr Laura Wicks and Katarzyna Przybycien

10.

STUDENT RECRUITMENT

UK

The Student Recruitment team has been hosting on-campus summer schools with a number of secondary schools, including partner schools Beath and Newbattle. Our focus is on students eligible for Widening Participation support across the region.

Clearing Campaign for 2015 Entry

Detailed plans for our 2015 Clearing Campaign for Rest of the UK (RUK) and International (Non-EU) students have been drawn up and will focus on digital media. RUK Clearing is expected to be particularly challenging this year with the new government policy of uncapping student numbers for institutions in the rest of the UK.

International

The 2016 entry recruitment events calendar is being finalised. The updated programme will consider new international markets and will review performance for existing markets.

Dubai

A review of the Dubai Recruitment and Marketing Strategy began in June and will aim to reflect the changing market environment and new Heriot-Watt innovations and opportunities.

Malaysia

An intensive recruitment campaign has been launched this summer to encourage student take up of the Malaysian Foundation Programme in July and undergraduate intakes for September.

28 Malaysian students studying School of Management and Languages (SML) programmes in Putrajaya will be arriving in Edinburgh in September as part of the [Campus Transfer](#) scheme. This is the largest cohort taking up the opportunity to transfer between Heriot-Watt campuses.

The School and Professional Service representatives of the Board are:



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



Mr Darren Cunningham,
*Director of Administration
(MACS)*



Mr Andrew Menzies,
Director of Finance



Mr Paul Travill,
Academic Registrar



Mr Mark Adderley,
Director of Human Resources



Mr Malcolm Deans,
Director of Campus Services



Mr Derek Penman,
Director of Administration (EPS)



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



Mr Mike Bates,
Director of Student Recruitment



Ms Maggie Dunn,
Director of Administration (SLS)



Mr Campbell Powrie,
Director of Administration (SML)



Ms Vivienne White,
Director of Administration (TEX)



Ms Philippa Burrell,
Director of Administration (EGIS)



Dr Liz Fellman,
*Director of Research
and Enterprise Services*



Mr Mike Roch,
Director of Information Services



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



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



Ms Morag Heggie,
Director of Administration (EBS)



Mr Martyn Spence,
*Director of Marketing
and Communications*