



UNIVERSITY OF THE
WEST *of* SCOTLAND

UWS

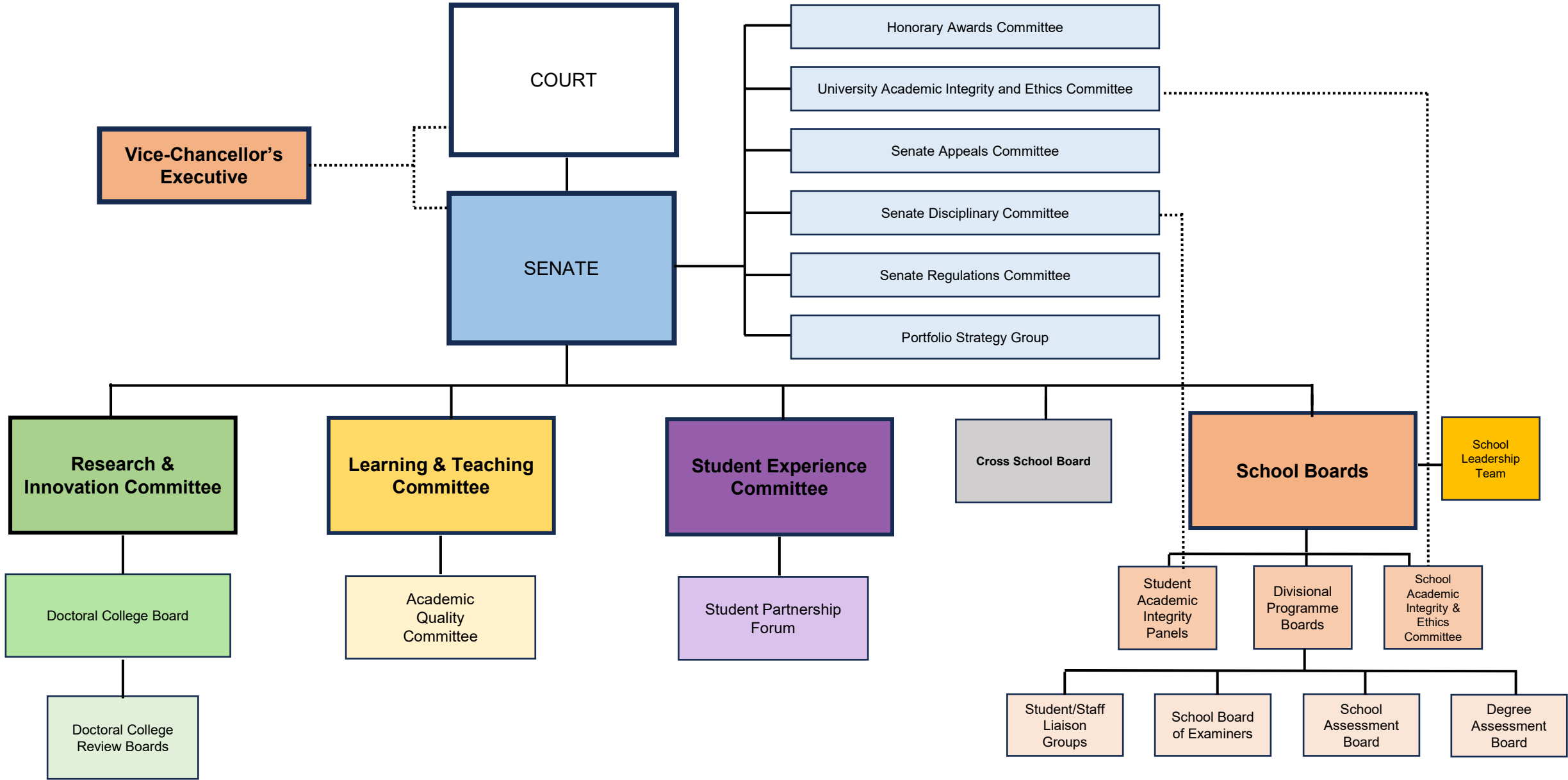
University
Senate



Committee Framework

2024/2025

Senate Committee Framework 2024/25



..... Indicates more than one reporting line

Senate Committees 2024/25

1	University Court	2
2	University Senate	2
3	School Boards	4
3A	Cross School Board	7
4	School Leadership Team	10
5	Divisional Programme Boards	12
6	School Academic Integrity & Ethics Committee(s)	14
7	School Board of Examiners	16
8	School Assessment Boards	18
9	Degree Assessment Boards	20
10	Student Academic Integrity Panels	23
11	Student/Staff Liaison Group	25
12	Learning & Teaching Committee	27
13	Academic Quality Committee	29
14	Student Experience Committee	31
15	Student Partnership Forum	33
16	Research & Innovation Committee	35
17	Doctoral College Board	37
17A	Doctoral College Review Boards	39
18	Portfolio Strategy Group	40
19	University Academic Integrity & Ethics Committee	42
20	Senate Disciplinary Committee	44
21	Senate Appeals Committee	46
22	Senate Regulations Committee	49
23	Honorary Awards Committee	51

Senate Standing Orders

enclosed

All Standing Committees of Senate, and their sub-groups will abide by the *Senate Standing Orders*, and the *Guidance for Senate Standing Committees* provided by the Court & Senate Office.

1 University Court

The University Court is the governing body of the University and collectively determines the future direction of the University and fosters an environment in which the institution's mission is achieved and learners succeed.

The Powers of Court are set out in the Schedule 1 of the University of the West of Scotland Order of Council 2019 and include responsibility for the appointment of the Chancellor and the Principal & Vice Chancellor. Purely academic matters are delegated by Court to the Senate.

Please refer to the Court and Senate Office for further information.

2 Senate

Senate membership is constituted in line with the requirements of the HE Governance (Scotland) Act 2016.

Membership

- a) The Principal (Chair) ;
- b) The Deans of School (or equivalent);
- c) Members appointed by being elected by the academic staff of the University from among their own number;
- d) Members appointed by being elected by the students of the University from among the students of the University;
- e) Appointed members of Senate, on the recommendation of the Principal including any Deputy, Vice, Associate or Assistant Principals with a responsibility in relation to the functions of Senate; Heads or Directors from such professional services of the University as determined from time to time; and, up to four additional co-opted members.

Elected members under c) will consist of:

- (i) two members of academic staff elected by and from among the academic staff in each School;
- (ii) three members elected by and from the Professors of the University (excluding Honorary, Visiting and Emeritus Professors); and
- (iii) three members of the academic staff of the University elected from among the academic staff of the University.

Elected members under d) will consist of:

- (i) Up to five members nominated by the Students' Association, having been elected under the provisions of 8.2 of the Senate Standing Orders, one of which will be a Post Graduate Research (PGR) student elected from among the enrolled PGR students of the University.

The number of members in categories c) and d) will exceed 50% of the total membership.

Category d) will be no less than 10% of the total membership.

The election schemes for c) and d) above are outlined in the Senate Standing Orders

Quorum

The quorum for meetings of Senate will be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Functions of the Senate

Court delegates to Senate its functions related to the overall planning, co-ordination, development and supervision of the academic work of the University. These are outlined in Schedule 1 of the *University of the West of Scotland Order of Council 2019*, which are:

- To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions including honorary degrees and titles;
- To deprive a recipient of a degree diploma, certificate or other academic award or distinction including honorary degrees and titles previously conferred by the University; and
- To create and maintain codes of conduct and regulations required for the maintenance of standards and good order within the University.

Further elaboration of the functions of Senate as approved by Court are:

- To regulate and promote the teaching, learning and research of the University;
- To oversee academic governance and promote the academic development of the University;
- To establish and delegate powers to such Boards and Committees as it considers necessary to fulfil its functions and to receive reports on the proceedings of those Boards and Committees; and
- To report to Court on any academic matter and on any matter referred to the Senate by Court.

Frequency of Meetings

Meetings of Senate will be held at least four times each academic year.

Period of Appointment

Elected members from among the academic staff of the University and co-opted members shall hold membership for a period not exceeding four years. Elected members may seek re-election on the expiry of their period of appointment. After two consecutive terms a period of four years must elapse before seeking further re-election. Members under (e) are appointed at the discretion of the Chair.

3 School Boards

Membership

Chair	Dean of School
Vice Chair	Deputy Dean
Ex-officio	Associate Deans Heads of Division or nominee School Business Manager
Appointed	Two Programme Leaders (elected from amongst the programme leaders in the School to include one UG and one PGT) Student representatives (up to two elected from a School-wide constituency of taught programmes) One PGR student elected from amongst the PGR students in the School Two School academic staff representatives (elected from a School-wide academic staff constituency) Chair of School Academic Integrity & Ethics Committee; School EDI champion (if not already in membership above)
Co-opted	Up to four additional members to be co-opted as required by the Board and to include at least one PSS staff member from the School.
Attending	QuEST Business partner The Chair may invite appropriate representatives from School and University professional services to speak to relevant items
Administrative support	A member of School administrative staff appointed by the School Business Manager

Quorum

Normally one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

The School Board is a Standing Committee of Senate.

The School Board oversees the development, performance and delivery of all academic provision in line with UWS Strategy, the Regulatory Framework, and relevant policies and procedures. The School Board is the key authority in the School

for academic discussion and oversight of the portfolio of programmes and quality of teaching & research. The remit of the Board includes:

- Providing assurance to Senate on academic governance in relation to the health of academic programmes (taught and research) and the enhancement of the student experience;
- Advising the Dean and the School Leadership Team on matters of academic policy and practice;
- Deliberating on any matters relating to the School and any matter referred to it by Senate (and its Standing Committees) with the purpose of conveying its views and recommendations thereon;
- Enhancement of quality & maintenance of standards through annual & periodic monitoring and reporting to Senate and its Standing Committees as required;
- Strategic development of the School's portfolio of programmes and scrutiny of new programmes proposals/ withdrawal of programmes from the portfolio which must be considered by Portfolio Strategy Group;
- Scrutiny of reports on recruitment, progression and retention data and monitoring the effectiveness of action plans to improve academic quality and student experience;
- To oversee development of the School's research and innovation objectives and to receive assurances on the vibrancy of the School's research units of assessment and progress with the Research Excellence Framework (REF) roadmap;
- To monitor the development and impact of School internationalisation plans, Transnational Education (TNE) and partnerships;
- To ensure School review of Knowledge Transfer Partnerships (KTP) and other enterprise partnerships;
- To refer matters to Divisional Programme Boards or other School sub-groups as appropriate.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required by Senate, but no fewer than three times per year. Meetings must precede the Senate and are scheduled to ensure timeous and accurate reporting to Senate.

Reporting

The School Board will report to Senate after each meeting, and to other Senate Standing Committees as requested.

