

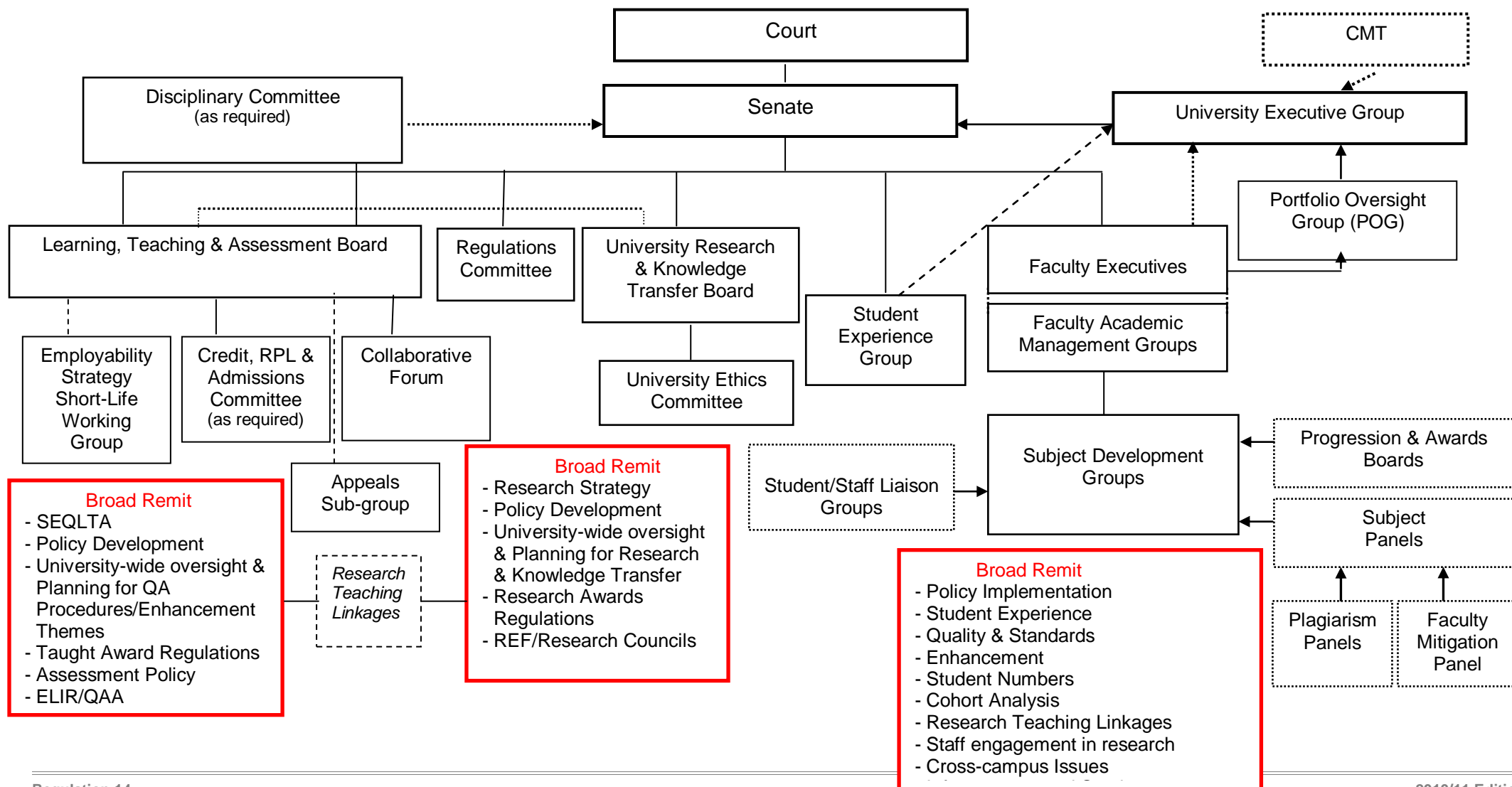
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COMMITTEE REMITS AND MEMBERSHIPS

Approved by Senate – 7 October 2009

SENATE AND ITS COMMITTEES

CONFIRMED UWS COMMITTEE STRUCTURE 2009/10



2 The Senate

A Membership

1 The Senate shall consist of the following persons:

a) Ex-officio Members

The Principal and Vice Chancellor; the Depute Principal; the Vice Principals; Deans of the Faculties; Heads of Schools; President of the Students' Association.

Heads of Support Services as may be determined by the Senate on the recommendation of the Chair of Senate.

b) Co-opted Members

Such number of persons, not exceeding four, as have been co-opted by Senate.

c) Elected Members

i) Three members of academic staff elected by and from among the academic staff in each Faculty.

ii) Three members elected by and from the Professoriate.

iii) Three members of the academic staff of the University elected from among the academic staff of the University.

d) Student Representation

i) The President of the Students' Association; one student from each campus nominated by the Students' Association in a manner to be specified in a scheme made by the Students' Association and approved by Court.

2 Elected members from among the academic staff of the University and co-opted members shall hold office for a period not exceeding four years. Elected members from among the full-time matriculated students of the University shall hold office for a period not exceeding one year.

3 All elected members of Senate are eligible for re-election on expiry of their period of office.

4 The Principal shall be the Chair of Senate.

- 5 The proceedings of Senate shall be regulated by a scheme made by the Senate and approved by the Court and the scheme may provide for:
- a) The appointment by the Senate of such committees, as they consider appropriate; and
 - b) The co-option, subject to paragraph 1(b) [above], by the Senate of additional members (including where they consider it appropriate, representatives of the students in attendance at the University) of Senate, or of any committee thereof, for specific purposes and for any other matters connected with the functions of the Senate.
- 6 Any scheme made and approved under paragraph 6 shall include provision for:
- a) The appointment of a Vice Chair of the Senate; and
 - b) A minimum number of meetings of the Senate in each year.

B STANDING ORDERS

STANDING ORDERS FOR SENATE AND SENATE COMMITTEES CONSTITUTED 1 APRIL 1993

The Standing Orders are supplemental to the University's constitution (the "**Constitution**") which is contained in a statutory instrument of 1993, as amended (the most recent amendments having been made by the University of the West of Scotland Order of Council 2009) and shall always be interpreted in accordance therewith.

1 Ordinary Meetings

Ordinary meetings of the Senate shall occur at such dates, times and places as the Senate shall determine. Currently this is four times per year.

2 Extraordinary Meetings

Extraordinary meetings may be called on the instructions of the Chair or on a requisition signed by not less than one-third of the membership.

3 Notice of Meetings

The Secretary to the Senate shall issue members notices of meetings of Senate at least five days before the day of the meeting, specifying the time, place, day and hour of the meeting and the business to be considered.

4 Agenda

The Agenda of ordinary meetings of the Senate shall commence with "Apologies for Absence" followed by "determination of other competent business" under which the Senate shall determine whether to include under "Other Competent Business" such items as are notified for this purpose to the Secretary to Senate at least 24 hours before a meeting.

5 Order of Voting

Where a proposal is amended, voting will take place on the amendment against the proposal, or the series of amendments, in the order of last amendment first, until a single amendment is put against the proposal. Thereafter voting will take place upon the proposal or the proposal amended.

6 Dissent from Decision

No one shall be entitled to enter his or her dissent from any decision, except at the meeting at which it has been passed; but any member not present may at the next meeting have his or her dissent recorded.

7 Rescission of a Decision

No proposal, nor any amendment to any such proposal, shall be moved if it involved a reconsideration of any question or proposal which has been decided or adopted by the Senate at any time within the preceding six months unless - (a) it is moved by the Chair or (b) in addition to being signed by the proposer, it is signed by at least one-third of the total members of the Senate.

8 Minutes of the Previous Meeting

The minutes of the previous meeting shall be sent to members of Senate along with the notice calling the next meeting; and shall be submitted for approval as a correct record.

9 Quorum for Senate

The quorum for meetings of the Senate shall be one-third of the total membership.

10 Chair and Vice Chair

The Principal shall be the Chair of Senate, the Depute Principal shall be the Vice Chair. In the absence of the Principal the Depute Principal will preside as Chair at any meeting.

11 Casting Vote

The Chair shall have a deliberative vote and casting vote and shall, subject to the Standing Orders, decide all questions of order.

