

## SENATE

Senate is the ultimate academic authority within the University. As outlined in the University's Articles of Association, subject to the overall responsibility of the Board of Directors and to the responsibilities of the Vice-Chancellor, Senate is responsible for the academic operation of the University including academic regulations, policies and procedures; oversight of academic standards and the quality of learning opportunities; research activity; validation, review and withdrawal of courses; criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; policies and procedures relating to academic staff appointment and promotion; procedures for the award of qualifications and honorary academic titles; and procedures for the termination of student enrolment for academic reasons. Senate is also responsible for considering and advising the Vice-Chancellor and the Board of Directors on the development of the academic activities of the University and the resources needed to support them, and advising on such other academic matters as the Board of Directors or the Vice-Chancellor may refer to it.

### Terms of Reference

#### *Strategy development*

1. To develop, monitor and evaluate the University's strategic plan in academic areas, including associated key performance indicators.
2. To advise the Vice-Chancellor and the Board of Directors on the academic activities of the University and the resources needed to support them.

#### *Regulations, policies and procedures*

3. To approve regulations, policies and procedures governing the academic operation of the University and the admission, assessment and conduct of students, including the regulatory framework for programmes offered in collaboration with external organisations.

#### *Academic structure and staffing*

4. To advise the Board of Directors on the academic merits of the establishment or disestablishment of academic units within the University.
5. To determine the procedures and criteria for the appointment and promotion of members of academic staff.
6. To consider and assess applications for senior academic appointments and promotions.

*Monitoring and review*

7. To be responsible for academic standards and the quality of learning opportunities across the University and its Partner institutions, including postgraduate research degree provision offered in partnership with others.
8. To be responsible for the appointment and removal of external examiners for all taught awards.
9. To receive and review annual reports and action plans relating to complaints, academic appeals, academic and professional misconduct and student discipline.
10. To promote and maintain oversight of research within the University and the arrangements for its enhancement.
11. To oversee preparations for external reviews, to receive review reports (including reports from professional, statutory and regulatory bodies) and to monitor subsequent action planning.
12. To instigate reviews of specific aspects of the academic operation of the University and its Partner institutions.

*Programmes and awards*

13. To determine the taught awards.
14. To determine the programmes of study at the University and its Partner institutions, including the approval, re-approval and discontinuation of taught programmes of study.
15. To confer taught degrees, diplomas, certificates and other taught awards of the University.
16. To revoke any taught degrees, diplomas, certificates or other distinctions or titles conferred by the University on what Senate deems to be good cause.

*Academic partnerships*

17. To approve the establishment of academic partnerships with external organisations (or make a recommendation to the Board of Directors for approval where the value of the contract is expected to exceed the threshold level specified in the Board's terms of reference).
18. To receive reports of institutional reviews of Partner institutions and to approve the continuation or discontinuation of partnership activity.

*Interaction with other bodies*

19. To establish such sub-committees or working groups as it considers necessary for the purpose of enabling Senate to carry out its responsibilities.

20. To elect member(s) of Senate to serve on the Board of Directors.

21. To advise on other such matters as the Board of Directors or the Vice-Chancellor may refer to the Senate.

## **Membership**

### *Ex Officio*

- Vice Chancellor (Chair)
- Deputy Vice-Chancellor (Deputy Chair)
- Pro-Vice Chancellor Commercial and Academic Partnerships
- Pro-Vice Chancellor Research and Knowledge Exchange
- Deans of School (4)
- Academic Registrar
- Students' Union President of Education
- Director of Learning & Teaching
- Director, Centre of Academic and International Partnerships
- Students' Union School Officer's (4)

### *Elected*

- One member of permanent academic staff from each School (4)
- Four additional members of permanent academic staff (4)
- One elected member of permanent staff from Professional Services

### *Vice-Chancellor nominees*

- Member(s) of staff nominated by the Vice-Chancellor (up to 2)

Total membership: 26

### *In attendance*

- Representative, University and College Union
- University Secretary
- Head of Planning and Management Information
- Director of Marketing, Communications and International

### *For information to*

- Executive

### *Secretary*

A senior Registry Services manager

## **Notes on membership**

- 1) Ex officio members of the Senate shall remain members only so long as they hold the offices by virtue of which they became members.