The School Board will receive regular reports from:-

- Divisional Programme Boards;
- School Learning & Teaching, and Research & Innovation, Associate Deans;
- School Academic Integrity & Ethics Committee;

- Student Academic Integrity Panel; and
- School EDI Champion.

School Sub-structures and working groups

Each School shall determine what informal sub-structures and working groups it requires to support the work of the Board. This will vary from School to School and from year to year and must be authorised by the Dean of School, mindful of the potential for duplication and the resources needed to operate further groups in terms of both attendance and administration.

Communication

School Boards are responsible for the communication and dissemination across the School of matters related to academic activity and the student experience.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

Elected members shall hold office for a period of four years and shall be eligible for re-election (Senate Standing Orders 6.2).

3A Cross-School Board – a Standing Committee of Senate

Chair	Pro Vice-Chancellor (Learning, Teaching and Student Success)
Vice-Chair	Director, Learning and Teaching Enhancement
Ex-officio	Deans of School or nominee Director, Learning and Teaching Enhancement Director of Marketing, Communication and Student Recruitment Head of QuEST Head of Student Experience and Engagement Head of Learning Transformation Head of Business Innovation
Appointed	All Programme Leaders responsible for delivering Cross-School Provision) or nominees Student representatives (up to two elected from the constituency of taught provision);
Co-opted	Up to four additional members to be co-opted as required by the Board.
Administrative support	A member of administrative staff appointed by the Director of Learning and Teaching Enhancement, who shall act as Secretary to the Board

Quorum

Normally one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

The Cross-School Board is a Standing Committee of Senate.

The Cross-School Board oversees the development, performance and delivery of Cross-School provision (CSP). Managed jointly by Learning and Teaching Enhancement (LTE) and all Schools, its work is varied and covers all credit-bearing provision either at the module or programme level with whole-University scope and to which all Schools and LTE might contribute to delivery. This model ensures that academic governance of these programmes is in line with the provisions of the Regulatory Framework, UWS Academic Quality Framework, Assessment Handbook, Learning, Teaching & Student Success Policy Statement and associated procedures.

The remit of the Board shall include:-

- Providing assurance to Senate on academic governance in relation to the health of Cross-School academic programmes and modules and the enhancement of the student experience;
- Advising the University through the PVC (LTSS) on matters of academic policy and practice for cross-school provision (CSP);
- Strategic development of the School's portfolio of programmes and scrutiny of new programmes proposals/ withdrawal of programmes from the portfolio which must be considered by Portfolio Strategy Group;
- Overseeing academic provision relating to taught programmes and modules with a University-wide remit;
- Plan and develop the curriculum of CSP in line with University priorities;
- To oversee research and international developments relevant to its provision;
- To ensure CSP collaborative provision is fully monitored and recognised teachers (RTUs) approved;
- Deliberating on any matters relating to the CSP programmes and modules and any matter referred to it by Senate (and its Standing Committees) with the purpose of conveying its views and recommendations thereon;
- To approve new CSP modules and module and programme amendments and report on this periodically to Senate;
- Enhancement of quality and maintenance of standards of the CSP through annual and periodic monitoring and reporting to Senate and its Standing Committees as required;
- Development and management of the CSP portfolio of modules and programmes including oversight of programme approvals, accreditation and monitoring of progress in addressing conditions and recommendations;
- To interrogate University dashboard data and other information to underpin its scrutiny of academic performance, student experience and student success across the provision;
- Scrutiny of recruitment, progression and retention data and ensuring effective action plans are put in place to maximise student success in the CSP;
- To scrutinise and act on reports from Student & Staff Liaison Groups (SSLGs);
- Co-ordination of student feedback and action plans for CSP;
- To ensure the recommendations of validation and ILR reports are fully responded to, with appropriate issues flagged where appropriate;
- To keep under active review the planning for recruitment to programmes start of year induction, student engagement and support for employability;
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the Cross-School provision programmes and modules;

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required by Senate, but no fewer than three meetings per academic year.

Reporting

The Board will report to Senate and to other Senate Standing Committees as requested.

The Board will receive regular reports from:-

- Cross-School Assessment Board;
- Cross-School Boards of Examiners or equivalent;
- Cross-School Student Academic Integrity Panel;

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

Student elected members are appointed for one year and are eligible for re-election.

4 School Leadership Team

Membership

Chair	Dean of School
Ex-officio	Deputy Dean Associate Deans Heads of Division School Business Manager
Attending	Additional members of the School may be invited to attend as required by the Dean School Business partners from relevant Professional Support Services departments including Finance, People and Wellbeing, Health & Safety, and Marketing will be invited on a regular basis
Administrative support	A member of School administrative staff appointed by the School Business Manager.

Quorum

Normally one third of the total membership.

Remit

- To provide a forum for strategic discussion and future direction of the School;
- To allocate the resources required to ensure effective delivery of the School's performance objectives in relation to the University Strategy, Thematic Plans and workstreams;
- To oversee and ensure compliance with implementation of the University's policies and procedures;
- To monitor and manage the School's budget, ensuring effective delivery of all financial targets and objectives;
- To monitor and manage the School's staff resources, ensuring that effective appointment, recruitment, and leadership succession plans are in place across all areas of School activity, and that effective performance management systems and process are secured;
- To ensure that the School meets all University and external planning and reporting requirements;
- To ensure that health and safety, EDI, risk and resilience matters are managed and reported as per University requirements.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of meetings

As determined by the Dean, but normally once per month.

Reporting

The School Leadership Team will provide a brief report to each meeting of the School Board providing a summary of key items considered.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

5 Divisional Programme Boards

Membership

Chair	Head of Division
Vice Chair	Appointed from within the membership of the Board
Ex-officio	Deputy Dean Associate Deans All Programme leaders (or programme representatives) of programmes within the Division All academic staff of programmes within in the Division
Appointed	Student representatives (up to two elected from a Division-wide constituency of taught programmes); A representative from amongst the Division's SSLG Chairs
Co-opted	Up to four additional members to be co-opted as required, including representatives from external partners.
Attending	The Chair may invite appropriate representatives from School and University professional services to speak to relevant items – this may include the relevant QuEST, HR and Finance business partners.
Administrative support	A member of School administrative staff appointed by the School Business Manager

Quorum

Normally one third of the total membership, but no fewer than ten (excluding Head of Division and Deputy Dean) and always to include the Head of Division or nominee and at least three programme leaders or nominees.

Remit

Divisional Programme Boards will consist of a number of programmes in a cognate discipline area and are part of the formal School governance structure.

- To plan and develop the curriculum of programmes within the Division in line with University priorities;
- To oversee research and international developments in the Division;
- To ensure collaborative provision is fully monitored and recognised teachers (RTUs) approved;
- The management and forward planning of professional accreditation of programmes within the Division;
- To approve new modules, and module and programme amendments, and report on this periodically to School Board;

- To interrogate University dashboard data and other information to underpin its scrutiny of academic performance, student experience and student success across the Division;
- Co-ordination of Student feedback and action plans;
- To ensure the recommendations of validation and ILR reports are fully responded to, with appropriate issues flagged to School Board where appropriate;
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the Division's programmes;
- To interrogate reports from *School Assessment Boards and School Boards of Examiners* on student success and progression;
- To oversee annual and periodic programme health checks and report to School Board on actions;
- To scrutinise and act on reports from Student & Staff Liaison Groups (SSLGs) and other student feedback;
- To keep under active review the planning for recruitment to programmes start of year induction, student engagement and support for employability;
- To provide assurances to the School Board on all of the above.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required, but no fewer than three times per year.

Reporting

Divisional Programme Boards will report to the School Board.

Division Sub-structures and working groups

Each Head of Division shall determine what informal sub-structures, operational and working groups it requires to support the work of the Board, ensuring that the Board receives reports on activities undertaken on its behalf, and that the continuation of such groups is kept under review.

Programme Teams may meet as often as required.

Periods of Appointment

"Ex-officio" members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

Student elected members are appointed for one year and are eligible for re-election.

6 School Academic Integrity & Ethics Committee

Preamble

All Schools will be mindful of the need to consider ethical issues in undergraduate and postgraduate projects, in postgraduate research student programmes and in staff research activities, and to operate within the University's relevant Codes. Each School shall have a School Academic Integrity & Ethics Committee.

The School Academic Integrity & Ethics Committees will operate within the framework set out by the University Academic Integrity & Ethics Committee.

Membership

Chair	Appointed by the Dean of School
Vice Chair	Appointed by the Committee
Appointed	Associate Dean (Research & Innovation) Two representatives from each Division in the School One student representative from taught programmes One student representative from postgraduate research programmes in the School
External & Lay	Two members from other Schools or Services One Lay member
Co-opted	Up to four additional members as required
Administrative Support	A member of administrative staff appointed by the School

Quorum

The quorum shall be one third of the total membership, with at least one external in attendance per meeting

Remit

- To appoint School Ethics Applications Review Panels to receive, consider and make decisions, where appropriate, on ethical issues and applications for ethical review raised from within an academic School;
- Referring cases to the University Academic Integrity and Ethics Committee that, due to external funding requirements, need institutional-level review and approval;
- Considering, complying with, and providing guidance on external regulations and/or general integrity and ethical issues relating to School's academic activity;
- Disseminating guidance produced or forwarded by the University Academic Integrity and Ethics Committee;

- To consider and recommend to the University Academic Integrity and Ethics Committee proposed School Academic Integrity and Ethics Committees membership & procedures;
- To seek additional reviewer support for high risk applications;
- To refer all appeals against School decisions to the University Academic Integrity & Ethics Committee for consideration;
- To produce annual reports to the University Academic Integrity and Ethics Committee;
- To ensure that students and staff are aware of the importance of considering integrity, ethical and safeguarding issues, and of the appropriate channels for seeking ethical approval and raising integrity and ethics concerns;
- To report to the University Academic Integrity and Ethics Committee and School Board, detailing relevant academic integrity, ethical and compliance issues.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

At least three times per year, but may meet as often as required.

Reporting

The Committee shall report to the School Board and shall provide an Annual Report to the University Academic Integrity & Ethics Committee. Additional reporting to Research & Innovation Committee or Learning & Teaching Committee on research ethics training or ethical awareness in curriculum as required.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

7 School Board of Examiners

Membership

Chair	A senior member of academic staff appointed by the Dean
Ex-officio	Dean or Deputy Dean of School Programme Leader(s) (or nominee) for the programme(s) being considered External examiner Other external staff where required for purposes of professional accreditation
Co-opted	Representative of any collaborating institution, at the discretion of the Dean of School Any other academic staff with an input to the delivery and operation of the programmes being considered, ensuring cross-campus representation
Administrative Support	Decisions will be recorded by administrative staff allocated by Registry

Quorum

The Chair and the programme leader(s) (or nominee) for the programme(s) being considered.

Remit

The function of the School Board of Examiners is to review the performance of students on a programme of study and to determine the students' eligibility to progress or gain an award from the University.

