UWS Committee Framework 2017/18

VICE-CHANCELLOR’S EXECUTIVE GROUP

University Leadership Team

Leadership Forum

Research & Enterprise Advisory Committee

Graduate School Board

Global Engagement Advisory Committee

Collaborative Forum

Education Advisory Committee

Academic Quality Committee

Student Success Committee

School Boards

School Committees

Programme Boards

Progression & Awards Boards #

Equality, Diversity & Inclusivity Committee

Senate Appeals Committee

Senate Disciplinary Committee

Senate Regulations Committee

University Ethics Committee

--------- indicates multiple referral lines

# delegated authority from Senate to confer awards
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University Court

University Court is the supreme governing body of the University. It is responsible for the appointment of both the Chancellor and the Principal and Vice Chancellor. It oversees the general strategic direction of the University and is responsible for its administration, employment (including safety), financial, property and all legal matters. The Court arranges for the Principal to discharge its functions relating to the organisation and management of the University. The Powers of Court are set out in Schedule 1 of the University of the West of Scotland Orders of Council 2009 and 2015 (update).

The Court is required to delegate to Senate certain functions relating to the academic work of the University. The Court is assisted in discharging its functions under the University constitution and the Financial Memorandum with the Scottish Funding Council (SFC) by its committees.

Please refer to the Court website http://www.uws.ac.uk/about-uws/governance/court/ for further information.

University 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 Schools; President of the Students' Association.

Such 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) One member of academic staff elected by and from among the academic staff in each School.

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.

Each of the elected members shall be so elected in accordance with the arrangements by the Senate from time to time.
d) Student Representation

i) The President of the Students’ Association;

ii) One enrolled 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.

It shall not be competent for one individual to be a member of the Senate in more than one of the capacities listed in paragraph 1 at any given time.

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. Members nominated from among the enrolled students of the University in accordance with paragraph 1(d) (ii) shall hold office for such period as has been approved by the Court prior to their nomination.

3 In paragraph 1(a) each of the expressions ‘deans of school’ and ‘heads of support services’ includes such other staff as the Court deems of equivalent standing or otherwise appropriate, whether by virtue of their holding a successor office or title or otherwise.

4 Elected and co-opted members of Senate may be further elected and/or co-opted to the Senate (as the case may be) on expiry of their period of office.

5 The Principal and Vice Chancellor shall be the Chair of Senate.

Proceedings

6 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.

7 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 Orders of Council 2009 (and 2015 update) 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) One member of academic staff elected by and from among the academic staff in each School.

(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.

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 may seek re-election on the expiry of their period of office.

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 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 School. If the
number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by six members of the School electorate. Each nominee should submit 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 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 terms 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 six members of the electorate of whom not more than three should be 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.

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

If the number of nominees matches or is fewer than the number of vacancies, then the nominee(s) will be confirmed as the elected member(s).

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 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, or, subject to the
agreement of all candidates, in the presence of an independent witness (a member of University staff who has not been involved in the election process). 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 School Managers in connection with the arrangements for School elections.

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 Conflict of Interest
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 School Boards, 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.
School Boards

Membership
Chair
Dean of School

Ex-officio
Assistant Dean (Education)
Assistant Dean (Research & Enterprise)
Assistant Dean (International)
School Executive Manager

Appointed members
Programme Leaders representation;
Student representatives (two elected from a
School-wide constituency);
Chair of School Ethics Committee
School Research Institute, Centre or Group Leads;
School academic staff representatives (two elected
from a School-wide academic staff constituency);
School Inclusivity champion (if not already in
membership above)

Attending members
School service delivery staff (two elected from a
School-wide service delivery staff constituency).
Additional members to be co-opted as required.

Administrative support
A member of administrative staff appointed by the
School Executive Manager

Quorum
Normally one third of the total membership.

Remit
The School Board is a Standing Committee of Senate
The School Board oversees the development, performance and delivery of all
academic provision. The remit of the Board shall include:

- Advising the Dean and the School Leadership Team on matters of
academic policy.

- Overseeing academic provision in the School relating to both taught
programmes and research activity;

- Overseeing implementation of the University’s Corporate Strategy
across the School;
• Deliberating on any matters relating to the School and any matter referred to it by Senate with the purpose of conveying its views and recommendations thereon to Senate;

• Working with and through the School Education Forum to co-ordinate and formally approve all issues and documents relating to the annual, and ongoing quality and standards of the School's provision across its undergraduate, taught postgraduate and postgraduate research portfolios, including the management and forward planning of professional accreditation of School programmes;

• Working with and through the School Education Forum to oversee new programme approvals including approval of reports and monitor of progress in addressing conditions and recommendations;

• Working with and through the School Education Forum to recommend for approval the appointment of external examiners to the School’s modules and programmes;

• Working with and through the School Education Forum to oversee external examiner reports and responses across the School's programmes;

• Working with and through the School Research and Enterprise Forum to approve the plans, strategies and objectives of the School's Research Institutes, Centres or Groups and ensure that all aspects of the School’s formulation and delivery of the research and enterprise strategy are properly managed;

• Working with and through the School Research and Enterprise Forum to ensure that all elements of the School's postgraduate research student experience are delivered in line with objectives, including matters relating to student support, progression and completion;

• Working with and through the School International Forum to ensure that all aspects of the School's formulation and delivery of the international strategy are properly managed, including international recruitment, partnerships, curriculum issues, outward and inward staff and student mobility, marketing, promotion and recruitment.

• Working with and through the School Ethics Committee to ensure that ethical issues in student projects and programmes are being addressed and are operating within the University Ethics Committee’s Guidelines for Ethical Practice in Research and Scholarship in March 2015;

• to keep under review use of data in relation to monitoring of recruitment and progression on equality outcomes’
**Frequency of meetings**
Four times per academic year.

**Reporting**
The School Board will report to Senate.

**Periods of Appointment**
Appointed members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.
School Leadership Team

Membership
Chair    Dean of School
Ex-officio    Assistant Dean (Education)
              Assistant Dean (Research & Enterprise)
              Assistant Dean (International)
              School Executive Manager
Attending members    Additional members may be invited to attend as required.
Administrative support    A member of administrative staff appointed by the School Executive Manager

Quorum
Normally one-third of the total membership.

Remit
• To allocate the resources required to ensure effective delivery of the School’s performance objectives across the policy portfolios of: Education; Research and Enterprise; and International;
• Working with and through School Board, the School Education Forum, the School Research and Enterprise Forum and the School International Forum, to secure the above;
• To monitor and manage the School’s budget, ensuring effective delivery of all financial targets and objectives;
• To monitor and manage the school’s staff resources, ensuring that effective appointment, recruitment, and leadership succession plans are in place across all areas of School activity, and that effective performance management systems and process are secured;
• To ensure that the School meets all University and external planning and reporting requirements.

Frequency of meetings
As determined by the Dean.

Reporting
The School Leadership Team will report on an exception basis to the Vice Chancellor’s Executive Group.
Programme Boards

Membership
(Note that particular roles on each Board may vary according to the size and focus of the Programme)

Chair
Programme leader

Vice Chair
Depute programme leader (for large programmes)

Ex-officio
Assistant Dean (Education)
Year Leaders (Where appropriate)
Representatives from contributing disciplines
Admissions Officer
Assessment Officer
Employability/Placements Lead
Internationalisation and Global Citizenship Lead
Learning and Teaching Lead
Student representatives (one for each level of the Programme)
SSLG chair
Module co-ordinators

Appointed members
Additional members to be co-opted as required, including representatives of external partners.

