

## **University of Surrey Senate**

### **Terms of Reference**

The terms of reference for Council are prescribed by Statute and Ordinance as follows:-

### **Statute:-**

The Senate shall oversee Academic Endeavour. The membership and powers of the Senate shall be prescribed in the Ordinances.

### **Ordinances:**

#### **6. The Senate**

##### **6.1 Constitution of the Senate**

6.1.1 The Senate shall consist of the following:-

##### 6.1.1.1 Ex-officio members:-

- President & Vice-Chancellor
- Provost & Executive Vice-President
- Vice-Provost, Education & Students
- Vice-Provost, Research & Innovation
- Vice-President (External Engagement)
- Executive Deans of the Faculties
- Associate Deans, Learning & Teaching
- Associate Deans, Research and Innovation
- Director of Research and Innovation Services
- Director of Library and Learning Support Services
- Director of Student Services and Administration
- Director of the Doctoral College
- President of the Students' Union
- VP Voice of the Students' Union
- Academic Registrar

##### 6.1.1.2 Nominated members:-

Four from each faculty, nominated by the Faculty Executive.

##### **6.2 Appointment of the Members of the Senate**

6.2.1 Ex-officio Members shall continue to serve until such time as they vacate the office by virtue of which they are ex-officio members of the Senate.

6.2.2 Nominated members shall serve an initial term of two years and shall be eligible for re-election for one further term of two years, following which there must be a break of one year before any further re-election. In any event a maximum of six years in total may be served.

##### **6.3 Functions of the Senate**

6.3.1 The Senate has responsibility for oversight of the Academic Endeavour of the University, as defined in Charter.

6.3.1.1 This includes:-

teaching and learning; assessment;

ethical conduct in research; innovation; and intellectual property arising from research and/or teaching;

the grounds upon which a student may be excluded, suspended or expelled from the University;

the conferment and rescission of higher education awards;

academic regulations and regulations concerning students

6.3.1.2 For the purposes of this Ordinance and Regulations made thereunder,

a) **Exclusion:** means withdrawal by the University of permission and/or entitlement for a student to access and/or enter the University, its campus and/or estate, or any part or parts of the University, its campus and/or estate, for such period or periods of time as may be specified. Exclusion may be by way of sanction or outcome pursuant to a process followed under any Regulation and/or by way of neutral act (not constituting a sanction or outcome) under any Regulation.

b) **Suspension :** means withdrawal by the University of permission and/or entitlement for a student to take part in all or any University and/or University-related activity and/or event (such as, but not limited to, assessments, exams, lectures, tutorials, placements, trips) and/or to access and/or use all or any University service (such as, but not limited to, University IT network) for such period or periods of time as may be specified

Suspension may be by way of sanction or outcome pursuant to a process followed under any Regulation and/or by way of neutral act (not constituting a sanction or outcome) under any Regulation.

**Expulsion :** means the permanent withdrawal of a student from the University and of all rights and entitlements arising from or associated therewith either with or without an express prohibition on the student ever reapplying to the University. Expulsion will only be by way of sanction or outcome pursuant to a process followed under any Regulation and not by way of neutral act (not constituting a sanction or outcome) under any Regulation.

6.3.1.3 The Senate shall discharge its oversight through sub-committees which shall, amongst other things, be formed for the purpose of approving, amending or repealing Regulations relating to the Academic Affairs.

6.3.1.4 The Senate shall retain governance oversight of its sub-committees.

6.3.1.5 The Senate shall review the discharge of its responsibilities, through its sub-committees, every five years.

- 6.3.1.6 The Senate shall report to each Council meeting on the discharge of its responsibilities.
- 6.3.1.7 The Senate shall provide an annual quality assurance report and accompanying action plan to Council relating to the continuous improvement of the student academic experience and student outcomes.
- 6.3.1.8 The Senate shall recommend persons to Council, to receive Honorary Degrees or other academic distinctions.
- 6.3.1.9 The Senate shall elect members of the Senate to be members of Council, according to the constitution of Council.
- 6.3.1.10 The Senate may make recommendations to Council on Statutes and Ordinances which reflect the Academic Endeavour of the University.
- 6.3.1.11 The Senate shall exercise all such functions as are or may be conferred upon the Senate by the Charter and Statutes.
- 6.3.1.12 The Senate shall be chaired by the Provost & Executive Vice-President, a formal act of delegation by the President & Vice-Chancellor who is *de facto* Chair as set out in the Charter.
- 6.3.1.13 The quorum for the Senate shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.
- 6.3.1.14 The Senate shall bring matters to the attention of Council as appropriate.
- 6.3.1.15 The Secretary for the Senate shall be the Vice-Provost, Education & Students.