SENATE REGULATION 1 (August 2014 onwards): Senate and its Procedures

Contents
PART A - GENERAL PROCEDURES .................................................................................................. 2
PART B - STANDING COMMITTEES OF SENATE ...................................................................... 5
Quality Assurance Committee ............................................................................................................... 5
Education Enhancement Committee ...................................................................................................... 6
Postgraduate Research Degrees Committee ....................................................................................... 7
Research and Knowledge Transfer Committee .................................................................................. 8
Student Welfare Committee ................................................................................................................ 9
Misconduct and Professional Suitability Board ................................................................................. 10
Academic Appeals Committee .......................................................................................................... 10
Academic Governance Committee .................................................................................................... 11
Part C - JOINT SENATE AND EXECUTIVE COMMITTEES ..................................................... 11
College Education Committees ........................................................................................................ 11
College Research Committees ......................................................................................................... 14
Institute Research Committees ........................................................................................................ 17
PART A - GENERAL PROCEDURES

Chair
1. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor (Education and International) shall preside at meetings of the Senate.

Quorum
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
3. In accordance with Council Ordinance 9, there shall be a Secretary to the Senate who shall be appointed by the Vice-Chancellor.

Meetings
4. Meetings of the Senate shall be called by the Vice-Chancellor 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
5. The Secretary to the Senate shall publish the agenda normally at least one week in advance of meetings.

Agenda Items
6. Any member of Senate may propose items for the agenda which fall within the terms of reference of Senate, and any member of the teaching or research staff may propose items for the agenda to members of the Senate or to the Secretary to the Senate. Provided ten working 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
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
8. The Secretary to the Senate shall keep minutes of all meetings. Copies of the unreserved minutes, together with the associated unreserved agenda papers, shall be available to Members of the University through the University’s intranet.
Confidentiality

9. Members of the Senate shall observe the relevant degree of confidentiality pertaining to the business of the committee.

Attendance

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 5 working days before the meeting to which the request refers.

Adjournment

11. The meeting may be adjourned at any time by the Chair.

Co-option

12. In accordance with Council Ordinance 9, Senate may resolve to co-opt additional members provided that the reasons for so doing are explained and agreed. Membership of Senate by co-option shall be for a period of two or three years as Senate may determine with the possibility of a further period of co-option on one occasion only.

Closed matters

13. Papers and minutes containing information which is subject to freedom of information exemptions may be recorded as ‘closed’. Papers and minutes recorded as ‘closed’ will not be made available externally to the University.

The following matters shall normally be recorded as closed:

   a) matters pertaining to the commercial interests of the University or its partners.

Reserved matters

14. The following matters which may also be subject to freedom of information exemption, shall be recorded as ‘reserved’. ‘Reserved’ matters shall normally be confidential to members of the Senate but may be restricted to circulation to staff members only by the Chair:

   a) matters affecting a named individual, such as 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 of students including the awarding of degrees to individual students, and the withdrawal on grounds of academic failure of individual students;
c) matters where release of information may endanger health and safety of individual(s);

d) matters pertaining to the commercial interests of the University or its partners (for members only)

e) other matters determined by the Chair.

15. During items of reserved business and such items of closed business as the Chair shall determine all students (whether members or attending) and any other observers present, unless they are permitted to remain by the agreement of the Senate, shall withdraw from the meeting place and shall not return until the business is concluded.

16. 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**

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

18. The composition of Senate shall be as set out in Council Ordinance 9.

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

20. Nomination forms must carry the signatures of two members of the academic staff of the College eligible to vote in the election (that is, of the Lecturers, of the Senior Lecturers or of the Readers/Professors of the College), and the written agreement of the nominee to serve on the Senate if elected in accordance with the conditions approved by Senate.

21. 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.

22. The election shall be by ballot and by simple majority vote. Where there are two positions available the electorate may vote for up to two candidates. Any ballot paper with more than the number of votes eligible to be registered, or where the voting intention is insufficiently clear, will be regarded as spoilt and not included in the results. 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.

