

# SENATE REGULATION 1: Senate and its Procedures

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## **PART A – GENERAL PROCEDURES**

Senate's Terms of Reference are set out in [Council Ordinance 9](#).

### Chair

1. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor shall preside at meetings of the Senate.

### Quorum

2. Twenty-three members of Senate shall constitute a quorum, which must include 15 ex-officio members (to include at least one of the Vice-Chancellor, Deputy Vice-Chancellor, or Pro-Vice Chancellors, and eight elected members. In the absence of a quorum no business shall be transacted other than the adjournment of the meeting. At the adjourned meeting the business for which the original meeting was called may be completed in the absence of a quorum. The adjourned meeting shall be called by the Secretary to the Senate, and members given at least ten days' notice.

### Secretary

3. In accordance with Council Ordinance 9, there shall be a Secretary to Senate who shall be appointed by the Vice-Chancellor.

### Officers

4. The Chair has authority to approve Officers to Senate as appropriate.

### Meetings

5. Meetings of the Senate shall be called by the Vice-Chancellor or the Secretary to the Senate, and shall be held normally not fewer than four times in an academic session. Extraordinary meetings may be held if called by the Chair or, in their absence, the Secretary, on receipt of a written request signed by any five members of the Senate stating the purpose for which a meeting is required. The Secretary shall give a minimum of seven clear days' notice before the meeting.

### Agenda

6. The Secretary to Senate shall publish the agenda normally at least one week in advance of meetings.

### Agenda Items

7. Any member of Senate may propose items for the agenda, which fall within the terms of reference of Senate, and any member of the teaching or research staff may propose items for the agenda to members of the Senate or to the Secretary to Senate. Provided ten working days' notice is given, all such proposed items must be included in the agenda, or be reported to the next meeting of the Senate. If the latter course is followed, the author of the item shall be given immediate notice in writing of the action taken, and s/he shall be informed of the reason.

### Decision Taking

8. When a vote has to be taken, the decision shall be by simple majority; if even voting

occurs, the Chair shall have the casting vote.

### Minutes

9. The Secretary to Senate shall keep minutes of all meetings. Copies of the unreserved minutes, together with the associated unreserved agenda papers, shall be available to Members of the University through the University's intranet.

### Confidentiality

10. Members of Senate shall observe the relevant degree of confidentiality pertaining to the business of the committee.

### Attendance

11. Members of the Senate are expected to attend all meetings. Where a member does not attend any three meetings within an academic year, the Chair may require that member to be removed from the Committee. If that member was elected, a replacement may be sought accordingly. Non-members may be admitted to meetings with observer status only, subject to the agreement of the Chair. Such guests of the Senate may be required to leave if they cause a disturbance or if the Senate so determines. A request to attend a meeting of the Senate should be submitted to the Secretary at least five working days before the meeting to which the request refers.

### Adjournment

12. The meeting may be adjourned at any time by the Chair.

### Co-option

13. In accordance with Council Ordinance 9, the Senate may resolve to co-opt additional members, provided that the reasons for so doing are explained and agreed. Membership of the Senate by co-option shall be for a period of two or three years, as the Senate may determine the possibility of a further period of co-option on one occasion only.

### Closed matters

14. Papers and minutes containing information which is subject to freedom of information exemptions may be recorded as 'closed'. Papers and minutes recorded as 'closed' will not be made available externally to the University.

The following matters shall normally be recorded as closed;

- a) matters pertaining to the commercial interests of the University or its partners.

### Reserved matters

15. The following matters, which may also be subject to freedom of information exemption, shall be recorded as 'reserved'. 'Reserved' matters shall normally be confidential to members of the Senate but may be restricted to circulation to staff members only by the Chair:

- a) matters affecting a named individual, such as matters affecting the appointment, promotion, dismissal and personal affairs of individual members of staff,

including the composition and work of selection committees;

- b) matters affecting the admission and academic assessment of students including the awarding of degrees to individual students, and the withdrawal on grounds of academic failure of individual students;
  - c) matters where release of information may endanger health and safety of individual(s);
  - d) matters pertaining to the commercial interests of the University or its partners (for members only);
  - e) other matters determined by the Chair.
16. During items of reserved business and such items of closed business as the Chair shall determine, all students (whether members or attending) and any other observers present unless they are permitted to remain by the agreement of the Senate, shall withdraw from the meeting place and shall not return until the business is concluded.
17. The Secretary of the Senate may, from time to time, issue guidance on the format and content of papers and minutes for the Senate and its committees.

