

Court

A meeting of Court will be held on **Wednesday 28 September 2022**

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AGENDA

Item	Title	Lead	Paper No.	Page No.	Action
1.	Welcome, Apologies, Introductions, Noting of Pre-Court briefing, Declarations of Interest	Convener	Oral		
2.	Minutes of meeting held on Tuesday 21 June 2022	Convener	2.		For approval
3.	Matters arising not otherwise on the Agenda	Convener	Oral		
	Reports 4 to 8 below show some items as starred*. Starred items are the main items for discussion and/or approval.				
4.	*Risk Register <i>Papers withheld FOI Exempt/Commercially confidential</i>	Gregor Caldow	4. and annexes		For approval
5.	*Learning & Teaching Strategy <i>Professor Moira Fischbacher-Smith Vice Principal (Learning and Teaching) will update Court on the progress of the Learning and Teaching Strategy – Postponed until Nov 2022</i>	Moira Fischbacher-smith	5.		For information /discussion
6.	*Report from the Principal <i>*Student Admissions including RUK *Her Majesty The Queen *Higher Education Developments *SMG Changes</i>	Principal	6. and annexes		For information /discussion
7.	*Report from the University Secretary <i>* Gender Based Violence & Sexual Harassment *Disability Services Review *Industrial Tribunal *Court Strategy Day *Appointments *Court Business *USS Pay/Strike Action *Scottish Code of Good HE Governance *Student accommodation issues *Chancellors Fund – Withheld as contains personal information</i>	David Duncan	7. and annexes		Items for approval/ otherwise for discussion/ information
8.	Student Matters, including: Rectors update, SEC Report, SRC President update	Rinna Vare / Rector/	8.		For information /discussion

		David Duncan			
9.	Reports of Court Committees				
9.1	Finance Committee <i>Papers withheld FOI Exempt/Commercially confidential</i>	Gavin Stewart	9.1 and annexes		Items for approval/ otherwise for discussion/ information
9.2	Estates Committee	Ronnie Mercer	9.2		For information /discussion
9.3	Audit & Risk Committee <i>Papers withheld FOI Exempt/Commercially confidential</i>	Elspeth Orcharton	9.3		Items for approval/ information /discussion
9.4	IPSC <i>Papers withheld FOI Exempt/Commercially confidential</i>	Frank Coton	9.4		For information /discussion
9.5	P&OD Committee	June Milligan	9.5 and annexes		For information /discussion
12.	Any Other Business Court members are asked to inform the Secretary of Court 2 days in advance of the meeting, if they have items of Other Business for discussion	Convener	Oral		
13.	Date of Next Meeting Wednesday 23 November 2022 at 2pm –Crichton Campus, Dumfries. A Pre Court Briefing will be held at 12pm on the Innovation Strategy.				



Court

Minute of Meeting held on Tuesday 21 June 2022

Present:

Elizabeth Passey (Co-opted Member (Convener of Court)), Dr Craig Daly (Trade Union Nominee), David Finlayson (Co-opted Member), Professor Carl Goodyear (Elected Academic Staff Member), Duncan Henderson (SRC Assessor), Professor Nick Hill (Elected Academic Staff Member), Professor Simon Kennedy (Elected Academic Staff Member), Laic Khalique (Co-opted Member), Jonathan Loukes (Co-opted Member), Ella McCabe (SRC President), Dr Morag Macdonald Simpson (General Council Assessor), Professor Kirsteen McCue (Elected Academic Staff Member), Ronnie Mercer (Chancellors Assessor), June Milligan (Co-opted Member), Professor Sir Anton Muscatelli (Principal), Elspeth Orcharton (Co-opted Member), Mr Gavin Stewart (Co-opted Member), Lesley Sutherland (General Council Assessor), Dr Bethan Wood (Elected Academic Staff Member).

Attending:

Gregor Caldwell (Executive Director of Finance), Professor Frank Coton (Senior Vice Principal and Deputy Vice Chancellor (Academic)), Dr David Duncan (Chief Operating Officer [COO] & University Secretary), Professor Jill Morrison (Vice-Principal & Clerk of Senate), Amber Higgins (Executive Officer and Clerk to Court), Item 5 - Professor Chris Pearce (Vice Principal (Research and Knowledge Exchange)), Professor Martin Hendry (Clerk of Senate Elect), Rinna Väre (SRC President Elect), Stuart Hoggan (General Council Assessor Elect).

Apologies:

Cllr Susan Aitken (Glasgow City Council Assessor), Christopher Kennedy (Elected Professional Services Representative), Paula McKerrow (Trade Union Nominee), Lady Rae (Rector), Shan Saba (Co-opted Member)

CRT/2021/49. Announcements

The Convener welcomed Professor Chris Pearce Vice Principal (Research and Knowledge Exchange), Professor Martin Hendry (Clerk of Senate Elect), Rinna Väre (SRC President Elect), Stuart Hoggan (General Council Assessor Elect) to the meeting.

There was the following declaration of interest in relation to business to be conducted at the meeting: Professor Sir Anton Muscatelli as a member of the USS Trustee Company, as an ongoing declaration, given the updates on the scheme.

It was recorded that Court had received a tour of Cochno Farm, School of Veterinary Medicine. Court's thanks for the tour were recorded.

Court was reminded that papers and business were confidential.

CRT/2021/50. Minutes of the meetings held on Wednesday 20 April 2022

The minutes were approved.

CRT/2021/51. Matters Arising

No matters were raised.

CRT/2021/52. Budget 22/23 and Financial Forecasts

Court received a presentation from Professor Frank Coton, Senior Vice Principal and Deputy Vice Chancellor (Academic), and Gregor Caldow, Executive Director of Finance on the Budget for 22/23 and the financial forecasts. Professor Frank Coton outlined the main themes in the budget submission.

The financial framework outlined key principles around cash generation requirements, specifically operational cash targets, minimum infrastructure spend requirements, capital spend and finally additional investment levels. It was also noted that prudent assumptions had been included in the budgets for future energy costs.

Court noted the capital plan was broadly consistent with plans previously outlined and there was also likely to be further demands on capital investment to support student unions and sports facilities. The SRC President noted that the student body activity was under significant pressure particularly in the area of student support and any additional funding would make a difference to the student experience. The SRC President also reported that any increase in tuition fees reflected value for money for students and that it was important that this did not disadvantage students from low/middle income countries.

It was also reported that the size/shape and capacity of student numbers would be brought back to Court at a later date for discussion following input from a wide range of stakeholders.

Court also noted that sustainability costs continued to be included at a total of £70m across the cash flow period to mirror the investment outlined in the Glasgow Green strategy. This would need to be monitored and refined to ensure the University could meet its commitments.

During discussion Court noted that there were ongoing discussions in relation to staff pay to find a mutually acceptable way forward that would more appropriately compensate colleagues while contributing in a small way towards addressing pay relativity issues. It was noted that the Remuneration Committee was sighted on and had approved a proposal under consideration regarding the current positioning of various pay & non-pay related items but any agreement in this regard would be subject to certain commitments, including a commitment by the campus trade unions not to damage the student experience through industrial action in 2022-23. It would also not deviate from the provisions of national bargaining to which both the University and the campus trades unions remain committed.

Court approved the budget for 2022/23 and the financial forecasts.

CRT/2021/53. Research Excellence Framework (REF) 2021

It was noted that at the last Court meeting Professor Pearce had provided an annual update on Research. The Research Excellence Framework (REF) 2021 results had now been published and the University of Glasgow was recognised for its world-leading research and

the positive impact it had had on society. Professor Pearce gave a presentation which highlighted Glasgow's position as a world-changing university which produced research of global and national importance.

The REF 2021 submission also highlighted Glasgow's commitment to making a difference beyond academia. The University submitted 118 impact case studies to expert panels, showcasing the University's wide-ranging collaborations with external partners to deliver societal and economic impacts locally, nationally and globally. The University also had one of the broadest research bases in the UK with a wide range of disciplines reflected in our academic community.

The Vice Principal drew Court's attention to the following:

- Excellent institutional performance showed significant improvement from REF2014 (and RAE 2008), with 93.1% shown to be world-leading (3*) or internationally excellent (3*).
- There was strong performance across most of the disciplinary units. The focus on output quality and research environment had borne fruit. Overall GPA was 3.43, with the University =13th in the UK, 10th= in the Russell Group and 1st in Scotland. This was the first time that in terms of the quality measure, Glasgow was top in Scotland.
- Looking ahead, increased emphasis on Impact was required. As the University grows in size, it was important that focus on quality must be maintained.

Court thanked Professor Pearce for his presentation and recorded its thanks to the staff involved with all aspects of research and the REF submission.

CRT/2021/54 Report from the Principal

CRT/2021/54.1 Higher Education Developments & Scottish Government Budget

Court noted the Principals report - Paper 6 and the following areas were noted:

- Horizon Europe - In April Court noted that the UK Government had announced the extension of the funding guarantee for Horizon Europe grants, and that uncertainty remained around the UK's association to Horizon Europe. Unfortunately, it appeared increasingly unlikely that the UK would be permitted to join Horizon Europe, so the UK Government 'Plan B' may now be adopted.
- Scottish Government Resource Spending Review Framework - On 31 May, Finance & Economy Secretary Kate Forbes MSP gave a statement to the Scottish Parliament on the Resource Spending Review Framework. The multi-year spending review framework, published to 2026-27, highlighted the Scottish Government priorities as well as reforms and actions to deliver these.
- UKRI budget allocation - The Secretary of State for Business, Energy and Industrial Strategy, Kwasi Kwarteng MP had confirmed the UKRI's detailed three-year budget allocations. £25 billion was to be invested over 3 years in world-class research and innovation.
- Professor Dame Anna Dominiczak had been appointed as the new Chief Scientist (Health) to the Scottish Government.
- The Commissioner for Fair Access for Scotland, Sir Peter Scott, released his most recent annual report on 31 May 2022. Scotland leads the UK on the proportion of university students from deprived areas.

- SFC Grants 2022-23 - Final allocations confirmed an uplift in research funding, reflecting success in REF. Glasgow's overall funding settlement has seen a 1.5% increase from 2021-22, with REG funding increasing by 2.3% and teaching grant increasing by 1.1%. The small uplift would lead to an erosion due to inflation of the teaching unit of resource for home undergraduates, and core research funding which will put more pressure on Scottish universities to recruit international students and non-publicly funded students (mainly postgraduate taught).
- League Tables - Times Higher Education Impact Rankings - Glasgow ranked 19th globally, a tremendous result in this league table reflecting our contribution to the UN SDGs. Complete University Guide 2023 - the University had fallen 7 places to 23rd in the UK. QS World University Rankings 2023 - the University had fallen 8 places to 81st in the world.

CRT/2021/54.2 Appointment of Assistant Vice-Principals

Court also noted that two new Assistant Vice-Principals had been appointed to support SMG in strategy delivery. Professor Wendy Anderson had been appointed as Assistant VP (Learning & Teaching) and would support Professor Moira Fischbacher-Smith, VP L&T, in implementing the Learning and Teaching Strategy. Professor Carl Goodyear had been appointed as Assistant VP (Strategy & Resources) to support Professor Frank Coton, Senior VP and Deputy Vice-Chancellor (Academic), in leading the implementation of the University's Strategic Plan and in aspects of institutional resource planning.

The Convener thanked the Principal for the update.

CRT/2021/55. Report from the University Secretary

Court noted the report from the University Secretary - Paper 7. The following areas were discussed in further detail.

CRT 2021.55.1 Gender Based Violence & Sexual Harassment

Court noted that the report by Morag Ross QC was expected towards the end of the summer. In the meantime, the University was taking forward the GBV action plan developed by colleagues in P&OD / EDU.

It was agreed that Court would receive a further update at its next meeting in September.

CRT 2021.55.2 Learning from Complaints

Court noted the paper which outlined the key reasons for the complaints and actions being put into place to help prevent further complaints. There had been notable growth in the number of complaints relating to confusing/conflicting communications, teaching space and facilities, student support and wellbeing, harassment/bullying/discrimination.

Some of the most complex and intractable problems related to research students, those with disabilities and the effectiveness of academic advising. It was noted that the University continued to learn lessons from complaints relating to industrial action and the pandemic.

CRT 2021.55.3 Mental Health Provision

Court noted the paper, which provided an update from the Mental Health working group. Members of the group were drawn from across the University community and included representation from the on-campus GP practice (Barclay Medical Practice). The group

continued to meet on a regular basis to oversee mental health provision for students and members of staff.

CRT 2021.55.4 Court Strategy Day 2022

Court noted the draft schedule and members were invited to email the Clerk of Court with any suggestions on the format/content for the Strategy day.

CRT 2021.55.5 USS and Strike Action update

Court noted that the local branch of UCU had decided not to proceed with the planned marking boycott; this meant that all examinations and assessed work were being dealt with on schedule and that students would graduate or progress to the next stage of their studies without interruption.

University representatives and local UCU reps had agreed a statement on the future of the USS pension scheme; this statement was subsequently endorsed at a national UCU conference.

Court noted that discussion with the UCU and other campus trade unions about how best to address issues of pay and working conditions were ongoing. It was noted that the University was committed to addressing the concerns of the trade unions and colleagues across the University, and thereby seeking to avoid the possibility of further industrial action in the coming year.

CRT 2021.55.6 Organisational Change Governance Committee

Court noted that annual report from the Committee. Court discussed the remit as outlined in the papers.

Court approved the remit of the Committee.

CRT 2021.55.7 Directors of Research Institutes and Heads of School Appointments

Court noted the following changes:

College of Medical, Veterinary and Life Sciences

School of Molecular Biosciences

Professor Helen Walden had been appointed as Head of the School for four years from 1 August 2022 until 31 July 2026.

School of Psychology and Neuroscience

Professor Gregor Thut had been extended for a 6 months until 31 December 2022 as the Interim Head of School of Psychology and Neuroscience until the permanent Head of School had been recruited.

College of Science and Engineering

School of Geographical and Earth Sciences

Dr Cristina Persano had been appointed as Interim Head of the School for one year from 1 August 2022 until 31 July 2023.

The Convener thanked the University Secretary for the update.

CRT/2021/56. Student Matters, including: SEC Report; SRC President update

CRT 2021.56.1 SEC Strategy

The SRC President outlined the Draft SEC Strategy, which underpinned the principles of the student experience and grouped activities under the three pillars of opportunity, wellbeing and inclusion. Three enablers - partnerships, safe flexible space and sustainability - were identified.

Court agreed that the strategy was hugely ambitious and recognised that it would take several years to deliver. It was noted that student continuity was key and that all 4 student bodies supported the strategy. The Chair of the Finance Committee welcomed the framework which would allow the evaluation of projects and costs alongside the benefits.

Court agreed that the updated SEC Strategy would come back to Court at its next meeting in September 2022.

CRT 2021.56.2 SEC Report

Court noted the report of the meeting of the Student Experience Committee (SEC) held on 18th May 2022. Key points raised included: cost of living and provision of financial aid, update from student bodies, home student working group action plan, mental health group residences strategy and accommodation.

Court noted that students continued to be impacted by the increase in the cost of living.

CRT 2021.56.3 SRC Annual Report

The SRC President gave a presentation to Court on the SRC Annual Review 2021-22. During the discussion it was noted that a large amount of time and effort had been put in over the last 12 months to ensure that students felt part of a community and were supported during the pandemic. Despite all the challenges there was an increase in engagement and a number of the workshops continued online which had proved to be very positive with over 556 students undertaking Mind Your Mate training. The SRC had continued to work closely with the Careers service to help support students in finding part-time work.

It was noted that the SRC Strategic Plan covered 2015-2020 but due to the pandemic the strategy was delayed. A new plan was endorsed by SRC Council in May 2022, would come into operation on July 1st 2022, and covered the 5-year period to 2027.

In a year continued to be impacted by COVID-19 and its many challenges, 2021-22 had still been a success for the SRC. It remained an integral part of the student experience and the University, continued to respond to student needs and expectations in a fast-changing environment. None of this would have been possible without every individual involved with SRC, putting in an immense amount of work to keep the SRC afloat.

The Convener thanked the SRC President for her report.

CRT/2021/57. Reports of Court Committees

CRT/2021/57.1 Finance Committee

Gavin Stewart, chair of the Committee, outlined the report from the Committee. Court noted that the Committee had received a presentation from the Executive Director of Finance on the

current financial position. It was noted that the Committee had approved the proposal and process for budgets and investment for 2022/23 with the final budgets which had been discussed early in the Court meeting. Court noted that in relation to Cybersecurity, discussions were ongoing with insurers.

The report was noted.

CRT/2021/57.2 Estates Committee

Ronnie Mercer, chair of the Committee, outlined the report from the Committee and reported that the Strategic joint venture was now entering negotiations with 2 parties which were due to conclude in September 2022. A decision was due shortly on the design team for the Multi-use building. The rectification work on IHW was ongoing, with anticipated completion by November.

The report was noted.

CRT/2021/57.3 Information Policy and Strategy Committee

Frank Coton, chair of the Committee, provided a verbal report from the Committee. Court noted that Information and cyber security was a key priority with a new staff appointment recently being made.

The report was noted.

CRT/2021/57.4 Audit and Risk Committee

Elsbeth Orcharton, chair of the Committee, outlined the report from the Committee. Court noted that the Committee had received internal audit reports on reviews of: Cyber Security, Sustainability and green credentials, Leavers and IT Procurement. It was noted that the Committee also received an update on Internal Audit Plan for 2021/22 and approved the Internal Audit programme for 2022/23.

Court also noted that the Committee had discussed the process for the replacement of the External Auditors in more detail and had confirmed the procedure for future appointments of both internal and external auditors. A policy for Non-Audit services would also be put forward to the next committee for approval. The policy would to establish a clear policy and document the prevailing ethical standards, conflicts of interest and safeguarding for non-audit services.

The report was noted.

CRT/2021/57.5 Health Safety and Wellbeing Committee

Court noted the report.

CRT/2021/57.6 Nominations Committee

Lesley Sutherland, chair of the Committee, gave a verbal report from the Committee. Court noted that the Committee had approved the recommendation to appoint Nicola Dandridge as a Co-Opted member of Court from 1 July 2022 until 1 July 2026.

Court approved the appointment of Nicola Dandridge as a Co-Opted member of Court from 1 July 2022 for four years initially.

The report was noted.

CRT/2021/57.7 Remuneration Committee

June Milligan, chair of the Committee, reported that the Committee discussed the Principal's report relating to SMG performance and reward; Grade 10 professorial and professional staff performance and reward; Salary Augmentation Policy Review; Voluntary Severance and Salary Augmentation Approvals since the last meeting; Contractual/appointment changes (SMG); and the expenses report.

The Principal left the meeting.

The Convener of Court reported that the Committee had confirmed a recommendation that the Principal's contract of employment be extended for one further year, until 30 September 2025. This was to ensure continuity at an institutional level following the appointment of a new Convener of Court in September 2024 and to allow the incoming Convener to lead the appointment of the new Principal.

Court approved the extension of the Principal's contract of employment by one year until 30 September 2025.

The report was noted.

The Principal returned to the meeting.

CRT/2021/58. Senate Matters

Court noted the report from the Senate meeting held on 21 June 2022. The Clerk of Senate reported that Senate had received a presentation on the draft budget; an update on the Mental Health Group and a presentation on Research Excellence Framework 2021.

The Clerk of Senate also reported that Senate received an update from the Principal on the summary of actions taken by the University in response to the war in Ukraine.

Court also noted the forthcoming ceremonial events which included catch-up graduation ceremonies for students whose ceremonies had been cancelled due to the Covid-19 pandemic.

Senate had joined the chair of the meeting in thanking the Clerk of Senate, Professor Jill Morrison, for her service to Senate and the University, on the occasion of her retirement.

Court also recorded its thanks to Professor Morrison, for her service to Court and the University.

The Convener thanked the Clerk of Senate for the report.

CRT/2021/59. Other Business

CRT/2021/59.1 Cochno Farm

Court noted that Cochno Farm was a valuable resource and important facility for both the staff and students. The possibility of using Cochno for sustainability/glasgow green was exciting but it was important to acknowledge the tensions between farming and conservation.

CRT/2021/59.2 Members of Court

Court noted thanks to the following:-

Lesley Sutherland and Morag McDonald-Simpson – both had been General Council Assessors on Court for 8 years. Lesley had also been the chair of the Nominations Committee and a member of Audit and Risk Committee. Morag had been a member of Student Experience Committee and had supported a number of other areas in the University.

Ella McCabe – SRC President was attending her last meeting and had been the President since July 2021.

Duncan Henderson – SRC Assessor was attending his last meeting and had been on Court since October 2021.

Professor Carl Goodyear – Elected Academic Member – had been on Court for 8 years. Latterly as the Senior Academic member. Professor Goodyear was moving on to become the Assistant – Vice Principal (Strategy and Resources).

Court recorded its thanks to those members for their huge contribution and dedication to the University and wished them all well for the future.

CRT/2021/60. Date of Next Meeting

The next meeting of Court will be held on 28 September 2022 at 2pm. A Pre-Court briefing will take place at 12pm.

Further details on the venue and location of the meeting would be circulated to members shortly.