Key responsibilities will include:

- To determine the eligibility for each candidate for progression to the next level of study and/or for the award in accordance with the University Regulatory Framework;
- To grant an award of the University (with distinction or classification, as appropriate) on the delegated authority of Senate (see Regulation 1.13);
- To take appropriate cognisance of the opinions and views of the External Examiner in making decisions which are fair, consistent and equitable for all students;
- To assist the External Examiner in commenting on the trends and comparison of standards across different cohorts and campuses.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

School Board of Examiners are convened by the Deans of School (or nominee) as required. The dates of the meetings will be set by Registry, in consultation with the Chair of the School Board of Examiners. The School Office will have responsibility for advising all members of the Board, including External Examiners, of the confirmed dates of meetings early in the session.

Reporting

All acts and decisions of the Board will be fully recorded. Guidance on the format of the reports will be provided to the Chairs of the Boards by Registry.

The report from the School Board of Examiners should be sent to the relevant Divisional Programme Board.

Operation

Registry will be responsible for the production of indicative decisions arising from the outcomes of School Assessment Boards. Indicative decisions will be based on an algorithm in line with University and programme assessment regulations.

Where the results pattern of an individual student does not lead to a clear indicative decision, the full results profile will be considered at the Board

Normally the decision of a School Board of Examiners shall be the unanimous decision of all members of the Board but where, in the course of reaching a decision on a particular student, a vote is taken, each member of the School Board of Examiners shall be entitled to only one vote.

Approval of Awards

A decision of a School Board of Examiners which leads to an award of the University at level 9 or above (or at the highest level of award if that is below level 9) must have the written approval of external examiner (see Regulation 3.47). This may be obtained either when the external examiner is in attendance at the Board or by other means.

8 School Assessment Boards

Membership

Chair	A senior member of academic staff appointed by the Dean
Ex-officio	Deputy Dean for the School Module co-ordinator (or nominee) for each module being considered External Examiner(s)
Co-opted	Representative of any collaborating institution, at the discretion of the Dean of School Any other academic staff with an input to the delivery and operation of the modules being considered
Administrative Support	A member of administrative staff from within the School, as determined by the School Business Manager

Quorum

The Chair and the module co-ordinator (or nominee) for each module being considered.

Remit

The function of the School Assessment Board is to consider and approve the results from a group of subject-related modules. Each module will be allocated to a School Assessment Board and to an external examiner. The allocation of the modules to the School Assessment Board is the responsibility of the Dean of School.

Key responsibilities will include:

- To confirm marks and grades for the modules assigned to the School Assessment Board and to submit these to Registry for consideration (where applicable) by the School Board of Examiners;
- To assist the external examiner in their responsibilities to ensure that each module is assessed fairly and impartially and that standards of awards (or parts thereof) are maintained;
- To provide evidence to the external examiner to confirm that internal and external moderation have taken place and to ensure that double/sample marking and (where appropriate) standardisation have been undertaken in accordance with University procedures;
- To approve the recommendation of the module co-ordinator as to the method of re-assessment for those students deemed not to have passed the module;
- To take appropriate account of the outcomes of the Extenuating circumstances process;
- To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

School Assessment Boards are convened by the Dean of School (or nominee) at the end of each term of the academic session or as often as required. Additional meetings may be required to consider results from modules running at other times in the academic year.

The dates of the meetings will be set by the School in accordance with the University Calendar and in alignment with the timetable for SBEs and notified to all members of the School Assessment Board early in the academic session by the School.

Reporting

Minutes of the deliberations and outcomes of the School Assessment Board will be forwarded to the next meeting of the Divisional Programme Board. Guidance on the format of the report will be provided to the Chairs of the School Assessment Board by Registry.

Operation

The production of the results paperwork for the School Assessment Board is the responsibility of the School, in consultation with staff in Registry.

The External Examiner is not required to attend any or each meeting of the Board in order to confirm the results for each student on each module being considered, but they must have the opportunity to attend as necessary to assist them in their responsibility to comment on fairness, impartiality and standards. Arrangements for the attendance of the External Examiner are the responsibility of the School.

All module results must have the written approval of the appointed External Examiner, either when in attendance at the Board meeting or by other means.

9 Degree Assessment Boards

Membership

Chair	Relevant Head of School or equivalent from the Partner Institution
Ex-officio	Head of School or equivalent in the Partner Institution who is not associated with the programme Programme Leader for the programme The External Examiner appointed by the University of the West of Scotland The Registry Academic Manager or nominee from the University of the West of Scotland
Appointed	A representative from the appropriate corresponding School within the University of the West of Scotland Representatives from the School with involvement in collaborative programmes A representative from the Partner Institution's Quality Directorate.
Co-opted	Up to four additional members as required
Administrative Support	Appointed by the School

The College Principal or equivalent role within the Partner Institution and other Senior staff are entitled to attend all Degree Assessment Board meetings

Quorum

The quorum for a meeting of the Degree Assessment Board shall be not less than half of its membership, and must include at least two UWS representatives including the Registry Academic Manager (or nominee).

The appointed External Examiner should normally be present at all meetings of the Degree Assessment Board, except in exceptional circumstances.

Remit

The Degree Assessment Board is responsible for managing assessment processing for the University of the West of Scotland's validated awards (see Regulation 1.44 of the University's Regulatory Framework). Established by the appropriate School within the University of the West of Scotland, the Degree Assessment Board is also accountable as a formal sub-committee of the Quality Standards Committee of Partner Institution.

The Degree Assessment Board shall act in accordance with all the relevant Partner Institution and University Regulations, Policies, Procedures and in accordance with

any other general direction and guidance which has been issued by the University of the West of Scotland.

The principle functions of the DAB are as follows:-

- To confirm marks and grades for the modules assigned to the Degree Assessment Board and to submit these to Registry for consideration;
- To assist the external examiner in their responsibilities to ensure that each module is assessed fairly and impartially and that standards of awards (or parts thereof) are maintained;
- To provide evidence to the external examiner to confirm that internal and external moderation have taken place and to ensure that double/sample marking and (where appropriate) standardisation have been undertaken in accordance with University procedures;
- To approve the recommendation of the module co-ordinator as to the method of re-assessment for those students deemed not to have passed the module;
- To take appropriate account of the outcomes of the Extenuating Circumstances process;
- To determine the eligibility for each candidate for progression to the next level of study and/or for the award in accordance with the University Regulatory Framework;
- To grant an award of the University (with distinction or classification, as appropriate) on the delegated authority of Senate (see Regulation 1.13);
- To take appropriate cognisance of the opinions and views of the External Examiner in making decisions which are fair, consistent, and equitable for all students;
- To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

Frequency of Meetings

Meetings of the Degree Assessment Board shall be convened at times appropriate to the programme of assessment, and in accordance with any Partner Institution/ University timetable which may be prescribed. The dates of meetings of the Degree Assessment Board shall be determined as far as possible in advance, following consultation between the Partner Institution, the External Examiner, and University representatives.

Reporting

The Partner Institution shall ensure that a detailed and accurate minute of the proceedings of each Degree Assessment Board is recorded. The marks matrix is agreed and signed by the External Examiner. A report of the meeting should be sent to the Joint Programme Panel (JPP) and Divisional Programme Board.

Operation

All module results and awards of the University must have the written approval of the appointed External Examiner, either when in attendance at the Board meeting or by other means.

Normally the decision of a Degree Assessment Board shall be the unanimous decision of all members of the Board but where, in the course of reaching a decision on a particular student, a vote is taken, each member of the Degree Assessment Board shall be entitled to only one vote.

10 Student Academic Integrity Panels

A suspected breach of academic integrity will initially be considered at School level through a Student Academic Integrity Panel. Each School will have a Student Academic Integrity Panel to consider all cases of plagiarism or other breaches of academic integrity in the provision in the School.

Membership

Chair	Appointed by Dean of School
Appointed	Two members of academic staff from the School, appointed by the Student Academic Integrity Panel Chair
Administrative Support	Staff within the School, as determined by the School Business Manager
Quorum	Three members including the Chair

Note: The School should seek to ensure the panel membership is reflective of the diversity of the School.

Schools may wish to retain a wider active pool of chairs and panel members to provide sufficient staffing for panels throughout the academic year.

Remit

The Student Academic Integrity Panel:

- Will decide if a breach has occurred, in accordance with the categories identified in the *Student Academic Integrity Procedure*;
- For breaches where the Student Academic Integrity Panel has authority to apply a penalty the Panel Chair will inform the student of the decision;
- If a student does not accept the proposed penalty, the case will be referred to the Senate Disciplinary Committee;
- The *Student Academic Integrity Procedure* outlines a scale of penalties, which may mean, the case will be referred to the Senate Disciplinary Committee to be dealt with in accordance with the provisions of the University's Code of Discipline;
- The School Academic Integrity Panel will keep a record of penalties applied, in line with the provisions of the *Student Academic Integrity Procedure*.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As often as required, in order to deal with cases as quickly as possible and in alignment with the timelines set out in the relevant procedure. Meetings must take place at least two days prior to the School Assessment Boards to consider all

suspected plagiarism and academic integrity offences related to the modules assigned to the School Assessment Boards in the School.

Reporting

Student Academic Integrity Panels will report annually to the School Board which will take an overview of the volume and types of plagiarism and breaches of academic integrity and any implications for School practices as part of the School Board's oversight of quality and standards.

Student Academic Integrity panels will also report annually to the Senate Disciplinary Committee which will take a holistic overview of all Schools' implementation of the Student Academic Integrity Procedure, including the volume and range of academic integrity breaches, and which will inform recommendations on future procedure or practice.

11 Student / Staff Liaison Group (SSLG)

Membership

Chair	A student or, a student and a member of staff, may co-chair the SSLG
Ex officio Members	There should be appropriate representation of students and staff from the programme(s) covered by the SSLG including the Programme Leader(s) and additional staff and/or students may be invited as necessary to deal with specific items of business Membership should be balanced to ensure a majority of members from the student body
Staff Support	Each School should appoint a member of staff to be responsible for SSLGs within the School
Administrative Support	Support staff from within the School, as determined by the School Business Manager

Quorum

Normally, there should be more students than staff present but both staff and student members must be present.

Remit

The SSLG is a forum for students and staff to discuss student-led agendas on learning and teaching issues, and to consult with students on future plans for curriculum development. Where students raise issues which are not related to learning and teaching, staff should refer them to the appropriate forum for their query or complaint if known, and to The Student Union if not known. Each Divisional Programme Board will nominate a member of staff to be responsible for SSLGs who will:

- Organise the structure of SSLGs within the subject area taking into consideration multi-campus issues;
- Co-ordinate the election and identification of student representatives in partnership with The Student Union;
- Organise the meetings of SSLGs;
- Liaise with the Student Union regarding the content and timing of training for student reps and staff responsible for engaging with SSLG activity;
- Liaise with and support the Student Chair of the SSLG with regard to the setting of agendas for meetings;
- Ensure that students are kept informed of the content and outcome of SSLGs
- Ensure student rep activities are reported to the Student Union for the purposes of the Higher Education Achievement Record (HEAR) and UWS Achievement Award.

