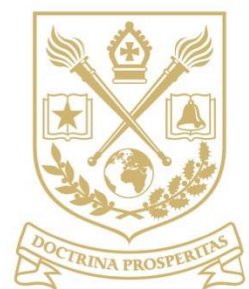


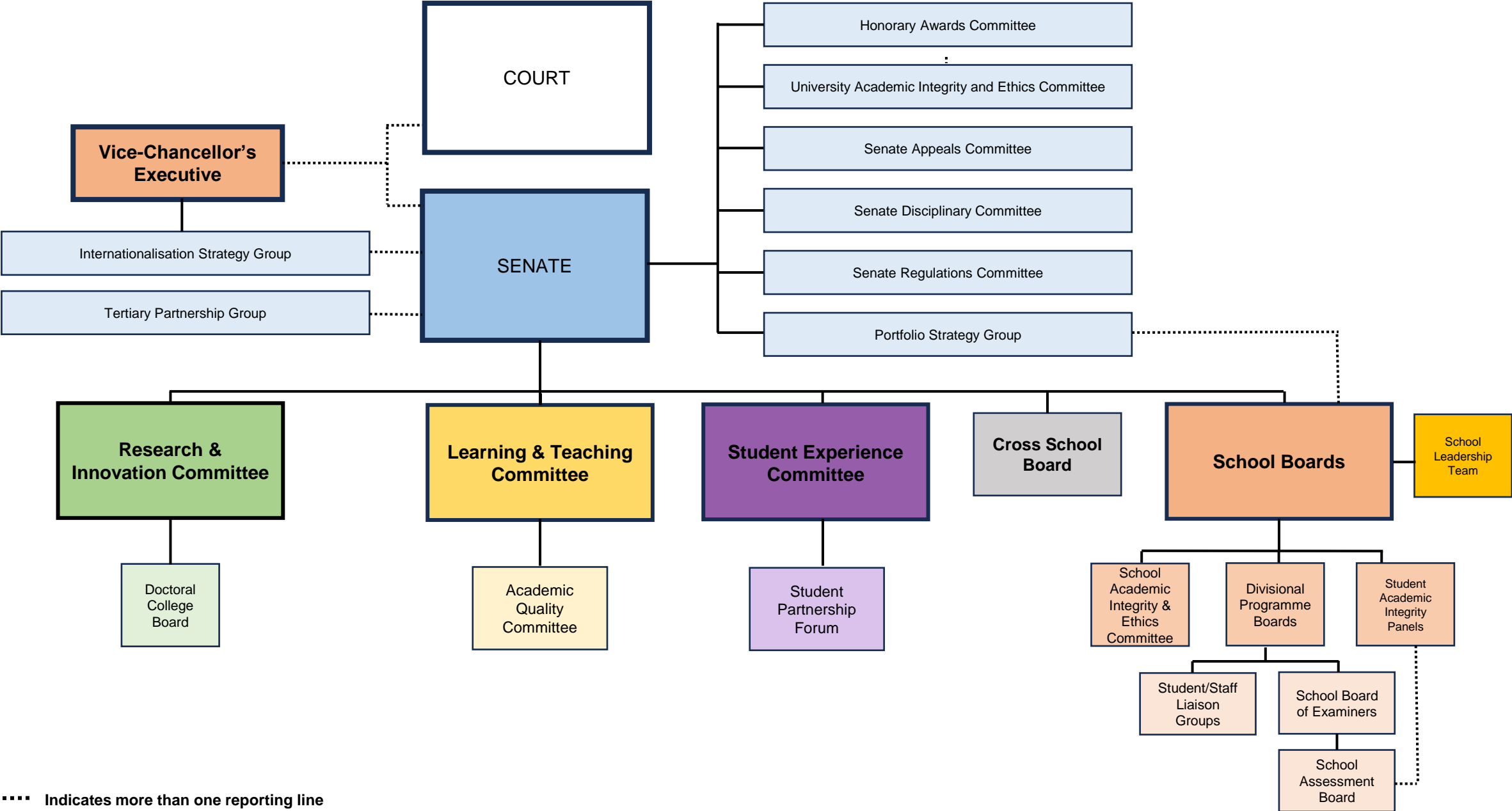
University Senate

# Committee Framework 2023/2024

November 2023



**UWS Committee Framework 2023/24**



..... Indicates more than one reporting line

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All Standing Committees of Senate, and their sub-groups will abide by the *University Senate Standing Orders*, and the guidance for Senate Standing Committees provided by the Court & Senate Office.

## 1 University Court

The University Court is the governing body of the University and collectively determines the future direction of the University and fosters an environment in which the institution's mission is achieved and learners succeed.

The Powers of Court are set out in the Schedule 1 of the University of the West of Scotland Order of Council 2019 and include responsibility for the appointment of the Chancellor and the Principal & Vice Chancellor. Purely academic matters are delegated by Court to the Senate.

Please refer to the Court and Senate Office for further information.

## 2 Senate

Senate membership is constituted in line with the requirements of the HE Governance (Scotland) Act 2016.

The membership of Senate will be composed of:-

### Membership

- a) The Principal & Vice-Chancellor;
- b) The Deans of School (or equivalent);
- c) Members appointed by being elected by the academic staff of the University;
- d) Members appointed by being elected by the students of the University;
- e) Appointed members of Senate, on the recommendation of the Principal including any Deputy, Vice, Associate or Assistant Principals with a responsibility in relation to the functions of Senate; heads or directors from such professional services of the University as determined from time to time; and, up to four additional co-opted members.

Elected members under c) will consist of:

- (i) two members of academic staff elected by and from among the academic staff in each School;
- (ii) three members elected by and from the body of Professors within the University
- (iii) three members of the academic staff of the University elected from among the academic staff of the University.

Elected members under d) will consist of:

- (i) Up to five members nominated by the Students' Association, having been elected under the provisions of 8.2, one of which will be a Post Graduate Research (PGR) student elected from among the enrolled PGR students of the University.

At all the times the number of members in categories c) and d) will exceed 50% of the total membership.

Category d) will be no less than 10% of the total membership.

The election schemes for c) and d) above are outlined in the Senate Standing Orders

### **Quorum**

The quorum for meetings of Senate will be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### **Period of Appointment**

Elected members from among the academic staff of the University and co-opted members shall hold membership for a period not exceeding four years. Elected members may seek re-election on the expiry of their period of appointment. After two consecutive terms a period of four years must elapse before seeking further re-election. Members under 6.1e) are appointed at the discretion of the Chair.