12 Election of Members of Senate

The Constitution provides for the following elected members of Senate:

- (i) Three members of academic staff elected by and from among the academic staff in each Faculty.
- (ii) Three members elected by and from the Professoriate.
- (iii) Three members of the academic staff of the University elected from among the academic staff of the University.

The election of such members of Senate shall be in accordance with the following scheme:

- a) The Secretary to Senate shall oversee the operation of this scheme and be the Returning Officer.
- b) Ex-officio members of Senate are not eligible for nomination to elected posts nor can they nominate or vote in any of these elections. Ex-officio membership of Senate includes Deans of Faculty and Heads of School. Members of the Professoriate are not eligible for nomination to elected posts under (i) nor can they nominate or vote in these elections.
- c) In respect of (i) nominations will be sought from among the staff on academic terms and conditions in the Faculty. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by 10 members of the Faculty electorate with not more than 6 from one School. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

In respect of (ii) nominations will be sought from among the professorial staff on academic terms and conditions in the University. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by four members of the electorate. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

In respect of (iii) nominations will be sought from among the staff on academic term and conditions in the University

excluding members of the Professoriate. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by 10 members of the electorate of whom not more than six should be from any one Faculty. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

The call for nominations under (iii) will follow the conclusion of the arrangements set out for (i) and (ii).

- d) All elections shall be on a "first past the post" basis.
- e) Not less than fourteen days will be between the issue and return of nomination forms. Not more than twenty-eight days will elapse between the close of nominations and election day (if required).
- f) Voting papers will be circulated by internal post with a return by a specific date/time.
- g) Votes will be counted at the end of poll under the supervision of the Secretary to the Senate.
- h) In the event of a tie, the names of the candidates will be placed in a box and drawn out by the Secretary to the Senate in the presence of the candidates. The name selected will be declared to be the successful candidate.
- i) The Chair of Senate shall be empowered to rule on any procedural matters or questions arising from the arrangements for the appointment and election of members to the Senate, subject to report of the matter and its outcome to the next scheduled meeting of the Senate.

NOTE: The Secretary to the Senate may call on the support of Faculty Managers in connection with the arrangements for Faculty elections. For Session 2009/10 the call for nominations will be at the beginning of September 2009.

13 Ordinary Business

The ordinary business of the Senate shall be composed of such items as are deemed necessary by the Senate to fulfil its statutory functions.

14 Committees of the Senate

- a) Senate may from time to time set up such standing committees, "ad hoc" committees and working parties as it deems necessary.
- b) Any committee set up by the Senate shall, in so far as they are relevant, conduct their business under the same standing orders as the Senate.

15 Reserved Business

Where any meeting of the Senate or any Senate Committee receives business which is to consider the salary, conditions of service, appointment, promotion, suspension or dismissal of any member of staff, student members of the Senate shall withdraw from the meeting unless invited to remain by a resolution of the other members of the Senate or committee present at the meeting.

Any member of Senate who has a personal interest, or an interest of kinship, in any matter and is present at a meeting at which the matter is being considered, must disclose the interest to the meeting. Declarations of interest shall be noted in the minute of any meeting at which they are raised. Where there is a declared interest in respect of any matter under consideration at a meeting, the meeting must decide whether there is a conflict of interest and whether the member concerned shall be present during the discussion, receive papers on the matter or speak or vote on it.

16 Suspension of Standing Orders

In case of urgency any one or more of the standing orders may be suspended at any meeting. As regards any business at such meeting, provided that no less than two thirds of the members of the Senate are present, then voting shall so decide.

C POWERS AND FUNCTIONS

- 1 To discharge the functions of the Court relating to the overall planning, co-ordination, development and supervision of the academic work of the University.
- 2 To oversee the academic work of the University including the approval of programmes, the admission of students, teaching, examinations, appointment of External Examiners and awards.
- 3 To maintain and enhance academic standards.
- 4 To maintain the regulatory framework for the maintenance of quality and standards of programmes leading to awards of the University.

- 5 To promote the academic development of the University and the efficient use of resources.
- 6 To promote research and consultancy and other scholarly activity.
- 7 To promote the professional development of staff.
- 8 To establish such Boards, Committees and ad hoc working parties having such membership and terms of reference as the Senate may prescribe and to delegate to such Boards and Committees and working parties the power to act on its behalf as appropriate.
- 9 To receive reports on the proceedings of Faculty Executives, Committees and other academic bodies of the University. To give direction to and to consider recommendations from such Boards and Committees and bodies.
- 10 To regulate the discipline of the students of the University.
- 11 To report to Court on any academic matter and on any matter referred to the Senate by Court.

3 Faculty Executives

Following an academic re-structuring exercise in 2008/09 Senate has determined there shall be three Faculties. These are:

- The Faculty of Business and Creative Industries
- The Faculty of Education, Health and Social Sciences
- The Faculty of Science and Technology

Membership

Chair	Dean of Faculty or nominee
Vice Chair	Faculty Executive shall appoint Vice Chair from amongst the Faculty Executive membership
Ex officio Members	Heads of School Faculty Manager
Appointed Members	Such senior staff with Faculty-wide responsibilities, as appointed by the Dean Other Faculty or Support Staff may be appointed or as required by the Faculty Executive
Attending Members	Such staff appointed by the Dean as required
Administrative Support	Support staff from within the Faculty, as determined by the Faculty Manager

Quorum

The quorum shall be one-third of the total membership (excluding attending members).

Remit

Each Faculty Executive shall be responsible for driving the strategic development of the Faculty and its portfolio of programmes. The Executive will oversee continuous improvement in the quality of teaching & learning and research & commercialisation within the Faculty. In order to ensure these key responsibilities are progressed, the remit of Faculty Executives shall include:

- Ensuring the Faculty contributes effectively to the achievement of the University Strategic Plan;
- Ensuring the implementation of Senate approved policies and strategies across the Faculty;

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- The discussion of any matters relating to the Faculty and any matter referred to it by Senate and to convey its views and recommendations thereon to Senate;
 - Oversight of the development and implementation of all Faculty and School strategic and operational plans;
 - Oversight of the Faculty's portfolio of awards including approval of new programme proposals, prior to consideration by POG;
 - The pursuit and advancement of research, consultancy, commercialisation, knowledge transfer and scholarly activity within the Faculty in accordance with the Mission of the University;
 - Oversight of student number planning;
 - The admission, guidance, engagement, progression and assessment of students;
 - Considering reports from the Faculty's Academic Management Group (FAMG) and monitoring of academic standards and the quality of the student experience, providing such reports in this connection as may be required by the University's Senate or its standing committees;
 - Oversight of the Faculty's engagement with the Quality Enhancement Framework;
 - The monitoring of data and commentary on the achievement of awards, performance and progression of all students undertaking taught programmes and research degrees within the Faculty;
 - Monitoring of the student experience and the range of provision across all campuses and collaborative sites of delivery;
 - The recommendation for approval of external examiners for appointment to the Learning, Teaching & Assessment Board (LTAB)/University Research & Knowledge Transfer Board) URKTB;
 - Oversight of the Collaborative Arrangements in place for Faculty Programmes and recommending to the Portfolio Oversight Group (POG) proposals for new or amended collaborations;
 - Oversight of professional accreditation and employer/partner engagement/external community;
 - Advice to the Dean on matters relating to the allocation of resources and responsibilities across the Faculty as appropriate;
 - The discharge of such other functions as Senate may from time to time determine;

Frequency of Meetings

Faculty Executives will meet as required by the Dean.

Reporting

- Faculty Executives will provide a report to each meeting of Senate. The Faculty Executive will also report/provide information to the University Executive Group (UEG) and other committees as required.

