

# **BRUNEL UNIVERSITY LONDON**

## **Council Ordinance 9**

### **Membership, Powers, Duties and Functions of Senate**

#### **1. Membership**

1.1 The composition of Senate shall be:

Ex-officio

- The Vice Chancellor and President who shall be the Chairman
- The Deputy Vice Chancellor
- The Pro Vice Chancellors
- The Associate Pro Vice Chancellor Quality Assurance
- The Associate Pro Vice Chancellor Student Experience
- The Associate Pro Vice Chancellor Ethics and Governance
- The Associate Pro Vice Chancellor Research and Impact
- The 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 Chair of each Sub-Committee of Senate

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 or 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 being Professors, Readers, Senior Lecturers, or Lecturers of the University, elected from amongst their own number by the Research Staff in each College

1.2 Members of the Senate elected or co-opted in such manner as may be prescribed by Regulations made by the Senate, shall normally hold office for a period of two or three years as the Senate may determine and shall be eligible for re-election on one further occasion. Should a member not attend for three meetings during the same academic year, the Chair may require that member to be removed from the Committee. If that member was elected, a replacement member may be sought accordingly.

1.3 A member of the Senate may resign at any time by writing addressed to the Senate by a period of notice of at least three months (or such shorter period approved by Senate) and on his or her death, bankruptcy or mental or physical incapacity for a period of at least three months rendering him or her incapable of carrying out his or her responsibilities shall automatically cease to hold office.

## **2. Powers, Duties and Functions of Senate**

2.1 Senate is the principal body responsible to Council for the regulation, governance and quality assurance of the academic work of the University. Its responsibilities include:

- i) To determine and review regularly the regulations governing (a) the University's undergraduate and postgraduate programmes, (b) the conduct of research, (c) the appointment and promotion of academic staff and (d) the welfare and discipline of students.
- ii) To ensure that the University is compliant with the regulatory requirements of Office for Students, Quality Assurance Agency, Office of the Independent Adjudicator, Government Departments (including UK Visas and Immigration), the Research Councils and other research funders.

2.2 Senate has delegated authority from Council to make such Academic Regulations as are necessary to fulfil its powers, duties and functions.

### Delegation

2.3 The Senate may delegate any of its functions, powers and duties (other than its power to make Academic Regulations and provide effective oversight of the University's Quality Assurance processes) to committees appointed by it or to its officers as it sees fit, and such committees and individuals may further delegate unless the Senate has provided to the contrary.

### Powers

2.4 The specific powers and duties of Senate include:

- i) To authorise the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions to persons who have satisfied the conditions of the award thereof as prescribed in these Ordinances.
- ii) To revoke, with good cause, persons of any Degrees (other than Honorary Degrees and Titles conferred by the Council) pursuant this Ordinance or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
- iii) To regulate and monitor student complaints and appeals in respect of both academic and non-academic matters (including making Regulations of procedures in respect thereof and monitoring institutional performance in respect of matters referred to external bodies such as the Office of the Independent Adjudicator) in such manner as it may think fit from time to time and to report thereon to Council.
- iv) To regulate and monitor the conduct of the students of the University in respect of both academic and non-academic matters and to determine from time to time by means of Regulation in what manner disciplinary powers, duties and functions shall be exercised.
- v) To regulate and monitor the professional suitability of the students of the University and to determine from time to time by means of Regulation in what manner those powers, duties and functions shall be exercised.

vi) To regulate and monitor the fitness to study of the students of the University and to determine from time to time by means of Regulation in what manner those powers, duties and functions shall be exercised.

vii) To suspend, discipline, exclude or expel any student in accordance with the provisions of any Regulation from time to time made under this Ordinance.

viii) After consideration of a report from the Vice Chancellor, and subject to the provisions of this Ordinance. to suspend or to expel any student who, having been suspended or excluded by the Vice Chancellor, appears to the Senate to have been guilty of gross misconduct or to be suffering from a medical condition which renders the student unfit to continue his or her studies.

