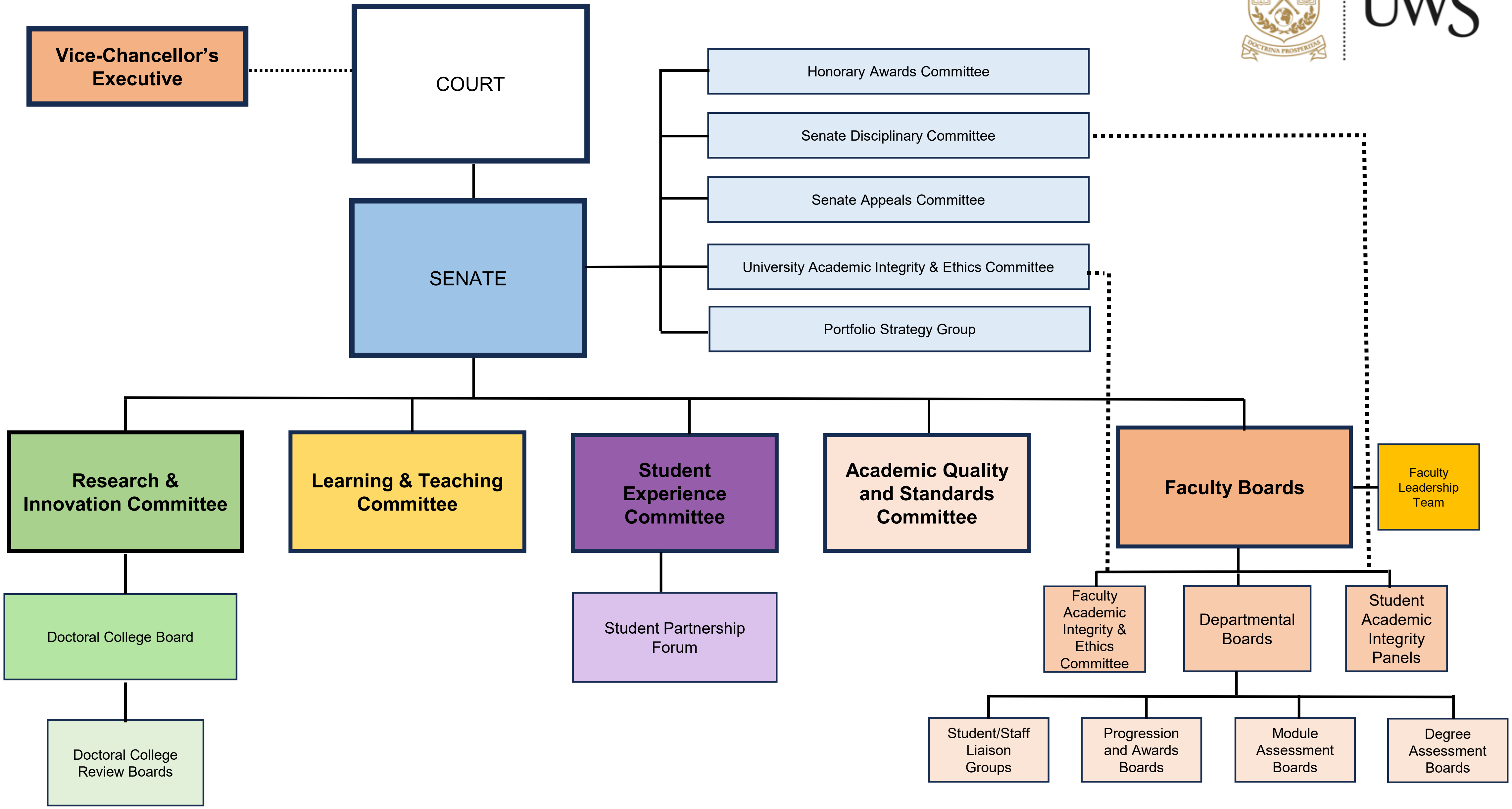
UNIVERSITY OF THE WEST of SCOTLAND
UWS

University Senate

Committee Framework

2026/2027

Senate Committee Framework 2026/27



Indicates more than one reporting line

Senate Committees 2026/27

1	*University Court*	1
2	**University Senate**	1
3	**Faculty Boards**	3
4	Faculty Leadership Team	6
5	Departmental Boards	8
6	Faculty Academic Integrity & Ethics Committee(s)	10
7	Progression and Award Boards	12
8	Module Assessment Boards	15
9	Degree Assessment Boards	17
10	Student Academic Integrity Panels	19
11	Student/Staff Liaison Group	21
12	**Learning & Teaching Committee**	23
13	**Academic Quality and Standards Committee**	25
14	**Student Experience Committee**	27
15	Student Partnership Forum	29
16	**Research & Innovation Committee**	31
17	Doctoral College Board	33
17A	Doctoral College Review Boards	35
18	**Portfolio Strategy Group**	36
19	**University Academic Integrity & Ethics Committee**	38
20	**Senate Disciplinary Committee**	40
21	**Senate Appeals Committee**	42
22	**Honorary Awards Committee**	45
	Senate Standing Orders	47

All Standing Committees of Senate, and their sub-groups are expected to operate in accordance with the *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. Academic matters are delegated by Court to the Senate.

2 Senate

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

Membership

a) The Principal (Chair).
b) The Deans of Faculty (or equivalent).
c) Members appointed by being elected by the academic staff of the University from among their own number.
d) Members appointed by being elected by the students at the University from among 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) consist of:

(i) three members of academic and research staff elected by and from among the academic and research staff in each Faculty.
(ii) three members of the academic and research staff of the University elected by and from among the academic and research staff of the University.

Elected members under d) consists of:

(i) Up to five members nominated by the Students' Union, having been elected under the provisions of 8.2 of the Senate Standing Orders, one of whom is a Post Graduate Research (PGR) student elected from among the enrolled PGR students of the University.

The number of members in categories c) and d) must exceed 50% of the total membership.
Category d) is 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 is 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 is not valid until they have been approved at a subsequent quorate meeting.

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 outlined in Schedule 1 of the *University of the West of Scotland Order of Council 2019*, which are

- To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions including honorary degrees and titles.
- To deprive a recipient of a degree diploma, certificate or other academic award or distinction including honorary degrees and titles previously conferred by the University.
- To create and maintain codes of conduct and regulations required for the maintenance of standards and good order within the University.

Further elaboration of the functions of Senate as approved by Court are

- To regulate and promote the teaching, learning and research of the University.
- To oversee academic governance and promote the academic development of the University.
- 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.
- To report to Court on any academic matter and on any matter referred to the Senate by Court.

Frequency of Meetings

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

Period of Appointment

Elected members from among the academic staff of the University and co-opted members 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 (e) are appointed at the discretion of the Chair.

3 Faculty Boards

Membership

Chair	Dean of Faculty
Vice Chair	Deputy Dean (from amongst the Associate Deans)
Ex-officio	Associate Deans Heads of Department Head of Faculty Operations
Appointed	Three Programme Leaders (one from each Department elected from amongst the programme leaders in the Department Students' Union Vice-President (Faculty) One PGR student elected from amongst the PGR students in the Faculty Three Faculty academic and research staff elected from the academic and research staff of the Faculty Chair of Faculty Academic Integrity & Ethics Committee Faculty EDI champion (if not already in membership above) One PGT programme leader (if not already in membership above)
Co-opted	Up to four additional members to be co-opted as required by the Board and to include at least one PSS staff member from the Faculty.
Attending	Quality Enhancement & Standards Team (QuEST) Business partner Finance Business partner People Business partner The Chair may invite appropriate representatives from Faculty and University professional services to speak to relevant items One from the elected Senate representatives (if not already in membership above)
Secretary to the Board	Appointed by the Head of Faculty Operations

Quorum

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 are not valid until they have been approved at a subsequent quorate meeting.

Remit

The Faculty Board is a Standing Committee of Senate.

The Faculty Board oversees the development, performance and delivery of all academic provision in line with UWS Strategy, the Regulatory Framework, Curriculum Framework, Academic Quality Framework and relevant policies and procedures. The Faculty Board is the key authority in the Faculty 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.
- Deliberating on any matters relating to the Faculty 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.
- Strategic development of the Faculty's portfolio of programmes and scrutiny of new programmes proposals.
- Recommending the approval and withdrawal of programmes from the portfolio.
- Scrutiny of reports on recruitment, progression and retention and monitoring the effectiveness of action plans to improve academic quality and student experience.
- Overseeing the development of the Faculty's research and innovation objectives and the vibrancy of the Faculty's research units of assessment and progress with the Research Excellence Framework (REF) roadmap.
- Monitoring the development and impact of Faculty internationalisation plans, Transnational Education (TNE), external engagement, Knowledge Transfer Partnerships (KTP) and other enterprise partnerships.
- To refer matters to Departmental Boards or other Faculty sub-groups as appropriate.