Reports to Senate will address:

- Confirmation that standards and quality are being monitored, i.e. that the required reports on validation, review and monitoring, assessment, progression and awards are being submitted and considered by the appropriate Faculty Groups and that actions required to maintain standards and enhance quality are being progressed;
- Confirmation that the strategic objectives and targets are being met;
- Confirmation that Collaborative Agreements are being actively managed by the Faculty;
- In conducting its business, the Faculty Executive will delegate detailed considerations relating to validation, Subject Health Review (SHR), the functioning of Subject Development Groups (SDGs) and assessment panels, annual monitoring and External Examiners report to FAMG but the full Executive will report on their issues to Senate;

As appropriate, the Faculty Executive will also receive reports from:

- The Head of School, or other responsible senior colleague, on the implementation of the Faculty Research and Commercialisation Strategy and the development and promotion of research and commercialisation within the Faculty;
- The Head of School, or other responsible senior colleague, on Strategy for the Enhancement of Quality in Learning, Teaching & Assessment (SEQLTA) and promotion of the University's Learning, Teaching & Assessment Strategy;
- The FAMG;

Deans will arrange open meetings of staff in the Faculty periodically to disseminate information and promote discussions on current issues.

4 Faculty Academic Management Group (FAMG)

Membership

Chair	Dean of Faculty or nominee
Ex-officio Members	Heads of School Subject Development Group Chairs (SDGs) Faculty Manager
Appointed Members	Student Representatives (nominated by the student representatives in the Faculty – up to four to ensure multi-campus representation) Academic member of staff nominated by Dean of another Faculty from the membership of that Faculty's FAMG Senior EGA nominated by Director of Lifelong Learning Academy Other Faculty or Support Staff may be appointed or invited to attend as required by the Dean of Faculty
Administrative Support	QEU Faculty Quality Officer

Quorum

The Faculty Academic Management Group (FAMG) is a sub-set of the Faculty Executive. When meeting as the FAMG it shall normally comprise 6 – 8 people. The quorum shall be normally one-third of the total membership but not less than four, to include the Chair and at least one Head of School.

Remit

- Oversight of academic provision in the Faculty relating to both taught programmes and research activity;
- Management and Faculty-wide review of quality & standards;
- Oversight of arrangements of academic staffing, including staff development for the use of part-time external staff, recognised teachers and research students delivering taught components of programmes;
- Coordination of enhancement planning;
- Coordination and sign off on annual monitoring including progression and retention data;
- Oversight of Subject Health Review (SHR) and enhancement developments including preparation of the Self Evaluation Document (SED), engagement with recommendations and reports and progress on post-SHR action plans;

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- Oversight of Faculty validations including approval of reports and monitoring of progress in addressing conditions and recommendations;
 - Receipt and interrogation of reports from SDGs in the Faculty, including operational oversight of module and programme delivery confirmation on subject panel and Progression & Awards Boards (PABs) reporting; identifying good practice and innovation across the SDGs and providing feedback to SDGs;
 - Management and forward planning for professional accreditation of the Faculty's programmes;
 - Coordination of and response to student feedback and management of student representation;
 - Operational oversight of module and programme delivery;
 - Oversight of external examiner appointments, for taught programmes, reports and responses across the Faculty;
 - Receipt of PABs reports and approval of action plans on any standards issues including assurance that such actions are implemented and their outcomes are monitored;
 - Sign off of annual spreadsheet of module and programme amendments;
 - Oversight of Faculty reports on:
 - arrangements for RPL/APL
 - the Faculty's collaborative activity
 - induction of new and continuing students
 - work-based learning
 - employer engagement
 - Oversight of cross-campus issues;

Frequency of Meetings

The group will normally meet as required, with a minimum of three meetings per year. Dates should be published by Faculty at the start of each session to enable SDGs and QEU to plan and report.

Reporting

The FAMG will record its meetings and report formally to the Faculty Executive.

Period of Appointment

Appointed members shall hold office for a period of three years and shall thereafter be eligible for re-appointment. Students shall normally be members for one year and shall thereafter be eligible for re-appointment.

5 The Subject Development Groups (SDGs)

Membership

Chair	Line Manager of Subject Development Group (SDG) staff or senior academic colleague nominated by the Dean
Ex-officio Members	<p>Module Coordinators in subject grouping Research active staff in the subject grouping Programme leaders of programmes in subject grouping Student representatives nominated by Student/Staff Liaison Groups (SSLGs)</p> <p>Although it is strongly recommended that Ex-officio membership include student representatives, membership is not compulsory</p>
Appointed Members	<p>Other Faculty or Support Staff may be appointed or as required by the SDG Senior EGA appointed by Director of Lifelong Learning Academy Collaborative Partner Representation</p>
Co-opted Members	<p>For clinical or professional subjects, appropriate external persons may be co-opted to the membership</p> <p>Member of staff from subject area who acts as the HEA Subject Centre Link (if not already in membership)</p>
Administrative Support	Faculty to determine

Quorum

The quorum shall be one-third of the total membership.

Remit

The SDG will have a set of core responsibilities and may establish its own sub-groups which may not have the full remit of the SDG.

- Forward strategy for subject development including research development and development of new programmes;
- Quality management of academic delivery;
- Enhancement strategies;

- Research/teaching linkages;
- Subject/research strategy/unit of assessment development;
- Subject Learning, Teaching & Assessment Strategy/Strategy for the Enhancement of Quality in Learning, Teaching & Assessment (SEQLTA) implementation;
- Monitoring and review of all subject area activities;
 - New and amended modules;
 - Maintenance of programme specifications and module descriptors;
 - Module and programme monitoring including analysis of progression and retention data;
 - Quality of student experience including research students, student feedback questionnaires and SSLG reports, producing action points;
 - Overview of assessment strategies and practice;
 - Inclusiveness of curriculum content;
 - Overview of Subject Panel and PAB reports, including plagiarism and mitigation;
 - Oversight of annual monitoring requirements for modules and programmes;
 - Overview of staff development requirements (existing and projected) to take forward subject development;
 - Accountability for the programme overview;
 - Oversight of arrangements for collaborative activity in the subject area;
- Cross-campus overview of delivery and student experience;
- Validation preparation and follow up action plans;
- Subject Health Review (SHR) preparation and follow up action plans

Frequency of Meetings

The group will normally meet as required, at least three times per academic session. Dates should be published by Faculties at the start of session in advance to enable SDGs and QEU to plan and report. SDGs should be aligned with Subject Panel meetings as appropriate.

Consideration should be given to alternating location of meetings to ensure cross-campus representation.

Reporting

SDG(s) will provide a report to relevant FAMG(s).

6 Progression & Awards Boards (PABs)

Membership

Chair	A senior member of academic staff (a Head of School or other senior academic as approved by the Dean of Faculty)
Ex-officio Members	Dean of Faculty Head of School Programme Leader(s) (or nominee) for the programme(s) being considered PAB external examiner Other external staff where required for purposes of professional accreditation Director of Lifelong Learning Academy or nominee
Co-opted Members	Representative of any collaborating institution, at the discretion of the Head of School/Dean of Faculty Any other academic staff with an input to the delivery and operation of the programmes being considered, ensuring cross-campus representation
Administrative Support	Progression and award decisions will be recorded by administrative staff allocated by Student Administration Services

Quorum

The quorum shall be the Chair and the programme leader(s) (or nominee) for the programme(s) being considered.

Remit

The function of the Progression and Awards Board (PAB) is to review the performance of students on a programme of study and to determine the students' eligibility to progress or gain an award from the University.

Key responsibilities will include:

- To determine the eligibility for each candidate for progression to the next level of study and/or for the award in accordance with the University Regulatory Framework;
- To make recommendation for the conferment of an award of the university (with distinction or classification, as appropriate) on the delegated authority of Senate (see Regulation 3.1.2);

- To take appropriate cognisance of the opinions and views of the PAB External Examiner in making decisions which are fair, consistent and equitable for all students (see Regulation 7.12.6a);
- To assist the PAB External Examiner in commenting on the programme team's analysis of trends and comparison of standards across different cohorts and campuses (see Regulation 7.12.6d);
- To record in its report the discussions and decisions taken in accordance with University regulations and guidance;

Frequency of Meetings

PABs are convened by the Head of School (or nominee) at least twice per academic session at the end of Trimesters 2 and 3. Additional meetings may be required for programmes where progression and award points occur at other times in the academic session. (See Regulation 7.12.2d.)

The dates of the meetings will be set by Student Administration Services, in consultation with the Chair of the PAB and the Faculty Manager. These are agreed early in the academic session and the responsibility for consulting on the dates of the meetings with the members of the PAB (including external examiners) lies with the Chair of the PAB. The Faculty Office will have responsibility for advising all members of the PAB, including External Examiners, of the confirmed dates of meetings early in the session.