Administrative support
A member of School Administrative staff appointed by the School Education Service Delivery Co-ordinator

Quorum
Normally one third of the total membership.

Remit
All undergraduate and postgraduate programmes are located within Schools. Programme Boards will be represented via Programme Leaders on the School Education Forum and are through this mechanism accountable to the Assistant Dean (Education).

• Programme Boards will work with the School Education Forum and discipline groups to ensure high standards of delivery relating to academic leadership and strategy, marketing, recruitment, induction, quality enhancement, progression and retention, student experience, student engagement, internationalisation, employability and strategic development of the programmes;
• Programme Boards will manage the process of approving new modules and module and programme amendments. Programme Boards will report on these to the School Education Forum;

• To receive reports from Subject Panels and Progression & Awards Boards (PABs) on student success and progression;

• To oversee annual programme health checks and report to School Education Forum on actions;

• To receive reports from Student & Staff Liaison Groups (SSLGs).

**Frequency of meetings**
No fewer than three meetings per academic year

**Reporting**
Programme Boards will report through the School Education Forum to the School Board
School Education Forum

Membership
Chair  Assistant Dean (Education) or nominee
Ex-officio  Programme Leaders
           School Enhancement Developer(s) or equivalent
Appointed members  Student representatives to represent the portfolio of
                   programmes in the School
Attending members  Service Delivery Officer: Education
                   Additional members to be co-opted as required
Administrative support  A member of administrative staff appointed by the
                       School Executive Manager

Quorum
Normally one third of the total membership.

Remit
• Support the Assistant Dean (Education) in the discharge of the duties
  identified for Schools in the Education Enabling Plan;
• Secure effective development and delivery of University policies and
  strategies relating to all aspects of learning and teaching, pedagogies,
  programmes, student experience and quality assurance and
  enhancement (including matters relating to employability, placements
  and professional practice);
• Oversee of academic provision in the School relating to both taught and
  research programmes;
• Scrutinise recruitment, progression and retention data and ensure
  effective action plans are put in place to maximise attainment;
• Co-ordinate across the School’s portfolio of Programmes all matters
  relating to induction;
• Oversee and recommend to School Board for approval all
  Programme/Subject Reviews and enhancement developments including
  preparation of the documentation, engagement with recommendations
  and reports and progress on post review action plans;
• Oversee and recommend to School Board for approval new programme
  initiatives;
• Manage and forward plan for professional accreditation of the School’s programmes;

• Co-ordinate all responses to student feedback;

• Develop and implement School level co-ordination of student surveys (across undergraduate and taught postgraduate programmes) ensuring via Programmes the effective management of the gathering of responses, the analysis of results, and the co-ordination of the action plans;

• Recommend to School Board for approval external examiners for appointment to all modules and Programmes;

• Oversee and recommend for approval all external examiners’ reports and responses;

• Receive from Programme Boards and approve all recommended module and programme amendments;

• Receive reports from the School Plagiarism Panel on the volume and types of plagiarism and implement strategies to address poor academic conduct;

• Ensure consistency in approach across the School in matters relating to RPL/APL;

• Ensure that all School Programmes have in place efficient and effective arrangements for employer engagement;

• Ensure that arrangements are in place to secure equity of experience for students across all campuses.

**Frequency of meetings**

No fewer than three meetings per academic year

**Reporting**

The School Education Forum will report to the School Board.
School International Forum

Membership
Chair
Assistant Dean (International) or nominee
Appointed members
Programme Leaders
School Erasmus Co-ordinator or champion
Attending members
Service Delivery Co-ordinator: International
Additional members to be co-opted as required
Administrative support
A member of Administrative staff appointed by the
Service Delivery Co-ordinator: International

Quorum
Normally one-third of the total membership.

Remit
• To assist the Assistant Dean (International) in the discharge the duties
identified for Schools within the UWS Global Engagement Enabling Plan;
• To facilitate the creation and implementation of School and Programme
level strategies relating to international recruitment, partnerships,
curriculum issues, outward and inward staff and student mobility and
marketing, promotion and recruitment;
• To monitor performance in relation to all of the above against School and
Programme plans, targets and objectives.

Frequency of meetings
No fewer than three meetings per academic year.

Reporting
The School International Forum will report to the School Board
School Research & Enterprise Forum

Membership

Chair
Assistant Dean (Research & Enterprise) or nominee

Ex-officio
Directors/Leads of Centres/Institutes/Research Groups
Postgraduate Research Student Co-ordinator

Appointed members
Professoriate
School Research Ethics Lead;
Business Development/External Engagement Lead
Two Postgraduate Research Student Representatives

Attending members
Service Delivery Co-ordinator: Research & Enterprise
Additional members to be co-opted as required.

Administrative support
A member of administrative staff appointed by the Service Delivery Co-ordinator: Research & Enterprise

Quorum
Normally one third of the total membership.

Remit

- To assist the Assistant Dean (Research & Enterprise) in the discharge of the duties identified for Schools within the Research & Enterprise Enabling Plan:
  - Confirming, on an annual basis, the research structures and associated staffing.
  - Co-ordinating the allocation of staff into Research Institutes, Centres and Groups.
  - Monitoring the quality of research in Schools on a rolling basis.
  - Annual reporting and monitoring of research outputs against plan.
  - Stimulating and facilitating opportunities for staff to engage in cross- and inter-disciplinary research and knowledge exchange activities.

- To oversee and co-ordinate common practices across the constituent Research Groups, Centres and Institutes within the School, particularly in relation to matters of governance and policy implementation;
• To facilitate the creation and implementation of strategies across the School’s constituent research bodies which maximise performance in relation to all objectives for research income generation, production of high quality research outputs, demonstrable research impact, and research underpinning for the School’s teaching, internationalisation and business development agendas;

• To co-ordinate the monitoring of Postgraduate Research Student experience, including the provision of resources and support, career development opportunities, and ensuring year on year improvements in progression and completion rates;

• Manage the postgraduate research student survey, including the gathering of responses, the analysis of results, and the co-ordination of the action plans;

• To facilitate the creation and implementation of strategies which maximise performance in relation to business development and external engagement.

**Frequency of meetings**
No fewer than three meetings per academic year.

**Reporting**
The School Research & Enterprise Forum will report to School Board
School Ethics Committee(s)

Preamble
All Schools will be mindful of the need to consider ethical issues in undergraduate and postgraduate projects, in postgraduate research student programmes and in staff research activities, and to operate within the University's Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship. Each School shall have a School Ethics Committee, or should make arrangements with a partner School to have a joint School Ethics Committee.

The School Ethics Committee will operate within the framework set out by the University Ethics Committee, and where projects involve complex issues or vulnerable human subjects, shall refer matters to the University Ethics Committee for consideration.