Court Context Card 28 September 2022 - Principal's Report

Speaker	Professor Sir Anton Muscatelli
Speaker role	Principal
Paper Description	For information / discussion
<i>Topic last discussed at Court</i>	Last report to Court was June 2022
<i>Topic discussed at Committee</i>	NA
<i>Committee members present</i>	NA
<i>Cost of proposed plan</i>	
<i>Major benefit of proposed plan</i>	
<i>Revenue from proposed plan</i>	
<i>Urgency</i>	NA
<i>Timing</i>	Various
<i>Red-Amber-Green Rating</i>	Various
<i>Paper Type</i>	For information / discussion

Paper Summary Updates on areas listed in the paper as follows:

1. Student Admissions including International and RUK
Summary of challenges including Accommodation issues/Covid-19/Changing Home Office guidance and overall admissions picture.
2. Political Update
HM The Queen - the University's response
New Prime Minister and Cabinet
Cost of Living Crisis
Scottish Programme for Government
3. League Tables
National Student Survey - 3.5% drop in overall satisfaction; comprehensive action plan in train
Times/Sunday Times Good University Guide 2023 - the University has fallen 2 places to 14th in the UK
Further League Tables to be published
4. CIVIS European University Alliance - renewal of European Commission funding
5. THE Global Sustainable Development Congress - major international conference to be hosted at Gilmorehill
6. Senior Management Group changes
Uzma Khan confirmed as VP Economic Development & Innovation for 4 years
Professor Jo Gill and Professor Martin Hendry join SMG
7. Key activities
8. Senior Management Group Business

Topics to be discussed**Action from Court****Recommendation to Court**

Relevant Strategic Plan workstream	NA
Most relevant Primary KPI it will help the university to achieve	NA
Most relevant Secondary KPI it will help the university to achieve	NA
Risk register - university level	Impact on all risks
Demographics % of University	Items mainly relate to the University as a whole
Operating stats % of	
Campus	All locations
External bodies	UK Government, Scottish Government, SFC, UKRI, Russell Group, UUK, Universities Scotland
Conflict areas	
Other universities that have done something similar	
Other universities that will do something similar	
Relevant Legislation	
Equality Impact Assessment	
Suggested next steps	
Any other observations	

Court - Wednesday 28 September 2022

Principal's Report

Items A: For Discussion

1. Student Admissions including International and RUK

Continuing the trend of recent years, the overall admissions picture is very healthy. However there have been challenges this year relating to the accommodation shortage in the city as well as continuing pandemic effects. In August, it became apparent that the risk around lack of accommodation was increasing and we took the difficult decision to take a much more rigid approach to admissions criteria and deadlines – for example, late deposits or missing documentation resulted in withdrawal of offers. Unfortunately, this approach resulted in missing RUK targets and Undergraduate International targets, but given the scarcity of student accommodation there was no other option. There have also been challenges in this cycle with MD20 and MD40 cohorts, although numbers remain aligned with SFC expectations.

The pandemic effect this year continues in relation to risk around travel from China (with local lockdowns in some Chinese cities over recent months). Another major factor is updated draft Home Office guidance received in late August, which prohibits any live online learning for sponsored international students prior to their arrival in the UK – these students must this year be physically present in Glasgow in order to complete registration and enrolment. The guidance also sets out detailed expectations on teaching of international students already in the UK (this is in contrast to 2020-21 and 2021-22 when UKVI rules were relaxed). At the time of writing however it is uncertain whether the draft guidance will be confirmed – there have been delays caused by the changeover of Ministers. To add to the uncertainty, we are also hearing of delays to visa issuance for sponsored students.

The figures below represent a snapshot from 15 September and we will have seen some further movement by the time of the Court meeting.

Postgraduate Taught Entry

- Total PGT forecast numbers are currently 9863 (compared with 9161 total registrations in 2021). This includes International, EU, Home, RUK and Online/Distance Learning.
- However, there is still some uncertainty around the forecast, and Financial Registrations may prove a better indicator of commitment to Glasgow ahead of increasing arrivals of International students to campus. As at 15 September, 7596 have complete financial registration. As noted above, Visa Registration takes place on campus, and, as such, this dataset will continue to grow up to the latest arrival date of 24 October.

Undergraduate Entry

- Total undergraduate registrations (non-controlled subjects) are currently 3500, 915 under target. Home funded position is forecast to be 200 students under target.
- In controlled subjects, total registrations are 898, with a forecast of 960 which is 274 below target.

2. Political Update

Her Majesty The Queen

Along with the rest of the UK, the University took steps to mark the death of Her Majesty The Queen. We recognised Monday 19 September as a bank holiday for colleagues (with an additional day of annual leave for colleagues who were required to work) and no teaching or events took place on our campuses. The University Chapel was open to give the University community an opportunity for reflection and thanksgiving on Friday 16 September. I wrote to His Majesty The King on behalf of the University to share condolences and offer our good wishes for a long and prosperous reign.

The University was formally represented at the Proclamation of King Charles in Glasgow's George Square on 11 September by Professor Frank Coton. On Monday 12 September, the Chancellor attended the memorial service in St Giles' Cathedral in Edinburgh. On the evening of 12 September, Dr David Duncan attended the Motion of Condolence in the Scottish Parliament to convey sincere condolences to His Majesty The King alongside MSPs and members of society from across Scotland. Uzma Khan attended the State Funeral of HM The Queen on 19 September, having been nominated by the Scottish Government.

New Prime Minister & Cabinet

Liz Truss MP was sworn in as the UK's new Prime Minister on 6 September after she won the leadership contest against former Chancellor Rishi Sunak. I have written to the PM and key members of the Cabinet to congratulate them and to extend an invitation to visit Glasgow when appropriate.

As ever, the University will continue to engage positively with the UK Government, with the Prime Minister and with the Cabinet. We will also continue to lobby (including via Russell Group and Universities UK) on issues around R&D funding, ensuring the UK remains a welcoming destination for learners and researchers, and the innovation and levelling-up agenda.

Cost of Living Crisis

The dual cost of living and energy crises are high on the political agenda. The Scottish Government's budget is now worth £1.7 billion less in real terms than it was last December, and inflation is continuing to rise. There are similar impacts on BEIS budgets and (for English HEIs) on DfE budgets.

In Scotland, the Deputy First Minister has committed to setting out an Emergency Budget Review within two weeks of the UK Government budget update – which at the time of writing is expected in late September. The Deputy FM warned of limited scope for action given the largely fixed

Scottish Government budget and limited fiscal powers. During her leadership campaign, the new Prime Minister noted her intention to reverse the National Insurance and corporation tax increases introduced by the former Chancellor. This follows the Prime Minister's announcement of an "energy price guarantee" in England, Wales and Scotland coming into effect from 1 October, the same date Ofgem was set to lift the existing price cap by 80%.

It will be imperative in the coming weeks that I and the executive continue to engage with colleagues and students to understand the impact of the crisis and the most effective ways to provide targeted support. We have already been utilising our Student Hardship funds during the summer period to support students, and our 2022/23 Discretionary, Childcare and University of Glasgow Hardship funds opened again on 12 September. We want to remove any barriers to accessing hardship funds. We will also continue to engage with the SRC, Schools, Deans for Learning & Teaching and Estates to understand what more we can do to support students on campus, including looking at opening hours of buildings and assessing catering options available for students. We have also agreed to increase stipends for PGR students funded by the University, in line with a stipend increase announced by UKRI.

Scottish Programme for Government 2022-23

The First Minister set out the Scottish Government's annual legislative programme on 6 September, noting this year's Programme for Government (PfG) is published in the context of the 'most severe cost crisis in our lifetimes'. She noted a decision was taken at the most recent Scottish Government Cabinet meeting to cut the overall size of the Programme, with a key focus on the task of tackling rising costs and bills.

On the economy and cost of living crisis, the Scottish Government will introduce emergency legislation to protect tenants by freezing rents and imposing a moratorium on evictions until at least 31 March 2023. This will have an impact on our students living in private rental accommodation who have raised previous concerns around the rising cost of rent. The Government will also widen eligibility for the Tenant Grant Fund to support those struggling with increasing costs and will begin to deliver a 'New Deal for Tenants'.

The PfG also noted the Government's intention to implement the National Strategy for Economic Transformation (NSET), which I contributed to alongside Glasgow's Professor Graeme Roy & Professor Mark Logan. Uzma Khan, Vice-Principal Economic Development and Innovation, is part of the NSET Delivery Board.

The First Minister also made reference to the Scottish Government '*delivering its clear mandate to offer the people of Scotland the choice of independence, by working to establish a process for a legal, constitutional and democratic referendum*'.

The University will continue to engage with the Scottish Government to identify areas in which our research, innovation and teaching activity can support the delivery of the ambitions set out in the Programme for Government. We will also continue to make the case for the role of universities in driving Scotland's potential for innovation, economic growth and in addressing the climate emergency and socioeconomic inequalities.

Items B: For Information

3. University Rankings

At the last meeting, I reported our position in three league tables. In the QS World University Rankings 2023, the University was placed 81st (down eight places from last year). I also informed Court that in the Complete University Guide, Glasgow's position dropped seven places to 23rd in the UK. More positively, our inaugural placing in the THE Impact Rankings was very encouraging, as we were ranked 19th in the world, 3rd in the UK and top in Scotland for our contribution to the United Nations Sustainable Development Goals.

National Student Survey 2022

As Court members are aware, in the National Student Survey (NSS), published on 6 July, overall student satisfaction dropped 3.5% to 80.2% (83.7% last year). This is a disappointing result and continues the downward trend from 2020. The University has put in place a comprehensive action plan to analyse the responses further, and address areas of concern. Our lower NSS scores were reflected in the Complete University Guide results, and the Times/Sunday Times Guide (see below). They will also impact negatively on the Guardian league table which is due to be published soon but is not available at the time of writing this report.

Further points:

- Across the UK, overall satisfaction recovered slightly from 2021 with the average UK score up by 0.9% in 2022.
- In the same period, in Scottish universities overall satisfaction fell by 1.5% on average, and the Russell Group average fell by 0.6%.
- UofG rank for overall satisfaction has fallen to 23rd in the UK (from 7th in 2021), 6th in the RG (from 2nd in 2021) and 6th in Scotland (from 4th in 2021).
- Our Institutional Key Performance Indicator for Student Satisfaction is to be ranked in the UK top 20 for overall satisfaction. Durham, in 20th position, were 0.22% ahead of UofG for this metric. This highlights that small differences in positive responses can have a substantial impact with regard to ranking position.

Times/Sunday Times Good University Guide 2022

On 16 September the Times/Sunday Times Good University Guide was published. We have seen a slight increase in our overall score, but our rank has reduced two places to 14th in the UK, 10th in the Russell Group and 3rd in Scotland behind St Andrews and Edinburgh. As expected, the fall in this league table is largely driven by NSS performance, with metrics that relate to NSS results (Teaching Quality and Student Experience) showing the largest reductions in both rank and score.

Key points on subject level results include:

- Glasgow has 6 subjects that rank 1st overall – Education, Sports Science, Nursing, Animal Science, Dentistry and Veterinary Medicine.
- In addition, 3 subjects rank 2nd overall – Law, Medicine, and Anatomy & Physiology
- A further 2 subjects ranked 3rd – Art & Design and Pharmacology & Pharmacy.

- The largest increases in ranking position this year include Pharmacology & Pharmacy, Classics & Ancient History, Theology & Religious Studies and Anatomy & Physiology.

Further League Tables to be published this year

The Guardian University Guide was expected on 10 September, but publication was delayed due to HM Queen's death. We also await publication of the THE World University Rankings and the THE World Reputation Rankings. Although the results remain under embargo, I am pleased to report that Glasgow has seen an improved position – in fact our best performance to date – in the THE World Reputation Rankings. I will share further detail with Court on these three league tables at the next meeting.

4. CIVIS European University Alliance

In July the University welcomed the European Commission's announcement that the CIVIS European University Alliance would receive a further four years of funding with a grant of 14 million Euros. Glasgow is the only UK member of the CIVIS Alliance, which in addition to its 10 European members also has a strategic partnership with six African universities. The CIVIS project is centred on quality teaching and civic engagement, with spillovers to research and innovation. The Alliance focuses on five key areas where member institutions can make a meaningful contribution to societal challenges: environment and climate change; healthcare; democracy and cultural heritage; sustainable and inclusive mobility; and digital and technological transformations. The model for CIVIS is designed to be inclusive and bottom-up, and the first funding period saw a broad range of engagement from colleagues, including administrative staff, students and non-academic partners – I look forward to Glasgow playing our part over the next four years.

5. Times Higher Education Global Sustainable Development Congress

Court members may wish to note that the University is the host partner for a major international conference, the inaugural [THE Global Sustainable Development Congress](#), taking place from 31 October – 2 November. The event builds on a wealth of University activities during COP26 in 2021 and our successful performance earlier this year in the THE Impact Rankings. The congress agenda addresses major issues surrounding the delivery of the UN Sustainable Development Goals and brings together leaders and influencers from higher education, governments, industry and civil society. I and SMG colleagues look forward to hosting speakers and delegates and contributing to panel sessions.

6. Senior Management Group changes

As Court is aware, following Bonnie Dean's retirement, I made interim arrangements to ensure full coverage of her remit at SMG level. Uzma Khan took on the role of Vice-Principal Economic Development and Innovation, and Professor Chris Pearce became Vice-Principal Research and Knowledge Exchange. As previously communicated, I have carried out a review of progress and I

am pleased to confirm these arrangements. Uzma Khan has agreed to continue in the role of Vice-Principal for a four-year term from 1 August 2022.

As previously communicated to Court, Professor Jo Gill (Vice-Principal/Head of College of Arts) and Professor Martin Hendry (Vice-Principal/Clerk of Senate) joined SMG on 1 August 2022.

7. Key activities

Below is a summary of some of the main activities I have been involved in since the last meeting of Court, divided into the usual 4 themes: Academic Development and Strategy; Internationalisation activities; Lobbying/Policy Influencing and Promoting the University; Internal activities and Communications and Alumni events. I have, in the main, provided brief headings and can expand on any items of interest to Court.

Academic Development and Strategy

- Chaired regular meetings of the Senior Leaders Forum, comprising SMG, Heads of School, Directors of Research Institutes, Deans, and senior Professional Services colleagues
- 30 June: Attended a meeting with College of Science and Engineering/Research & Innovation colleagues and received a briefing on NIQI (National Institute for Quantum Integration)
- 1 July: Met with College of Social Sciences colleagues for a briefing on Adam Smith Tercentenary celebrations and major strands of University activity to mark the tercentenary
- 7 July: Chaired the appointment panel for Head of School, Geographical and Earth Sciences
- 21 July: Dinner meeting with senior managers at the University of Edinburgh to discuss opportunities for collaboration
- 28 July: Met with consultant undertaking a review of the University's Innovation Strategy
- 3 August: Hosted BBSRC strategic visit (Biotechnology and Biological Sciences Research Council)
- 10 August: Heads of School/Directors of Research Institute Forum meeting
- 27 September: Court Strategy Day.

Internationalisation Activities

- 22 June: I hosted the Chinese Ambassador to the UK on his first visit to campus since taking on the role.
- 24 June: Hosted the EU Ambassador and held a roundtable with recipients of EU grants. We were able to connect the Ambassador with colleagues who are working in areas of interest.
- 25 June: Represented the University at an online Conference on twinning arrangements with Ukraine, organised by UUK International. UofG and other UK institutions have officially twinned with Ukrainian HEIs to offer practical support
- 7 July: UESTC Joint Management Board – attended as Vice Chair

- 8 July: I welcomed a senior delegation from Singapore Institute of Technology to the University. As one of our main TNE partners, it was good to have the chance to meet the new SIT leadership in person
- 8 July: Meeting with Dr Mwapatsa Mipando, Kamuzu University of Health Sciences, Malawi. Dr Mipando updated me on UofG engagement in Malawi and specifically the newly formed Kamuzu University of Health Sciences (KUHeS) and the Blantyre-Blantyre project
- 29 July: Welcomed the President of Tsukuba University, Japan
- 1 August: Met with the Deputy High Commissioner to Gujarat, India
- 16 September: Hosted the Rector/VC of Stellenbosch University.

Lobbying/Policy Influencing and Promoting the University

Media engagement

- 7 August: I was interviewed on the Sunday Show, BBC Radio Scotland, discussing the Scottish and UK economy
- 20 September: Recorded an interview for the “[Better Known](#)” podcast series.

USS Meetings

- 23 June: USS Trustee Board Meeting
- 11 July: USS Investment Committee Meeting
- 19 July: USS Trustee Board meeting
- 22 September: USS Trustee Board meeting
- 26 September: USS Investment Committee meeting

Russell Group Meetings

- 21 July: Russell Group Roundtable meeting with the then HE minister, Andrea Jenkyns
- 22 September: Russell Group Board meeting and dinner

Other external engagement

- 22 June: EPSRC Engineering Net Zero showcase: framed as a follow-on session to COP26, this major conference was held at the ARC, organised by the Engineering and Physical Sciences Research Council. I spoke as part of a panel session on the topic: ‘Risks to business from disruption to supply chains and distribution networks’
- 24 June: Glasgow City Region Innovation Partnership meeting, discussing plans for the region’s Innovation Accelerator
- 15 July: Levelling Up roundtable hosted virtually by Barclays in partnership with Bim Afolami MP and the APPG for Financial Markets & Services. The theme was ‘Inclusive growth - making local investment work for communities and businesses in Glasgow and beyond’
- 28 July: I spoke as part of a panel session in support of our application to become a University of Sanctuary, which was successful.
- 3 August: Hosted Minister Jamie Hepburn on a visit to the Advanced Research Centre

- 8 August: UUK Financial Sustainability Roundtable
- 18 August: Met with VP/Head of College MVLS and the National Clinical Director, Jason Leitch
- 15 September: I hosted the Greek Finance Minister and Chief Economist along with colleagues from the Adam Smith Business School
- 15 September: Working dinner with colleagues from the Colleges of Social Sciences and Arts and a visiting journalist from Italy to discuss political landscape and discourse in Scotland, UK, Italy and the EU.

Internal activities and Communications and Alumni events

- 22 June – 1 July: Graduations – our first full diet of summer graduations since 2019
- 11 August: First regular meeting of the academic year with the new SRC Executive
- 16 September: Government Relations Group meeting.

Communications/Alumni events

- 22 June: filming with Social Media team – congratulations message to all students celebrating their graduation in summer 2022
- 24 June: General Council Half Yearly meeting
- 20 July: Recorded a video to thank major donors and highlight the new Gilbert Scott Building supporter recognition initiative – a new piece of public art commemorating and acknowledging the support of today’s leading donors to the University
- 11 August: Welcomed the lead donors to the Advanced Research Centre to campus. We were delighted that John Shaw and Kiran Mazumdar-Shaw were able to join us from Bangalore, after they had been unfortunately unable to travel to Glasgow for the official opening of the ARC in June.

8. Senior Management Group business

In addition to standing and regular items, which include Management Accounts and Strategic Risk Review, the following issues were discussed:

SMG Meeting of 4 July

- Strategic Recommendations for Fee Setting
- UofG Strategic Partnership with Scottish Ambulance Service

SMG Meeting of 12 July

- National Student Survey Results
- Enabling New Ways of Working – Manifesto for Change
- Industrial Action
- UK Government Developments – Leadership Election
- International Students – UK Visas and Immigration matters
- Graduations
- Timetabling Pressures

SMG Meeting of 25 July

- Farewell to Professor Jill Morrison and Professor Roibeard O Maolalaigh
- SMG Team Objectives 22-23
- Functional Alignment of Services
- Airbnb Bookings for UofG Staff/Students
- Timetabling Pressures
- QAA Update

SMG Meeting of 1 August

- Teaching Planning Update
- Admissions Update
- SMG Planning 2022-23
- Winter Graduations
- National Pay Uplift – Communication
- Update on Homelessness Initiative
- UKRI PGR support
- Collaboration with University of Edinburgh

SMG Meeting of 8 August

- Teaching Planning Update
- Admissions Update
- ARCadia Festival of Ideas
- Functional Alignment
- University of Sanctuary Status
- Social Media Policy
- THE Global Sustainable Development Congress

SMG Meeting of 15 August

- Teaching Planning Update
- Admissions Update
- Accommodation
- Student Recruitment - Diversification
- University Intranet
- Strategy Implementation Engagement Plan
- Colleague Engagement Survey

SMG Meeting of 23 August

- Update on Planning for Academic Year 22-23
- Scottish Science Advisory Council Recruitment
- People & OD – Annual Data Analytics and Trend Analysis 21-22
- PGRs – Cost of Living Crisis

SMG Meeting of 5 September

- Admissions Update
- Teaching Planning Update
- Accommodation Matters and Proposed Nomination Agreements 2023-28
- Principles for Management of Space
- PGR Cost of Living Supplements
- Industrial Action
- New Prime Minister
- THE Awards
- Students from Ukraine
- Inflation

SMG Meeting of 12 September

- Her Majesty the Queen
- Admissions Update
- Teaching Planning Update
- Accommodation
- Integrated Planning and Budgeting Round
- Post-REF Reflective Analysis
- Talent Lab for Research Leaders – Ideas Summit
- Industrial Action
- Universities UK Annual Conference

SMG Meeting of 20 September

- Teaching Planning Update
- Admissions Update
- Winter Examination Diet
- REF2021 – Institutional Reflective Analysis and Actions
- Adam Smith Tercentenary
- Industrial Action
- Students from Ukraine, Russia and Belarus

Court Context Card 28 September 2022 - University Secretary's Report	
Speaker	Dr David Duncan
Speaker role	COO and University Secretary
Paper Description	For information / items for approval; items for discussion if Court wishes
Topic last discussed at Court	Last report was to June 2022
Topic discussed at Committee	NA
Committee members present	NA
Cost of proposed plan	
Major benefit of proposed plan	
Revenue from proposed plan	
Urgency	High, Medium & Low
Timing	Immediate where relevant
Red-Amber-Green Rating	Green
Paper Type	Decision/Discussion/Information
Paper Summary	<p>Report from Secretary on a number of items for Court's discussion/decision and/or information. A brief outline of the key points is outlined below.</p> <p>A1 Gender Based Violence and Sexual Harrassment At the last Court meeting it was noted that the report was being finalised and we expect to receive the report shortly.</p> <p>A2 Disability Services Review At the Court meeting in June 2022 Court received an update on an ongoing Disability complaint. This matter is currently with our insurers and their solicitors; they are trying to reach a resolution.</p> <p>A3 Industrial Tribunal The University was recently involved in an employment tribunal brought by a member of academic staff.</p> <p>B1 Court Strategy Day Agenda The Strategy Day provided an opportunity for Court to be updated on a number of areas.</p> <p>B2 New and continuing Court members and Sub Committees The paper provides an update on Court and Sub committee appointments.</p> <p>B3 Court Business 2022/23 The Schedule of Court Business for the coming year is at Annex 1, for reference, along with the Statement of Primary Responsibilities of Court. Further details on the remits of the sub committees can be found on the University website - https://www.gla.ac.uk/myglasgow/governance/corporategovernance/</p> <p>B4 Student Contract Court is asked to note that the Univesity Secretary approved this on behalf of Court.</p> <p>B7 Scottish Code of Good Higher Education Governance The University of Glasgow is taking the lead on the revision of the Scottish Code of Good Higher Education Governance on behalf of the Scottish HE sector, with the work due to conclude by the end of the calendar year.</p> <p>Information on accommodation is provided as an update from the last Court meeting.</p> <p>Information on the Pay and Pensions - Industrial action is provided as an update from the last Court meeting.</p>
Topics to be discussed	As above plus any B items Court members may wish to discuss
Action from Court	To note the report and the approval of the Student Contract.
Recommendation to Court	
Relevant Strategic Plan workstream	Empowering People, Agility, Focus
Most relevant Primary KPI it will help the university to	NA
Most relevant Secondary KPI it will help the university to	NA
Risk register - university level	
Risk register - college level	
Demographics	
% of University	100% Cross University application on several items
Operating stats	
% of	
Campus	All locations
External bodies	UK and Scottish Governments; EU; Public health authorities;
Conflict areas	
Other universities that have done something similar	
Other universities that will do something similar	
Relevant Legislation	Scottish Government Roadmap; industrial relations legislation
Equality Impact Assessment	
Suggested next steps	
Any other observations	



Court – Wednesday 28 September 2022

Report from the University Secretary

SECTION A - ITEMS FOR DISCUSSION / DECISION

A.1 Gender Based Violence & Sexual Harassment

We expect to have the report by Morag Ross KC shortly. In the meantime, we continue to take forward the GBV action plan developed by colleagues in P&OD / EDU.