Operation

The production of the results paperwork for the PAB is the responsibility of Student Administration Services. The production of student academic transcripts showing results from previous academic sessions is the responsibility of the Faculty Office.

Normally the decision of a PAB shall be the unanimous decision of all members of the PAB but where, in the course of reaching a decision on a particular student, a vote is taken, each member of the PAB shall be entitled to only one vote; provided that the special position of the PAB External Examiner shall be respected.

A report of the deliberations and outcomes of the PAB will be forwarded to the next meeting of the appropriate SDG(s). Guidance on the format of the report will be provided to the Chair of the PAB by Student Administration Services.

All relevant submitted information will be available at statutory meetings of the PAB and members of the PAB whose attendance is essential at a particular statutory meeting will be informed of the fact that their attendance is mandatory, and that the University's standard PAB agenda is followed.

All acts and decision of the PAB will be fully recorded and minutes will be presented to the relevant SDG(s) in the manner described by Student Administration Services.

The PAB report will be sent to the Faculty Manager and considered by the FAMG at the first available meeting following the meeting of the PAB. It is the responsibility of the FAMG to ensure that PAB reports are considered by the relevant SDG(s).

Reporting

The PAB will report to the relevant SDG(s) and thereafter to FAMG.

Approval of Awards by PAB External Examiner

A decision of a PAB which leads to an award of the University must have the written consent of the relevant PAB external examiner (see Regulation 7.10.4c). This may be obtained either when the PAB external examiner is in attendance at the panel meeting or exceptionally (due to unforeseen absence from the PAB) by other means after the meeting of the PAB. (See Regulation 7.12.2e.)

7 Subject Panels (SPs)

Membership

Chair	A senior member of academic staff (a Head of School, a Chair of a Subject Development Group (SDG) or other senior academic, as approved by the Dean of Faculty on the recommendation of the relevant Head of School)
Ex-officio Members	Head of School Module co-ordinator (or nominee) for each module being considered Subject External Examiner(s)
Co-opted Members	Representative of any collaborating institution, at the discretion of the Head of School Any other academic staff with an input to the delivery and operation of the modules being considered
Administrative Support	Support staff from within the Faculty, as determined by the Faculty Manager

Quorum

The quorum shall be the Chair and the module co-ordinator (or nominee) for each module being considered.

Remit

The function of the Subject Panel is to consider and approve the results from a group of subject-related modules. Each module will be allocated to a subject panel and to a subject external examiner. The allocation of the modules to the subject panel is the responsibility of the Head of School. (See Regulation 7.10.2.)

Key responsibilities will include:

- To confirm marks and grades for the modules assigned to the Subject Panel and to submit these to Student Administration Services for consideration (where applicable) by a Progression & Awards Board (PABs);
- To assist the subject external examiner in his/her responsibilities to ensure that each module is assessed fairly and impartially and that standards of awards (or parts thereof) are maintained (see Regulation 7.12.6b);
- To provide evidence to the subject external examiner to confirm that internal and external moderation have taken place and to ensure that

- double/sample marking and (where appropriate) standardisation have been undertaken in accordance with University procedures (see Regulation 7, Appendix 2);
- To approve the recommendation of the module co-ordinator as to the method of re-assessment for those students deemed not to have passed the module;
 - To take appropriate account of the outcome of the Mitigation Panel (see Regulation 7.7b);
 - To take appropriate cognisance of the opinions and views of the Subject External Examiner;
 - To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

Frequency of Meetings

SPs are convened by the Head of School (or nominee) at the end of each trimester of the academic session.

The dates of the meetings will be set by the Faculty in accordance with the University Calendar and notified to all members of the SP early in the academic session by the Faculty Office.

The Subject External Examiner is expected to attend each meeting of the SP in order to confirm the results for each student on each module being considered by the SP. Arrangements for the attendance of the Subject External Examiner are the responsibility of the Faculty.

Approval of Marks by Subject External Examiner

All SP results must be signed off by the appropriate Subject External Examiner, either when in attendance at the panel meeting or exceptionally (due to unforeseen absence from the Subject Panel) by other means after the meeting of the SP (see Regulations 7.12.2a and 7.12.2c).

Operation

The production of the results paperwork for the SP is the responsibility of the Faculty, in consultation with staff in Student Administration Services.

Minutes of the deliberations and outcomes of the subject panel will be forwarded to the next meeting of the appropriate SDG. Guidance on the format of the report will be provided to the Chairs of the Subject Panel by Student Administration Services.

Reporting

The Subject Panel will report the outcome of its deliberations to the appropriate SDG.

8 Faculty Plagiarism Panels

Terms of Reference

A suspected case of plagiarism will initially be considered at Faculty level through a Plagiarism Panel. Each Faculty will have a single Plagiarism Panel which will consider all cases of plagiarism in the modules assigned to the Subject Panels in the Faculty.

Membership

The panel will consist of three members:

Chair	Appointed by Faculty Executive Chair of the relevant Subject Panel to which the module in question is assigned A further academic member of the School, appointed by the Plagiarism Panel Chair
Administrative Support	Support Staff within the Faculty, as determined by the Faculty Manager

Note: The member of academic staff who refers a case of suspected plagiarism to the Panel must not serve as a member of that Panel for the purpose of giving consideration to this case, but will attend the Panel for the purpose of presenting evidence. The Panel may hear multiple cases hence academic staff would be expected to present their evidence for their module then retire from the meeting, i.e. it is expected that after presenting the evidence they would not have any say in deciding the outcome of the deliberations of the Panel.

Remit

The Faculty Plagiarism Panel is required:

- To decide if an offence has occurred and if so, whether it could be regarded as a minor or major offence;
- If the Plagiarism Panel decides an offence has occurred and the offence is minor, the Panel Chair will determine a suitable sanction. The student will be informed of the decision of the Panel Chair;
- If a student does not accept the proposed sanction, the case will be referred to the Senate Disciplinary Committee (see UWS Regulation 12);
- If the Plagiarism Panel decides an offence has occurred and the offence is major, the case will be referred to the Senate Disciplinary Committee. Thereafter, it will be dealt with in accordance with the provisions of the University's Code of Discipline (Section 12);

Frequency of Meetings

The Panel will meet at least two days prior to the Subject Panels and consider all suspected plagiarism offences related to the modules assigned to the Subject Panels in the Faculty.

Reporting

Faculty Plagiarism Panels will report to appropriate Student Development Group(s) (SDGs).

9 Faculty Mitigation Panels

Terms of Reference

The function of the Faculty Mitigation Panel is to provide a consistent Faculty wide forum for the consideration of evidence of mitigating and personal circumstances submitted by students, and to make recommendation to the relevant Subject Panel as to the extent to which these circumstances have affected assessments undertaken by the student.

Membership

Chair	Appointed by Dean
Vice Chair	Appointed by Dean
Ex-officio Members	<p>Heads of School for each School</p> <p>A senior member of academic staff from outwith the Faculty who sits on the Mitigation Panel of another Faculty</p> <p>A senior member of Student Administration Services</p> <p>*Director of Lifelong Learning</p> <p>*Principal of Baptist College</p>
Attending Members	In exceptional circumstances, the Mitigation Panel may call upon other academic and academic support staff (for example, personal tutors or representatives of Student Services) to assist in their deliberations. Such staff would attend in a non-voting capacity
Administrative Support	A member of the administrative staff of the Faculty appointed by the Faculty Manager to act as Secretary to the Faculty Mitigation Panel

*For Faculty of Education, Health & Social Sciences only the Director of Lifelong Learning and the Principal of the Baptist College will also be ex-officio members.

Quorum

The quorum shall be one-third of the total membership.

Remit

The Mitigation Panel is required:

- To consider evidence of and written claims relating to mitigating circumstances submitted by students with regard to assessments, ensuring that all students are treated in a fair and equitable manner and accordingly to the University's Regulatory Framework;

- To determine the extent to which the mitigating or personal circumstances have materially affected a student's performance in attendance at, or submission of, specific assessments;
- To inform the Subject Panel where grounds for mitigation have been established, and to advise such Panels of specific rights to resit or resubmit assessments that follow from the establishment of such grounds;
- To produce a record of the claims for mitigation considered by the Panel and of the outcome of the Panel's deliberations and provide this to the Subject Panel;

Frequency of Meetings

A meeting of the Mitigation Panel will be convened after each diet of assessment, namely after the Trimester examinations diet, and after the resit diet and before the first Subject Panel. Reports will be provided to the Subject Panel which in turn reports to the Subject Development Group (SDG). Additional meetings of the Panel may be convened as required.