23. 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.

24. 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 College, an election shall be called by the Secretary to the Senate in accordance with this Regulation.

PART B – STANDING COMMITTEES OF SENATE

The following committees have been 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 terms of reference shall determine. The Vice-Chancellor or in his or her absence, a Deputy Vice-Chancellor, shall be ex-officio a member of all Committees of Senate. *(All ex-officio members are noted in italics.)*

**Quality Assurance Committee**

The Quality Assurance Committee, on behalf of Senate, has oversight of the development of University-wide quality assurance policies, through analysis of institutional data, monitoring of policy implementation and identifying and sharing institutional and sector good practice. The terms of reference apply to undergraduate and postgraduate taught provision, continuing professional development, and provision delivered in partnership with others, including PGR provision delivered in partnership.

**Terms of Reference:**

To:

- Develop institutional policies for approval by Senate in respect of the assurance of quality and standards, conduct of assessments and examinations, and assessment of mitigating circumstances;

- Monitor the implementation and evaluation of policies in respect of quality and standards assurance;

- Recommend institutional procedures and schedules in respect of quality and standards assurance processes, such as annual monitoring, periodic review, regulatory audit;

- Analyse institutional data (progression, retention, completion rates, awards, equality monitoring statistics) and present data and options for future policy and/or for action to Senate;

- Undertake any work requested by Senate in respect of development of policies for the assurance of quality and standards;

- Monitor and keep Senate informed of external developments relating to academic quality and standards including the HEFCE, QAA, PSRBs and other accrediting bodies; make recommendations to Senate as to how the Institution should respond to such developments;

- Have oversight of and conduct reviews on behalf of Senate on provision offered in partnership;
• Report at least annually to Senate on the process and reports of external examiners for taught provision.

Membership

• Pro-Vice-Chancellor (Quality Assurance and Enhancement) (Chair)
• Deputy Vice-Chancellor (Education and International)
• Vice-Dean (Education) of each College
• Two academic representatives from each College
• Dean of the Graduate School
• Director of Academic Programme Development
• Partnerships and Collaboration Manager
• Up to two representatives of the Union of Brunel Students

Education Enhancement Committee

The Education Enhancement Committee has institutional oversight of the enhancement of the learning opportunities, and the dissemination of good practice and innovation. The terms of reference for this committee apply to all taught provision, including provision delivered in partnership with others.

Terms of Reference

To:

• Develop institutional policies to enhance learning opportunities and delivery of education, informed by internal and external evaluations, for approval by Senate;

• Receive and consider reports on innovations in teaching and learning practices, and evaluate pilots;

• Ensure that the University is effectively taking deliberate steps at institutional level to improve the quality of learning opportunities and promote a culture of enhancement across the University;

• Monitor and evaluate the implementation at institutional level of policies to improve the quality of learning opportunities;

• Identify and share good practice in learning and teaching arising from its business;

• Oversight of institutional educational issues arising from SSLCs;
• Identify opportunities for working in partnership with students via the sharing of good practice internally and across the sector;

• In association with BEEC and SPD, promote good practice and innovations.

Membership

• Pro-Vice-Chancellor (Quality Assurance and Enhancement) (Chair)
• Director of Academic Programme Development
• Director of the School of Professional Development
• Director of BEEC
• Director of LIBT
• Library Services Director
• Three academic representatives from each College
• Up to two representatives of the Union of Brunel Students

Postgraduate Research Degrees Committee

The Postgraduate Research Degrees Committee, on behalf of Senate, has oversight of the development of quality assurance policies, through analysis of institutional data, monitoring of registration, progression and examination data, and identifying and sharing institutional and sector good practice in relation to postgraduate research degree provision.