Membership
Chair To be appointed by the Dean of School
Vice Chair To be appointed by the Committee
Ex-officio Members Chair of the University Ethics Committee
                                        Assistant Dean (Research and Enterprise)
Appointed Members At least one member of the School professoriate
External or Lay Members At least two members external to the School (preferably from different Schools, with experience of ethical issues and, preferably, at least one lay member
Co-opted Members The Committee may co-opt additional members for a period specified by the Committee.
Administrative Support A member of administrative staff appointed by the Service Delivery Co-ordinator: Research and Enterprise

Quorum
The quorum shall be one-third of the total membership, with at least one external (excluding the Chair of University Ethics Committee) in attendance per meeting.
Terms of Reference

- To consider general ethical issues relating to School activity, specifically, but not exclusively, undergraduate student projects, postgraduate taught and research student projects, and staff research activity;

- To implement the University Ethics Committee Guidelines for Ethical Practice in Research and Scholarship;

- To refer high risk or complex applications to the University Ethics Committee, including projects where risks may be posed to the researchers themselves, e.g. in laboratory or field;

- To monitor the quality of ethical applications and ensure that the approval process is conducted in a fair and independent manner;

- To provide an annual report to the University Ethics Committee and to provide a summary of applications and minutes of meetings, quarterly;

- 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 at least four times per annum, but may meet as often as required, particularly at peak periods (Masters dissertations etc).

Reporting

The Committee shall report to the School Board, and shall provide an Annual Report to the University Ethics Committee.
Progression & Awards Boards

Membership
Chair
A senior member of academic staff (an Assistant Dean of School or other senior academic as approved by the Dean)

Ex-officio Members
Dean of School
Programme Leader(s) (or nominee) for the programme(s) being considered
Progression & Awards Board external examiner
Other external staff where required for purposes of professional accreditation

Co-opted Members
Representative of any collaborating institution, at the discretion of the Dean of School
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

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 & Awards Board 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 Progression & Awards Board External Examiner in making decisions which are fair, consistent and equitable for all students (see Regulation 7.12.6a);
• To assist the Progression & Awards Board External Examiner in commenting on the 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**

Progression & Awards Boards are convened by the Deans of School (or nominee) at least twice per academic session. 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, in consultation with the Chair of the Progression & Awards Board. These are agreed early in the academic session and the responsibility for consulting on the dates of the meetings with the members of the Progression & Awards Board (including external examiners) lies with the Chair of the Board. The School Office will have responsibility for advising all members of the Progression & Awards Board, including External Examiners, of the confirmed dates of meetings early in the session.

**Operation**

The production of the results paperwork for the Progression & Awards Board is the responsibility of Student Administration. The production of student academic transcripts showing results from previous academic sessions is the responsibility of the School Office.

Normally the decision of a Progression & Awards Board shall be the unanimous decision of all members of the Board but where, in the course of reaching a decision on a particular student, a vote is taken, each member of the Progression & Awards Board shall be entitled to only one vote; provided that the special position of the Progression & Awards Board External Examiner shall be respected. (See Regulation 7.12.5.)

All relevant submitted information will be available at statutory meetings of the Progression & Awards Board and members of the Board 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 Progression & Awards Board agenda is followed.

All acts and decision of the Progression & Awards Board will be fully recorded and minutes will be presented to the relevant Programme Board. Guidance on the format of the minutes will be provided to the Chairs of the Progression & Awards Boards by Student Administration.
Reporting

The report from the Progression & Awards Board should be sent to the relevant Programme Board.

Approval of Awards by Progression & Awards Board External Examiner

A decision of a Progression & Awards Board which leads to an award of the University must have the written consent of the relevant Progression & Awards Board external examiner (see Regulation 7.10.4c). This may be obtained either when the external examiner is in attendance at the meeting or by other means after the meeting of the Progression & Awards Board. (See Regulation 7.12.2e.)
Subject Panels

Membership

Chair
A senior member of academic staff on the recommendation of the Dean of School

Ex-officio Members
Assistant Dean: Education for the 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 Dean 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 School, as determined by the School Executive 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 Dean 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 for consideration (where applicable) by a Progression & Awards Board;

- To assist the subject external examiner in their 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;
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 outcomes of the Extenuating circumstances process (see Regulation 7.7);

To take appropriate cognisance of the opinions and views of the Subject External Examiner (see Reg 7.12.6b);

To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

**Frequency of Meetings**

Subject Panels are convened by the Dean of School (or nominee) at the end of each trimester of the academic session. Additional meetings may be required to consider results from modules running at other times in the academic year.

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

The Subject External Examiner has the opportunity to attend each meeting of the Subject Panel in order to confirm the results for each student on each module being considered by the Subject Panel. (See Reg 7.12.6c i)). Arrangements for the attendance of the Subject External Examiner are the responsibility of the School.

**Approval of Marks by Subject External Examiner**

All Subject Panel results must be signed off by the appointed Subject External Examiner, either when in attendance at the panel meeting or by other means after the meeting of the Subject Panel (see Regulations 7.12.2a and 7.12.2c).

**Operation**

The production of the results paperwork for the Subject Panel is the responsibility of the School, in consultation with staff in Student Administration.

**Reporting**

Minutes of the deliberations and outcomes of the Subject Panel will be forwarded to the next meeting of the appropriate Programme Board. Guidance on the format of the report will be provided to the Chairs of the Subject Panel by Student Administration.
School Plagiarism Panels

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

Membership
The panel will consist of three members:

Chair  Appointed by Dean of School, normally Assistant Dean (Education) for each School
Two members of academic staff from the School, appointed by the Plagiarism Panel Chair

Administrative Support  Support Staff within the School, as determined by the School Executive 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 School Plagiarism Panel is required:

• To decide if an offence has occurred and if so, whether it could be regarded as a minor, serious or major offence;

• If the Plagiarism Panel decides a minor or serious offence has occurred, the Panel Chair will apply a suitable sanction (as outlined in 7.11.2) and inform the student of the decision;

• a student does not accept the proposed sanction for minor and serious offences, 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 (Regulation 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 School.

Reporting
School Plagiarism Panels will report to appropriate School Education Forum which will take an overview of the volume and types of plagiarism cases and any implications for School practices as part of the School Board’s oversight of quality and standards.
Student/Staff Liaison Group (SSLG)

Membership

Chair

The Student/Staff Liaison Group (SSLG) will be chaired by a student or if necessary, it may be a student and a member of staff co-chair the SSLG.

Ex officio Members

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.

Membership should be balanced to ensure a majority of members from the student body.

Staff Support

Each School should appoint an academic member of staff to be responsible for SSLGs within the School.

Administrative Support

Support staff from within the School, as determined by the School Executive Manager.

Quorum

Normally, there should be more students than staff 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 the appropriate forum to discuss programme specific matters however it is accepted that students may bring other issues of concern to the SSLG. For each Programme Board, the member of staff nominated to be responsible for SSLGs will:

- Organise the structure of SSLGs within the subject area taking into consideration multi-campus issues;
- Co-ordinate the election and identification of student reps;
- Organise the meetings of SSLGs;
- Liaise with SAUWS regarding the content and timing of training for student reps and staff responsible for engaging with SSLG activity;
- Liaise with the Student Chair of the SSLG with regard to the setting of agendas for meetings;
• Ensure that steps are taken to inform the wider student body of the actions taken following SSLG meetings;

• Ensure student rep activities are reported to SAUWS for the purposes of the Higher Education Achievement Record (HEAR)

The following are indicative of the issues that could be discussed at an SSLG which is reflective of the Student Learning Experience and national surveys including NSS, NSSE, PTES/R, among others:

Curriculum:
• Diversity of the curriculum and its inclusiveness
• International exchange opportunities;
• Work-based Learning/Volunteering opportunities
• Module/Course timetabling and organisation
• New programme proposals/module and programme changes;
• Programme handbook and other course information provided

Learning and teaching process:
• Volume of work and delivery/pace of the programme;
• Variety of teaching and learning methods used e.g. classroom based/lab work, guest speakers and industry visits, group projects.