### **Functions of the Senate**

Court delegates to Senate its functions related to the academic governance of the University to Senate. This includes the overall planning, co-ordination, development and supervision of the academic work of the University. These are:

- 1** To regulate and promote the teaching, learning and research of the University.
- 2** To create and maintain codes of conduct and regulations required for the maintenance of academic standards and good order within the University.
- 3** To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions, including honorary degrees and titles and emeritus status.
- 4** To promote the academic development of the University.
- 5** To establish and delegate powers to such Boards and Committees as it considers necessary to fulfil its functions and to receive reports on the proceedings of those Boards and Committees.
- 6** To report to Court on any academic matter and on any matter referred to the Senate by Court.

### **Frequency of Meetings**

Meetings of Senate will be held at least four times each academic year.

### 3 School Boards

#### Membership

Chair	Dean of School
Vice Chair	Deputy Dean
Ex-officio	Associate Deans Heads of Division or nominee School Business Manager
Appointed members	Two Programme Leaders (elected from amongst the programme leaders in the School to include one UG and one PGT) Student representatives (up to two elected from a School-wide constituency of taught programmes); One PGR student elected from amongst the PGR students in the School; Two School academic staff representatives (elected from a School-wide academic staff constituency); Chair of School Academic Integrity & Ethics Committee; School EDI champion (if not already in membership above)
Co-opted members	Up to 4 additional members to be co-opted as required by the Board and to include at least one PSS staff member from the School.
Attending members	Business partner from QuEST The Chair may invite appropriate representatives from School and University professional services to speak to relevant items
Administrative support	A member of School administrative staff appointed by the School Business Manager

#### Quorum

Normally one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

#### Remit

The School Board is a Standing Committee of Senate.

The School Board oversees the development, performance and delivery of all academic provision in line with UWS Strategy Regulatory Framework, and relevant policies and procedures. The School Board is the key authority in the School for academic discussion

and oversight of the portfolio of programmes and quality of teaching & research. The remit of the Board includes:

- Providing assurance to Senate on academic governance in relation to the health of academic programmes (taught and research) and the enhancement of the student experience;
- Advising the Dean and the School Leadership Team on matters of academic policy and practice;
- Deliberating on any matters relating to the School and any matter referred to it by Senate (and its Standing Committees) with the purpose of conveying its views and recommendations thereon;
- Enhancement of quality & maintenance of standards through annual & periodic monitoring and reporting to Senate and its Standing Committees as required;
- Strategic development of the School's portfolio of programmes and scrutiny of new programmes proposals/ withdrawal of programmes from the portfolio which must be considered by Portfolio Strategy Group;
- Scrutiny of reports on recruitment, progression and retention data and monitoring the effectiveness of action plans to improve academic quality and student experience;
- To oversee development of the School's research and innovation objectives and to receive assurances on the vibrancy of the School's research units of assessment and progress with the REF roadmap;
- To monitor the development and impact of School internationalisation plans, TNE and partnerships;
- To ensure School review of KTP and other enterprise partnerships;
- To refer matters to Divisional Programme Boards or other School sub-groups as appropriate.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of meetings**

As required by Senate, but no fewer than three times per year. Meetings must precede the Senate and are scheduled to ensure timeous and accurate reporting to Senate,

### **Reporting**

The School Board will report to Senate after each meeting, and to other Senate Standing Committees as requested.

The School Board will receive regular reports from:

- Divisional Programme Boards
- School Learning & Teaching and Research & Innovation Associate Deans
- School Academic Integrity & Ethics Committee
- Student Academic Integrity Panel (formerly Plagiarism panels)
- School EDI Champion

## **School Sub-structures and working groups**

Each School shall determine what informal sub-structures and working groups it requires to support the work of the Board. This will vary from School to School and from year to year and must be authorised by the Dean of School, mindful of the potential for duplication and the resources needed to operate further groups in terms of both attendance and administration.

## **Communication**

School Boards are responsible for the communication and dissemination across the School of matters related to academic activity and the student experience.

## **Periods of Appointment**

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

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

Elected members shall hold office for a period of four years and shall be eligible for re-election (Senate Standing Orders 6.2).



### 3A Cross-School Board

Chair	Pro Vice-Chancellor (Learning, Teaching and Student Success)
Vice Chair	Director, Learning and Teaching Enhancement
Ex-officio	All Deans of School or delegates Associate Deans (Learning & Teaching) Director, Learning & Teaching Enhancement Head of QuEST Head of Student Experience & Engagement Head of Learning Transformation Head of Business Innovation
Appointed members	All Programme Leaders responsible for delivering cross-school provision) or nominees Student representatives (up to two elected from the constituency of taught provision);
Co-opted members	Up to four additional members to be co-opted as required by the Board.
Administrative support	A member of administrative staff appointed by the Director of LTE

#### Quorum

Normally one third of the total membership.

#### Remit

The Cross-School Board is a Standing Committee of Senate.

The Cross-School Board oversees the development, performance and delivery of Cross-School provision (CSP). Managed jointly by Learning and Teaching Enhancement (LTE) and all Schools, its work is varied and covers all credit-bearing provision either at the module or programme level with whole-University scope and to which all Schools and LTE might contribute to delivery. This model ensures that academic governance of these programmes is in line with the provisions of the Regulatory Framework, Quality Handbook, Assessment Handbook the Student Experience Policy and associated procedures.

The remit of the Board shall include:

- Providing assurance to Senate on academic governance in relation to the health of cross school academic programmes and modules and the enhancement of the student experience;
- Advising the University through the PVC (LTSS) on matters of academic policy and practice for cross-school provision (CSP);

- Overseeing academic provision relating to taught programmes and modules with a University-wide remit;
- Plan and develop the curriculum of CSP in line with University priorities;
- To oversee research and international developments relevant to its provision;
- To ensure CSP collaborative provision is fully monitored and recognised teachers (RTUs) approved;
- Deliberating on any matters relating to the CSP programmes and modules and any matter referred to it by Senate (and its Standing Committees) with the purpose of conveying its views and recommendations thereon;
- To approve new CSP modules and module and programme amendments and report on this periodically to Senate;
- Enhancement of quality and maintenance of standards of the CSP through annual and periodic monitoring and reporting to Senate and its Standing Committees as required;
- Development and management of the CSP portfolio of modules and programmes including oversight of programme approvals, accreditation and monitoring of progress in addressing conditions and recommendations;
- To interrogate University dashboard data and other information to underpin its scrutiny of academic performance, student experience and student success across the provision;
- Scrutiny of recruitment, progression and retention data and ensuring effective action plans are put in place to maximise student success in the CSP;
- To scrutinise and act on reports from Student & Staff Liaison Groups (SSLGs);
- Co-ordination of Student feedback and action plans for CSP;
- To ensure the recommendations of validation and ILR reports are fully responded to, with appropriate issues flagged where appropriate;
- To keep under active review the planning for recruitment to programmes start of year induction, student engagement and support for employability;
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the cross-school provision programmes and modules;

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of meetings**

As required by Senate, but no fewer than three meetings per academic year.