- 2) Substitutes for members are only allowed in exceptional circumstances and must be agreed by the Chair
- 3) Elected members of staff shall hold office until the end of the third year following their election or until such earlier date as may in each case be determined by Senate to effect rotation. They may serve a maximum of two consecutive terms.
- 4) Vice-Chancellor nominees shall normally hold office for one year following their nomination and may serve a maximum of two consecutive terms.
- 5) Senate may call upon individuals with particular experience or expertise to be in attendance or present on particular items.
- 6) Observers may attend meetings of Senate at the discretion and by invitation of the Chair but would not normally be invited to contribute to discussions and do not have any voting rights.

### **Procedure for the election of members to Senate**

- 1) Elections to Senate membership will take place in two sequential stages:
  - i) School-level elections to determine the academic representative from each School (centrally coordinated on a single university-wide election date)
  - ii) An open election to determine the remaining university-wide academic representatives (who can be from any School within the university)
- 2) Elections will be held annually (or as frequently as required depending on rotation of elected members) on dates during Semester 2 to be determined by the Academic Registrar, who will act as the Returning Officer. The election of School academic representatives will take place at least four weeks before the open election for university-wide positions, so that any nominees who are unsuccessful at being elected as a School representative can stand for election as a university-wide academic representative. Elections to fill one or more vacancies arising during an academic year will normally be scheduled to take place within one semester of the vacancy or vacancies arising.

### *Election of School academic representatives*

- 3) All members of the academic staff group (including academic managers) within each School appointed to full-time or fractional posts on either a permanent or fixed term contract are entitled to vote in the election of their School representative, subject to them being in post on the date of the opening of the nomination period.
- 4) Only members of the academic staff group (including academic managers not already in ex officio membership of Senate) within that School appointed to full-time or fractional posts on a permanent contract are entitled to stand for election and be elected to the Senate as a School academic representative.

- 5) Not less than four weeks before the date of an election, the Academic Registrar will invite all members of academic staff entitled to vote in the election within each School to submit nominations of persons within the School eligible to stand for election. Nominations must be submitted on a prescribed form which must be signed by not less than two electors (nominees cannot be one of their own electors). The form must include a statement signed by the nominee that they are willing to accept office for the prescribed period and adhere to the duties of Senate members. An elector may support more than one nomination.
- 6) Nominations must be submitted to the Academic Registrar not less than two weeks before the election date.
- 7) If only one nomination is received within a School, the nominee will automatically be elected. If more than one person is nominated within each School, there will be an election with voting via anonymous ballot. The ballot paper will indicate the post held by each candidate and a personal statement written by each candidate (not exceeding 400 words in length) in support of their nomination. The ballot paper will indicate the name of the School and the deadline for receipt of completed ballot papers (which must be at least one week from the date of issue).
- 8) To vote, eligible members of academic staff with each School must place a cross against the name of their preferred candidate.
- 9) Completed ballot papers must be submitted to the Academic Registrar (or his or her deputy acting as Returning Officer) by midday on the day of election. Ballot papers submitted after the deadline will be void.
- 10) The candidate with the highest number of votes will be declared elected as the School representative. In the event of a tie and if no candidate wishes to concede, the decision will be made by drawing lots.
- 11) All members of the electorate within each School will be notified of the outcome of the election, including the number of votes cast for each candidate.

*Election of university-wide academic representatives*

- 12) All members of the university's academic staff group (including academic managers) appointed to full-time or fractional posts on either a permanent or fixed term contract are entitled to vote in the election, subject to them being in post on the date of the opening of the nomination period.
- 13) Only members of the university's academic staff group (including academic managers not already in ex officio membership of Senate) appointed to full-time or fractional posts on a permanent contract are entitled to stand for election and be elected to the Senate.
- 14) Not less than four weeks before the date of an election, the Academic Registrar will invite all members of academic staff entitled to vote in the election to submit nominations of persons eligible to stand for election. Nominations must be submitted on a prescribed form which must be signed by not less than two electors (nominees cannot be one of their own

electors, and at least one elector must be from outside the nominee's academic School). The form must include a statement signed by the nominee that they are willing to accept office for the prescribed period and adhere to the duties of Senate members. An elector may support more than one nomination.