All Standing Committees of Senate and their sub-groups are expected to 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 Faculty Board reports to Senate after each meeting, and to other Senate Standing Committees as requested.

The Faculty Board receives regular reports from.

- Departmental Boards
- the Associate Deans in relation to their functional areas of responsibility
- Faculty Academic Integrity & Ethics Committee
- Student Academic Integrity Panel
- Faculty EDI Champion.

Communication

Faculty Boards are responsible for the communication and dissemination across the Faculty and relevant wider University Community of matters related to academic activity and the student experience.

Periods of Appointment

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

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

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

4 Faculty Leadership Team

Membership

Chair	Dean of Faculty
Ex-officio	Deputy Dean (from amongst the Associate Deans Associate Deans Heads of Department Head of Faculty Operations
Attending	Members of the Faculty and Professional Support Business Partners may be invited to attend as required by the Dean Finance Business partner People Business partner
Administrative support	Appointed by Head of Faculty Operations

Quorum

Normally one third of the total membership.

Remit

- To provide a forum for strategic discussion and future direction of the Faculty.
- To allocate the resources required to ensure effective delivery of the Faculty's annual plan and performance indicators in relation to the University Strategy and Enabling Plans.
- To oversee and ensure compliance with implementation of the University's policies and procedures.
- To monitor and manage the Faculty's budget, ensuring effective delivery of all financial targets and objectives.
- To monitor and manage the Faculty's staff resources, ensuring that effective appointment, recruitment, and leadership succession plans are in place across all areas of Faculty activity, and that effective performance management systems and process are secured.
- To ensure that the Faculty meets all University and external planning and reporting requirements.
- To ensure 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 are expected to 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 Faculty Leadership Team provides a brief report to each meeting of the Faculty Board providing a summary of key items considered.

Periods of Appointment

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

5 Departmental Boards

Membership

Chair	Head of Department
Vice Chair	Deputy Head of Department
Ex-officio	Deputy Dean (from amongst the Associate Deans) Associate Deans All Programme leaders (or programme representatives) of programmes within the Department QuEST Business Partner
Appointed	Two Student representatives from amongst the elected student representatives in the Department Four academic and research staff elected from amongst the academic and research staff in the Department
Co-opted	Up to four additional members to be co-opted as required, including representatives from external partners.
Attending	Professional Support Business Partners invited to attend as required by the Head of Department
Secretary to the Board	Departmental Business Manager

Quorum

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 are not valid until they have been approved at a subsequent quorate meeting.

Remit

Departmental Boards are responsible for the academic development of programmes in a cognate discipline area and are part of the formal Faculty governance structure.

- To plan and develop the curriculum of programmes within the Department in line with Faculty and University priorities.
- To oversee research and international developments in the Department.
- To ensure collaborative provision is fully monitored and recognised teachers of the University (RTUs) are approved.
- The management and forward planning of professional accreditation of programmes within the Department.
- To approve new modules, and module and programme amendments, and report on this periodically to Faculty Board.
- To interrogate University dashboard data and other information to underpin its scrutiny of academic performance, student experience and student success across the Department.
- Co-ordination of Student feedback and action plans, including reports from Student & Staff Liaison Groups (SSLGs).

- To ensure the recommendations of validation and ILQR reports are fully responded to, with appropriate issues flagged to Faculty Board where appropriate.
- To recommend for approval the appointment of external examiners and oversight of external examiner reports and responses across the Department's programmes.
- To interrogate reports from Module Assessment Boards and Progression and Award Boards on student success and progression.
- To oversee annual and periodic programme health checks and report to Faculty Board on actions.
- 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 Faculty Board on all of the above.

All Standing Committees of Senate and their sub-groups are expected to 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

Departmental Boards report to the Faculty Board.

Department sub-structures and working groups

Each Head of Department determines 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 remain members as long as they hold the office by virtue of which they are members.

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

Student elected members are appointed in line with the Students' Union election scheme.

6 Faculty Academic Integrity & Ethics Committee

Preamble

All Faculties 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 Faculty has a Faculty Academic Integrity & Ethics Committee.

The Faculty Academic Integrity & Ethics Committees operates within the framework set out by the University Academic Integrity & Ethics Committee.

Membership

Chair	Appointed by the Dean of Faculty
Vice Chair(s)	Up to three vice-chairs appointed from the membership
Ex-officio	Associate Dean (Research & Innovation)
Appointed	At least two representatives from each Department in the Faculty One student representative from taught programmes One student representative from postgraduate research programmes in the Faculty
External & Lay	Two members from other Faculties or Professional Services One Lay member who may be external to the University or may be drawn from a professional services role
Co-opted	Up to four additional members as required by the Vice-Chairs to ensure broad disciplinary representation
Administrative Support	A member of administrative staff appointed by the Head of Faculty Operations

Quorum

The quorum is one third of the total membership, with at least one external in attendance per meeting.

Remit

- To appoint Faculty Ethics Application Review Panels to receive, consider and make decisions, where appropriate, on ethical issues and applications for ethical review raised from within an academic Faculty.
- To appoint a member from each department, normally a Vice-Chair with responsibility for the allocation of ethics applications within the Ethics Review Manager (ERM) system, contributing to Faculty-level oversight with the chair retaining overall responsibility.

- Referring cases to the University Academic Integrity and Ethics Committee or cross-referring to another Faculty Academic Integrity and Ethics Committee where another Faculty Academic Integrity and Ethics Committee may be more appropriate or, 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 Faculty'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 Faculty Academic Integrity and Ethics Committees membership & procedures.
- To seek additional reviewer support for high-risk applications.
- To refer all appeals against Faculty decisions to the University Academic Integrity & Ethics Committee for consideration.
- 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 Faculty Board, detailing relevant academic integrity, ethical and compliance issues.

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

Frequency of Meetings

At least three times per year but may meet as often as required.

Reporting

The Committee reports to the Faculty Board and provides 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 remain members as long as they hold the office by virtue of which they are members.

Appointed and co-opted members hold office for a period of four years and are thereafter eligible for re-appointment. Exceptions to this are student representatives, who are appointed for the duration of their period of student representation.

7 Progression and Award Boards

Membership

Chair	A member of faculty leadership team appointed by the Dean
Ex-officio	Dean or Deputy Dean Programme Leader(s) for the programme(s) being considered External examiner(s) Other external staff where required for purposes of professional accreditation
Co-opted	Representative of any collaborating institution, at the discretion of the Dean Any other academic staff with an input to the delivery and operation of the programmes being considered, ensuring cross-campus representation
Administrative Support	Adviser to the Board from Registry Departmental Co-ordinator prepares paperwork for the Board

Quorum

The Chair and the programme leader(s) for the programme(s) being considered.

Remit

The function of the Progression and Award Board (PAB) 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 include:

- To determine the eligibility for each student 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 1.6).
- 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 apply compensation in line with the Regulatory Framework.

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

Frequency of Meetings

Progression and Award Boards are convened by the Dean of Faculty (or nominee) as required. The dates of the meetings are set by Registry, in consultation with the Chair of the Progression and Award Board. The Departmental Office has 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 must be fully recorded.

The External Examiner is expected to comment on the trends and comparison of standards across different cohorts and campuses. This information should be made available to the external examiner throughout the course of the year to enable them to include commentary in their annual report.

The Chair is responsible for preparing the report of the Progression and Award Board for submission to the Departmental Board.

Operation

Registry is responsible for the production of indicative decisions arising from the outcomes of Module Assessment Boards. Indicative decisions are 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 is considered at the Board.

Normally the decision of a Progression and Award Board is the unanimous decision of all members of the Board, but where there is no agreement, the matter is referred to the Head of QuEST, as outlined in the Academic Quality Framework.

Approval of Awards

A decision of a Progression and Award Board which leads to an award of the University at SCQF Level 9 or above (or at the highest SCQF Level of award if that is below SCQF Level 9) requires confirmation by the relevant External Examiner (see Regulation 3.39). This may be obtained either when the external examiner attends the Board or by other means.

Change of Decision after the Board

Where the discovery of an error, miscalculation of results, deferred decision, or other relevant factor leads to a proposed change of decision, this must be signed by the Chair of the Board and the external examiner. Change of Decision is not permitted for recommending a progression or award decision for a student who has not already been presented to a Progression and Award Board.

The number and scope of ‘Change of Decisions’ processed since the previous Progression and Award Board must be recorded and noted in the report of the next PAB meeting.