An indication of the type of issues for discussion at an SSLG are likely to include:- curriculum matters, learning and teaching processes and resources
More detail and guidance on the kind of issues that could be discussed at an SSLG in relation to the Student Learning Experience: can be found on the sparqs website at <https://www.sparqs.ac.uk/resource-item.php?item=205>.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

There should be at least one meeting of each SSLG in Term 1, and Term 2, with meetings scheduled in Term 3 as required.

The dates of the SSLG meetings should be published at least two weeks in advance and made available to all students with information on how issues can be raised. Student representatives should be invited directly.

Reporting

All SSLGs proceedings should be formally recorded by a member of School administrative staff. While this record may be a minute of the meeting, it is imperative that, as a minimum a list of action points together with an indication of the action taken is produced following each meeting. Information on the action taken following an SSLG should be made available to the wider student body in the School.

The appropriate Divisional Programme Boards(s) will receive reports from the SSLGs.

12 Learning & Teaching Committee (LTC)

Membership

Chair	Appointed by Senate – Pro Vice-Chancellor, Learning, Teaching & Student Success
Vice-Chair	Director of Learning & Teaching Enhancement
Ex-officio	Associate Deans (Learning & Teaching) for each School Director of Student Success or nominee Director of Strategic Planning & Development or nominee Head of Registry or nominee Head of Quality Enhancement and Standards Team or nominee Head of Learning Transformation or nominee Head of Library or nominee Vice-President (Education) Students' Union
Appointed	One Programme Leader from each School nominated by the Dean
Co-opted	Up to four additional members to be co-opted as required by the Committee
Attending	Chair(s) of LTC sub-committees Two representatives from the Professors
Administrative Support	A member of the Quality Enhancement and Standards Team who shall act as Secretary to the Committee

Quorum

The quorum of the committee shall be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

The Learning & Teaching Committee is a Standing Committee of Senate.

The Learning and Teaching Committee will make recommendations to Senate on the University's strategic direction for learning and teaching and will support and monitor the realisation of the Strategy by leading on the following:

- Development, implementation and review of the enabling plans and frameworks that support the realisation of the University's Learning & Teaching ambitions;

- Development, implementation and review of the framework for quality management and academic standards and to keep under the review the effectiveness of arrangements for managing academic standards and assuring the quality of students' learning opportunities;
- Delivery of teaching excellence, scholarly activities and pedagogical innovation through academic support and development and to ensure that effective arrangements are in place to identify, support, disseminate and reward effective practice and innovation in learning, teaching and assessment;
- Keep under review the operation of the University's curriculum and associated learning, teaching and assessment processes;
- Implementation and review of all aspects of both internal and external quality assurance and enhancement aligned with Tertiary Quality Enhancement Framework (TQEF), including the Tertiary Quality Enhancement Review (TQER) and engagement with Scotland's Tertiary Enhancement Programme (STEP);
- Development, approval, and implementation of policy and enabling documents that support learning, teaching and assessment strategy and the framework for quality management;
- Ensure that effective institutional approaches are developed and implemented to enhance the quality of provision;
- Consider developments within the external environment which may impact upon the learning and teaching strategy and lead the development of plans in response.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Sub-Committee

The Learning & Teaching Committee is supported in the fulfilment of its functions by the Academic Quality Committee.

Frequency of Meetings

As required by Senate and normally at least three times per year.

Reporting

Learning & Teaching Committee will report to Senate.

Periods of Appointment

"Ex-officio" members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

13 Academic Quality Committee (AQC) - Sub-committee of the Learning & Teaching Committee

Membership

Chair	Appointed by Chair of Learning & Teaching Committee
Vice-Chair	Head of QuEST
Ex-officio	Head of QuEST or nominee Head of Registry or nominee Vice-President (Education) Students Union
Appointed	Three members of academic staff from each School One Education and Quality Officer (EQO) nominated from amongst the School EQOs School Officers (Student representatives), one representing each School Learning Transformation Representative Appeals, Complaints and Conduct Manager
Co-opted	Up to four additional members to be co-opted as required by the Committee
Administrative Support	A member of the Quality Enhancement and Standards Team who shall act as Secretary to the Committee

Chair

The Chair shall be appointed by the Learning & Teaching Committee.

Quorum

One third of the total membership.

Remit

AQC is a sub-committee of Learning & Teaching Committee which advises and makes recommendations on the operation and development of the University's quality assurance and enhancement approach. The Committee shall make recommendations and report on all matters relating to the establishment of new or amended procedures and regulations for quality based on institutional self-reflection and evidence arising from Holistic Review, institution-led review, enhancement and annual monitoring, external examiners, programme approvals and sector-wide best practice and will subject these to a process of ongoing critical review.

The Committee shall:-

- Review and make recommendations to the Learning & Teaching Committee on the development of the quality framework;
- Ensure that matters requiring attention arising from the external quality and enhancement agenda are incorporated into University Regulations, UWS Academic Quality Framework and quality procedures;
- Monitor the outcomes of institution-led internal review on behalf of Learning & Teaching Committee;
- Scrutinise and approve external examiner nominations on behalf of the Learning & Teaching Committee;
- Make recommendations to Learning & Teaching Committee based on annual analysis of programme approval reports, enhancement and annual monitoring, external examiner reports institution-led internal review and exceptionally on institutional matters arising from PSRB reports.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required and normally at least three times per year.

Reporting

AQC will report to Learning & Teaching Committee.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment, except for School Officers who are appointed for the duration of their period of student representation.

14 Student Experience Committee (SEC)

Membership

Co-Chairs	Pro Vice-Chancellor (Learning, Teaching & Student Success) President Student Union
Vice-Chair	Director of Student Success
Ex-Officio	President Student Union Vice Principal (Internationalisation) or nominee Dean of London campus or nominee Director of Learning & Teaching Enhancement or nominee Associate Deans Learning & Teaching for each School Associate Dean for Equality, Diversity & Inclusion Student Union Vice-President Education Student Union Vice-President Student Development Student Union Vice-President Welfare & Wellbeing Student Union Student Voice Manager or nominee Head of Student Experience and Engagement or nominee Head of Sport & Wellbeing or nominee Student Services Manager or nominee Team UWS Sport President
Appointed	One Programme Leader from each School nominated by the Dean School Enhancement Developers or equivalent from each School nominated by the Dean
Co-opted	Up to four co-opted as appropriate to be determined by the Committee:
Administrative Support	Appointed by the Director of Student Success who shall act as Secretary to the Committee

Quorum

The quorum shall be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

To provide assurance and strategic direction on measures to improve the student experience, including considering student transition, progression and retention, and to oversee enhancements to the student journey from admission to graduation.

- Monitor and report to Senate on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations on action;
- To drive continued enhancement of the overall student journey, ensuring successful transitions, improved student retention and an excellent student experience;
- To consider regular consolidated reports from the Retention Task Forces;
- To consider issues raised by the Students' Union;
- To develop and enhance arrangements for student representation and feedback, and oversee the implementation of the Student Partnership Agreement (SPA);
- To scrutinise School Action Plans in response to National Student Survey (NSS) and other outcomes from Student Evaluation/Feedback and make recommendations for action to Senate; and
- To monitor implementation of the procedures to support enhancement of the student experience as outlined in the Learning, Teaching and Student Success Policy Statement and to make recommendations on updates.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Sub-Groups

The Committee will be supported and advised by a Student Partnership Forum.

Frequency of Meetings

As required by Senate and normally at least three times per year.

Reporting

The Committee will report to Senate.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

15 Student Partnership Forum (SPF)

Membership

Co- Chairs	Student Union Vice-President Education Director of Student Success
Ex-Officio	Student Union President Student Union Vice-President Student Development Student Union Vice-President Welfare & Wellbeing School Enhancement Developers or equivalent from each School nominated by the Dean Student Voice Manager or nominee Head of Student Experience & Engagement or nominee
Appointed	Two undergraduate student members from each School who sits on the School Representative Group One member of academic staff per School, appointed by the Dean One Student Divisional Representative from each Division All Student Academic Society Leads Two student members elected from amongst the PGR population
Co-opted	Up to four co-opted as appropriate to be determined by the Forum
Attending	Other Heads of Professional Services may attend by invitation
Administrative Support	Appointed by the Director of Student Success who shall act as Secretary to the Committee

Alternative Members

Any member unable to attend a particular meeting may send a nominee from the School/Professional Department.

Quorum

One third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

To make recommendations on measures to improve the student experience and oversee enhancements to the student journey from admission to graduation.

- Monitor and report to the Student Experience Committee (SEC) on the

- adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations on action;
- To consider issues raised by representation groups within Schools to maximise student engagement and ensure the student voice is heard with a view to generating effective discussion to provide recommendations to SEC;
 - To build and strengthen student engagement and representation arrangements, taking cognisance of student feedback/evaluation and ensuring effective training is provided;
 - To consider issues raised by the Students' Union, develop and enhance arrangements for student representation and feedback, supported by a Student Representation Working Group;
 - Support the implementation of the Student Partnership Agreement (SPA) via a Student Partnership Agreement working group.
 - To act as a consulting forum regarding the implementation of the Learning, Teaching and Student Success Policy statement and its associated procedures and to make recommendations on updates to SEC;
 - To ensure that relevant learning and teaching matters referred by the Learning and Teaching Committee are given due consideration by the Student Partnership Forum and/or referred to relevant School Representative groups (as appropriate) in a timely manner.

All standing committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

The Forum shall normally meet four times per year.

Reporting

The Forum will report to the Student Experience Committee.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed members shall hold office for a period of three years and shall thereafter be eligible for re-appointment.

16 Research & Innovation Committee (RIC)

Membership

Chair	Appointed by Senate - Pro Vice-Chancellor (Research and Innovation)
Vice Chair	Appointed by the Committee
Ex-officio	Associate Deans (Research & Innovation) for each School Head of Research Head of Business Innovation Communications and Marketing Manager
Appointed	One representative from the Professors nominated from amongst the Professors One research staff representative nominated from amongst staff on research contracts Representative from the University Academic Integrity & Ethics Committee nominated by the Chair of that Committee One Sabbatical Officer nominated by the Students Union
Co-opted	Up to four additional members to co-opted as required by the Committee
Administrative Support	A member of administrative staff appointed by the Chair

Quorum

One third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

The Research & Innovation Committee is a Standing Committee of Senate.