Reporting

To ensure direct reporting on Quality & Standards, Mitigation Panels will be Faculty based and report to the Subject Panel and Dean as required.

10 Student/Staff Liaison Group (SSLG)

Membership

Chair	The Student/Staff Liaison Group (SSLG) will normally be chaired by a student or member of staff from the relevant programme/or subject area
Ex officio Members	<p>There should be appropriate representation of students and staff from the programme(s) covered by the SSLG including the programme leader(s) and additional staff and/or students should be invited as necessary to deal with specific items of business</p> <p>Membership should be balanced to ensure a majority of members from the student body</p>
Administrative Support	Support staff from within the Faculty, as determined by the Faculty Manager

Quorum

The quorum shall be one-third of the total membership. Both student representatives and staff should be present at meetings. However, meetings should not proceed when students are not present.

Remit

The SSLG is a forum for students and staff to discuss student-led agendas on learning and teaching issues and to consult with students on its future plans for curriculum development. SSLGs are not "complaint shops". SSLGs can be either subject or programme level, it is up to the individual Faculty to determine the best way to ensure all programmes are represented by one or more SSLGs and to advise this to QEU by the start of session each year to enable student representatives to be elected and invited to sparqs training. SSLGs will normally be Chaired by a student. At a minimum there should be at least one SSLG per School or Subject/SDG area per trimester (Trimester 3 as required). Consideration should be given to multi-campus issues.

Faculties will ensure arrangements are in place for election of student representatives across all Faculty provision by the end of October.

The dates of the SSLG meetings should be published and placed on the Faculty notice boards and School Blackboard sites along with the reports of meetings to ensure transparency and dissemination of information to all students. All staff should encourage students to participate in SSLGs. The Faculties must ensure agendas are proactively developed for SSLG meetings to ensure students are drawn into discussions on Learning and Teaching development.

The following are indicative of the issues that could be discussed at an SSLG:

- Issues raised in student feedback/module questionnaires and the actions planned as a result of questionnaires/SSLGs etc;
- Short-term problem solving etc;
- Volume of work;
- Use of Lectures/Seminars/Tutorials;
- Student queries on learning outcomes, programme specifications, module descriptors;
- Delivery/pace of the programme;
- Learning and Teaching methods;
- VLE;
- Communication with students;
- Support for independent learning;
- Methods of assessment;
- Timing of courseworks;
- Return of coursework/formative feedback;
- Resources/facilities;
- Identification of good practice;
- Issues of concern;
- Professional accreditation issues;
- New programme proposals/module and programme changes;
- Subject Health Review, Self Evaluation Document and opportunities for student input;
- Design and content of syllabus;
- Employability
- Personal Development Planning
- Work-based Learning;
- International exchange opportunities;
- Plans for enhancement/using the outcomes of the National Enhancement Themes;
- Success and progression rates of their modules and programmes;
- Regulatory issues/changes;
- Quality of delivery;
- Multi-campus issues;
- Discussion of new initiatives and strategies at Faculty or University level;

The following are exemplar questions which could be asked to encourage student input:

- Do students have suggestions for enhancement of their learning experience?
- Do students feel their views are properly taken into account?
- Do students feel that they have adequate and effective access to the decision making process?
- Do students feel that the existing quality mechanisms enhance the quality of their programme?
- Do students feel that the University policies and procedures are fair and appropriate?
- Do students feel that they were given full details of the programme and that the programme is meeting their expectations?

- Do students feel that the programme equips them with an appropriate range of knowledge based, transferable skills and career opportunities?
- Do students feel that they are provided with sufficient learning opportunities?
- Do students feel that the assessment methods and feedback mechanisms are appropriate?
- Do students feel that there are effective mechanisms for academic and pastoral support?
- Do students feel that the human and physical resources match the aims of their programme?
- Do students feel that the social environment allows them to fully participate in University life?

The Faculty will wish to identify a member of staff to ensure meetings are convened, publicised, reports published and feedback provided to the student body. Reports will also be used as evidence for Subject Health Reviews.

Frequency of Meetings

There should be at least one formally minuted meetings of the SSLG per trimester. (Trimester 3 as required.)

Reporting

The appropriate SDG(s) will receive reports from the SSLGs. The Chair of the SSLG will be a member of the SDG.

The Faculty Manager will receive the minutes of the SSLG and will monitor any emerging Faculty-wide issues and those of a recurring nature ensuring that the Faculty Academic Management Group (FAMG) and Faculty Executive are kept informed of key issues.

11 University Executive Group (UEG)

Terms of Reference

The University Executive Group (UEG) – the formal meeting of University senior management - will provide strategic corporate oversight of the University as a coherent organisation.

The Group will meet on a regular basis to oversee implementation of the Strategic Plan and associated risk register. It will also keep under review the University's portfolio of titles and awards.

The Group will report to Senate and Court on relevant issues. In addition to engaging senior staff in the management and overall strategic direction of the institution, the Group will have operational oversight of corporate governance and compliance. It will also secure assurances from Faculties and Support Services on those responsibilities for which they are accountable, providing an operational overview to University senior management.

Membership

Ex-officio Members

Principal (Chair)
Depute Principal
Vice Principals
Deans of Faculty
University Secretary

Attending

Academic Registrar

The group will invite other colleagues to attend as required

Remit

The UEG has three key areas of responsibility. These are:

- Executive oversight of the implementation of the strategic plan and ensuring all streams of work are balanced across all functions of the University;
- Integrating developments and proposals from Faculties and Support Departments in pursuance of the strategic plan;
- Collective overview of organisational development priorities, including horizon scanning and regional and community partnerships;

Agendas

Will be published in advance of meetings.

12 Portfolio Oversight Group (POG) – UNDER REVIEW

Membership

Ex-officio Members Depute Principal [Chair]
Executive Deans

The group will undertake consultation with relevant colleagues across the institution with regards to individual proposals where appropriate

Administrative Support A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Group

*Quorum

The quorum shall be two-thirds of the total membership.

Remit

To receive proposals from Faculty Executives for new programmes and new collaborative proposals and to consider them against the following criteria prior to recommending to the University Executive Group (UEG) authorisation to proceed to validation:

- Fit to Faculty Plan and UWS Strategic Plan;
- Fit with approved plans for academic development on relevant campus(es);
- Fit with the University Regulatory Framework and the Scottish Credit & Qualifications Framework(SCQF);
- Adequacy of resources, or of plans to ensure that relevant staffing, physical and learning resources are in place for the development and delivery of the programme;
- Market demand;
- Financial viability;
- To ensure that appropriate consultation has taken place with Support Services;
- To ensure Campus Directors have been consulted as appropriate;
- All proposals must have the authorisation of the Faculty Executive to proceed to POG, ensuring all required criteria have been addressed;

- To set such conditions for further information or commitment of resources or amendment to proposals as are deemed appropriate before permission to proceed to validation is confirmed;
- To recommend on the approval or re-approval of programmes in the context of required reviews of the University portfolio of academic programmes, as may be decided from time to time by UEG;
- To consider proposals from Faculty Executive for programme deletions or amendments to campus offer of existing provision;

***Frequency of Meetings**

Proposals will be considered largely electronically, with comments submitted to the Chair and Secretary. Dialogue may also take place with Heads of School/Programme Leaders on specific proposals. Meetings will only be held when required to discuss contentious issues.

Reporting

POG will provide reports to the UEG which will provide final authorisation of the proposal to proceed to validation on behalf of Senate.

Proposals normally require authorisation from POG to proceed to validation by 31 August in the academic year prior to the proposed programme commencing.