Responsibility of the Chair

The Chair is responsible for ensuring that the operation and outcomes of the Board are conducted in line with the expectations of the Regulatory Framework and associated guidance provided by Registry, and for reporting on the conduct and outcomes of the Board.

8 Module Assessment Boards

Membership

Chair	A member of departmental leadership team appointed by the Dean
Ex-officio	Associate Dean Learning and Teaching Module co-ordinator (or nominee) for each module being considered External Examiner(s)
Co-opted	Representative of any collaborating institution, at the discretion of the Dean Any other academic staff with an input to the delivery and operation of the modules being considered
Administrative Support	Departmental Co-ordinator Adviser to the Board from Registry

Quorum

The Chair and the module co-ordinator (or nominee) for each module being considered.

Remit

The function of the Module Assessment Board is to consider and approve the results from a group of subject-related modules. Each module is allocated to a Module Assessment Board and to an external examiner. The allocation of the modules to the Module Assessment Board is the responsibility of the Dean.

Key responsibilities include:

- To confirm marks and grades for the modules assigned to the Module Assessment Board and to submit these to Registry for consideration (where applicable) by the Progression and Award Board.
- 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 are expected to reflect EDI considerations in undertaking committee business and in their onward reporting.

Frequency of Meetings

Module Assessment Boards are convened by the Dean of Faculty (or nominee) normally 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 are set by the Faculty in accordance with the University Calendar and in alignment with the timetable for Progression and Award Boards and notified to all members of the Module Assessment Board early in the academic session by the Faculty.

Reporting

Minutes of the deliberations and outcomes of the Module Assessment Board are taken, and a short report is prepared for the Departmental Board.

Operation

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

Responsibility of the Chair

The Chair is responsible for ensuring the operation and outcomes of the Board are conducted in line with the expectations of the Regulatory Framework and associated guidance provided by Registry.

9 Degree Assessment Boards

Membership

Chair	Relevant Dean of School /Faculty or equivalent from the Partner Institution
Ex-officio	Programme Leader for the programme The External Examiner appointed by the University of the West of Scotland The Registry Academic Manager or nominee from the University of the West of Scotland
Appointed	Dean of School / Faculty or equivalent in the Partner Institution who is not associated with the programme A representative from the appropriate corresponding A Department within the University of the West of Scotland Representatives from the Academic Department with involvement in collaborative programmes A representative from the Partner Institution's Quality Directorate.
Co-opted	Up to four additional members as required
Administrative Support	Appointed by the Head of Faculty Operations

The College Principal or equivalent role within the Partner Institution and other Senior staff are entitled to attend all Degree Assessment Board meetings.

Quorum

The quorum for a meeting of the Degree Assessment Board is not less than half of its membership and must include at least two UWS representatives including the Registry Academic Manager (or nominee).

The appointed External Examiner is expected to be present at all meetings of the Degree Assessment Board, except in exceptional circumstances.

Remit

The Degree Assessment Board is responsible for managing assessment processing for the University of the West of Scotland's validated awards (see Regulations 1.36-1.37 of the University's Regulatory Framework). Established by the appropriate Faculty within the University of the West of Scotland, the Degree Assessment Board is also accountable as a formal sub-committee of the Quality Standards Committee of Partner Institution.

The Degree Assessment Board acts in accordance with all the relevant Partner Institution and University Regulations, Policies, Procedures and in accordance with any other general direction and guidance which has been issued by the University of the West of Scotland.

The main functions of the DAB are

- To confirm marks and grades for the modules assigned to the Degree Assessment Board and to submit these to Registry for consideration.
- 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 determine the eligibility for each student 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 1.6).
- 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 record within its report the discussions and decisions taken in accordance with University regulations and guidance.

Frequency of Meetings

Meetings of the Degree Assessment Board are convened at times appropriate to the programme of assessment, and in accordance with any Partner Institution/ University timetable which may be prescribed. The dates of meetings of the Degree Assessment Board are determined as far as possible in advance, following consultation between the Partner Institution, the External Examiner, and University representatives.

Reporting

The Partner Institution ensures that a detailed and accurate minute of the proceedings of each Degree Assessment Board is recorded. The marks matrix is agreed and signed by the External Examiner. A report of the meeting is submitted to the Collaborative Programme Board (Validated) and Departmental Board.

**Where the partnership arrangement is new, the University may appoint a University chair or additional members to support the function of the Board in the first year of operation.*

*** Where issues have been identified through annual collaborative review or other means, the University may appoint an additional/alternative chair or members.*

10 Student Academic Integrity Panels

A suspected breach of academic integrity is initially considered at Faculty level through a Student Academic Integrity Panel. Each Faculty has a Student Academic Integrity Panel to consider all cases of plagiarism or other breaches of academic integrity in the provision in the Faculty.

Membership

Chair	Appointed by the Dean
Appointed	Two members of academic staff from the Faculty, appointed by the Student Academic Integrity Panel Chair
Administrative Support	Appointed by the Head of Faculty Operations
Quorum	Three members including the Chair

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

Faculties 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:

- Decides if a breach has occurred, in accordance with the categories identified in the *Student Academic Integrity Procedure*.
- For breaches where the Student Academic Integrity Panel has authority to apply a penalty the Panel Chair informs the student of the decision.
- If a student does not accept the proposed penalty, the case is referred to the Senate Disciplinary Committee.
- The *Student Academic Integrity Procedure* outlines a scale of penalties, which may mean, the case is referred to the Senate Disciplinary Committee to be dealt with in accordance with the provisions of the University's Student Code of Conduct and Procedures for Student Discipline.
- The Faculty Academic Integrity Panel keeps a record of penalties applied, in line with the provisions of the *Student Academic Integrity Procedure*.

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

Frequency of Meetings

As often as required, 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 Module Assessment Boards to consider all suspected academic integrity breaches related to the modules assigned to the Module Assessment Boards in the Faculty.

Reporting

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

Student Academic Integrity panels also report annually to the Senate Disciplinary Committee which takes a holistic overview of all Faculties' implementation of the Student Academic Integrity Procedure, including the volume and range of academic integrity breaches, and insights which inform recommended enhancement.

11 Student / Staff Liaison Group (SSLG)

Membership

Chair	A student or, a student and a member of staff, may co-chair the SSLG
Members	An 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 is balanced to ensure a majority of members from the student body
Staff Support	Each Faculty appoints a member of staff to be responsible for SSLGs within the Faculty
Administrative Support	Professional Services staff member from within the Faculty, as determined by the Head of Faculty Operations

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 professional service for their query or complaint if known, and to the Students' Union if not known. Each Departmental Board nominates a member of staff to be responsible for SSLGs who:

- Organises the structure of SSLGs within the subject area taking into consideration multi-campus issues.
- Co-ordinates the election and identification of student representatives in partnership with the Students' Union.
- Organises the meetings of SSLGs.
- Liaises with the Students' Union regarding the content and timing of training for student reps and staff responsible for engaging with SSLG activity.
- Liaises with and supports the Student Chair of the SSLG with regard to the setting of agendas for meetings.
- Ensures that students are kept informed of the content and outcome of SSLGs
- Ensures student rep activities are reported to the Students' Union for the purposes of the Higher Education Achievement Record (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: are available on the sparqs website at https://www.sparqs.ac.uk/resource-item.php?item=205.

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

Frequency of Meetings

At least one meeting of each SSLG in Term 1, and Term 2, with meetings scheduled in Term 3 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 representatives should be invited directly.

Reporting

All SSLGs proceedings are formally recorded by a member of Faculty 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 SSLGs should be made available to the wider student body in the Faculty.

The appropriate Departmental Boards(s) receives reports from the SSLGs.

12 Learning & Teaching Committee (LTC)

Membership

Chair	Appointed by Senate – Pro Vice-Chancellor, Learning, Teaching & Student Success
Vice-Chair	Director of Education Enhancement
Ex-officio	Associate Vice Principal of Inclusivity Associate Vice Principal for Workplace Learning Associate Deans (Learning & Teaching) for each Faculty Director of Student Success or nominee Head of Strategic Planning or nominee Head of Registry Head of Quality Enhancement and Standards Team Head of Learning Transformation Head of Library or nominee Vice-President (Education) Students' Union
Appointed	One Head of Department from each Faculty nominated by the Dean One Programme Leader from each Faculty nominated by the Dean One Associate Dean (Research and Innovation) One Associate Dean (External Engagement) One Head of Subject area (London) nominated by Dean of London campus
Co-opted	Up to four additional members to be co-opted as required by the Committee
Secretary	A member of the Quality Enhancement and Standards Team as Secretary to the Committee

Quorum

One third of the total membership.

An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid until approval at a subsequent quorate meeting.