### **Reporting**

The Board will report to Senate and to other Senate Standing Committees as requested.

The Board will receive regular reports from:

- Cross School Assessment Board
- Cross School Boards of Examiners or equivalent
- Cross School Student Academic Integrity Panel

## **Periods of Appointment**

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

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

Student elected members are appointed for one year and are eligible for re-election.

## 4 School Leadership Team

### Membership

Chair	Dean of School
Ex-officio	Deputy Dean Associate Deans Heads of Division School Business Manager
Attending members	Additional members of the School may be invited to attend as required by the Dean School Business partners from relevant PSS departments including Finance, POD, Health & Safety and Marketing will be invited on a regular basis
Administrative support	A member of School administrative staff appointed by the School Business Manager.

### Quorum

Normally one third of the total membership

### Remit

- To provide a forum for strategic discussion and future direction of the School;
- To allocate the resources required to ensure effective delivery of the School's performance objectives in relation to the University Strategy, Thematic Plans and workstreams;
- To oversee and ensure compliance with implementation of the University's policies and procedures;
- 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;
- Ensuring that health and safety, EDI, risk and resilience matters are managed and reported as per University requirements.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### Frequency of meetings

As determined by the Dean, but normally once per month.

## **Reporting**

The School Leadership Team will provide a brief report to each meeting of the School Board providing a summary of key items considered.

## **Periods of Appointment**

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

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

## 5 Divisional Programme Boards

### Membership

Divisional Programme Boards will consist of a number of programmes in a cognate discipline area and are part of the formal School governance structure

Chair	Head of Division
Vice Chair	Appointed from within the membership of the Board
Ex-officio	Deputy Dean Associate Deans All Programme leaders (or programme representatives) allocated to programmes within the Division All academic staff associated with programme delivery in the Division
Appointed members	Student representatives (up to two elected from a Division-wide constituency of taught programmes); A representative from amongst the Division's SSLG chairs
Co-opted members	Up to 4 additional members to be co-opted as required, including representatives from external partners.
Attending members	The Chair may invite appropriate representatives from School and University professional services to speak to relevant items – this may include the relevant QuEST, HR and Finance business partners.
Administrative support	A member of School administrative staff appointed by the School Business Manager

### Quorum

Normally one third of the total membership, but no fewer than ten (excluding Head of Division and Deputy Dean) and always to include the Head of Division or nominee and at least three programme leaders or nominees.

### Remit

- Plan and develop the curriculum of programmes within the division in line with University priorities;
- To oversee research and international developments in the Division;
- To ensure collaborative provision is fully monitored and recognised teachers (RTUs) approved;
- The management and forward planning of professional accreditation of programmes within the Division;
- To approve new modules, and module and programme amendments, and report on this periodically to School Board;

- To interrogate University dashboard data and other information to underpin its scrutiny of academic performance, student experience and student success across the Division;
- Co-ordination of Student feedback and action plans;
- To ensure the recommendations of validation and ILR reports are fully responded to, with appropriate issues flagged to School Board where appropriate;
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the Division's programmes;
- To interrogate reports from *School Assessment Boards and School Boards of Examiners* on student success and progression;
- To oversee annual and periodic programme health checks and report to School Board on actions;
- To scrutinise and act on reports from Student & Staff Liaison Groups (SSLGs) and other student feedback;
- To keep under active review the planning for recruitment to programmes start of year induction, student engagement and support for employability;
- To provide assurances to the School Board on all of the above.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of meetings**

As required, but no fewer than three times per year.

### **Reporting**

Divisional Programme Boards will report to the School Board.

### **Division Sub-structures and working groups**

Each Head of Division shall determine what informal sub-structures, operational and working groups it requires to support the work of the Board, ensuring that the Board receives reports on activities undertaken on its behalf, and that the continuation of such groups is kept under review.

Programme Teams may meet as often as required.

### **Periods of Appointment**

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

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

Student elected members are appointed for one year and are eligible for re-election.

## 6 School Academic Integrity & Ethics Committee

### 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 relevant Codes. Each School shall have a School Academic Integrity & Ethics Committee.

The School Academic Integrity & Ethics Committees will operate within the framework set out by the University Academic Integrity & Ethics Committee.

### Membership

Chair	Appointed by the Dean of School
Vice Chair	Appointed by the Committee
Appointed Members	Associate Dean (Research & Innovation) Two representatives from each Division in the School One student representative from taught programmes One student representative from postgraduate research programmes in the School
External & Lay Members	Two members from other Schools or Services One Lay member*
Co-opted Members	The Committee may co-opt up to four additional members for a period specified by the Committee.
Administrative Support	A member of administrative staff appointed by the School

### Quorum

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

### Remit

- To appoint School Ethics Applications Review Panels and Research Integrity & Ethics Complaints & Concerns Review Panels to receive, consider and make decisions, where appropriate, on ethical issues and applications for ethical review raised from within an academic School.
- Referring cases to the University Academic Integrity and Ethics Committee that due to external funding requirements need institutional-level review and approval.
- Considering, complying with and providing guidance on external regulations and/or general integrity and ethical issues relating to School's academic activity;
- Disseminating guidance produced or forwarded by the University Academic Integrity and Ethics Committee;



- To consider and recommend to the University Academic Integrity and Ethics Committee proposed School Academic Integrity and Ethics Committees membership & procedures;
- To oversee the ethics appeals processes, including appointment of an appeals panel;
- To produce annual reports to the University Academic Integrity and Ethics Committee;
- To ensure that students and staff are aware of the importance of considering integrity, ethical and safeguarding issues, and of the appropriate channels for seeking ethical approval and raising integrity and ethics concerns;
- To report to the University Academic Integrity and Ethics Committee and School Board, detailing relevant academic integrity, ethical and compliance issues.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

The Committee shall meet at least three times per annum, but may meet as often as required.