#### Election of Academic Staff to Senate

18. Elections shall normally take place in the appropriate academic year before 30 June. The persons elected shall take office on the following 1 August.
19. A second round of elections may be held after each round of Academic Promotions where an elected member is no longer eligible to hold their position due to being promoted.
20. Should an elected member leave the University during their term, an additional election will only be held if they depart before the third meeting of the Senate in any Academic Year. After the third meeting, the vacancy will be held after the next round of elections, as outlined in point 18.
21. The composition of the Senate shall be:

#### Ex-officio

- The Vice-Chancellor and President who shall be the Chair
- The Deputy Vice-Chancellor
- The Pro-Vice Chancellors
- Associate Pro Vice-Chancellor Quality Assurance
- Associate Pro Vice-Chancellor Student Experience
- Associate Pro Vice-Chancellor Ethics and Governance
- Associate Pro Vice-Chancellor Research Impact
- Associate Pro Vice-Chancellor Equality, Diversity and Inclusion
- The Executive Deans
- The Deputy Deans (Academic Affairs) of each College of the University
- The Vice-Deans (Education) of each College of the University
- The Vice-Deans (Research) of each College of the University
- The Directors of the Research Institutes

- Not more than five students of the University, elected from among their own number in such a manner as the Senate shall determine
- The Director of the Graduate School
- The Dean of Culture and Inclusion
- The Chair of each of Senate's Sub-Committees

Elected

- Two Professors or Readers from each College elected from amongst their own number by the Professors and Readers in each College
  - Two Senior Lecturers, Lecturers or Associate Lecturers from each College elected from amongst their own number by the Senior Lecturers, Lecturers or Associate Lecturers in each College
  - Three members of Research Staff, to include Research Assistants or Research Fellows, but not Professors, Readers, Senior Lecturers or Lecturers of the University, elected from amongst their own number by the Research Staff in each College
22. The Secretary to the Senate shall ask for nominations at least four weeks before the date fixed by them for the election.
  23. Nominations must carry the signatures of two members of the academic and/or research staff of the College eligible to vote in the election (that is, of the Associate Lecturers, Lecturers, Senior Lecturers, the Readers/Professors, or the Research staff of the College), and the written agreement of the nominee to serve on the Senate if elected in accordance with the conditions approved by Senate.
  24. The Secretary to the Senate shall ensure that every member of the academic or research staff eligible to vote is notified of the election and the names of the candidates and is given the opportunity to vote.
  25. The election shall be by ballot and by simple majority vote. Where there are two positions available, the electorate may vote for up to two candidates. Any ballot paper with more than the number of votes eligible to be registered or where the voting intention is insufficiently clear will be regarded as spoilt and not included in the results. In the case of a tie leading to an unclear decision, another election shall be held, the only candidates being those who received an equal number of votes.
  26. Members of the Senate shall hold office for a period of two or three years as the Senate may determine. Elected representatives shall be eligible for election for a further consecutive period of up to two years. An interval of at least one year must then occur before the member of staff may stand for election again.
  27. Where a vacancy occurs (or is expected to occur), the vacancy shall be filled by the candidate with the next highest number of votes in the election at which the member retiring was elected. The new representative shall serve until the date of the next election. Where there is no such candidate or where the vacancy or vacancies would leave no elected representative for the College, an election shall be called by the Secretary to Senate in accordance with this Regulation.

## **PART B – STANDING COMMITTEES OF SENATE**

The following committees have been established by Senate and shall report from time to time to Senate. They shall have such authority to act on behalf of Senate as their terms of

reference shall determine. The Vice-Chancellor or in their absence, the Deputy Vice-Chancellor, shall be an ex-officio member of all Committees of Senate. (*All ex-officio members are noted in italics.*)

All committees of Senate will consider the potential equality and diversity impact of the work they undertake. The Student Experience and Welfare Sub-Committee has further oversight of equality and diversity matters affecting students.

There is one joint committee of Senate and Council (University Research Ethics Committee). Their respective Terms of Reference are published separately outside of this Regulation.

### **University Education and Student Experience Committee (UE & SEC)**

The University Education and Student Experience Committee is a sub-committee of Senate. The Committee shall be the deliberative body with responsibility for the oversight of: the enhancement of learning opportunities across the University, including the promotion of good practice and innovation; and the development of University-wide quality assurance policies.

