

# SENATE REGULATION 1: Senate and its Procedures

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## **PART A – GENERAL PROCEDURES**

Senate's Terms of Reference are set out in [Council Ordinance 9](#).

### Chair

1. In the absence of the Vice-Chancellor, the Provost shall preside at meetings of the Senate.

### Quorum

2. Twenty-three members of Senate shall constitute a quorum, which must include 15 ex-officio members (to include at least one of the Vice-Chancellor, Provost, or Vice-Provosts, and eight elected members. 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 Senate who shall be appointed by the Vice-Chancellor.

### Officers

4. The Chairman has authority to approve Officers to Senate as appropriate.

### Meetings

5. 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 may be held if called by the Chair or, in their absence, the Secretary, on receipt of a written request signed by any five members of the Senate stating the purpose for which a meeting is required. The Secretary shall give a minimum of seven clear days' notice before the meeting.

### Agenda

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

### Agenda Items

7. 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 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

8. 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

9. The Secretary to 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

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

### Attendance

11. Members of Senate are expected to attend all meetings. Where a member does not attend for any three meetings within an academic year, the Chair may require that member to be removed from the Committee. If that member was elected, a replacement may be sought accordingly. 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 five working days before the meeting to which the request refers.

### Adjournment

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

### Co-option

13. 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

14. 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

15. 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.
16. 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.
17. The Secretary of 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 Senate

18. Elections shall normally take place in the appropriate academic year before 30 June. The persons elected shall take office on the following 1 August.
19. The composition of Senate shall be:

##### Ex-officio

- The Vice-Chancellor and President who shall be the Chairman
- The Provost
- The Vice-Provosts
- The Vice-Provosts and Deans
- The Deputy Deans (Academic Affairs) of each College of the University
- The Vice-Deans (Education) of each College of the University
- The Vice-Deans (Research) of each College of the University
- The Directors of the Research Institutes
- The President of the Students' Union
- Not more than five students of the University, elected from among their own number in such a manner as the Senate shall determine
- The Director of the Graduate School
- The Chair of each of Senate's Sub-Committees

##### Elected

- Two Professors or Readers from each College elected from amongst their own number by the Professors and Readers in each College
- Two Senior Lecturers, Lecturers or Associate Lecturers from each College elected from amongst their own number by the Senior Lecturers, Lecturers or Associate Lecturers in each College
- Three members of Research Staff, to include Research Assistants or Research Fellows, but not being Professors, Readers, Senior Lecturers or Lecturers of the University, elected from amongst their own number by the Research Staff in each College

20. The Secretary to Senate shall ask for nominations at least four weeks before the date

fixed by them for the election.

21. Nominations must carry the signatures of two members of the academic and/or research staff of the College eligible to vote in the election (that is, of the Associate Lecturers, Lecturers, Senior Lecturers, the Readers/Professors, or the Research staff 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.
22. The Secretary to Senate shall ensure that every member of the academic or research staff eligible to vote is notified of the election and the names of the candidates and is given the opportunity to vote.
23. 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.
24. Members of Senate shall hold office for a period of two or three years as the Senate may determine. 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.
25. 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 Senate in accordance with this Regulation.

## **PART B – STANDING COMMITTEES OF SENATE**

The following committees have been established by Senate and shall report from time to time to Senate. They shall have such authority to act on behalf of Senate as their terms of reference shall determine. The Vice-Chancellor or in their absence, the Provost, shall be an ex-officio member of all CommitteeSsS of Senate. *(All ex-officio members are noted in italics.)*

All committees of Senate will consider the potential equality and diversity impact of the work they undertake. The Student Experience and Welfare Committee has further oversight of equality and diversity matters affecting students.

There are two joint committees of Senate and Council (Honorary Degrees Committee and University Research Ethics Committee). Their respective Terms of Reference are published separately outside of this Regulation.

### **University Education Committee (UEC)**

The University Education Committee is a sub-committee of Senate. The Committee shall be the deliberative body with responsibility for the oversight of: the enhancement of learning opportunities across the University, including the promotion of good practice and innovation; and the development of University-wide quality assurance policies.

