

General Procedures

Chair

1.1 In the absence of the Vice-Chancellor and Principal, the Vice-Principal shall preside at meetings of the Senate; if both are absent from any meeting, or any part of it, a Chair for that meeting or for that part of the meeting shall be appointed by the members present.

Quorum

1.2 One-half of the total actual membership of the Senate, or the nearest whole number less than one-half of such number if the latter is not a multiple of two, shall constitute a quorum. In the absence of a quorum no business shall be transacted other than the adjournment of the meeting. At the adjourned meeting the business for which the original meeting was called may be completed in the absence of a quorum. The adjourned meeting shall be called by the Secretary to the Senate, and members given at least ten days' notice.

Secretary

1.3 The Secretary and Registrar, (or his/her nominee) shall normally act as Secretary to the Senate.

Meetings

1.4 Meetings of the Senate shall be called by the Vice-Chancellor and Principal or the Secretary to the Senate, and shall be held normally not fewer than four times in an academic session. Extraordinary meetings shall be held if requested in writing by at least one third of the members of the Senate.

Agenda

1.5 The Secretary to the Senate shall publish the agenda normally at least one week in advance of meetings.

Agenda Items

1.6 Any member of Senate may propose items for the agenda, and any member of the full-time teaching staff may propose items for the agenda to members of the Senate or to the Secretary to the Senate. Provided ten days' notice is given, all such proposed items must be included in the agenda, or be reported to the next meeting of the Senate. If the latter course is followed, the author of the item shall be given immediate notice in writing of the action taken, and s/he shall be informed of the reason.

Decision Taking

1.7 When a vote has to be taken, decision shall be by simple majority; if even voting occurs, the Chair shall have the casting vote.

Minutes

1.8 The Secretary to the Senate shall keep minutes of all meetings. Copies of these minutes, together with the associated agenda papers, shall be available to Members of the University in the Library, and through the University's web pages

Confidentiality

1.9 Members of the Senate shall observe the normal degree of confidentiality and discretion of committees with respect to agenda documents.

Attendance

1.10 Members of Senate are expected to attend all meetings. Non-members may be admitted to meetings with observer status only, subject to the agreement of the Chair. Such guests of Senate may be required to leave if they cause a disturbance or if Senate so determines. A request to attend a meeting of Senate should be submitted to the Secretary at least 7 days before the meeting to which the request refers.

Reserved Matters

1.11 The following matters shall normally be confidential to members of the Senate:

- a** matters affecting a named individual;
- b** matters where release of information may endanger health and safety of individual(s);
- c** matters pertaining to the commercial interests of the University or its partners.

1.12 Papers and minutes addressing any of the above shall, unless otherwise agreed by the Senate, be restricted in their circulation to all or some members of the Senate.

1.13 The Chair of the Senate (and the Chair of any Senate committee) shall declare any of the following as reserved areas of business at which all students (whether members or attending) and any other observers present, unless by the agreement of the Senate they are permitted to remain, shall withdraw from the meeting place and shall not return until the reserved area of business is concluded:

- a** matters affecting the appointment, promotion, dismissal and personal affairs of individual members of staff, including the composition and work of selection committees;
- b** matters affecting the admission and academic assessment (excluding disciplinary matters brought before the Disciplinary Board) including the awarding of degrees to individual students, and the withdrawal on grounds of academic failure of individual students; and
- c** such other matters as he or she shall at his or her sole discretion decide.

1.14 The Secretary of the Senate may from time to time issue guidance on the format and content of papers and minutes for the Senate and its committees.

Election of academic staff to the Senate

1.15 Elections shall normally take place in the appropriate academic year before 30 June. The persons elected shall take office on the following 1 September.

1.16 Senate shall determine periodically the categories of elected seats and the number to be filled. Senate has determined that from 2004 until further notice each School shall be eligible to elect to the Senate two representatives by, with and from the academic staff of the School.

1.17 The Secretary to the Senate shall ask for nominations at least four weeks before the date fixed by him or her for the election.

1.18 Nomination forms must carry the signatures to two members of the academic staff of the School eligible to vote in the election, and the written agreement of the nominee to serve on the Senate if elected.

1.19 The Secretary to Senate shall ensure that every member of the academic staff eligible to vote is notified of the election and the names of the candidates and is given the opportunity to vote.

1.20 The election shall be by ballot and by majority vote. In the case of a tie leading to an unclear decision, another election shall be held, the only candidates being those who received an equal number of votes.

1.21 The period of office shall normally be two years. Elected representatives shall be eligible for election for a further consecutive period of up to two years. An interval of at least one year must then occur before the member of staff may stand for election again.