Remit

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

The Learning and Teaching Committee makes recommendations to Senate on the University's strategic direction for learning and teaching and supports and monitors the realisation of Strategy 2030 by leading on the following:

- Development, implementation and review of the enabling plans and frameworks that support the realisation of the University's learning and teaching ambitions.
- Development, implementation and review of the frameworks to deliver excellence in learning teaching and assessment.
- 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 framework and assessment practices.
- Ensuring institutional alignment with the Tertiary Quality Enhancement Framework (TQEF), including the Tertiary Quality Enhancement Review (TQER) and engagement with Scotland's Tertiary Enhancement Programme (STEP).
- Ensure that effective institutional approaches are developed and implemented to support enhancement and quality cultures.
- Consider developments within the external environment which may impact upon the learning and teaching strategy and assure the effectiveness of actions taken in response.

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

Learning & Teaching Committee reports to Senate.

Periods of Appointment

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

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

13 Academic Quality and Standards Committee

Membership

Chair	Appointed by Chair of Senate
Vice-Chair	Director of Education Enhancement
Ex-officio	PVC Learning Teaching and Student Success Director of Governance and Assurance Head of Quality Enhancement and Standards Team or nominee Head of Registry Registry Academic Manager Vice-President (Education) Students' Union
Appointed	Two members of academic staff from each Faculty nominated by the Dean One Associate Dean Learning & Teaching (ADLT) nominated from amongst the Faculty ADLTs One Associate Dean External Engagement (ADEE) nominated from amongst the Faculty ADEEs
Co-opted	Up to four additional members to be co-opted as required by the Committee
Secretary	A member of the Quality Enhancement and Standards Team

Chair

The Chair is appointed by the Chair of Senate.

Quorum

One third of the total membership.

An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid until approval at a subsequent quorate meeting.

Remit

The Academic Quality and Standards Committee is a Standing Committee of Senate which advises and makes recommendations on the development, implementation and review of the effectiveness of the arrangements for assuring academic standards and quality of the student experience. The Committee advises on matters relating to the establishment of new or amended procedures and regulations, based on institutional self-reflection and evidence arising from, institution-led quality review, enhancement and annual monitoring, review of collaborative provision, external examiners, programme approvals, and sector-wide best practice, and subjects these to a process of ongoing critical review providing assurance to Senate on effectiveness and impact.

The Committee

- Reviews and make recommendations to Senate on the development of the Regulatory and Academic Quality Frameworks.
- Ensures alignment with the expectations of the Tertiary Quality Enhancement Framework and that these are incorporated into University Regulations, Academic Quality Framework and procedures.
- Ensures that the outcomes of institution-led quality review and follow-up are addressed.
- Has oversight of the University register for collaborative provision and scrutiny of reports assuring the quality of collaborative provision
- Ensures that external examiners are appointed line with the expectations of the Academic Quality Framework.
- Makes recommendations to Senate and relevant Standing Committees on enhancements arising from annual analysis of thematic reports, quality insights arising from programme approval, collaborative review, Faculty and institutional enhancement and annual monitoring, External Examiner reports, institution-led quality review, Faculty Board Reports and where relevant, institutional matters arising from PSRB reports.
- Ensures action arising from scrutiny of data on grade distribution, trends and awarding patterns informs potential changes to regulations, policy or practice.

All Standing Committees of Senate and their sub-groups are expected to 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

Academic Quality and Standards Committee reports to Senate.

Periods of Appointment

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

Appointed and co-opted members hold office for a period of four years and are thereafter eligible for re-appointment. Exceptions to this are, Students’ Union Vice Presidents (Faculty) who are appointed for the duration of their period of student representation and the Associate Dean representatives who are appointed for two years.

14 Student Experience Committee (SEC)

Membership

Co-Chairs	Pro Vice-Chancellor (Learning, Teaching & Student Success) President Students' Union
Vice-Chair	Director of Student Success
Ex-Officio	Vice Principal (External Engagement) Dean of London campus or nominee Associate Vice Principal for Equality, Diversity & Inclusion Director of Education Enhancement or nominee Student Union Vice-President Education Three Students' Union Vice Presidents (Faculty) Head of Student Experience and Engagement or nominee Head of Sport & Wellbeing or nominee Head of Strategic Planning or nominee Student Advice and Development Manager or nominee Student Union Student Voice Manager or nominee Student Funding Team leader or nominee Team UWS Sport President
Appointed	One Associate Dean (Learning & Teaching) from amongst the ADLTs One Head of Department from each Faculty nominated by the Dean One Programme Leader from each Faculty nominated by the Dean
Co-opted	Up to four co-opted as appropriate to be determined by the Committee:
Secretary	Appointed by the Director of Student Success as Secretary to the Committee

Quorum

The quorum is one third of the total membership.

An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid approval at a subsequent quorate meeting.

Remit

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

- Monitor and report to Senate on the adequacy and appropriateness of 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 excellent student experience.
- To consider regular consolidated reports from the Retention Task Forces.
- To consider issues raised by the Students' Union.
- To develop and enhance arrangements for student representation, partnership and feedback
- To oversee the delivery of the Student Partnership Agreement (SPA) enabling plan.
- To ensure student feedback is acted on and make recommendations for action to Senate; and
- To monitor implementation of the procedures to support enhancement of the student experience as outlined in the Learning, Teaching and Student Success Policy Statement and to make recommendations on updates.

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

Sub-Groups

The Committee is 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 reports to Senate.

Periods of Appointment

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

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

15 Student Partnership Forum (SPF)

Membership

Co- Chairs	Students' Union Vice-President (Education) Director of Student Success
Ex-Officio	Students' Union President Students' Union Vice-Presidents (Faculty) Student Voice Manager or nominee Head of Student Experience & Engagement or nominee
Appointed	Two undergraduate student members from each Faculty who sit on the Faculty Representative Group One member of academic staff per Faculty, appointed by the Dean One Student Departmental Representative from each Department All Student Academic Society Leads Two student members elected from amongst the PGR population
Co-opted	Up to four co-opted as appropriate to be determined by the Forum
Attending	Other University staff may attend by invitation
Administrative Support	Appointed by the Director of Student Success as Secretary to the Committee

Alternative Members

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

Quorum

One third of the total membership.

An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid until approval at a subsequent quorate meeting.

Remit

To act as a representative group to advise the University on strategic issues and changes in relation to the potential impact on the student population.

- Reflect on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations to Student Experience Committee on potential actions.
- To consider issues raised by representation groups within Faculties 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.
- Support the delivery of the Student Partnership Agreement (SPA) and its enabling plan. To act as a consulting forum regarding the implementation of the Learning, Teaching and Student Success Policy statement and its associated procedures and to make recommendations on updates to SEC.

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

Frequency of Meetings

The Forum normally meets three times per year.

Reporting

The Forum report to the Student Experience Committee.

Periods of Appointment

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

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

16 Research & Innovation Committee (RIC)

Membership

Chair	Appointed by Chair of Senate - Pro Vice-Chancellor (Research and Innovation)
Vice Chair	Appointed by the Committee
Ex-officio	Associate Deans (Research & Innovation) for each Faculty Director of Strategy, Planning and Change Head of Research Head of Business Innovation Senior Communications and Marketing Manager
Appointed	One Professor nominated from amongst the Professors One research staff representative per Faculty nominated by the Dean Representative from the University Academic Integrity & Ethics Committee nominated by the Chair of that Committee Students' Union Vice-President (Education)
Co-opted	Up to four additional members to co-opted as required by the Committee
Secretary	Appointed by the Chair

Quorum

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 are not valid until they have been approved at a subsequent quorate meeting.

Remit

The Research & Innovation Committee is a Standing Committee of Senate.

- To promote and implement the University Strategy and co-create and implement University's Enabling Plans
- 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 to the REF Steering Group on institutional preparation for, and approach to submission to the Research Excellence Framework.
- To enthuse entrepreneurial innovation culture and promote research and innovation achievements internally and externally.
- To make recommendations on proposals from the Doctoral College Board on changes to the regulations for research degrees 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 are expected to 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 reports to Senate.

Periods of Appointment

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

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

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

Membership

Chair	Appointed by Chair of Research & Innovation Committee, normally Pro Vice-Chancellor (Research and Innovation)
Vice-Chair	Appointed by Doctoral College Board
Ex-Officio	Head of Research Doctoral College Manager or nominee Researcher development representative or nominee
Appointed	Three representatives from each Faculty nominated by the Dean One Associate Dean (Research & Innovation) from amongst the ADRIs on a rolling annual basis 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	Up to four members as determined by the Board
Administrative Support	A member of staff appointed by the Pro Vice-Chancellor (Research and Innovation)

Quorum

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 student members, no person who is registered for a research degree is allowed to be a member of the Doctoral College Board.