### **Reporting**

The Committee shall report to the School Board and shall provide an Annual Report to the University Academic Integrity & Ethics Committee. Additional reporting to Research & Innovation Committee or Learning & Teaching Committee on research ethics training or ethical awareness in curriculum as required.

### **Periods of Appointment**

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

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

\* Advice on the appointment of lay members can be provided by Research Services

## 7 School Board of Examiners

### Membership

Chair	A senior member of academic staff appointed by the Dean
Ex-officio Members	Dean or Deputy Dean of School Programme Leader(s) (or nominee) for the programme(s) being considered 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	Decisions will be recorded by administrative staff allocated by Registry

### 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 School Board of Examiners 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 grant an award of the university (with distinction or classification, as appropriate) on the delegated authority of Senate (see Regulation 1.15);
- To take appropriate cognisance of the opinions and views of the External Examiner in making decisions which are fair, consistent and equitable for all students
- To assist the External Examiner in commenting on the trends and comparison of standards across different cohorts and campuses

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

## **Frequency of Meetings**

School Board of Examiners are convened by the Deans of School (or nominee) as required. The dates of the meetings will be set by Registry, in consultation with the Chair of the School Board of Examiners. The School Office will have responsibility for advising all members of the Board, including External Examiners, of the confirmed dates of meetings early in the session.

## **Reporting**

All acts and decisions of the Board will be fully recorded. Guidance on the format of the reports will be provided to the Chairs of the Boards by Registry.

The report from the School Board of Examiners should be sent to the relevant Divisional Programme Board.

## **Operation**

Registry will be responsible for the production of indicative decisions arising from the outcomes of School Assessment Boards. Indicative decisions will be based on an algorithm in line with University and programme assessment regulations.

Where the results pattern of an individual student does not lead to a clear indicative decision, the full results profile will be considered at the Board

Normally the decision of a School Board of Examiners 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 School Board of Examiners shall be entitled to only one vote.

## **Approval of Awards**

A decision of a School Board of Examiners which leads to an award of the University at level 9 or above (or at the highest level of award if that is below level 9) must have the written approval of external examiner (see Regulation 3.47). This may be obtained either when the external examiner is in attendance at the Board or by other means.

## 8 School Assessment Boards

### Membership

Chair	A senior member of academic staff appointed by the Dean
Ex-officio Members	Deputy Dean for the School Module co-ordinator (or nominee) for each module being considered 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	A member of administrative staff from within the School, as determined by the School Business 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 School Assessment Board is to consider and approve the results from a group of subject-related modules. Each module will be allocated to a School Assessment Board and to an external examiner. The allocation of the modules to the School Assessment Board is the responsibility of the Dean of School.

Key responsibilities will include:

- To confirm marks and grades for the modules assigned to the School Assessment Board and to submit these to Registry for consideration (where applicable) by the School Board of Examiners;
- To assist the 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;
- To provide evidence to the 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;
- To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

School Assessment Boards are convened by the Dean of School (or nominee) at the end of each term of the academic session or as often as required. 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 in alignment with the timetable for SBEs and notified to all members of the School Assessment Board early in the academic session by the School.

The External Examiner is not required to attend any or each meeting of the Board in order to confirm the results for each student on each module being considered, but they must have the opportunity to attend as necessary to assist them in their responsibility to comment on fairness, impartiality and standards. Arrangements for the attendance of the External Examiner are the responsibility of the School.

### **Reporting**

Minutes of the deliberations and outcomes of the School Assessment Board will be forwarded to the next meeting of the Divisional Programme Board. Guidance on the format of the report will be provided to the Chairs of the School Assessment Board by Registry.

### **Approval of Marks by the External Examiner**

All module results must have the written approval of the appointed External Examiner, either when in attendance at the Board meeting or by other means.

### **Operation**

The production of the results paperwork for the School Assessment Board is the responsibility of the School, in consultation with staff in Registry.

## 9 Student Academic Integrity Panels

A suspected case of plagiarism or breach of academic integrity will initially be considered at School level through a Student Academic Integrity Panel. Each School will have a single Student Academic Integrity Panel which will consider all cases of plagiarism or other breaches of academic integrity in the modules assigned to the School Assessment Boards in the School.

### Membership

The panel will consist of three members:

Chair	Appointed by Dean of School Two members of academic staff from the School, appointed by the Student Academic Integrity Panel Chair
Administrative Support	Staff within the School, as determined by the School Business Manager
Quorum	The quorum shall be three members including the chair

**Note:** The School should seek to ensure the panel membership is reflective of the diversity of the School.

Schools may wish to retain a wider active pool of chairs and panel members to provide sufficient staffing for panels throughout the academic year.

### Remit

The Student Academic Integrity Panel:

- Will decide if an offence has occurred, in accordance with the categories identified in the *Student Academic Integrity Procedure*;
- For offences where the Student Academic Integrity Panel has authority to apply a sanction the Panel Chair will inform the student of the decision;
- If a student does not accept the proposed sanction, the case will be referred to the Senate Disciplinary Committee;
- The *Student Academic Integrity Procedure* outlines a scale of sanctions, which may mean, the case will be referred to the Senate Disciplinary Committee to be dealt with in accordance with the provisions of the University's Code of Discipline;
- The School Academic Integrity Panel will keep a record of sanctions applied, in line with the provisions of the *Student Academic Integrity Procedure*.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### Frequency of Meetings

The Panel may meet as often as the School deems necessary throughout the academic year, in order to deal with cases as quickly as possible and in alignment with the

timelines set out in the relevant procedure. Meetings must take place at least two days prior to the School Assessment Boards to consider all suspected plagiarism and academic integrity offences related to the modules assigned to the School Assessment Boards in the School.

### **Reporting**

Student Academic Integrity Panels will report annually to the School Board which will take an overview of the volume and types of plagiarism and breaches of academic integrity and any implications for School practices as part of the School Board's oversight of quality and standards.