- To promote and implement the University Strategy, and co-create and implement University's Strategy in relation to Research and Innovation;
- To make strategic recommendations to the University in support of Research and Innovation developments;
- To support, prioritise and encourage distinctive and collaborative Research and Innovation activities;
- To make recommendations on the Research Excellence Framework to the REF Strategy Group;
- To enthuse entrepreneurial innovation culture and promote Research and Innovation achievements internally and externally;

- To make recommendations on proposals from the Doctoral College Board on changes to the regulations for research degrees to the Regulations Committee which reports to Senate;
- To receive and review regular reports and recommendations from the Doctoral College Board, including proposals for researcher development, new and major changes to the existing postgraduate research programmes and oversight of the granting of research degree awards;
- To make recommendations to Senate and the University Academic Integrity & Ethics Committee in relation to research and innovation ethics and integrity;
- To establish short-life working groups as deemed necessary;
- To provide regular reports to Senate on its activities and make recommendations on matters relating to research and innovation;
- To ensure alignment with the relevant quality codes.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required by Senate and normally at least three times per year.

Reporting

The Committee will report to Senate.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

17 Doctoral College Board – a Sub-committee of the Research & Innovation Committee (RIC)

Membership

Chair	Pro Vice-Chancellor (Research and Innovation)
Vice-Chair	Appointed by Doctoral College Board
Ex-Officio	Head of Research Doctoral College Manager or nominee Researcher development representative or nominee
Appointed	School Postgraduate Research Student Co-ordinators or nominee Programme Leaders with responsibility for taught components of specialist doctoral programmes Representative of the University Academic Integrity & Ethics Committee Two student members elected from amongst the PGR population
Co-opted	Up to four members as determined by the Board
Administrative Support	A member of staff appointed by the Pro Vice-Chancellor (Research and Innovation)

Quorum

One third of the total membership.

The appointed academic members must have:

- Experience of postgraduate research degree supervision to completion;
- Appropriate experience of examining research degrees or specialist doctoral degrees;
- Familiarity with the University's regulations for research degrees.
- Research experience and/or track record of interdisciplinary research commensurate with the requirements of the UK Research Excellence Framework (REF);
- Subject expertise to reflect the range of disciplines in which students are registered as far as it is reasonably possible;

Other than the student members, no person who is registered for a research degree shall be a member of the Doctoral College Board.

Remit

The Doctoral College Board oversees the implementation of the University Strategy as

applicable to postgraduate research degrees and specialist doctoral degrees in alignment with external and internal expectations for the maintenance of academic standards, and continual improvement of the research student experience and environment.

- To promote a vibrant and supportive research student environment;
- To keep under review compliance with the University's Regulatory Framework, policies and procedures for research degrees and make recommendations as appropriate;
- To monitor recruitment, selection, induction and registration processes;
- To monitor and report on progression, completion, and other relevant milestones;
- To monitor and make recommendation on the quality of training, supervision, and examination arrangements;
- To monitor student engagement in research training programmes;
- To monitor requirements of relevant agencies and funding bodies, nationally and internationally to ensure alignment with relevant external quality and standards;
- Ensuring that students and supervisors are informed of sector-wide issues/developments and relevant UWS policies and procedures;
- Approval of new postgraduate research degrees and specialist doctoral degrees;
- To consider and approve applications for confidentiality of a programme of research or thesis;
- To appoint Doctoral College Review Boards in each School to make relevant recommendations for the granting of awards;
- To establish Short-Life Working Groups (SLWG) and forums as required.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required and normally at least three times per year.

Reporting

The Board will report to the Research & Innovation Committee.

Periods of Appointment

"Ex-officio" members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

Student elected members are appointed for one year and are eligible for re-election.

17A Doctoral College Review Boards (for each School)

Membership

Chair	Associate Dean (Research & Innovation) or nominee
Ex Officio	All School Postgraduate Research (PGR) Student Co-ordinators Doctoral College Manager or nominee
Appointed	One School Postgraduate Research (PGR) Co-ordinator from another School
Administrative Support	A member of the Doctoral College appointed by the Doctoral College Manager

Quorum

The Chair or nominee, two PGR Student Co-ordinators and the Doctoral College Manager or nominee.

Remit

- To review progression, attendance and engagement and other relevant milestones for all PGR students in the School;
- To recommend the granting of awards of the University to the Doctoral College Board;
- To review student engagement in the training programmes in alignment with the *Vitae Researcher Development Framework*;
- To monitor compliance of supervisory teams with the Regulations;
- To monitor PGR supervisory arrangements;
- To address all matters relating to the research studies, progression and assessment of research degree students and candidates;
- To report to the Doctoral College Board according to the University Regulations.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

The Board meeting is organised for each academic School separately three times a year or when required for award granting purposes.

Reporting

The Boards will report to the Doctoral College Board.

18 Portfolio Strategy Group (PSG)

Membership

Chair	Deputy Vice-Chancellor
Vice-Chair	Appointed by the Chair
Ex-officio	Pro Vice-Chancellor (Learning, Teaching & Student Success) Vice-Principal (Finance & Infrastructure) Deans of School or nominee Director of Strategic Planning and Development or nominee
Attending	Deans may nominate the Deputy Dean to attend on behalf of the School Other senior colleagues may attend by invitation.
Administrative Support	Senior Portfolio Enhancement Manager (QuEST)

Quorum

One third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

Remit

Portfolio Strategy Group is a Standing Committee of Senate.

The Group will have strategic overview of portfolio developments and portfolio health. It makes decisions on new programme developments, and makes recommendations to Senate on programme withdrawals, aligned with the following remit:

- PSG is responsible for taking a strategic overview of the University's portfolio of programmes across all Schools, campuses and other delivery locations on an ongoing basis;
- PSG will regularly review the UWS portfolio to ensure ongoing programme viability and health. In doing so, PSG will have access to relevant data on the University's full programme portfolio, and progress reports on recent additions to the portfolio. This may also include reports from the Portfolio Health Review Group;
- PSG may invite strategic presentations or reports on key portfolio developments and trends, and undertake consultation with relevant colleagues across the institution for new programme proposals, including new collaborative proposals;
- PSG will make in-principle decisions for Portfolio development on the following:- New programmes for delivery on UWS campuses; New programmes for delivery with existing and new collaborative partners (international and domestic); and, Programme withdrawals (Programme withdrawal proposals must be approved by Senate);

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- All proposals for in-principle approval by PSG must have the authorisation of the School Board to proceed to PSG;
 - PSG will review programme proposals and portfolio changes against the following priorities:
 - Fit with UWS Strategy and School Plans;
 - Outcomes of Portfolio Health Review;
 - Adequacy of resources, or of plans to ensure that relevant staffing, physical and learning resources are in place for the development and delivery of the programme; and
 - Market demand and financial viability.
 - PSG may set such conditions for further information, market research, commitment of resources or amendment to proposals as are deemed appropriate before permission to proceed to programme approval event is confirmed;
 - PSG may review and approve new programme development outwith normal UWS Quality Framework guidelines, setting conditions for expedited approval process;
 - PSG will retain oversight of the development of in-principle approvals through to approval, launch and recruitment during first year of delivery;
 - Where new programmes are not launched within one year, or there are significant changes to the proposal approved by PSG, the proposal should return to PSG for review before proceeding to approval.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required and normally at least three times per year.

Reporting

The outcomes of PSG decisions will be communicated to the relevant School(s) to proceed to programme development and approval.

PSG will report to Senate on:

- all in-principle approvals of new programmes and withdrawals. Programme withdrawals must be approved by Senate.
- the health and viability of the University's portfolio of programmes.

PSG will provide regular summary reports to VCE to highlight key portfolio recommendations to enable VCE to have strategic oversight of portfolio developments.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

19 University Academic Integrity and Ethics Committee

Membership

Chair	Appointed by Senate, usually one of the academic Pro Vice-Chancellors
Vice-Chair	Appointed from within the membership of the Committee
Ex-officio	Dean or nominee from each School (normally Chair or Co-Chair of School Academic Integrity and Ethics Committee) Head of Research
Appointed	One Sabbatical Officer nominated by the Students' Union
Lay	One lay member, from UWS who is not an academic member of staff
Co-opted	Up to four additional members as required by the Committee
Administrative Support	A member of staff appointed by the Chair who shall act as Secretary to the Committee

Quorum

One third of the total membership.

Remit

- To consider and provide guidance, where appropriate, on general ethical issues relating to University academic activity;
- To have oversight of the operation, monitoring, evaluation, dissemination and review of the University Code of Ethics and Guidelines for Ethical Practice in Research & Scholarship;
- To provide formal guidance and advice to Schools on academic integrity and ethics;
- To appoint *Institutional Ethics Applications Review Panels* to receive, consider and make decisions, where appropriate, on ethical issues and applications for ethical review raised by School Academic Integrity and Ethics Committees;
- To consider and approve proposed School Academic Integrity and Ethics Committees membership & procedures;
- To nominate additional reviewers for the review of ethics applications where the initial School Academic Integrity and Ethics committee is of the opinion that the application is higher risk;
- To make final decision on higher risk applications referred by Schools (with additional reviewer support);

- To consider appeals lodged against School ethics decisions, including where additional reviewer support has been provided by the University Academic Integrity & Ethics committee;
- To receive annual reports from School Academic Integrity and Ethics Committees on all aspects of academic integrity and ethics, including reporting on research misconduct;
- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval;
- To report to Senate and provide an annual report to the Research & Innovation Committee (RIC) and Learning & Teaching Committee (LTC), detailing relevant academic integrity, ethical and compliance issues;
- Oversight of commitments in the Concordat to Support Research Integrity and other existing and emerging mechanisms in support of Academic Integrity and Ethics including the Academic Freedom Statement.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required by Senate and normally at least three times per year.

Reporting

The Committee shall report to Senate.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

20 Senate Disciplinary Committee

Membership

Co-Chairs	Appointed by Senate, one Chair for each School, normally the Associate Deans (Learning & Teaching)
Depute Chairs	Co-Chairs have the authority to appoint experienced members of the committee, with at least one session's Disciplinary Committee experience, as Depute Chairs
Appointed	Four representatives appointed by the Students' Union Four members of academic staff from each School nominated by the Dean of School Four members of staff from within professional support services
Co-opted	The Committee shall have the power to co-opt a legal adviser from outwith the University, having first taken advice from UWS Legal Services

These members will form a pool of staff who can be used to hear each case.

Administrative Support	A member of staff appointed by the Head of QuEST who shall act as Secretary
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No appointed or elected member shall be the Principal or the University Secretary or an Authorised Officer as defined in the University Code of Discipline.

To ensure that there is no bias when considering cases, all Committee members participating in a meeting will be asked to disclose any connection with the students concerned before a case is heard.

Quorum

For academic misconduct – One Co-Chair, a student representative and one other drawn from the pool of members

For non-academic misconduct – One Co-Chair, a student representative and three others drawn from the pool of members

No academic member shall have taught the student, be employed in the student's Division of their School, or acted as their personal tutor. No professional services staff member on the Committee shall have formally advised or counselled the student.