Remit

The Doctoral College Board oversees the implementation of the University Strategy as applicable to postgraduate research degrees and specialist doctoral degrees in alignment with external and internal expectations for the maintenance of academic standards, and continual improvement of the research student experience and environment.

- To promote a vibrant and supportive research student environment.
- To keep under review compliance with the University's Regulatory Framework, policies and procedures for research degrees and make recommendations as appropriate.
- To monitor recruitment, selection, induction and registration processes.
- To monitor and report on progression, completion, and other relevant milestones.
- To monitor and make recommendations on the quality of training, supervision, and examination arrangements.
- To monitor student engagement in research training programmes.
- To monitor requirements of relevant agencies and funding bodies, nationally and internationally, to ensure alignment with relevant external quality and standards.
- Ensuring that students and supervisors are informed of sector-wide issues/developments and relevant UWS policies and procedures.
- Approval of new postgraduate research degrees and specialist doctoral degrees.
- To consider and approve applications for confidentiality of a programme of research or thesis.
- To appoint Doctoral College Review Boards in each Faculty to make relevant recommendations for the granting of awards.
- To establish Short-Life Working Groups (SLWG) and forums as required.

All Standing Committees of Senate and their sub-groups are expected to 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 reports to the Research & Innovation Committee.

Periods of Appointment

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

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

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

17A Doctoral College Review Boards (for each Faculty)

Membership

Chair	Associate Dean (Research & Innovation) or nominee
Ex Officio	All Faculty Postgraduate Research (PGR) Student Co-ordinators Doctoral College Manager or nominee
Appointed	One Faculty Postgraduate Research (PGR) Co-ordinator from another Faculty
Administrative Support	A member of the Doctoral College appointed by the Doctoral College Manager

Quorum

The Chair or nominee, two PGR Student Co-ordinators and the Doctoral College Manager or nominee.

Remit

- To review progression, attendance and engagement and other relevant milestones for all PGR students in the Faculty.
- 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 PGR supervisory arrangements.
- 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 Faculty separately three times a year or when required for award granting purposes.

Reporting

The Boards report to the Doctoral College Board.

18 Portfolio Strategy Group (PSG)

Membership

Chair	Pro Vice-Chancellor (Learning, Teaching & Student Success)
Vice-Chair	Appointed by the Chair
Ex-officio	Vice Principal External Engagement (or nominee) Deans of Faculty or nominee AVP Workplace Learning Director of Change, Strategic Planning and Development or nominee Director of Education Enhancement
Attending	Deans may nominate the Deputy Dean to attend on behalf of the Faculty Other senior colleagues may attend by invitation
Administrative Support	Appointed by Quality Enhancement and Standards Team

Quorum

One third of the total membership.

An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid until approval at a subsequent quorate meeting.

Remit

Portfolio Strategy Group is a Standing Committee of Senate.

The Group has a strategic overview of portfolio developments and portfolio health. It makes decisions on new programme developments, and makes recommendations to Senate on programme withdrawals, aligned with the following remit to:

- take a strategic overview of the University's portfolio of programmes across all Faculties, campuses and other delivery locations on an ongoing basis.
- regularly review the UWS portfolio to ensure ongoing programme viability and health. In doing so, PSG has access to relevant data on the University's full programme portfolio, and progress reports on recent additions to the portfolio. consider strategic presentations or reports on key portfolio developments and trends and commission consultation with relevant colleagues across the institution for new programme proposals, including new collaborative proposals.
- make in-principle decisions for Portfolio development on:- New programmes for delivery on UWS campuses; New programmes for delivery with existing and new collaborative partners (international and domestic); and, Programme withdrawals (Programme withdrawal proposals must be approved by Senate).
- Ensure all proposals for in-principle approval by PSG t have been considered by the Faculty Board to proceed to PSG;

- Reviews programme proposals and portfolio changes against the following priorities
  - Fit with UWS Strategy and Faculty Plans.
  - Adequacy of resources, including plans to ensure that relevant staffing, physical and learning resources are in place for the development and delivery of the programme; and
  - Market demand and financial viability.
- set conditions for further information, market research, commitment of resources or amendment to proposals as are deemed appropriate before permission to proceed to programme approval event is confirmed.
- review and approve new programme development set conditions for expedited approval process.
- retain oversight of the development of in-principle approvals through to approval, launch and recruitment during at least the first year of delivery.
- Re consider for approval any programme are not launched within one year, or when there are significant changes to the proposal approved by PSG,

All Standing Committees of Senate and their sub-groups are expected to 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 outcomes of PSG decisions are communicated to the relevant Faculty(s) to proceed to programme development and approval.

PSG reports to Senate on:

- all in-principle approvals of new programmes and withdrawals. Programme withdrawals must be approved by Senate.
- the health and viability of the University's portfolio of programmes.

PSG provides regular summary reports to VCE to highlight key portfolio recommendations to enable VCE to have strategic oversight of portfolio developments.

Periods of Appointment

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

19 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	Dean or nominee from each Faculty (normally Chair or Vice-Chair of Faculty Academic Integrity and Ethics Committee) Head of Research
Appointed	One of the Students' Union Vice-Presidents nominated by the Students' Union
Lay	One lay member, who may be external to the University or may be drawn from a professional services role
Co-opted	Up to four additional members as required by the Committee
Administrative Support	A member of staff appointed by the Chair as Secretary to the Committee

Quorum

One third of the total membership. An inquorate meeting may be allowed at the discretion of the Chair. Any decisions taken are not valid until approval at a subsequent quorate meeting.

Remit

- 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 Research Practice and Research Ethics, Guidelines for Ethical Practice in Research & Scholarship and Procedure for Investigating Allegations of Research Misconduct, and to subject these to annual reflection and review.
- To provide formal guidance and advice to Faculties on academic integrity and ethics.
- 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 Faculty Academic Integrity and Ethics Committees.
- To consider and approve proposed Faculty Academic Integrity and Ethics Committees membership & procedures.
- To nominate additional reviewers for the review of ethics applications where the initial Faculty Academic Integrity and Ethics committee is of the opinion that the application is higher risk.

- To make final decision on higher risk applications referred by Faculty (with additional reviewer support).
- To consider appeals lodged against Faculty ethics decisions, including where additional reviewer support has been provided by the University Academic Integrity & Ethics Committee.
- To receive annual reports from Faculty 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 are expected to 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 reports to Senate.

Periods of Appointment

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

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

20 Senate Disciplinary Committee

Membership

Co-Chairs	Appointed by Senate, Two Co-chairs from each Faculty One Co-chair from Professional Services
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
Appointed	Four representatives nominated by the Students' Union Six members of academic staff from each Faculty nominated by the Dean of Faculty Four members of staff from within professional services
Co-opted	The Committee has the power to co-opt a legal adviser from outwith the University, having first taken advice from UWS Legal Services

Panels are formed from this membership to hear each case.

Administrative Support	A member of the Quality Enhancement and Standards Team as Secretary to the Committee

To mitigate bias, all Committee members participating in a meeting are asked to disclose any connection with the students concerned before a case is heard.

Quorum

For academic misconduct – One Co-Chair, and two others drawn from the membership.

For non-academic misconduct – One Co-Chair, and three others drawn from the membership.

Cases may not be heard by academic staff members who have previously taught the student or are employed in the student's Department of their Faculty or acted as their personal tutor.

Cases may not be heard by professional services staff members who have formally advised or counselled the student.

It is best practice that all panels include a student representative. The maximum number of student representatives per panel is one, however panels are quorate without a student representative.

Training

The Co-Chairs and appointed members 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 Student Code of Conduct and Procedures for Student Discipline on the recommendation of Authorised Officers or Student Academic Integrity Panels.
- To advise Senate on matters pertaining to student conduct and discipline within the University, especially regarding the operation of the Student Code of Conduct and Procedures for Student Discipline.

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

Frequency of Meetings

As required.

Reporting

The Committee reports to Senate reflecting decisions related to the Student Code of Conduct and insights to inform recommendations on future procedure or practice. The Committee receives annual reports from Faculty Student Academic Integrity Panels on volume and range of breaches of academic integrity to inform the annual report to Senate.

Periods of Appointment

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

The Co-Chairs are appointed by Senate.

Appointed members are appointed on the nomination of Dean or Director.

The student members are appointed by the Students' Union.

There is no maximum period of appointment.

21 Senate Appeals Committee

Membership

Co-Chairs	Up to four, appointed by Senate. One Co-Chair from each Faculty, One Co-chair from Professional Services
Appointed	Six members of academic staff in each Faculty nominated by the Dean All elected members of Senate including elected student members of Senate Five representatives from Professional Services

Panels are formed from this membership to hear each appeal.

