



## **GUIDELINES FOR CURRENT AND PROSPECTIVE STUDENT REPRESENTATIVES ON SENATE**

### Introduction

Both undergraduates and postgraduate students are represented on Senate, including two Sabbatical Officers nominated by the Students' Union.

In the majority of cases, where student representatives sit on University committees they are full members, i.e. they are eligible to attend and speak at meetings as well as to vote, although occasions where an item of business requires a vote are rare. There may be a small minority of student representatives who are considered 'in attendance' at meetings. In practice, little distinction is drawn between full members and those in attendance, although formally the role of those 'in attendance' is more that of observer or specialist adviser than full participant. Those 'in attendance;' do not have voting rights and sometimes only attend the meeting for the discussion of a specific item of business.

Students play an important role in the decision-making with the University. You will find your own role more rewarding if you understand the University's governance structure and the roles of individual committees within that structure.

### Role and powers of Senate

Senate is the University's principal academic body, responsible for teaching and learning, examinations and research and enterprise. It has more than 100 members, including deans, heads of department and student representatives, and is chaired by the Vice-Chancellor.

No new academic award may be adopted by the University without Senate's agreement. Senate advises Council on changes to ordinances and regulations, and academic ordinances may be made only with Senate's consent.

Senate supervises faculties and makes recommendations to Council about academic posts and the structure of faculties, schools and departments. It advises Council as to the appointment or removal from office of the Vice-Chancellor, Pro Vice-Chancellors and academic staff. It recommends to Council the appointment of honorary and emeritus professors and the award of honorary fellowships and degrees. Senate has its own Standing Orders:

<http://www.bristol.ac.uk/university/governance/universitycommittees/senate/>

Senate awards fellowships, scholarships and prizes. It regulates the admission of students to the University and makes regulations concerning student discipline. Senate may declare an opinion on any matter relating to the University and Council must take Senate's views into consideration.

### **What is the link between Council and Senate?**

The Council is the employing body of the University and is responsible for all resourcing matters including staffing, finance, estates and fee determination. Council has a predominantly lay membership but the Vice-Chancellor is a member of both Council and Senate and reports to Council on behalf of Senate. Where academic decisions have resourcing implications,

Senate makes recommendations to the Council. The Senate may also express an opinion to the Council on any matter which it considers relevant.

The following table gives examples of some the key functions of the Council and the Senate.

<b>Functions of Council</b>	<b>Functions of Senate</b>
Determination of Corporate Plan, Business Plan and Budget	Organisation of Faculties/Schools
Strategies e.g. HR, Estates	Approving Regulations for Awards
Approval of risk management strategy	Prescribe regulations for examinations and assessment of students
Arrangements for internal and external audit	Grant and confer awards
Appointment of Vice-Chancellor	Recognition of educational institutions
Staff Development and Equality matters	Academic Strategies and progress against these

### **How does Senate relate to other University Committees?**

Senate and Council are the two main governing bodies of the University. In order to conduct their business effectively, both are permitted to establish sub-committees with delegated authority for particular matters. All Committees of the Senate provide a written report to Senate with recommendations for consideration by Senate, where appropriate. In addition, a number of joint Committees exist and these report to both Council and Senate. Senate also provides a report to Council.

The University's full Committee structure is set out at:

[www.bristol.ac.uk/governance/universitycommittees](http://www.bristol.ac.uk/governance/universitycommittees).

*Should you have any further questions about the role of the Senate, you should contact the Governance team. This office is also responsible for the circulation of papers relating to meetings of Senate, so it is highly recommended to make contact with them to ensure that your name and correct mailing address (postal and email) have been added to the circulation list.*

### **Members**

There are just over 100 members of Senate - Vice-Chancellor, Pro Vice-Chancellors, deans, heads of department, Registrar and Chief Operating Officer, Librarian, the two Sabbatical Officers nominated by the Students' Union, and a number of the following: professors, members of the non-professorial academic staff, holders of posts of academic responsibility, holders of research posts and elected student representatives.