Training

The Co-Chairs and appointed members will undergo training on the University's Disciplinary process and Regulations prior to hearing any cases.

Remit

- To deal with alleged cases of misconduct as defined in the Code of Discipline on the recommendation of Authorised Officers or Student Academic Integrity Panels;
- To advise Senate on matters pertaining to discipline within the University, especially with regard to the operation of the Code of Discipline.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required.

Reporting

The Committee will report annually to Senate.

The Committee will receive annual reports from Student Academic Integrity Panels on volume and range of breaches of academic integrity to inform the annual report to Senate.

Periods of Appointment

"Ex-officio" members will remain members as long as they hold the office by virtue of which they are members.

The Co-Chairs will be appointed by the Senate.

All appointed members will be appointed for a term not exceeding five years except student members who will be appointed for a period not exceeding two years.

The student members will be appointed by the Students' Union.

All appointees shall be eligible for re-appointment or re-election on the expiry of their terms of office.

21 Senate Appeals Committee

Membership

Co-Chairs	Appointed by Senate, one Chair from each School, normally the Deputy Dean.
Depute Chair	Co-Chairs have the authority to appoint experienced members of the committee – academics, with at least one session's Appeals Committee experience as Depute Chairs.
Appointed	Four academic representatives from each School nominated by the Dean Four representatives from Student Services and Registry Four representatives appointed by the Students' Union

These members will form a pool of staff who can be used to hear each appeal.

The members of the Senate Appeals Committee must:

- Be independent of the School of the appellant;
- Not have been involved with the examination, assessment or progression decision which is the subject of the appeal;
- Not been involved in the decision which is the subject of the appeal, made by one of the committees noted below;
- In addition, to ensure that there is no bias when considering appeals, all committee members participating in a meeting will be asked to disclose any connection with the appellants before the appeal is heard.

Administrative Support	A member of QuEST who will act as Secretary to the Committee
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Quorum

To enable the Senate Appeals Committee to confirm decisions there must be at least:

- One of the appointed Chairs;
- Two members of the Committee drawn from the academic staff members;
- One member of the Committee drawn from the Student Services and Registry staff members;
- One Students' Union representative at each meeting of the Committee.

Training

The Chairs and appointed members will undergo training on the University's Appeals process and Regulations prior to hearing any cases.

Remit

The purpose of the Senate Appeals Committee is to consider, and make a judgement on, an appeal against a decision and/or penalty from one of the following:

- The Senate Disciplinary Committee
- A Conduct, Competence or Fitness to Practise Committee
- The Doctoral College Board
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School Panel (for engagement/attendance) /withdrawal from programme
- A Student Academic Integrity Panel
- An Extenuating Circumstances deadline (see Regulations. 3.36-3.37)
- Any other Committee, Board or Panel or the University which is empowered to make decisions on as outlined in Regulation 6.1.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Operation

The Senate Appeals Committee will consider any appeal in line with the process detailed in the Appeals Procedure.

The Committee will either:

- Uphold the student's appeal and amend the decision and/or the penalty of one of the Committees and Panels noted above;
- In the case of upholding an appeal against a decision of the Doctoral College Board, the Committee may recommend that the examiners be required to reconsider their decision; or that new examiners be appointed to re-assess the thesis and re-examine the appellant;
- Not uphold the appellant's appeal and inform them that the original decision and/or penalty of the relevant Committee/Panel has been upheld;
- Defer a decision to enable additional information to be sought from the appellant or the School and to re-consider the appeal at a future meeting of the Senate Appeals Committee.

Frequency of Meetings

As required. The Senate Appeals Committee may be convened to consider more than one case.

Chair's Action

If an appeal is received with evidence, this will be forwarded to one of the Co-Chairs for Chair's action.

However, if the appeal is not upheld via Chair's action, a meeting will be arranged with a different Co-Chair, to reconsider the appeal.

Reporting

The Senate Appeals Committee will report annually to Senate on the number of appeals submitted, the types of appeals and the number of appeals upheld/rejected. The Senate Appeals Committee may also make recommendations to Senate for changes to the Regulatory Framework or for changes to the Appeals procedure.

Period of Appointment

The Co-Chairs will be appointed by Senate.

Appointed members will be appointed for a period of four years with the opportunity to be re-appointed at the end of this period.

Students' Union representatives will be appointed for a period not exceeding two years.

22 Senate Regulations Committee

Membership

Chair	Appointed by Senate
Vice Chair	Appointed from amongst members of the Committee
Ex-Officio	Vice Principal (Governance) & University Secretary Vice President Education (Student Union) Director of Learning and Teaching Enhancement Head of QuEST or nominee Head of Registry or nominee Head of Research or nominee Head of Admissions or nominee University Solicitor or nominee Registry Academic Manager
Appointed	Two student representatives nominated by the Students' Union Two academic representatives from each School
Co-opted	Up to four additional members to be co-opted as required by the Committee
Administrative Support	A member of staff appointed by the Secretary to Senate who shall act as Secretary to the Committee

Quorum

The quorum shall be one third of the total membership.

Remit

The Regulations Committee is a Standing Committee of Senate which advises on the operation and development of the University's Regulatory Framework.

The Committee shall make recommendations and report to Senate on all matters relating to the establishment of new or amended regulations and associated procedures and will subject these to regular monitoring and review.

The Committee shall:

- Review and make recommendations on the development of the University Regulatory Framework and associated procedures;
- Ensure that matters arising from internal strategies and the external environment are incorporated into, and align with University Regulations;

- Ensure that appropriate consultation has taken place with staff and students on proposed amendments/new regulations;
- Communicate with staff and students annually on regulatory changes.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

As required by Senate and normally at least three times per year.

Reporting

The Committee will report to Senate.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

23 Honorary Awards Committee

Membership

Chair	Principal and Vice-Chancellor
Ex-Officio	Chair of Court Vice-Chair of Court (or nominee) Principal and Vice-Chancellor Deputy Vice-Chancellor Student Union President
Appointed	Two Members of Senate (one to be a Dean)
In Attendance	University Secretary
Administrative Support	A member of administrative staff appointed by the Secretary to Senate, who shall act as Secretary to the Committee

Quorum

The quorum shall be one third of the total membership.

Remit

The Powers of the Court, set out in Schedule 1 of the University of the West of Scotland Order of Council 2019, include the power to grant honorary degrees and such other honorary academic distinctions. As detailed within Paragraph 17(1) of the Order, Court has delegated this power to the University Senate.

The Remit of the Honorary Awards Committee is to seek nominations of potential recipients of honorary awards, to select from the nominations persons to whom an honorary award may be offered, and to decide which of the approved honorary awards may be offered. Following acceptance of the offer of an award the Committee shall report to Senate the names of the honorary graduands.

The University confers honorary degrees on persons of distinction who:

- have made major contribution to the work of the University either by personal service or by other means; or
- have made a major contribution to activities more widely associated with education, business, industry, public service, sport, culture or the arts; or
- will enhance the status of the University and demonstrate an outstanding contribution in their chosen field; or
- will be a role model to UWS graduates and has the potential to act as an ambassador for the University.

Frequency of Meetings

The Committee shall meet as required by Senate but normally at least twice per year.

Reporting

The Committee will report to Senate.

Period of Appointment

"Ex-officio" members shall remain members as long as they hold office by virtue of which they are members.

Appointed members shall hold office for a period of four years and shall be eligible thereafter for re-appointment.

University Senate

University Senate Standing Orders

Approved By Court 27th November 2023



CONTENTS

SECTION 1 : INTRODUCTION TO STANDING ORDERS	Page
1.1 University Court and relationship to the Senate	4
1.2 Application of Senate Standing Orders	4
1.3 Implementation of Standing Orders	4
1.4 Review of Standing Orders	4
SECTION 2 : DEFINITIONS	5
SECTION 3 : CHAIR AND VICE CHAIR OF SENATE	
3.1 Chair of Senate	6
3.2 Vice Chair of Senate	6
3.3 Absence of Chair or Vice Chair	6
3.4 Powers and Duties of the Chair	6
3.5 Delegation of Powers/Chair's Action	6
SECTION 4 : MEETINGS	
4.1 Ordinary Meetings	7
4.2 Extraordinary Meetings	7
4.3 Notice of Meetings	7
4.4 Alteration of Date of Meetings	7
4.5 Validity of Proceedings	7
4.6 Quorum	8
4.7 Agendas and Papers	8
4.8 Reserved Items of Business	8
4.9 Confidentiality of proceedings	8
4.10 Minutes	9
4.11 Publication of papers	9
4.12 Observers	10
SECTION 5 : PROCEDURE AT MEETINGS	
5.1 Order of Business	10
5.2 Conduct of Debate	10
5.3 Points of Order	10
5.4 Decision-Making	10
5.5 Adjournment of Meetings	10
SECTION 6 : COMPOSITION OF SENATE	
6.1 Appointment of Members	12
6.2 Period of Appointment	13
6.3 Resignation of Members	13
6.4 Responsibilities of Members	13
6.5 Conflict of Interest	13
6.6 Attendance at Meetings	14

SECTION 7 : COMMITTEES OF SENATE

7.1	Establishment of Committee	15
7.2	Reporting to Senate	15
7.3	Committee structure, Terms of Reference and Membership	15
7.4	Calendar of Dates	15

SECTION 8 : SENATE ELECTION SCHEME

8.1	Scheme for Senate elections under 6.1c)	16
8.2	Scheme for election of student members under 6.1d)	17
8.3	Senate nomination to Court	18
8.4	Frequency and timing of elections	18
8.5	Elections to School Boards or other Senate Committees	18

SECTION 9 : THE FUNCTIONS OF SENATE **20**

SECTION 10 : THE EFFECTIVENESS OF SENATE AND ITS STANDING COMMITTEES **21**

SECTION 1 : INTRODUCTION TO STANDING ORDERS

1.1 **University Court and Relationship to Senate**

The Court is the supreme governing body of the University. It is responsible for the appointment of the Chancellor, the Principal & Vice-Chancellor, and the Secretary to Court. It ensures the effective management of the University and plans the strategic direction and future development of the University. The Powers and functions of the Court are set out in Schedule 1 of the *University of the West of Scotland Order of Council 2019*.

The Court is required by article 17 (1) of the *Order* to delegate to Senate certain functions relating to the academic work of the University. These are set out in section 9 of these Standing Orders. These Standing Orders set out the way the business and proceedings of the University Senate will be governed. They have been drawn up in line with Schedule 1 of the *Order*. They come into effect and will apply from the date they are approved by Court, and will remain in force until varied or revoked by Court.

1.2 **Application of Senate Standing Orders**

The Standing Orders will apply to all meetings of the University Senate and its Standing Committees. The Standing Committees of Senate are defined in the *Senate Committee Framework* (see section 7). Senate may seek approval from Court for amendment, revocation or suspension of these Standing Orders in advance of the formal review of the Standing Orders (see paragraph 1.4).