1.22 Where a vacancy occurs (or is expected to occur), the vacancy shall be filled by the candidate with the next highest number of votes in the election at which the member retiring was elected. The new representative shall serve until the date of the next election. Where there is no such candidate or where the vacancy or vacancies would leave no elected representative for the School, an election shall be called by the Secretary to the Senate in accordance with this Regulation.

Standing Committees

1.23 The following committees are established by the Senate and shall report from time to time to the Senate. They shall have such authority to act on behalf of the Senate as their individual terms of reference indicate. The Vice-Chancellor is *ex-officio* a member of each Committee of Senate.

Learning and Teaching Committee

Membership

Ex officio:

Pro-Vice-Chancellor (Learning and Teaching) (Co-Chair)

Pro-Vice-Chancellor (Graduate Studies) (Co-Chair)

Each Head of School or their nominee

Chair of the Sub-Committee for Postgraduate Research Degrees – unresolved

Director of the Learning and Teaching Development Unit

Director of Library Services

President of the Union of Brunel Students or nominee

Co-opted:

Director of Postgraduate Courses

Up to two external members with expertise in learning and teaching as necessary

Officer:

Head of the Quality and Standards Office

Terms of Reference

In the light of the University's mission and objectives and within such overall objectives as Senate may decide:

- i. Develop, review and revise the University's Students' Plan and the associated risk management strategies, in accordance with the University's Strategic Plan, for approval by Senate.
- ii. Receive, consider and advise Schools on learning and teaching strategies which may be developed at local level and to ensure that these complement and are consistent with the University's Strategic Plan and its Students' Plan.
- iii. Report to Senate annually on the implementation of the Students' Plan and the associated risk management strategies.
- iv. Advise on the policies and procedures for the maintenance and enhancement of quality and standards and oversee the implementation of such policies.
- v. Oversee arrangements for assuring the quality and standards of collaborative provision.
- vi. Report to Senate annually on the management of quality and standards in relation to learning, teaching and the student experience, thereby fulfilling the function of the University, internally, and in partner institutions, including those overseas.
- vii. Advise on the entry requirements and criteria for admissions to degree programmes; to specify the conditions for exemptions from these criteria and to monitor their application.
- viii. Keep under review regulations relating to the conduct of undergraduate, postgraduate and research degree regulations, the associated assessment processes, and to advise Senate on potential areas for development.
- ix. Ensure that the University is appropriately represented to external professional and statutory bodies.
- x. Maintain an overview of external developments relating to academic quality and standards, including those related to the QAA's academic infrastructure, and promote and encourage a commitment to quality and standards and enhancement within the University.
- xi. Assure Senate that the university's educational provision is responding appropriately to changes in external circumstances, including student demand.
- xii. Within the context of the strategic plan and the associated risk management strategies, review and disseminate good and innovative practice in learning and teaching, and the assessment of student performance.
- xiii. Ensure that effective institutional approaches, which embody collaboration between University stakeholders, including academic Schools, central and learner support services, are developed and implemented to enhance the quality of provision and the student experience.
- xiv. Advise on new opportunities which will bring into the University new resources for learning and teaching.
- xv. Allocate any resources available to it for the support of learning and teaching.
- xvi. Advise Senate on learning, teaching and student support environments to maximise the student experience of learning.
- xvii. Receive minutes and reports and to advise Senate on issues arising from its Subcommittee for Postgraduate Research Degrees.
- xviii. Advise the Staff Development Committee on policies and procedures in respect of teaching enhancement (including research, staff development and scholarly activity).

- xix. Consider any other issues related to learning and teaching as may be referred to it by Senate.

The following Sub-Committee of Learning and Teaching committee has been established:

Sub-Committee for Postgraduate Research Degrees

Membership

Ex officio:

Pro-Vice-Chancellor (Graduate Studies) (Chair)
Director of Postgraduate Research (Deputy Chair)
Pro-Vice-Chancellor (Learning and Teaching)
Pro-Vice-Chancellor (Research)

Nominated:

1 member from each School (with responsibility for research matters)
1 member from each Associated Institution
Four student members nominated by the President of the Union of Brunel Students and the Associated Institutions

Officer:

Head of the Quality and Standards Office

Terms of Reference

In the light of the University's mission and objectives and within such overall objectives as the Learning and Teaching Committee may decide:

- (i) within the context of the Strategic Plan and the associated risk management strategies, and with reference to external bodies and institutions, to review and disseminate good practice in relation to research student provision and the student experience;
- (ii) to report to the Learning and Teaching Committee annually on the management of quality and standards in relation to programmes of research training, internally and in partner institutions;
- (iii) to develop, review and revise the framework within which Schools and Schools monitor programmes of study leading to research degrees of the University.