A.2 Disability Services Review

At the Court meeting in June 2022 Court received an update on an ongoing Disability complaint. This matter is currently with our insurers and their solicitors; they are trying to reach a resolution.

A.3 Industrial Tribunal

The University was recently involved in an employment tribunal brought by a member of academic staff. We expect to hear the outcome by the end of October.

SECTION B – ITEMS FOR INFORMATION / ROUTINE ITEMS FOR APPROVAL

B.1 Court Strategy Day 2022

The event provided an opportunity for Court to be updated on a number of areas and planning for the start of the academic session. Areas covered included:

- A Vision of the Future: where we might be in 2036 and 2051
- Where we have come from: the University's history, with a focus on trends and performance since the 1990s
- Geopolitics: the national and international context and the implications for HE and emerging markets
- Impact: an update on UofG and the SDG goals

Key speakers include representatives from the Bank of England and UK International Universities.

B.2 New and continuing Court members and Sub Committees

Rinna Väre began her term on Court on 1 July 2022 *ex officio* as SRC President, for one year.

Stuart Hoggan and Christine Middlemiss both began their terms on Court on 1 July 2022 as General Council Assessors for four years.

Kerry Christie has been re-appointed as an External Lay member of the Remuneration Committee for a further 4 years from 1 August 2022 to 31 July 2026.

The Nominations Committee approved the appointments of David Thompson and Arleen McGichen to the Finance Committee as an External Lay member for four years from 1 September 2022 to 31 August 2026.

The Nominations Committee approved the appointment of Martin Sinclair to the Audit and Risk Committee as an External Lay member for four years from 1 October 2022 to 31 September 2026.

B.3 *Court Business 2022/23*

The Schedule of Court Business for the coming year is at **Annex 1**, for reference, along with the Statement of Primary Responsibilities of Court. A list of remits/memberships of Court Committees for this session can be found <https://www.gla.ac.uk/myglasgow/>

The attendance lists for meetings of Court and its Committees for 2021/22 have been reviewed. There are no matters to report in connection with this. Details of Court attendance will be published on the website, in connection with the annual accounts.

B.4 *Student Contract*

The student contract which all students sign up to at registration has been updated for academic session 2022-23. A summary of the key changes is at **Annex 2**. Court is asked to note the approval of the Contract by the University Secretary.

B.5 *Pay and Pensions – industrial action*

Unison members undertook a two day strike on 20 and 21 September. The University of Glasgow branch was one of only four Scottish branches which took part. Most services continued to operate, but the UoG Sports facilities were forced to close on both days.

UCU has issued notice of ballots for industrial action to HEIs over the New JNCHES pay outcome 2022-23, and the USS. The ballots opened on 6 September and will close on 21 October. The ballots are being conducted on an aggregated basis (one for pay and one for USS). If UCU is successful in either ballot, the earliest it could start any industrial action would be 7 November.

Unite undertook a consultative ballot on the pay offer. 61.1% turned out to vote with 96.2% rejecting the pay offer. 86.3% expressed a willingness to participate in industrial action. Formal notification to ballot their members on industrial action was received this week and the ballot will take place from 27 September – 21 October.

GMB have indicated willingness to ballot members for industrial action but no formal notice has been submitted.

The Principal has written to all members of staff indicating that the University has budgeted an extra 3% for pay this year; these monies will be disbursed to staff after the Voluntary Living Wage uplift is announced and once we know if there will be any movement on pay at a national level.

B.6 *Summary of Convener's Business*

A summary of activities undertaken by the Convener since the last meeting is provided to Court members. The details are at **Annex 3**.

B.7 Scottish Code of Good Higher Education Governance.

The University of Glasgow is taking the lead on the revision of the Scottish Code of Good Higher Education Governance on behalf of the Scottish HE sector. We hope to conclude this work by the end of the calendar year.

B.8 Student Accommodation Issues

As in other cities across the UK, the contraction in the Private Rental Sector has affected the ability of students to find residential accommodation at the start of the academic year. We advised students not to travel to Glasgow unless they had pre-arranged accommodation. We also made temporary hotel rooms available to students on an emergency basis. In addition, we are addressing this in the following ways:

1. For 2022/23, we increased the number of rooms we can nominate to in Purpose Built Student Accommodation buildings by c.900.
2. We restricted the number of offers made to candidates in this year's recruitment round.
3. We are actively lobbying government at local, Scottish and UK level to reverse recent changes which have driven landlords out of the market.
4. In 2032/24, we will take a significant number of additional nominations.
5. We are advancing the residences strategy and seeking additional properties to buy or land on which to build additional student rooms.
6. We have increased hardship funds available to students who find themselves in financial difficulty as a result of the housing shortage.
7. The University and the SRC are providing practical advice and support to students seeking accommodation in the PRS.
8. Regrettably, we will have to avoid offering a guarantee of university accommodation to prospective students starting their studies in 2023. We will continue to advise students to travel to Glasgow only if they have already arranged accommodation.

B.9 Head of School

College of MVLS

Head of the School of Cardiovascular & Metabolic Health

Professor Christian Delles has been appointed as Head of the School of Cardiovascular & Metabolic Health from 1 August 2022 for a period of four years.

Head of the School of Cancer Sciences

Professor Chris Halsey has been appointed as Head of the School of Cancer Sciences from 1 September 2022 for a period of four years.

Head of the School of Psychology & Neuroscience

Professor Kate Jeffery has been appointed as Head of the School of Psychology & Neuroscience from 1 September 2022 for a period of four years.

College of Science and Engineering

Head of the Scottish Universities Environmental Research Centre (SUERC)

Professor Finlay Stuart has been re-appointed as Head of the SUERC from 1 August for a period of two years.

B.10 *Board of Directors – Research Data Scotland*

The mission of Research Data Scotland (RDS) is to promote and advance health and societal wellbeing through the provisioning and linkage of relevant administrative data. RDS is a company limited by guarantee, set up by Professor Roger Halliday who is Chief Statistician to the Scottish Government and the Interim CEO of RDS. The founding members of RDS are Scottish Government Ministers, Public Health Scotland and the University of Edinburgh. The Universities of Glasgow, Aberdeen and Dundee have been invited to join as members in keeping with RDS's aim to be a Scotland-wide resource. Professor Jill Pell is currently the University of Glasgow representative on the RDS Board of Directors. To become a member of RDS, the University of Glasgow is required to sign a Deed of Adherence. The draft document has been checked by Claire Munro (Senior Contracts Manager) and found to be in good order.

B.11 *Chancellors Fund*

A report and summary of activities undertaken by the Chancellors Fund is outlined in **Annex 4**.

ANNUAL SCHEDULE OF COURT BUSINESS

- (Sept*
- September**
- *Strategy Discussion Day)*
 - Pre-Court Briefing
 - Report on any action taken under delegated powers over summer
 - Court Strategy Day
 - Committee memberships
 - Statement of Primary Responsibilities
 - Full Risk Register including Mitigation Actions/Risk Appetite
 - Schedule of Court business for forthcoming year
 - Report on previous year's attendance of Court and Committees
 - Summary Income and Expenditure report (Finance Committee)
- November**
- Pre-Court Briefing
 - Audited Accounts/Financial Statements for previous year (including subsidiaries' financial statements and GU Trust statements)
 - Report on Investments (Finance Committee)
 - Summary Income and Expenditure report (Finance Committee)
 - Audit and Risk Committee annual report
 - Remuneration Committee report on senior pay review
 - Annual Report on the University's Complaints Procedure
 - Honorary Degree nominations
 - Annual report to the Scottish Funding Council on Institution-led Review of Quality
- February**
- Pre-Court Briefing
 - Draft Outcome Agreement for next year from Vice Principal (or in April)
 - Information Policy & Strategy Committee annual update
 - Finance KPIs
 - Summary Income and Expenditure report (Finance Committee)
- April**
- Pre-Court Briefing
 - Research update and KPIs from Vice Principal
 - SFC Main Grant Allocations for forthcoming year
 - Health, Safety & Wellbeing annual report
 - Summary Income and Expenditure report (Finance Committee)
 - Annual Self-assessment, convener appraisal and Code compliance
 - Annual Report from Organisational Change Governance Group
- June**
- Pre-Court Briefing
 - Strategic Plan (annual update)
 - SRC annual report
 - Institutional KPIs
 - Capital Programme
 - Budget Overview for forthcoming year/Financial Forecasts/sustainability
 - Learning & Teaching update
 - Equality & Diversity Strategy Committee annual report
 - Report on Investments (Finance Committee)
 - Summary Income and Expenditure report (Finance Committee)

University of Glasgow

STATEMENT OF PRIMARY RESPONSIBILITIES

The primary responsibilities of the University Court, as the governing body of the University, are:

General

To be satisfied that appropriate mechanisms are in place:

1. to administer and manage all of the revenue and property of the University and to exercise general control over its affairs, purposes and functions, taking all final decisions on matters of fundamental concern to the institution;
2. to safeguard the good name and values of the University and to ensure that the institution is responsive to the interests of its stakeholders, including students, staff, graduates, the local community and funding bodies;
3. to make provision, in consultation with the Senate, for the general welfare of students;
4. to ensure, in conjunction with Senate, the quality of the Institution's educational provision;
5. to ensure the solvency of the University and to safeguard its assets ;
6. to ensure compliance with the University's Statutes, Ordinances, Resolutions and other rules and regulations of the University, as well as national and international law where applicable;
7. to appoint the Principal and Vice-Chancellor of the University, including the terms and conditions attaching to the appointment, and to put in place suitable arrangements for monitoring his or her performance;
8. to appoint a Secretary of Court and to ensure that with regard to his or her managerial responsibilities in the University, there is an appropriate separation in the lines of accountability;

Strategic Planning

9. to approve the mission of the University and its strategic plans, setting out its aims and objectives in teaching and research, and identifying the financial, physical and staffing requirements for their achievement;
10. to approve a financial strategy, long-term business plans and annual budgets;
11. to approve an estates strategy for the management and development of the University's estate and buildings in support of institutional objectives;
12. to approve a human resources strategy and to ensure that reward arrangements for its employees are appropriate to the needs of the University;
13. to monitor the University's performance against approved plans and key performance indicators;

Exercise of Controls

14. to make clear and to review regularly the executive authority and other powers delegated to the Principal and Vice-Chancellor, to other senior officers and to other bodies of the University including the Senate and Committees of Court, such authority and powers to be set out in a Schedule of Delegated Authorities;
15. to ensure the proper use of public funds awarded to the University, observance of the terms of the Financial Memorandum between the University and the Scottish Funding Council (SFC) and compliance with the University's Outcome Agreement with the SFC;
16. to establish and monitor effective systems of internal control and accountability throughout the University;
17. to oversee the University's arrangements for internal and external audit and to approve the University's annual financial statements;
18. to ensure that arrangements are in place for the proper management of health and safety in respect of students, staff and other persons affected by University operations;
19. to be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.

Effectiveness and Transparency

20. to ensure, through the appointment of co-opted lay persons in accordance with the Statutes, and through liaison with the University's General Council with regard to its Assessors, a balance of skills and experience amongst the membership of the Court sufficient to meet its primary responsibilities;
21. to ensure that the proceedings of the Court are conducted in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life;
22. to ensure that procedures are in place in the University for dealing with internal grievances, whistleblowing, conflicts of interest and public interest disclosure;
23. to monitor its own performance and that of its Committees, with a formal evaluation of effectiveness undertaken not less than every five years.

September 2022

University of Glasgow

Court – Wednesday 28 September 2022

Student Contract: Student Terms and Conditions – Update for 2022-23

Helen Butcher, Director of Academic Policy & Governance

Introduction

The student contract which all students sign up to at registration annually has been updated for academic session 2022-23. Full details of the information provided to students is [online](#).

Due to the scheduling of completion of updating and the requirement to publish the Student Terms and Conditions before the opening of registration in early August, approval of the update was taken under summer powers by Dr David Duncan, Chief Operating Officer and Secretary of Court.

Note of Changes to the Student Terms and Conditions

The full Terms and Conditions document is attached with track changes marking the small number of revisions that have been made from the 2021-22 version. Updates were made with oversight from the University's legal team.

The following change is noted:

6.2 – new sub-section (j) relating to VAT or Sales Taxes which apply in some countries.

Action

Court is invited to note and endorse the Student Terms and Conditions for 2022-23.



University
of Glasgow

Student Terms and Conditions

UNIVERSITY OF GLASGOW
STUDENT TERMS AND CONDITIONS

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UNIVERSITY OF GLASGOW

STUDENT TERMS AND CONDITIONS

1. THE STUDENT CONTRACT

1.1 **Why you should read the Student Contract.** The Student Contract is a legally binding agreement between you and the University of Glasgow (the **University**) and is formed when you accept an offer of a place on a programme or course (whether taught or research-based) at the University and reconfirmed when you register for each academic year during your programme. You should therefore read the documents listed at Section 1.3 below carefully before you accept an offer of a place and/or prior to registration for the next academic year if you are already a student.

1.2 **What is the Student Contract?** The Student Contract sets out your rights and obligations as well as the University's rights and obligations. It applies from the point you accept your Offer throughout your period of study at the University. Some of the terms continue to apply after you have left the University. These are set out at Section 20 below.

1.3 The Student Contract is made up of the following:

- (a) the terms of your offer from us (both any offer received through the University and Colleges Admissions Service (UCAS) (or any body which succeeds it) and/or the offer received directly from us by email or letter) (the **Offer**);
- (b) the terms and conditions set out in this document (the **Student Terms and Conditions**), [which may be revised, amended or updated by us from time to time in accordance with Section 15 below](#); and
- (c) the **Regulations** set out in the *University Regulations* (our academic regulations are published annually and include the Student Code of Conduct which can be found at: <https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/>) which may be revised, amended or updated by us from time to time in accordance with Section 15 below.

All of these documents together comprise the Student Contract. If there is ambiguity or conflict between any of these documents, then the terms of the Student Terms and Conditions will take precedence over both the Offer and the Regulations and the Regulations will take precedence over the Offer.

1.4 The Student Contract tells you: who we are; the terms on which we will provide the relevant programme or course; the University's Regulations with which you must comply together with your other obligations to us, our staff, and to your fellow students; how you and we may change or end the contract; what to do if there is a problem; and other important information.

- 1.5 We appreciate that there is a lot of information to take in and that not all of it will be directly relevant to you (for example, some information only applies to our international students, other information, particularly in the *University Regulations*, relates to particular Colleges). We have tried to use plain English. However, it is your responsibility to read and meet all of your obligations under the Student Contract just as it is our responsibility to meet our obligations under it.
- 1.6 There are some terms that we think are particularly important:
- (a) **Section 6.7** which sets out what happens if you fail to pay any tuition fees which are due
 - (b) **Section 10** which sets out when we may make changes to or cancel a course or programme
 - (c) **Section 16** which sets out what we are responsible for and what we are not responsible for
 - (d) **Section 19** which sets out how the contract may be brought to an end, including your cancellation rights
 - (e) **Section 20.2** which sets out when you may be entitled to a refund of tuition fees
 - (f) **Section 21** which sets out what happens in circumstances outside of our control, such as adverse weather or a public health emergency.

If there is anything you don't understand or would like further clarity on, please contact us (using the contact details set out at Section 2.2 below) before you accept your Offer.

- 1.7 **Please keep a copy of the Student Contract.** We recommend that you retain a copy of these Student Terms and Conditions and your Offer for future reference. If you cannot locate a copy of the *University Regulations* on our website, please let us know using the contact details set out at Section 2.2 below.
- 1.8 **Other contracts you may enter into during your period of study.** You may need to enter into additional separate contracts with us with respect to specific services that we provide, if you wish to receive those other services from us; they are not covered by the Student Contract. Examples include if we provide you with student accommodation or if you wish to become a member of UofG Sport in order to use our sports facilities. You may also need to enter into additional separate contracts with us with respect to specific requirements of a programme, for example fitness to practise requirements, agreements relating to apprenticeships, placements or international study, agreements relating to studentship projects or agreements relating to intellectual property.
- 1.9 We will let you know if any services or programme requirements are subject to separate terms and conditions and provide you with a copy of the relevant terms and conditions in advance.

2. INFORMATION ABOUT US AND HOW TO CONTACT US

2.1 **Who we are.** We are the University Court of the University of Glasgow incorporated under the Universities (Scotland) Act 1889 and having our principal office at University Avenue, Glasgow G12 8QQ, a registered Scottish charity in terms of Section 13 (2) of the Charities and Trustee Investment (Scotland) Act 2005 (Charity Number SC004401, Charity Name 'University of Glasgow Court').

2.2 **How to contact us.** Our contact details for the purposes of the Student Contract are as follows:

Applicants who have not yet registered with the University

Business hours: Monday to Friday 9 to 5

<http://www.gla.ac.uk/enquireonline>

+44 (0)141 330 4515

1 The Square, Glasgow, G12 8QQ

For registered students

Business hours: Monday to Friday 9 to 5

studentservices@glasgow.ac.uk

+44(0)141 330 7000

Student Services Enquiry Team, Level 2, The Fraser Building, University Avenue, Glasgow G12 8QQ

2.3 **How we may contact you.** If we have to contact you we will do so by telephone, SMS, or by writing to you at the postal address you provide to us or, until your student email account is set up (see Section 2.4 below), a personal email address that you have provided to us. We will assume that the last email address, home address and term-time address that you told us about are the current addresses. You must tell us promptly if any of these change.

2.4 **Student email account.** The University will provide you with a student email account and we will normally use this email address to contact you. Any exceptions are listed in the Student Privacy Notice and/or during Registration via MyCampus. You must therefore check your University email account regularly.

2.5 **"Writing" includes email.** When we use the words "writing" or "written" in these terms, this includes email. If either you or the University is required under the Student Contract to notify the other about something, that notice may be sent by email and via MyCampus (for example, when we notify you about your exam results).

3. THE ADMISSION STAGE

3.1 **Information provided by you.** It is essential that all of the information you have provided (and will provide) to us (whether directly or through UCAS) is (or will be, when provided) true, complete and accurate. If it is discovered before you have completed registration that any information that you have provided is not true,

complete or accurate or that you have omitted relevant information that we have requested (whether directly or through UCAS), we may at our sole discretion amend your Offer or withdraw your Offer and end the Student Contract, in accordance with Section 19.5.

- 3.2 **Qualifications.** You may be required, at our request, to provide satisfactory evidence of your qualifications (including English language qualifications if required) before admission. Our request will set out what evidence is required, but may include original exam certificates and/or direct confirmation from the awarding body. If you fail to provide such evidence to our reasonable satisfaction, we may at our sole discretion withdraw your Offer and end the Student Contract, in accordance with Section 19.5.
- 3.3 **Conditions of Offer.** Our Offer of a place to you may be conditional i.e. subject to you satisfying certain conditions (such as obtaining particular qualifications, or satisfying necessary legal or other requirements) or it may be unconditional. If a conditional offer is made, the Offer will set out the conditions which you will need to fulfil to obtain a place.
- 3.4 **Failure to meet any Offer condition.** If you have not fulfilled the conditions of your Offer before the date notified to you in your Offer or any later date notified by us to you, we may at our sole discretion withdraw your Offer and end the Student Contract, in accordance with Section 19.5.

<p>If there is any part of the Offer that you do not understand or do not know how to fulfil, please contact the central Admissions Office as soon as possible. You will find details of how to contact the central Admissions Office in the University Prospectus and on the University Website.</p>

- 3.5 **Deferred Entry.** If you have not yet completed registration (see Section 4 below) and wish to defer your Offer until the next academic period, please review the conditions of the deferral policy relevant to your level of study and follow the guidance published on the University website. Deferred entry is granted at our sole discretion.
- 3.6 **Tuition fee status.** Your tuition fee status will be set out in your Offer and will determine the tuition fees that you will pay for your programme or course. The University will determine your tuition fee status based on information provided by you in your application about your nationality and residence in accordance with Scottish Government legislation relating to tuition fees. You may be required, at our request, to provide satisfactory evidence of your nationality, area of permanent residence, domicile over the last 10 years to support our assessment of Fee Status. Our request will set out what evidence is required. If you fail to provide such evidence to our reasonable satisfaction, we may withdraw your Offer and end the Student Contract, in accordance with Section 19.5.