Directors and/or other members of administrative or academic staff may attend meetings from time to time. They are not members of the Senate but attend to provide clarification or respond to queries in relation to specific agenda items. In addition, members of the Governance team attend to take minutes, provide clarification on operational matters and to ensure that meetings of Senate are conducted in accordance with its Standing Orders.

### **Does the Senior Management team of the University report to Senate?**

They do not formally report through to Senate. However, the Vice-Chancellor reports to each meeting of Senate on the issues being discussed by the Senior Management Team for the information of members.

### **What is the role of a member of Senate?**

The primary role of all members of the Senate is to act in the best interests of the University, its students and staff by considering matters fully and fairly.

Members are expected to read papers provided, actively contribute to the debate and participate in the decision-making process. Members have a responsibility to ensure that decisions are well-informed, clearly expressed and put into effect. Members may need to ask questions or challenge proposed courses of action in order to assure themselves of this.

Elected members represent their voting constituency and are expected to be familiar with the views of that constituency, or to make efforts to discuss matters with representatives from the relevant staff group, and to communicate decisions back to the relevant staff group.

There are formal channels for communication via the Committee structure and the minutes and papers of Senate are made available on the University website (see below for more information on this). It is not expected, therefore, that elected members should circulate papers or minutes. However, members should play their part in ensuring effective and speedy communication by answering questions about Senate business, communicating key decisions when opportunities arise and contacting those who have expressed their views on matters discussed by Senate.

### **How can a student become a member of the Senate?**

A significant proportion of the membership of the Senate is elected by its relevant constituency.

Student Union sabbatical officers are elected by the student body through elections arranged by the Students' Union and the Students' Union Executive agrees which representatives from the sabbatical officers will join the membership of Senate and other University Committees.

Up to six UG students, elected as provided for in Senate's Standing Orders, and three PG students also elected or temporarily nominated in accordance with the Standing Orders of Senate. In all cases election will be renewable for one-year terms, subject to a maximum of three consecutive terms. The standing orders state:

*"In accordance with Statute 19, one undergraduate student from each Faculty will be elected annually by the undergraduates in the Faculty, and three postgraduate students (one taught and two research candidates) elected by the postgraduate community, in each case for renewable one-year terms, subject to a maximum of three consecutive terms."*

Elected members may resign from the Senate at any time by giving notice in writing to the Senate.

### **How much time would I be expected to commit?**

The total time commitment over the course of a year will be approximately **10 days** (this assumes that members may join at least one Senate sub-committee).

Typically, Senate meets **between 5 and 7 times per year**, with each meeting lasting half a day. Meetings usually start no earlier than 1400 and finish no later than 1700. Meetings are arranged for Mondays wherever possible. Refreshments are provided.

It will prove useful to know the times and locations of any scheduled meetings for the Senate during the upcoming year ahead of time.

For academic year 2014/15 the meeting dates are as follows:

- 20 October 2014, 14:00
- 15 December 2014, 14:00
- 23 February 2015, 14:00
- 13 April 2015, 14:00
- 13 June 2015, 14:00

The University committee schedule provides details of when Council, Senate and their committees meet. This is made available from the Spring/Summer term of the previous academic year and is published on the Governance website at this address: [www.bristol.ac.uk/governance/universitycommittees](http://www.bristol.ac.uk/governance/universitycommittees).

