

University Senate

Committees 2022/2023



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1 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 2019.

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.

2 Senate

Senate will be composed of membership in line with the requirements of the HE Governance (Scotland) Act 2016.

The membership of Senate will be composed of:-

Membership

- a) The Principal;
- 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 Professoriate;
- (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 for as long as they hold the position from which their membership derives.

Functions of the Senate

Court delegates to Senate its functions related to 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	to be appointed by the Board
Ex-officio	Deputy Dean(s) or equivalent Heads of Division or nominee School Business Manager
Appointed members	Two Programme Leaders (elected from amongst the programme leaders in the School) 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); One member of the School professoriate (elected from amongst the professors in the School); Chair of School Ethics Committee; School Inclusivity champion (if not already in membership above)
Co-opted members	Additional members to be co-opted as required by the Board.
Administrative support	A member of administrative staff appointed by the School Business 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 in line with the provisions of the Regulatory Framework, Quality Handbook, Assessment Handbook and the Student Experience Policy and associated procedures. The School Board is the key authority in the School for academic discussion. The remit of the Board shall include:

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

- Overseeing academic provision in the School relating to both taught programmes and research activity;
- Overseeing implementation of the University's Strategy and Thematic Plans across the School;
- Deliberating on any matters relating to the School and any matter referred to it by Senate (and its Standing Committees of EAC and REAC) with the purpose of conveying its views and recommendations thereon;
- Enhancement of quality and maintenance of standards of the School's provision across its undergraduate, postgraduate taught and research, continuing professional development (CPD) and professional learning (CPL) programmes through annual and periodic monitoring and reporting to Senate and its Standing Committees as required;
- The management and forward planning of professional accreditation of School programmes;
- Co-ordination of student feedback and action plans;
- Development of the portfolio of programmes and oversight of new programme approvals and monitoring of progress in addressing conditions and recommendations;
- Scrutiny of recruitment, progression and retention data and ensure effective action plans are put in place to maximise attainment;
- To oversee development of the School's research and enterprise objectives;
- Ensuring 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 and to provide reports to Senate or its Standing Committees as requested;
- To monitor international recruitment, partnerships, curriculum issues, outward and inward staff and student mobility;
- Working with the School Ethics Committee to ensure that 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;
- To keep under review use of data in relation to monitoring of recruitment and progression on equality outcomes'
- Ensuring that health and safety, risk and resilience matters are managed and reported as per University requirements

Frequency of meetings

As required by Senate, but normally once per term.

Reporting

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

The School Board will receive regular reports from:

- Divisional Programme Boards
- School Ethics Committee

- School Plagiarism & Academic Impropriety Panel
- School Health & Safety committees
- Dean's Executive Group

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.

Periods of Appointment

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

Communication

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

To support effective communication, there shall be an open meeting each term convened by the Dean to which all staff in the School will be invited.

3A Cross-School Board

Chair	Vice Principal (Learning, Teaching and Students)
Vice Chair	Director, Learning and Teaching Enhancement
Ex-officio	Vice Principal (Learning, Teaching and Students) All Deans of School or delegates All Deputy Deans or delegates Director, Learning and Teaching Enhancement Head of QuEST Head of Student Success Hub Head of Learning Transformation, Innovation & Environments Head of Business Innovation
Appointed members	Two Programme Leaders or module coordinators nominated from amongst the programme leaders and module coordinators responsible for delivering cross-school provision) Student representatives (up to two elected from the constituency of taught provision);
Co-opted members	Additional members to be co-opted as required by the Board. (e.g. Director, UWS London, representation from the International Centre, Head of Registry)
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:

- Advising the University through the VP(LTS) 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;
- Overseeing implementation of the University's Strategy and Thematic Plans across these CSP programmes;
- Deliberating on any matters relating to the CSP programmes and modules and any matter referred to it by Senate (and its Standing Committees of EAC and REAC) with the purpose of conveying its views and recommendations thereon;
- Enhancement of quality and maintenance of standards of the cross-school provision across its undergraduate, postgraduate taught and research, continuing professional development (CPD) and professional learning (CPL) programmes 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;
- Scrutiny of recruitment, progression and retention data and ensuring effective action plans are put in place to maximise attainment in the CSP;
- To receive reports from Student & Staff Liaison Groups (SSLGs) from CSP programmes and modules and co-ordinate student feedback and action plans;
- To recommend for approval the appointment of external examiners to AQC and oversight of external examiner reports and responses across the cross-school provision programmes and modules;
- Working with School Ethics Committees to ensure that ethical issues in student projects and programmes are being addressed and are operating within the Guidelines for Ethical Practice in Research and Scholarship;
- To keep under review equality considerations for CSP programmes
- Ensuring that health and safety, risk and resilience matters in CSP modules and programmes are managed and reported as per University requirements

Frequency of meetings

As required by Senate, but typically once per term.

