

Senate Terms of Reference

1.1 Senate shall comprise:

- 1.1.1 the Vice-Chancellor (Chair of Senate);
- 1.1.2 the Deputy Vice-Chancellor and Provost (Vice-Chair of Senate);
- 1.1.3 the Vice-Provosts;
- 1.1.4 the Chief Operating Officer;
- 1.1.5 the Director of Finance;
- 1.1.6 The Director of Strategy and External Relations;
- 1.1.7 the Deans of Academic Schools and Faculties;
- 1.1.8 four Members of Academic Staff elected by the Academic Staff;
- 1.1.9 the Head of each College;
- 1.1.10 the Academic Registrar;
- 1.1.11 Directors of the Professional Services Departments;
- 1.1.12 the University Librarian;
- 1.1.13 the President and Vice-Presidents of the Students' Union; and

In attendance:

- 1.1.14 a secretary to the Senate, identified by the Vice-Chancellor; and
 - 1.1.15 such staff deemed appropriate by the Vice-Chancellor, on a regular or occasional basis.
- 1.2 Senate shall normally consider business relating to its terms of reference as set out below, unless required by Council to consider additional matters.
- 1.3 Senate shall report to Council on its major business after every meeting and demonstrate, by reference to its terms of reference, the scrutiny applied in reaching decisions.
- 1.4 Senate shall refer to Council for approval of those matters beyond its remit, as set out in Article 22 and more specifically in Regulation 1.6 below, unless the power to approve such matters is explicitly delegated to Senate by Council resolution.
- 1.5 Senate shall normally meet monthly during term time, except in the months of University vacations; additional meetings or cancellations of meetings will be at the discretion of the Chair of Senate.
- 1.6 Senate shall, subject to the general control and approval of Council, be the responsible body for academic standards and the regulation of academic matters at the University, as mandated by Article 22. Further to the Articles and the relevant resolutions of Council

and subject also where appropriate to the ratification of Council, Senate shall have powers, functions and duties to:

- 1.6.1 monitor implementation of the University's strategies relating to teaching and learning, scholarship and research and the priorities and actions within those strategies;
- 1.6.2 advise Council on all matters relating to academic freedom and freedom of speech;
- 1.6.3 approve, keep under review and monitor the effectiveness of all academic policies and procedures (including but not limited to those related to curriculum review, admissions, learning and teaching, research ethics and integrity, student support, student progression, quality assurance and all other policies related to the assurance of standards and quality) and report to the Council in respect of the same;
- 1.6.4 oversee and provide assurance to Council on all matters relating to compliance with policies, regulations and Office for Students' requirements relating to the maintenance of academic standards and the assurance and enhancement of the quality of University courses;
- 1.6.5 receive and consider correspondence from education regulating bodies and designated agencies, awarding institutions and awarding bodies and provide advice and guidance to the Council to ensure that it responds appropriately;
- 1.6.6 promote and encourage research, scholarship and enterprise activity at the University, including approval of research and knowledge exchange centre activities;
- 1.6.7 approve, keep under review and monitor the effectiveness of policy and strategy in relation to research ethics and integrity and report to the Council in respect of the same;
- 1.6.8 review annually the University's performance against the agreed academic key performance indicators and recommend actions to the Executive Board as appropriate to address any issues arising and ensure effective monitoring arrangements are in place;
- 1.6.9 approve, keep under review and monitor the effectiveness of policy and regulations governing the admission, progression and assessment of students on approved programmes of study at the University;
- 1.6.10 approve Procedures concerning the arrangements for the discipline, suspension and expulsion of students on the grounds of academic and non-academic misconduct;
- 1.6.11 oversee policy governing the content, teaching and timetabling of the University including the provision and supervision of professional training and to approve arrangements thereof;
- 1.6.12 consult with professional validating bodies of academic programmes provided within the University;
- 1.6.13 establish policy regarding examinations and other methods of assessment and to approve arrangements therefore;

- 1.6.14 determine the Awards of the University, including honorary awards, joint awards and those from other collaborative partnership arrangements;
- 1.6.15 determine the Programmes of Study at the University, including approval of new programmes and the suspension or closure of current programmes;
- 1.6.16 approve, keep under review and monitor the effectiveness of policy and regulations regarding staff and student conduct;
- 1.6.17 approve disciplinary procedures in all areas (including teaching and research), and the expulsion of students from the University, and report to the Council in respect of the same;
- 1.6.18 be responsible for the quality of the student engagement and partnership, including support for learning, in order to maximise the student experience;
- 1.6.19 approve the University's submissions for the TEF (or any subsequent frameworks as published from time to time) and review and report to the Council on the outcomes, as well as consider reports on the management of and outcomes from student surveys and report to the Council on the same;
- 1.6.20 receive regular reports from the Roehampton University Students' Union;
- 1.6.21 approve the awarding of degrees and other academic distinctions, either directly or via delegated authority to Boards of Senate established for the purpose;
- 1.6.22 approve honorary appointments to the positions of Professorial Fellow, Professor, Reader, Senior Research Fellow, Research Fellow or Lecturer;
- 1.6.23 withhold or withdraw any awards or distinctions of the University made to an individual, where deemed appropriate; and
- 1.6.24 discuss, record and address the potential equality, diversity and inclusion impact(s) of decisions made by Senate (in accordance with the requirements of the Equality Act 2010).

1.7 Delegation and Reservation of Authority

- 1.7.1 Senate may:
 - (a) establish Boards and Committees with specific remits, in order to carry out its business and, where it deems appropriate, delegate Senate's powers and functions in whole or in part to those bodies;
 - (b) if it considers appropriate, reserve its powers in specific matters, or overturn a decision taken by a Board or Committee of Senate; and
 - (c) allow the Chair of Senate to take action on its behalf between meetings (Chair's Action), and ratify such decisions at the next meeting of Senate; the Chair may however choose to convene a meeting of Senate as an alternative to taking Chair's Action.
- 1.7.2 The Boards and Committees of Senate shall present their decisions and proposals for consideration and ratification at the next available meeting of Senate, or for information where full delegation of duties has been approved.

- 1.7.3 The quorum for Senate meetings shall be half the membership plus one. In the absence of a quorum, either the meeting will be cancelled and the proposed business will be carried forward to the next scheduled meeting of Senate or the Chair may choose to consider urgent matters electronically by circulating the proposal(s) to all members of Senate. Decisions shall be made electronically by a majority of the members of Senate confirming their approval of the proposal(s) to the Chair.
- 1.7.4 The Boards and Committees of Senate shall report annually to Senate which shall make specific reference to the discharge of Senate's responsibilities under its terms of reference. Senate shall arrange for this report to be presented to Council.
- 1.7.5 Senate will exercise such powers as may be delegated to it by Council.

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