1.3 **Implementation of Standing Orders**

The Chair of Senate or the Chair of a Senate Standing Committee and the Secretary will be responsible for ensuring that the business of the University Senate or Standing Committee is conducted in line with the Standing Orders. If any dispute arises at a meeting about how the Standing Orders are interpreted this will be resolved by the Chair of the meeting, who will normally seek advice from the University Secretary whose decision will be final.

1.4 **Review of Standing Orders**

To ensure the ongoing effectiveness of the Standing Orders they will be kept under review and will be formally reviewed at least once every five years.

SECTION 2 : DEFINITIONS

In these Standing Orders, the following words will have the following meanings:

“Act” means the Higher Education Governance (Scotland) Act 2016

“Order” means the University of the West of Scotland Order of Council 2019” being the Scottish Statutory Instrument laid before the Scottish Parliament which provides the powers for the Court and Senate

“Court” means the Court of the University of the West of Scotland

“Senate” means the Senate of the University of the West of Scotland

“Chair” means the Chair of Senate

“Secretary” means the Secretary to Senate or Secretary to the Senate Standing Committee (except where it refers to the University Secretary)

“Students’ Association” means the Students’ Association of the University of the West of Scotland also known as The Students’ Union’

“Calendar of Dates” means the dates of Court and Senate Committees produced annually and updated as required by the Court & Senate Office

SECTION 3 : CHAIR AND VICE CHAIR OF SENATE

3.1 **Chair of Senate**

The Principal is the Chair of Senate in line with the provisions of Article 16 (3) of the Order.

3.2 **Vice Chair of Senate**

Senate will approve the appointment of a Vice-Chair of Senate on the recommendation of the Chair, from within the current membership of Senate.

3.3 **Absence of Chair or Vice Chair**

In the absence of both the Chair and the Vice-Chair, those members of Senate who are present will seek advice from the Secretary and appoint a Chair from amongst the members present to preside at the meeting concerned.

3.4 **Powers and Duties of the Chair**

The Chair is responsible for the effectiveness of the meeting and will make sure that the meeting is run in a fair manner and will ensure that every member is heard and given an appropriate opportunity to express their views on the subject under discussion.

The Chair will have a deliberate and casting vote and will, subject to the Standing Orders, decide all questions of order (See also Paragraph 1.3).

3.5 **Delegation of Powers/Chair's Action**

Senate may grant delegated authority to the Chair to act on its behalf between meetings on matters of routine business and where, in the view of the Chair, the business does not merit the convening of an extraordinary meeting. The Chair will be answerable to the Senate for any action which they take on its behalf and a report will be made to the next meeting of Senate detailing any Chair's action taken.

The Chair may delegate duties to other members of the Senate, but when doing so must have the consent of the Senate and must make sure that any such delegation is clearly recorded.

SECTION 4 : MEETINGS

4.1 **Ordinary Meetings**

Ordinary meetings of Senate will be held at least four times each academic year. The dates of meetings will be notified to members no later than the previous meeting. Meeting dates will be published at the start of the academic year in the University's Calendar of Dates (See Section 7.4) and in any other way the Senate thinks is reasonable. Meetings will be scheduled so that the annual cycle of business can be carried out effectively and on time.

4.2 **Extraordinary Meetings**

For urgent or exceptional circumstances, an extraordinary meeting may be convened. Extraordinary meetings may be called if requested by the Chair or on a written request signed by not less than one-third of the membership confirming the business to be considered. Minutes will be approved at the next ordinary meeting. The minutes of the previous ordinary meeting will not be approved at the extraordinary meeting.

4.3 **Notice of Meetings**

Notices of all meetings will be given by the Secretary at least five working days before the date of the meeting, specifying the time, place, day and hour of the meeting and the business to be considered.

4.4 **Alteration of Date of Meeting**

The Chair, or in his or her absence, the Vice-Chair, may in special circumstances (of which the Chair or Vice-Chair shall be the sole judge) alter the date of any ordinary meeting of Senate.

4.5 **Validity of Proceedings**

No failure or defect in the appointment or election of any member of Senate and no vacancy in the office of a member will prevent the Senate from conducting its business subject to meeting the requirements in 4.6.

4.6 **Quorum**

The quorum for meetings of Senate will be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

The quorum of all Senate Standing Committees will be one-third of the membership, one of whom must be the Chair or Vice-Chair, or person appointed under paragraph 3.3.

4.7 Agendas and Papers

The Secretary to Senate or the Secretary to the Senate Standing Committee will prepare an agenda setting out all business for the meeting.

The agenda of business and draft minutes from the previous meeting must be approved by the Chair before being circulated.

The agenda of ordinary meetings will commence with “apologies for absence”, declaration of interest” (see 6.4), followed by “determination of any other business. The Chair will determine whether to include under “any other business” any items notified for this purpose to the Secretary at least 24 hours before the meeting.

The agenda for meetings with the minutes of the previous meeting and such other papers as are referred to on the agenda will normally be circulated at least five working days before the meeting.

The agenda for meetings will indicate which items are for approval, for discussion, or for noting.

The minutes of the previous meeting shall be sent to members along with the agenda and papers for the next meeting; and shall be submitted for approval as a correct record.

Papers should be succinct, brief and clearly indicate the decision requested by Senate or the Standing Committee and be prefaced with the completed Committee cover sheet currently in use in the University.

Late circulation and tabling of papers will only be allowed in very exceptional circumstances subject to the approval of the Chair.

Dates for School Boards and Standing Committees will be agreed in consultation with the Court & Senate Office and published in the Calendar of Dates (see 7.4)

Further guidance on the preparation of papers, minutes, agenda setting and reporting is provided by the Court & Senate Office.

4.8 Reserved Items of Business

Certain items may be declared to be “reserved”. This means that for reasons of confidentiality or conflict of interest, the business is not open to discussion outside the membership of the Committee. Such business will be kept to a minimum because of the general need for transparency and openness, but will normally include matters relating to an individual member of the University or commercially sensitive material.

Papers, discussion and decisions that the Chair determines are confidential will be separately minuted and will not be made available to anyone other than members of the Committee and its Secretary.

4.9 Confidentiality of Proceedings

In general, Senate and its Standing Committees do not consider confidential or sensitive matters and there is a general presumption that all papers are open.

4.10 Minutes

The Secretary to Senate/the Secretary of the Senate Standing Committee will take a formal minute of each meeting , prepared according to the conventions outlined by the Court & Senate Office. Minutes will be approved initially by the Chair and are not confirmed until approved by the next ordinary meeting of Senate/Senate Standing Committee A paper copy of the approved Senate minutes will be maintained in a minute book as part of the official record of the University.

4.11 Publication of papers

Papers and minutes are published in line with the University's Publication Scheme with the exception of papers which are commercial in confidence or contain personal data. Any requests for such papers are considered under the Freedom of Information (Scotland) Act 2002.

4.12 Observers

At the discretion and invitation of the Chair, staff, students and members of the Court may be invited to attend a meeting of Senate or one of its Standing Committees. Observers will be provided with a copy of the meeting agenda but not the full papers. Observers will not participate in the meeting but are encouraged to speak to the Secretary on any matter following the meeting if any clarification is required.

SECTION 5 – PROCEDURE AT MEETINGS

5.1 **Order of Business**

Meetings will commence promptly at the time shown on the agenda. The business of the meeting will proceed in accordance with the agenda, unless a variation is proposed and agreed by the members present. The Chair is responsible for managing the business and discussions in a timely fashion.

5.2 **Conduct of Debate**

When speaking, members will address all points through the Chair. In the event of more than one member speaking or seeking to speak at the same time, they will be heard in the order in which they are called upon by the Chair.

5.3 **Points of Order**

A member or the Secretary may raise with the Chair a point of order during a meeting, where a member believes these Standing Orders have not been followed. The Chair will give a ruling on the point of order. Thereafter, the business of the meeting will resume in accordance with the agenda.

5.4 **Decision-Making**

All members of the Committee contribute to the decisions made. Decisions will normally be made on the basis of agreement by consensus, but where the Chair believes it to be in the interest of the progress of a debate, or where it is proposed and seconded by two members present, the Secretary may be asked to count and record a vote by a show of hands. A decision will be carried by a simple majority of those present and voting. The Chair will have a second and casting vote.

No proxies or alternates (see 6.65), nor those attending or observing Senate or a Standing Committee will be entitled to a vote, except where a Deputy Dean is representing the Dean at Senate.

5.5 **Adjournment of Meetings**

The Chair may adjourn any meeting for any reason on which the Chair will be sole judge.

When a meeting is adjourned temporarily for a brief period for convenience, emergency or other cause, no special procedures are required when the meeting resumes. The remaining business will be dealt with as if the meeting had been continuous.

When a meeting is adjourned to continue on another day, at least 3 clear days' notice of the calling of the adjourned meeting will be given. At the adjourned meeting only the unfinished business for which the original meeting was called will be transacted.

At the discretion of the Chair, when there are no matters of urgency to be resolved, the unfinished business may be referred to the next ordinary meeting of Senate or the Standing Committee.

SECTION 6 – COMPOSITION OF SENATE

6.1 Appointment of Members

Senate will be composed of a membership in line with the requirements of the HE Governance (Scotland) Act 2016.

The membership of Senate will be composed of:-

- a) The Principal, (Chair);
- b) The Deans of School (or equivalent);
- c) Members appointed by being elected by the academic staff of the University from among their own number;
- d) Members appointed by being elected by the students of the University from among the students of the University;
- e) Appointed members of Senate, on the recommendation of the Principal including any Deputy, Vice, Associate or Assistant Principals with a responsibility in relation to the functions of Senate; heads or directors from such professional services of the University as determined from time to time; and, up to four additional co-opted members.

Elected members under c) will consist of:

- (i) two members of academic staff elected by and from among the academic staff in each School;
- (ii) three members elected by and from the Professors of the University (excluding Honorary, Visiting and Emeritus Professors);
- (iii) three members of the academic staff of the University elected from among the academic staff of the University.

Elected members under d) will consist of:

- (i) Up to five members nominated by the Students' Association, having been elected under the provisions of 8.2, one of which will be a Post Graduate Research (PGR) student elected by and from among the enrolled PGR students of the University.

The number of members in categories c) and d) will exceed 50% of the total membership.

Category d) will be no less than 10% of the total membership.

The scheme for election of 6.1c) is included in section 8.1.

The scheme for election of 6.1d) is included at 8.2.

The election schemes in c) and d) and any subsequent variations or amendments will be approved by the Court.

6.2 Period of Appointment

Elected members from among the academic staff of the University and co-opted members shall hold membership for a period not exceeding four years. Elected members may seek re-election on the expiry of their period of appointment. After two consecutive terms a period of four years must elapse before seeking further re-election. Members under 6.1e) are appointed at the discretion of the Chair.