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
- School Boards of Examiners or equivalent
- Cross School Plagiarism & Academic Impropriety Panel

Periods of Appointment

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

4 Dean's Executive Group

Membership

Chair	Dean of School
Ex-officio	Deputy Dean(s) Heads of Division School Business Manager
Attending members	Additional members may be invited to attend as required.
Administrative support	A member of administrative staff appointed by the School Business Manager, if required.

Quorum

The Dean will determine the minimum number of members at any meeting of the Dean's Executive Group

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 and Thematic Plans;
- 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;
- To maintain the School's risk register.

Frequency of meetings

As determined by the Dean.

Reporting

The Dean's Executive Group will provide a brief report to each meeting of the School Board providing a summary of key items considered.

5 Divisional Programme Boards

Membership

Divisional Programme Boards will consist of a number of programmes in a cognate discipline area.

Chair	Head of Division
Vice Chair	Appointed from within the membership of the Board
Ex-officio	Deputy Dean All Programme leaders (or programme representatives) allocated to programmes within the Division All academic staff associated with programme delivery in the Division Student representatives (up to two elected from a Division-wide constituency of taught programmes); A representative from amongst the Division's SSLG chairs
Appointed members	Additional members to be co-opted as required, including representatives from external partners.
Administrative support	A member of 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)

Remit

- To oversee and monitor arrangements 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 Division's programmes;
- To oversee research and international developments in the Division;
- To approve new modules and module and programme amendments and report on this periodically to School Board;
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the Division's programmes;
- To receive reports from *School Assessment Panels and School Boards of Assessment* on student success and progression;
- To oversee annual and periodic programme health checks and report to School Board on actions;
- To receive reports from Student & Staff Liaison Groups (SSLGs).

Frequency of meetings

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

Programme Teams may meet as often as required.

6 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 Academic Integrity & Ethics Committee.

Membership

Chair/Co-Chairs	To be appointed by the Dean of School
Vice Chair	To be appointed by the Committee
Ex-officio Members	Chair of the University Academic Integrity & Ethics Committee
Appointed Members	Up to four members of the School with involvement in ethical review processes Student representative
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 School

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 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 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 themes to each meeting of the University Ethics Committee;
- 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 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 REAC or EAC on research ethics training or ethical awareness in curriculum as required.

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

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.

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.

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.

Approval of Awards

A decision of a School Board of Examiners which leads to an award of the University 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;

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. 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 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.

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.

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.

9 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 School Assessment Boards in the School.

Membership

The panel will consist of three members:

Chair	Appointed by Dean of School, normally Deputy Dean for each School Two members of academic staff from the School, appointed by the Plagiarism Panel Chair
Administrative Support	Staff within the School, as determined by the School Business 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 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;
- 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.

Frequency of Meetings

The Panel will meet at least two days prior to the School Assessment Boards and consider all suspected plagiarism offences related to the modules assigned to the School Assessment Boards in the School.

Reporting

School Plagiarism Panels will report periodically to the School Board 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.

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.

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 complaint if known, and to SAUWS/The Union if not known. For each Divisional 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 in partnership with the SAUWS/The 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>.

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. Student reps should be invited directly.

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 easily available to the wider student body.