Learning and teaching resources:
• Resources for programme/modules including library books/e-books, lab equipment, computer software/hardware
• Moodle/other VLE tools and ease of use/accessibility
• Variety of learning material used and their inclusiveness

Assessment and Feedback:
• Communication with students on assessment issues including timing of courseworks and provision of feedback;
• Marking criteria
• Variety of assessment and feedback methods used including formative and summative assessments

Guidance and Learner Support:
• Personal development and careers planning
• Personal tutor and Peer support initiatives
• Contact time and support available inside/outside classroom

Progression and Achievement:
• Success and progression rates of relevant modules and programmes;
• Personal development planning activities
• Academic society activities for programme/school
• Career routes/advice and employability
Quality Enhancement and Assurance:
- Student feedback opportunities (internal and external questionnaires/surveys) including issues raised and actions deriving from these
- Subject Health Review, Self-Evaluation Document and other opportunities for student input;
- Discussion of new initiatives and strategies at Programme, School or University level;
- Programme reviews and annual reports

Other areas for discussion:
- Multi-campus issues including partner college provision
- Students’ Association activities and information including rep training/networking opportunities, campaign activities, Students’ Voice and special events e.g. Elections, Awards etc.
- Miscellaneous concerns outwith programme control e.g. ICT facilities, Library opening hours, out of hours service provision – these should be reported to the appropriate service provider.

**Frequency of Meetings**

At a minimum, there should be at least one meeting of each SSLG per trimester. (Trimester 3 as required.)

The dates of the SSLG meetings should be published and made available to all students either through notice boards or electronically.

**Reporting**

All SSLGs proceedings should be formally recorded by a member of administrative staff. While this record may be a minute of the meeting, it is imperative that as a minimum a list of action points together with an indication of the action taken is produced following each meeting. Information on the action taken following an SSLG should be made available to the wider student body either electronically or through notice boards.

The appropriate Programme Boards(s) will receive reports from the SSLGs. The Chair of the SSLG will be a member of the Programme Board.
**Education Advisory Committee (EAC) – a Standing Committee of Senate**

**Membership**

**Chair**
Appointed by Senate

**Ex-officio Members**
Associate Vice-Principal(s)
Assistant Deans (Education) for each School
Chief Information Officer
Director of Student Life
Head of Quality Enhancement Support Team
Head of Education Futures
Head of UWS Academy

Vice President of Education SAUWS

Secretary to Senate or nominee

**Appointed Members**
Vice Chair – appointed by the Committee (Associate Vice Principal – Education)
Two sabbatical officers nominated by the Students’ Association of the University of the West of Scotland
One programme leader from each School to represent all programme leaders in that School

**Co-opted Members**
Up to four co-opted members as may be determined by the Chair and may include external representation

**Attending Members**
Chair(s) of EAC sub- committees
As determined by the Chair, to include one representative from GEAC and one from REAC

**Administrative Support**
A member of the Quality Enhancement Support Team who shall act as Secretary to the Committee

**Quorum**
The quorum of the committee shall be one-half of the total membership.

**Remit**
The Education Advisory Committee is a Standing Committee of Senate.

The remit of the Education Advisory Committee is to be proactive in the strategic development and enhancement of teaching, learning and assessment, to oversee the development and effective implementation of the University’s Education Enabling Plan/Teaching, Education and Learning (TEL) Excellence Framework. The Committee is also responsible for the University’s quality assurance and enhancement approach.
The Education Advisory Committee shall lead the University on all matters pertaining to learning and teaching to support delivery of the aims of the Corporate Strategy.

- Develop and monitor the implementation of the University’s Education Enabling Plan/TEL Framework and report annually to Senate;
- To lead on improvements to the student learning experience through effective programme leadership;
- To lead on implementation of the Quality Enhancement Themes to encourage good practice and innovation in curriculum development, research-teaching linkages, teaching methods, and assessment,
- To make recommendation to Senate on the University's strategic direction and framework for the quality management of University programmes;
- To put in place and review policies and procedures to safeguard standards of awards;
- To recommend new and amended regulations to Regulations Committee;
- To oversee:-arrangements for external (QAA) Enhancement-led Institutional Review (ELIR), outcomes of institution-led internal review; and all external requirements for quality management, including the Quality Code);
- To provide a forum for discussion of emerging sector developments, including Teaching Excellence Framework (TEF), and to make recommendations to Senate as appropriate;
- To approve the appointment of external examiners for taught programmes on the recommendation of the School;
- Receive and approve recommendations for applications for accreditation of external provision.

The Education Advisory Committee oversees sub-committees which will report to the Committee. These are:

Academic Quality Committee
Student Success Committee

The Committee will receive reports from the Collaborative Forum as appropriate.

In addition, the Education Advisory Committee will also oversee the establishment of short-life working and/or practitioner groups to address key issues.

**Frequency of Meetings**

Education Advisory Committee shall meet as required by Senate and normally at least four times per year.
Reporting
Education Advisory Committee 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.
Academic Quality Committee (AQC) - Sub-committee of the Education Advisory Committee

**Membership**

**Chair**
Appointed by Chair of Education Advisory Committee

**Ex-officio Members**
Head of Student Administration or nominee
Depute Head of QuEST
Vice President of Education SAUWS

**Appointed Members**
One member of academic staff from each School

**Co-opted Members**
In such numbers as may be determined by AQC

**Administrative Support**
A member of the Quality Enhancement Support Team who shall act as Secretary to the Committee

**Chair**
The Chair shall be appointed by the Education Advisory Committee.

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

**Terms of Reference**

AQC is a sub-committee of Education Advisory Committee which advises and makes recommendations on the operation and development of the University's quality assurance and enhancement approach. The Committee shall make recommendations and report on all matters relating to the establishment of new or amended procedures and regulations for quality based on institutional self-reflection and evidence arising from Holistic Review, institution led internal review, enhancement and annual monitoring, external examiners, programme approvals and sector-wide best practice and will subject these to a process of ongoing critical review.

The Committee shall,

- Review and make recommendations to the EAC on the development of the quality framework;

- Ensure that matters requiring attention arising from the external quality and enhancement agenda are incorporated into University Regulations and quality procedures;

- Monitor the outcomes of institution-led internal review on behalf of Education Advisory Committee;
• Scrutinise and recommend approval of external examiner nominations on behalf of the Education Advisory Committee;

• Make recommendations to Education Advisory Committee based on annual analysis of programme approval reports, enhancement and annual monitoring, external examiner reports, institution-led internal review and PSRB reports

**Reporting**

AQC will report to Education Advisory Committee.

**Meetings**

The Committee shall meet four times per year.

**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.
**Student Success Committee (SSC)**

**Membership**

Co-Chair: President (SAUWS)  
Director of Student Life

Ex-Officio Members: Deans of School or nominee  
SAUWS Vice President Education  
SAUWS Vice President Societies and Citizenship  
SAUWS Vice President Sport & Wellbeing  
SAUWS Student Representation Co-ordinator

Appointed members: One Student Enhancement Developer (or equivalent) per School  
Up to four programme representatives, nominated by SAUWS and including one PGT representative  
One Postgraduate Research (PGR) student representative

Co-opted Members: Up to four representatives from Schools/Professional Support Departments as appropriate to be determined by the Committee:

Appointed Member: Vice Chair, appointed by the Committee

Administrative Support: A member of Student Life appointed by the Chair who shall act as Secretary to the Committee

**Alternative Members**

Any member unable to attend a particular meeting may send a nominee from the School/Professional Department.