*The venue in which Senate is to be held will be announced upon publication of the agenda and papers (one week before the meeting). In the event that you have not received these details ahead of the meeting please contact the Governance team as soon as possible, as they will be able to provide the information you require.*

### **How do the meetings work?**

As a student representative of Senate it is important that you make every effort to attend all possible meetings. *Should you find yourself unable to attend a meeting, you should contact the Governance team in advance of the meeting date. It is not usually possible for someone else to attend in your place except where explicit permission is received. If in doubt please contact the Governance team, who will be able to offer advice.*

There are currently six undergraduates and three postgraduates who are considered to be full members of Senate, plus two student Sabbatical Officers nominated by the UBU, all of whom are in a position to contribute to discussions and the decision-making process. It is therefore important that you thoroughly read all of the papers for the meeting and form a clear idea of the purpose of each agenda item, as well as possible topics that may arise during subsequent discussions. Agenda items are divided into two types<sup>1</sup>:

- items for consideration and decision
- items for report/information

Keeping these distinctions in mind will help to make your contributions at meetings relevant and focused, as well as having a clear picture of the role of Senate.

An example of the issues discussed by Senate annually include:

- Ethics of Research Annual Report
- Equality and Diversity Annual Report
- Tuition fees
- Annual Risk Review

Reserved business items will be handled exclusively in hard copy (see below for more information).

Members of Senate should identify themselves by name and department when first speaking at any meeting of Senate. If you catch the eye of the Chair to let him/her know you wish to speak then the Chair will make sure you get an opportunity.

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<sup>1</sup> Senate agendas are subject to some changes in format and structure.

A Written Question session will be included on the agenda for each meeting of Senate, usually as the fourth item, and questions submitted in writing by the deadline for receipt of other papers will either receive formal written answers by University Officers, circulated with any starred papers or will be answered by the Vice-Chancellor or a member of the Senior Team on the day of Senate. The author of a Question may ask a supplementary question at the meeting, and Senate will be allowed to debate the issue raised.

The agenda for each meeting will also include a "Vice-Chancellor's Question Time" item, when the Vice-Chancellor (of a member of the Senior Team) will respond to questions from the floor.

No business shall be considered by Senate which has not appeared on the agenda for the meeting unless at least two-thirds of the members of Senate present at the meeting shall declare that there is urgency. A motion for urgency shall be decided on without debate. Urgency shall not be declared for any motion to make, amend, extend or aggregate a Standing Order of Senate (Senate Standing Orders are included in **Appendix A**).

A special meeting of Senate may be summoned in accordance with Statute 20, either by the Vice-Chancellor at any time, or on receipt by the Vice-Chancellor or by the Governance team on the Vice-Chancellor's behalf, of a written request to do so from no fewer than twenty members of Senate. The written request must state the reason for calling the meeting and set out the nature of the business to be transacted including the wording of any resolution that is proposed.

Any such meeting will be summoned on the earliest convenient day, normally in term time. A statement of the reasons for calling the meeting, and the nature of the business to be transacted and the wording of any resolution, shall accompany the notice of summons. No other business, except that so indicated, shall be considered at the special meeting.

The Vice-Chancellor may require any member or members of Senate to withdraw from a meeting if, in the view of Senate that member's behaviour is such as to constitute a serious interference with the orderly conduct of business.

The Vice-Chancellor may at any time put a motion to Senate whose effect will be to terminate the item of business under discussion at the time. A motion to this effect shall be decided upon without debate.

The agenda, and all relevant paperwork for each meeting will usually be sent out one week before the meeting is scheduled to take place (papers are circulated electronically unless a member specifically requests otherwise and all papers are published on the Governance website here: <http://www.bristol.ac.uk/university/governance/universitycommittees/senate/>). Any reports that members wish to reference at the meeting need to be submitted two weeks ahead of the date of the meeting, in order to allow for timely distribution to the Senate membership. *Should you experience any problems at all with receiving agendas, minutes or other papers, or if you have not received an expected agenda and papers a few days before a scheduled meeting you should contact the Governance team immediately.*

If at any time you feel that there is an issue which needs to be raised at a future meeting of the Senate, you should first of all check that this is the most appropriate forum for discussion of the item. *You should notify the Governance team in the event that you believe an item should be included as part of an upcoming agenda, or if you wish to check the merit of bringing such an item before the Senate ahead of a request for inclusion.* Any written contributions in response to items already circulated ahead of meeting should be distributed to members through the Governance team. Such written contributions can be an effective way of putting

across detailed information which would be difficult to present orally (see above regarding written question sessions). Please note that items not submitted by the required date will not be available for discussion during the Senate meeting unless declared urgent, with a required two-thirds vote for this to take effect (again, see above).