## 10 Student/Staff Liaison Group (SSLG)

### Membership

Chair	The Student/Staff Liaison Group (SSLG) will be chaired by a student or, a student and a member of staff may 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 may 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 a member of staff to be responsible for SSLGs within the School
Administrative Support	Support staff from within the School, as determined by the School Business Manager

### Quorum

Normally, there should be more students than staff present but both staff and student members must be 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 future plans for curriculum development. Where students raise issues which are not related to learning and teaching, staff should refer them to the appropriate forum for their query or complaint if known, and to The Union if not known. Each Divisional Programme Board will nominate a member of staff to be responsible for SSLGs who 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 in partnership with The Student Union;
- Organise the meetings of SSLGs;
- Liaise with the Student Union regarding the content and timing of training for student reps and staff responsible for engaging with SSLG activity;
- Liaise with and support the Student Chair of the SSLG with regard to the setting of agendas for meetings;
- Ensure that students are kept informed of the content and outcome of SSLGs
- Ensure student rep activities are reported to the Student Union for the purposes of the HEAR and UWS Achievement Award.



An indication of the type of issues for discussion at an SSLG are likely to include:- curriculum matters, learning and teaching processes and resources

More detail and guidance on the kind of issues that could be discussed at an SSLG in relation to the Student Learning Experience: can be found on the sparqs website at <https://www.sparqs.ac.uk/resource-item.php?item=205>.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

There should be at least one meeting of each SSLG in T1, and T2, with meetings scheduled in T3 as required.

The dates of the SSLG meetings should be published at least two weeks in advance and made available to all students with information on how issues can be raised. Student reps should be invited directly.

### **Reporting**

All SSLGs proceedings should be formally recorded by a member of School 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 easily available to the wider student body.

The appropriate Divisional Programme Boards(s) will receive reports from the SSLGs.

## 11 Learning & Teaching Committee (LTC) – a Standing Committee of Senate

### Membership

Chair	Appointed by Senate – Pro Vice-Chancellor, Learning, Teaching & Student Success
Vice Chair	Director of Learning & Teaching Enhancement
Ex-officio Members	Associate Deans (Learning & Teaching) for each School Director of Student Success or nominee Director of Strategic Planning & Development or nominee Head of Registry or nominee Head of Quality Enhancement and Standards Team or nominee Head of Learning Transformation or nominee Head of Library or nominee Vice President (Education) Students' Union
Appointed Members	One Programme leader from each School nominated by the Dean
Co-opted Members	Up to four additional members to be co-opted as required by the Committee
Attending Members	Chair(s) of LTC sub- committees Two representatives from the Professors
Administrative Support	A member of the Quality Enhancement and Standards Team who shall act as Secretary to the Committee

### Quorum

The quorum of the committee shall be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### Remit

The Learning & Teaching Committee is a Standing Committee of Senate.

The Learning and Teaching Committee will make recommendations to Senate on the University's strategic direction for learning and teaching and will support and monitor the realisation of the Strategy by leading on the following:

- Development, implementation and review of the enabling plans and frameworks that support the realisation of the University's Learning & Teaching Strategy
- Development, implementation and review of the Framework for quality management and academic standards and to keep under the review the

effectiveness of arrangements for managing academic standards and assuring the quality of students' learning opportunities;

- Delivery of teaching excellence, scholarly activities and pedagogical innovation through academic support and development and to ensure that effective arrangements are in place to identify, support, disseminate and reward effective practice and innovation in learning, teaching and assessment;
- Keep under review the operation of the University's curriculum and associated learning, teaching and assessment processes.
- Implementation and review of all aspects of both internal and external quality assurance and enhancement including arrangements for external (QAA) review and engagement with the national programme of Enhancement Themes;
- Development, approval, and implementation of policy and enabling documents that support learning, teaching and assessment strategy and the framework for quality management.
- Ensure that effective institutional approaches are developed and implemented to enhance the quality of provision;
- Consider developments within the external environment which may impact upon the learning and teaching strategy and lead the development of plans in response.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Sub-Committee**

The Learning & Teaching Committee is supported in the fulfilment of its functions by the Academic Quality Committee.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

Learning & Teaching 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 12 Academic Quality Committee (AQC) - Sub-committee of the Learning & Teaching Committee

### Membership

Chair	Appointed by Chair of Learning & Teaching Committee
Ex-officio Members	Head of QuEST Head of Registry or nominee Vice President (Education) Students Union
Appointed Members	Three members of academic staff from each School
Co-opted Members	Up to four additional members to be co-opted as required by the Committee
Administrative Support	A member of the Quality Enhancement and Standards Team who shall act as Secretary to the Committee

### Chair

The Chair shall be appointed by the Learning & Teaching Committee.

### Quorum

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

### Remit

AQC is a sub-committee of Learning & Teaching 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 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 Learning & Teaching Committee 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, Quality Handbook and quality procedures;
- Monitor the outcomes of institution-led internal review on behalf of Learning & Teaching Committee;
- Scrutinise and approve external examiner nominations on behalf of the Learning & Teaching Committee;

- Make recommendations to Learning & Teaching Committee based on annual analysis of programme approval reports, enhancement and annual monitoring, external examiner reports institution-led internal review and exceptionally on institutional matters arising from PSRB reports.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

As required and normally at least three times per year.

### **Reporting**

AQC will report to Learning & Teaching 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 13 Student Experience Committee

### Membership

Chair	Pro Vice-Chancellor (Learning, Teaching & Student Success)
Vice Chair	Director of Student Success
Ex-Officio Members	President Student Union Vice Principal (Internationalisation) or nominee Director of Learning & Teaching Enhancement or nominee Student Union Vice President Student Development Student Union Vice President Welfare & Wellbeing Student Union Student Representation & Policy Co-ordinator or nominee Head of Student Experience and Engagement or nominee Student Success Manager or nominee
Appointed members	One academic representative from each School nominated by the Dean School Enhancement Developers or equivalent from each School nominated by the Dean
Co-opted Members	Up to four co-opted as appropriate to be determined by the Committee:
Administrative Support	Appointed by the Director of Student Success who shall act as Secretary to the Committee

### Quorum

The quorum shall be one-third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### Remit

To provide assurance and strategic direction on measures to improve the student experience, including considering student transition, progression and retention, and to oversee enhancements to the student journey from admission to graduation.