- 15) Nominations must be submitted to the Academic Registrar not less than two weeks before the election date.
- 16) If the number of persons nominated does not exceed the number of vacancies, the nominees will automatically be elected. If the number of persons nominated exceeds the number of vacancies, there will be an election with voting via anonymous ballot. The ballot paper will indicate the post held by each candidate, their academic School and a personal statement written by each candidate (not exceeding 400 words in length) in support of their nomination. The ballot paper will also indicate the number of persons to be elected and the deadline for receipt of completed ballot papers (which must be at least one week from the date of issue).
- 17) To vote, eligible members of academic staff must place the requisite number of crosses against the names of their preferred candidates. Each elector shall have as many votes as there are vacancies to be filled, and they may use none, some or all of those votes.
- 18) Completed ballot papers must be submitted to the Academic Registrar (or his or her deputy acting as Returning Officer) by midday on the day of election. Ballot papers submitted after the deadline will be void.
- 19) The candidate(s) with the highest number of votes will be declared elected. In the event of a tie, and if no candidate wishes to concede, the decision will be made by drawing lots.
- 20) All members of the electorate will be notified of the outcome of the election, including the number of votes cast for each candidate.

#### *Election of the Professional Service representative*

- 21) All members of the university's professional services staff group (including managers and Directors) appointed to full-time or fractional posts on either a permanent or fixed term contract are entitled to vote in the election, subject to them being in post on the date of the opening of the nomination period.
- 22) Only members of the university's professional services staff group (including managers and Directors not already in ex officio membership of Senate) appointed to full-time or fractional posts on a permanent contract are entitled to stand for election and be elected to the Senate.
- 23) Not less than four weeks before the date of an election, the Academic Registrar will invite all members of professional services staff entitled to vote in the election to submit nominations of persons eligible to stand for election. Nominations must be submitted on a prescribed form which must be signed by not less than two electors (nominees cannot be one of their own electors). The form must include a statement signed by the nominee

that they are willing to accept office for the prescribed period and adhere to the duties of Senate members. An elector may support more than one nomination.

- 24) Nominations must be submitted to the Academic Registrar not less than two weeks before the election date.
- 25) If only one nomination is received, the nominee will automatically be elected. If more than one nomination is received, there will be an election with voting via anonymous ballot. The ballot paper will indicate the post held by each candidate and a personal statement written by each candidate (not exceeding 400 words in length) in support of their nomination. The ballot paper will also indicate the deadline for receipt of completed ballot papers (which must be at least one week from the date of issue).
- 26) To vote, eligible members of professional services staff must place a cross against the name of their preferred candidate.
- 27) Completed ballot papers must be submitted to the Academic Registrar (or their deputy acting as Returning Officer) by midday on the day of election. Ballot papers submitted after the deadline will be void.
- 28) The candidate with the highest number of votes will be declared elected. In the event of a tie, and if no candidate wishes to concede, the decision will be made by drawing lots.
- 29) All members of the electorate will be notified of the outcome of the election, including the number of votes cast for each candidate.

#### **Vice-Chancellor nominees**

The Vice-Chancellor nominees provide an opportunity to ensure there is sufficient breadth of expertise at the meetings and may be drawn from the following groups:

- 1) Representative(s) drawn from outside the Executive of a class or group of Academic staff, Research staff or academic discipline not already represented or not adequately represented in other members; and/or
- 2) Representative(s) drawn from outside the Executive of a class or group of Professional Services staff not already represented or not adequately represented in other members; and/or
- 3) Representative(s) of a class or group of registered students not already or not adequately represented in other members.

The Vice-Chancellor shall review and appoint their nominees on an annual basis following discussion with Senate.

#### **Procedure for identifying the Senate nominee to serve on the Board of Directors**

- 1) In the event of a vacancy to serve as Senate's nominee to the Board of Directors, any academic member of Senate may express an interest in the role to the Secretary.
- 2) The Secretary will alert Senate to any expressions of interest received, inviting any other academic members to come forward by a predetermined date.

- 3) If only one expression of interest is received, this will be put to Senate for approval.
- 4) In the event that more than one expression of interest is received, an election will be held

*Election of Senate nominee to serve on the Board of Directors*

- 5) Not less than four weeks before the date of an election, the Academic Registrar will invite all members of academic staff on Senate to submit nominations of persons eligible to stand for election. Nominations must be submitted on a prescribed form which must be signed by not less than two electors (nominees cannot be one of their own electors). The form must include a statement signed by the nominee that they are willing to accept office for the prescribed period and adhere to the duties of Board. An elector may support more than one nomination.
- 6) Nominations must be submitted to the Academic Registrar not less than two weeks before the election date.
- 7) The ballot paper will indicate the post held by each candidate and a personal statement written by each candidate (not exceeding 400 words in length) in support of their nomination. The ballot paper will indicate the deadline for receipt of completed ballot papers (which must be at least one week from the date of issue).
- 8) All Senate members will be eligible to vote via an anonymous ballot by placing a cross against the name of their preferred candidate.
- 9) Completed ballot papers must be submitted to the Academic Registrar (or his or her deputy acting as Returning Officer) by midday on the day of election. Ballot papers submitted after the deadline will be void.
- 10) The candidate with the highest number of votes will be declared elected as the Senate nominee to serve on the Board or Directors. In the event of a tie and if no candidate wishes to concede, the decision will be made by drawing lots.
- 11) Senate will be notified of the outcome of the election, including the number of votes cast for each candidate.