- 3.7 **Your right to appeal your tuition fee status.** If you think your fee status has been calculated incorrectly, you have 30 days from the date of notification of Offer to appeal. Your appeal must be made by completing a Fee Status Enquiry Form.
- 3.8 **Your tuition fee status will be binding for the duration of your programme or course.** Once the time period for appeals under Section 3.7 has lapsed, your tuition fee status will not change. By exception, if we discover that your immigration status changes during your programme or course, we will review your fee status to determine if your fee status should change.
- 3.9 **Widening Participation support.** A range of support is available for students from widening participation backgrounds, which may include an adjusted offer of entry, eligibility for financial support and access to dedicated support staff. Access to these services is based on information provided in your application, such as the postcode of your main address, however on occasion, we may need to contact you for further information or to verify details of your application. If you fail to provide any such information requested, you may not be eligible for the support you would otherwise be entitled to. Any information provided will only be used for the purpose of assessing your eligibility for widening participation support, for example, whether you have experienced living in care, are estranged from family, are an asylum seeker or refugee. Any request will set out what information or evidence is required.
- 3.10 **International Students and Immigration.** If you are a national of a country that is subject to UK immigration control, you have additional obligations and responsibilities to us. These are set out in Schedule 1 to these Student Terms and Conditions.
- 3.11 **Criminal Convictions.** If required in relation to the specific programme or course to which you are applying, you must tell us about any unspent criminal convictions which you have received prior to your application or which you receive after your application has been submitted. Details of programmes and courses leading to professional qualifications (such as medicine, nursing, teaching and law) which require disclosure of criminal convictions will be provided to applicants by the relevant admissions team.
- 3.12 The Rehabilitation of Offenders Act 1974 allows most convictions to be considered spent after a certain period. This period – known as the rehabilitation period – is determined by the sentence or disposal given, rather than by the type of offence. If the rehabilitation period has not expired, then the conviction is considered unspent.

4. REGISTRATION

- 4.1 **Contact details.** The University operates a student information system known as MyCampus. You will be provided with information about how to register on MyCampus. You must provide your current contact details (term time and home contact details if different) via your MyCampus record including UK phone number, UK address and personal email address. You must update these details promptly following any change during your period of study at the University.

4.2 **Registration each year.** In accordance with [Regulation 1](#) of the *University Regulations*, you must complete the following stages of registration on MyCampus prior to starting your programme or course and again at the beginning of each academic year of your programme:

- (a) Academic registration, where you confirm the programme on which you are registered; and
- (b) Financial registration, where you confirm the arrangements in place in relation to the payment of your tuition fees (See Section 6 for further details regarding tuition fees).

4.3 **What may happen if you fail to complete registration.** If you do not complete registration in accordance with Section 4.2 above, the University may withdraw your Offer and end the Student Contract in accordance with Section 19.5 below.

5. HOW WE MAY USE YOUR PERSONAL INFORMATION

5.1 **Collection and use of your personal information.** We are committed to protecting the privacy and security of your personal information and will comply with all applicable requirements of relevant data protection legislation. We collect and process your personal information for academic, advisory, support, administrative, legal, financial, management, statutory, pastoral, and health and safety reasons. Our **Privacy Notice** describes how we will collect, store, and use your personal information both during and after your period of study at the University.

Please read our Privacy Notice carefully. It can be found here:

<https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/privacynotices/studentprivacynotice/>

5.2 **Disclosure to third parties.** In order to deliver your programme or course, we may need to disclose your personal information to certain third parties including certain of our contractors, agents and service providers, scholarship/bursary providers, professional accreditation bodies, placement providers, other universities involved in delivering your programme or course, debt collection agencies and relevant governmental departments and bodies. The third parties with whom your personal information may be shared and the purposes for which it will be shared, are set out in our Privacy Notice.

6. TUITION FEES AND OTHER CHARGES

6.1 **What tuition fees are payable?** The tuition fees applicable to your programme or course are set out in your Offer or associated communications issued before you accept the offer. Indicative tuition fee information is set out on the University Website. Your tuition fees cover your registration, tuition and one entry to the examinations

appropriate to your programme or course and, in the case of full-time students (but not students of associated institutions), Students' Union fees. Your tuition fees also cover your use of laboratories although for some postgraduate programmes additional bench fees are payable (see Section 6.2(c)).

6.2 **What other charges are payable?** In addition to your tuition fees, other charges may be applicable to you. The most common charges are listed below. The exact amount of these charges (or an estimate where such charges are variable) and details of how and when to pay them are set out on the University Website [or Offer](#).

- (a) **Examinations-only fee.** Students who are eligible because of previous attendance at the University to sit degree examinations must pay a registration fee.
- (b) **Thesis-pending fee.** Postgraduate research students who are registered as non-supervised thesis-pending students must pay a registration fee (of which 50% will be refunded if you complete the thesis within the first six months of the period).
- (c) **Bench fees.** Some postgraduate research degrees require the payment of bench fees (to cover the costs of basic consumables, computing hardware and software and other costs relating to the research). The University will confirm the amount of any bench fees in your Offer.
- (d) **Adam Smith Business School application fee.** Students applying to postgraduate taught programmes in the Adam Smith Business School must pay a non-refundable application fee.
- (e) **Postgraduate research resubmission fees.** Postgraduate students will be required to pay a fee for resubmitting their research for examination.
- (f) **Field Trips, Equipment and Books.** Some programmes and courses require mandatory field trips, equipment and reading lists which have a cost attached.
- (g) **Dyslexia Assessment fee.** You will be required to pay the cost of any dyslexia assessment requested by you. The University will reimburse you for this cost within two weeks of the results of the assessment unless the assessment findings do not confirm a specific learning difficulty.
- (h) **Replacement campus card.** You will be required to pay the cost of any required replacement campus card unless the card has expired, become inactive or damaged (in which case you must return the original card) or unless the card is stolen (in which case you must provide an official crime reference number).
- (i) **Library charges.** Charges apply to overdue loans, inter-library loan renewals, replacements of lost books (including inter-library loan books) and non-collection of inter-library loan books. Charges also apply to printing, binding and photocopying on University equipment.
- (+)(j) [VAT or Sales Taxes.](#) If the laws of the country in which you are resident require any VAT or other sales taxes to be paid in respect of your tuition fees**

or other charges, you are responsible for payment of those taxes. Unless you are required by law to withhold or deduct any amount from your tuition fees or other charges in respect of those taxes, the University may apply such taxes on top of your tuition fees or other charges. If you are required by law to withhold or deduct any amount from your tuition fees or other charges in respect of those taxes, you shall pay to the University such additional amount as will ensure that the University receives the same total amount of tuition fees or other charges that it would received if no withholding or deduction had been made.

The University does not charge any fee to students for their graduation ceremony however you should note that there are costs attached to hiring a graduation gown for your graduation ceremony or having your photograph taken by the official photographer at the graduation ceremony.

6.3 **Increases to tuition fees and other charges.** The University may increase the tuition fees and other charges applicable to your programme or course each year in accordance with the University's Tuition Fee Setting Policy and Process (available on the University Website).

6.4 **You are personally responsible for paying your tuition fees and other charges.** Even if you may have made arrangements with a student finance authority (for example SAAS) or third party sponsor to pay your tuition fees on your behalf, you remain personally responsible for payment if they do not pay your tuition fees. It is your responsibility to resolve any disputes you may have with your student finance authority or third party sponsor.

Details of how you can pay your tuition fees, including how to let us know about arrangements you have made with student finance authorities or third party sponsors, can be found on the University Website.

6.5 **Deadline for payment of tuition fees.** You must pay your tuition fees in full (or agree to pay your tuition fees by one of the University's instalment plan options, details of which can be found at <https://www.gla.ac.uk/myglasgow/students/money/paymentmethods/>) at the start of the academic year or the start of your programme if this is a different date. If you have agreed to pay your tuition fees, or other charges applicable to your programme, by an instalment plan, you must pay your tuition fees or other charges in accordance with the instalment plan date schedule, which can be found in the Finances Section of your Student Centre on MyCampus.

6.6 **What happens if you get into difficulty over payment of tuition fees or other charges?** If you are in difficulty over payment of tuition fees or other charges you should contact the Student Credit Control team at finance-student@glasgow.ac.uk to make them aware of any delay in payment. The University will seek to consult with you and endeavour, acting reasonably and taking into account your reasonable representations, to make an arrangement with you to repay the outstanding sums due within an agreed period.

6.7 **What happens if you do not pay your tuition fees or other charges by the deadline for payment?** If you do not pay your tuition fees or other charges before the deadline for payment and the University has not been able to make a repayment arrangement with you or you have missed 2 payments under such repayment arrangement, the University may:

- (a) apply interest at a rate of 3% per annum (calculated on a daily basis) to the unpaid amount;
- (b) cancel any direct debit or payment plan you have made;
- (c) hand-over your debt to an external debt collection agency for collection (see Section 21.5);
- (d) claim any costs actually incurred by the University recovering the debt from you (these costs vary by country but guidance can be found in the University's Student Debt Policy at <https://www.gla.ac.uk/myglasgow/students/money/policies/studentdebtpolicy/>); and
- (e) in the case of tuition fees, end the Student Contract, in accordance with Section 19.5(l) below, which means that you will be withdrawn as a student of the University.

6.8 **Stipends and other student financial aid paid by the University.** There are various stipends and financial aid funds paid to students by the University. If you are in receipt of any such funds from the University, you agree that, if the University makes any overpayment of such funds in error, you will promptly refund such amount to the University on becoming aware of such overpayment. You may make arrangements to repay such amount by contacting finance-student@glasgow.ac.uk.

7. DEPOSITS PAYABLE FOR CERTAIN POSTGRADUATE PROGRAMMES

7.1 **When is a deposit payable?** Some postgraduate programmes require a deposit to secure a place (details of these programmes can be found on the University Website). The amount of the deposit, how to pay and the deadline for payment will be set out in your Offer.

7.2 **Sponsored student requirements.** If you are applying to, or have been awarded, sponsorship from a third party that covers all tuition fees and you are therefore unable to make a deposit payment, you must attach a copy of your sponsorship application or financial guarantee award letter to your application.

7.3 **Failure to pay deposit.** If you do not pay the deposit by the deadline for payment in accordance with your Offer, the University may withdraw your Offer and end the Student Contract in accordance with Section 19.5.

7.4 **Offset of deposit against tuition fees.** Any deposit paid by you will be offset against the balance of tuition fees payable by you for the programme.

7.5 **Refund of deposit.** Any refunds of deposits will be made in accordance with the University's Refund Policy available at <https://www.gla.ac.uk/postgraduate/feesandfunding/deposits/#termsandconditionsofthedeposit>.

7.6 **Deferral of deposit.** If we have accepted your request to defer your Offer (in accordance with Section 3.5), the University may retain your deposit and credit it against your account for securing a place for the applicable year of entry.

8. ADDITIONAL SUPPORT REQUIREMENTS

8.1 So that we can consider appropriate support for you during your time at the University, you are encouraged (but not obliged) to tell us about any:

- (a) disability;
- (b) medical condition that may affect your ability to attend your programme or course;
- (c) healthcare or medical procedure that you anticipate that you may require during your programme or course that may affect your ability to attend; and/or
- (d) additional support needs that you may have.

If you do not tell us about any of the above we may not be able to fully support you.

8.2 Please also see Regulations [4 \(Disabled Students\)](#) and [24 \(Examination and Other Assessment Arrangements for Disabled Students\)](#) in the *University Regulations*.

Further information about the support provided by our Disability Service can be found on our website (<https://www.gla.ac.uk/myglasgow/disability/support/>). If you have any further questions or if there is anything you would like to discuss you can get in touch with our Disability Service Team:

Tel: + 44 (0) 141 330 5497/5121/7237/2260

Email: disability@glasgow.ac.uk

Address: 65 Southpark Avenue, Glasgow G12 8LE

Monday to Friday 0900 - 1700

9. PROGRAMME AND COURSE TRANSFERS

9.1 The University's Student Transfer Policy set out on the University's website (<https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentssupport/studenttransferpolicy/>) will apply with respect to requests to transfer programmes or courses at the

University. This policy articulates what you can and cannot do, following application and following registration at the University.

10. OUR RIGHTS TO MAKE CHANGES TO PROGRAMMES AND COURSES

10.1 **Programme and Course changes.** We try to provide information about our programmes and courses that is accurate and comprehensive so that you can make the right decisions about where, and what, to study. We will use reasonable endeavours to deliver programmes and courses in accordance with the descriptions we have published. However, on occasion we may need or may wish to make changes to a programme, or to courses or modules within it, either prior to or following registration. We therefore reserve the right to make variations to the content or method of delivery of programmes, courses and modules following the University's Course and Programme Approval process and/or Postgraduate Research Code of Practice which can be found on the University Website.

10.2 **Why might changes be made?** Changes to published programmes or courses may be necessary or desirable for a variety of reasons. By way of example only, the following explains some of the more common reasons for changes:

- (a) *Development of academic knowledge:* One of the strengths of the University is that teaching is research-led. Experts in your chosen field of study will ensure that important developments in the field are incorporated into the curriculum. Material that is no longer believed to be current may be replaced. In some fields such changes will happen more quickly than in others. There may also be changes to the way your course is delivered which are informed by research and development on student learning (pedagogy).
- (b) *Response to feedback:* On-going internal monitoring, including feedback received from current students, may also prompt changes.
- (c) *External requirements including professional accreditation:* The University must comply with various requirements set by other bodies, many of which relate to ensuring the quality of its degrees. For example, some programmes and courses carry external accreditation by professional bodies. Where their requirements change, the University must respond so that students continue to benefit from the considerable advantages of accredited qualifications.
- (d) *Expertise:* Unanticipated staffing changes may sometimes lead to changes in the content and availability of courses or research supervisors, for example where it is not possible to replicate specialist knowledge.
- (e) *Timetabling and student numbers:* Within each degree programme students take individual courses. On some programmes students have a considerable degree of choice from a list of different options, and examples of the available options are advertised on the University Website. This flexibility is one of the strengths of the University. However, you should be aware that not all courses will always be available. There may, for example, be a timetable clash with other courses that you are studying, or a course may have a limit on the

number of places available in any one year or may only run with a minimum number of registered students.

- (f) *Entry Requirements:* The entry requirements applying to each programme and course are reviewed regularly. However, no changes will be made to entry requirements after commencement of the relevant admissions cycle, which is after the October prior to entry in the next academic session.
- (g) *Events outside our control.* Sometimes things happen beyond our control, such as industrial action taken by staff, adverse weather events or epidemics. If those circumstances beyond our reasonable control interfere with our ability to provide any course or programme, we will try to minimise disruption as far as is reasonably practicable and this may require us to make changes.

10.3 **Programme cancellation.** On rare occasions we may be unable to deliver a programme for which you have accepted the Offer but in relation to which teaching has not commenced. Should this happen, you will be contacted with a full explanation of the circumstances and you will be offered help and advice in finding an appropriate alternative programme at the University. You and we have the right to end the Student Contract in these circumstances in accordance with Section 19 below.

10.4 **Changes to supervisory team for research programmes.** On rare occasions we may need to make changes to the supervision arrangements for a research programme. This may be, by way of example only, because of the ill-health or departure from the University of an appointed supervisor, or because of a breakdown in the relationship between you and an appointed supervisor. Should this happen, we will in accordance with the Postgraduate Research Code of Practice seek to allocate a replacement supervisor that is able to provide you with an appropriate level and quality of support. Should we be unable to allocate a replacement supervisor (by way of example, there may not be someone available having the appropriate knowledge and/or experience, or the allocated replacement supervisor is unacceptable to you), you and we have the right to end the Student Contract in accordance with Section 19 below.

10.5 **Study Abroad and International Exchange Students.** Students on our Study Abroad and International Exchange Programme can choose from a range of courses. However, you should be aware that not all courses will always be available. There may, for example, be a timetable clash with other courses that you are studying, you may not meet the course entry requirements, or a course may have a limit on the number of places available in any one year or may only run with a minimum number of registered students. You will be notified about any unsuccessful choice and offered help and advice in selecting an alternative course.

11. THE STANDARD YOU CAN EXPECT FROM US

11.1 We will deliver your programme or course with reasonable skill and care and in compliance with the Regulations set out in the *University Regulations*.

12. THE STANDARD WE EXPECT FROM YOU

- 12.1 **Sponsio Academica.** By registering you undertake to observe and comply with the *Sponsio Academica* ([Regulation 2](#) of the *University Regulations*). A translation of the *Sponsio Academica* is set out below:

“I, a student in the University of Glasgow, solemnly promise that I will fulfil the requirements of the Senate in accordance with the regulations of the University and I will conform to its discipline. Furthermore, I accept that I am responsible for commitment to, and engagement in, my learning and in other opportunities for my personal development.”

- 12.2 **Standards of behaviour - Code of Student Conduct and other Regulations.** In order to ensure the best possible learning environment and experience for you and your fellow students, we require you to maintain appropriate standards of behaviour. The *University Regulations* sets out various policies and codes of conduct with which you should take time to familiarise yourself and with which you must comply. Your attention is particularly drawn to the following Regulations (but you should note this list is not exhaustive):

- (a) University Plagiarism Statement ([Regulation 32](#) in the *University Regulations*);
- (b) Code of Student Conduct ([Regulation 33](#) in the *University Regulations*);
- (c) Fitness to Study Procedure ([Regulation 34](#) in the *University Regulations*);
- (d) Code of Practice on Unacceptable Behaviour ([Regulation 37](#) in the *University Regulations*); and
- (e) Statement on Alcohol, Drugs and Substance Misuse ([Regulation 41](#) in the *University Regulations*).

Please note that Regulation 33 (Code of Student Conduct) continues to apply following the end of the Student Contract in relation to any breach of Regulation 33 by you during your studies which is discovered following the end of the Student Contract.

Criminal Convictions. If required in relation to the specific programme or course on which you are registered, you must tell us about any unspent criminal convictions which you receive whilst you are a registered student of the University. Details of programmes and courses leading to professional qualifications (such as medicine, nursing, teaching and law) which require disclosure of criminal convictions while on course will be provided prior to registration. Section 3.11 explains what is meant by an unspent criminal conviction.

- 12.3 **Academic Standards.** In order to qualify for the relevant award at the end of your studies, you must satisfy various requirements. Your progress on your programme or course and your final award are not guaranteed and are dependent on your academic performance.

- 12.4 The Regulations that apply to your programme or course are set out in the *University Regulations*. These cover things such as the requirements for you to progress through the different stages of your studies (e.g. for progress to the honours years in your chosen subject(s)) and the total number of credits that you must complete and the grades required for award. Relevant information about these requirements is also included in course handbooks and you will be given reasonable notice of any changes that are introduced.
- 12.5 The Regulations that apply to you are those published in the *University Regulations* in the year that you begin your studies, or the year that you progress to your specific programme or course. Please see Section 15 which sets out our rights to make changes to the Regulations.
- 12.6 **Student placements and other engagement with third parties.** Certain students may have the opportunity to undertake placements with, or otherwise engage with (for example, conduct research with), third parties as a requirement of, or as part of, their programme of course. Such third parties may include other academic institutions, museums, health boards, charities, and companies and other industrial partners. Before being accepted on a placement or being permitted to engage with such third parties you may be required to agree to certain conditions set by the relevant third party. So, by way of example only, you may be required to agree not to disclose the confidential information of that third party, or to comply with the health and safety or other policies of a placement provider while on their premises.
- 12.7 **Fitness to Practise.** Certain programmes (by way of example only, programmes leading to certain qualifications in teaching, law, medicine, dentistry, nursing, psychology, and veterinary medicine) require students to demonstrate “fitness to practise”. Being fit to practise means having the skills, knowledge, health and character to work safely and effectively. Your attention is therefore drawn to [Regulation 36](#) of the *University Regulations* which sets out our policies and procedures in relation to determining fitness to practise. You may be required by your programme administrators to sign an additional agreement regarding your fitness to practise.
- 12.8 **Other important policies with which you must comply.** Your attention is drawn to the following important University policies which may be applicable to you and with which, if applicable, you must comply:
- (a) Regulations for the use of University ICT systems and facilities (available at <https://www.gla.ac.uk/myglasgow/it/policy/codeofconduct/>);
 - (b) Code of Good Practice in Research (available at <https://www.gla.ac.uk/myglasgow/ris/researchpolicies/ourpolicies/>);
 - (c) Code of Policy and Procedures for Investigating Allegations of Misconduct in Research (available at <https://www.gla.ac.uk/myglasgow/ris/researchpolicies/researchintegrity/misconduct/>); and

- (d) Postgraduate Research Code of Practice
(<https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>).

13. INTELLECTUAL PROPERTY POLICIES AND REGULATIONS

- 13.1 **Our intellectual property.** The copyright, design right and all other intellectual property rights in any course materials and all other documents or materials that we prepare or produce (which includes any materials prepared by our employees, contractors and agents) whether or not related to your programme or course will belong exclusively to us or our licensors.
- 13.2 You may use the University's intellectual property described above for the purposes of your own private study. You are not permitted to use any of our intellectual property for any commercial purpose and you are not permitted to share any of our intellectual property (including uploading our intellectual property onto social media or third party websites such as YouTube or Course Hero) without our express consent.
- 13.3 You must also comply with the Copyright Regulation ([Regulation 40](#) in the *University Regulations*) which describes the limited rights (and obligations) you have if you wish to copy third party material under copyright in connection with your studies (for example, materials held in our library).
- 13.4 **Misuse of University or third party intellectual property.** Any use of University intellectual property or third party intellectual property by you in breach of Section 13.2 or 13.3 above will be treated by the University as a breach of the Code of Student Conduct ([Regulation 33](#) of the *University Regulations*).
- 13.5 **Your intellectual property.** The copyright, design right and all other intellectual property rights in any work or materials that you produce during the course of your studies at the University will usually belong to you. However, in some cases we may require you to transfer ownership of such rights to us. Examples include:
 - (a) if you create intellectual property in connection with a project which is funded or sponsored by a third party (for example, under a research contract which the University has entered into, or under a commercially sponsored studentship);
 - (b) if you are working in an area based on and in which the University has valuable intellectual property;
 - (c) if arrangements are in place (or anticipated to be put in place) with commercial companies in relation to the results of the research in which you are involved and that research involves University employees; or
 - (d) if the research work you are conducting is carried out by you under substantial guidance from University staff.

In other cases, you will have the option to assign any intellectual property you create to the University. We will tell you whether you are required to transfer ownership of your intellectual property rights and will provide details of the terms of that transfer.