**Quorum**

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

**Remit**

The purpose of the Student Success Committee (SSC) is to maintain a holistic overview of the student learning experience at UWS. It will monitor student feedback from internal and external student surveys and will provide a forum in which Schools and professional services can make recommendations on measures to improve the student experience at the University of the West of Scotland.
SSC will report to the Education Advisory Committee:

- To keep under review the impact of professional services on student experience at UWS;
- To consider issues raised by the Students’ Association;
- Consider outcomes from Student Evaluation/Feedback (NSS, iGraduate, Destination of Leavers from Higher Education (DLHE) Module Evaluation Questionnaires (MEQs) and make recommendations for action to the Education Advisory Committee;
- Monitor and report to the Education Advisory Committee on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body (including the experience of Graduate Level Apprentices) and to make recommendations on enhancements;
- Receive professional service annual updates on enhancements to the student experience;
- To oversee the development and enhancement of arrangements for student representation and feedback;
- To oversee the implementation of the Student Partnership Agreement (SPA);
- To oversee enhancements to admissions, enrolment and induction procedures and other aspects of the student journey;
- To keep an overview of initiatives which support and develop the student experience, such as volunteering, HEAR, global citizenship.
- To make recommendations on measures to improve the student experience.

**Frequency of Meetings**

The Committee shall meet at least three times per year.

**Reporting**

The Group will report to the Education Advisory Committee.

**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.
Global Engagement Advisory Committee (GEAC) – a Standing Committee of Senate

Membership

Chair
Appointed by Senate – normally the Vice Principal (Global Engagement)

Ex-officio Members
Assistant Deans (International) for each School or nominee
Associate Vice-Principals
SAUWS President or nominee
Chief Finance Officer
Director of Marketing, Recruitment & Engagement
Director of Strategic Planning & Development
Director of Student Life
Director of Corporate Support
Director of People & Organisational Development
Chief Information Officer
Director of London Campus
Head of International Student Recruitment
Head of Quality Enhancement Support Team
Head of Recruitment, Admissions & Participation Service
International Partnership Development Manager

Appointed Members
Vice Chair, appointed by the Committee
International Student Representatives (Undergraduate/Postgraduate/Research)

Co-opted Members
In such numbers as may be determined by the Committee, but not exceeding four.

Attending
One representative from EAC and one from REAC

Administrative Support
Appointed by the Secretary to Senate

Quorum
The quorum of the Committee shall be one third of the members.

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

ii) Appointed members shall hold office for a period of three years. Retiring members shall be eligible for re-appointment.
Co-opted members shall remain members for a period of three years. Retiring members shall be eligible for re-appointment.

**Terms of Reference**

The Global Engagement Advisory Committee is a Standing Committee of Senate.

The remit of the Committee is to be proactive in the strategic development of UWS’s approach to internationalisation and globalisation and to drive the implementation of the University’s Global Engagement Enabling Plan and its periodic review and update. The Committee is responsible for the performance management of the key targets under the Global Engagement Enabling Plan. The Committee will make recommendations to Senate as appropriate.

**Responsibility**

- Report as required to Senate and Court on the implementation and impact of the Enabling Plan with an annual report on performance against strategic objectives;
- Monitor Home Office requirements and impact on UWS and ensure robust arrangements are in place to protect the University’s Tier 2 and Tier 4 licences (UKVI Compliance Oversight Group);
- Monitor the conformity of University policies with regard to the University’s Global Engagement Enabling Plan and to seek to inform such policy development in terms of international activities;
- Ensure clear briefings and communication to staff and students across the university on international activities;

**Student Experience**

- Liaise with Student Life and SAUWS on issues affecting International students in particular;
- Ensure the provision of programmes of professional and personal support and development in the context of cultural diversity and globalisation;
- Ensure a diverse student population through the monitoring of international recruitment targets;
- Monitor outcomes of surveys such as the International Student Barometer and recommend improvement as appropriate.

**International Activity**

- Ensure that proposals for new international partnerships and activities, including student exchange, fit with the University’s Global Engagement Enabling Plan and School and Professional Service Operating Plans;
Monitor the management of international partnerships including the use of external agents for international recruitment through annual reporting to the Committee;

Maintain an overview of ERASMUS and other international exchange programmes and other outward mobility opportunities for staff and students;

Learning and teaching

Monitor the development of flexible distance learning taught and research provision and the use of “flying faculty”, liaising with the Collaborative Forum;

Liaise with the Education Advisory Committee on Internationalising the Curriculum;

Monitor income generation and expenditure associated with international activities; and

Secure engagement and assurances from all Schools and Departments of the University in the delivery of the Global Engagement Enabling Plan.

Research

Liaise with the Research & Enterprise Advisory Committee on internationalising research and knowledge exchange.

Frequency of Meetings

The Committee shall meet as required by Senate normally four times per year.

Reporting

The Committee will report to Senate and may report to Court.
Collaborative Forum

Membership

Chair
Vice Principal (Global Engagement)

Vice Chair
to be nominated by the Collaborative Forum

Ex-Officio Members
Assistant Dean (International) for each School or nominee
Associate Vice-Principal (Research)
Head of Finance or nominee
Head of Quality Enhancement Support Team or nominee
Director of Marketing, Recruitment and Engagement or nominee
Head of Student Development or nominee
Head of Student Administration or nominee
Head of Recruitment, Admissions and Participation Services or nominee
International Partnership Development Manager or nominee
University Solicitor

Appointed members
Representatives from each School with involvement in collaborative programmes

Co-opted members
As may be determined by the Committee, but not exceeding four.

Administrative Support
Appointed by the Secretary to Senate

Quorum

The quorum shall be one third of the total membership.

Remit

The Collaborative Forum provides an institutional overview of all collaborative provision and 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 Quality Code for Higher Education: Chapter B10 on Managing Higher Education Provision with Others.

The Collaborative Forum in conjunction with the Quality Enhancement Support Team provides expert advice and support for the development of collaborative proposals, ensures rigorous scrutiny of proposals to maintain high standards and quality of student experience and advises the Global Engagement Advisory Committee (GEAC), Education Advisory Committee (EAC) and Research &
Enterprise Advisory Committee (REAC) on all aspects of the University’s collaborative activity.

The Collaborative Forum shall consider matters affecting both strategy and practice as follows:

i) **Strategic Direction,**
   - Take a strategic oversight of collaborative activity in line with the UWS Corporate Strategy and all relevant Enabling Plans;
   - Analyse target and actual number of students enrolled on collaborative partnerships;
   - Maintain the overview of the University's official register of collaborative programmes;

ii) **Practice/process**
   - The collaborative Forum approves all taught collaborative proposals, subjecting them to the rigour and scrutiny of quality assurance arrangements;
   - This will involve scrutinising the various requirements for development of collaborative proposals including: - due diligence; quality assurance, business case, costing model, financial annex and development of the Collaborative Agreement;
   - Oversee the cycle of the collaborative approval and annual monitoring processes for each collaborative partnership. Monitor the timely follow-up action indicated in these reports and identifying common issues for wider dissemination;
   - To ensure the risks of each arrangement to deliver learning opportunities with others are assessed at the outset and reviewed subsequently on a periodic basis and that appropriate and proportionate safeguards to manage the risks of the various arrangements are determined and put in place;
   - Receive updates from Schools on collaborative activities;
   - Maintain an overview of the QAA Quality Code for Higher Education: Chapter 10 on Managing Higher Education Provision with Others and any subsequent updates and ensure that collaborative agreements are in alignment with it and Schools and Professional Service Departments are provided with appropriate information and guidance in this regard;
   - To receive regular updates from the Collaborative Forum sub-group ‘Collaborative Partnerships Operations Group’ as appropriate. This will include endorsing approaches and best
practice identified at the Collaborative Partnerships Operations Group;
• Establish and task short-life working/practitioner groups to address key issues.