**Attendance**

Members of Senate are expected to attend all meetings. Where a member does not attend for more than one meeting within an academic year, the Chair will write to the member and may require that member to be removed from the Committee. If that member was elected, a replacement may be sought through the relevant election process. A register of attendance will be presented annually to Senate for information.

**Quorum**

80% of members, excluding any vacancies.

In the event where the meeting is not quorate, the following options are available to the Chair:

- 1) Adjourn the meeting to an alternative date;



- 2) Close the meeting and defer all the business to the next ordinary meeting of Senate;
- 3) Proceed with the meeting, clearly showing in the minutes that the meeting was not quorate.  
Any business requiring urgent approval will be made in line with the decisions made outside of the meeting process.

### **Decisions made outside of the meeting**

At the discretion of the Chair, or as agreed by Senate, where an urgent decision is required on an item of business this may be made by Chair's action or circulated to all members electronically for approval. For decisions to be made electronically, 75% of the total membership (excluding any vacancies) must confirm their agreement. All decisions made by Chair's action or electronically will be reported to the next ordinary meeting of Senate to ensure an appropriate record is kept.

### **Frequency of meetings**

Normally three meetings plus one joint meeting of Senate and Board per academic year

### **Reports to**

Board of Directors

### **Committees of Senate**

- Quality Committee
- Research and Enterprise Committee
- Academic Appointments and Promotions Committee
- Honorary Degree Committee
- School Academic Committees

The terms of reference for Senate should be reviewed at least annually, normally at the first meeting of each academic year.

## SENATE SCHEME OF DELEGATION

Senate is the ultimate academic authority within the University. In order to facilitate effective and timely decision-making, it is necessary to delegate responsibility for some matters for which it is formally responsible to relevant sub-committees of Senate or to designated officers of the University. This scheme of delegation summarises where the powers of Senate are delegated.

Term of ref	Power	Delegated to	Sub-committee input	Designated lead officer	Upwards reporting
1	To develop, monitor and evaluate the University's strategic plan in academic areas	-	All committees of Senate	Vice-Chancellor	Board of Directors
2	To advise the Vice-Chancellor and the Board of Directors on the academic activities of the University and the resources needed to support them	-	All committees of Senate	Vice-Chancellor	Board of Directors
3	To approve regulations, policies and procedures governing the academic operation of the University and the admission, assessment and conduct of students	-	Quality Committee	Academic Registrar	-
	• Approval of applications for recognition of prior learning	Assessment Boards		Chair of Assessment Board	None required
	• Expulsion of students on the grounds of misconduct	Vice-Chancellor on the recommendation of the Academic Registrar (following completion of formal student disciplinary procedures)		Academic Registrar	Senate

Term of ref	Power	Delegated to	Sub-committee input	Designated lead officer	Upwards reporting
4	To advise the Board of Directors on the establishment or disestablishment of academic units within the University	-		Vice-Chancellor	Board of Directors
5	To determine the procedures and criteria for the appointment and promotion of members of academic staff	Academic Appointments and Promotions Committee		Director of People and Organisational Development	Senate
6	To consider and assess applications for senior academic appointments and promotions	Academic Appointments and Promotions Committee		Director of People and Organisational Development	Senate
	• To make proposals for the award of honorary titles at doctoral level	Honorary Degree Committee		Director of People and Organisational Development	Senate
7	To be responsible for academic standards and the quality of learning opportunities across the University and its Partner institutions, including postgraduate research degree provision offered in partnership with others	Quality Committee Postgraduate Research Committee	School/Partner Management Groups	Academic Registrar	Senate
8	To be responsible for the appointment and removal of external examiners for all taught awards	Quality Committee		Academic Registrar	None required
	• Approval of the appointment of new external examiners	-		Head of Quality	Quality Committee
	• Removal of external examiners	Academic Registrar	Quality Committee	Academic Registrar	Senate