Items listed on the agenda may also have additional symbols attached to them, each of which denotes a specific course of action:

- \* - denotes items that will be put forward for general discussion during the meeting. These are often referred to as 'starred' items, and are selected by the Standing Committee of Senate (the terms of reference for this committee are attached at **Appendix A**) two weeks prior to the Senate meeting taking place.
- # - denote items that are considered to be confidential, and as such will not be considered to be part of the 'open' agenda. These are often referred to as 'reserved' items.

### **What if a member of Senate doesn't agree with the minutes of a meeting of Senate?**

Minutes should reflect the key points of discussion and decisions of the Committee. Minutes are circulated initially as "unconfirmed" and therefore have the status of a draft document. If a member of Senate feels that an item is inaccurate or has been omitted, they should contact a member of the Governance team within seven days of receiving the minutes. Their comment will then be brought to the attention of the Chair who will raise it at the next meeting of Senate and, if agreed by members, the amendment will be made before the minutes are deemed confirmed.

### Confidentiality

As a student representative of Senate, you may have access to a great deal of privileged and confidential material. It is expected that you will maintain confidentiality where the committee is discussing named individuals and discretion may be required for other sensitive forms of business. As stated above these items will usually be denoted by a '#', but this is not always the case. *The Governance team can offer further advice on this if required.*

### **What is the difference between Unreserved and Reserved business?**

Reserved areas of business include appointments, promotions and other matters affecting the personal affairs of individual employees of the University and the admission and academic assessment of individual students. Student members of the Committee may not participate in the consideration of Reserved business and the Students' Union members of the Senate leave the meeting before Reserved items of business are considered. All other business is deemed unreserved. Reserved papers must not be made available to student members or distributed beyond the members of the Senate, senior officers or committee secretariat.

All minutes and papers, regardless of status, are potentially discoverable under the Freedom of Information Act provided disclosure would not be contrary to the Data Protection Act.

### The Standing Committee of Senate

The Standing Committee of Senate (Composition and Terms of Reference at **Appendix B B**) previews all business proposed for Senate's consideration and agrees Senate's agenda.

### **Why does the University feel that it is important for members of student members to be included on Senate?**

- Experience shows that student members bring direct **experience of university life** to Senate. Their involvement helps Senate to make better and more informed decisions and also helps to foster and maintain **a vital sense of collegiality**.
- Student Senate members provide an excellent way of ensuring **effective two-way communication** across the University as a whole.

### **What are the benefits of becoming a student member of the University Senate?**

Current and previous student Senate members tell us that being a member of Senate is a really rewarding experience. Key opportunities/benefits include:

- A chance to contribute to and shape the University's decision-making and strategic planning.
- Personal and professional development, for example learning new skills and strengthening existing skills (such as: negotiation, communication, networking, working as a team to achieve consensus etc).
- A chance to develop an understanding of, and experience in, key business activities such as financial and strategic planning, risk management and performance monitoring.
- An opportunity to gain a deeper understanding of the key issues facing the University of Bristol and the UK Higher Education sector.
- A chance to work with people from a wide range of social and cultural backgrounds – all of whom have a genuine interest and experience in the University and its staff and students.

### **Will I receive any remuneration or reimbursement?**

Senate members do not receive remuneration.

### **What kind of induction will I receive as a new student member?**

The Students' Union is responsible for delivering effective training for student representatives at all levels, including initial induction training and ongoing development opportunities. The Students' Union will engage with the University to review and monitor training on an annual basis. Training for student reps on Senate will be conducted by the Governance team but as part of their overall induction programme organised by the Students' Union.