Graduate School Board

Membership

Ex officio:

Pro-Vice-Chancellor (Graduate Studies) (Chair)
Vice-Principal
Director of Postgraduate Research
Director of Postgraduate Courses
Director of Brunel International or nominee
Director of Marketing

Nominated:

One member of senior academic staff from each School

Four members nominated by the President of the Union of Brunel Students and the Associate Institutions

Officer:

Head of the Quality and Standards Office

Terms of Reference

In the light of the University's mission and objectives and within such overall objectives as Senate may decide, the Graduate School Board shall:

- i) Working closely with the committees responsible for core strategies, keep under review, and advise Senate on, progress towards the University's strategic goals in relation to postgraduate provision;
- ii) Maintain the standard of awards and the quality of programmes within the School, and any programmes offered by the School in collaboration with other bodies;
- iii) Monitor effectiveness of postgraduate marketing, recruitment and admissions policies and practices;
- iv) Working closely with Learning and Teaching Committee and Sub-Committee for Postgraduate Research Degrees, monitor the outcomes of postgraduate taught and research programmes across the University;
- v) Review matters of postgraduate student welfare and support across the University.

Research and Knowledge Transfer Sub-Committee

Membership:

Ex-officio:

Pro-Vice-Chancellor (Research), (Chair)

Vice-Principal

Dean of the Graduate School, or nominee

Commercialisation Director

Director of RSDO

Nominated:

Up to four leading researchers from the University's academic community, nominated by the Heads of School in consultation with the Chair

Up to two members external to the University, with expertise in research and in generating funding for research (e.g., directors of research in industry, research agencies, etc):

Officer:

Head of Planning

Terms of Reference:

Within such overall objectives as Senate may decide, and in the light of the University's mission and objectives:

- (i) Develop, review and revise the University's Research Strategy and Knowledge Transfer Strategy, in accordance with the University's Strategic Plan, for approval by Senate;
- (ii) Report to Senate annually on the implementation of the above strategies;
- (iii) Within the context of the Research Strategy and the Knowledge Transfer Strategy, review and provide feedback on the research, corporate relationship management and knowledge transfer plans from Schools, designated Research Centres, RSDO and the Commercialisation Office;
- (iv) Allocate any resources made available to it for the support of research and knowledge transfer (e.g. BRIEF, Research Leave, Research Strategy posts);
- (v) Advise on new opportunities which will bring into the University new resources for research and enhance the commercial potential of research e.g. through collaboration with industry and commerce, other HE institutions, government agencies, development and sale of intellectual property rights, as well as through new collaborations within the University.

Disciplinary Board

Membership

Vice-Principal or a Pro-Vice-Chancellor (Chair)

Fourteen academic staff members of Senate, of whom at least three shall be professors or Heads of School

President of the Union of Brunel Students

Two student members of Senate

A disciplinary case will be heard by a Disciplinary Panel of three members, of whom one shall normally be a student.

Each Disciplinary Panel, as described in Senate Regulation 6.93, shall be chaired by an academic member of the Board appointed by the Chair of the Board in consultation with the Secretary.

Terms of Reference

See Senate Regulation 6

Academic Appeals Committee

Membership

Chair appointed by Senate from amongst its members

Eleven members of the academic staff appointed by Senate at least one of whom shall be from an Associated Institution

Terms of Reference

See Senate Regulation 6

Committee for Academic Staff Promotion

Membership

The Vice-Principal (Chair)
The Pro-Vice-Chancellors
4 Members of Senate, nominated by Senate

Officer:

Director of Human Resources

Terms of Reference

- (i) to determine and review criteria for the grading, probation and promotion of academic and research staff approval by Senate;
- (ii) where appropriate, to advise Senate on matters relating to the appointment, appraisal and development to staff arising from the above;
- (iii) to consider proposals from Schools regarding promotion to Senior Lecturer, Reader, Professor and their equivalents in research, and the recommend promotions to Senate;
- (iv) to consider criteria for the award of discretionary and accelerated increments to academic staff reporting to Senate as necessary and reviewing the criteria for their award as appropriate
- (v) to receive reports on the implementation of the criteria, in (i), (iii) and above from Schools

The School Board

1.24 There shall be a School Board for each School of the University. The School Board is a sub-committee of Senate and shall meet and report to Senate regularly, according to the schedule published by Senate and additionally as deemed necessary by the Head of School or Senate.