The terms of reference apply to undergraduate and postgraduate taught provision including apprenticeships postgraduate research degree provision, continuing professional development, and provision delivered in partnership with others.

#### Terms of Reference

The Committee has responsibility to:

1. monitor and evaluate the effectiveness of policies, initiatives, and where appropriate, institutional strategies, underpinning student learning opportunities and academic standards across the institution, making recommendations to other committees as appropriate;
2. in association with Academic Skills, the Academic Professional Development Unit, the Professional Development Centre, and the Graduate School, promote and monitor the impact of related good practice and innovation in learning and teaching;
3. develop, revise, approve, monitor and evaluate the effectiveness of institutional policies relating to: the enhancement of learning opportunities and delivery of education (in all forms and contexts); research degree provision; admissions; and the assurance of academic quality and standards, making recommendations to Senate where Regulation changes may be appropriate;
4. consider and set actions in respect of analyses of institutional data such as retention, progression, outcomes for students, submission rates, student characteristics, and where relevant, student surveys and other types of student feedback; making recommendations to other committees where relevant, and reporting onwards as appropriate to Senate;
5. Consider and set actions in respect of external data relating to the University's educational provision; making recommendations to other committees where relevant, and reporting onwards as appropriate to Senate

6. receive and consider reports and evaluations on innovations and good practice in learning and teaching and research degree provision, and make recommendations as appropriate to integrate good practice into University policies and procedures;
7. receive, evaluate, and formally endorse reports originating from its sub-committees, with the primary purpose of upholding oversight of their operational functions and offering recommendations to the Senate for consideration. set institutional procedures and schedules in respect of quality assurance processes and consider matters arising from them;
8. oversee, monitor and review the Management of Information Framework and to support the efficient and effective management of information, and compliance with regulatory and statutory obligations;
9. monitor external developments relating to postgraduate research students and their education, and academic quality and standards (including from funding bodies, quality assurance bodies, or other regulatory bodies), advising other committees as appropriate;
10. to receive, review and approve reports and monitor and evaluate the effectiveness of Apprenticeship Quality Board.
11. have oversight of provision offered in partnership, including management, monitoring and review, and to recommend changes to partnership frameworks and arrangements as appropriate;
12. consider matters arising from the reports of External Examiners for taught provision, and associated processes, approving or recommending action as appropriate in response, and reporting annually to Senate on this;
13. monitor and evaluate training and development opportunities for PGR students, and training of supervisory and other involved staff.

### Reporting

The University Education and Student Experience Committee will formally report to Senate.

### Frequency

The University Education and Student Experience Committee will meet on six occasions per academic year.

### Composition

- Pro Vice Chancellor Education (Chair)
- Pro Vice Chancellor Enterprise Employment
- Associate Pro Vice Chancellor Quality Assurance
- Associate Pro Vice Chancellor Student Experience
- Associate Pro Vice Chancellor Equality, Diversity and Inclusion
- Deputy Dean (Academic Affairs) from each College
- Associate Deans (Quality Assurance) from each College
- Vice Dean (Education) from each College
- Registrar
- Director of the Graduate School

- Chair of the Student Experience and Welfare Sub Committee
- Chair of the Academic Appeals Sub Committee
- Chair of the Access and Participation Sub Committee
- Chair of the PGR Sub Committee
- Chair of the Misconduct and Fitness to Practise Sub Committee
- Chair of the Immigration Sponsorship Review Sub Committee
- A representative from Academic Skills Development
- A representative from the Academic Professional Development Unit
- Head of Digital Education
- A senior representative from BPC
- University Librarian
- Director of the Professional Development Centre
- Head of Apprenticeships
- One PGR Director from each College
- One academic representative from each College
- College Education and Welfare Officer one member to be nominated by Union of Brunel Students
- Head of Quality Assurance (Secretary)
- Quality Assurance Manager (officer to Committee)
- Other relevant staff from academic or professional services to attend by invitation

### **University Research Ethics Committee (UREC)**

The University Research Ethics Committee (UREC) is a sub-committee of Senate. It is a University requirement by way of Council Ordinance 18 (2.1) that any research conducted in the name of Brunel University London involving human participants, their tissue and/or their data, and research involving live animals must be the subject of an appropriate research ethics review and approval procedure.<sup>1</sup> The University operates a largely devolved system to meet the requirements of this regulation, the function of the University Research Ethics Committee (UREC) itself being to oversee, supervise and monitor the devolved system in operation in the various relevant University constituencies.