The members of each Senate Appeals Committee panel:

- Are independent of the Faculty of the appellant.
- Have not been involved with the examination, assessment or progression decision which is the subject of the appeal.
- Have not been involved in the decision, which is the subject of the appeal, made by one of the committees noted below.

In addition, to mitigate bias when considering appeals, all committee members participating in a meeting are asked to disclose any connection with the appellants before the appeal is heard.

Administrative Support	A member of the Quality Enhancement and Standards Team as Secretary to the Committee

Quorum

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

- One of the appointed Co-Chairs.
- Two members of the Committee drawn from the appointed members.
- One member of the Committee drawn from professional services members.

It is best practice that all panels include a student representative. The maximum number of student representative per panel is one, however panels are quorate without a student representative.

Training

The Chairs and appointed members 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:

- An Extenuating Circumstances Submission (ECS) deadline (see Regulations 3.29-3.30)
- The Senate Disciplinary Committee
- A Student Academic Integrity Panel
- A Fitness to Practise Committee
- A Module Assessment Board (MAB)
- A Progression and Award Board (PAB)
- Research Degree Examiners
- A Doctoral College Review Board
- An Engagement/Attendance panel
- Any other Committee, Board or Panel of the University that makes decisions on the matters listed in 6.1 above.

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

Operation

The Senate Appeals Committee considers any appeal in line with the process detailed in the Student Appeals Procedure.

The Committee either:

- Upholds the student's appeal and amends the decision and/or the penalty of one of the Committees and Panels noted above.
- 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 Faculty and to re-consider the appeal at a future meeting of the Senate Appeals Committee.

Frequency of Meetings

As required.

Chair's Action

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

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

Reporting

The Senate Appeals Committee reports annually to Senate on the number of appeals submitted, the types of appeals and the number of appeals upheld/rejected and insights to inform recommendations on future procedure or practice. The Senate Appeals Committee may also make recommendations to Senate for changes to the Regulatory Framework.

Period of Appointment

The Co-Chairs are appointed by Senate.

There is maximum period of appointment.

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23 Honorary Awards Committee

Membership

Chair	Principal and Vice-Chancellor
Ex-Officio	Chair of Court Vice-Chair of Court (or nominee) Principal and Vice-Chancellor Deputy Vice-Chancellor Students' Union President
Appointed	Two Members of Senate (one to be a Dean)
In Attendance	University Secretary
Administrative Support	A member of administrative staff appointed by the University Secretary, as Secretary to the Committee

Quorum

The quorum is 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 reports to 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 meets as required by Senate but normally at least twice per year.

Reporting

The Committee reports to Senate.

Period of Appointment

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

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

University Senate Standing Orders

Approved by Court June 2026

CONTENTS

SECTION 1 : INTRODUCTION TO STANDING ORDERS

1.1 University Court and relationship to the Senate
1.2 Application of Senate Standing Orders
1.3 Implementation of Standing Orders
1.4 Review of Standing Orders

SECTION 2 : DEFINITIONS

SECTION 3 : CHAIR AND VICE-CHAIR OF SENATE

3.1 Chair of Senate
3.2 Vice-Chair of Senate
3.3 Absence of Chair or Vice-Chair
3.4 Powers and Duties of the Chair
3.5 Delegation of Powers/Chair's Action

SECTION 4 : MEETINGS

4.1 Ordinary Meetings
4.2 Extraordinary Meetings
4.3 Notice of Meetings
4.4 Alteration of Date of Meetings
4.5 Validity of Proceedings
4.6 Quorum
4.7 Agendas and Papers
4.8 Reserved Items of Business
4.9 Confidentiality of proceedings
4.10 Minutes
4.11 Publication of papers
4.12 Observers

SECTION 5 : PROCEDURE AT MEETINGS

5.1 Order of Business
5.2 Conduct of Debate
5.3 Points of Order
5.4 Decision-Making
5.5 Adjournment of Meetings

SECTION 6 : COMPOSITION OF SENATE

6.1 Appointment of Members
6.2 Period of Appointment
6.3 Resignation of Members
6.4 Responsibilities of Members
6.5 Conflict of Interest
6.6 Attendance at Meetings

SECTION 7 : COMMITTEES OF SENATE

7.1 Establishment of Committee
7.2 Reporting to Senate
7.3 Committee structure, Terms of Reference and Membership
7.4 Calendar of Dates

SECTION 8 : SENATE ELECTION SCHEME

8.1 Scheme for Senate elections under 6.1c)
8.2 Election of student members under 6.1d)
8.3 Senate nomination to Court
8.4 Frequency and timing of elections
8.5 Elections to Faculty Boards or other Senate Committees

SECTION 9 : THE FUNCTIONS OF SENATE

SECTION 10 : THE EFFECTIVENESS OF SENATE AND ITS STANDING COMMITTEES

SECTION 1: INTRODUCTION TO STANDING ORDERS

1.1 University Court and Relationship to Senate

The Court is the supreme governing body of the University. It is responsible for the appointment of the Chancellor, the Principal & Vice-Chancellor, and the Secretary to Court. It ensures the effective management of the University and plans the strategic direction and future development of the University. The Powers and functions of the Court are set out in Schedule 1 of the *University of the West of Scotland Order of Council 2019.*

The Court is required by article 17 (1) of the *Order* to delegate to Senate certain functions relating to the academic work of the University. These are set out in section 9 of these Standing Orders. These Standing Orders set out the way the business and proceedings of the University Senate are governed. They have been drawn up in line with Schedule 1 of the *Order*. They come into effect and apply from the date they are approved by Court and remain in force until varied or revoked by Court.

1.2 Application of Senate Standing Orders

The Standing Orders apply to all meetings of the University Senate and its Standing Committees. The Standing Committees of Senate are defined in the *Senate Committee Framework* (see section 7). Senate may seek approval from Court for amendment, revocation or suspension of these Standing Orders in advance of the formal review of the Standing Orders (see paragraph 1.4).

1.3 Implementation of Standing Orders

The Chair of Senate or the Chair of a Senate Standing Committee and the Secretary is responsible for ensuring that the business of the University Senate or Standing Committee is conducted in line with the Standing Orders. If any dispute arises at a meeting about how the Standing Orders are interpreted this must be resolved by the Chair of the meeting, who normally seeks advice from the University Secretary whose decision is final.

1.4 Review of Standing Orders

To ensure the ongoing effectiveness of the Standing Orders they are kept under review and are formally reviewed at least once every five years.

SECTION 2 : DEFINITIONS

In these Standing Orders, the following words have the following meanings:

"Act" means the Higher Education Governance (Scotland) Act 2016
"Order" means the University of the West of Scotland Order of Council 2019" being the Scottish Statutory Instrument laid before the Scottish Parliament which provides the powers for the Court and Senate
"Court" means the Court of the University of the West of Scotland
"Senate" means the Senate of the University of the West of Scotland
"Chair" means the Chair of Senate
"Secretary" means the Secretary to Senate or Secretary to the Senate Standing Committee (except where it refers to the University Secretary)
"Students' Association" means the Students' Association of the University of the West of Scotland also known as "The Students' Union"
"Calendar of Dates" means the dates of Court and Senate Committees produced annually and updated as required by the Court & Senate Office

SECTION 3 : CHAIR AND VICE-CHAIR OF SENATE

3.1 Chair of Senate

The Principal is the Chair of Senate in line with the provisions of Article 16 (3) of the Order.

3.2 Vice-Chair of Senate

The Deputy Vice-Chancellor is the Vice-Chair of Senate.

3.3 Absence of Chair or Vice-Chair

In the absence of both the Chair and the Vice-Chair, those members of Senate who are present are expected to seek advice from the Secretary and appoint a temporary Chair from amongst the members present to preside at the meeting concerned.

3.4 Powers and Duties of the Chair

The Chair is responsible for the effectiveness of the meeting and ensures that the meeting is run in a fair manner and that every member is heard and given an appropriate opportunity to express their views on the subject under discussion.

The Chair has a deliberate and casting vote and, subject to the Standing Orders, decides all questions of order (See also Paragraph 1.3).

3.5 Delegation of Powers/Chair’s Action

Senate may grant delegated authority to the Chair to act on its behalf between meetings on matters of routine business and where, in the view of the Chair, the business does not merit the convening of an extraordinary meeting. The Chair is answerable to the Senate for any action which they take on its behalf and reports to the next meeting of Senate detailing any Chair’s action taken.

The Chair may delegate duties to other members of the Senate, but when doing so must have the consent of the Senate and must make sure that any such delegation is clearly recorded.

