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 8.

Chair

1. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor shall preside at meetings of the Senate. In the event that both the Vice-Chancellor and Deputy Vice-Chancellor are absent from a particular meeting, the Vice-Chancellor or Secretary to Senate shall appoint a nominee to chair that meeting.

Quorum

2. fifty per cent (50%) of members of Senate shall constitute a quorum, which must include at least fifty per cent (50%) of the elected members. In the absence of a quorum, business may be discussed and decisions may either be deferred to the next quorate meeting of Senate or considered to be taken by Chair's action on the advice of members present, provided no member present registers any objection. In the case where the meeting is being chaired by a nominee, the chairs action should be taken by the formal chair of Senate.

Secretary

3. In accordance with Council Ordinance 8, there shall be a Secretary to Senate who shall be appointed by the Vice-Chancellor.

Officers

4. The Chair 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.

6. A resolution in writing or in electronic form agreed by members of Senate shall be as valid and effectual as if it had been passed at a meeting of Senate, provided that the proposed resolution is sent to every member of Senate and a simple majority (or such higher proportion as may be required by the Charter, Statutes, Ordinances or Senate Regulations depending on the nature of the resolution) of the members signify their agreement to the proposed resolution within 28 days of the date of its circulation.

Agenda

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

Agenda Items

8. 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

9. When a vote has to be taken, the decision shall be by simple majority. In the event of a tie, the Chair shall have a casting vote.

Chair's Action Between Meetings

10. The following categories of business may be conducted by the Chair of Senate or any of its committees.
    a) Business which is unfinished at Senate or committee meeting for lack of information or the absence of a quorum but on which a clear steer is given to guide the decision when the information becomes available;
    b) Business which is approved at Senate or committee subject to certain conditions to be met by the management or other parties and signed off by the chair;
    c) Urgent business between meetings, canvassing the support of other Senate and committee members as far as possible by phone or email. Such decisions should not involve changes of policy of Senate or committee and should only be taken where there is material risk to the University or a subsidiary company.

11. Where a Chair's Action takes place, this will be recorded in the minutes of the next meeting.

Minutes

12. 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

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

Attendance

14. Members of the Senate are expected to attend all meetings. Where a member does not attend any three meetings within an academic year, the Chair may require that member to be removed. 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 the Senate may be required to leave if they cause a disturbance or if the Senate so determines. A request to attend a meeting of the Senate should be submitted to the Secretary at least five working days before the meeting to which the request refers.

Adjournment

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

Co-option

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

Closed matters

17. 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

18. 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.

19. 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.

20. 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 Senate

21. Elections shall normally take place in the appropriate academic year before 30 June.

The persons elected shall take office on the following 1 August.

22. A second round of elections may be held after each round of Academic Promotions where an elected member is no longer eligible to hold their position due to being promoted.

23. Should an elected member leave the University during their term, an additional election will only be held if they depart before the third meeting of the Senate in any Academic Year. After the third meeting, the vacancy will be held after the next round of elections, as outlined in point 20.

24. The composition of the Senate shall be:

Ex-officio

- The Vice-Chancellor and President who shall be the Chair
- The Deputy Vice-Chancellor
- The Pro-Vice Chancellors
- Associate Pro Vice-Chancellor Quality Assurance
- Associate Pro Vice-Chancellor Student Experience
- Associate Pro Vice-Chancellor Research Culture and Governance
- Associate Pro Vice-Chancellor Research Impact
- Associate Pro Vice-Chancellor Equality, Diversity and Inclusion
- The Executive Deans 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
- Not more than three students of the University, elected from among their own number in such a manner as the Senate shall determine

Elected

- One Professor or Reader from each College
- One Senior Lecturer from each College
- One Lecturer or Associate Lecturer from each College
- One member of Research Staff, to include Research Assistants or Research Fellows, (excluding Professors, Readers, Senior Lecturers or Lecturers) from each College

25. The Secretary to the Senate shall ask for nominations at least four weeks before the date fixed by them for the election.

26. Nominations must carry the signatures of two members of the academic and/or 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. Each College shall elect the 3 members referred to in paragraph 23 and the academic staff of each College shall be entitled to vote.