Term of ref	Power	Delegated to	Sub-committee input	Designated officer	lead	Upwards reporting
	<ul style="list-style-type: none"> <li>Consideration of external examiners' reports</li> </ul>	Student Voice Forums (course team responses subject to review by Head of Quality)		Deans equivalent partners)	(or at	Quality Committee
9	To receive and review reports and action plans relating to complaints, academic appeals, academic and professional misconduct and student discipline	Quality Committee		Academic Registrar		Senate
10	To promote and maintain oversight of research within the University and the arrangements for its enhancement	Research and Enterprise Committee	School/ Partner Management Groups	Pro-Vice Chancellor Research Knowledge Exchange	and	Senate
11	To oversee preparations for external reviews, to receive review reports (including reports from professional, statutory and regulatory bodies) and to monitor subsequent action planning.	Quality Committee	Partner Management Groups	Academic Registrar		Senate
12	To instigate reviews of specific aspects of the academic operation of the University and its Partner institutions	-	All relevant committees of Senate	Deputy Vice-Chancellor		
13	To determine the taught awards of the University, including approval of the introduction of new taught awards	-	Quality Committee	Academic Registrar		
14	To determine the programmes of study at the University and its Partner institutions,	Quality Committee	School/ Partner Management Groups	Academic Registrar		Senate

Term of ref	Power	Delegated to	Sub-committee input	Designated officer	lead	Upwards reporting
	including the approval, re-approval and discontinuation of taught programmes of study					
	<ul style="list-style-type: none"> <li>To approve initial proposal forms for new taught courses within the University and its Partner institutions</li> </ul>	Portfolio Oversight Committee	School/ Partner Institution Academic Committees	Deputy Chancellor	Vice-	Senate
	<ul style="list-style-type: none"> <li>To approve the validation of new taught courses within the University and its Partner institutions</li> </ul>	Validation panel Chairs		Deputy Chancellor	Vice-	Quality Committee
	<ul style="list-style-type: none"> <li>To re-approve existing taught courses within the University and its Partner institutions</li> </ul>	Re-approval panel Chairs		Deputy Chancellor	Vice-	Quality Committee
	<ul style="list-style-type: none"> <li>To approve modifications to existing taught courses within the University and its Partner institutions</li> </ul>	School Executives/ Partner Institution Academic Committees (with Head of Quality sign-off)		Academic Registrar		Quality Committee
	<ul style="list-style-type: none"> <li>To approve the withdrawal of existing taught courses within the University and its Partner institutions</li> </ul>	Portfolio Oversight Committee	School/ Partner Institution Academic Committees	Academic Registrar		Senate

Term of ref	Power	Delegated to	Sub-committee input	Designated lead officer	Upwards reporting
	<ul style="list-style-type: none"> <li>To approve the suspension of recruitment to existing courses within the University and its Partner institutions</li> </ul>	Portfolio Oversight Committee	School/ Partner Institution Academic Committees	Academic Registrar	Senate
	<ul style="list-style-type: none"> <li>To approve external academic representatives for course validation and re-approval</li> </ul>	Head of Quality		Academic Registrar	Quality Committee
	<ul style="list-style-type: none"> <li>To monitor course validation and re-approval outcomes and responses to conditions, requirements and recommendations</li> </ul>	Quality Committee	School/ Partner Institution Academic Committees	Academic Registrar	None required
15	To confer taught degrees, diplomas, certificates and other taught awards of the University	-	Assessment Boards	Academic Registrar	
16	To revoke any taught degrees, diplomas, certificates or other distinctions or titles conferred by the University on what Senate deems to be good cause	-		Academic Registrar	
17	To approve the establishment of academic partnerships with external organisations (or make a recommendation to the Board of Directors for approval where the value of the contract is expected to exceed the threshold level specified in the Board's terms of reference).	Portfolio Oversight Committee	Quality Committee	Deputy Chancellor Vice-	Board of Directors, where required

Term of ref	Power	Delegated to	Sub-committee input	Designated officer	lead	Upwards reporting
18	To receive reports of institutional reviews of Partner institutions and to approve the continuation or discontinuation of partnership activity	-	Quality Committee	Deputy Chancellor	Vice-	
19	To establish such sub-committees or working groups as it considers necessary for the purpose of enabling Senate to carry out its responsibilities.	-	All relevant committees of Senate	Vice-Chancellor		
20	To elect member(s) of Senate to serve on the Board of Directors	-		Vice-Chancellor		
21	To advise on other such matters as the Board of Directors or the Vice-Chancellor may refer to the Senate	-	All relevant committees of Senate	Vice-Chancellor		