Terms of Reference

To:

• Develop institutional policies relating to quality and standards assurance and enhancement of research degree provision for approval by Senate;

• Monitor the implementation and evaluate the effectiveness of policies in respect of quality and standards assurance;

• Analyse institutional data on progression, retention, completion rates, equality monitoring statistics) and present that data and options for future policy and/or for action to Senate;

• Identify and share good practice in in relation to PGR provision;

• Monitor and evaluate supervision, training and development opportunities for PGR students;
• Monitor the effectiveness of the internal collaborative arrangements for the provision of supervision, training and development opportunities;

• Monitor and keep Senate informed of external developments relating to the policies and guidance of research councils and other external bodies relevant to postgraduate research students and their education.

Membership

• Dean of the Graduate School (Chair)
• Deputy Vice-Chancellor (Education and International)
• Pro-Vice Chancellor (Quality Assurance and Enhancement)
• Dean of Research
• Vice-Dean (Education) from each College
• A staff representative of Buckinghamshire New University
• Two academic representatives from each college
• Three Research institute representatives (one from each Institute)
• A student representative of Buckinghamshire New University
• Up to two PGR student representatives of the Union of Brunel Students,

Research and Knowledge Transfer Committee

The Research and Knowledge Transfer Committee, on behalf of Senate, has oversight of the development of policy and good practice of research and knowledge exchange activity. Within such overall objectives as Senate may decide, and in the light of the University’s Research Strategic Plan.

Terms of Reference

To:

• Develop and revise the University policies relating to monitoring the quality, impact and good practice of research and knowledge exchange activity for approval by Senate;

• Review and provide feedback on the outcome and implementation of policies of Senate relating to academic policy, quality, impact or good practice, including: open access and research data management activity; research information management, research leave,
collaborative activity, research integrity, research ethics and research conduct; business development and innovation.

- Analyse institutional data relating to quality, impact and good practice of research (including annual reports from Institutes and Colleges) and use to present options for future policy to Senate and/or provide information and guidance to the Research Strategy Committee.

- Report to Senate at least annually on the quality and progression of the University’s research activity, including issues relating to research conduct and good practice.

Membership

- Deputy Vice-Chancellor (Research), (Chair)
- Dean of Research
- Dean of Graduate School
- Director of RSDO
- One representative from each College
- One representative from each Research Institute
- Up to two members external to the University, with expertise in research and in generating funding for research (such as directors of research in industry, research agencies).

Student Welfare Committee

The Student Welfare Committee advises Senate on the development of policy relating to student welfare and has oversight of institutional welfare issues across the Colleges.

Terms of Reference

To:

- Advise and make recommendations to Senate on matters relating to student health and welfare;
- Ensure the Regulations and University processes which affect student health and welfare are compliant with relevant legislation and consistent with good practice;
- Have an overview of issues surrounding tutoring;
- Oversee central and local services for student health and welfare;
• Institutional oversight of matters relating to student welfare raised by SSLCs and other bodies.

Membership
• Dean of Students (Chair)
• Head of Student Services
• Head of Disability and Dyslexia Service
• Student Equality and Diversity Manager
• Director of the Counselling Service
• College Associate Dean (Student Welfare) (1 per College)
• One member of staff from LIBT
• One member of staff with expertise in international student support
• Up to two representatives of the Union of Brunel Students

Misconduct and Professional Suitability Board
The Misconduct and Professional Suitability Board regulates matters of student misconduct and professional suitability on behalf of Senate. Senate Regulation 6 (1 August 2014 onwards): Misconduct and Professional Suitability sets out the policies and procedures relating to the Misconduct and Professional Suitability Board.

Membership
• Deputy Vice-Chancellor (Education and International) (Chair)
• Up to eighteen members of academic staff, which shall include members approved to chair Panels and Appeals Panels.
• Four student members of the Board, who shall be the President of the Union of Brunel Students and three other sabbatical officers of the UBS.

