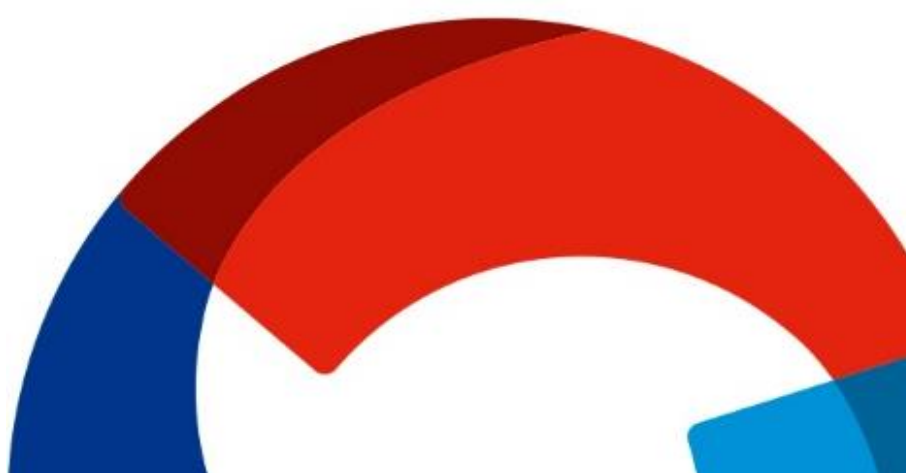


# Senate

## Terms of Reference

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# Senate

## Terms of Reference

### Introduction

1. These terms of reference (ToRs) have been developed to provide clear direction to members of Senate to help manage expectations (of members and proposers of business) and to enable Senate to hold itself accountable for its responsibilities, as delegated to it by Council, (the governing body). As such these terms of reference set out the extent and limits of Senate's duties and responsibilities for which Senate is accountable to the governing body. These ToRs have also been designed to provide a framework (along with the Standing Orders) to ensure members of Senate are able to make informed decisions.

### Purpose and remit

2. The governing body has determined that Senate is the principal academic authority of Study Group with responsibility to oversee all aspects of academic activity across all educational provision within the United Kingdom and European Union, educational provision delivered in partnership around the world and educational provision delivered digitally. As such, Senate is responsible on behalf of the governing body for the following:

#### Academic Strategy

3. Via authority delegated by the governing body, Senate is responsible for determining Study Group's overall learning, teaching and research strategies. This includes setting objectives for the organisation that ensure that strategic objectives are realised.

#### Academic quality and standards

4. Senate is responsible for the setting and maintenance of academic standards, and for the academic quality of programmes and their delivery in line with Study Group expectations and any regulatory requirements relevant to the region(s) in which Study Group is operating. Senate also has ultimate responsibility for the assurance of the quality and standards of provision where any programme or service is being delivered on behalf of, or in partnership with, a partner institution.

#### Student Experience

5. Senate is responsible for ensuring that the non-academic student-facing services that support students to access, succeed in, and progress from their programmes is contributing effectively to Study Group meeting its strategic academic and research aims and objectives.

#### Governance

6. To ensure that it is able to meet its strategic objectives, and to maintain effective oversight of academic quality and standards, and of the student experience, Senate is responsible

for the academic and non-academic governance structures that report to it and for their effective working.

#### Regulatory expectations and assurance

7. Senate is responsible for ensuring that Study Group programmes of study, their delivery, and the provision of student-facing services and information meet all applicable regulatory requirements and overall expectations. This includes but is not limited to requirements and expectations in regard of:
  - a. relevant regulatory conditions of registration;
  - b. academic standards and quality;
  - c. safeguarding;
  - d. visa regulations; and/or
  - e. consumer and marketing legislation.

#### Risk assurance

8. Senate is responsible for the identification and management of areas of potential risk in connection to those areas within its remit. This includes areas of potential risk in relation to academic provision and the student experience arising from, but not limited to:
  - a. academic standards;
  - b. the quality of the learning experience;
  - c. the quality of the student experience;
  - d. regulatory compliance; and/or
  - e. sector reputation.
9. As part of the delegated responsibilities provided to it from the governing body Senate has the power to:
  - a. develop, and keep under regular review, the academic strategy of Study Group and to make such recommendations to the governing body as may be requisite for its implementation;
  - b. make recommendations to the governing body in relation to the academic structure and organisation of Study Group;
  - c. discuss and provide an opinion on any scholarly or research matter (relating to Study Group) to the governing body, who shall consider and respond to the same; and
  - d. uphold the principle that academic staff shall have the freedom to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.