The Terms of reference of the University Research Ethics Committee are as follows:

1. To provide a research ethics framework to establish and maintain policies, processes and procedures (including codes of practice where appropriate) to ensure that all research conducted within the University meets the University's ethical standards, including national and international frameworks where required.
2. To ensure awareness of research ethics issues throughout the University as determined by current and relevant national and international codes of best practice.
3. To be accountable to the Senate of the University and have independent, delegated authority from the Senate to approve, with or without modification, or to reject proposals for research or proposals which are referred to it on ethical grounds.



4. To take all reasonable steps to embed a culture and awareness of ethics in research within the University, with particular reference to staff and student development in research ethics.
5. To require reports from UREC Sub-committees and Colleges, and to require such other reports as may be deemed necessary.
6. To be the appropriate body to consider the ethical implications of particular research partnerships and of particular sources of research funding.
7. To provide regular updates and an annual report to Senate.

This Committee is expected to meet twice per term (6 times a year). The UREC has established and maintained a series of policies, processes and procedures in order to ensure that appropriate ethical standards are upheld. Further documentation, codes and guidance can be found here: [Research Ethics and Integrity \(brunel.ac.uk\)](https://www.brunel.ac.uk/research-ethics-integrity)

Membership must include:

- Chair
- Designated Deputy Chair [vacant]
- Pro Vice Chancellor (Research)
- Chair of Human Tissue Act Compliance Sub-Committee
- Chair of Animal Welfare Ethical Review Board
- College Vice-Dean (Research and/or Education) or his/her designated individual from each College
- College Research Manager or designated individual from each College
- A maximum of two Research Ethics Officers from each College (to be decided by the individual College). Each REO must also have a named alternate, who would be asked to attend UREC meetings if the primary REO is unable to do so
- One sabbatical officer– Union of Brunel Students
- Head of the Graduate School (or nominated representative)
- One representative – Research Support and Development Office
- One representative – Health, Safety and Environment Office
- One representative – Governance and Secretariat
- One representative – Brunel Medical School
- Up to four co-opted individuals representing the University or Council with expertise in research ethics
- At least two external representatives
- Co-opted academic reviewers (on a case-by-case basis) to undertake a review of UREC applications where specific expertise are required.

### Frequency

Meetings will be considered quorate when no fewer than 50% of members are present, including the Chair of the Committee and at least one external representative.

## Research and Knowledge Transfer Committee (RKTC)

The Research and Knowledge Transfer Committee, on behalf of Senate, has oversight of the development of policy and good practice of research and knowledge exchange activity, within such overall objectives as Senate may decide, and in the light of the University's Research Strategic Plan.

The Committee has a responsibility for informing students and staff on the actions it has taken and the recommendations it has made.

### Terms of Reference

The Committee has responsibility to:

1. Develop and revise the University policies relating to monitoring the quality, impact and good practice of research and knowledge exchange activity for approval by Senate;
2. Review and provide feedback on the outcome and implementation of policies of Senate relating to academic policy, quality, impact or good practice in research and knowledge exchange, including: open access and research data management activity; research information management, research leave, collaborative activity, research integrity, research ethics and research conduct; business development and innovation;
3. Analysis institutional data relating to quality, impact and good practice of research and knowledge exchange (including annual reports from Institutes and Colleges) and use to present options for future policy to Senate and/or provide information and guidance to the Academic Strategy Committee;
4. Report to Senate at least annually on the quality and progression of the University's research activity, including issues relating to research conduct and good practice.

### Reporting

Research and Knowledge Transfer Committee will formally report to Senate

### Frequency

Research and Knowledge Transfer Committee should meet at least three times per academic year.

### Composition

- Pro-Vice Chancellor Research (Chair)
- Director of Graduate School
- Director of Research Support and Development Office
- Vice Dean Research (CBASS)
- Vice Dean Research (CDEPS)
- Vice Dean Research (CHMLS)
- One representative from each College (role undertaken by Vice-Deans research for 2019/20).
- One representative from each Research Institute
- One representative of Research staff
- Pro-Vice Chancellor Enterprise and Employment

- Up to two members external to the University, with expertise in research and in generating funding for research (such as directors of research in industry research agencies).
- College Education and Welfare Officer one member to be nominated by the Union of Brunel Students
- Secretariat: Appointed from the Planning and Policy Office

*Updated December 2023*