- 13.6 **Your rights if you transfer any intellectual property rights to us.** If you transfer to us any of the intellectual property rights referred to in Section 13.4 above, then you will be granted the same rights as an employee inventor at the University as set out in the University's Policy for Intellectual Property and Commercialisation (a copy of which can be found here: <https://www.gla.ac.uk/research/strategy/ourpolicies/>). You should follow the procedures as set out in this policy.
- 13.7 **Our rights to retain and use your research data.** Regardless of ownership of the relevant intellectual property rights, we require access to all data generated using our resources. You must therefore provide the original data when you leave the University. You acknowledge that the University may continue to use such data for the purposes of academic research and teaching. Unless you have transferred the intellectual property rights to us, we acknowledge and agree that we are not permitted to use any of your intellectual property for any commercial purpose without your consent.

14. IF YOU ARE NOT HAPPY – COMPLAINTS HANDLING PROCEDURE

- 14.1 Our Complaints Handling Procedure is set out in the *University Regulations* ([Regulation 29](#)). It explains what to do if you wish to raise a matter of concern to you or have a complaint about us or our services.

15. OUR RIGHT TO MAKE CHANGES TO OUR REGULATIONS AND POLICIES

- 15.1 The University is a large and complex academic institution. Our Regulations (set out in the *University Regulations*) and our policies referred to in these Student Terms and Conditions have been developed to allow for the good governance, good order, and efficient operation of the University. We may need or wish to make changes to the Regulations and/or policies for a number of reasons. You agree that we can make changes to the *University Regulations* and/or our policies:
- (a) if those changes are reasonable and will help us to maintain or improve good governance, good order or efficient operations (for example, if we have to make changes for health and safety or security reasons or with respect to new or unforeseen challenges);
 - (b) to comply with the requirements of law or a governmental authority, regulator or accrediting body; or
 - (c) if the change is agreed to be in the interests of the student body generally following consultation with student representatives.

Student representatives are consulted with respect to the drafting of all new Regulations and policies which impact upon students.

15.2 We will not normally implement changes to the *University Regulations* or our policies which affect student matters during an academic session. However, we reserve the right to do so if we reasonably consider such changes:

- (a) are required to maintain academic standards with respect to that academic session;
- (b) are necessary to run our programmes and courses effectively (to enable us to meet our obligations to you) with respect to that academic session; or
- (c) are necessary to comply with the requirements of law or a governmental authority, regulator or accrediting body.

We will give you reasonable notice of any such changes and all updates will be made available on our website.

~~15.2~~[15.3 We will review and may make changes to these Student Terms and Conditions each academic year. We will publish any changes on our website before the start of the academic year. Your registration for the next academic year will be considered an acceptance of those changes.](#)

16. OUR RESPONSIBILITY FOR LOSS OR DAMAGE SUFFERED BY YOU UNDER THIS CONTRACT

16.1 **We are responsible to you for foreseeable loss and damage caused by us.** If we fail to comply with our obligations under the Student Contract, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking the contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the offer process.

16.2 **We are not responsible for loss and damage to your property caused by you.** We are not responsible for any loss or damage to your property caused by you or by other students or by third parties for whom we are not responsible (for example if you lose an item of your personal belongings while on the University campus).

16.3 **We are not responsible for services provided by student organisations.** The Student Representative Council, Glasgow University Union, the Queen Margaret Union and the Glasgow University Sport Association are separate organisations independent from the University. We are not responsible for any services provided to you by those organisations.

16.4 **We are not responsible for any loss or harm you may suffer during any self-sourced work or volunteering opportunity.** The University will not have vetted the potential employer, conducted any health and safety, insurance or other risk assessments, or provided you with any advice specific to your potential opportunity. This will be the case whether or not the University has provided you with any financial support in relation to the opportunity. The University will therefore not be liable to you

for any loss or harm you may suffer during any self-sourced opportunity and, similarly, will not be responsible to the provider of the opportunity for your acts or omissions. You must take appropriate steps to satisfy yourself about the nature of the opportunity and any risks that you might be exposed to.

16.5 **We do not exclude or limit in any way our liability to you where it would be unlawful to do so.** This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; or for fraud or fraudulent misrepresentation.

16.6 This Section 16 continues in effect even if the Student Contract ends.

17. YOUR RESPONSIBILITY FOR INSURANCE

17.1 You are responsible for obtaining your own insurance for your property and any other types of insurance that you may need during your period of study such as medical insurance and/or travel insurance.

18. CONFIDENTIALITY

18.1 We have set out in Section 4.3 above how we will collect and use your personal information. However, you may during your course of study at the University be exposed to information that needs to be kept confidential. For example:

- (a) if you are involved in a research project at the University you may receive certain information, know-how, data, and other information which the University regards as confidential including, without limitation, the results of projects being conducted at the University, details about unpatented inventions, proposals for additional work or studies, confidential information about an industrial sponsor, and possible commercial opportunities for the University;
- (b) information disclosed during a complaints process; and
- (c) certain programmes (by way of example only, programmes leading to certain qualifications in teaching, medicine, dentistry, nursing and psychology) require students to be exposed to confidential information about individuals such as pupils, patients and relatives,

and all of the above are examples of **Confidential Information**.

18.2 You must respect and preserve the confidentiality of Confidential Information. Accordingly, you must not, without our prior written consent, either:

- (a) disclose the Confidential Information to any third party; or
- (b) use the Confidential Information for any purpose other than the purpose for which such Confidential Information was disclosed to you (this is likely to be for use in a particular research project).

- 18.3 The obligations of confidentiality set out above shall not apply, or shall cease to apply, to such of the Confidential Information as you can show:
- (a) has become public knowledge other than through disclosure by you in breach of this Section; or
 - (b) was already known to you prior to disclosure by or on behalf of the University; or
 - (c) has been received by you from a third party who did not acquire it in confidence from the University or from someone owing a duty of confidence to the University; or
 - (d) you are required by law to disclose.
- 18.4 You must, whenever the University so requests, return to the University all documents and other records of the Confidential Information or any of it in any form which you have in your possession or under your control.
- 18.5 **Additional obligations if you process Personal Information during your studies.** If during your studies you use personal information about another individual (for example, you are working on a research project and you analyse personal information about research subjects), the additional obligations set out in Schedule 2 apply to you.
- 18.6 This Section 18 continues in effect indefinitely even if the Student Contract ends.

19. HOW THE STUDENT CONTRACT MAY END

- 19.1 **Automatic contract end.** The Student Contract will end automatically in a number of different circumstances:
- (a) in the case of research programmes, the date on which we issue you with a letter confirming the award of your degree; or
 - (b) in the case of any other programme, the date on which we notify you of the final results of your programme, including any resits (whether or not we confer an award or degree on you); or
 - (c) if you have applied to us through UCAS and you have followed the UCAS procedure for accepting another university offer, declining your Offer or withdrawing your application.
- 19.2 **You have the right to cancel the Student Contract within 14 days of accepting your Offer.** If you accept an Offer but change your mind, you have 14 days from the date you accept our Offer to tell us you've changed your mind and to cancel the Student Contract and to receive a full refund of any fees that you have paid already under the Student Contract.

If you applied through UCAS, please contact UCAS to change your acceptance within 14 days of accepting your Offer. If you applied directly to the University, please cancel your Offer through our Applicant Self Service Portal within 14 days of accepting your

Offer. If you cannot use the Applicant Self Service Portal, you may contact the central Admissions Office by email, telephone call or letter. You will find the contact details for the central Admissions Office in the University Prospectus and on the University Website.

The Student Contract will end on the day on which we receive your self service cancellation, email, telephone call or letter. To arrange a refund of any fees you have already paid, please contact the central Admissions Office.

19.3 You have the right to end the Student Contract because of the University's actions.

You have the right to end the Student Contract for the following reasons:

- (a) we have told you about an error in the price or description of your programme or course and you do not wish to proceed;
- (b) we are unable to deliver the programme on which you are registered and we have been unable to find an alternative programme acceptable to you in accordance with Section 10.3; or
- (c) we have made or suggested a change to the supervisory team of your research programme that is unacceptable to you; or
- (d) you have a legal right to end the Student Contract because we have breached an obligation under it and, if the breach is capable of remedy, you have given us 30 days to remedy the breach and we have failed to do so.

If you applied to the University through UCAS and you are not yet a registered student, you can end the Student Contract by contacting the central Admissions Office. Depending on your circumstances you may also have to contact UCAS but we will advise you of this at the time if it is required.

If you applied directly to the University and are not yet a registered student, you can end the Student Contract by declining your offer through our Applicant Self Service Portal. If you are ending the Student Contract close to the start of your programme and we have begun the pre-registration process you will have to contact the central Admissions Office to request to withdraw (your Applicant Self Service Portal will inform you if this is the case). You will find contact details for the central Admissions Office in the University Prospectus and on the University Website.

In either of the above cases, the Student Contract will end on the date we receive your withdrawal.

If you are a registered student, you can end the Student Contract by completing and submitting a withdrawal form online via your MyGlasgow account. The Student Contract will end 10 days after the date on which we receive the withdrawal form (unless you contact us in the meantime to cancel the withdrawal).

19.4 You are still able to end the Student Contract even when it is not because of a University action and it is too late to cancel. If you want to end the contract for any other reason, just contact us to let us know.

If you applied to the University through UCAS and you are not yet a registered student, you can end the Student Contract by contacting the central Admissions Office. Depending on your circumstances you may also have to contact UCAS but we will advise you of this at the time if it is required.

If you applied directly to the University and are not yet a registered student, you can end the Student Contract by declining your offer through our Applicant Self Service Portal. If you are ending the Student Contract close to the start of your programme and we have begun the pre-registration process you will have to contact the central Admissions Office to request to withdraw (your Applicant Self Service Portal will inform you if this is the case). You will find contact details for the central Admissions Office in the University Prospectus and on the University Website.

In either of the above cases, the Student Contract will end on the date we receive your withdrawal.

If you are a registered student, you can end the Student Contract by completing and submitting a withdrawal form online via your MyGlasgow account. The Student Contract will end 10 days after the date on which we receive the withdrawal form (unless you contact us in the meantime to cancel the withdrawal).

19.5 We have the right to end the Student Contract with immediate effect because of certain actions by you. We may end the Student Contract if:

- (a) it is discovered that any information that you have provided on or with respect to your application is not true or accurate or is incomplete provided that, if the discovery is made after you have registered as a student, we have applied an expulsion or exclusion following the procedure set out in the Student Code of Conduct or an exclusion from a programme under the Fitness to Practise Procedure;
- (b) you fail to provide information or documents reasonably requested by us under Section 3.1 or 3.2 (by way of example only, evidence of your qualifications or your immigration status);
- (c) you have not fulfilled the conditions of your Offer before the date notified to you in your Offer or any other date notified by us to you (see Section 3.4 above);
- (d) you declare a relevant criminal conviction under Section 3.11 and we reasonably determine that the conviction prevents you from undertaking the programme or course; or
- (e) you tell us about a relevant criminal conviction under Section 12.2 and we apply an expulsion following the procedure set out in the Student Code of Conduct or Fitness to Practise Procedure;
- (f) it is discovered that you did not declare a relevant criminal conviction under Section 3.11 or Section 12.2, provided that in the case of a failure to declare under Section 12.2 we have applied an expulsion following the procedure set out in the Student Code of Conduct or Fitness to Practise Procedure; or

- (g) you do pay any applicable deposit in accordance with Section 7.3;
- (h) we are not reasonably satisfied that you have the required immigration status which permits you to undertake and continue your proposed programme at the University;
- (i) we are not reasonably satisfied that you have the required immigration status for the fee status in your Offer;
- (j) you do not register with the University within the timescale required (see Section 4 (Registration));
- (k) you fail to progress academically towards an award of the University (having gone through any available appeals);
- (l) you have not paid your tuition fees before the deadline for payment, the University has not been able to make a repayment arrangement with you (or you have missed 2 payments under such repayment arrangement) and you still do not make payment after we have reminded you in writing that payment is due; or
- (m) you fail to comply with the Student Contract (including the Regulations set out in the *University Regulations*, as amended from time to time) provided that, if such failure occurs after you have registered as a student, we have applied an expulsion or exclusion following the procedure set out in the Student Code of Conduct or an exclusion from a programme under the Fitness to Practise Procedure.

The Student Contract will end on the date on which the University withdraws you as a student of the University.

19.6 **We have the right to end the Student Contract if a programme is withdrawn.** If we have had to withdraw a programme because we are unable to deliver it in accordance with Section 10.3, you will be offered help and advice in finding an appropriate alternative programme at the University. However, if no alternative is available, we have the right to end the Student Contract, in which case the Student Contract will end on the date on which the University withdraws you as a student of the University.

19.7 **We have the right to end the Student Contract if an alternative supervisory arrangement for your research programme is not possible or not acceptable to you.** If we have had to seek to make a change to your supervisory team for your research programme, and we have been unable to allocate an appropriate replacement supervisor (because, for example, an appropriate replacement is not available, or the allocated replacement supervisor is not acceptable to you), we have the right to end the Student Contract, in which case the Student Contract will end on the date on which the University withdraws you as a student of the University.

20. RIGHTS AND OBLIGATIONS FOLLOWING THE END OF THE STUDENT CONTRACT

Following the end of the Student Contract the following rights and obligations apply.

- 20.1 **Payment of outstanding fees.** All outstanding fees owed by you to the University are payable immediately, in full, following the end of the Student Contract unless otherwise agreed.
- 20.2 **Refund of fees.** Any refunds of fees will be made in accordance with the University Policy on Reduction of Tuition Fee Liability and Refunds available at <https://www.gla.ac.uk/myglasgow/students/money/policies/refund/>.
- 20.3 **Return of property, data and Confidential Information and closure of student email account.** All University property (including campus cards) and all data (if any) referred to at Section 13.7 (research data) and the Confidential Information (if any) referred to at Section 18.4 (Confidential Information) within your possession or control must be provided or returned to the University. Unless your student email account has been suspended under the University's IT Regulations (<https://www.gla.ac.uk/myglasgow/it/policy/codeofconduct/>), the University will keep your student email account open for a reasonable time following the end of the Student Contract to allow you to download any information held in your student email account that you wish to keep.
- 20.4 **Academic Appeals.** Notwithstanding the end of the Student Contract under Section 19.1(a) or 19.1(b), you may appeal the results conferred upon you by the University in accordance with the University's Academic Appeals procedure available at <https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudent> [s.](#)
- 20.5 **Terms which continue to apply after the end of the Student Contract.** Some of the terms of the Student Contract will continue to apply after the Student Contract ends. We have highlighted these within the relevant Sections of these Student Terms and Conditions but set them out below, for ease of reference:
- (a) Section 4.3 (How we may use your personal information);
 - (b) Section 6 (Tuition and other fees);
 - (c) Section 13 (Intellectual Property Policies);
 - (d) Section 16 (Our responsibility for loss or damage suffered by you);
 - (e) Section 18 (Confidentiality);
 - (f) This Section 20 (Rights and obligations following the end of the Student Contract);
 - (g) Section 21 (Other important terms);
 - (h) Schedule 2 (Additional Obligations relating to processing of Personal Information); and

- (i) [Regulation 33](#) of the *University Regulations* (Code of Student Conduct) but only in relation to any breach of Regulation 33 by you during your studies which is discovered following the end of the Student Contract.

21. OTHER IMPORTANT TERMS

- 21.1 **Events outside our control.** We will not be liable or responsible for any failure to carry out, or delay in carrying out, any of our obligations under the Student Contract where that delay or failure is caused by an event outside our reasonable control. Examples include adverse weather, pandemics, accidental destruction of a building or industrial action by staff.
- 21.2 For so long as the event outside of our control continues:
- (a) we can suspend those of our obligations under the Student Contract which are directly affected by the event; and
 - (b) the time allowed to carry out those obligations will be extended for the length of time the event continues.
- 21.3 We will take reasonable steps to bring the event to a close or to find a way in which we can carry out our obligations under the Student Contract despite the event. Please also see Section 10.2(g) which sets out our right to make changes in response to such an event.
- 21.4 **We may transfer certain of our rights and obligations to someone else.** We may transfer our obligations under the Student Contract to another organisation or person. This may happen, for example, when we engage a third party to provide specialist teaching. If and when this happens, we will remain responsible to you for the performance of our obligations by that third party.
- 21.5 **We may also transfer our right to receive unpaid fees or other sums of money that you owe us to a third party** but we will tell you when this happens. This may happen, for example, where you owe us a debt under the Student Contract and we pass that debt for collection to a third party debt collection agency.
- 21.6 **You need our consent to transfer your rights to someone else.** You may only transfer your rights or your obligations under these terms to another person if we agree to this in writing. We have no obligation to agree.
- 21.7 **Nobody else has any rights under this contract.** The Student Contract is between you and us. No other person shall have any rights to enforce any of its terms except where we transfer rights in accordance with Section 21.5.
- 21.8 **If a court finds part of the Student Contract illegal, the rest will continue in force.** Each of the Sections of the Student Contract operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining Sections will remain in full force and effect.

21.9 **Even if we delay in enforcing the Student Contract, we can still enforce it later.** If we do not insist immediately that you do anything you are required to do under the Student Contract, or if we delay in taking steps against you in respect of your breaking the Student Contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you but we continue to provide the programme or course, we can still require you to make the payment at a later date.

21.10 **Information on our website.** Information for students is contained on our website here: [www.gla.ac.uk/studentcontract] and where information from our website is specifically referred to in these Student Terms and Conditions, that information will form part of the Student Contract.

If there is any error in this information the University may correct the error and corrections will be binding (subject to your right to end the Student Contract under Section 19.3(a)). If there is any conflict or ambiguity between any information contained on our website and the Student Contract, then the Student Contract will prevail.

21.11 **Which laws apply to this contract and where may you bring legal proceedings?**

The Student Contract is governed by Scots law.

If you want to bring legal proceedings against the University, then subject to any rights you as a consumer have under Scots law to bring an action against the University in another country, you must bring those proceedings to the Scottish courts.

If we need to bring legal proceedings against you we may bring them in any court or courts anywhere in the world that will hear such proceedings. For example, if you are residing outside of Scotland and we need to pursue you for unpaid tuition fees, we may bring legal proceedings in a court in the country where you are resident.

21.12 This Section 21 will continue to apply after termination of the Student Contract.

Schedule 1

Non-UK Students

General additional terms for non-UK Students

If you are a national of a country that is or becomes subject to UK immigration control, the following additional terms and conditions apply:

- 1) You will need to demonstrate with appropriate evidence, at the point of registration and whenever requested to do by the University during your programme, that:
 - a) you have a valid immigration status which permits you to undertake and continue your proposed programme at the University; and
 - b) you have clearance under the Academic Technology Approval Scheme (ATAS) if this is required for your particular programme at the University.

Appropriate evidence may include valid, original immigration documentation showing permission to be in and study in the UK, along with a valid passport or national travel document and any other documentation which may be requested by us and which is necessary under applicable governmental regulations. We will retain copies of the documents you provide to us and/or that we verify online for audit purposes (including audits by applicable governmental authorities).

- 2) You acknowledge that in our performance of the Student Contract (i) we may provide such information (including copies of the documents provided by you) to the applicable governmental authority (for example, UK Visas and Immigration (UKVI)) as may be requested under applicable legislation; and (ii) the applicable governmental authority may provide such information to us.
- 3) It is your responsibility to apply for, and provide such information as may be required in respect of, any required visa or other leave to remain. You acknowledge that the decision whether to grant a visa or other leave to remain rests with the UK Home Office or other relevant governmental authority and that we do not accept any responsibility for the success or failure of any such application.
- 4) You acknowledge that we have the right to contact the relevant authority (for example, UK Visas and Immigration) and request information about your immigration status (including current UK immigration status, immigration history and the status of any ongoing immigration application).
- 5) You must inform us, as soon as reasonably practicable, of any changes to your immigration status and provide documentation detailing the change(s). You must also provide any information on your immigration status requested by us. Information provided in response to such requests must be true, complete and accurate to the best of your knowledge.
- 6) You have responsibility for ensuring that you comply with all of the terms of your immigration permission whilst studying at the University. If you wish to take up paid and/or unpaid employment on a part time basis, you must undertake such employment in

compliance with the conditions of your visa or other leave to remain as set out in UK immigration rules. Please note that if you choose to withdraw from your studies, if your Student Contract is ended by the University or if you are granted permission to interrupt your studies, this may affect the validity of your visa and your ability to enter and/or remain in the United Kingdom.

- 7) Prior to the expiry of the applicable immigration permission, you are responsible for ensuring that you either leave the UK or submit an in-time extension application (i.e. a valid application submitted before, or in exceptional cases, on, the expiry date of your current leave). If an application for extension of leave is made, you must provide us, as soon as reasonably practicable, with evidence of submission of the new application. If, after expiry of the existing leave, you fail to provide evidence of submission of an in-time application, you will be suspended from studies until this evidence is provided. If an application for extension of leave is submitted after expiry of the previous leave, you will be suspended from studies until evidence of valid UK immigration permission is presented to the University.

Specific additional terms for non-UK students sponsored under the UK Tier 4 (General) or Student Route scheme

In addition to paragraphs 1-8 above, students who have been issued a Confirmation of Acceptance for Studies (CAS) and/or students who hold a Tier 4 (General) or Student visa under the University's sponsor licence are also subject to the following further conditions.

- 8) Prior to commencement of your programme, you must arrive in the UK and fully complete registration no later than the latest start date shown on your CAS. If commencing a new programme following completion of a previous programme at the University, you must demonstrate that you have submitted your new immigration application in-time and, if applicable, within any earlier deadline stipulated by UK Visas and Immigration guidance. Failure to meet this deadline may result in suspension from studies. If returning to the next academic year of your programme, you must complete registration promptly and within any deadline imposed by us. Failure to complete registration by the appropriate deadline may result in withdrawal of visa sponsorship and the revocation of any Tier 4 or Student visa held.
- 9) You must fully engage with your programme, attend all required teaching activities and fully adhere to any required attendance policy. Permission for any length of absence from studies must be sought and will be granted or refused at the discretion of the applicable School or College in line with its attendance policy. We will withdraw visa sponsorship from any students whose attendance/engagement with studies is deemed to be unsatisfactory and/or where they have acted in breach of applicable attendance policy.
- 10) You must attend all scheduled visa check-in sessions held throughout the academic year. The dates and locations of these check-ins will be determined by the University and notified to you. When attending a visa check-in session you must present your current passport and original immigration documentation showing your continuing permission to be in the UK and study at the University, in addition to any other document requested by us. Where

immigration status has been issued digitally, we may verify this again to ensure validity. Failure to attend a visa check-in with the required documentation may result in the withdrawal of visa sponsorship and the revocation of any Tier 4 or Student visa held.

