



STANDARD LETTER OF APPOINTMENT TO MEMBERSHIP OF COURT

I write to confirm your appointment to membership of Court for an initial 3 year period with effect from XXXXX.

A full briefing will be arranged for you as part of our induction but meantime, for your information, I attach a copy of the [insert year] Court Handbook together with a copy of the Scottish Code of Good HE Governance. These documents provide important guidance on University governance and form an integral part of your induction to the role of Court member. In particular, I would draw your attention to the Responsibilities of Members of Court as set out in the Court Handbook and Section 3 of the Scottish Code..

Meetings of the University Court normally last between 2-3 hours and take place at one of the University's Campuses, although these are currently being held virtually via Microsoft Teams. Dates of meetings for the remainder of the [insert] academic year are as follows:

[Insert Dates, Times and Venues]

Diary invitations for these will be sent to you.

Papers for Court are circulated electronically via Airwatch Secure Content Locker one week in advance of each meeting. This requires an apple device, ideally an ipad, which we will provide for you. If you have an existing ipad and would prefer to use this, we will confirm the relevant details to you to download the app.

Vice-Chancellor's Executive Group

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I would be grateful if you would complete and return to me the enclosed Information Form and Register of Interests Form. Please also let me have a recent photograph and some biographical information for publication on the University's website. Members of Court are regarded as 'Charity Trustees' under the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and must be eligible to serve in this capacity. Please also therefore sign and return to me the attached Charity Trustee Declaration Form.

Your induction will cover a wide range of topics which we will be arranging over the next couple of months. In addition, we will arrange individual meetings for you with the Chair of Court and the Principal. We will also arrange for an existing member of Court to act as your "buddy" to support you as you settle into the role.

If you have any queries meantime, please let me know.

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

Yours sincerely

Ms D McMillan
Secretary to Court