

DM/AL

Dear

I write to confirm that your appointment as a lay member of Court for a 3 year period with effect from XXXXX.

A full briefing will be arranged for you as part of our induction but meantime, for your information, I attach a copy of the Scottish Code of Good HE Governance (2023) together with the XXXXX Court Handbook. These documents provide important guidance on University governance and form an integral part of your induction to the role of Court member. In particular, I would draw your attention to the Responsibilities of Members of Court as set out in the Court Handbook and Section 3 of the Scottish Code.

Meetings of the University Court normally last around 3-4 hours and usually take place at one of the University's Campuses. Court usually meets in September, November, February, April and June each year and for the remainder of this academic session will meet on XXXXX at XXXXXX. A diary invitation for these meetings and for meetings next session along with the University's graduation ceremonies have been forwarded to you.

I would be grateful if you would complete and return to me the enclosed Information Form and Register of Interests Form. Please also let me have a recent photograph and some biographical information for publication on the University's website.

Members of Court are regarded as 'Charity Trustees' under the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and must be eligible to serve in this capacity. Please also therefore sign and return to me the attached Charity Trustee Declaration Form.

Your induction will cover a wide range of topics and we will organise these for you shortly. In addition, we will arrange for you to meet with the Chair of Court.

I hope you will find membership of Court an interesting and rewarding experience. I look forward to formally welcoming you to Court and working with you in the future.

Yours sincerely



Donna McMillan

Vice-Principal (Governance) & University Secretary



Vice Chancellor's Executive

Donna McMillan, Vice-Principal (Governance) and University Secretary

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