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

11 Education Advisory Committee (EAC) – a Standing Committee of Senate

Membership

Chair	Appointed by Senate
Vice Chair	Director of Learning & Teaching Enhancement
Ex-officio Members	Deputy Deans for each School Head of Registry or nominee Head of Quality Enhancement and Standards Team Head of Learning Transformation, Innovation & Environments Head of Student Success Hub Head of Student Services or nominee Director of Strategic Planning & Development Director of International Student Recruitment Vice President of Education Students' Union Secretary to Senate or nominee
Appointed Members	Vice Chair – recommended by Chair for appointment by the Committee One sabbatical officer 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 (appointed by Dean)
Co-opted Members	Up to four co-opted members as may be determined by the Chair
Attending Members	Chair(s) of EAC sub- committees Two representatives from the Professoriate
As required (by invitation)	Director of Information Services Head of Business Innovation
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-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. It oversees the development and implementation of the University's Learning and Teaching Thematic Plan and Curriculum Framework. The Committee is also responsible for the University's quality assurance and enhancement approach and has oversight of the University's commitment to the QAA Academic Integrity Charter.

The Education Advisory Committee shall lead the University on all matters pertaining to Education, Learning, Teaching and Student Experience to support delivery of the aims of the University Strategy and underpinning Student Experience Programme.

- To make recommendations on the University's strategic direction of learning and teaching and framework for the quality management and academic standards of all University programmes;
- To lead on delivery of teaching excellence, scholarly activities and pedagogical innovation through academic support and development;
- To lead on improvements to the student learning experience through effective programme management and leadership;
- To lead on implementation of the Quality Enhancement Themes to encourage good practice and innovation in curriculum development, research-teaching linkages, teaching methods, assessment and feedback.
- To oversee all aspects of quality assurance and enhancement including arrangements for external (QAA) Enhancement-led Institutional Review (ELIR), Quality Enhancement and Standards Review (QESR), outcomes of Institution-led review (ILR); and all external requirements for quality management, including the Quality Code;
- To oversee aspects of Internationalisation in relation to learning and teaching, including programme development, Internationalisation of the Curriculum, development of distance learning provision and policy development.

The Education Advisory Committee has a number of sub-committees to support the fulfilment of its functions. These are:

Academic Quality Committee
Student Partnership Forum
Portfolio Advisory Group
Partnerships and Collaboration Committee
Learning Environments Advisory Group*

Frequency of Meetings

Education Advisory Committee shall meet as required by Senate and normally at least three 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 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 Education Advisory Committee

Membership

Chair	Appointed by Chair of Education Advisory Committee
Ex-officio Members	Head of QuEST Head of Registry or nominee Union Vice President of Education
Appointed Members	Three members 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 and Standards 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 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, Quality Handbook 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 exceptionally on institutional matters arising from PSRB reports.

Reporting

AQC will report to Education Advisory Committee.

Meetings

The Committee shall meet three 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.

13 Portfolio Advisory Group (PAG) - Sub-committee of the Education Advisory Committee

Membership

Chair	Deputy Principal & Provost
Ex-officio Members	Vice Principal (Learning, Teaching & Students) Deans of School or designate Director of Strategic Planning and Development Director of Finance
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	A member of staff appointed by the Deputy Principal & Provost who shall act as Secretary to the Group
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Quorum

The quorum shall be one third of the total membership.

Remit

PAG 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.

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

PAG 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 PAG, ensuring all required criteria have been addressed in proposal forms and signed off by appropriate professional services.

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

- Fit with UWS Strategy;
- Fit with School Plan

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

PAG 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.

PAG will consider proposals from Schools for withdrawal of programmes from the portfolio or for changes to collaborative delivery (location, partner, programme).

Frequency of Meetings

PAG will *normally* meet three times per academic year. Meeting dates will be published in the University calendar.

Proposals may also be considered electronically at the discretion of the Chair, with comments submitted to the Chair and Secretary. Dialogue may also take place with Deans of School/Programme Leaders on specific proposals.

Reporting

PAG will report to Education Advisory Committee which will provide final authorisation of the new programme proposals to proceed to approval on behalf of Senate. It will report regularly on the health and viability of the University's portfolio of programmes.

It will provide summary reports to VCEG in advance of EAC to highlight key portfolio recommendations and to enable members of VCEG to have strategic oversight of portfolio developments.

14 Student Partnership Forum

Membership

Co- Chairs	President (Student Union) Vice Principal, Learning, Teaching & Students
Ex-Officio Members	Deans of School or nominee Student Union Vice President Education Student Union Vice President Student Development Student Union Vice President Welfare & Wellbeing Student Union Student Representation & Policy Co-ordinator or nominee Director of LTE or nominee Head of Student Success Hub or nominee Head of Registry or nominee Head of Sport or nominee Head of Student Services or nominee School Enhancement Developers
Appointed members	One student representative from each Division One Postgraduate Research student representative elected from the PGR student population
Co-opted Members	Up to four co-opted as appropriate to be determined by the Committee: (e.g. Director of Information Services or nominee Head of Finance or nominee)
Administrative Support	Appointed by the Vice Principal Learning, Teaching and Students 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

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 Education Advisory Committee 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 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 the Education Advisory Committee; and
- To monitor implementation of the Student Experience Policy statement and its associated procedures and to make recommendations on updates.