**Lucy Barling**  
**Governance Officer**  
**Strategic Planning & Governance Office**



## STANDING ORDERS OF SENATE

The powers of Senate are granted by the University Charter and defined by Statute. The competences of Council and Senate on occasion overlap with regard to decisions. In such instances the Chair will decide whether a matter falls within the decision-making competence of Senate.

### **Election of Membership Standing Orders**

#### *Class 3 - Academic and other professional post-holders*

1. In accordance with Ordinance 6, each of the University Undergraduate Studies Committee and the University Graduate Studies Committee will annually elect one of their number to serve on Senate from 1 August each year. It will be for the Group in each case to decide whether, in circumstances where the Group is already represented on Senate within another category of membership, an additional representative shall be appointed under Class 3. Similarly, the Faculty Managers will annually elect one of their number to serve on Senate from 1 August each year.

#### *Classes 2 and 4 - Heads of school and Academic staff*

2. With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2. In Class 4, members of the academic staff serving on Senate shall be elected by single transferable vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

#### *Class 5 - Students*

3. In accordance with Statute 19, one undergraduate student from each Faculty will be elected annually by the undergraduates in the Faculty, and four postgraduate students in total (two taught and two research candidates) elected by the postgraduate community, in each case for renewable one-year terms, subject to a maximum of three consecutive terms.

*Last updated: October 2014*

*Approved by: Senate at its meeting on 20 October 2014*

### **Meetings**

4. In accordance with Statute 20, Senate shall meet at least once each term. Such meetings shall normally be held at 2.00 p.m. on Monday afternoons on dates to be set in the

preceding session. The Vice-Chancellor will take the Chair.

5. The Standing Committee of Senate (Composition and Terms of Reference at **Annex B**) previews all business proposed for Senate's consideration and agrees Senate's agenda. The Standing Committee of Senate will agree which Senate agenda items should be 'starred' for further discussion at Senate meetings. At the beginning of every academic year, all Senate members will be asked to select whether they wish to receive their papers in hard copy or electronic format. Core papers (in hard and/or electronic copy) for each meeting of Senate will be circulated no less than one week in advance of each meeting.

6. Reserved business items will be handled exclusively in hard copy.

7. Members of Senate should identify themselves by name and School when first speaking at any meeting of Senate.

8. The Director of the Institute for Advanced Studies and the Postgraduate Students Officer of the Union will be invited to attend meetings on a non-voting basis, but with a right to speak. Divisional Heads of Professional Services and other appropriate members of the University may be invited by the Chair to attend meetings on a non-voting basis, but with a right to speak.

9. The academic staff members of Council shall be invited to attend meetings of Senate during their period of Council office, even if they are not members of Senate (see Standing Order 23 below).

10. A Written Question session will be included on the agenda for each meeting of Senate, and questions submitted in writing to the Governance team two weeks before each Senate meeting at the latest will receive formal answers by University Officers, either in writing or orally at the meeting. The author of a Question may ask a supplementary question at the meeting, and Senate will be allowed to debate the issue raised.

11. The agenda for each meeting will also include a "Vice-Chancellor's Question Time" item, when the Vice-Chancellor will respond to questions from the floor.

12. No business shall be considered by Senate which has not appeared on the agenda paper for the meeting unless at least two-thirds of the members of Senate present at the meeting shall declare that there is urgency. A motion for urgency shall be decided on without debate. Urgency shall not be declared for any motion to make, amend, extend or aggregate a Standing Order of Senate.

13. A special meeting of Senate may be summoned in accordance with Statute 20, either by the Vice-Chancellor at any time, or on receipt by the Vice-Chancellor or by Senate's Secretariat on the Vice-Chancellor's behalf, of a written request to do so from no fewer than twenty members of Senate. The written request must state the reason for calling the meeting and set out the nature of the business to be transacted including the wording of any resolution that is proposed.