13 Learning, Teaching & Assessment Board

Membership

Chair	Chair appointed by Senate
Ex-officio Members	<p>Heads of School with specific responsibility for Learning & Teaching nominated by each of the Deans</p> <p>Dean of Students or nominee</p> <p>Director of Centre for Academic & Professional Development (CAPD) or nominee</p> <p>Director of Lifelong Learning Academy or nominee</p> <p>Director of ICT Services</p> <p>University Librarian or nominee</p> <p>Academic Registrar or nominee</p> <p>Chair of Credit, RPL and Admissions Committee</p> <p>Chair of Collaborative Forum</p> <p>President of the Students' Association</p>
Appointed Members	<p>Vice Chair – appointed by Senate</p> <p>Three students nominated by the Students' Association of the University of the West of Scotland</p> <p>One member of academic staff from each School nominated by the Deans</p> <p>One representative of the University Research & Knowledge Transfer Board (URKTB)</p> <p>Three joint-appointed members of staff from CAPD/Faculties</p>
Co-opted Members	In such numbers as may be determined by the Board
Attending Members	<p>Director of Student Administration Services or nominee</p> <p>Director of Student Services or nominee</p>
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Board

Quorum

The quorum of the committee shall be one-third of the total membership.

Remit

The Learning, Teaching & Assessment Board (LTAB) is a Standing Committee of Senate.

The remit of LTAB is to be proactive in the strategic development and enhancement of teaching, learning and assessment, to oversee the development and implementation of the University's Strategy for the Enhancement of Quality in Learning, Teaching and Assessment (SEQLTA), to review issues relating to assessment practices, procedures and regulations and to ensure effective University-wide implementation of SEQLTA. The Board is responsible for the Quality Enhancement Strategy of the University.

The Board will make recommendations on regulatory changes to the Regulations Committee which reports to Senate.

- To make recommendation to Senate on the University's strategic direction for the quality management of University programmes and the development of procedures to underpin the same;
- To define the framework for the quality and enhancement of provision and to evaluate and maintain an overview of the quality assurance system;
- To put in place and review procedures to safeguard standards of awards;
- To recommend new and amended regulations to Regulations Committee;
- To foster and encourage good practice and innovation cross-Faculty in curriculum development, research teaching linkages, teaching methods, assessment, and quality management;
- To advise CAPD of needs for staff development in relation to student learning and teaching as identified in SEQLTA and Faculty Plans;
- Develop a plan for the implementation of SEQLTA;
- Oversee the promotion of SEQLTA, monitor its implementation and report annually to Senate on progress;
- To receive reports from Subject Health Review (SHR), oversee follow-up action and to report to Senate on key themes;
- To receive overview reports on issues arising from validation of new programmes and annual monitoring;
- To oversee preparations for external (QAA) Enhancement-led Institutional Review (ELIR);

- To approve the appointment of external examiners for taught programmes on the recommendation of Faculty Executive Group;
- To receive reports from CAPD on staff development and activities to support the implementation of SEQLTA cross-campus;
- To consider and approve recommendations from the Credit, RPL & Admissions Sub-committee;
- To consider and approve recommendation from the Collaborative Forum;
- Review and, where appropriate, make recommendations for changes to assessment practices, procedures and regulations;

LTAB will also oversee the establishment of short-life working and/or practitioner groups to address key issues throughout the session.

Frequency of Meetings

LTAB shall meet as required by Senate and normally at least four times per year.

Reporting

LTAB will report to Senate.

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed members shall hold office for a period of three years and shall thereafter be eligible for re-appointment.

14 **The Credit, RPL & Admissions Committee – a Sub-committee of the Learning, Teaching & Assessment Board**

Membership

Chair	Appointed by LTAB
Ex-officio Members	A Programme Leader or Admissions Officer from each School Dean of Students Director of Lifelong Learning Academy Academic Registrar or nominee Director of Student Administration Services or nominee FE/HE Liaison Manager, Corporate Marketing Senior Education Guidance Adviser, Lifelong Learning Academy Admissions Manager
Co-opted Members	The group may co-opt up to three members as required
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Committee

Quorum

The quorum shall be one-third of the total membership.

Remit

The Credit, RPL & Admissions Committee shall be a Sub-committee of LTAB.

Accreditation is the process through which a credit value and level is assigned to programmes offered by external learning providers. Such programmes will not normally in themselves lead to an award of the University of the West of Scotland but may contribute to such an award through procedures for the determination of prior credit in relation to the programmes of study followed by individual students.

- The Credit, RPL & Admissions Committee shall make recommendations to LTAB on all aspects of RPL in line with SCQF guidelines including:
 - Recording of prior credit;
 - Accreditation of programmes external to the University;
 - Accreditation of Prior Experiential Learning;
 - Credit Transfer;
 - Amendments and update to the University's Admissions Regulations and procedures;

- In addition to providing written guidelines, the Credit, RPL & Admissions Committee shall ensure that appropriate personnel are available to give guidance to external learning providers to whom permission to apply for accreditation has been granted;
- The committee shall receive and review applications for accreditation in accordance with the Credit, RPL & Admissions Committee guidelines. The application should include content, teaching and learning methods, assessment strategies, quality assurance procedures and record keeping systems of the applicant. The volume and level of credit sought should be clearly stated;
- Upon receipt of all relevant documentation, the committee shall recommend to LTAB on the volume and level of SCQF credit, if any, to be assigned;
- Where LTAB gives approval to the assignment of credit, this shall be for a fixed period of up to five years and shall be on condition that the programme does not change significantly in assessment or content over this period, after which period permission to re-apply for accreditation may be sought in conformity with the above procedures. The Secretary of the Credit, RPL & Admissions Committee shall write to these submitting bodies on an annual basis to confirm if any changes have been made to the programme during the previous year;
- The Credit, RPL & Admissions Committee shall keep under review the procedures for application and consideration of applications and may recommend changes in the above to LTAB;
- The University shall keep records of all accreditation claims and accreditation agreements;
- The committee shall develop procedures for implementation of the above and ensure appropriate University support departments and services are advised accordingly;

Ongoing role on an ad hoc basis reporting to LTAB on RPL policy and practice;

Reporting

The Credit, RPL & Admissions Committee will report to LTAB.

Periods of Appointment

The Chair of the Credit, RPL & Admissions Committee shall be appointed by the LTAB for a three-year period. Members shall normally serve for three years and may be re-nominated.

15 **Employability Strategy Short-Life Working Group**

Membership

Chair	Chair appointed by Learning, Teaching & Assessment Board
Ex-officio Members	Director of Student Services Senior Careers Adviser Chair of Work-based Learning Practitioners Group Director of Centre for Academic & Professional Development (CAPD) Executive Manager, Employability Link Employability Developer, Employability Link SAUWS Depute President, Education & Welfare
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Group

Remit

- To develop a coherent strategy on employability for the University;
- To disseminate this strategy internally and externally;
- To maintain an overview of development on employability through regular reports from the work-based learning working group and the Employability Link;
- To evaluate the effectiveness of the University's measures to promote employability;
- To report to LTAB on development and progress in respect of employability;

16 Collaborative Forum

Membership

Chair	Appointed by the Learning, Teaching & Assessment Board (LTAB)
Ex-Officio Members	<p>Academic Registrar Heads of School or nominee from Schools with Collaborative Provision Dean of Students or nominee Director of Corporate Marketing or nominee Director of the Innovation & Research Office (IRO) or nominee University Librarian or nominee Director of Finance or nominee Director of Student Services or nominee Director of Student Administration Services or nominee Programme Manager, South West Hub University of the West of Scotland Collaborative Programme Leaders ATEI Piraeus Project Manager</p>
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Forum

Representatives from Collaborative Partners

A representative from each Collaborative programme (currently the Scottish Baptist College, Coatbridge College, Cumbernauld College, Glasgow Metropolitan College, Kilmarnock College, Stow College, South Lanarkshire College and ATEI Piraeus) will be invited to attend by the Chair of the Forum depending on the agenda, and at least once per session.

Representatives from Support & Administration Departments

Representatives nominated by the following support departments will receive papers for information and may be invited to attend by the Chair of the Forum depending on the agenda.

- The Director of the Centre for Academic & Professional Development (CAPD);
- The Director of ICT Services;
- Study Abroad Coordinator;

Quorum

The quorum shall be one-third of the total membership.

Remit

The Collaborative Forum is a committee of Learning, Teaching & Assessment Board (LTAB) which monitors the effective implementation of the University's Collaborative Agreements with its partners for those programmes which lead to the award of UWS and are subject to the expectations of the QAA Code of Practice on collaborative provision. The Collaborative Forum will make recommendations and report to LTAB on matters relating to the operation of such collaborative provision.