- Monitor and report to Senate on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations on action;
- To drive continued enhancement of the overall student journey, ensuring successful transitions, improved student retention and an excellent student experience;

- To consider regular consolidated reports from the Retention Task Forces (one per School) and the Student Experience Focus Programme Workstream one (the Student Journey);
- To consider issues raised by the Students' Association, develop and enhance arrangements for student representation and feedback, and oversee the implementation of the Student Partnership Agreement (SPA);
- Consider outcomes from Student Evaluation/Feedback and make recommendations for action to Senate; and
- To monitor implementation of the Student Experience Policy statement and its associated procedures and to make recommendations on updates.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Sub-Groups**

The Committee will be supported and advised by a Student Partnership Forum.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

The 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 13A Student Partnership Forum (SPF)

### Membership

Co- Chairs	President (Student Union) or nominee Director of Student Success
Ex-Officio Members	Student Union Vice President Education Student Union Vice President Student Development Student Union Vice President Welfare & Wellbeing School Enhancement Developers or equivalent from each School nominated by the Dean Student Representation and Communications Team Leader or nominee Head of Learning Transformation or nominee Head of QuEST or nominee Head of Student Experience & Engagement or nominee Head of Registry or nominee Head of Sport or nominee
Appointed members	Two undergraduate student members from each School who sits on the School Representative Group Two PGR student members
Co-opted Members	Up to four co-opted as appropriate to be determined by the Committee
Administrative Support	Appointed by the Director of Student Success 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. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### Remit

To make recommendations on measures to improve the student experience and oversee enhancements to the student journey from admission to graduation.

- Monitor and report to the Student Experience Committee (SEC) on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations on action.



- To consider issues raised by representation groups within Schools to maximise student engagement and ensure the student voice is heard with a view to generating effective discussion to provide recommendations to SEC.
- To build and strengthen student engagement and representation arrangements, taking cognisance of student feedback/evaluation and ensuring effective training is provided.
- To consider issues raised by the Students' Union, develop and enhance arrangements for student representation and feedback, supported by a Student Representation Working Group.
- Oversee the implementation of the Student Partnership Agreement (SPA) via a Student Partnership Agreement working group.
- To act as a consulting forum regarding the implementation of the Student Experience Policy statement and its associated procedures and to make recommendations on updates to SEC.
- To ensure that relevant learning and teaching matters referred by the Learning and Teaching Committee are given due consideration by the Student Partnership Forum and/or referred to relevant School Representative groups (as appropriate) in a timely manner.

All standing committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

The Committee shall normally meet twice per term.

### **Reporting**

The Committee will report to the Student Experience 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.

## 14 Research & Innovation Committee (RIC) – a Standing Committee of Senate

### Membership

Chair	Appointed by Senate - Pro Vice-Chancellor (Research, Innovation and Engagement)
Vice Chair	Appointed by the Committee
Ex-officio Members	Associate Deans (Research & Innovation) for each School Director of Fundraising and Alumni Head of Research Head of Business Innovation Head of International Student Recruitment Communications and Marketing Manager
Appointed Members	One Representative from the Professors nominated from amongst the Professors One Early Career Researcher representative nominated from amongst the early career researchers Representative from the University Academic Integrity & Ethics Committee nominated by the Chair of that Committee One Sabbatical Officer nominated by the Students Union
Co-opted Members	Up to four co-opted as appropriate to be determined by the Committee:
Administrative Support	A member of administrative staff appointed by the Chair

### Quorum

The quorum shall be one-third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### Remit

- To promote and implement the University Strategy, and co-create and implement University's Strategy in relation to Research and Innovation;
- To make strategic recommendations to the University in support of Research and Innovation developments;
- To support, prioritise and encourage distinctive and collaborative Research and Innovation activities;
- To make recommendations on the Research Excellence Framework to the REF Strategy Group;
- To enthuse entrepreneurial innovation culture and promote Research and Innovation achievements internally and externally;

- To make recommendations on regulatory changes to the Regulations Committee which reports to Senate;
- To receive and review regular reports and recommendations from the Doctoral College Board, including proposals for researcher development, new and major changes to the existing postgraduate research programmes and oversight of the granting of research degree awards;
- To make recommendations to Senate and the University Academic Integrity & Ethics Committee in relation to research and innovation ethics and integrity;
- To establish short-life working groups as deemed necessary;
- To provide regular reports to Senate on its activities and make recommendations on matters relating to research and innovation;
- To ensure alignment with the relevant quality codes.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

The RIC 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 15 Doctoral College Board – a Sub-committee of the Research & Innovation Committee (RIC)

### Membership

Chair	Pro Vice-Chancellor (Research, Innovation and Engagement)
Vice-Chair	appointed by Doctoral College Board
Ex Officio	Head of Research Doctoral College Manager or nominee Researcher development representative or nominee
Appointed members	School Postgraduate Research Student Co-ordinators or nominee Programme leaders with responsibility for taught components of specialist doctoral programmes Representative of the University Academic Integrity & Ethics Committee Two student members elected from amongst the PGR population
Co-opted members	Up to four members as may be determined by the Board
Administrative Support	A member of staff appointed by the Pro Vice-Chancellor (Research, Innovation and Engagement)

### Quorum

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

The appointed academic members must have:

- Experience of postgraduate research degree supervision to completion;
- Appropriate experience of examining research degrees or specialist doctoral degrees;
- Familiarity with the University's regulations for research degrees.
- Research experience and/or track record of interdisciplinary research commensurate with the requirements of the UK Research Excellence Framework (REF);
- Subject expertise to reflect the range of disciplines in which students are registered as far as it is reasonably possible;

Other than the two student members, no person who is registered for a research degree shall be a member of the Doctoral College Board

## Remit

The Doctoral College Board oversees the implementation of the University strategy as applicable to all elements of postgraduate research degrees and specialist doctoral degrees by fostering a collegial postgraduate research environment with a focus on student wellbeing, interactions and behaviours; including:-

### Reviewing:

- The University's Regulatory framework, policies and procedures;
- Applicable training provision and skills development;
- Key Doctoral College documents;

### Monitoring:

- Recruitment, selection, induction and registration processes;
- Progression, completion and other relevant processes and KPIs;
- Compliance with the Regulations and that the standard of awards is maintained;
- Quality of training, supervision and examination;
- Student engagement in the training programmes;
- Continuous improvement of the student research environment;
- Requirements of relevant agencies and funding bodies, nationally and internationally, ensuring that students and supervisors are informed of sector-wide issues/developments and relevant policies;
- Alignment with relevant external quality standards;

### Coordinating:

- Responses and address appropriately issues relating to research raised through relevant forums and other University committees;
- Responses to external consultations and through these influence applicable policy and strategy developments, nationally and internationally;
- Efforts to promote postgraduate research degrees and specialist doctoral degrees internally and externally;
- Engagement with relevant University committees and external organisations as appropriate;

### Considering and making recommendations in relation to:

- Conditions under which a candidate will work, including making recommendations to ensure that facilities and funding deriving from sponsoring, collaborating or granting establishments will be adequate for the programme proposed;
- Existing and new postgraduate research degrees and specialist doctoral degrees;
- Profile of students on postgraduate research degrees and specialist doctoral degrees;
- Applications for confidentiality of thesis;

**Appointing:**

- Doctoral College Review Boards to make relevant recommendations for the granting of awards;
- Chair to act on its behalf and report to the Board according to the University Regulations;
- Short-Life Working Groups (SLWG) and forums.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

**Frequency of Meetings**

As required and normally at least three times per year.