27. The Secretary to the 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.

28. The election shall be by ballot and by simple 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.

29. Members of the Senate shall hold office for a period of three years. Elected representatives shall be eligible for election for a further consecutive period of up to three years. An interval of at least one year must then occur before the member of staff may stand for election again.

30. Where a vacancy occurs (or is expected to occur) within the first year of the term of office, 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 Deputy Vice-Chancellor, shall be an ex-officio member of all Committees of Senate.

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

University Education and Student Experience Committee (UE & SEC)

The University Education and Student Experience 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. To oversee and approve all aspects of the academic programme lifecycle, including the approval of new programmes, collaborative provision, modifications to existing programmes, and the suspension or withdrawal of provision. This includes ensuring that proposals are strategically aligned, pedagogically robust, and compliant with internal quality assurance processes and external regulatory requirements, such as those set by the Office for Students (OfS). It will assess the academic coherence, resource implications, student impact, and risk considerations associated with each proposal. Programme suspensions and withdrawals will be scrutinised to ensure appropriate teach-out arrangements and clear communication plans, informed by evidence-based submissions, including equality impact assessments, external examiner feedback, and institutional strategic priorities.

2. 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;

3. In association with Academic Skills, the Academic Professional Development Unit, the Professional Development Centre, promote and monitor the impact of related good practice and innovation in learning and teaching;

4. 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;

5. Consider and set actions in respect of analyses of institutional data such as retention, progression, outcomes for students, submission rates, student characteristics, and where relevant, student surveys and other types of student feedback; making recommendations to other committees where relevant, and reporting onwards as appropriate to Senate;
6. 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
7. 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;

8. Receive, evaluate, and formally endorse reports originating from its sub-committees, with the primary purpose of upholding oversight of their operational functions and offering recommendations to the Senate for consideration. set institutional procedures and schedules in respect of quality assurance processes and consider matters arising from them;

9. 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;

10. 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;

11. To receive, review and approve reports and monitor and evaluate the effectiveness of Apprenticeship Quality Board.
12. To maintain oversight of Strategic Approval Scrutiny Sub-Committee (SASSC) decisions on programme approvals, variations to programmes, suspensions and withdrawals;

13. Have oversight of provision offered in partnership, including management, monitoring and review, and to recommend changes to partnership frameworks and arrangements as appropriate;

14. 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;

15. Monitor and evaluate training and development opportunities for PGR students, and training of supervisory and other involved staff.

16. Approve and monitor the University's Equity Strategy and Delivery Plan, including annual equity reporting for student population and outcome data, and regular updates on key equity issues relating to all aspects of the student journey and legal and regulatory compliance.

17. Receives reports and recommendations from the Research Degrees Sub-Committee (RDSC) on progression, completion, collaborative provision, and external developments, which are considered, with good practice disseminated and issues escalated to the Senate where required.

Reporting

The University Education and Student Experience Committee will formally report to Senate.

Frequency

The University Education and Student Experience Committee will meet on six occasions per academic year.

Composition

- Pro Vice Chancellor Education (Chair)
- Pro Vice Chancellor Enterprise Employment
- Associate Pro Vice Chancellor Quality Assurance
- Associate Pro Vice Chancellor Student Experience
- Associate Pro Vice-Chancellor Ethics and Governance
- Associate Pro Vice Chancellor Equality, Diversity and Inclusion
- Vice Dean (Education) from each College
- Associate Director of Student Support Services
- Associate Director of Academic and Student Administration
- Associate Director of the Student Professional Development
- Associate Director of Library and ASK
- Chair of the Student Experience and Welfare Sub Committee
- Chair of the Access and Participation Sub Committee
- Equality Lead (Students)
- A representative from Academic Skills Development
- A representative from the Academic Professional Development Unit
- Head of Media and Digital Education
- Director of Learning and Teaching, Brunel Pathway College
- Head of Skills Development and Further Learning
- One academic representative from each College
- Education President, Union of Brunel Students
- Senior Quality Assurance Manager (Secretary)
- Quality Assurance Manager (officer to Committee)
- Other relevant staff from academic or professional services to attend by invitation

University Research Ethics and Concordat for Integrity Committee (URECI)

The University Research Ethics and Concordat for Integrity Committee (URECI) is a sub-committee of Senate. It is a University requirement by way of Council Ordinance 18 (2.1) that any research conducted in the name of Brunel University London involving human participants, their tissue and/or their data, and research involving live animals must be the subject of an appropriate research ethics review and approval procedure.1 The University operates a largely devolved system to meet the requirements of this regulation, the function of the University Research Ethics Committee (UREC) itself being to oversee, supervise and monitor the devolved system in operation in the various relevant University constituencies.