**Frequency of Meetings**
The Forum shall meet as required and normally four times per academic year.

**Reporting**
The Collaborative Forum will report to GEAC, EAC or REAC as appropriate.

**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.
Research & Enterprise Advisory Committee (REAC) – a Standing Committee of Senate

Membership

Chair
Appointed by Senate (Vice Principal (Academic))

Ex-officio Members
Chair of the University Ethics Committee
Assistant Deans for each School (Research & Enterprise)
Associate Vice Principals
Secretary to Senate or nominee
Director of Student Life

Head of Enterprise Services

Appointed Members
Vice Chair appointed by the Committee
Two members from the Professoriate
One Research Assistant, appointed by the Chair
One Student member nominated by the Graduate School

Co-opted Members
The Board may co-opt up to two additional members for periods specified by the Board

Attending
One representative for EAC and one from GEAC

Administrative Support
A member of administrative staff appointed by the Secretary to Senate

Terms of Reference

The Research & Enterprise Advisory Committee shall be constituted to ensure that the membership:

a) Is active in research, enterprise or both and has relevant experience and expertise, including completed research degree supervision and research degree examination.

b) Has a commitment to transferring the outputs of research to the wider community.

Quorum

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

Research & Enterprise Advisory Committee is a Standing Committee of Senate.

The remit of the Research & Enterprise Advisory Committee is to be proactive in the strategic development of research and enterprise, to ensure achievement of the University’s Corporate Plans, compliance with the University’s Code of Practice for Research and alignment with external quality standards, and to ensure that the Graduate School oversees compliance with Research Degree Regulations. The Committee will make recommendations on regulatory changes to the Regulations Committee which reports to Senate.

Research and Enterprise Strategy and Implementation

- To provide regular reports to Senate on its activities and make recommendations on matters relating to research and enterprise;

- To support, stimulate and encourage a dynamic research and enterprise culture within the University and promote research and enterprise achievements internally and externally;

- To implement, monitor and review the University’s Research & Enterprise Strategy;

- To promote the interests of the University’s research and enterprise communities;

- To support a vibrant culture of enterprise within the University, where knowledge transfer, exchange and enterprise opportunities are maximised for economic, social and cultural benefit of the University’s wider communities;

- To ensure that the University’s Research and Enterprise Strategy provides opportunities for a wide range of staff to engage in these activities;

- To consider annual research and enterprise reports from each School;

- To receive regular reports from its sub-committee – the Graduate School Board;

- To agree, implement and monitor appropriate strategies and responses to research and knowledge exchange 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;
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 institutes, research training and the allocation of research funding;

- To ensure alignment with the QAA Quality Code for Higher Education: Chapter B11 Postgraduate Research Programme 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;

Enterprise

- To oversee the growth and sustainability of an enterprising culture in the university through staff training, engagement, recognition, reward and incentives.

Frequency of Meetings

The Board will meet four times per annum.

Reporting

The REAC 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.

Research Assistants will normally be appointed for one year and this membership will rotate annually across Schools.
Graduate School Board – a Sub-group of the Research & Enterprise Advisory Committee (REAC)

Membership

Chair
Associate Vice-Principal (Research)

Ex Officio
Associate Vice-Principal (Education)
Vice Principal (Academic)
Chair of the University Ethics Committee
Assistant Deans (Research & Enterprise) for each School

Appointed Members
One person per School appointed by the Head of School with responsibility for the research student experience
Programme leaders with responsibility for research training or doctoral programmes

Two student members from amongst the PGR population

Co-opted members
Up to four members as may be determined by the Board

Administrative Support
A member of administrative staff who shall act as Secretary to the Board

Frequency of Meetings
The Board will meet four times a year.

Reporting
The Board will report to the Research & Enterprise Advisory Committee.

Constitution
The appointed members must have:

- Appropriate experience of completed research degree supervision;
- Appropriate experience of examining research degrees;
- Familiarity with the University's regulations for research degrees.
- A wide range of research experience and research-based publications;
- Subject expertise to reflect the range of disciplines in which students are registered as far as it is reasonable practicable;
Other than the two student members, no person who is registered for a research degree shall be a member of the Graduate School Board

Terms of Reference

- To ensure alignment with the QAA Quality Code for Higher Education: Chapter B11 Research Degrees and to monitor the continual improvement of the research student environment;

- To monitor submission of students’ annual reports and assessor reports following student review meetings and thus confirm that candidates progress to the next level of study, i.e., to function as a progression advisory board and confirm students are eligible to enrol/progress;

- To approve the progress of candidates from the taught to the research component of the Professional Doctorate (DProf) and other professional doctoral programmes and to function as a Progression and Awards Board (PAB);

- To approve programmes of work proposed in applications to register for the University's degree of Masters of Research, MPhil or MPhil with possibility of transfer to PhD, DProf or PhD direct;

- To ensure that appropriate and effective training programmes are provided and that supervisors monitor student engagement in the training programmes;

- To approve modifications to a candidate’s registration;

- To ensure compliance with the Research Degree Regulations and that the standard of awards is maintained;

- To ensure all students are being effectively supervised;

- To ensure that students and supervisors are informed of sector-wide issues/developments and relevant policies;

- To recommend modifications to the University’s Research Degree Regulations to the Research & Enterprise Advisory Committee which would in turn suggest changes to the Regulations Committee;

- To foster and encourage development of the research student community.
Research Student Matters

- To coordinate responses and deal appropriately with issues relating to research raised through the School 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 School Board 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;

The Committee may authorise the Chair to act on its behalf in appropriate circumstances.

Periods of Appointment

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

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 Chair of the Graduate School Board.

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

Membership
Chair  Appointed by the Senate
Vice Chair  Appointed from within the membership of the Committee
Ex-officio Members  Chair of the Research & Enterprise Advisory Board
Chair of each School Ethics Committee or nominee
Secretary to Senate
SAUWS Vice President Education
External or Lay Members  Up to three members external to the University, with experience of ethical issues
Co-opted Members  The Committee may co-opt up to 4 additional members for a period specified by the Committee
The membership of the Committee should include at least three members from the professoriate
Administrative Support  A member of staff appointed by the Secretary to Senate who shall act as Secretary to the Committee

Quorum
The quorum shall be one-third of the total membership, with at least one external in attendance per meeting

Terms of Reference
• To consider general ethical issues relating to University activity, specifically, but not exclusively, research activity;
• To oversee the operation, monitoring, evaluation, dissemination and review of the University Code of Ethics & Guidelines for Ethical Practice in Research & Scholarship;
• To provide formal guidance and advice to Academic Schools on ethics issues in line with the Code, relevant policies and legislation;
• To consider and approve proposed School Ethics Committee membership & procedures;
• To consider high risk or complex applications referred from School Ethics Committees, and also where risks may be posed to the researchers themselves, e.g. in laboratory or field;
• 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 School Ethics Committees;

• 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 four times per annum.