**Reporting**

The Board will report to the Research & Innovation 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

Student elected members are appointed for one year and are eligible for re-election.

## 15A Doctoral College Review Boards

### Membership

Chair	Pro Vice-Chancellor (Research, Innovation and Engagement) or nominee
Ex Officio	School Postgraduate Research (PGR) Student Co-ordinator Doctoral College Manager or nominee
Administrative Support	A member of the Doctoral College appointed by the Doctoral College Manager

### Quorum

The quorum shall be the Chair or nominee, the School PGR Student Co-ordinator and the Doctoral College Manager or nominee.

### Remit

- To review progression, attendance and engagement and other relevant KPIs for all PGR students;
- To recommend the granting of awards of the University to the Doctoral College Board;
- To review student engagement in the training programmes in alignment with the *Vitae Researcher Development Framework*;
- To monitor compliance of supervisory teams with the Regulations;
- To monitor quality of PGR supervision;
- To address all matters relating to the research studies, progression and assessment of research degree students and candidates;

To report to the Doctoral College Board according to the University Regulations.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### Frequency of Meetings

The Board meeting is organised for each academic School separately three times a year or when required for award granting purposes.

### Reporting

The Boards will report to the Doctoral College Board.

## 16 Portfolio Strategy Group (PSG)

### Membership

Chair	Deputy Vice-Chancellor
Ex-officio Members	Pro Vice-Chancellor (Learning, Teaching & Student Success) Vice Principal (Finance & Infrastructure) Deans of School or nominee Director of Strategic Planning and Development or nominee
As required	Directors or Heads of Professional Services (by invitation)

Deans may nominate the Deputy Dean to attend on behalf of the School

The group will undertake consultation with relevant colleagues across the institution with regard to new programme proposals, including new collaborative proposals.

Administrative Support	Senior Portfolio Enhancement Manager
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### Quorum

The quorum shall be one third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair, but only on the clear understanding that any decisions taken will not be valid until they have been approved at a subsequent quorate meeting.

### Remit

PSG will be responsible for taking a strategic overview of the University's portfolio of programmes across all Schools, campuses and other delivery locations on an ongoing basis.

PSG will regularly review the UWS portfolio to ensure ongoing programme viability and health. In doing so, PSG will make use of published data arising from UWS dashboard and other approved data sources to make programme introduction/withdrawal proposals to Senate.

PSG will receive proposals from Schools for new programmes and appropriate new collaborative proposals. All proposals must have the authorisation of the School Board to proceed to PSG, ensuring all required criteria have been addressed in proposal forms and signed off by appropriate professional services. It will approve proposals, to proceed to programme approval in accordance with the requirements of the Quality Handbook.



Programme proposals and portfolio changes will be assessed against the following priorities:

- Fit with UWS Strategy; School Plan; University Regulatory Framework and the Scottish Credit & Qualifications Framework (SCQF);
- Adequacy of resources, or of plans to ensure that relevant staffing, physical and learning resources are in place for the development and delivery of the programme;
- Market demand and financial viability.

PSG may set such conditions for further information or commitment of resources or amendment to proposals as are deemed appropriate before permission to proceed to programme approval event is confirmed.

PSG will consider proposals from Schools for withdrawal of programmes from the portfolio or for changes to collaborative delivery (location, partner, programme). PSG may make recommendations to Senate for withdrawals from the portfolio based on outcomes of regular monitoring of programme viability and health. Only Senate may approve programme withdrawals.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

The outcomes of PSG decisions will be communicated to the School to proceed to programme approval.

PSG will report to Senate new programme and withdrawals. Programme withdrawals must be approved by Senate.

It will report regularly on the health and viability of the University's portfolio of programmes.

It will provide regular summary reports to VCE to highlight key portfolio recommendations and to enable members of VCE to have strategic oversight of portfolio developments.

### **Periods of Appointment**

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

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

## 17 University Academic Integrity and Ethics Committee

### Membership

Chair	Appointed by Senate, usually one of the academic Pro Vice-Chancellors
Vice Chair	Appointed from within the membership of the Committee
Ex-officio Members	Dean or nominee from each School (normally Chair or Co-Chair of School Academic Integrity and Ethics Committee)
Appointed Members	One Sabbatical Officer nominated by the Students Union
Lay Member	One lay member, from UWS who is not an academic member of staff
Co-opted Members	The Committee may co-opt up to four additional members for a period specified by the Committee
Administrative Support	A member of staff appointed by the Chair who shall act as Secretary to the Committee

### Quorum

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

### Remit

- To appoint *Institutional Ethics Applications Review Panels* to receive, consider and make decisions, where appropriate, on ethical issues and applications for ethical review raised by School Academic Integrity and Ethics Committees;
- To consider and provide guidance, where appropriate, on general ethical issues relating to University academic activity;
- To have oversight of the operation, monitoring, evaluation, dissemination and review of the University Code of Ethics and Guidelines for Ethical Practice in Research & Scholarship;
- To provide formal guidance and advice to Schools on academic integrity and ethics;
- To consider and approve proposed School Academic Integrity and Ethics Committees membership & procedures;
- To oversee the ethics appeals processes;
- To receive annual reports from School Academic Integrity and Ethics Committees on all aspects of academic integrity and ethics, including reporting on research misconduct;
- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval;

- To report to Senate and provide an annual report to the Research & Innovation Committee (RIC) and Learning & Teaching Committee (LTC), detailing relevant academic integrity, ethical and compliance issues;
- Oversight of commitments in the Concordat to Support Research Integrity and other existing and emerging mechanisms in support of Academic Integrity and Ethics including the Academic Freedom Statement.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

The Committee shall report to the 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 18 Senate Disciplinary Committee

### Membership

Co-Chairs	Appointed by Senate
Depute Chairs	Co-Chairs have the authority to appoint experienced members of the committee, with at least one session's Disciplinary Committee experience, as Depute Chairs as and when required
Appointed Members	Four representatives (elected Sabbatical Officers) from Students' Union Four members of academic staff from each School nominated by the Dean of School for recommendation to Senate Four 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, having first taken advice from UWS Legal Services
Administrative Support	A member of staff appointed by the Head of QuEST who shall act as Secretary

No appointed or elected member shall be the Principal or the University Secretary or an Authorised Officer as defined in the University Code of Discipline (Chapter 5).