11) If your Tier 4 (General) or Student visa will expire prior to the expected completion of your programme, you may request a CAS to enable submission of an application to extend your visa. We will consider CAS requests reasonably but at our sole discretion, and in line with applicable regulations for licenced sponsors. You must submit your application in-time. Failure to submit an in-time application may lead to the withdrawal of a CAS issued prior to the expiry of your visa. A CAS will not be issued to students who have remained in the UK past the expiry of their current leave or breached any conditions of that leave. Where a Tier 4 or Student visa application is refused, the student must inform the University immediately after receipt of the refusal notice and fully comply with any suspension imposed. If you wish to submit a further Tier 4 or Student visa application in the UK, issue of a second CAS will be at our sole discretion.

12) Please note that your Tier 4 (General) or Student visa may be revoked or curtailed if your Student Contract ends for any reason. In such circumstances you may not be entitled to a refund of any degree programme fees already paid.

English language requirements

You may be required, at our request, to provide satisfactory evidence of your English language qualifications before admission. Our request will set out what evidence is required, but may include original exam certificates and/or direct confirmation from the awarding body. If you fail to provide such evidence to our reasonable satisfaction, we may at our sole discretion withdraw your Offer and end the Student Contract, in accordance with Section 19.5.

Schedule 2
Additional Obligations relating to processing of Personal Information

For the purposes of this Schedule 2, the following terms are used:

- | | |
|--------------------------------|---|
| Data Subject | this means a living person who can be identified from personal information (for example an identifier like a name, address, ID number or physical attribute); |
| Personal Information | this means any information about a Data Subject; |
| Process | this means any kind of use of Personal Information, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction; |
| Processing Instructions | this means the instructions relating to the Personal Information set out in this Schedule 2 together with any other instructions relating to the Personal Information provided to you in writing by the University. |
- 1) Where you process Personal Information during your studies at the University, depending on the particular circumstances you may either be processing such Personal Information on the University's instructions (in which case paragraph 2 below applies to such processing), or you may be processing such Personal Information not on the University's instructions (in which case paragraph 3 below applies to such processing).
- 2) If you are processing Personal Information on the University's instructions, you shall:
- a) process the Personal Information only on and in accordance with the Processing Instructions;
 - b) not disclose any Personal Information without the University's prior written consent, except as required by law or as is necessary to comply with the Processing Instructions;
 - c) take appropriate technical and security measures in relation to the processing of Personal Information appropriate to the risks presented by the processing, in particular the risks of accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Information transmitted, stored or otherwise processed;

- d) immediately notify the University if you receive any correspondence from either (i) a Data Subject or (ii) an applicable regulator in relation to the Personal Information and consult with the University prior to responding to any such correspondence;
 - e) immediately notify the University if you think any of the University's Processing Instructions are unlawful;
 - f) immediately notify the University (and in any case no later than 24 hours after becoming aware) of any breach of Personal Information (whether actual or suspected), by emailing dp@gla.ac.uk with as much detail as possible about the breach;
 - g) provide reasonable assistance and information to the University in relation to the University's compliance with applicable legislation relating to Personal Information, including:
 - i) consultations with applicable regulators;
 - ii) requests from Data Subjects; and
 - iii) Personal data breaches;
 - h) not transfer any Personal Information to any country outside the United Kingdom or European Economic Area without the University's prior written consent;
 - i) permit the University and those persons authorised by the University (including external and internal auditors, contractors and agents) and applicable regulators or those persons authorised by applicable regulators to monitor, inspect, interview and audit your data, documentation, systems, records, controls and materials for the purpose of reviewing your compliance and ability to comply with the obligations in this Schedule 2;
 - j) at the end of the Student Contract and at any time on request by the University, immediately securely destroy or delete or, at the request of the University, return securely to the University, all Personal Information currently in your possession and/or control and notify the University once this has been done by emailing dp@gla.ac.uk; and
 - k) if requested by the University at any time, enter into a separate data processing agreement relating to any Personal Information to which you are instructed to process on behalf of the University during the Student Contract.
- 3) If you are processing Personal Information not on the University's instructions (for example, where you are a postgraduate research student who has designed a research study that involves the collection and analysis of Personal Information), you and the University shall be jointly responsible for the processing of such Personal Information, in accordance with any guidance published by the University from time to time.
- 4) If you would like more information about the legal duties applicable to the processing of Personal Information further guidance can be found at <https://ico.org.uk/>.

**Convener of Court
Summary of Business – 22 June to 28 September 2022**

Date	Meeting	Location
27 June 2022	General Council – Half Yearly Meeting	Virtual Meeting
1 July 2022	Meeting re Estates and Finance Committee	Virtual Meeting
20 July 2022	Catch up with the Principal	Phone call
16 August 2022	Catch up with the Principal	Phone call
18 August 2022	Meeting with the SRC President	Virtual Meeting
5 September 2022	Convention of the South of Scotland	Virtual Meeting
6 September 2022	Pre-Court Officer's Meeting	Virtual Meeting
14 September 2022	Finance Committee	Virtual Meeting
15 September 2022	Catch up with the Principal	Phone call
27 September 2022	Court Strategy Day	Glasgow
28 September	Pre-Court Agenda Meeting	Glasgow
	Principal's P&DR with June Milligan	Glasgow
	Court Briefing	Glasgow
	Court	Glasgow

Court Context Card 28 September 2022 - Update on the Student Experience Strategy	
Speaker	David Duncan and Rinna Vare
Speaker role	Joint Conveners of the Committee
Paper Description	Student Experience Strategy
Topic last discussed at Court	Jun-22
Topic discussed at Committee	
Committee members present	N/A
Cost of proposed plan	TBC - Additional resources will be necessary to deliver the strategy including a building refurbishment programme and additional funds for the student organisations. Detailed cases would follow at a later stage.
Major benefit of proposed plan	The strategy aims to ensure that students have the opportunity and support to develop the skills, knowledge and experience that will enable them to be successful in their studies and future lives. It complements other University strategies and will provide a framework to measure and monitor the impact and delivery of the student experience.
Revenue from proposed plan	
Urgency	High
Timing	Session 22/23
Red-Amber-Green Rating	Green
Paper Type	Strategy - for noting
Paper Summary	<p>At the last Court meeting, members received an presentation on the Student Experience Strategy and since then a working group has been established to develop the portfolio of Student Experience projects, oversee delivery of the strategy and mitigate risks. This paper outlines progress to date, identifies major projects and lays the foundational investment plans for the next 5 years.</p> <p>The agreed set of deliverables for this group until the end of the calendar year are outlined in the paper.</p>
Topics to be discussed	Student Experience Strategy
Action from Court	Strategy - to note the update. A more detailed update will come back for approval in later in 2022 which will include - KPIs,detailed plans and costs.
Recommendation to Court	
Relevant Strategic Plan workstream	
Most relevant Primary KPI it will help the university to achieve	student satisfaction
Most relevant Secondary KPI it will help the university to achieve	
Risk register - university level	Risk 4 Student: Failure to offer an attractive, high quality and fulfilling student experience to UG and PG students.
Risk register - college level	
Demographics	
% of University	100% students
Operating stats	
% of	
Campus	All
External bodies	
Conflict areas	
Other universities that have done something similar	
Other universities that will do something similar	
Relevant Legislation	
Equality Impact Assessment	Many of the areas covered aim to bring about enhancement to the student experience that will positively impact on equality and diversity and cover a number of the protected characteristics of the Equality Act.
Suggested next steps	
Any other observations	

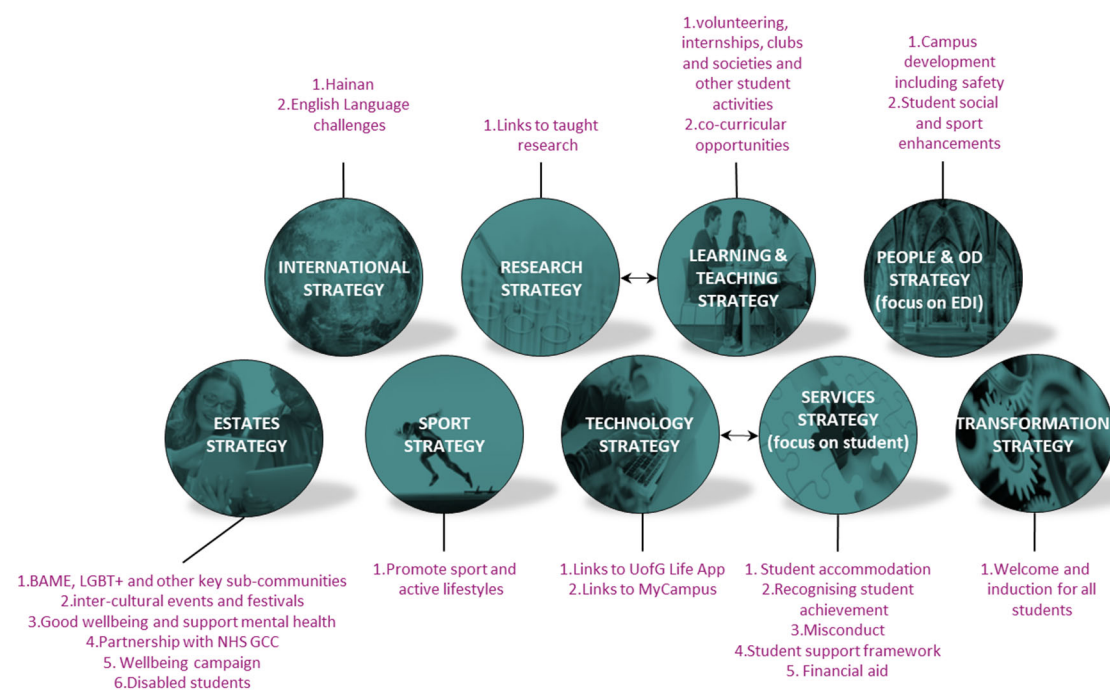
1. Introduction

In the University's Strategy 2025 – World Changers Together - we make a commitment to transform the student experience and prepare students to lead successful future lives and careers. We commit to providing students with an exceptional array of opportunities to pursue their social, sporting, volunteering and international interests and much more, enabling them to connect, develop new skills and enhance their prospects. More importantly, we commit to giving students the support to forge their own paths. The Student Experience Strategy, a strategy for student life, expands on this: it explains how we will provide students with fulfilling, rewarding and enriching co-curricular experiences, that will help them to understand and make their distinctive contributions to the world.

Since our first report to Court, a working group has been established to develop the portfolio of Student Experience projects, oversee delivery of the strategy and mitigate risks. This paper outlines progress to date, identifies major projects and lays the foundational investment plans for the next 5 years.

2. Strategic alignment

The Student Experience Strategy is a companion to the Learning and Teaching Strategy, but it is dependent upon and inter-relates with many others of the University's thematic and enabling strategies. Close collaboration and coordination with other key strategy delivery teams is critical to maximising outcomes and impact:



3. Developing our strategic pillars

As we develop the delivery plan for the Student Experience Strategy, we are working closely with the four student organisations, to agree a portfolio of projects and a compelling set of outcomes, which are mapped against the three pillars of the strategy. Our goal is to complete this work by the end of the calendar year and progress to date is described below:

Opportunity



We will:

- Curate a menu of opportunities for students to acquire new skills and experience, online and on campus, relevant to the interests and needs of undergraduate, taught and research postgraduate students.
- Provide high-quality careers advice, to help students plan confidently for their futures.
- Expand opportunities for students to acquire work experience through internships, volunteering, part-time work and applied research.
- Develop a compelling framework, which enables students to derive maximum benefit from their experience and includes:
 - Self-help tools and support to assist students with their planning and reflection.
 - A means of celebrating achievement in the form of accreditation and awards

This will add value through:

- Increased numbers of part time, internship and volunteering opportunities
- Students being recognised for their co-curricular achievements
- Improved awareness of clubs
- Greater involvement in campus life
- Students value support for personal and career development
- Improvements in job and further study outcomes

Wellbeing



We will:

- Develop safe and supportive learning communities (through setting out expectations at induction; promoting the use of the SafeZone app; and reforming our approach to matters of misconduct, so that students have confidence we can deal quickly with bullying and harassment).
- Promote a culture of continuing personal, academic and professional development.
- Promote sport and active lifestyles.
- Encourage mental wellbeing and destigmatising mental ill health

This will add value through:

- Students accessing an intuitive SafeZone app
- Students taking an active role in student organisations
- Increased engagement within UofG community
- Increased levels of physical activity, health and wellbeing
- Investment into existing and new sports facilities
- Students feel safe and well and able to focus fully on their learning
- Fewer students leaving their studies

Inclusion and belonging



We will:

- Improve welcome and induction and transforming the online experience for students as they join the University.
- Ensure that cost and accessibility do not represent barriers to participation in campus life.
- Provide for the physical and social needs of students who commute to the campus from other areas of the city region and beyond.
- Celebrate diversity, by curating an annual programme of events and festivals that reflect the many nations and beliefs represented within the campus community.
- Build on the work of the Understanding Racism, Transforming University Culture report and the review of gender issues and gender-based violence.
- Acknowledge and address the very real barriers to engagement that are often experienced by non-native speakers of English.

This will add value through:

- Improved experience for prospective students, applicants and new students
- Improved visibility of applicant and student journey
- Improved accessibility
- Students have access to affordable and fit for purpose accommodation
- Increased number of social and cultural events
- Non-native speakers have more opportunities to develop skills in English

4. Campus development

Underpinning the delivery of these pillars will be further development of our campuses, with a clear focus on the student experience.

The Estates Directorate is working on proposals that will lead to the refurbishment and expansion of social, recreational and support facilities on the Gilmorehill campus. The proposals are to develop the central spine of buildings that runs from west (ARC, JMS and QMU) via the central zone (McIntyre Building, Library, Fraser Building, Round Reading Room) to the east (GUU). This will include the refurbishment and upgrading of the fabric and facilities of the buildings occupied by the student organisations. We will also seek to upgrade our student-facing facilities at our Garscube and Dumfries campuses.

We are looking into ways in which the estate will enable delivery of the related sports strategy and the contribution this will make to student health and wellbeing.

Work is also ongoing with our international partners, to ensure that our vision for Gilmorehill is reflected in the development of our new engineering school buildings in Hainan and on established sites in China and Singapore.

5. Investment considerations

We are preparing an overarching business case that will show the architecture of our ambitions, an indicative programme of work and a schedule of the detailed business cases which will be presented to the Investment Committee. These business cases will present the scope, investment, benefits realisation plans, baselines and lower-level plan details.

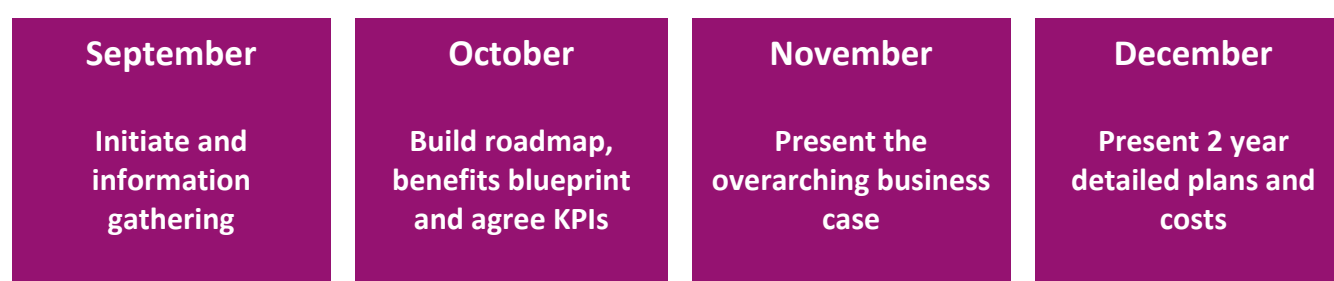
Pillar	Projects	Investment	Notes
Opportunity	Student clubs and societies Student volunteering project Student job shop Eco-hub Project Careers and global opportunity transformation project Accreditation project	£1.5M (recurrent)	In addition to these projects, we may also need to underwrite the costs of our international exchange programme, in view of uncertainties about the Turing scheme at a cost of £1.3M
Wellbeing	Social and recreational project Safeguarding and conduct project Wellbeing campaign project Sports project	£0.9M (recurrent)	We have already invested heavily in the areas of counselling and student support and the focus here is on activities which will promote healthy living
Inclusion and Belonging	Onboarding, welcome and induction projects Digital experience, including student apps Residential life project Postgraduate research experience project Disability review projects Commuting student project International student projects	£1.1M (recurrent)	Excludes committed costs associated with Onboarding transformation project. Includes: secondment from External Relations to lead on international student experience; additional projects associated with review of provision for disabled students

Campus development	Student facing estate at Gilmorehill Refurbishing union and SRC buildings Sports facilities project	£200 – 275M (capital)	Excludes proposed residential investment (£150-175M) and proposals for Garscube, Dumfries and international campuses
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6. Next steps

A Student Experience Working Group (SEWG) has been established to: develop the strategic objectives, outcomes and plans; create a single portfolio of programmes; and ensure stakeholders are engaged, with the voices of students and staff reflected appropriately. The agreed set of deliverables for this group until the end of the calendar year are:

- A detailed portfolio of projects including outcomes and measures mapped against the Student Experience Strategy and action plan. This will include articulation with and learning from innovations at College and School levels
- Roadmaps: one to show the timescales for delivery of new systems, processes and organisation design and one to show timescales for delivery of outcomes and impact. Both to show interdependencies
- Risk register, including full mitigation plan
- Business case needs and schedule as identified during the development of the project portfolio
- A standard dashboard suite showing status and actions required by the working group
- A maintained SharePoint/Teams site
- More detailed proposals for medium to long term resource needs to deliver the strategy
- A campus development roadmap
- A proposal for future governance
- Communications materials as required



Court Context Card 28 September 2022 - Report from Estates Committee

Speaker	Mr Ronnie Mercer
Speaker role	Estates Committee Convener
Paper Description	Report from Estates Committee (8 September 2022)
Topic last discussed at Court	Last report to Court was 21 June 2022
Topic discussed at Committee	Various
Court members present	Mr R Mercer (Convener), Dr B Wood, Miss R Vare
Cost of proposed plan	
Major benefit of proposed plan	
Revenue from proposed plan	
Urgency	Various
Timing	Short, Medium and Long Term
Red-Amber-Green Rating	Not Applicable
Paper Type	Information
Paper Summary	<p>Minute. Updating the Investment Plan. Progressing Stage 2 of the Strategic Property partnership. Launching the design for the Multi Use Facility. Securing new space for the growth in student numbers. Assessing Stage 2 tenders for the Reactive and Planned Maintenance contract. Energy and construction inflation.</p> <p>The number one risk for Estates department is lack of space. To secure extra space for growth in student numbers, Wellington Church and Turnbull Hall are being leased, with Ashton Lane Cinema being rented for morning classes.</p> <p>The remaining bidder for the Strategic Property Partnership involved in our Mixed Use Quarter and Innovation Zone proposition has advised that due to worsening economic conditions, primarily inflation and cost of borrowing, submitting a bid has been extremely challenging. The next few weeks will be used to seek a way forward and consider options as appropriate.</p>
Topics to be discussed	
Action from Court	
Recommendation to Court	
Relevant Strategic Plan workstream	
Most relevant Primary KPI it will help the university to achieve	All
Most relevant Secondary KPI it will help the university to achieve	Effective use of the Estate
Risk register - university level	
Demographics	
% of University	100% staff and students
Campus	Entire University Estate (all campuses)
External bodies	Glasgow City Council; external contractors
Conflict areas	Not Applicable
Other universities that have done something similar	
Other universities that will do something similar	
Relevant Legislation	Building and Planning legislation
Equality Impact Assessment	On a building by building basis/by CapEx, where applicable
Suggested next steps	
Any other observations	

UNIVERSITY of GLASGOW
Estates Committee
Minute of meeting held in Melville Room on Thursday 8 September 2022

Present: Mr R Mercer (Convenor), Mr I Campbell, Mr G Caldow, Mrs L Hanna, Mr A Seabourne, Dr B Wood, Mr D Smith, Miss R Vare

In Attendance: Ms N Cameron, Mr D Hall, Mr P Haggarty, Mr B Morton, Mr S Caldwell, Mrs M Hipkin, Mrs G Ward, Mrs K Y Biggins (Clerk)

EC/2022/47 Apologies

Mr Mercer noted apologies were received from The Principal, Dr Duncan, Professor McCue, Mr Kennedy and welcomed all.

EC/2022/48 Declaration of Interests

Mr Mercer noted declaration of interests by Mr Smith who informed committee that CBRE are advising a party bidding to be selected as JV partner for the Church Street Development Project and CBRE is bidding in response to the Hard FM services tender. Mr Hall advised a family member is a member of a party bidding for Hard FM services.

EC/2022/49 Minute of the meeting held on 4 May 2022

The Committee approved the minute.

EC/2022/49(a) Action Tracker

Action 8 - Implementation of recommendations identified in Major Projects Contracts Review.

The remaining actions will be considered by the sub-group considering the future contractor appointments for the Multi-Use facility. Ongoing.

Action 10 - Skills matrix to be updated for future lay members. This will be shared with appropriate parties when available. Ongoing.

Action 18 - Quotes for increased cost of Southern Gateway to be shared to Committee for comparison purposes. The paper detailing works, and associated costs was presented to Investment Committee (3/3/22 & 10/3/22) and Finance Committee (30/3/22) and approved. MOA with Multiplex signed with the Compensation Event £0.5M less than previously reported following further negotiation. Closed.