ix) To award the title of Visiting Professor and to act under authority delegated by the Council to confer the titles of Emeritus Professor, Honorary Fellow or Honorary Professor, Reader or Lecturer.

x) To recommend to the Council the institution of Fellowships, Scholarships, Studentships, Exhibitions, Prizes, Bursaries and Awards (or have this authority delegated by Council).

xi) To prescribe, subject to any conditions made by the Founders and to any directions of the Council, the times and conditions of competition for Fellowships, Scholarships, Studentships, Exhibitions, Prizes, Bursaries and Awards and to examine for and award the same, or to delegate to the Faculty Board, Department, School, Institute, Delegacy or other Board concerned power to examine for and award the same.

xii) To nominate the members of the Council as provided for under Section 7.4 of the Charter.

xiii) To discharge such other duties and functions connected with the University as the Council may from time to time assign to it.

xiv) To prescribe the academic dress to be worn by the various officers and members of the University, and the occasions on which it shall be worn.

## Duties and Functions

2.5 To regulate all academic matters affecting the educational policy of the University, considering and approving recommendations from the Senate Committees regarding:

i) The introduction of new modules or programmes of study leading to the award of a University Certificate, Diploma or Degree of the University.

ii) The withdrawal of modules or programmes of study leading to the award of a University Certificate, Diploma or Degree of the University.

iii) The entrance requirements for undergraduate and postgraduate degree programmes and processes leading to admission to the University.

iv) The conduct of assessments and examinations, including issues relating to mitigating circumstances and resit opportunities.

v) The appointment of external examiners.

vi) The training and development of staff charged with (a) teaching, assessing course work and examining students, including graduate teaching assistants and research fellows, (b) postgraduate research student supervision, (c) the technical or administrative support of teaching, (d) personal tutoring, (e) welfare support for students and (f) investigating complaints, appeals and student misconduct and chairing or serving as a member of the associated hearing panels.

vii) The arrangements for the tuition, supervision, assessment, welfare and discipline of students studying at another institution as part of their University programme of study.

viii) The establishment or termination of collaborative academic partnerships (teaching or research) with other HEIs, business, governments or the not for profit sector in the UK or abroad.

ix) The roles and responsibilities of module and programme leaders, examiners and examination board chairs, personal tutors, supervisors of research students, chairs of staff student committees and of the Senate committees.

x) The progression of postgraduate research students.

xi) The schedule of quinquennial reviews for taught and (undergraduate and postgraduate) and postgraduate research programmes and the appointment of the chairs and members of the review panels.

xii) The reports of the quinquennial review panels together with the proposed action plan and schedule for follow up reports.

xiii) To constitute Appointment Boards which shall recommend persons for appointment by the Council under Council Ordinance 14.

2.6 To review data annually relating to the issues below and to investigate any arising matters of concern:

i) Recruitment of students to undergraduate, postgraduate taught and postgraduate research programmes

ii) Retention and progression of students

iii) Degrees awarded, including PhD completion rates

iv) Placements, internships and careers

v) Equality and diversity in the student population, including issues relating to widening access

vi) Student complaints, appeals and student misconduct

vii) Survey data

viii) Career progression of academic staff

ix) Research grant income, publications and related outcomes

x) Provision and uptake of bursaries and scholarships

2.7 To receive reports from the Senate Committees regarding the issues below, and to note the actions, arrangements for follow up and mechanisms for spreading good practice:

- i) Examining Boards and External Examiners' Reports
- ii) Staff-student committees
- iii) Library
- iv) Student Services, including IT support
- v) Student Welfare

2.8 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 manner of summoning the adjourned meeting and the period of notice given shall be as prescribed in the Regulations.

2.9 There shall be a Secretary to the Senate who shall be appointed by the Vice Chancellor.

2.10 The Senate may establish Committees of its members and may appoint to such Committees persons who are members of the Academic Staff but who are not members of the Senate;

2.11 The Vice Chancellor, or in their absence, the Deputy Vice Chancellor, shall be ex-officio a member of all Committees of the Senate and of all Joint Committees of the Council and the Senate.