Frequency of Meetings

The Committee shall normally meet on a monthly basis (October – June).

Reporting

The Committee 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.

15 Partnerships and Collaboration Committee (PCC)

Membership

Chair	Provost and Deputy Vice-Chancellor
Vice Chair	To be appointed by the Committee
Ex-Officio Members	Vice-Principal, Research, Innovation & Engagement or nominee Vice Principal, Planning and Recruitment Director of Finance or nominee Head of Quality Enhancement Standards Team or nominee Recruitment and Conversion Manager Head of Registry or nominee International Partnership Development Manager University Solicitor Chair of Collaborative Partnerships Operations Group (CPOG)
Appointed members	A minimum of one representative from each School nominated by the Dean of School
Co-opted members	As may be determined by the Chair, but not exceeding four.
Administrative Support	Appointed by the Head of QuEST

Quorum

The quorum shall be one third of the total membership.

Remit

The Partnerships and Collaborations Committee (PCC) provides an institutional and strategic overview of all **Collaborative Provision** and other external **Partnerships**, both within the UK and internationally, where there is engagement with other education providers and relevant industries.

PCC provides an oversight, recommendations and advice on the development of collaborative proposals and partnership agreements. PCC will ensure developments are aligned with UWS strategic aspirations and ensure protocols are followed to maintain high levels of academic standards, quality assurance, strategic fit, quality of student experience and long term sustainability.

PCC shall consider matters affecting both strategy and practice as follows:

(i) Strategic Direction:

- Take a strategic oversight of Partnerships and Collaborative Activity in line with the UWS Strategy 2025 and all relevant School plans;

- Maintain the overview of the University's official register of collaborative programmes;
- Oversee the renewal of Partnership Agreements relating to international articulation and delivery of UWS taught materials;
- Monitor and analyse the overall performance of collaborative and other partnerships as well as projected;
- Make recommendations to develop new or to terminate any existing Partnership or Collaboration.

(ii) Practice:

- Receive updates from the Portfolio Advisory Group (PAG) concerning new Collaborative proposals (franchise and validated) which have been given approval to proceed; oversee the collaborative approval cycle of franchise opportunities and be made aware of new validated developments.
- Approve (where appropriate) amendments to taught Collaborative proposals (for example, new campus, new mode of delivery).
- Receive regular updates from the Due Diligence Group (DDG), to ensure that the risks of each arrangement to deliver learning opportunities with others are assessed regularly;
- Receive updates from Schools on their future partnership development and collaborative activities;
- Ensure that Partnerships and Collaborations are aligned with the expectations outlined in the QAA Quality Code for Higher Education: Partnerships and the UWS Quality handbook, ensuring that Schools and Professional Service Departments are provided with appropriate information and guidance in this regard;
- Receive regular updates from the PCC sub-group "Collaborative Partnerships Operations Group" (CPOG) as appropriate. This will include best practice identified at CPOG, relating to Collaborative Provision.
- PCC (assisted by CPOG) to oversee the collaborative review process and annual monitoring processes for collaborative partnerships and monitor the timely follow-up action indicated in subsequent reports, identifying common issues for wider dissemination;
- Where appropriate, establish and task short-life working/practitioner groups to address key issues relating to Collaborative Provision and Partnerships.

Frequency of Meetings

The Committee shall meet three times per academic year.

Reporting

PCC will report to EAC and REAC as appropriate. The Due Diligence Group (DDG), Portfolio Advisory Group (PAG) and CPOG will report into the Partnerships and Collaboration Committee as appropriate. Where appropriate, specific items will be highlighted for noting. 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.