Academic Appeals Committee
Academic Appeals Committee gives consideration to student appeals relating to decisions of Panels or Boards of Examiners, or of research degree Examiners. Senate Regulation 12 (1 August 2014 onwards): Academic Appeals sets out the the policies and procedures relating to the Academic Appeals Committee.

Membership
• Chair appointed by Senate who shall be a member of the Senate
• Sixteen members of the academic staff (not within their probationary period) appointed by Senate, of whom not less than three shall be Professors

**Academic Governance Committee**

The Academic Governance Committee advises Senate on the development and revision of Regulations.

**Terms of Reference**

To:

• Oversee the development of new, and revisions to, Senate Regulations;
• Regularly review and scrutinise the Senate Regulations in operation;
• Advise Senate on issues arising from its work on the Regulations that may impact on institution-wide academic policy.

**Membership**

• Pro-Vice Chancellor (Quality Assurance and Enhancement) (Chair)
• Secretary to Senate
• University Secretary
• Four members nominated by Senate (including at least two drawn from the elected membership of Senate)
• President of Union of Brunel Students
• Co-opted members, as required (depending on Regulations being reviewed)

**Part C – JOINT SENATE AND EXECUTIVE COMMITTEES**

**College Education Committees**

The College Education Committee takes the lead in developing the College’s educational strategy and is responsible for oversight of quality assurance and enhancement of educational provision within the College, the development, implementation and review of the College Education Plan, and for student experience and welfare. The College Education Committee will have lines of report to the College Management Board on all matters, Senate (in matters relating to
quality and standards assurance and academic policy) and the Education Strategy Committee (in matters of strategy).

Terms of Reference

Part One: Strategy and Planning

The College Education Committee will:

i. Develop the College’s educational strategy for approval by the College Management Board and Education Strategy Committee;

ii. Develop a plan to implement the strategy for approval by College Management Board and Education Strategy Committee and monitor the implementation of the plan against KPIs set by the University;

iii. monitor and review the implementation of the agreed strategies and Education Plan, together with associated KPIs and targets, and report on these to the College Management Board and Education Strategy Committee;

iv. discuss, advise on, and make recommendations to the College Management Board on any matters relating to the taught provision within the College and for its enhancement;

v. consider initial proposals and business plans for new degree programmes and make recommendations to the College Management Board and Education Strategy Committee;

vi. Consider proposals to close programmes and make recommendations to the College Management Board and Education Strategy Committee;

vii. to consider matters referred to it by Education Strategy Committee and College Management Board, and report on these matters as required;

Part Two: Quality and Standards Assurance

The College Education Committee will consider, monitor, review and maintain the academic standards, the quality assurance and enhancement of educational provision within the College, including all undergraduate, postgraduate taught, postgraduate research provision, continuing professional development and provision delivered in partnership with others, in accordance with University policy and procedures, and make recommendations to Senate.

Specifically, College Education Committee will, in accordance with University policies and procedures:

i. monitor the number and profile of applicants for UG and PG programmes, conversions and registrations;
ii. consider and monitor data relating to the characteristics of the student body, student progression, work placements, degree outcomes and employment statistics;

iii. Monitor and review arrangements for the supervision, progression and training of Postgraduate Research students;

iv. Consider, approve, or make recommendations to Senate concerning major modifications and new programme approvals, including research degree programmes;

v. Monitor the effectiveness of the operation of the Tutoring@Brunel framework within the College;

vi. in collaboration with relevant University services, be responsible for the quality and enhancement of the student experience overall, including technical support for students and matters of student welfare;

vii. to engage with students regarding their learning, through feedback, surveys, student representatives;

viii. to receive reports from Department Academic Committees and refer matters to Department Academic Committees for action and response;

ix. to consider matters referred to it by Senate and report on these matters as required;

x. monitor the work and recommendations of the Staff Student Liaison Committees and ensure that actions are followed up and reported back to the students;

xi. review External examiners’ reports and ensure that actions are followed up by Departments;

xii. consider and report to Senate on reports and action plans arising from Academic Programme Reviews

xiii. consider and report to Senate and College Management Board on reports and action plans arising from Annual Monitoring;

xiv. maintain an oversight of reports from external bodies including PSRBs and other accrediting bodies, and relevant issues as detailed in these reports.