Action 19 - Paper to be presented on total investment needed on townhouse buildings including a location plan. This is being presented as agenda item 11 at today's meeting. Closed.

Action 20 - Committee were invited to feedback input for Draft Carbon Management plan to Executive Director of Estates. Ongoing.

Action 21 - Review Main Gate and JMSLH road crossings ahead of Freshers' week. Meeting has taken place with GCC. The crossing priority is being reset during w/c 12 September and will be monitored. Ongoing.

EC/2022/50 Annual Planner 2022/23

Mr Mercer noted this item is for information. Mr Campbell asked for the Committee to feed back any items they would wish to be included or expanded upon; it was agreed that further detail on operational expenditure would be included going forward.

EC/2022/51 Executive Director of Estates Report

Mr Campbell presented the report.

Since the last Estates Committee in May 2022, the focus within the Directorate has been on:

1. Updating the Investment Plan
2. Progressing Stage 2 of the Strategic Property partnership
3. Launching the design for the Multi Use Facility
4. Continuing good progress on ASBS and Western Site Infrastructure
5. Securing new space for the growth in student numbers
6. Assessing Stage 2 tenders for the Reactive and Planned Maintenance contract
7. Continuing to reduce the Reactive Maintenance backlog

Mr Campbell advised that the investment plan has been updated and covered under the Investment Projects Update. The design for the Multi Use facility is progressing and will focus on sustainability. RIBA stage one is anticipated by December with drawings likely during March 2023. Infrastructure snagging works are ongoing.

A major challenge in the last 6 weeks has been identifying additional space as student numbers have exceeded targets; 35 classes remain 'unroomed' with investigations ongoing as to whether to 'double teach' with some classes taking place between 4pm and 6pm. Wellington Church and Turnbull Hall are being leased with Ashton Lane cinema also being rented for morning classes. Extra costs are associated with these venues and additional staff required to support.

Following a question from the Committee in relation to why the targets had been breached it was explained that predicting post graduate entries were challenging as students may hold a number of offers with no clarity on whether they will choose the University of Glasgow. Following a further query from the committee regarding residential accommodation it was explained that the University is not obliged to offer accommodation to post graduate students, but the reduction in available rented properties has created a shortage of space for all our students.

Following a query from the Committee relating to whether to consider the Yorkhill site, Ms Cameron advised that a feasibility has been undertaken on a number of sites within 20 minutes of Campus however for more distant sites there are concerns relating to technology issues and student travel/ experience.

Mr Campbell further advised that work is ongoing on the new Maintenance contract where we are intending to introduce a single contractor for 'Hard Facilities Management (property maintenance)'. Five applicants have been interviewed and the assessment team are working on a final recommendation. We are working to mitigate any issues that may arise should the existing contractor not be successful. Following a question from the Committee as to whether there is any risk relating to 'TUPE'; it was confirmed there are no transfers of staff from the University to the new contractor.

Appointment of Technicians remains a challenge but a new offer is being agreed with People and Organisational Development. A shortage of Development Managers is also being addressed with interviews planned for end of September; the current shortage may affect future delivery of projects.

Finally, Mr Campbell advised that the University was considering necessary mitigations due to further property shortages following the rent freeze announced by the Scottish Government. The Director of Commercial Services will be invited to the next meeting to discuss.

EC/2022/52 Safety & Compliance Report

Mr Morton presented the report.

RoSPA Gold has been successfully achieved for a 4th year in a row. Recruitment is ongoing within the section and a remodel investigated in Support Services. There was an incident relating to a lost time injury in the library; procedures are being reviewed as a result. A Multiplex incident is being investigated. The Safety Contractor forum was held on 8 August. All fire safety improvement works are on schedule.

EC/2022/53 Investment Projects Update

Mr Haggarty presented the period 12 report.

There are 138 live projects, with 4 projects showing red due to time, 2 red projects due to cost and 1 quality red project.

Church Street costs have now been received from Morgan Sindall.

The following key points were noted in relation to the financial tables:

- Slippage and rephasing of works and associated expenditure were noted across Core, Facilities, 'Should-Do' and Sustainability Projects. It was noted that this was attributed to PM Teams now carrying out Facilities Projects, vacancies in the Development Team and the ongoing issues in relation to material/resource shortages and delays which have also contributed to cashflow projection issues.
- A significant increase in Learning Spaces spend was noted with a renewed focus on improving student experience.
- JMS Catering costs and Southern Gateway transfer into the ASBS project were as previously discussed and reported. Following a question from the Committee in relation to when JMS additional costs stop coming through – the Executive Director of Finance confirmed we included an additional 3% to the end of the Project. We will draw a line on additional costs at conclusion of defects in December 2022/January 2023.
- Period Movement was noted in JMSLH (£0.3M) and expenditure being brought forward on ASBS, in relation to steelwork being available earlier than expected.
- Contingency Usage was noted, with PDMS F&G costs now being shown as previously reported and approved.

Safety Contractor forum had taken place on 8 August ahead of Freshers week to drive home risks related to student/pedestrian movements around campus and reinforce the safety charter. The proactive leadership inspections of projects were noted. A correction to the Health and Safety Dashboard was made in relation to an ankle injury on the Robertson Demolition project, which was incorrectly reported as being on the Clarice Pears project.

EC/2022/54 Estates Risk Register

Mrs Hipkin joined to present the paper.

She advised that the format of the risk register has been updated in line with reporting across the University and the focus today was on space risks. Energy and construction inflation are also a high risk. Following a question from Committee on the relationship between risk appetite and the risk register, Mr Caldwell noted we require to ensure we strike an appropriate balance between identification and mitigation of risks. This is presented to the Finance Committee

Mr Campbell commented on the Post pandemic culture change risk. It was currently estimated that there was a 15 – 20% utilisation of office space at the University which was in line albeit slightly lower than the average UK figure across all sectors. Detailed studies on utilisation in University Services will be undertaken over the next month .

EC/2022/55 Energy Inflation

Mr Caldwell joined to present the paper

He explained that announcements expected today from the new UK Government will likely impact figures presented.

Utilities are procured via Procurement Scotland with the contract allowing purchases up to 2.5 years in advance. Gas can only be purchased to 90% capacity with the remaining 10% purchased on day before use. 100% of electricity has been purchased .

The major market influence is the withdrawal of Russian Gas to Europe . Gas prices have increased by 300%.

Mr Caldwell advised that there is a known accounts error relating to the Energy Centre but this will be amended at the next budget round. The more significant issue is that although the University budget for utilities this year is slightly more than required there will be a significant shortfall in the following two years . Following a question from Mr Mercer in relation to likely black outs – it was advised the UK does not have sufficient storage to last beyond 2-3 winter days. Discussions around energy security have been undertaken with the Business Continuity Officer and will be reported further in future meetings .

Following a question from the Committee in relation to switching to heat pumps it was confirmed that the Carbon Reduction Plan includes this action with a proposal to replace the CHP by 2028; the current energy situation may lead us to advance this proposal. Mr Campbell noted that we will also have to consider Student Welfare if there is an increase in use of university buildings during Winter due to soaring home fuel costs.

EC/2022/56 Construction Cost Inflation

Mr Haggarty presented the paper and advised that this is for information and awareness; the pressures are listed in the paper and whilst inflation may ease in future years it is anticipated that costs will settle at a new higher level. Currie and Brown are currently assessing the impact on our Investment plan. The issue of inflationary impact will be re-considered every 6 months.

Mr Caldow noted his concerns that the advised BCIS and Currie and Brown inflation figures are low and present a more positive scenario than is believed to be likely. Mr Campbell noted that many of the quoted reports are based on Bank of England forecasts which show a dramatic fall in inflation in future years; he is sceptical that the fall will be so sharp.

Following a question from the Committee in relation to current construction works, Mr Hall confirmed that inflation is forecast within current costs and budgets.

Concerns were noted that some sub-contractors supply chain may not survive the current economic outlook. Mr Campbell noted that all cost increases would be closely analysed by source; inflation, extra costs of sustainability or design changes.

EC/2022/57 Pre-1900 and Town House Estate

Ms Ward joined to present the paper.

Ms Ward explained that considerable work had been undertaken in the last 18 months to understand the condition of the pre-1900 portfolio which included the majority of listed buildings on the University estate. The paper focuses on external fabric as internal refurbishment piece is only being undertaken when strategically prudent. The Executive Director of Estates noted that comparison of refurbishment cost to market value is an inappropriate metric; investment cases should consider the worth of the property to the University which is often the cost of providing alternative property. The Committee noted that investment in refurbishment works also needed to focus on external safety – e.g. aging sandstone failure. Mr Morton advised that this matter is fully considered and also captured in the Estates Risk Register.

EC/2022/58 Mixed Use Quarter and Innovation Centre

Ms Cameron presented the paper and noted this report builds on previous papers and presentations.

The Committee queried if proceeding with the scheme was prudent at this stage in the current economic market. Mr Campbell noted we are coming towards the end of a long process and are in discussion with a single bidder. Market conditions have significantly changed in recent months and further discussion was needed with the external party to understand whether we could achieve all of our original aims; we have set aside 6 – 8 weeks for discussion with the party and will revisit our position after this period.

Following a question from the Committee around what discussions have we had with Scottish Enterprise and Glasgow City Council , Ms Cameron advised that we have had ongoing discussions with the Council but support would be appreciated to build a stronger relationship with Scottish Enterprise.

EC/2022/59 Committee Reports for Approval

13a Summary of Investment approved under delegation

The paper was provided for information. It was requested that a total to include aggregate of spending was included in future reports

13b Health Innovation Hub Leases, Govan

Ms Cameron presented the paper noting the Committee is being asked for approval of a lease of 125 years from Scottish Enterprise and then a sublease of the same land (with similar terms) to Kadans. It was noted that Heads of Terms has been agreed with both parties.

Following a question from the Committee in relation to whether the detailed agreement would come back to Estates Committee, it was advised that Mr Duncan - Secretary of Court would approve the lease following a check that terms were in line with the Heads of Terms agreed . Concerns were raised around the development agreement , any possible future failure by Kadans and what the implications would be to the University. It was agreed that further clarification was needed to be provided on the development agreement outside the Committee. The Committee agreed both leases subject to clarification of the terms of the development agreement.

EC/2022/60 Any other Business

There were no matters raised.

EC2022/61 Schedule of Meetings for 2022/23

Friday 28 October 2022 – Melville Room
Tuesday 10 January 2023 – Melville Room
Tuesday 14 March 2023 – Melville Room
Wednesday 17 May 2023 – Melville Room

Court Context Card - P&OD Committee - September 2022	
Speaker	Ms June Milligan
Speaker role	P&OD Committee Chair
Paper Description	Draft minute of P&OD Committee meeting held on 22.06.22 (incl. JCCN Minute of the 24.05.22 & EDSC Minute's from the 21.03.22)
Topic last discussed at Court	20.04.22
Topic discussed at Committee	See paper summary section.
Committee members present	See Attached.
Cost of proposed plan	N/A
Major benefit of proposed plan	N/A
Revenue from proposed plan	N/A
Urgency	
Timing	
Red-Amber-Green Rating	
Paper Type	Information
Paper Summary	The Committee heard a strategic update on Pay, Performance & Reward from Lesley Cummings - Director of Pay & Reward. The Executive Director of P&OD gave an update on strategic activity including the latest position on the USS pension and industrial action, colleague engagement, and diversity and inclusion. The VP HoC and Head of P&OD provided an overview of strategic activity within the College of Social Sciences, and the Head of Equality and Diversity Unit attended to provide an overview of the progress on the Equality, Diversity & Inclusion PSED Equality Outcomes – One Year On. The papers also include the draft minutes of the JCCN 24.05.22 & EDSC Minute's from the 21.03.22
Topics to be discussed	None
Action from Court	Primarily to note
Recommendation to Court	
Relevant Strategic Plan workstream	Agility, Focus, Empowering People
Most relevant Primary KPI it will help the university to achieve	Staff Engagement
Most relevant Secondary KPI it will help the university to achieve	Gender Equality/Service Delivery
Risk register - university level	2a,2b,3a,3b,11,12a
Risk register - college level	
Demographics	
% of University	100% staff
Operating stats	
% of	
Campus	All
External bodies	None Highlighted
Conflict areas	None Highlighted
Other universities that have done something similar	N/A
Other universities that will do something similar	N/A
Relevant Legislation	Legislation regarding consultation with trade unions.
Equality Impact Assessment	The topics discussed will impact on all staff within the University.
Suggested next steps	N/A
Any other observations	

University of Glasgow
People & Organisational Development Committee
Minute of meeting held on Wednesday 22 June 2022

Present: Dr June Milligan (JM), Christine Barr (CB), Dr David Duncan (DD), Prof. Carl Goodyear (CG), Prof. Sara Carter (SC), Dr Morag Macdonald Simpson (MMS), Prof. Kirsteen McCue (KM), Prof. Frank Coton (FC), Susan Ashworth (SA), Elise Gallagher (EG), Martin Glover (MG), Paula McKerrow (PMcK), Chris Branney (CBr) & Laura McCrimmon (LM) (Minute & Technical Support)

By Invitation: Lesley Cummings (LC), Director of Pay, Performance & Reward – Item 3
Jim McHarg (JMCH), Head of People & OD CoSS – Item 5
Mhairi Taylor (MT), Head of Equality, Diversity & Inclusion – Item 6

Apologies: Professor Sir Anton Muscatelli (AM), Rob Goward (RG), Shan Saba (SS)

Executive Summary:

- The Committee heard an update from the Director of Pay, Performance and Reward on key achievements across AY 2021/22, current priorities and future projects, noting the increasing value added to the PDR process through innovation, streamlining and automation activity.
- The Executive Director of People and OD provided an update on strategic activity including the latest position on 'Establishing New Ways of Working', the current employee relations climate at the University and strategic recruitment activity, including senior appointments.
- The Head of the College and the Head of People & OD (Social Sciences) gave an overview of strategic activity within the College, including the key people priorities aligned to the P&OD strategic themes of Living our Values, Maximising Organisational Capability and Delivering an Excellent Employee Experience.
- The Head of Diversity and Inclusion presented an update on progress against the 2021 Public Sector Equality Duty Equality Outcomes encompassing gender equality, race, disability and wellbeing, noting in particular, significant programmes designed to drive culture change in key areas such as the Gender-Based Violence and URTUC action plans.

POD/22/11 - Welcome & Apologies – Opening Remarks

JM welcomed the Committee, with apologies noted from AM, SS and RG. JM noted particular thanks to MMS who has served the Committee and other Court related forums for over 8 years.

POD/22/12 – Update from Court & Review of Committee Remit

JM updated the Committee on the recent Court meeting noting the approval of the University budget for the forthcoming year and congratulating the University on its recent REF results. The meeting included a visit to Cochno Farm allowing Court to gain a greater understanding of the operation of the unit within MVLS.

Members of the Committee were asked to reflect on the previously circulated POD Committee remit over the summer period and return any observations and comments to the Executive Director of P&OD in advance of the next meeting.

POD/22/13 – Pay, Performance & Reward – Strategic Update

LC provided a strategic update on Pay, Performance and Reward activities covering key achievements over AY 2021-22, current priorities and future projects.

The launch of the new online portal for the annual Performance & Development Review supported a new lighter touch approach with an 86% completion rate, consistent with pre-pandemic levels. A new 'Rewarding Contribution' mechanism was introduced to recognise the hard work and dedication of colleagues and acknowledge their contributions. 24% of the G1-9 population and 23% of the G10 population received some form of recognition with the gender split across each unit reported accordingly. The Committee noted the encouraging feedback received on this development across the University.

Academic Promotion has seen an increasing number of applicants year-on-year with ongoing growth in success rates. The ECDP cohort now accounts for the majority of applications with higher numbers of applications coming through from lower graded females. 81% of applicants were successful in 2021 with a balanced gender split. There has been positive feedback on the streamlined online system, its data and reporting functionality. The Committee noted the importance of this data and acknowledged the wide interest and impact of this digital and automated solution across the Russell Group.

The University's 2021 Equality and Diversity Pay Gap report highlighted a median pay gap of 13.7% (a decrease of 2.5% since 2018) and an average pay gap of 14.7% (a decrease of 3.3% since 2018). The gender, ethnicity and disability pay gaps are currently 11.77%, 9.8% and 8.5% respectively. Issues remain around the levels of reporting with 19% and 25% of the University population not disclosing their ethnicity and disability status respectively. Work is underway in Recruitment to better understand drop-off rates between application and appointment with regards to ethnic minority candidates. The Committee reflected on the diversity of the Committee (and that of other such Committees) and the Committee's role in supporting change.

Current initiatives include the forthcoming annual PDR round due to launch in July and the winners of the James Watt Technician Prize and Professional Services Awards (to be announced in June). Future projects include a review and re-modelling of the University's salary structure and creation of Professional Services Career Pathways. The Committee welcomed these developments, commenting on the strength of feeling during previous staff surveys around the need for clear career pathways.

POD/22/14 – P&OD Director - Strategic Update

CB provided an update across a range of strategic themes, including:

Research Excellence Framework - The results of the Research Excellence Framework (REF) 2021 were published at the end of May, with the University ranked 1st in Scotland and 10th in the Russell Group thereby demonstrating the high quality of research that is undertaken across the institution.

People First – Enabling New Ways of Working (ENWoW) - Embedding future ways of working and hybrid working continues with a sense of community beginning to return on campus. The Group has been considering implementing new approaches to our working environment based on our shared values and enabling culture. Significant progress is being made across the People & Technology themes, whilst the Space theme continues to be more challenging given the high volume of collaborative space managed by local areas and the general nature of our older buildings across Campus. The Committee acknowledged the challenges faced given the range of views and diversity of the work being undertaken by different teams, and the need to balance business requirements alongside wellbeing and workload considerations. Prof. Michael Brady recently launched a video highlighting this work and will attend the next meeting of the Committee.

Employee Relations Update - The University has experienced significant industrial unrest over AY 2021-22 which has proven significantly disruptive to the student experience and particularly challenging and distracting from more progressive initiatives. This has included both strike action and a range of actions short of strike culminating more recently in a marking assessment boycott, which was ultimately postponed. The current mandate for action extends to 7 October 2022. Going forward, efforts are focusing on partnership working with Trade Union colleagues at a local level with dialogue focusing on pay, recognition, career progression, diversity and inclusion, wellbeing and tackling precarity while the disputes remain live.

USS Latest Developments – Proposals tabled by UCU late in the consultation process were duly rejected by employers. Changes recommended by the Joint Negotiation Committee (JNC) regarding future benefits were subsequently approved by the Trustee Board and implemented from 1 April 2022, essentially concluding the change process. A level of discontent remains with the UCU dispute unresolved.

HE Sector – National Pay Award Negotiation Update – AY 2022-23 - UCEA has made a final offer which would provide an uplift of 9% for those on the lowest spine points from SCP3 of the pay scales, tapering to an uplift of 3% for those on or above SCP20. Dialogue continues with campus trade unions as noted above and the University has publicly committed to supporting a higher cost-of-living increase than in recent years given the challenging economic climate. Any such agreement will be within the bounds of the National Framework Agreement and will not deviate from the provisions of national bargaining to which both the University and the campus trade unions remain committed.

Strategic Recruitment & Talent Acquisition - Recruitment volumes remain high across all job families, with challenges persisting in highly competitive cross-sector employment markets within which the University operates. This has resulted in a drop in applicants for certain roles, particularly within the Management, Professional and Administrative job family and other 'niche' roles.

The Committee acknowledged the appointment of Professor Jo Gill from the University of Exeter who will succeed Professor Robby O'Maolalaigh as VP & Head of the College of Arts from 1 August 2022. The Committee recognised the significant efforts of the Recruitment Team in supporting a number of key appointments during this challenging time.

Colleague Engagement & Satisfaction - The Executive Director and respective Heads of P&OD are in the process of meeting with every unit head to gain a better understanding of current engagement activity within their respective areas of responsibility. The insights from these exchanges will inform future colleague engagement strategic plans to be published later in the year.

Organisational Change Update - The Committee acknowledged that the Lighthouse Laboratory (LLiG) was being wound down in the coming weeks and a massive logistical exercise had taken place to support over 500 colleagues pursue alternative career opportunities and/or voluntary exit.

Organisational Development - The OD Team has completed initial planning for the development schedule for AY 2022-23. The offering includes strategic development programmes such as Talent Lab for Research Leaders, Future Leaders, Strategic Leaders and Management Fundamentals which will be supplemented by a full offering of personal effectiveness courses and new 'bitesize' courses – offered as short, focused interventions.

Equality, Diversity and Inclusion - Professor Sara Carter had been appointed to the role of Gender Equality Champion, Professor Moira Fischbacher-Smith to the role of LGBTQ Champion and Rachel Sandison's remit for Refugee & Asylum Seekers has changed to Sanctuary Champion.

POD/22/15 – College of Social Sciences (COSS) – Strategic Update

JMcH and SC provided a strategic update on activity within the CoSS. The Committee heard an overview of the structure of the College and the pattern of growth over recent years. The College performed strongly in REF2021 particularly around 4* ratings in areas such as Education, Social Work and Social Political and History, Law and the Adam Smith Business School. Future priorities include: reinvigorating ambitious, relevant and valued research evidenced by vibrant centres; strong subject disciplines and challenge-focused themes; alongside developing a culture of external engagement which is of vital importance to the work of the College in reinforcing the University's position in the top 100 rankings in the world.

Talent attraction, development, retention and reward are a key focus for the college through expanding colleague participation rates in University development programmes and to reward colleagues appropriately through R&R payments (totaling £215,000 since December 2020). Efforts are ongoing to embed values-based leadership to change the College culture by calling out bad

behaviour and demonstrating positive role modelling. Other values-led activities are focused on embedding new ways of working and introducing Head of College Value Awards. To maximise organisational capability, efforts are being made to assess and engage talent with ongoing career and development discussions and to support the embedding of the Professional Services restructure within the Adam Smith Business School and the School of Education. The reinvigoration of the Engagement Leads Network continues in support of pulse survey activity and the delivery of an excellent employee experience alongside an ongoing focus on Athena SWAN activity.