SECTION 4 : MEETINGS

4.1 Ordinary Meetings

Ordinary meetings of Senate are held at least four times each academic year. The dates of meetings must be notified to members no later than the previous meeting. Meeting dates are published at the start of the academic year in the University's Calendar of Dates (See Section 7.4) and in any other way the Senate thinks is reasonable. Meetings are scheduled so that the annual cycle of business is carried out effectively and on time.

4.2 Extraordinary Meetings

For urgent or exceptional circumstances, an extraordinary meeting may be convened. Extraordinary meetings may be called if requested by the Chair or on a written request signed by not less than one-third of the membership confirming the business to be considered. Minutes are presented for approval at the next ordinary meeting. The minutes of the previous ordinary meeting are not presented for approval at the extraordinary meeting but are presented at the next scheduled ordinary meeting.

4.3 Notice of Meetings

Notices of all meetings are given by the Secretary at least five working days before the date of the meeting, specifying the time, place, day and hour of the meeting and the business to be considered.

4.4 Alteration of Date of Meeting

The Chair, or in his or her absence, the Vice-Chair, may in special circumstances (of which the Chair or Vice-Chair is the sole judge) alter the date of any ordinary meeting of Senate.

4.5 Validity of Proceedings

No failure or defect in the appointment or election of any member of Senate and no vacancy in the office of a member prevents the Senate from conducting its business subject to meeting the requirements in 4.6.

4.6 Quorum

The quorum for meetings of Senate is 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 are not valid until they have been approved at a subsequent quorate meeting.

The quorum of all Senate Standing Committees is one-third of the membership, one of whom must be the Chair or Vice-Chair, or person appointed under paragraph 3.3.

4.7 Agendas and Papers

The Secretary to Senate or the Secretary to the Senate Standing Committee prepares an agenda setting out all business for the meeting.

The agenda of business and draft minutes from the previous meeting must be approved by the Chair before being circulated.

The agenda of ordinary meetings commences with “apologies for absence”, declaration of interest” (see 6.4), and “determination of any other business. The Chair determines whether to include under “any other business” any items notified for this purpose to the Secretary at least 24 hours before the meeting.

The agenda for meetings with the minutes of the previous meeting and such other papers as are referred to on the agenda are normally circulated at least five working days before the meeting.

The agenda for meetings indicates which items are for approval, for discussion, or for noting.

The minutes of the previous meeting are sent to members along with the agenda and papers for the next meeting; and are submitted for approval as a correct record.

Papers are expected to be succinct, brief and clearly indicate the decision requested by Senate or the Standing Committee and be prefaced with the completed Committee cover sheet currently in use in the University.

Late circulation and tabling of papers are only allowed in very exceptional circumstances subject to the approval of the Chair.

Dates for Faculty Boards and Standing Committees are agreed in consultation with the Court & Senate Office and published in the Calendar of Dates (see 7.4)

Further guidance on the preparation of papers, minutes, agenda setting and reporting is provided by the Court & Senate Office.

4.8 Reserved Items of Business

Certain items may be declared to be “reserved”. This means that for reasons of confidentiality or conflict of interest, the business is not open to discussion outside the membership of the Committee. Such business is kept to a minimum because of the general need for transparency and openness, but normally includes matters relating to an individual member of the University or commercially sensitive material.

Papers, discussion and decisions that the Chair determines are confidential are separately minuted and are not made available to anyone other than members of the Committee and its Secretary.

4.9 Confidentiality of Proceedings

In general, Senate and its Standing Committees do not consider confidential or sensitive matters and there is a general presumption that all papers are open.

4.10 Minutes

The Secretary to Senate/the Secretary of the Senate Standing Committee takes a formal minute of each meeting, prepared according to the conventions outlined by the Court & Senate Office. Minutes are approved initially by the Chair and are not confirmed until approved by the next ordinary meeting of Senate/Senate Standing Committee. A paper copy of the approved Senate minutes is maintained in a permanent minute book as part of the official record of the University.

4.11 Publication of papers

Papers and minutes are published in line with the University's Publication Scheme with the exception of papers which are commercial in confidence or contain personal data. Any requests for such papers are considered under the Freedom of Information (Scotland) Act 2002.

4.12 Observers

At the discretion and invitation of the Chair, staff, students and members of the Court may be invited to attend a meeting of Senate or one of its Standing Committees. Observers are provided with a copy of the meeting agenda but not the full papers. Observers do not participate in the meeting but are encouraged to speak to the Secretary on any matter following the meeting if any clarification is required.

SECTION 5 : PROCEDURE AT MEETINGS

5.1 Order of Business

Meetings are expected to commence promptly at the time shown on the agenda. The business of the meeting proceeds in accordance with the agenda, unless a variation is proposed and agreed by the members present. The Chair is responsible for managing the business and discussions in a timely fashion.

5.2 Conduct of Debate

When speaking, members must address all points through the Chair. In the event of more than one member speaking or seeking to speak at the same time, they are heard in the order in which they are called upon by the Chair.

5.3 Points of Order

A member or the Secretary may raise with the Chair a point of order during a meeting, where a member believes these Standing Orders have not been followed. The Chair decides on the point of order. Thereafter, the business of the meeting resumes in accordance with the agenda.

5.4 Decision-Making

All members of the Committee contribute to the decisions made. Decisions are normally made on the basis of agreement by consensus, but where the Chair believes it to be in the interest of the progress of a debate, or where it is proposed and seconded by two members present, the Secretary may be asked to count and record a vote by a show of hands or closed paper ballot. A decision is carried by a simple majority of those present and voting. The Chair has a second and casting vote.

No proxies or alternates (see 6.6), nor those attending or observing Senate or a Standing Committee are entitled to a vote, except where a nominee is representing the Dean at Senate.

5.5 Adjournment of Meetings

The Chair (or Vice-Chair or temporary Chair appointed under 3.3) may adjourn any meeting for any reason on which the Chair is the sole judge.

When a meeting is adjourned temporarily for a brief period for convenience, emergency, or other cause, no special procedures are required when the meeting resumes. The remaining business is dealt with as if the meeting had been continuous.

When a meeting is adjourned to continue on another day, at least 3 clear days' notice of the calling of the adjourned meeting must be given. At the adjourned meeting only the unfinished business for which the original meeting was called is transacted.

At the discretion of the Chair, when there are no matters of urgency to be resolved, the unfinished business may be referred to the next ordinary meeting of Senate or the Standing Committee.

SECTION 6 : COMPOSITION OF SENATE

6.1 Appointment of Members

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

The membership of Senate is composed of:-

f) The Principal, (Chair);
g) The Deans of Faculty (or equivalent);
h) Members appointed by being elected by the academic and research staff of the University from among their own number;
i) Members appointed by being elected by the students of the University from among the students of the University;
j) 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) consist of:

(iii) three members of academic and research staff elected by and from among the academic and research staff in each Faculty;
(iv) three members of the academic and research staff of the University elected from among the academic and research staff of the University.

“Academic and Research staff” means any person employed on academic, professorial or Senior Manager (Academic) terms and conditions of employment including permanent employees and those on fixed term contracts or hourly paid contracts, either part-time or full-time. Any person employed by an agency to carry out work on our behalf is not included.

*Senior manager contracts include those outwith the nationally negotiated scales at SS1 level and above.

Honorary, Visiting and Emeritus Professors are excluded.

Elected members under d) consists of:

(ii) Up to five members nominated by the Students’ Association, having been elected under the provisions of 8.2, one of whom is a Post Graduate Research (PGR) student elected by and from among the enrolled PGR students of the University.

The number of members in categories c) and d) must exceed 50% of the total membership.

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

The scheme for election of 6.1c) is included in section 8.1.

The scheme for election of 6.1d) is included at 8.2.

The election schemes in c) and d) and any subsequent variations or amendments must be approved by the Court.

6.2 Period of Appointment

Elected members from among the academic and research staff of the University and co-opted members 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.

6.3 Resignation of Members

Any member of Senate is deemed to have vacated their membership, and the Secretary declares their place vacant, in any of the following circumstances:-

(i) the member leaves the employment of the University;
(ii) the member has intimated in writing to the Secretary their resignation from Senate;
(iii) the member is appointed to a role in the University when they have been appointed/elected on the basis of another specific role.

6.4 Responsibilities of Members

All members of Senate have the same responsibilities, obligations and rights and are expected to participate fully in all Committee business, unless a clear conflict of interest is identified.

Senate periodically reviews the responsibilities and expectations of Senators, designed to support members in understanding and fulfilling their roles as members of Senate. The role description is available from the Court & Senate Office.