Reporting
The Committee shall report to the 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 and other appointed members will be appointed for a period not exceeding three years.

All appointees shall be eligible for re-appointment on the expiry of their terms of office.
Equality, Diversity & Inclusivity Committee

Terms of Reference
To exercise strategic and management oversight of inclusivity for staff and students in the University and to ensure inclusivity policies and practices are being managed and implemented effectively at all levels of the University.

Membership
Chair
Chief Operating Officer

Vice Chair
Appointed from within the membership of the Committee

Ex-officio members
Vice Principal (Global Engagement)
Associate Vice-Principals
Director of People & Organisational Development or nominee
Head of Student Development
Head of Organisational Development & Equality
Equality & Organisational Development Consultant
Athena SWAN Institutional Lead
SAUWS President

Appointed members
One member from each School nominated by the Dean (normally the School’s Inclusivity champion)
Liberation Officers nominated by SAUWS

Co-opted
Others may be invited to attend committees, e.g. to provide expert advice as required.

Administrative Support
Appointed by the Chief Operating Officer

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

Remit
The Inclusivity Committee is a Standing Committee of Senate and may report to Court from time.

The remit of the Inclusivity Committee is to:

- Support the University in meeting its legal obligations and more in relation to equality, including reporting and publishing requirements, in particular under the Equality Act 2010 and the related Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012;

- Develop, approve and oversee the implementation of the University’s Inclusivity Plan and Equality Outcome Action Plan;
Monitor progress and oversee the on-going review and development of the University's Inclusivity Plan, including achievement of Athena SWAN Chartermarks and other aspects of the University Corporate Strategy relating to equality & diversity in its broadest sense;

Stimulate and build good practice and innovation in inclusivity;

To continue to mainstream equality into University structures, systems and processes;

Monitor Schools’ arrangements for ongoing review of data to support decision making in relation to inclusivity, including oversight of input to Schools’ Operational Plans. This would include monitoring of the gender profile of student applications, offers, acceptances, progression, degree classification outcomes, and trends over time, as well as staff profile, turnover, grade and contract type;

Champion and review equality impact assessment;

Promote inclusivity and good practice through communication within the University, at all levels, and externally;

Review inclusivity governance arrangements and the Committee's own performance and effectiveness;

*(As required by the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012)*

**Frequency of Meetings**

The Committee shall meet as required to fulfil its remit and normally at least twice per year.

The Committee may consider some business through correspondence.

**Reporting**

The Inclusivity Committee will report to the Senate. There may also be regular reports to the Court.
Senate Disciplinary Committee

Membership
Chair  Appointed by Senate
Vice Chairs  Appointed by Senate from amongst the Committee membership

Appointed Members  Two SAUWS Sabbatical Officers
Two members of academic staff from each School
nominated by the Dean of School for
recommendation to Senate
Two members of staff from within professional
support services

Co-opted Members  The Committee shall have the power to co-opt a
legal adviser from outwith the University

Administrative Support  A member of staff appointed by the Director of
Student Life who shall act as Secretary

No appointed or elected member shall be the Principal or the Director of
Corporate Support or an Authorised Officer as defined in the University Code of
Discipline (Regulation 12).

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 professional services staff member on the Committee
shall have formally advised or counselled the student.

Terms of Reference
•  To deal with alleged cases of misconduct as defined in the Code of
Discipline on the recommendation of Authorised Officers or School
Plagiarism Panels;

•  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 annually 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 four years.

All appointed members 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 shall be eligible for re-appointment or re-election on the expiry of their terms of office.
Senate Appeals Committee

Membership
Chair
In order to ensure that the criteria for attendance at a meeting of the Senate Appeals Committee can be met for every case, Senate will appoint at least two Chairs.

Appointed Members
Two academic representatives from each of the Schools nominated by the Dean
Two members of REAC with experience of examining research degrees, nominated by the Chair of REAC
Four representatives from Student Life
Two representatives from SAUWS

These members will form a pool of staff who can be used to hear each appeal.

The members of the Senate Appeals Committee must:
• Be independent of the School of the appellant;
• Not have been involved with the examination, assessment or progression decision which is the subject of the appeal;
• Not been involved in the decision which is the subject of the appeal, made by one of the committees noted below.

Administrative Support
A member of Student Life appointed by the Director of Student Life will act as Secretary to the Committee

Quorum
To enable the Senate Appeals Committee to confirm decisions there must be at least:
• One of the appointed Chairs;
• Four members of the Committee drawn from the academic staff members and Student Life;
• One SAUWS representative

at each meeting of the Committee.

For research degree appeals, the committee shall comprise:
• One of the appointed Chairs
• One member of REAC;
• Two appointed academic staff members;
• One appointed member from Student Life;
• One SAUWS representative
Training
The Chairs and appointed members will undergo training on the University’s Appeals process and Regulations prior to hearing any cases.

Remit
The purpose of the Senate Appeals Committee is to consider, and make a judgement on, an appeal against a decision and/or penalty from one of the following committees:

- The Senate Disciplinary Committee
- A Fitness to Practice Committee
- Research Examiners (related to their recommendations for a candidate for a research degree)
- A Subject Panel (SP)
- A Progression & Awards Board (PAB)
- A School Panel
- A Plagiarism Panel

Operation
The Senate Appeals Committee will consider any appeal in line with the procedures detailed in Regulation 13.

The Committee will either:

- Uphold the student’s appeal and amend the decision and/or the penalty of one of the Committees and Panels noted in the remit section. In the case of upholding an appeal against a decision of Research Examiners, the Committee may recommend that the examiners be required to reconsider their decision; or that new examiners be appointed to re-assess the thesis and re-examine the appellant.

- Reject the appellant’s appeal and inform them that the original decision and/or penalty of the relevant Committee/Panel has been upheld;

- Defer a decision to enable additional information to be sought from the appellant or the School and to re-consider the appeal at a future meeting of the Senate Appeals Committee.

Frequency of Meetings
Meetings will be arranged as and when required. The Senate Appeals Committee may be convened to consider more than one case.

Reporting
The Senate Appeals Committee will report annually to the Senate on the number of appeals submitted, the types of appeals and the number of appeals upheld/rejected. The Senate Appeals Committee may also make recommendations to the Regulations Committee for changes in procedure.
**Period of Appointment**

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

Appointed members will be appointed for a period of three years with the opportunity to be re-appointed at the end of this period.
Senate Regulations Committee

Membership

Chair
Appointed by Senate

Ex-Officio Members
Director of Corporate Support
Vice President Education (SAUWS)
Head of QuEST or nominee
Head of Student Administration or nominee
Chair of the Graduate School Board
Chair of Senate Appeals Committee
Chair of Senate Disciplinary Committee
University Solicitor

Appointed Members
Chair appointed by Senate
Two student representatives nominated by the Students’ Association
One academic representative from each School

Co-opted Members
In such numbers as may be determined by the Regulations Committee

Administrative Support
A member of administrative staff appointed by the Secretary to Senate who shall act as Secretary to the Committee

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

Terms of Reference

The Regulations Committee is a Standing Committee of Senate which advises on the operation and development of the University's Regulatory Framework. The Committee 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 Committee 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;

• Ensure that appropriate consultation has taken place with staff and students on proposed amendments/new regulations;

• Communicate with staff and students annually on regulatory changes.
Frequency of Meetings
The Committee shall meet as required by Senate but normally at least once or twice per year.