The Terms of reference of the University Research Ethics and Concordat for Integrity Committee are as follows:

1. To have oversight of research integrity and research governance matters across the University and its compliance with the Concordat to Support Research Integrity.

2. To approve the University's annual statement on research integrity.

3. To seek to ensure that appropriate training in research integrity and governance is in place across the University.

4. To receive anonymised summaries of outcomes of allegations of research misconduct and provide guidance on research integrity and governance considerations arising from investigations.

5. To provide a research integrity and ethics framework to establish and maintain policies, processes and procedures (including codes of practice where appropriate) to ensure that all research conducted within the University meets the University's integrity and ethical standards, including national and international frameworks where required.

6. To ensure awareness of research integrity and research ethics issues throughout the University as determined by current and relevant national and international codes of best practice.

7. To be accountable to the Council of the University and have independent, delegated authority from Council to approve, with or without modification, or to reject proposals for research or proposals which are referred to it on ethical grounds.

8. To take all reasonable steps to embed a culture and awareness of research integrity and ethics in research within the University.

- To require reports from URECI Sub-committees with responsibility for research governance:
- the Animal Welfare and Ethical Review Body
- Human Tissue and Anatomy Licence holders
- College Research Ethics Committees

and to require any such other reports as may be deemed necessary.

9. To be the appropriate body to consider the ethical implications of particular research partnerships and of particular sources of research funding.

10. To provide an annual report to Council and regular reports to each meeting of Senate.

This Committee is required to meet atleast four times a year.

Membership

- Chair
- Designated Deputy Chair (vacant)
- Pro Vice Chancellor (Research)
- University Secretary and General Council (or nominated Governance & Secretariat representative)
- Designated individuals or their representative (HTA Licence / Anatomy Licence)
- Chair of Animal Welfare Ethical Review Board
- College Vice-Dean (Research(Chair, College REC) or their designated individual from each College
- Academic Director, FutureLearn (or nominated FutureLearn Representative)
- Research Ethics Manager
- A maximum of two Research Ethics Officers from each College (to be decided by the individual College) Each REO must also have a named alternate, who would be asked to attend URECI meetings if the primary REO is unable to do so.
- President or designate - Union of Brunel Students
- Head of the Doctoral School (or nominated representative)
- One representative – Health, Safety and Environment Office
- One representative – Research Support and Development Office
- Up to four co-opted individuals representing the University or Council, with expertise in research ethics
- At least two external representatives
- Co-opted academic reviewers (on a case-by-case basis) to undertake a review of URECI applications where specific expertise are required.

Meetings will be considered quorate when no fewer than 50% of members are present, including the Chair of the Committee and at least one external representative.

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 culture; research information management, research support schemes; collaborative activity, research integrity, research engagement; research ethics and conduct; business development and innovation;

3. Analysis institutional data relating to quality, impact and good practice of research and knowledge exchange and use to present options for future policy to Senate and/or provide information and guidance for strategy development to Executive Board or a nominated subcommittee.

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

- Pro-Vice Chancellor Research (Chair)
- Pro Vice Chancellor - Enterprise and Employment
- Pro Vice Chancellor – International and Sustainability
- Associate PVC-Research Culture and Governance
- Associate PVC-Research Impact
- Director of Research Support and Development Office
- Vice Dean Research (BBS)
- Vice Dean Research (CALSS)
- Vice Dean Research (CEDPS)
- Vice Dean Research (CHMLS)
- One representative from each College (role undertaken by Vice-Deans research)

- Up to three additional senior research leaders (selected by the Chair to widen coverage of Research Challenge Areas within the membership, if needed).
- Director of Planning
- 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).
- One representative from the University research staff.
- The Vice-President (Postgraduate) of the Union of Brunel Students (UBS) or delegate, for items in relation to PGR students.
- Secretariat: Appointed from the Planning and Policy Office.

Additional officers: As required from research supporting services including Library Services, RSDO and Marketing and Communications

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