Any such meeting will be summoned on the earliest convenient day, normally in term time. A statement of the reasons for calling the meeting, and the nature of the business to be transacted and the wording of any resolution, shall accompany the notice of summons. No other business, except that so indicated, shall be considered at the special meeting.

14. The Vice-Chancellor may require any member or members of Senate to withdraw from a meeting if, in the view of Senate, that member's behaviour is such as to constitute a serious interference with the orderly conduct of business.

15. The Vice-Chancellor may at any time put a motion to Senate whose effect will be to terminate the item of business under discussion at the time. A motion to this effect shall be decided upon without debate.

### **Classification of Papers**

16. Senate shall be reminded annually of the policy to restrict use of confidential classifications as far as possible, with the basic assumption that all papers should be open unless there is good reason to the contrary.

17. As far as committee papers are concerned, they fall into three categories:

- a) Open: Papers that can be given general circulation.
  
- b) Confidential: Matters that should be kept confidential before discussion at the committee for which the papers have been prepared but which could normally be generally available following the meeting.
  
- c) Strictly Confidential: Matters that should remain confidential unless specifically released by the Chair of the relevant committee. These will be primarily staffing matters that are commercially confidential and matters of policy where premature disclosure could damage the University's interest.

Papers should be classified "Open" unless there is a good reason to the contrary. However, the provisions of the Freedom of Information Act could, on occasion, override these internal classifications. While certain categories of information are exempt from the provisions of the Act, (please refer to the University's Freedom of Information webpage at: <http://www.bristol.ac.uk/foi/> for details), simple classification of whole documents will not ensure exemption. Internal use of the above categories of classification may, however, be a useful indicator of areas which, if subject to FOI access request, should be scrutinised for exemptions.

### **Role within Senate of the Pro Vice-Chancellors**

18. The Deputy Vice-Chancellor and other Pro Vice-Chancellors may act for the Vice-Chancellor in his/her absence.

19. The Deputy Vice-Chancellor and other Pro Vice-Chancellors may deputise for the Vice-Chancellor on committees of Senate or joint committees of Senate and Council.

### **Secretary/Clerk**

20. The Head of Governance will be the Secretary to Senate. A member of the Governance team will usually act as Clerk at Senate meetings.

### **Voting**

21. Voting on a motion at the meeting, as distinct from voting in an election, shall be carried out by one of three methods:

- a) Show of hands without counting. A vote on a show of hands shall be counted on the request of any two members present.
- b) Show of hands with counting - in which case the numbers for and against the motion, and the number of abstentions, will be recorded in the minutes of the meeting.
- c) Secret ballot by voting papers if 20 or more Senate members present so vote on a counted show of hands. In exceptional circumstances, the Vice-Chancellor may choose to move to a secret ballot.

Results of all votes taken shall be recorded in the minutes.

### **Reports from Council**

22. A report from the academic staff members of Council shall be received at each meeting of Senate.

### **Standing Orders**

23. Senate's Standing Orders shall be reviewed every three years by the Standing Committee of Senate.

24. These Standing Orders will be issued to all new members of Senate on appointment.

*Last updated: February 2014*

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**Annex A** - Statutes 19, 20 and 21 and Ordinance 6.

**Annex B** - Standing Committee's Composition, Terms of Reference and Method of Working

## **ANNEX A**

### **STATUTE 19 - Membership of Senate**

#### **1. Members**

The members of Senate shall be as follows:

##### ***Class 1 - Ex officio***

The Vice-Chancellor, the Pro Vice-Chancellors, the Deans, the Registrar, the Librarian, the President of the Students' Union, the Vice-President (Education) of the Students' Union<sup>2</sup>.

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<sup>2</sup> In October 2014, Council approved the changes to this statute to reflect the new Sabbatical Officer roles and this will need to be approved by the Privy Council.