16 Learning Environments Advisory Group UNDER REVIEW

Membership

Chair	Vice Principal (Learning, Teaching & Students)
Deputy Chair	Head of Learning Transformation
Ex-Officio Members	Deans of School or nominee Student Union Vice President Education Director of Estates & Campus Services Director Information Services Head of Registry Library Services Manager Student Services Manager Systems implementation Manager
Appointed members	Four School representatives nominated by the Dean for their expertise in digital learning and innovative technology One representative from EIS
Co-opted Members	Up to four members co-opted for their expertise
Administrative Support	Appointed by the Chair who shall act as Secretary to the Committee

Quorum

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

Remit

The remit of the Learning Environments Advisory Group will be to:

- Provide advice to the Education Advisory Committee on the nature, quality and educational fitness-for-purpose of UWS's virtual and physical learning environments;
- Provide advice to the Education Advisory Committee on existing, new and emerging technologies that could be used in teaching and learning to demonstrate pedagogy-led decision making and improve student experience and learning outcomes;
- Provide advice to the Education Advisory Committee on the types of learning spaces, learning space design and furnishings needed now, soon or in the future to enable delivery to new and existing student cohorts;
- *Have oversight and governance of learning environment projects and provide academic input and governance assurance to the Education Advisory Committee on those projects to ensure confidence in the current and future delivery of UWS Learning & Teaching ambitions and goals;*

- Determine if any issues relating to learning environments require discussion by the Education Advisory Committee and/or VCEG.
- Act as a consultative forum and focal point for whole of the institutional discussion and consultation around learning environments.
- *Provide a quarterly forum for sub or reference groups of LEAG to feed in to LEAG any input and advice into key environments projects both imminent or urgent.*

Reporting

The Group will report to the Education Advisory Committee

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

Membership

Chair	Appointed by Senate Vice Principal (Research, Innovation and Engagement)
Vice Chair	Appointed by the Committee
Ex-officio Members	Dean of each School or nominee Director of Fundraising and Alumni Head of Business Innovation Head of International Student Recruitment Head of Research Communications and Marketing Manager Assistant Secretary to Senate Chair of University Academic Integrity and Ethics Committee or nominee Chair of the Doctoral College Board or nominee
Appointed Members	Professoriate representative Early Career Researcher representative Senior Student Union Representative
Co-opted Members	The Chair may co-opt up to two additional members as required
Administrative Support	A member of administrative staff appointed by the Chair

Quorum

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

Remit

- To promote and implement the University Strategy, and co-create and implement University's plans in relation to Research and Innovation;
- To make strategic recommendations to the University in support of Research and Innovation developments (including UK research assessment);
- To support, prioritise and encourage distinctive and collaborative Research and Innovation activities;
- 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, and new and major changes to the existing postgraduate research programmes;
- To make recommendations to Senate and relevant committees 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;

Frequency of Meetings

The Board will meet three times per annum.

Reporting

The REAC will report to Senate.

Quorum and Frequency of Meetings

The quorum shall be one-third of the total membership. The Board will meet three times per annum.

Periods of Appointment

Apart from the Chair, who is appointed by Senate, membership will be reviewed annually and any nominees are eligible

18 Doctoral College Board – a Sub-committee of the Research & Enterprise Advisory Committee (REAC)

Membership

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

Constitution

The appointed academic 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 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

Terms of Reference

- To foster and encourage development of the collegiate research environment (i.e. wellbeing, interactions and behaviours);
- To ensure alignment with the QAA Quality Code for Higher Education and to monitor the continual improvement of the research student environment;
- To monitor progression, completion and other relevant KPIs for all PGR students

- To monitor applications to register for the University's Postgraduate Research degrees;
- To contribute to and monitor student engagement in the training programmes in alignment with the Vitae RDF;
- To monitor compliance with the Regulations and that the standard of awards is maintained;
- To monitor quality of PGR supervision;
To ensure that students and supervisors are informed of sector-wide issues/developments and relevant policies;
- To review and recommend modifications to the University's Research Degree Regulations relating to PGR students.

Research Student Matters

- To coordinate responses and address appropriately issues relating to research raised through the School Student/Staff Liaison Groups (SSLGs);
To address all matters relating to the registration, research studies, progression and assessment of research degree students and candidates;
- To review and monitor the 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;
- To appoint Doctoral College Review Boards to make recommendations for the granting of awards of the University by research on the delegated authority of Senate;
- To consider and make recommendations in relation to applications for confidentiality of thesis;
- To ask the Chair to act on its behalf and report to the Board according to the University Regulations.