The terms of reference apply to undergraduate and postgraduate taught provision including apprenticeships postgraduate research degree provision, continuing professional development, and provision delivered in partnership with others.

## Terms of Reference

The Committee has responsibility to:

1. monitor and evaluate the effectiveness of policies, initiatives, and where appropriate, institutional strategies, underpinning student learning opportunities and academic standards across the institution, making recommendations to other committees as appropriate;
2. in association with Academic Skills, the Academic Professional Development Unit, the Professional Development Centre, and the Graduate School, promote and monitor the impact of related good practice and innovation in learning and teaching;
3. develop, revise, approve, monitor and evaluate the effectiveness of institutional policies relating to: the enhancement of learning opportunities and delivery of education (in all forms and contexts); research degree provision; admissions; and the assurance of academic quality and standards, making recommendations to Senate where Regulation changes may be appropriate;
4. consider and set actions in respect of analyses of institutional data such as retention, progression, outcomes for students, submission rates, student characteristics, and relevant, student surveys and other types of student feedback; making recommendations to other committees where relevant, and reporting onwards as appropriate to Senate;
5. Consider and set actions in respect of external data relating to the University's educational provision; making recommendations to other committees where relevant, and reporting onwards as appropriate to Senate
6. receive and consider reports and evaluations on innovations and good practice in learning and teaching and research degree provision, and make recommendations as appropriate to integrate good practice into University policies and procedures;
7. set institutional procedures and schedules in respect of quality assurance processes and consider matters arising from them;
8. oversee, monitor and review the Management of Information Framework and to support the efficient and effective management of information, and compliance with regulatory and statutory obligations;
9. monitor external developments relating to postgraduate research students and their education, and academic quality and standards (including from funding bodies, quality assurance bodies, or other regulatory bodies), advising other committees as appropriate;
10. have oversight of provision offered in partnership, including management, monitoring and review, and to recommend changes to partnership frameworks and arrangements as appropriate;

11. consider matters arising from the reports of External Examiners for taught provision, and associated processes, approving or recommending action as appropriate in response, and reporting annually to Senate on this;
12. monitor and evaluate training and development opportunities for PGR students, and training of supervisory and other involved staff.

### Reporting

The University Education Committee will formally report to Senate.

### Frequency

The University Education Committee should meet at least five times per academic year.

### Composition

- Vice-Provost Education (Chair)
- Deputy Dean (Academic Affairs) from each College
- Associate Deans (Quality Assurance) from each College
- Director of the Graduate School
- Centre A representative from Academic Skills Development
- A representative from the Academic Professional Development Unit
- A representative from the Digital Education Team
- A senior representative from BPC
- Assistant Director (Academic Services)
- Head of Library Services
- Director of the Professional Development Centre
- One PGR Director from each College
- One academic representative from each College
- Vice-Presidents of the Union of Brunel Students for each College
- Head of Quality Assurance (Secretary)
- Quality Assurance Manager (officer to Committee)
- Other relevant staff from academic or professional services to attend by invitation

## **Student Experience and Welfare Committee (SEWC)**

The Student Experience and Welfare Committee is a sub-committee of the Senate. The Committee shall be the deliberative body with responsibility for the oversight of student experience, welfare and student equality and diversity.

The Committee has a responsibility for informing students and staff on the actions it has taken and the recommendations it has made.