Membership of the School Board

1.25 The members of the Board of each School shall be:

- a** the Vice-Chancellor and Principal (ex-officio);
- b** the Head of School (ex-officio), (Chair);
- c** the Pro-Vice-Chancellor of the Graduate School (ex-officio) or his/her nominee;
- d** the Deputy Heads of School;
- e** the School Manager;

- f** not more than four members of the academic staff elected by and from the fulltime Professors (not Heads), Readers, Senior Lecturers and Lecturers of the School in accordance with approved procedures (see paragraph 1.32);
- g** not more than three full-time members of the research staff of the School elected by and from the full-time Professorial Research Fellows, Senior Research Fellows and Research Fellows in the School, in accordance with approved procedures;
- h** not more than four undergraduate students elected by and from the enrolled undergraduate students registered in the School in accordance with approved procedures;
- i** not more than two postgraduate taught course student members elected by and from the postgraduate taught course students registered in the School in accordance with approved procedures;
- j** not more than two research student members elected by and from the research students registered in the School in accordance with approved procedures;
- k** such other staff, administrative, clerical and technical as may be elected to the Board, provided that Senate approves in respect of each School the number of persons who may be so elected, and the manner in which and the period for which, appointments shall be made;
- l** such other academic staff as may be appointed by the Board of the School provided that Senate approves in respect of each School the number of persons who may be so appointed and the period for which appointments shall be made.
- m** a non-voting representative appointed by the Director of Library Services.
- n** a non-voting representative appointed by the Director of the Computer Centre.
- o** each Board of School is advised to seek to appoint one or more representatives from staff in other Schools where appropriate, and to make provision for the regular attendance at meetings by members of the other support services.
- p** the members of the Board of the School elected under 1.25f, 1.25g and 1.25k shall hold office for a period of two years and shall be eligible for re-election, provided that no person shall be re-elected who has completed four consecutive years in office until a further period of one year has elapsed;
- q** the members of the Board of the School elected under 1.25h, 1.25i and 1.25j shall hold office for a period of one year and shall be eligible for re-election.

1.26 The Secretary to the School Board shall be appointed by the School Manager.

Quorum for the School Board

1.27 The quorum for the School Board, which must include the Chair or one Deputy Head, shall be one-third of the total actual membership of the Board, or the nearest whole number greater than one-third of such number.

1.28 In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting. An adjourned meeting shall be called by the Secretary of the School Board giving members at least ten days' notice. At the adjourned meeting the business for which the original meeting was called may be completed in the absence of a quorum.

Chair

1.29 In the absence of the Head of School from any meeting, or any part of a meeting, an alternate designated by the Head shall take the Chair; if both are absent, one of the Deputy Heads present shall be appointed by those members present, and shall take the Chair.

Power and duties of the School Board

1.30 Subject to the Charter and Statutes, the School Board shall be responsible, under the authority of Senate, within the policies agreed by Senate and with due recognition of issues of equal opportunities and ethics, for organising and regulating the academic work within that School in teaching and learning, assessment and research, and in particular the Board shall,

- a** encourage developments in research and in learning and teaching within the School, and to ensure coherence of academic development, in accordance with the strategic objectives of the University;
- b** make recommendations to Senate concerning programme specifications and the arrangements for the teaching and assessment of courses and programmes of research study within the School, in consultation with the Pro-Vice-Chancellor of the Graduate School where appropriate;
- c** maintain the standard of awards and the quality of the programmes within the School, and any programmes offered by the School in collaboration with other bodies;
- d** transact any other academic business pertaining to the School;
- e** consider any matter referred to it by Senate and/or Council;
- f** make recommendations to, and to declare opinions on any matter to, Senate.

1.31 The School Board shall, unless otherwise agreed by Senate, establish a subcommittee for the consideration of matters relating to undergraduate programmes and a comparable sub-committee for postgraduate programmes. The Board may transact any or all of its business through committees or other appropriate bodies which will be responsible to the School Board.

Electoral Procedures for Elections to the School Board

1.32 Election of Professors, Readers, Senior Lecturers and Lecturers of the School under 1.25f and election of other members under 1.25g and 1.25k:

- a** The election shall take place every other academic year before 30 June. The persons elected shall take office on the following 1 September.
- b** The election shall be by ballot.
- c** The School Manager shall ask for nominations four weeks before the date fixed by the School Manager for the election.
- d** Each nomination must carry the signature of two members of the staff of the School eligible to vote in the election, and the written agreement of the nominee to serve on the School Board if elected.
- e** Nominations must be handed to the School Manager at least two weeks before the date of the election.
- f** Election shall be by majority vote. In the case of a tie leading to an unclear decision, another election shall be held, the only candidates being those who received an equal number of votes. If the number of the electorate is such that a tie cannot be resolved in this manner, the Head of School shall have a casting vote.
- g** In the case of a member not being able to complete his or her period of office, the casual vacancy shall be filled by the candidate with the next highest number of votes in the election at which the member retiring was elected. If there is no such candidate a by-election shall be held at a time to be determined by the School Manager after consultation with the Head of School.