## Composition

10. Senate shall consist of the following persons:

Membership category	Membership criteria
Chair	Provost and Chief Academic Officer
Ex-officio members	Chair of the Quality, Learning & Teaching Committee
	Chair of the Scholarship & Ethics Committee
	Chair of the Student Experience Committee
	Executive Deans
	Dean of Education and Student Experience
	Academic Registrar and Director of Quality
	Director of the Curriculum Office
Central services members	Director of Digital Learning
	A member responsible for admissions
Academic members	A member responsible for CMA compliance
	Two colleagues responsible for learning & teaching
Student member	A member of the student body or recent graduate
Secretary	Deputy Registrar (Academic Governance)

11. Senate will always contain at a Chair (appointed ex-officio on appointment to the role of Provost), four ex-officio members, one central services member, one academic member and one student member.
12. At such times as Senate deem necessary for the effective and efficient conduct of its business, it can co-opt up to two additional members, in any category of membership, for a term equivalent to a non-co-opted member.
13. Senate will therefore always have at least eight members and at most 16 members at any time.

## Quorum

14. The quorum for meetings of Senate shall be **fifty per cent** of members (rounded up to the next whole number, where the calculation of fifty per cent does not produce a whole number). This must include the Chair (or Deputy Chair) at least four ex-officio members, at least one central services member (which can include ex-officio members) and at least one of the academic or student members.

## Duties and responsibilities of Senate Members

15. Study Group is committed to maintaining the highest standards in the conduct of its activities. Senate members are expected to perform their duties faithfully, efficiently and diligently to a standard commensurate with both the responsibilities of the role and their knowledge, skills and experience.
16. It is expected that every Senate Member will, if possible, attend each meeting. Senate Members shall, when making recommendations, comply with the following duties:
  - a. they must act honestly, with prudence and without a conflict of interest (see below);
  - b. they must act at all times in the best interests of students; and
  - c. provide advice in accordance with applicable legislation, guidance and best practice.
17. Members shall act in accordance with these terms of reference and shall also be required to act in accordance with any code of conduct put in place by Senate from time to time.

## Meetings

### Schedule and Notice of Meetings

18. Senate will meet at least four times per academic year.
19. A notice about each meeting of Senate shall be provided to members in writing (which includes notice by e-mail), specifying the time and place of the meeting at least ten working days before the date of an ordinary meeting, and at least five working days before the date of a special meeting.

### Chairing

20. Meetings of Senate shall be chaired by the Chair as appointed by the governing body.
21. In the absence of the Chair, the Deputy Chair shall chair the meeting, subject to the requirements outlined in the quorum and adjournment section below.

### Secretarial services

22. Secretarial services will be provided by the Quality Assurance and Enhancement Office and will usually be provided by the Deputy Registrar (Academic Governance).

## Delegation

23. Subject to the exceptions detailed below, Senate may delegate any of their powers, functions and duties to any person, committee or body.
24. Senate shall not delegate responsibility for:
  - a. the approval of Study Group Limited's academic strategy or academic strategic plan;
  - b. making, amending or revoking any of the terms of reference, schemes of delegation or standing orders relating to the business of Senate; and
  - c. any other powers as directed by the governing body.

25. Where Senate considers it necessary to delegate responsibility, it will issue the governance body, or individual, with specific terms of reference outlining the authority and/or powers it has delegated. These terms of reference will also outline how Senate will receive relevant reports as to how this delegated power/authority is being utilised and the effect of this delegation.

### Reporting

26. Senate remains accountable to the governing body in all respects. Senate reports to Council via submission of minutes and Chair's report from each meeting, and via additional formal reports on any aspects of its business at the governing body's request.

### Review of operation

27. Senate will review its operation every three years, including these Terms of Reference



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