The Forum shall,

- Provide a round-table for the monitoring of the student experience on collaborative programmes both UK and international at which colleagues from the University of the West of Scotland and the partner institutions (as far as geographically practical) can consider common effective approaches and share good practice in implementing collaborative agreements;
- Oversee the alignment of Collaborative Agreements with the QAA Code of Practice;
- Keep under review the financial arrangements associated with all collaborative provision;
- Keep under review and make recommendations to LTAB on any issue relating to the quality of student experience on collaborative programmes, overseeing administrative arrangements, student support, student engagement and feedback strategies and any issues raised in Faculty annual monitoring and External Examiner reports;
- Support QEU in the development of good practice guides and quality assurance and enhancement frameworks and templates for collaborative partnerships;
- Maintain the overview of the University's official register of collaborative programmes and partners;
- Oversee the cycle of Collaborative Review for each collaborative partnership and receive the report and action plan from each such review. Provide support to LTAB in monitoring the timely follow-up action indicated in these reports and plans, identifying common issues for wider dissemination;
- Receive regular reports from Faculties on Collaborative activities including an annual report from each Faculty on its collaborative partnerships;
- Maintain an overview of the QAA Collaborative Code of Practice on Collaborative provision (2004) and any subsequent updates and ensure

that Faculties and Support Departments are provided with appropriate information and guidance in this regard;

- Promote and share good practice amongst collaborative partners.

Frequency of Meetings

The Forum shall meet as required by LTAB and at least twice per academic session.

Reporting

The Collaborative Forum will report to LTAB.

Period of Appointment

“Ex-officio” members shall remain members as long as they hold office by virtue of which they are members.

17 Appeals Sub-group

Membership

Ex-officio Members Chair appointed by Learning, Teaching & Assessment Board
Any two staff members of the Learning, Teaching & Assessment Board (LTAB)

(Only those members of LTAB who have been trained in the appeals procedures are permitted to sit on the sub-group)

The members of the Appeals Sub-group must:

- Be independent of the School of the appellant;
- Neither have been involved with the examination, assessment or progression decision which is the subject of the appeal nor have been a member of the Programme Panel concerned;

Attending Members Students have the option to attend the sub-group meeting to make a statement to the members. They can be accompanied to the meeting by a member of University staff, a fellow student or student officer from the Students' Association. If the student takes up this option, the School can also send a representative to make a statement

Administrative Support A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Group

Quorum

There must be three ex-officio members present to enable the Appeals Sub-group to confirm decisions.

Remit

The purpose of the academic appeal is to seek to review the decision of a Subject Panel (SP), Progression & Awards Board (PAB) or School Panel on attendance monitoring and either to confirm the decision, or to agree some other course of action. It is not the purpose of an academic appeal to question academic judgement. If a student's appeal is upheld, the student will be permitted to be re-assessed.

The student will not be permitted to argue the academic merits of his/her work. Therefore, the Appeals Sub-group has to determine whether or not to uphold the student's appeal based on evidence provided by the student. Decisions reached would include:

- Uphold student's appeal and agree to alter decision of SP, PAB or School Panel on attendance*;
- Reject student's appeal and inform them that decision of SP, PAB or School Panel has been upheld;
- Defer decision to enable additional information to be sought from appellant/School/Faculty and consider at a future meeting of the Appeals Sub-group;

***School Panel on Attendance**

A student will have the right of appeal against a decision of withdrawal on attendance grounds. A School Panel will be held, comprising the Head of School (Chair) and two senior academic members of staff (not involved in the teaching on the programme the student is involved) to discuss the case. If a decision to withdraw the student is reached, the Head of School would ensure that a withdrawal form was completed and sent to Student Administration who would immediately process the withdrawal, informing all University departments and external bodies, including the UKBA if relevant.

Frequency of Meetings

Meetings will be arranged as and when required. The Appeals Sub-group may be convened to consider more than one case, even if such cases are from more than one School SP or PAB.

Reporting

The Appeals Sub-group will report annually to the LTAB on number of appeals submitted, number of appeals upheld/refused. The Sub-group may also make recommendations to LTAB for changes in procedure.

Further information on the role of the group can be found in the University's Appeals policy and procedure available via the staff portal - http://portal.staff.uws.ac.uk/docstore/staff_universitymanag_universitypolicy/index.htm.

18 Regulations Committee

Membership

Chair	Appointed by Senate
Ex-Officio Members	One Head of School from each Faculty One Subject Development Group (SDG) Chair from each Faculty Academic Registrar Director of Innovation & Research Office (IRO)
Appointed Members	Chair appointed by Senate Student representative nominated by the Students' Association
Co-opted Members	In such numbers as may be determined by the Regulations Committee
Attending Members	Director of Student Administration Services Director of Lifelong Learning Academy
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Committee

Quorum

The quorum shall be one-third of the total membership.

Remit

The Regulations Committee is a committee of Senate which advises on the operation and development of the University's regulations. The group shall make recommendations and report to Senate on all matters relating to the establishment of new or amended regulations and will subject these to a process of ongoing critical review.

The Group shall,

- Review and make recommendations on the development of the University Regulatory Framework;
- Ensure that matters arising from internal strategies and the external environment are incorporated into University Regulations and quality procedures;
- Consult with staff and students on proposed amendments/new regulations;
- Communicate with staff and students annually on regulatory changes;

Frequency of Meetings

The Group shall meet as required by Senate but normally at least once or twice per year.

Reporting

The Committee will receive recommendations from LTAB/University Research & Knowledge Transfer Board (URKTB) and report to Senate.

Period of Appointment

"Ex-officio" members shall remain members as long as they hold office by virtue of which they are members.

19 University Research & Knowledge Transfer Board (URKTB)

Membership

Ex-officio Members	<p>Vice Principal (Research & Commercialisation), Chair Chair of Ethics Committee Head of School or senior member of Faculty with responsibility for Research & Knowledge Transfer, nominated by each of the Deans Academic Registrar Director of Innovation & Research Office (IRO) or nominee Student members: President of the Research Students' Society Secretary of the Research Students' Society</p>
Appointed Members	<p>Vice Chair appointed by Senate 15 Professors (A minimum of two representatives from each School should be appointed. Representatives from each School should be balanced between ex-officio and appointed members) Six Readers (two from each Faculty) Six Senior Lecturers (research-active and/or commercially active), two from each of the Faculties One representative of the Learning, Teaching & Assessment Board (LTAB) University Librarian One Research Assistant, appointed by the Chair</p>
Co-opted Members	The committee may co-opt up to two external members for periods specified by the committee
Attending Members	Members of IRO as and when required
Administrative Support	A member of IRO who shall act as Secretary to the Committee

- i) URKTB shall be constituted to ensure that the membership:
- a) Is research-active and productive and has relevant experience and expertise, including completed research degree supervision and research degree examination.
 - b) Has familiarity with the University's regulations for research degrees.

- c) Has a commitment to transferring the outputs of research to the wider community.
- ii) Other than the two student members, no person who is registered for a research degree shall be a member of URKTB.
- iii) All members with the exception of the Chair and the Professor Members will be excluded from reserved business. Reserved Business will include all issues concerning assessment and progression and matters designated confidential by the Chair of URKTB.

Quorum

The quorum shall be one-third of the total membership.

Remit

URKTB is a Standing Committee of Senate.

The remit of URKTB is to be proactive in the strategic development of research and knowledge transfer, to ensure compliance with the University's Code of Practice for Research and alignment with external quality standards, and to ensure compliance with Research Degree Regulations. The Board will make recommendations on regulatory changes to the Regulations Committee which reports to Senate.

