

## Ordinance A15: The Senate

### *Constitution of Senate*

1. The Senate is established by the Charter, subject to the overall superintendence of the Council, to exercise general responsibility for the academic activity of Queen Mary. In addition to exercising jurisdiction over the following issues, it may offer advice to the Council and to the Principal on all academic matters.

### *Terms of reference*

#### **Academic Standards**

- [a] To establish the requirements for degrees and other awards made under the Charter and to put in place procedures and boards for the consideration of such awards.
- [b] To approve regulations relating to the admission, assessment and operation of all programmes, modules and awards.
- [c] To approve procedures for approval and amendment of programmes and modules leading to awards of the College and the University.
- [d] To approve procedures for the withdrawal of programmes and modules.
- [e] To consider and approve or advise on as applicable strategies and policies designed to ensure the academic quality of programmes, including the teaching, learning and assessment strategy.
- [f] To receive reports on procedures that relate to academic standards, academic quality and the quality of the student experience and recommend appropriate action in the light of these reports.
- [g] To approve provisions for the operation and award of prizes as applicable.

#### **Academic Freedom**

- [h] To approve policies to support and foster academic freedom in relation to the academic activity of Queen Mary and to report to Council on matters of concern in relation to the provision of academic freedom.

#### **Research**

- [i] To consider and approve or advise on as applicable the research strategy and policies for research.
- [j] To approve regulations relating to the admission, supervision, assessment and operation of postgraduate research programmes in addition to those provided for under Academic Standards above.

- [k] To approve in place structures and procedures for the consideration of research ethics.

### **Academic Organisation**

- [l] To advise the Principal and the Council on matters related to the academic organisation of Queen Mary.
  
- [m] To approve the conferral of Honorary Fellows of the College and award of Honorary Degrees of the University, upon the recommendation of the appropriate committee.

### **Other**

- [n] To regulate the conduct of students and receive reports from the Student Disciplinary and Fitness to Practise Committees.
  
- [o] To advise on any other matter referred to it by the Council or other relevant matters that have a bearing on the academic policy of the College.

### *Membership*

- [a] The Principal as Chair *ex-officio*
- [b] The Vice-Principals *ex-officio*
- [c] The President of the Students' Union *ex-officio*
- [d] The Students' Union VP Education *ex-officio*
- [e] Heads of School/Institute (School of Medicine and Dentistry) *ex-officio*
- [f] Faculty Deans of Research and Taught Programmes *ex-officio*
- [g] Three students elected by the students' representatives across all faculties.
- [h] Elected members of academic staff so that there is an overall elected majority (including the elected student members). The numbers of elected members of academic staff per faculty may vary to provide for uneven numbers of Heads of School or Heads/Directors of Institute so that there is in total an even number from each Faculty over all membership categories. In the first instance this will be: 9 from HSS; 12 from SMD and 13 from S&E.

### *Elected members of Senate*

2. The call for nominations and elections shall be conducted by the Academic Secretary. The elections shall be conducted by a ballot using a single transferable vote system.
  
3. All academic staff in the relevant constituencies shall be entitled to stand and to vote. Academic staff are defined in Ordinance B1. In any category, where more than one person stands for election, the Secretary to Council conducts a postal or electronic ballot.

4. Elections are normally held during the second semester prior to the academic year in which an elected member's period of office shall be due to end.
5. Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.
6. A member who does not attend a meeting for twelve consecutive calendar months shall be deemed to have resigned his/her membership.

#### *Attendance at Senate meetings*

7. Individuals in attendance at meetings of Senate, in addition to the Secretary to Senate, do so at the invitation of the Chair.

#### *Boards and Committees of Senate*

8. Senate may establish such Boards and Committees as it considers appropriate for the discharge of its responsibilities

#### *Ordinary meetings of Senate*

9. The Senate shall meet at least four times per year with meetings scheduled in advance. Scheduled meetings shall also be known as ordinary meetings.
10. The schedule of ordinary meetings shall normally be published by 30 June in the academic year prior to the year in which the meetings are to be held.
11. The quorum for Senate shall be one third of the membership.
12. If a meeting of Senate is inquorate, the Chairman shall decide whether; a) the meeting shall be postponed and rearranged, or b) whether the meeting shall proceed, with all decision made to be considered preliminary, until the agreement of the required number of members has been confirmed to effect the decisions as formal for the record.

#### *Extraordinary meetings of Senate*

13. An extraordinary meeting of Senate may be called by the Chairman at any time and will be held within a maximum of 21 days.
14. An extraordinary meeting of Senate may be called by the secretary to Senate at the written request of no fewer than one third of the members. Extraordinary meetings shall be held within a maximum of 21 days from the date of the requests to the secretary.

15. The business of an extraordinary meeting of Senate shall be only that business for which the meeting was called. An extraordinary meeting may be held electronically, by circulation or in person.

#### *Circulation of agendas and papers*

16. The secretary to Senate normally despatches the agenda and papers to all members for a meeting at least seven days prior to the date of the meeting.
17. Any member of Senate may propose an item for consideration to the agenda by submitting it to the secretary by the relevant published deadline.
18. Any papers not sent with the original circulation shall be circulated by the secretary at least three days prior to the meeting. Only in exceptional circumstances, and with the agreement of the Chairman, shall papers be circulated in a shorter timeframe or tabled at the meeting.
19. The agenda for a meeting of Senate may include items marked with an asterisk, which will signify an expectation that these items will pass without discussion. Any member may before the start of a meeting request that the asterisk be removed, to permit discussion of the items.
20. In exceptional circumstances, supplementary agenda items may be taken with the approval of the Chairman.
21. Agenda and papers for, and minutes of, any meeting or items relating to reserved business shall be recorded separately and circulated only to those members entitled to receive them.

#### *Conduct of meetings of Senate*

22. Any proposal or recommendation which appears on the agenda or in a report submitted to the meeting shall be put to the meeting for resolution. Any amendments to the proposal shall be considered in turn before the overall proposal. If an amendment is carried, the proposal shall be amended accordingly and the amended version considered for approval.
23. It shall be within the discretion of the Chairman to set a limit to the length of time to be spent on debate, provided that the mover of any proposal, motion, amendment or item of business has the right of final reply before it is put.
24. Voting at meetings shall be normally by show of hands of those present, not including the Chairman. The decision shall be taken in accordance with the majority votes. When equal numbers of votes are cast, the Chairman shall have the casting vote.

### *Acts during vacancies*

25. No act or resolution of the Council or any committee or board constituted by it or one of its committees or boards can become invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the election or appointment of any *de facto* member of the body whether present or absent, or by reason of the accidental omission to give any member notice of the meeting or the non-receipt by any member of that notice.

### *Minutes*

26. The secretary to Senate shall be responsible for producing minutes of the meeting and for maintaining the master copies of all minutes and papers.
27. Minutes shall be unconfirmed until approved at the next meeting. After the Chairman has agreed the unconfirmed minutes they shall be circulated to members. Any amendments to the unconfirmed minutes agreed at the meeting shall be incorporated into a final version which becomes the confirmed minutes and the formal record of the discussion and decisions.