In addition, to ensure that there is no bias when considering cases, all committee members participating in a meeting will be asked to disclose any connection with the students concerned before a case is heard.

### Quorum

The minimum attendance at any meeting of the Disciplinary Committee shall be the following:

For academic misconduct – One Co-Chair, a student representative and one other drawn from the pool of members

For non-academic misconduct – One Co-Chair, a student representative and three others drawn from the pool of members

No academic member shall have taught the student, be employed in the student's Division of their School or acted as their personal tutor. No professional services staff member on the Committee shall have formally advised or counselled the student.

## **Training**

The Chairs and appointed members will undergo training on the University's Disciplinary process and Regulations prior to hearing any cases.

## **Remit**

- To deal with alleged cases of misconduct as defined in the Code of Discipline on the recommendation of Authorised Officers or Student Academic Integrity Panels;
- To advise Senate on matters pertaining to discipline within the University, especially with regard to the operation of the official Codes of Discipline.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

## **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 Co-Chairs 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 except student members who will be appointed for a period not exceeding two years.

The student members will be appointed by the Students' Union.

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

## 19 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 one Chair from each School. (Each Chair must be appointed from the pool of academic members of staff by the Dean – one Chair per School).
Depute Chair	The Chairs have the authority to appoint experienced members of the committee – academics, with at least one session's Appeals Committee experience as Depute Chairs as and when required.
Appointed Members	Four academic representatives from each of the Schools nominated by the Dean Four representatives from Student Services and Registry Four representatives from Students' Union

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;
- In addition, to ensure that there is no bias when considering appeals, all committee members participating in a meeting will be asked to disclose any connection with the appellants before the appeal is heard.

Administrative Support	A member of QuEST who will act as Secretary to the Committee
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### Quorum

To enable the Senate Appeals Committee to confirm decisions there must be at least:

- One of the appointed Chairs;
- Two members of the Committee drawn from the academic staff members;
- One member of the Committee drawn from the Student Services and Registry staff members;
- One Students' Union representative at each meeting of the Committee.

## 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:

- The Senate Disciplinary Committee
- A Fitness to Practise Committee
- The Doctoral College Board
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School Panel (for engagement/attendance) /withdrawal from programme
- A Student Academic Integrity Panel
- An Extenuating Circumstances deadline (see Regs. 3.36-3.37)
- Any other Committee, Board or Panel or the University which is empowered to make decisions on the matters listed in Regulation 6.1.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

## Operation

The Senate Appeals Committee will consider any appeal in line with the process detailed in the appeals procedure.

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 the Doctoral College Board, 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.
- Not uphold 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.

## **Chair's Action**

If an appeal is received with evidence, this will be forwarded to one of the Chairs for Chair's action.

However, if the appeal is not upheld via Chair's action, a meeting will be arranged with a different Chair, to reconsider the appeal.

## **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 Chairs will be appointed by the Senate for a period not exceeding four years.

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

Students' Union representatives will be appointed for a period not exceeding two years.



## 20 Senate Regulations Committee

### Membership

Chair	Appointed by Senate
Vice Chair	Appointed from amongst members of the Committee
Ex-Officio Members	Vice Principal (Governance) & University Secretary Vice President Education (The Student Union) Director of Learning and Teaching Enhancement Head of QuEST or nominee Head of Registry or nominee Registry Academic Manager Head of Research or nominee Head of Admissions or nominee University Solicitor or nominee Appeals, Complaints & Conduct Manager or nominee
Appointed Members	Two student representatives nominated by the Students' Union Two academic representatives from each School
Co-opted Members	Up to four additional members to be co-opted as required by the 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.

### Remit

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 associated procedures and will subject these to regular monitoring and review.

The Committee shall:

- Review and make recommendations on the development of the University Regulatory Framework and associated procedures;
- Ensure that matters arising from internal strategies and the external environment are incorporated into, and align with 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.

All Standing Committees of Senate and their sub-groups should reflect EDI considerations in undertaking committee business and in their onward reporting.

### **Frequency of Meetings**

As required by Senate and normally at least three times per year.

### **Reporting**

The 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 and co-opted members shall hold office for a period of four years and shall thereafter be eligible for re-appointment.

## 21 Honorary Awards Committee

### Membership

Chair	Principal and Vice-Chancellor
Ex-Officio Members	Chair of Court Vice Chair of Court (or nominee) Principal and Vice-Chancellor Deputy Vice-Chancellor Student President
Appointed Members	Two Members of Senate (one to be a Dean)
In Attendance	University Secretary
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.

### Remit

The Powers of the Court, set out in Schedule 1 of the University of the West of Scotland Order of Council 2019, include the power to grant honorary degrees and such other honorary academic distinctions. As detailed within Paragraph 17(1) of the Order, Court has delegated this power to the University Senate.

The Remit of the Honorary Awards Committee is to seek nominations of potential recipients of honorary awards, to select from the nominations persons to whom an honorary award may be offered, and to decide which of the approved honorary awards may be offered. Following acceptance of the offer of an award the Committee shall report to the Senate the names of the honorary graduands.

The University confers honorary degrees on persons of distinction who:

- have made major contribution to the work of the University either by personal service or by other means; or
- have made a major contribution to activities more widely associated with education, business, industry, public service, sport, culture or the arts; or
- will enhance the status of the University and demonstrate an outstanding contribution in their chosen field; or
- will be a role model to UWS graduates and has the potential to act as an ambassador for the University.

### Frequency of Meetings

The Committee shall meet as required by Senate but normally at least twice per year.

**Reporting**

The Committee will report to Senate.

**Period of Appointment**

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

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