Reporting
The Committee will receive recommendations from Education Advisory Committee/Research & Enterprise Advisory Committee/Global Engagement Advisory Committee 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.
Vice-Chancellor’s Executive Group (VCEG)

Terms of Reference
The Group is the executive decision-making body in the University. It advises the Principal and Vice-Chancellor, and takes decisions, on matters relating to the strategic direction and executive-level management of the University. It also ensures that there is accountability and clear action points for those decisions.

The Group will be the initial forum for regular, collective discussion of high-level items of business and for the discussion and preparation of documentation for consideration through established governance structures.

Membership
Ex-officio Members
Principal and Vice-Chancellor (Chair)
Depute Principal
Vice Principals/Pro-Vice Chancellors
Chief Operating Officer
Chief Finance Officer
Director of Corporate Support

Remit
The Group provides leadership and takes executive-level decisions on academic, strategic, developmental and budgetary aspects of the University’s operations. This is informed by its consideration of policy, funding and environmental analyses.

Informed by real time data and performance management information, the Group identifies opportunities for academic and professional service units to maximise their contributions towards the fulfilment of the University’s Corporate Strategy.

The Group will consider any business relevant to the leadership and management of the University.

The Group will have operational responsibility for budgets and financial management, estates and buildings projects and human resource management and capital and recurrent expenditure.

The Group will have oversight of all staffing matters.

The Group will act as, and manage, the business connection between the Executive and Court.

The Group also provides the forum for the Principal and Vice-Chancellor to receive advice from, and consult with, Executive members.
Agendas and papers

Agendas will be circulated in advance of meetings. Papers will be circulated 3 working days in advance of the meeting.

Frequency of Meetings

The Group will normally meet on a weekly basis. There will be operational meetings (with papers) and strategic meetings (for discussion).

Reporting

The Principal and Vice-Chancellor will provide regular update reports to Senate and Court on relevant issues arising from the Vice Chancellor’s Executive Group. In addition, the University Leadership Team will also receive updates on any relevant specific issues arising from the Group’s discussions.
University Leadership Team (ULT)

Terms of Reference
The University Leadership Team is the University’s senior operational team. It inputs and consults with VCEG on the strategic direction of the University, and the fulfilment of the Corporate Strategy.

The University Leadership Team is a decision-making body subject to agreement on the nature of delegated decision-making from VCEG.

The Team will focus on managing the opportunities and risks facing the University, and will agree on the appropriate action plan in response.

The Team will provide a platform for cross-School and directorate discussions, information sharing and communications.

The Team will share best practice to ensure maximum performance: in education, research and enterprise activities and is responsible for driving and maximising institutional performance.

Membership
Ex-officio Members
Chief Operating Officer with Principal and Vice-Chancellor chairing specific items by agreement
Depute Principal
The Vice Principals

Chief Finance Officer
Director of Corporate Support
Deans of School
Associate Vice Principals
Chief Information Officer
Director of Student Life
Director of Marketing, Recruitment & Engagement
Director of People & Organisational Development
Director of Strategic Planning & Development
Director of Estates Solutions
Director of London Campus

Attending
SAUWS President
SAUWS Chief Executive Officer
Executive Adviser to the Depute Principal and Chief Operating Officer
Executive Adviser to the Principal

Administrative Support
Provided by the Executive Support Team
The Team may invite other colleagues to attend as required. Alternates may attend as appropriate. Attendance form all Schools, Directorates and departments is mandatory.

**Remit**

The Team provides the opportunity for discussing academic and operational aspects of the University’s business.

This is informed by information from the Vice Chancellor’s Executive Group on policy, funding and environmental issues.

The Team will explore opportunities and risks in the the external landscape to inform the future direction of the University. It will seek external points of view as appropriate.

The Team is responsible for operationalising the UWS Corporate Strategy.

The Team will make recommendations to the VCEG in respect of the shape and delivery of the academic portfolio, the performance of programmes in terms of quality, recruitment, retention and progression and the distribution of funded places. ULT will also agree targets for, and monitor, annual School student –intakes and overall student populations, and make recommendations to VCEG.

ULT takes management level decisions on academic, strategic, developmental, and budgetary aspects of the University’s business. ULT is the forum for Vice Chancellor’s Executive Group members to receive advice and feedback from, and consult with, ULT members. ULT members are responsible for cascading information to their respective portfolio as appropriate and delivering against ULT actions.

**Agendas**

Agenda planning is co-ordinated through Strategic Planning in collaboration with the Chair, to ensure alignment to Corporate Strategy delivery. A full annual plan is prepared to align with the strategic planning cycle. A full annual plan is prepared to align with the strategic planning cycle. ULT members contribute their annual plan/requirements of ULT related to their portfolio.

Agendas and papers are circulated 48 hours in advance of meeting (excluding weekends) by the Executive Support Team. The agenda comprises primarily papers with clear objectives and outcomes.

**Frequency of Meetings**

The Team will meet on a monthly basis and have at least one residential meeting per year.
Reporting

The University Leadership Team will provide reports to the Vice Chancellor’s Executive Group on relevant issues on an exception basis.

Internal Communication

Key notes and actions are circulated to ULT members within 48 hours of meetings. Key actions/decisions are communicated to the Leadership Forum within 72 hours. Any information noted as relevant for wider communication to be disseminated within 72 hours.
Leadership Forum (LF)

Terms of Reference

The Leadership Forum will focus on how Schools and Professional Service Departments support the strategic priorities of the University, and the fulfilment of the Corporate Strategy.

The Leadership Forum is the place for engagement and consultation with its membership on University Leadership Team (ULT) activities and issues.

Membership

Chair
Chief Operating Officer

Ex-officio Members
Principal and Vice-Chancellor
Depute Principal
The Vice Principals
Chief Operating Officer
Chief Finance Officer
Director of Corporate Support
Deans of School (x6)
Associate Vice Principals
Chief Information Officer
All Directors/Heads of Professional Service Departments
School Executive Managers

Attending
SAUWS President
Executive Adviser to the Depute Principal and Chief Operating Officer
Executive Adviser to the Principal
SAUWS Chief Executive Officer

Administrative Support
Provided by the Executive Support Team

The Forum will invite other colleagues to attend as required. Attendance by members is expected.

Remit

The Forum provides an opportunity for discussion and information sharing in relation to the broad spectrum of the University’s operations.

The Forum will provide an opportunity for Deans and Directors/Heads of Professional Service Departments to demonstrate how their activities will support the academic and strategic priorities of the University and will, in
particular, provide an opportunity for discussion and workshop activity in support of the University’s annual Operational Planning process.

**Agendas**

Agendas are co-ordinated by Strategic Planning (SP) in collaboration with the Chair. Agendas and papers are circulated 48 hours in advance of the meeting (excluding weekends).

**Frequency of Meetings**

The Forum will meet on a quarterly basis which will include one conference per year to focus on operational planning activities for the forthcoming academic year.

**Reporting**

The Leadership Forum will provide reports to the University Leadership Team on relevant issues on an exception basis.

**Internal communication**

Key notes and actions are circulated to Leadership Forum within 48 hours of meetings. Any information noted as relevant for wider communication to be communicated within 72 hours.