The Committee shared insights on how the college may increase its employee engagement and metrics, raising the importance of the question 'What is it you want people to engage with?'. Emphasis was placed on the importance of a positive correlation between engagement levels and the extent to which leaders know their people. MG shared an example of a performance management strategy focused in the legal sector on 'know me', 'focus me' (objective setting) 'care for me' and 'inspire me' (development and career planning). The Committee welcomed this approach while acknowledging there could be challenges (particularly in academic areas) with large spans of control. The Committee stressed that it is vital for leaders to implement reporting lines that enable them to 'know' their team members, understand their workloads, and set clear near-term priorities and objectives in fostering a regular sense of achievement and progress.

POD/22/16 – Equality, Diversity & Inclusion - Strategy Update

MT provided a strategic update on progress concerning the Public Sector Equality Duty Equality Outcomes one year on.

- Improving our engaging and enabling culture for women (EO1) – positive progress continues, with significant interventions around the Gender-Based Violence (GBV) action plan. A full policy review has taken place, and a range of training has been implemented for Sexual Harassment Investigators and First Responders from Rape Crisis Scotland, the online reporting tool has been reviewed and a new Code of Professional Conduct has been developed. The Committee noted that progress continues with further work informed by the findings from the QC-led investigation.
- The Committee emphasised the importance of ensuring colleagues understand that the Code of Professional Conduct applies to all, and that due consideration is given to how it is launched, encouraging maximum impact with consideration given to the concept and strength of the foundations in place upon which to build. It was recognised that the individuals least likely to engage with the framework are indeed those who would benefit from engaging the most, which may place further reliance on others calling out poor behaviours. The Committee also acknowledged the importance of senior leader visibility and role modelling in supporting and embedding culture change.
- Significant progress has been made in the adoption of an anti-racist approach to race equality (EO2) as detailed in the URTUC action plan. There has been a small growth in the UK BAME population (by 0.4%) and future work will focus on making Race Equality training mandatory, developing an anti-racism campaign, empowering the 'Decolonising the Curriculum' Community of Practice and developing action plans to address identified issues relating to ethnic minority recruitment. The Committee discussed the early findings in relation to the BAME candidate attraction/progress through the recruitment process and agreed the issues faced are not unique to UoG or indeed the sector.
- Progress has been made in ensuring people with disabilities can engage and thrive (EO3), with a small growth in the number of colleagues declaring a disability (up by 0.5% to 4.9%) and the launch of a new process to support disabled and neurodivergent colleagues and their managers to explore and discuss adjustments. Next steps will focus on embedding the new support framework, hosting of a Hidden Disabilities event for senior leaders, and the continued promotion of our disability reporting mechanism. The Committee welcomed progress to date as a step in the right direction and recognised the challenges of the physical estate in adopting an effective holistic approach, including the Social Model of Disability.
- In articulating and embedding our values-led culture and behavioural framework (EO4), aligned with the GBV, URTUC and the Code of Professional Conduct action plans, work is ongoing to support the newly appointed Respect Advisers and a review of the colleague online reporting tool.

- Progress in support of the development of a culture of wellbeing (EO6) was covered under the Colleague Wellbeing Strategy related activity at the February meeting.

The Committee considered the overall challenges of turning plans (e.g. policies, frameworks, etc.) into action and highlighted the importance of communication in embedding principles into the psyche e.g. relevant questions into the PDR process, etc. and encouraging 'bottom-up' initiatives to inform activity and/or design frameworks. The Committee suggested that the 'Human Library' model may prove fruitful in building a more inclusive workplace culture.

POD/22/17 - People Analytics

The Committee noted the circulated standard data pack, noting that there were no significant deviations in existing trends. The Committee discussed the accuracy of absence rates and understood the challenges around consistency/reporting where individuals can work from home and others are noticeably absent. The Committee agreed that consideration must be given to an individual's fitness to work and the University's duty of care for individual wellbeing and be cautious of underlying issues that may mask some realities.

POD/22/18 - Draft Minutes of the EDSC 21.03.22 & JCCN 24.05.22

The minutes of the March EDSC and the May JCCN was noted by the Committee.

POD/22/19 - Minute of Meeting & Matters Arising – 24.02.22

The minutes of the previous meeting in February were approved.

POD/22/20 – Closing Remarks

The Committee thanked CG for his contribution to the Committee and offered congratulations on his appointment as Assistant Vice Principal for Strategy & Resources.



Joint Committee of Consultation & Negotiation (JCCN)

Date: 24 May 2022
Time: 14.30 – 16.00
Location: Teams

Attendees:

David Duncan (DD)	Chief Operating Officer	David Morgan (DM)	GMB
Christine Barr (CB)	Executive Director of P&OD	Thomas Queen (TQ)	Unite
Elise Gallagher (EG)	Deputy Director of P&OD	Maureen McBride (MMcB)/Scott Hurrell (SH)	UCUG
Jim McHarg (JMch)	HoHR - SOCS (rotational)	Sally Baxter (SB)	UNISON

Apologies

Frank Coton, Dania Thomas

MINUTE

JC227 **Welcome & Apologies**

SB welcomed everyone to the meeting: apologies were noted as above.

JC228 **Approval of Previous Minute/Matters Arising – 1 February 22**

The note of the meeting was approved as a true record.

Matters arising had progressed in relation to UofG Commercial Services with a meeting having been arranged where Scott Masterton (Director – Catering & Events) would provide an update on staffing matters.

The previously raised matter relating to the Management of Organisational Change was confirmed as being added to the agenda for the upcoming PRG.

JC229 **JNCHES Pay Negotiations Update**

A final pay offer has been made to the Trade Union side via the national bargaining arrangements. The offer starts at 9% at the bottom of the scale and tapers down to 3% for those at SCP 20 and above. Trade Unions continue to consult their members on the offer, with Unite confirming that a snap ballot was reflecting a rejection of the offer. At a national level Unite were considering disaggregated ballots for industrial action, subject to and pending the outcome of any dispute resolution process with UCEA. The picture will continue to evolve over the coming weeks.

JC230 **Updates from P&OD**

EG noted some key highlights and welcomed questions on the Policy Review Group (PRG), Collective Consultation Forum (CCF) and Organisational Change papers tabled in advance of the meeting. These included:

- Engagement was ongoing with Trade Unions, led by Unite, to support colleagues in what is a challenging situation regarding the Lighthouse Lab (LLiG). Confirmation had been received that the lab was unsuccessful in securing one of two contracts it was pursuing. The result of this will be a further reduction in the required workforce. The outcome of the other contract (ONS) is anticipated imminently. The University remains in regular contact with Ministers and Trade Union colleagues will consider other avenues to lobby the Scottish Government as appropriate. TQ referred to the ongoing TUPE transfer situation in Toxicology and the lack of clarity/framework to explain. EG will link with the MVLS P&OD Team and ask them to advise/clarify the key steps. **Action: EG**
- It was noted that further updates will be expected from Arts following the update delivered at the February JCCN on the Academic Curriculum Review. This remained at the data-gathering stage for the time being.
- Future changes are also anticipated in relation to the structure of Professional Services in the School of Social & Political Sciences (College of Social Sciences).
- The previously covered work on Support for Disabled and Neurodivergent Colleagues will launch in the week following the bank holiday.
- The CCF summary continues to reflect some pandemic related impacts which have distorted redundancy figures compared to the same period last year, whilst redeployment figures continue to reflect more positive outcomes.
- MMcB queried the general CCF data specific to 'irregular hours' colleagues (who are excluded from the main CCF reporting pack). It was agreed that relevant colleagues would hold a specific offline conversation to address this. **Action: EG**

JC231 **AOCB**

TQ raised a question in relation to facility time allocation in relation to Unite's membership. It was agreed EG and TQ would pick this up Unison and UCU may wish to consider similar. **Action: EG**

SB thanked the committee for their contributions and brought the meeting to a close.



Equality and Diversity Strategy Committee
 Minutes of Meeting held on 21 March 2022 at 10:00
 Zoom Meeting

- Present:** Prof Sir Anton Muscatelli (Convener), Mrs Christine Barr, Dr David Duncan, Prof Moira Fischbacher-Smith, Mrs Emma Gilmartin, Ms Uzma Khan, Prof Iain McInnes, Dr June Milligan, Prof Jill Morrison, Prof Roibeard O Maolalaigh, Dr Robert Partridge, Miss Rachel Sandison, Ms Eva Simmons, Ms Lesley Sutherland, Ms Mhairi Taylor
- Apologies:** Prof Muffy Calder, Miss Ella McCabe, Dr Dania Thomas
- Attending:** Dr Katie Farrell, Rev Dr Carolyn Kelly, Mrs Janell Kelly (clerk)

Welcome and apologies

The Convener welcomed members, noting U Khan was now attending EDSC in her capacity as the new Race Equality Champion, following the retirement of B Dean. He acknowledged the apologies received. The Convener noted Rev Dr Carolyn Kelly was joining the meeting to assist discussions in relation to agenda item 3 and Dr Farrell, from the Equality and Diversity Unit, was observing the meeting.

Members also noted R Sandison, who was in transit from an international meeting, would join the meeting once able to provide an update on Refugee and Asylum related items and then leave.

1. Minutes of the previous meeting – EDSC/20211220/Minutes1.1

The minutes were approved.

2. Matters arising – Paper 1

Members acknowledged a number of actions had not yet progressed. The following updates were provided.

Actions 1 (Dignity at Work and Study Policy)

M Taylor confirmed the Policy review will be undertaken later in the year.

ACTION: EDU

Actions 3 (Sanitary Bin access in all toilets) & 4 (Changing Places facilities)

D Duncan confirmed these items were being considered as part of the main Campus Development Plan which is the budgetary planning stage. He noted this is due to be completed by June 2022 and hoped to be able to report back on these items at the next meeting.

ACTION: D Duncan

Action 5 - Provision and facilities for prayer and reflection spaces

M Taylor advised this would be discussed as part of agenda item 3.

Action 6 - UofG Awarding Gap Data Analysis

M Taylor noted an update on this item would be provided at a future meeting.

ACTION: S Naeem/T Scotto

Action 7 - Gender Based Violence and Sexual Misconduct

M Taylor confirmed this would be discussed as part of agenda item 5.

Action 10 - QC-Led Investigation

Members noted the investigation by Morag Ross QC was still under way, and no update was available yet.

ACTION: D Duncan/Convener

Action 11 - College Engagement Survey – Diversity Results

M Taylor acknowledged this item had not been progressed but would report back at the next meeting.

ACTION: EDU

Action 13 - Wellbeing Framework for Students

Members noted an update would be provided at the next meeting in June 2022.

ACTION: R Partridge

3. UUK Tackling Islamophobia and anti-Muslim hatred report – Paper 2

I McInnes thanked C Kelly and M Taylor for their assistance with developing Paper 2 and invited members to comment on the UUK report (appendix A) and the responses to it, described in the paper and discuss the recommendations made in section four.

Members agreed the increasing staff and student population warranted a comprehensive review of the current provision for Muslim prayer facilities but recognised the limited availability of potential sites for further development. D Duncan, I McInnes and U Khan to discuss further with C Kelly on how best to take this forward, ensuring any design or implementation is done in consultation with the community.

ACTION: D Duncan/I McInnes/U Khan/C Kelly

M Fischbacher-Smith observed including awareness of Islam within Decolonising the Curriculum work would require specialist knowledge and in-depth consultation to ensure it is accurately reflected, though she also cautioned against highlighting one religion over others in this work. M Taylor suggested the related Community of Practice should be involved in those discussions.

Members noted the need to engage the whole University community (staff and students) to widen the audience for interfaith and cultural learning opportunities and events which will in turn support a more diverse faith experience for all. D Duncan observed senior management's engagement with the different faith groups appears to be the most effective and is very valued by the groups.

Members reflected on the proposal relating to the need for further resources for the Chaplaincy and considered how the University's engagement with the Prevent strategy should be reflected in the report and recommendations.

M Taylor, C Kelly and I McInnes agreed to review the report's recommendation in light of EDSC comments and would develop a draft action plan. The Convener thanked C Kelly for her attendance and requested the updated report and action plan be circulated electronically for comment prior to the next EDSC.

ACTION: M Taylor/C Kelly/I McInnes

4. Refugee & Asylum Seeker Equality Champion Update

R Sandison joined the meeting and thanked members for allowing her to provide her update prior to the other Equality Champions.

R Sandison advised no agreement had yet been reached on a new title for her expanded Equality Champion role. She confirmed discussions would be held with M Taylor before the next EDSC and confirmation of the new title would be circulated to members electronically.

ACTION: R Sandison/ M Taylor

Members noted the outcome of the University of Sanctuary application, submitted last year, would not be available until after a site visit and interview by the panel. It is expected this will take place before the new academic year. R Sandison confirmed EDSC will be informed once an outcome was known.

ACTION: R Sandison

R Sandison advised SMG will receive a paper tomorrow with recommendations on support for those affected by the situation in Ukraine, as well as expanding the University's humanitarian and refugee scholarships to include any student seeking sanctuary from any conflict across the globe. She advised the paper will also report on the expansion of existing work with, and commitment to, [CARA](#) in their support of 'at risk' academics.

R Sandison reported she was pleased to have been asked to join a new UUK International Task and Finish Group on Ukraine which will produce guidance and recommendations on collective action that universities can take, initially on Ukraine but the principles will go wider. She confirmed the University will continue to signpost on support available and has been involved in agreeing collective statements by [The Guild](#), [CIVIS](#) and [Russell Group](#). She referred members to the [University's dedicated webpage](#) which sets out our own response and support, noting the student Emergency Hardship appeal had already raised £75,000. The Convener highlighted the QMU Hub which had been collecting vital donations for direct distribution in Ukraine.

The Convener thanked R Sandison for her comprehensive report and hoped she would be in a position to share outputs from the Task and Finish Group with members in future.

5. Student Experience Strategy – Paper 3

R Partridge noted the Strategy had been developed through initial work with the Student Experience Committee, in collaboration with the SRC President, E McCabe, and then further developed by a small working group, which also included the current President of GU Sport.

R Partridge talked members through the Strategy's 5 Principles, 3 Pillars and 3 Enablers noting the Strategy was still in the consultation phase and then welcomed members' comments.

E Simmons noted the SRC welcomed the Strategy and welcomed the further opportunity for consultation with SRC Council and other student bodies, as well as through focus groups.

R Sandison suggested existing University strategies, in particular Global Glasgow, along with our networks and alliances, such as Universitas 21, should be used to further develop some areas of the Strategy – particularly within the Opportunity section.

I McInnes supported the development of the Strategy but counselled the challenge will be to carefully position its future launch to ensure it tells the story of the great work already being done and is not seen as placing a further burden on staff.

R Partridge noted the Strategy sets a framework for improvements in some areas and activities and agreed those must be seen to be improving the experiences of students now. He agreed with L Sutherland's comments that every student's idea of a positive experience of the University will be different.

The Convener suggested the Strategy should reference and respond to the University's ongoing work in Gender Based Violence and anti-racism within the inclusion section.

D Duncan noted some outcomes from this Strategy will see an emphasis on improving facilities and infrastructure, student development and stronger ties with student associations. He also confirmed the Strategy, and its action plan will be revised considering members' comments and will work with Planning, Insights & Analytics colleagues to incorporate appropriate measurements to ensure delivery and accountability.

ACTION: R Partridge/D Duncan

6. Gender Based Violence – Update

C Barr noted the investigation by Morag Ross QC was still ongoing and acknowledged the work of EDU in preparing and collating the extensive documentation being reviewed.

C Barr provided an update on the GBV action plan, last seen by EDSC at the December 2021 meeting. She highlighted:

- Development of a draft Code of Professional Conduct, which will apply to all staff, is in initial stages of consultation.
- SMG's participation in specific Gender Based Violence training, delivered by Rape Crisis Scotland.
- Policies being reviewed as part of the Action Plan have been discussed with Trade Unions.
- Legal guidance has been sought on our ability to share outcomes from formal procedures with those who report GBV.
- Student Online Reporting Tool has been reviewed and improved.
- Guidance launched for colleagues who receive a report of GBV from both students or their peers.

M Taylor noted a fuller update paper will be provided at the next meeting.

ACTION: EDU

R Partridge reminded members the University is currently revising the approach to non-academic student misconduct. He acknowledged the need to align both the student and staff Codes of Conduct and will work closely with M Taylor and colleagues in People and Organisational Development.

ACTION: R Partridge

7. Understanding Racism, Transforming University Cultures: Action Plan Update – Paper 4

M Taylor referred members to Paper 4, noting significant progress has been made across all areas. She highlighted work is now progressing on the more in-depth, longer term, areas in the Plan:

- Decolonising the Curriculum
- Degree Attainment Gap

- Issues relating to ethnicity in recruitment

M Taylor highlighted the degree attainment gaps had significantly reduced, not only in ethnicity but also across all protected characteristics, over the last two years and more detailed investigation will be required to establish the reasons for this. This work will lie within the Learning and Teaching Committee remit.

M Fischbacher-Smith noted the assessment and feedback and curriculum design workstreams associated with the Learning and Teaching strategy would take forward the inclusion work from the URTUC plan and would be informed by the evidence base from existing studies elsewhere and will consider the complex nature of this area.

U Khan noted the original attainment gap data previously presented at EDSC did not appear to control for entry qualifications and wondered if this might be useful to consider as part of the future analysis. M Taylor agreed and noted the data would need to be re-analysed.

ACTION: EDU/PI&A

The Convener and other members reflected on the positive effect for them in making their URTUC objectives public and noted the support from EDU colleagues has been greatly beneficial.

8. Respect Advisers: Recruitment

M Taylor reporting the recent recruitment campaign for volunteer Respect Advisers saw an unprecedented 40 plus applicants, with 38 taken forward to the training stage. Members widely welcomed this and also noted the new recruits represented all Colleges & University Services, job families and were from diverse backgrounds.

The Convener noted the planned training programme for those in this valuable role which contributes to an inclusive culture, supporting colleagues and students to resolve issues informally.

9. Student Related Items

9.1 Economic Inequality

E Simmons raised the issues faced by many students trying to deal with the increasing cost of living. She noted although they have to work to support themselves and their studies, it has been increasing difficult to find suitable paid employment and asked if the University could look at more ways to assist such students.

The Convener noted economic inequality cuts across many of the protected characteristics. He noted the Student Experience Committee should be involved in looking at this and asked E Simmons and M Taylor to raise it through that committee.

ACTION: SRC/EDU

10. Staff Related Items

10.1 Equality and Diversity Training: Completion rates and review – Paper 5

The Convener requested this item be carried forward to the next EDSC for a fuller discussion on the meaning of 'mandatory' for ED&I training courses; how that could be enforced, recognising there is no legal requirement as there is for Health and Safety related courses; and whether to expand the current 'mandatory' list of ED&I e-learning courses. He asked members to provide comments and thoughts on this

direct to M Taylor as soon as possible to allow her to produce a discussion paper for the next meeting incorporating those views.

ACTION: Members/EDU

10.2 Annual Staff Equality Monitoring Report – Paper 6

The Convener and M Taylor referred members to Paper 6, noted the recommendation to publish the Case Management section including the new data on Disability and Ethnicity in this area. Members agreed the report should be published in full.

ACTION: EDU

11. Equality Champions Updates

The Convener noted the meeting was nearing its allotted time and asked those Equality Champions in attendance to provide brief updates.

11.1 Religion and Belief Equality Champion

I McInnes reported the University will welcome the Moderator of the Church of Scotland, along with the newly appointed head of the Faith Action Group, for discussions on a potential role for the University in proposed organisational changes in the Church.

11.2 Age Equality Update

Members noted Dr Nighet Riaz from EDU presented at a recent Research Development's ECR Network on undertaking a PhD later in a career – this had been well received.

11.3 Disability Equality Champion

C Barr advised she chaired her first Disability Equality Group meeting as Champion in December. The main topics discussed were the progress on implementing the actions from the Student Disability Review, provision for online exams, recording lectures and blending learning. The Group also received a presentation on the Colleague Wellbeing Strategy. She noted recruitment issues and the provision of support for disabled colleagues will be future topics of discussion and investigation.

11.4 Gender (Sex) Equality Champion

J Morrison noted in addition to the earlier update on GBV, she highlighted the Gender Equality Steering Group discussed how to ensure that work is fully incorporated into the work of the Group. She reported the SFC have recently announced universities are no longer required to publish an Institutional Gender Action Plan, however we will continue to use the existing plan to help fulfil our statutory duty to tackle inequality. She noted International Women's Day was once again marked with a number of events.

11.5 Mental Health Champion

D Duncan noted demand for support has been high, particularly from students, having seen an increase in both crisis cases and those seeking support for general anxiety and depression. He highlighted the introduction of new College-based Student Support Officers roles. He noted Mental Health continues to be the main reason given for staff absences however the existing support networks and mechanisms, as signposted in the Wellbeing Strategy, appear to be being used effectively. He highlighted the existing Employee Assistance Provider contract is due to undergo a retendering process which may see a new provider.

11.6 LGBT+ Equality Champion

R O Maolalaigh confirmed, after discussions and strong support from members of the LGBTQ+ Equality Group, the University renewed its Diversity Champion membership with Stonewall Scotland. This year's LGBT History Month was again very successful, with a full programme of events delivered by colleagues and student groups alike.

He also noted the Group discussed a recent [UCAS and Stonewall report](#) into the experiences of LGBTQ+ students preparing to start further and higher education which highlights the need for support services which recognise the needs of LGBTQ+ students, and in particular for Trans students. He advised the Transitions Working Group has an action to follow up with Student Support colleagues on the findings from the report.

He also noted the staff and student networks have been receiving a number of inquiries from international PGT students, with an increasing number of Trans students experiencing challenges following their arrival in the UK.

The Convener thanked R O Maolalaigh and asked for the next EDSC to receive a report on how the UCAS report findings are being taken forward across the University. **ACTION: EDU/Transitions Working Group**

11.7 Race Equality Champion

U Khan confirmed there were no further updates which had not already been discussed earlier in the meeting.

12. **Any Other Business**

No further items for discussion were raised.

Date of Scheduled Next Meeting: 13 June 2022 at 14:00 – 16:00