

STANDARD LETTER OF APPOINTMENT TO MEMBERSHIP OF COURT

Dear XXXX

I write to confirm that the University Court, at its meeting on xxxxxxxx approved your appointment to membership of Court for a 3 year period with effect from xxxxxx

A full briefing will be arranged for you as part of our induction but meantime, for your information, I enclose a copy of the 2014/2015 Court Handbook together with a copy of the Scottish Code of Good HE Governance. These documents provide important guidance on University governance and form an integral part of your induction to the role of Court member. In particular, I would draw your attention to the Responsibilities of Members of Court as set out in paragraph 2.1 (3) of the Court Handbook and Principle 6 of the Scottish Code.

Meetings of the University Court for the remainder of this session will be held on the following dates. Meetings are always at 4pm on Tuesday afternoons and usually conclude by 7pm. They normally take place at one of the University's four campuses.

[list dates and venues]

Papers for Court are circulated one week in advance. These are circulated electronically via a secure website. Further information on this will be provided at your briefing/induction session. The University will provide an electronic device for your use if required. Papers may also be received in hard copy if you prefer.

I would be grateful if you would complete and return to me the enclosed Information Form and Register of Interests Form.

My colleague, Alison Loudon, will be in touch regarding a briefing/induction session for you on the operation of Court and its committees. Proposed dates for this are:

[proposed dates]

However, if you have any queries meantime, please let me know.

I hope you will find membership of Court an interesting and rewarding experience. I look forward to formally welcoming you to Court in XXXXXX and working with you in the future.

Yours sincerely

Ms D McMillan
University Secretary & Registrar