**Class 2 - Heads of schools**

The heads of the academic schools or their nominees for any given academic year.

**Class 3 - Academic and other professional post-holders**

Such holders of posts of academic and other professional responsibility, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties.

**Class 4 - Academic staff**

Such members of the academic staff, elected by such staff in each faculty from among their number, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties, for renewable three-year terms

**Class 5 - Students**

Up to six undergraduate students, elected as provided for in Senate's Standing Orders, and three postgraduate students also elected or temporarily nominated in accordance with Standing Orders of Senate. In all cases election will be renewable for one-year terms, subject to a maximum of three consecutive terms.

**2. Vacancies**

All vacancies arising among the elected members shall be filled as soon as possible for the remainder of the unexpired term.

July 2010

**STATUTE 20  
Meetings of Senate**

**1. Frequency**

Senate shall meet at least once each term. The Vice-Chancellor may call a meeting at any time, and shall call a meeting on receipt of a written request to do so from no fewer than twenty members of Senate, within such period as shall be prescribed by standing orders of Senate.

**2. Chairman**

The Vice-Chancellor shall preside at meetings of Senate. In the Vice-Chancellor's absence, a Pro Vice-Chancellor may act as chair.

**3. Procedure**

The procedure at meetings of Senate shall be in accordance with standing orders made by Senate.

**4. Reserved Business**

The Chairman may require student members of Senate to withdraw when matters are discussed relating to individual members of staff or individual students of the University and may direct that papers relating to such matters shall be withheld from student members.

July 2010

**STATUTE 21  
Powers of Senate**

Senate shall have the following powers:

## **1. Education and Research**

Senate shall be responsible to Council for education and examinations within the University, and shall promote and encourage research. No new degree or other academic award or distinction shall be adopted by the University without Senate's agreement.

## **2. Examiners**

Senate shall appoint the internal and external examiners after report from the boards of faculty concerned, or may delegate this power to the appropriate faculty board. Senate may remove any examiner for negligence or misconduct and may appoint a substitute for the remainder of the examinations.

## **3. Academic Ordinances and Regulations**

Senate shall report to Council, after report from the boards of faculty concerned, on proposed changes to Ordinances and Regulations. Ordinances relating to courses of study, degrees, certificates, diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers may be made by Council only with the consent of Senate.

## **4. Faculties**

Senate shall supervise and give directions to the faculties, may refer back, amend or disallow any act of a faculty, and shall assign to the faculties their respective subjects and report to Council on the organisation of schools.

## **5. Academic Posts**

Senate may make recommendations to Council as to the institution or abolition of professorships, readerships, lectureships and other academic posts or offices, and as to the abolition of faculties and schools.

## **6. Academic Appointments**

Senate may make recommendations to Council as to the appointment or removal from office of the Vice-Chancellor, Pro Vice-Chancellors, professors and other members of the teaching and research staff of the University.

## **7. Honorary Appointments**

Senate shall recommend to Council the appointment of honorary professors and emeritus deans.

## **8. Honorary Fellowships and Degrees**

Senate shall recommend to Council the award of honorary fellowships and degrees.

## **9. Fellowships, scholarships and prizes**

Senate shall award fellowships, scholarships and prizes, subject to conditions made by the founders and accepted by Council.

## **10. Admission of students**

Senate shall regulate the admission of students to the University, subject to the Charter, Statutes, Ordinances and Regulations.

## **11. Student discipline**

Senate shall make regulations to provide for the discipline of students of the University. Subject to the regulations, Senate may suspend or expel any student.

## **12. Referral and Delegation**

Senate shall report back on any matter referred to it by Council.

## **13. Opinion and advice**

Senate may discuss and declare an opinion on any matter whatsoever relating to the University and Council shall take into consideration any observations expressed by Senate.

March 2013

### **ORDINANCE 6 Membership of Senate**

This ordinance puts into effect the provisions of Statute 19, Membership of Senate.