Membership

- Vice-Dean (Education) (Chair)
- Deputy Vice-Chancellor (Education and International)
- Pro-Vice-Chancellor (Quality Affairs)
• Dean of Students
• Dean of the Graduate School
• Vice-Dean (Education) from another College
• Director of BEEC, or nominee
• Director of the School of Professional Development, or nominee
• Associate Dean (Welfare)
• Associate Dean (Quality Assurance)
• Chairs of Department Academic Committees
• Director of Library Services, or nominee
• Six academic staff representing departments
• Four student representatives, including one postgraduate taught, and one postgraduate research student

**Secretariat**

• College Education Manager
• Senior Quality Assurance Officer
• Head of Registry or Head of Quality and Standards or Secretary to Senate

**College Research Committees**

The College Research Committee is responsible for: developing, discussing, advising on, overseeing and reviewing the implementation of the research strategies of the College, its rolling five-year Research Plan and associated KPIs; and regulating and assuring the quality of research.

For matters relating to strategy, there are lines of report to the Research Strategy Committee and the College Management Board.

For matters relating to quality assurance and academic policy, these Committees have lines of report through Research and Knowledge Transfer Committee to Senate, the principal body responsible to Council for the regulation, governance and quality assurance of the academic work of the University.

**Terms of Reference**

**Part 1 - Matters relating to strategy**
i. Develop the College’s research strategy for approval by the College Management Board and Research Strategy Committee;

ii. Develop a plan to implement the strategy, for approval by College Management Board and Research Strategy Committee and monitor the implementation of the plan against KPIs set by the University;

iii. The Committee will develop strategy to meet the targets set for the College within agreed plans regarding:

   o Enhancing and monitoring research quality and impact
   o Research income
   o The shape of the College’s research portfolio, including areas for strategic investment
   o the interdigitation of College strategy with the strategy of the Institutes, and the promotion of cross-University research collaborations
   o Management, governance and legal compliance of research including, open access, research data management, research information management, research integrity, research ethics and research conduct.

The Committee will monitor progression towards these targets and report on these to the Research Strategy Committee and the College Management Board.

iv. The Committee will support and implement University strategy regarding development of the Research Excellence Framework return.

v. The Committee will support individual researchers through the provision and monitoring of Personal Research Plans (PRP).

vi. The Committee will identify, monitor and advise the Research Strategy Committee of bids for major grants and doctoral training awards, ensuring that appropriate external partnerships are in place. This will include the monitoring of associated Post Graduate Research student numbers and completions where appropriate.

vii. The Committee will monitor external funding achieved in light of targets set for the College within the University’s Research Strategic Plan.

viii. The Committee will identify on behalf of the Research Strategy Committee, potential research partnerships with universities, businesses and not for profit organisations in the UK and abroad. To advise on the strategic value and likely cost benefits of any such partnerships.
ix. To consider matters referred to it by Research Strategy Committee or College Management Board, and report on these matters as required.

Part 2 - Matters relating to Quality Assurance and Integrity

i. The Committee will support and implement University policy regarding Research Integrity.

ii. The Committee will support and implement University policy regarding Research Data Management.

iii. The Committee will ensure that issues relating to research raised by Departmental Academic Committees are addressed to Senate or Research and Knowledge Transfer Committee or other Committee as appropriate.

iv. The Committee will monitor compliance and identify potential policy issues around research conduct, including research integrity, research ethics and research data management and to report on these to the Research and Knowledge Transfer Committee or other Committee as appropriate. Where policies in this remit apply to research students, the Committee will work jointly with the College Education Committee which has overall responsibility for the supervision, progression and training of PGR students.

v. To consider matters referred to it by Research and Knowledge Transfer Committee or Senate, and report on these matters as required.