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.

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

Frequency of Meetings

The Board will meet three times a year.

Reporting

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

18A Doctoral College Review Board – a Sub-group of the Doctoral College Board

Membership

Chair Vice Principal (Research, Innovation and Engagement)

Ex Officio School Postgraduate Research Student Coordinator or nominee
Doctoral College Manager

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 Board will report to the Doctoral College Board.

Terms of Reference

- To review progression 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 RDF;
- 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 ask the Chair to act on its behalf and report to the Doctoral College Board according to the University Regulations.

19 University Academic Integrity and Ethics Committee

Membership

Chair	Appointed by Senate, usually one of the two academic Vice-Principals
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) University Secretary or nominee
Appointed Members	One Sabbatical Officer nominated by SAUWS/The 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.

Terms of Reference

- To appoint *Institutional Ethics Applications Review Panels*¹ 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 ownership 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 Academic 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;

¹ See Membership and Terms of Reference below

- 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 and Enterprise Advisory Committee (REAC) and Education Advisory Committee (EAC), detailing relevant academic integrity, ethical and compliance issues;
- Ownership 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.

Frequency of Meetings

The Committee shall meet at least three times per annum in line with the University's Calendar of Dates.

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.

20 Equality, Diversity & Inclusion Committee

Terms of Reference

To support strategic and management oversight of equality, diversity and inclusion for staff and students in the University.

Membership

Chair	Provost & Deputy Principal
Vice Chair	Appointed from within the membership of the Committee
Ex-officio members	Vice-Principal Learning, Teaching & Students Associate Dean (EDI) University Secretary Deans of School (or direct report) Interim Executive Director of People or nominee Director of Marketing & Student Recruitment or nominee Director of Strategic Planning or nominee Head of Student Services or nominee Trade Union representatives (1 Academic, 1 Professional Services) Equality, Diversity & Inclusion Consultant
Appointed members	Two Sabbatical officers nominated by Student President
Co-opted	Up to four additional members may be co-opted at the discretion of the Chair
Administrative Support	Appointed by the University Secretary

Quorum

The quorum shall be one third of the total membership.

Remit

The Equality, Diversity & Inclusion Committee is a Standing Committee of Senate and may report to Court from time.

- Approve and review strategies, policies and action plans relating to equality, diversity and inclusion as well as mental health and wellbeing
- Ensure that strategies, policies and action plans relating to these areas are effectively disseminated, implemented and embedded across the University to meet the University's strategic objectives for equality, diversity and inclusion

- Receive information and regular reports from schools, departments and other operational groups to ensure a collaborative and partnership approach with staff, students and associated organisations
- Monitor and report on progress against agreed external commitments and compliance with statutory obligations in the areas of equality, diversity, inclusion, mental health and wellbeing – including oversight of equality impact assessments where referred by the EIA Sub-Group
- Ensure that VCEG, Senate and Court are advised as appropriate
- Identify good practices and innovative opportunities to enhance and progress the University's work in these areas

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 Equality Diversity & Inclusion Committee will report to the Senate. There may also be regular reports to the Court.

21 Senate Disciplinary Committee

Membership

Chair	Appointed by Senate
Depute Chairs	The Chair has 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	Two representatives from Students' Union Three 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 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 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 & Academic Impropriety 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 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 and shall be eligible for re-appointment or re-election on the expiry of their terms of office.

22 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 Two 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
- Research examiners
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School Panel (for engagement/attendance)
- A Plagiarism & Academic Impropriety 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.

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 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.
- 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 during busy periods.

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 three 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.

23 Senate Regulations Committee

Membership

Chair	Appointed by Senate
Vice Chair	Appointed from amongst members of the Committee
Ex-Officio Members	University Secretary Vice President Education (SAUWS/The Union) Head of QuEST or nominee Head of Registry or nominee Registry Academic Manager Chair of the Doctoral College 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 Two academic representatives 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 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 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 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.

24 Honorary Awards Committee

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.

Current Membership

Principal
Chair of Court
Vice Chair of Court (or nominee)
Deputy Principal
Two Members of Senate (one to be a Dean)
Student President
In attendance: Secretary to Court Assistant Secretary to Court or Assistant Secretary to Senate

Criteria for Award

The University confers honorary degrees on persons of distinction who:

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