### Terms of Reference

The Committee has responsibility to:

1. consider key measures of the student experience including the National Student Survey (NSS), Postgraduate Taught Experience Survey, Postgraduate Research Experience Survey, Your Voice and other institutional student surveys, outcomes of the Students' Union's democratic processes and feedback from the student

representative system;

2. assure the effectiveness of all student feedback mechanisms in partnership with the Students' Union;
3. develop, monitor and evaluate Tutoring Brunel and the Student Partnership Strategy;
4. guide the strategic development of equality and diversity throughout the University and the Union of Brunel Students in relation to students;
5. monitor and report on the implementation of the University's Equality and Diversity Strategy, policy and action plans in relation to student equality matters;
6. review student population data relating to student equality and diversity and investigate any areas of concern
7. monitor and report on the University's compliance with equality and diversity regulations and legislation as it relates to current and prospective students (admission and recruitment policies) and investigate any areas of concern;
8. have oversight of the academic appeals, misconduct and professional suitability procedure;
9. benchmark the Brunel student experience against competitors and best practice within the higher education sector;
10. oversee effective engagement between the University's student facing services, including central and local services for student health and welfare;
11. receive annual activity and updates from Colleges and University departments, which outline the sum of their student experience, welfare and equality and diversity work to inform annual reporting and progress against the targets and other Key Performance Indicators;
12. advise and make recommendations to Senate on matters relating to student health and welfare.

### Reporting

Student Experience and Welfare Committee will formally report to Senate.

### Frequency

Student Experience and Welfare Committee should meet at least four times per academic year.

### Composition

- Vice-Provost Students, Staff and Civic Engagement (Co-Chair)
- President of the Union of Brunel Students (Co-Chair)
- Registrar and Director of Governance, Legal, Academic and Student Services
- Registrar
- Associate Dean (Student Experience and Welfare) CBASS
- Associate Dean (Student Experience and Welfare) CEDPS
- Associate Dean (Student Experience and Welfare) CHLS



- Four representatives nominated from the Union of Brunel Students
- Director of the Graduate School or nominee
- Director of Professional Development Centre or nominee
- Head of Customer Services – Information Directorate
- Student Equality and Diversity Manager
- Union of Brunel Staff representative
- Student Support & Welfare Manager
- Administration Assistant, Office for Student Complaints, Conduct and Appeals (Officer)
- Senior Campus Communications Manager
- Head of Academic Skills Development
- Manager Office for Student Complaints, Conduct and Appeal
- Student Voice Coordinator
- Head of Student Services
- Commercial Services Manager
- Head of Library Services
- Student Support and Welfare Officer (Care Leavers, Estranged Students, Young Carers and Mature Students)
- Other relevant staff from academic or professional services to attend by invitation

### **Research and Knowledge Transfer Committee (RKTC)**

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.

The Committee has a responsibility for informing students and staff on the actions it has taken and the recommendations it has made.

#### Terms of Reference

The Committee has responsibility to:

1. 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;
2. Review and provide feedback on the outcome and implementation of policies of Senate relating to academic policy, quality, impact or good practice in research and knowledge exchange, 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;
3. Analysis institutional data relating to quality, impact and good practice of research and knowledge exchange (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 Academic Strategy Committee;

4. 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.

#### Reporting

Research and Knowledge Transfer Committee will formally report to Senate

#### Frequency

Research and Knowledge Transfer Committee should meet at least three times per academic year.

#### Composition

- Vice-Provost Research (Chair)
- Director of Graduate School
- Director of Research Support and Development Office
- Vice Dean Research (CBASS)
- Vice Dean Research (CDEPS)
- Vice Dean Research (CHLS)
- One representative from each College (role undertaken by Vice-Deans research for 2019/20).
- One representative from each Research Institute
- One representative of Research staff
- Chief Business and Innovation Officer
- 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).
- The Vice-President (Postgraduate) of the Union of Brunel Students
- Secretariat: Appointed from the Planning and Policy Office

## **STUDENT CONDUCT, PROFESSIONAL SUITABILITY AND IMMIGRATION COMPLIANCE**

The powers of Senate to regulate matters relating to student conduct and professional suitability, to suspend, discipline, exclude or expel any student, and revoke awards or other distinctions are established in Council Ordinance 9 (Section 2.4 [ii, iv, v and vii]), and are delegated by Senate to Vice-Chancellor's Representatives, the Misconduct and Professional Suitability Board, and the Immigration Sponsorship Review Panel. The powers of the Vice-Chancellor and their delegate(s) in relation to the expulsion, exclusion or suspension of students are established under the provisions set out in Council Ordinance 7 (Section E2).