Research and Knowledge Transfer Strategy and Implementation

- To provide regular reports to Senate on its activities and make recommendations on matters relating to research and knowledge transfer;
- To support, stimulate and encourage a dynamic research and knowledge transfer culture within the University and promote research and knowledge transfer achievements internally and externally;
- To implement, monitor and review the University's Research Strategy;
- To implement, monitor and review the University's Knowledge Transfer Strategy;
- To promote the interests of the University's research community;
- To support a vibrant entrepreneurial culture within the University, where knowledge transfer and exchange opportunities are maximised for economic, social and cultural benefit of the University's wider communities.
- To ensure that that University's Research and Knowledge Transfer Strategies are coherent and provide opportunities for a wide range of staff to engage in these activities;

-
- To consider annual research and knowledge transfer reports from each Faculty and submit an overall research and knowledge transfer report annual report to Senate (to include an annual report from the Ethics Committee);
 - To act as a consultative body for the Senate in all matters relating to research and knowledge transfer, including external initiatives;
 - To consider and advise Senate on responses to SFC and other external research and/or funding organisations' documents on research and knowledge transfer matters;
 - To agree, implement and monitor appropriate strategies and responses to research and knowledge transfer metric collection exercises, including annual SFC cycles and the Research Excellence Framework;
 - To establish time-limited working committees as deemed necessary;
 - To authorise the Chair to act on its behalf in appropriate circumstances;
 - To receive annual report from Ethics Committee;

Research Quality and Standards

- To ensure that all research conducted under the auspices of the University is in accordance with the University's Code of Practice; to monitor and evaluate the Code of Practice and approve any amendments;
- To monitor and report to Senate on standards and quality of research awards;
- To oversee research ethics, research centres and groups, research training and the allocation of research funding;
- To ensure alignment with the QAA Code of Practice for Assurance of Academic Quality and Standards in Higher Education (Section 1) and to monitor the continuing development of the research environment;
- To ensure compliance with the Research Degree Regulations and that the standard of awards is maintained;
- To recommend modifications to the University's Research Degree Regulations to the Regulations Committee;

Research Student Matters

- To coordinate responses and deal appropriately with issues relating to research raised through the Faculties' Student/Staff Liaison Groups (SSLGs);

- To deal with all matters relating to the registration, direction and progression, assessment of research degree students and candidates, including the approval of Faculty Executive nominations of External Examiners;
- To satisfy itself that the conditions under which a candidate will work are satisfactory and that facilities and funding deriving from sponsoring, collaborating or granting establishments will be adequate for the programme proposed;
- To make recommendation for the conferment of an award of the University by research on the delegated authority of Senate;
- To consider applications for confidentiality of thesis;
- To consider research examination appeals and ensure these are processed through appropriate channels and in line with the regulations;

Frequency of Meetings

The Board will meet minimum four times per annum.

Reporting

The URKTB will report to Senate.

Periods of Appointment

“Ex-officio” members will remain members as long as they hold the appropriate office.

Appointed members will normally be appointed for a period of three years and will be eligible for re-nomination. Appointments will be made by the Faculty Deans.

Research Assistants will normally be appointed for one year and this membership will rotate annually across Faculties.

20 University Ethics Committee

Preamble

The University Ethics Committee shall be a sub-committee of the University Research & Knowledge Transfer Board.

Membership

Chair	To be appointed by University Research & Knowledge Transfer Board (URKTB)
Ex-officio Members	Chair of the URKTB
Appointed Members	Nine Professors/Readers/Senior Lecturers with three from each Faculty
Lay Members	Up to two lay members external to the University, with experience of ethical issues
Co-opted Members	The group may co-opt additional members as may be decided by the group for a period specified by the group.
Administrative Support	A member of the Innovation & Research Office (IRO) who shall act as Secretary to the Committee

Quorum

The quorum shall be one-third of the total membership.

Remit

- To consider general ethical issues relating to University activity, specifically, but not exclusively, research activity;
- To oversee the operation of the University Guidelines for Ethical Research and to monitor, evaluate and disseminate the Guidelines;
- To provide formal guidance and advice to Faculties on ethics issues;
- To consider ethical applications involving human participants, and also where risks may be posed to the researchers themselves, e.g. in laboratory or field when dealing with human participants;
- To monitor the quality of ethical applications and ensure that the approval process is conducted in a fair and independent manner;
- To receive annual reports from the Home Office Ethical Review Group.

- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval;

Frequency of Meetings

The Committee shall meet each trimester.

Reporting

The Committee shall submit an annual report to the URKTB.

Periods of Appointment

“Ex-officio” members will remain members as long as they hold the office by virtue of which they are members.

The Chair and other appointed members will be appointed for a period not exceeding three years by the Chair of the URKTB.

All appointees shall be eligible for re-appointment on the expiry of their terms of office.

21 Student Experience Group (SEG)

Membership

Co-Chairs	President of Students' Association and Dean of Students
Ex-Officio Members	University Secretary Heads of School or nominee Campus Directors Academic Registrar Representative of Court Dean of Students or nominee University Librarian or nominee QEU member of staff responsible for Student Engagement Strategy SAUWS Depute President, Education & Welfare SAUWS Sports President SAUWS Campus President, Ayr SAUWS Campus President, Hamilton
Appointed Member	Vice Chair, appointed by Senate
Attending Members	Director of Lifelong Learning Academy Director of the Centre for Academic & Professional Development (CAPD) or nominee Director of the Innovation & Research Office (IRO) or nominee Director of Student Administration Services or nominee Assistant Director of ICT Services or nominee Director of Student Services or nominee Director of Estates & Buildings or nominee Other colleagues from Support Departments will be invited as appropriate for specific agendas
Administrative Support	A member of the Academic Office appointed by the Academic Registrar who shall act as Secretary to the Group

Alternative Members

Any ex-officio member unable to attend a particular meeting may send a nominee from the School/Support Department to ensure that matters taken forward can include the perspective of all Faculties/QEU/CAPD/Student Facing Services etc.

Quorum

The quorum shall be one-third of the total membership.

Remit

The purpose of the Student Experience Group (SEG) as a committee of Senate is to undertake a holistic review of the student learning experience at UWS. It will provide a forum in which the Heads of School and Directors of Support Departments can make recommendations to Senate on measures to improve the student experience at the University of the West of Scotland.

The SEG will report both to Senate as well as to Faculty Executives to provide immediate information to the Executive on issues from student feedback, the Students' Association etc.

- To keep under review the impact of support services on student experience at UWS;
- To consider issues raised by Students' Association;
- Consider outcomes from Student Evaluation/Feedback and make recommendations for action to Senate;
- Monitor and report to Senate on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations to Senate on enhancements;
- Monitor equity of provision in relation to learning and teaching experience and meeting students' needs in a multi-campus environment;
- Receive and consider relevant data on student experience (e.g. from reports on subject health review, support service reviews, annual monitoring processes and student surveys) in order to develop an annual holistic overview to inform the planning and development of academic support and services to students;
- Review of action plans from Service Departments.
- Oversight of annual monitoring process and follow-up actions arising from SEG enhancement and annual monitoring seminar;

Frequency of Meetings

The Group shall meet three times per year (or ad-hoc as required) and report to Senate.

Reporting

The Group will report to Senate.

Period of Appointment

"Ex-officio" members shall remain members as long as they hold office by virtue of which they are members.

22 Disciplinary Committee

Membership

Ex-officio Members	President of the Students' Association or nominee One representative elected by the Students' Association
Appointed Members	Two members of academic staff from each School nominated by the Dean of Faculty for recommendation to Senate Chair appointed by Senate Depute Chair appointed by Senate from amongst the membership Two members of staff from within academic support areas
Co-opted Members	The committee shall have the power to co-opt a legal adviser from outwith the University
Administrative Support	A member of the administrative staff of the University appointed by the Academic Registrar who shall act as Secretary

No appointed or elected member shall be the Principal or the Charging Officer or a University Officer as defined in the University Code of Discipline.

Quorum

The minimum attendance at any meeting of the Disciplinary Committee shall be the Chair, a student representative and three others drawn from the pool of members. No academic member shall have taught the student or acted as their personal tutor. No support staff member shall have formally advised or counselled the student.

Remit

- To act as Court of First Instance in cases of major offences as defined in the Code of Discipline;
- To advise Senate on matters pertaining to discipline within the University, especially with regard to the operation of the official Codes of Discipline;

Reporting

The Committee will report to Senate.

Periods of Appointment

"Ex-officio" members will remain members as long as they hold the office by virtue of which they are members.

The Chair will be appointed by the Senate for a period not exceeding five years.

School nominees will be appointed for a term not exceeding five years.

The student member will be elected by the Students' Representative Council annually by the Council.

All appointees and elected members shall be eligible for re-appointment or re-election on the expiry of their terms of office.