6.5 Conflict of Interest

A member of Senate or any University Committee who has a financial, family or other interest in any matter under discussion, at any meeting of Senate or its Committees at which they are present, must, as soon as practicable, disclose the fact of this interest to the meeting.

Where it is identified that a member has a conflict of interest with respect to any given matter, the Chair may, on the advice of the Secretary, request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.

6.6 Attendance at Meetings

Senate meetings normally take place in person, and members are expected to make arrangements to prioritise attendance. Hybrid attendance requires the approval of the Chair and may not be possible.

In order to ensure the effective and efficient discharge of the business of Senate and its Committees, it is important that members attend meetings of the Board or Committee to which they are appointed. Attendance is kept under review as part of the annual review of Senate effectiveness and that of its Standing Committees.

Members of Senate cannot nominate alternatives or proxies to attend on their behalf, except for the Dean of Faculty who may nominate another senior leader in the Faculty) to represent them at Senate.

Where a member has repeated non-attendance, the matter is referred to the Chair for consideration.

Senate may invite staff, students or externals to deliver presentations or speak to particular papers at Senate, but they have no rights or obligations as members.

Senate may also invite observers to meetings (see section 4.12).

SECTION 7 : COMMITTEES OF SENATE

7.1 Establishment of Committees

Senate establishes such Standing Committees and Boards as it thinks fit, appoints the Chair of each Committee, confers on each Committee such powers and functions as it deems necessary, and determines the membership and remit of each Committee, including delegated authority as appropriate. Only Senate can approve the amendment of the name, remit or membership of a Senate Standing Committee or Board.

Any Senate Committee may establish Sub-Committees and determine their membership, and functions provided such establishment is reported to the parent committee and that they comply with these Standing Orders as to their establishment and operation.

If Senate or its Committees establishes a working group, it should clearly define the remit and the timescale within which this group works. The working group ceases when its function has been fulfilled.

Any queries on the above should be raised with the Court & Senate Office.

7.2 Reporting to Senate

Any Committee or Board established by Senate and reporting to it shall keep minutes and records (see section 4.10) in accordance with these Standing Orders and submit regular reports to Senate in accordance with the guidance issued by the Court & Senate Office.

Guidance on the preparation of reports to Senate is provided by the Court & Senate Office.

7.3 Committee Structure, Terms of Reference and membership

Senate approves and publishes a Committee Framework document which outlines the terms of reference and membership of Senate and its Standing Committees. Senate keeps under review the effectiveness of its committees.

7.4 Calendar of Dates

All meetings of Senate and its Standing Committees including Faculty Boards are published in the University's Calendar of Dates. The Calendar of Dates is maintained by the Court & Senate Office. The Calendar of Dates is structured to ensure management of the annual schedule of business and reporting requirements. There is a presumption against changing dates of Committees once the Committee Calendar has been published and Chairs and Secretaries must liaise with the Court & Senate Office to discuss any proposed changes to the published dates and implications for reports to Senate.

SECTION 8 : SENATE ELECTION SCHEME

8.1 **Scheme for Senate elections under 6.1c)**

The Court has approved the following composition of Senate, in line with the HE Governance (Scotland) Act 2016:

(i) Three members of academic and research staff elected by and from among the academic and research staff in each Faculty.

(ii) Three members of academic and research staff of the University elected from among the academic and research staff of the University.

Electorate
"Academic and Research staff" means any person employed on academic, professorial or Senior Manager* (Academic) terms and conditions of employment including permanent employees and those on fixed term contracts or hourly paid contracts, either part-time or full-time as at [insert agreed date]. Any person employed by an agency to carry out work on our behalf is not included.

*Senior manager contracts include those outwith the nationally negotiated scales at SS1 level and above.

Honorary, Visiting and Emeritus Professors are excluded.

The election of such members of Senate is in accordance with the following scheme:

a) The Secretary oversees the operation of this scheme and is the Returning Officer. Elections may take place electronically or by paper voting forms.

b) Members of Senate appointed under 6.1a) and b) (the Principal and the Deans)are not eligible for nomination to elected posts nor can they nominate or vote in any of these elections.

c) In respect of (i) nominations are sought from among the academic and research staff in the Faculty. If the number of nominations exceeds the number of vacancies an election is required. All nominations must be supported by six members of the Faculty electorate. Each nominee submits a statement in support of their candidacy (to a maximum of 200 words-which is circulated to the electorate with the voting instructions.

In respect of (ii) nominations are sought from among all academic and research staff in the University If the number of nominations exceeds the number of vacancies an election is required. All nominations must be supported by six members of the electorate of whom not more than three should be from one Faculty. Each nominee submits a statement in support of their candidacy (to a maximum of 200 words which is circulated to the electorate with the voting instructions.

The call for nominations under (ii) normally follows the conclusion of the arrangements set out for (i)

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

d) All elections are on a one person, one vote, "first past the post" basis.

e) There is not less than fourteen days between the issue and return of nomination forms. Not more than twenty-eight days between the close of nominations and the day of the election (if required).

f) Voting instructions are circulated confirming the deadline for voting.

g) Votes are released and confirmed at the end of poll under the supervision of the Returning Officer with the attendance of at least one scrutineer

h) In the event of a tie, the names of the candidates are placed in a box and drawn out by the Returning Officer in the presence of an independent witness (a member of University staff who has not been involved in the election process). The name selected is declared to be the successful candidate.

i) In exceptional circumstances, where it is not possible to hold an election, the Chair of Senate on the advice of the University Secretary or the appointed Returning Officer may approve a temporary extension to the period of appointment of existing elected members.

j) The Chair of Senate is empowered to rule on any procedural matters or questions arising from the arrangements for the appointment and election of members to the Senate, subject to report of the matter and its outcome to the next scheduled meeting of the Senate.

8.2 Election of Student members under 6.1d)

The Students' Union is responsible for the arrangements to elect members of Senate from the enrolled students of the University. There are five places for student representatives, one of whom must be a Post Graduate Research student elected by and from among the enrolled PGR students of the University. If a candidate or elected member is no longer an enrolled student, their membership of Senate ends. The election and nomination of student representatives to Senate is conducted by the Students' Union in accordance with their byelaws.

8.3 Senate nomination to Court

Senate nominates to Court a member from amongst its academic elected members (see 6.1.c). Nominees are sought from among the members of elected academic staff. All members of Senate are entitled to nominate an elected academic member of Senate and to vote. Where there is more than one nominee, an election is held with the electorate being all members of Senate (see 6.1a-e). The Secretary oversees the election process and determines the timescales and process for nomination and election.

The Senate nominee on Court holds membership for a period not exceeding three years and may seek re-election on the expiry of their period of appointment.

The Senate nominee on Court who ceases to be a member of Senate also ceases to be a member of Court at the same time.

8.4 Frequency and timing of elections

Elections are held when there is a vacancy on Senate. These are usually held once per academic session. However, in the event that the composition of Senate falls outside the requirements of the Act, due to resignations or retirals or other reason, an election is held at the earliest opportunity.

8.5 Elections to Faculty Boards or other Senate Committees

Elections to Faculty Boards or other Senate Committees are expected to follow the broad principles outlined in 8.1 above in terms of nomination process and election timetable. The Court & Senate Office is able to provide additional guidance as necessary.

8.6 Nomination or election to more than one membership category

An existing member of Senate may not seek nomination or election under a different category during their term of appointment.

SECTION 9 – THE FUNCTIONS OF 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 outlined in Schedule 1 of the *University of the West of Scotland Order of Council 2019*, which are:

- To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions including honorary degrees and titles;
- To deprive a recipient of a degree diploma, certificate or other academic award or distinction including honorary degrees and titles previously conferred by the University; and
- To create and maintain codes of conduct and regulations required for the maintenance of standards and good order within the University.

Further elaboration of the functions of Senate as approved by Court are:

1 To regulate and promote the teaching, learning and research of the University.

2 To oversee academic governance and promote the academic development of the University.

3 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.

4 To report to Court on any academic matter and on any matter referred to the Senate by Court.

SECTION 10 : EFFECTIVENESS OF SENATE AND ITS STANDING COMMITTEES

Senate is committed to improvement and enhancement in all areas of academic governance. It is guided in this by the *Scottish Code of Good HE Governance* and in particular the expectations to undertake annual review of its own effectiveness and its committees as well as an externally facilitated evaluation every five years.

As part of the regular evaluation of committee effectiveness, all committees which report to Senate provide a short evaluation towards the end of each academic year, reflecting on the outcomes of the committee during the preceding year paying particular attention to contributions towards delivery of strategic objectives.

Senate receives a summary of the outcomes of the reviews each year which guides future changes in remit or membership of Senate and its Standing Committees.