Misconduct and Professional Suitability Board (MPSB)

The Misconduct and Professional Suitability Board regulates matters of student conduct and professional suitability on behalf of Senate. [Senate Regulation 6: Student Conduct \(Academic and Non-Academic\)](#) and [Senate Regulation 14: Professional Suitability](#) set out procedures relating to the Misconduct and Professional Suitability Board.

## Terms of Reference

The Board has responsibility to:

1. in accordance with the appropriate Senate Regulations, consider cases of alleged misconduct by, and the professional suitability of, students (and where appropriate, former students), to determine appropriate outcomes and, where necessary, to impose a sanction(s);
2. in accordance with the appropriate Senate Regulations, consider the appeals of students (and former students) against the outcomes of misconduct and professional suitability cases;
3. ensure that the consideration of cases is conducted in a fair, transparent and impartial manner;
4. report the outcomes of misconduct and professional suitability hearings and temporary suspensions and exclusions annually to the Student Experience and Welfare Committee;
5. review the Board's activities, including any trends and issues, reporting at least annually to the Student Experience and Welfare Committee on this.

## Reporting

The Misconduct and Professional Suitability Board reports formally to the Student Experience and Welfare Committee.

## Composition

- To be confirmed (Chair)
- Up to twenty six members of academic staff, which shall include members approved by the Chair of the Board to act as chairs of Panels and Appeals Panels.
- Five student members, who shall be the President and four other full-time sabbatical officers of the Union of Brunel Students.
- Secretariat: Appointed from the Academic Services Office (to include a Clerk and a Secretary to the MPS Board)
- Where additional panel members or specialist expertise is required, Senate may appoint one or more temporary members of the Misconduct and Professional Suitability Board, which may include persons external to the University.

Senate shall also designate at least four members of staff who shall act as Vice-Chancellor's Representatives (VCRs) with authority as set out in Senate Regulation 6 to consider and determine certain types of cases relating to student conduct and to apply appropriate penalties.

## **Immigration Sponsorship Review Panel (ISRP)**

The Immigration Sponsorship Review Panel regulates matters of student conduct in relation to immigration compliance. [Senate Regulation 15: Immigration Compliance](#) sets out procedures relating to the Immigration Sponsorship Review Panel.

### Terms of Reference

The Panel has responsibility to:

1. in accordance with the appropriate Senate Regulations, consider conduct which may constitute non-compliance with a student's immigration-related obligations or which may interfere with or prevent the University from complying with its sponsorship obligations, to determine appropriate outcomes and, where necessary, to impose a sanction(s);
2. in accordance with the appropriate Senate Regulations, consider the appeals of students (and former students) against the outcomes of immigration non-compliance cases;
3. ensure that the consideration of cases is conducted in a fair, transparent and impartial manner;
4. report the outcomes of immigration non-compliance cases annually to the Student Experience and Welfare Committee;
5. review the Panel's activities, including any trends and issues, reporting at least annually to the Student Experience and Welfare Committee on this.

### Reporting

Immigration Sponsorship Review Panel formally to the Student Experience and Welfare Committee

### Composition

As prescribed by Senate from time to time, to include, but not be limited to:

- At least one Senior Officer of the University
- At least one other member of Senate
- At least one student member, who shall be the President or a full-time sabbatical officer of the Union of Brunel Students.
- Secretariat: Appointed from the Academic Services Office
- Where additional panel members or specialist expertise is required, Senate may appoint one or more temporary members of the Immigration and Sponsorship Review Panel.

## **Academic Appeals Committee (AAC)**

The Academic Appeals Committee gives consideration to student appeals relating to decisions of Panels or Boards of Examiners, or of research degree Examiners or progress Assessors. [Senate Regulation 12: Academic Appeals](#) sets out the policies and procedures relating to the Academic Appeals Committee.