With regard to Class 3, (academic and other professional post-holders), each of the University Undergraduate Studies Committee and the University Graduate Studies Committee shall annually elect one of their number to serve on Senate from 1 August. Similarly, the Faculty Managers shall annually elect one of their number to serve on Senate from 1 August.

With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2.

In Class 4, members of the academic staff serving on Senate shall be elected by single transferable vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

April 2011

### **ANNEX B STANDING COMMITTEE OF SENATE COMPOSITION, TERMS OF REFERENCE & METHOD OF WORKING 2014/15**

#### **Composition**

**Deputy Vice-Chancellor, Chair** (*ex officio*) Professor Guy Orpen

**2 Deans** (1 from the Faculty of Arts or the Faculty of Social Sciences and Law; 1 from the other four Faculties):

Arts Professor M Basker

Medical & Veterinary Sciences Professor G Banting

**1 academic staff member of Senate from each Faculty** (*appointed from within and among each Faculty's 12 members on Senate, at a meeting of the Faculty's representatives on Senate convened by the Dean for this purpose*):

Arts	Professor L Horsten	2012/13 - 2014/15
Social Sciences & Law	Dr S Lyne	2012/13 - 2014/15
Engineering	Professor D Simeonidou	2013/14 - 2015/16
Medical & Veterinary Sciences	Professor B Lumb	2014/15 – 2016/17
Medicine & Dentistry	Professor F Smith	2014/15 – 2016/17
Science	Dr M Jackson	2014/15 – 2016/17

**1 student member:**

Sabbatical Officer of the Students' Union (*ex officio*) Sorana Vieru

**Clerk:**

Head of Governance                      Katy Gullon

**Terms of Reference**

The terms of reference are:-

1. To preview the business of Senate to enable Senate most effectively to focus on key strategic and policy issues.
2. To add to the agenda for future meetings of Senate such items of business as are deemed appropriate by the Standing Committee, proposed either a) by a member of the Standing Committee; or b) by any other member of the University.
3. To serve as Senate's nominations committee.
4. To report formally to each meeting of Senate.

**Method of Working**

The Standing Committee shall:-

1. Meet approximately two weeks before each meeting of Senate to receive and review the papers submitted for the forthcoming Senate meeting.
2. Agree the Senate agenda, including reports and items within top level reports for listing and starring for discussion, and consider whether items should be designated as "standing items", "strategic matters for discussion", "matters for approval" or "matters for information". Members of Senate may request further items to be starred for discussion; such requests will considered at the discretion of the Chair of the

Committee or the Chair of Senate (as appropriate). Senate will be invited to note, approve or adopt as appropriate all non-starred items without further discussion.

3. Consider whether papers submitted are fit for purpose. The Committee may refer back to the originating body any item which is deemed not fit for purpose. The Committee may also ask for any corrections of a technical or grammatical nature to be made before papers are submitted to Senate.
4. Consider any other items proposed either from within or without the Committee for addition to Senate's agenda for a future meeting.
5. Prepare a report for submission to each meeting of Senate. The report will identify any proposed item of business referred back by the Standing Committee to the originating body as unfit for purpose.
6. Regularly and proactively consider the effectiveness of Senate's procedures and working practices, and make recommendations to Senate regarding the same.
7. Consider at each of its meetings whether any of the decisions reached at that meeting has:
  - Equal Opportunities implications
  - Communication and/or consultation implications.
8. Consider at each of its meetings whether any policy or procedure being submitted to Senate requires Equality Risk Assessment, and recommend accordingly to Senate.
9. Authorise the Chair of the Committee to take actions or decisions that would normally require the authority of the Committee but which must be made between meetings of the Committee (particularly over the summer vacation). The Chair shall report any such action or decision to the Committee at its next meeting.

*Last updated:* by Senate Standing Committee at its meeting on 8 October 2014.

*Approved by:* Senate at its meeting on 20 October 2014.