Membership

- Vice-Dean Research (Chair)
- Deputy Vice-Chancellor (Research)
- Dean of Research
- Director of Research Support and Development Office or delegate
- Head of Departments
- Departmental Directors (Research)
- A Graduate Student representative of UBS

Additional members may be co-opted as required.

- Director of Planning (Officer)
- Planning Officer (Secretary)
- Research Manager (Officer)
Institute Research Committees

The Institute Research Committee is responsible for: developing, discussing, advising on, overseeing and reviewing the implementation of the research strategies of the Institute, its rolling five-year Research Plan and associated KPIs; and regulating and assuring the quality of research.

For matters relating to strategy, there are lines of report to the Research Strategy Committee and the Institute Management Board.

For matters relating to quality assurance and academic policy, these Committees have lines of report through Research and Knowledge Transfer Committee to Senate, the principal body responsible to Council for the regulation, governance and quality assurance of the academic work of the University.

Terms of Reference

Part 1 – Matters relating to strategy

i. Develop the Institute’s research strategy for approval by the Institute Management Board and Research Strategy Committee;

ii. Develop a plan to implement the strategy, for approval by Institute Management Board and Research Strategy Committee and monitor the implementation of the plan against KPIs set by the University;

iii. The Committee will develop strategy to meet the targets set for the Institute within agreed plans regarding:

   o Enhancing and monitoring research quality and impact
   o Research income
   o The shape of the College’s research portfolio, including areas for strategic investment
   o The interdigitation of Institute strategy with the strategy of the Colleges and other Institutes, and the promotion of cross-University research collaborations
   o Management, governance and legal compliance of research including, open access, research data management, research information management, research integrity, research ethics and research conduct.

The Committee will monitor progression towards these targets and report on these to the Research Strategy Committee and the Institute Management Board.

iv. The Committee will support and implement University strategy regarding development of the Research Excellence Framework return.

v. The Committee will support individual researchers through the provision and monitoring of Personal Research Plans (PRP).
vi. The Committee will identify, monitor and advise the Research Strategy Committee of bids for major grants and doctoral training awards, ensuring that appropriate external partnerships are in place. This will include the monitoring of associated Postgraduate Research student numbers and completions where appropriate.

vii. The Committee will monitor external funding achieved in light of targets set for the Institute and associated Colleges within the University’s Research Strategic Plan.

viii. The Committee will identify on behalf of the Research Strategy Committee, potential research partnerships with universities, businesses and not for profit organisations in the UK and abroad. To advise on the strategic value and likely cost benefits of any such partnerships.

ix. To consider matters referred to it by Research Strategy Committee or Institute Management Board, and report on these matters as required.

Part 2 – Matters relating to Quality Assurance and Integrity

i. The Committee will support and implement University policy regarding Research Integrity.

ii. The Committee will support and implement University policy regarding Research Data Management.

iii. The Committee will ensure that issues raised by Theme Research Committees are addressed to Senate or Research and Knowledge Transfer Committee as appropriate.

iv. The Committee will monitor compliance and identify potential policy issues around research conduct, including research integrity, research ethics and research data management and to report on these to the Research and Knowledge Transfer Committee or other Committee as appropriate.

v. To consider matters referred to it by Research and Knowledge Transfer Committee or Senate, and report on these matters as required.

Membership

• Director of Institute (Chair)
• Deputy Vice-Chancellor (Research)
• Dean of Research
• Theme Leaders
• Director of Research Support and Development Office or delegate
• Institute Director of Operations
• A Graduate Student representative of UBS

Additional members may be co-opted as required.

• Director of Planning (Officer)
• Planning Officer (Secretary)
• Institute Manager (Officer)

[Updated October 2014]