## Terms of Reference

The Committee has responsibility to:

1. in accordance with the appropriate Senate Regulations, consider academic appeals by students, determine outcomes, and make appropriate recommendations;
2. ensure that the consideration of cases is conducted in a fair, transparent and impartial manner;
3. review at least annually data on the incidence and outcomes of academic appeals across the University (including data reported from Colleges as well as cases considered by the Academic Appeals Committee) and report to Senate;
4. review the Board's activities, including any trends and issues, reporting at least annually to Student Experience and Welfare Committee on this.

## Reporting

Academic Appeals Committee formally report the Student Experience and Welfare Committee

## Composition

- Chair appointed by Senate who shall be a member of the Senate
- Not less than sixteen members of the academic staff (not within their probationary period) of whom not less than three shall be Professors. At least two of these members shall be appointed as Vice-Chairs.
- Secretariat: Appointed from OSCCA

## **PART C – JOINT SENATE AND EXECUTIVE COMMITTEES**

### **College Education Committee (CEC)**

The College Education Committee is responsible for oversight of delivery; quality assurance and enhancement; learning and teaching and student experience of educational provision within the College. The terms of reference apply to undergraduate, postgraduate taught and postgraduate research provision, continuing professional development, work placements, and provision delivered in partnership. The College Education Committee will consider appropriate matters referred from Department Management Boards. It will report to the College Management Board and Senate.

The Committee has a responsibility for communicating appropriately to students and staff on the decisions it has taken and the recommendations it has made.

## Terms of Reference

The Committee has responsibility to:

1. monitor the number and profile of student applicants for all levels of provision;
2. consider and monitor data relating to: the characteristics of the student body; the education, retention, support for and progression of students; YourView; NSS/PTES/PRES; work placements; degree outcomes; and employment statistics;

3. monitor and review arrangements and data relating to the supervision, progression; outcomes and training of Postgraduate Research students;
4. oversee the social mobility and equality of opportunity for student success;
5. consider and approve proposals for new programmes, changes to existing programmes, and suspension and withdrawal of programmes, both taught and research, and make recommendations to Senate;
6. monitor the effectiveness of the operation of University Policies within the College, including, for example, the Tutoring@Brunel framework and the Code of Practice for Research Degrees;
7. working with relevant University services, assure the quality of the student experience;
8. engage with students through formal and informal channels; consider recommendations made by Student Experience Committees;
9. evaluate the quality of teaching;
10. consider and present to Senate reports and action plans as required;
11. review issues arising from External Examiners' reports and ensure that actions are followed up by Departments;
12. lead the annual monitoring process for the College and review and make recommendations to address issues and to monitor progress and communicate and disseminate good practice in learning and teaching;
13. promote and monitor staff engagement with training programmes and development in the context of teaching;
14. maintain oversight of engagement with external bodies including professional, statutory, regulatory and other accrediting bodies (PSRBs);
15. facilitate the flow of information and communication relating to new and revised policies and plans back into Departments and College Central Office.

### Reporting

College Education Committee will formally report to Senate.

### Frequency

College Education Committee should meet at least four times per academic year.

### Composition

- Deputy Dean (Chair)
- Vice-Provost and Dean of College (ex-officio)
- Registrar and Director of Governance, Legal, Academic and Student Services, or nominee
- Vice-Dean (International) (ex-officio)
- Vice-Dean (Education) (ex-officio)
- Associate Dean (Student Experience)

- Associate Dean (Quality Assurance)
- Associate Dean (Equality and Diversity)
- At least one Research Institute Director (or nominated Theme Leader)
- Departmental Director for Teaching and Learning from each Department
- At least one PGR Director
- Director of the Graduate School
- Director of BEEC
- PDC Business Partner
- Representative from Student Services Directorate
- Quality Assurance Manager for the College
- Four student representatives to be nominated by the Union of Brunel Students, comprising one undergraduate student, one postgraduate taught student, one postgraduate research student, and the Vice President for the College
- College Education Manager (Secretary)
- Officer: Appointed by the College

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