6.3 Resignation of Members

Any member of Senate will be deemed to have vacated their membership and the Secretary will declare their place vacant, in any of the following circumstances:-

- (i) the member leaves the employment of the University;
- (ii) the member has intimated in writing to the Secretary their resignation from Senate;
- (iii) the member is appointed to a role in the University when they have been appointed/elected on the basis of another specific role.

6.4 Responsibilities of Members

All members of Senate have the same responsibilities, obligations and rights and are expected to participate fully in all Committee business, unless a clear conflict of interest is identified.

The following expectations have been approved by Senate to support members in understanding and fulfilling their roles as members of Senate. These are:-

- To uphold the university's commitment to good governance and maintenance of academic freedom;
- To seek to attend all meetings of Senate, so far as possible and to indicate apologies for absence in advance when not possible;
- To read all papers in advance of the meeting and where relevant/appropriate seek comment from and provide feedback to colleagues on the matters in the agenda;
- To act in the best interests of the University, serving its further development and advancement;
- To engage in the business of Senate - contributing to debate and discussion;
- If elected by a particular group (e.g. School or Professors), to feedback and follow up on points of discussion or interest. Elected members of Senate do not represent a constituency but are representative of a range of university opinion;
- To suggest items for the Senate agenda.

6.5 Conflict of Interest

A member of Senate or any University Committee who has a financial, family or other interest in any matter under discussion, at any meeting of Senate or its Committees at which they are present, must, as soon as practicable, disclose the fact of this interest to the meeting.

Where it is identified that a member has a conflict of interest with respect to any given matter, the Chair may, on the advice of the Secretary, request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.

6.6 Attendance at Meetings

Senate meetings will normally take place in person, and members should make arrangements to prioritise attendance. Hybrid attendance will require the approval of the Chair and may not be possible.

In order to ensure the effective and efficient discharge of the business of Senate and its Committees, it is important that members attend meetings of the Board or Committee to which they are appointed. Attendance is kept under review as part of the annual review of Senate effectiveness and that of its Standing Committees .

Members of Senate cannot nominate alternatives or proxies to attend on their behalf, except for the Dean of School who may nominate the Deputy Dean (or, exceptionally, with the agreement of the Secretary, another senior leader in the School) to represent them at Senate.

Where a member has repeated non-attendance the matter will be referred to the Chair for consideration.

Senate may invite staff, students or externals to deliver presentations or speak to particular papers at Senate, but they have no rights or obligations as members.

Senate may also invite observers to meetings (see section 4.12).

SECTION 7 – COMMITTEES OF SENATE

7.1 **Establishment of Committees**

Senate will establish such Standing Committees and Boards as it thinks fit, appoint the Chair of each Committee, confer on each Committee such powers and functions as it deems necessary, and determine the membership and remit of each Committee, including delegated authority as appropriate. Only Senate can approve the amendment of the name, remit or membership of a Senate Standing Committee or Board.

Any Senate Committee may establish Sub-Committees and determine their membership and functions provided such establishment is reported to the parent committee and that they comply with these Standing Orders as to their establishment and operation.

If Senate or its Committees establishes a working group, it should clearly define the remit and the timescale within which this group shall work. The working group should be wound up when its function has been fulfilled.

Any queries on the above should be raised with the Court & Senate Office.

7.2 **Reporting to Senate**

Any Committee or Board established by Senate and reporting to it shall keep minutes and records (see section 4.10) in accordance with these Standing Orders and submit regular reports to Senate in accordance with the guidance issued by the Court & Senate Office.

Further guidance on the preparation of reports to Senate will be provided by the Court & Senate Office.

7.3 **Committee Structure, Terms of Reference and membership**

Senate will approve and publish a Committee Framework document which outlines the terms of reference and membership of Senate and its Standing Committees. Senate will keep under review the effectiveness of its committees.

7.4 **Calendar of Dates**

All meetings of Senate and its Standing Committees including School Boards will be published in the University's Calendar of Dates. The Calendar of Dates is maintained by the Court & Senate Office. The Calendar of Dates is structured to ensure management of the annual schedule of business and reporting requirements. There is a presumption against changing dates of Committees once the Committee Calendar has been published and Chairs and Secretaries must liaise with the Court & Senate Office to discuss any proposed changes to the published dates and implications for reports to Senate.

SECTION 8 – SENATE ELECTION SCHEME

8.1 Scheme for Senate elections under 6.1c)

The Court has approved the following composition of Senate, in line with the HE Governance (Scotland) Act 2016:

- (i) Two members of academic staff elected by and from among the academic staff in each School.
- (ii) Three members elected by and from the Professors of the University (excluding Honorary, Visiting and Emeritus Professors).
- (iii) Three members of the academic staff of the University elected from among the academic staff of the University.

The election of such members of Senate shall be in accordance with the following scheme:

- a) The Secretary shall oversee the operation of this scheme and be the Returning Officer. Elections may take place electronically or by paper voting forms.
- b) Members of Senate appointed under 6.1a), b) and e) are not eligible for nomination to elected posts nor can they nominate or vote in any of these elections. Professors are not eligible for nomination to elected posts under (i) or (iii) nor can they nominate or vote in these elections. Where a member of Senate elected under (i) or (iii) above is appointed to a professorial post, they may continue for their original term of appointment and thereafter be eligible for nomination or election in the new category, or resign immediately. They will still be eligible to nominate or be nominated in new election category but cannot hold two elected posts at the same time.
- c) In respect of (i) nominations will be sought from among the staff on academic terms and conditions in the School. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by six members of the School electorate. Each nominee should submit a statement in support of their candidacy (to a maximum of 200 words-which will be circulated to the electorate with the voting instructions.

In respect of (ii) nominations will be sought from among the professorial staff on academic terms and conditions in the University. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by four members of the electorate. Each nominee should submit a statement in support of their candidacy (to a maximum of 200 words which will be circulated to the electorate with the voting instructions.

In respect of (iii) nominations will be sought from among the staff on academic terms and conditions in the University excluding those in professorial positions. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by six members of the electorate of whom not more than three should be from one School. Each nominee should submit a statement in support of their candidacy (to a maximum of 200 words which will be circulated to the electorate with the voting instructions).

The call for nominations under (iii) will normally follow the conclusion of the arrangements set out for (i)

If the number of nominees matches or is fewer than the number of vacancies, then the nominee(s) will be confirmed as the elected member(s).

- d) All elections shall be on a one person, one vote, "first past the post" basis.
- e) Not less than fourteen days will be between the issue and return of nomination forms. Not more than twenty-eight days will elapse between the close of nominations and the day of the election (if required).
- f) Voting instructions will be circulated confirming the deadline for voting.
- g) Votes will be released and confirmed at the end of poll under the supervision of the Returning Officer - with the attendance of at least one scrutineer
- h) In the event of a tie, the names of the candidates will be placed in a box and drawn out by the Returning Officer in the presence of an independent witness (a member of University staff who has not been involved in the election process). The name selected will be declared to be the successful candidate.
- i) In exceptional circumstances, where it may not be possible to hold an election, the Chair of Senate on the advice of the University Secretary or the appointed Returning Officer may approve a temporary extension to the period of appointment of existing elected members.
- j) The Chair of Senate shall be empowered to rule on any procedural matters or questions arising from the arrangements for the appointment and election of members to the Senate, subject to report of the matter and its outcome to the next scheduled meeting of the Senate.

8.2 Scheme for election of Student members under 6.1d)

The four sabbatical officers elected via the Students' Union cross campus ballot will be deemed to be members of the Senate.

A Post Graduate Research student will be elected by and from among the enrolled PGR students of the University. Nominations will be sought from among the enrolled PGR students of the University. If the number of nominations exceeds one an election will be required. Each nominee should submit a statement in support of their

candidacy (up to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting instructions. The term of appointment is one year. Elected members may seek re-election on expiry of their period of appointment. If a candidate should cease to be an enrolled student their membership of Senate will cease. The election will be conducted by the Students' [Union](#) in accordance with their bye-laws governing elections.

8.3 Senate nomination to Court

Senate will nominate to Court a member from amongst its academic elected members (see 6.1.c). Nominees will be sought from among the members of elected academic staff. All members of Senate are entitled to nominate an elected academic member of Senate and to vote. Where there is more than one nominee, an election will be held with the electorate being all members of Senate (see 6.1a-e) The Secretary will oversee the election process and will determine the timescales and process for nomination and election.

The Senate nominee on Court shall hold membership for a period not exceeding three years and may seek re-election on the expiry of their period of appointment.

The Senate nominee on Court who ceases to be a member of Senate will also cease to be a member of Court at the same time.

8.4 Frequency and timing of elections

Elections will be held when there is a vacancy on Senate. Where possible, elections for different categories of member will be held at the same time to increase efficiency. These will usually be held once per academic session. However in the event that the composition of Senate falls outside the requirements of the Act, due to resignations or retirements or other reason, an election will be held at the earliest opportunity.

8.5 Elections to School Boards or other Senate Committees

Elections to School Boards or other Senate Committees should follow the broad principles outlined in 8.1 above in terms of nomination process and election timetable. The Secretary will provide additional guidance as necessary.

8.6 Nomination or election to more than one membership category

An existing member of Senate may not seek nomination or election under a different category during their term of appointment.

SECTION 9 – THE FUNCTIONS OF SENATE

Court delegates to Senate its functions related to the overall planning, co-ordination, development and supervision of the academic work of the University. These are outlined in Schedule 1 of the *University of the West of Scotland Order of Council 2019*, which are:

- To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions including honorary degrees and titles;
- To deprive a recipient of a degree diploma, certificate or other academic award or distinction including honorary degrees and titles previously conferred by the University; and
- To create and maintain codes of conduct and regulations required for the maintenance of standards and good order within the University.

Further elaboration of the functions of Senate as approved by Court are:

- 1 To regulate and promote the teaching, learning and research of the University.
- 2 To oversee academic governance and promote the academic development of the University.
- 3 To establish and delegate powers to such Boards and Committees as it considers necessary to fulfil its functions and to receive reports on the proceedings of those Boards and Committees.
- 4 To report to Court on any academic matter and on any matter referred to the Senate by Court.

SECTION 10 – EFFECTIVENESS OF SENATE AND ITS STANDING COMMITTEES

Senate is committed to improvement and enhancement in all areas of academic governance. It is guided in this by the *Scottish Code of Good HE Governance* and in particular the expectations to undertake annual review of its own effectiveness and its committees as well as an externally facilitated evaluation every five years.

As part of the regular evaluation of committee effectiveness, all committees which report to Senate should provide a short evaluation towards the end of each academic year, reflecting on the outcomes of the committee during the preceding year paying particular attention to contributions towards delivery of strategic objectives.

Senate will receive a summary of the outcomes of the reviews each year which will guide future changes in remit or membership of Senate and its Standing Committees.



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