



SENATE REGULATION 1: Senate and its Procedures

Contents

PART A – GENERAL PROCEDURES	2
PART B – STANDING COMMITTEES OF SENATE	5
University Education and Student Experience Committee (UE & SEC)	6
University Research Ethics Committee (UREC)	8
Research and Knowledge Transfer Committee (RKTC)	10

occurs, the Chair shall have the casting vote.

Minutes

9. The Secretary to Senate shall keep minutes of all meetings. Copies of the unreserved minutes, together with the associated unreserved agenda papers, shall be available to Members of the University through the University's intranet.

Confidentiality

10. Members of Senate shall observe the relevant degree of confidentiality pertaining to the business of the committee.

Attendance

11. Members of the Senate are expected to attend all meetings. Where a member does not attend any three meetings within an academic year, the Chair may require that member to be removed from the Committee. If that member was elected, a replacement may be sought accordingly. Non-members may be admitted to meetings with observer status only, subject to the agreement of the Chair. Such guests of the Senate may be required to leave if they cause a disturbance or if the Senate so determines. A request to attend a meeting of the Senate should be submitted to the Secretary at least five working days before the meeting to which the request refers.

Adjournment

12. The meeting may be adjourned at any time by the Chair.

Co-option

13. In accordance with Council Ordinance 9, the Senate may resolve to co-opt additional members, provided that the reasons for so doing are explained and agreed. Membership of the Senate by co-option shall be for a period of two or three years, as the Senate may determine the possibility of a further period of co-option on one occasion only.

Closed matters

14. Papers and minutes containing information which is subject to freedom of information

- x Not more than five students of the University, elected from among their own number in such a manner as the Senate shall determine
- x The Director of the Graduate School
- x The Dean of Culture and Inclusion
- x The Chair of each of Senate's Sub-Committees

Elected

x

reference shall determine. The Vice-Chancellor or in their absence, the Deputy Vice-Chancellor, shall be an ex-officio member of all Committees of Senate. (All ex-officio members are noted in italics.)

All committees of Senate will consider the potential equality and diversity impact of the work they undertake. The Student Experience and Welfare Sub-Committee has further oversight of equality and diversity matters affecting students.

There is one ~~provision~~ ~~(i) 2.2 (t)-6.6 (he)10.5 (2 (e.9bT(r)4 (u)10((m) 72.6 (r)-5.9 (ab)10.6 (s)-2.6 (s9b-~~

6. receive and consider reports and evaluations on innovations and good practice in learning and teaching and research degree provision, and make recommendations as appropriate to integrate good practice into University policies and procedures;
7. receive, evaluate, and formally endorse reports originating from its sub-committees, with the primary purpose of upholding oversight of their operational functions and offering recommendations to the Senate for consideration. set institutional procedures and schedules in respect of quality assurance processes and consider matters arising from them;
8. oversee, monitor and review the Management of Information Framework and to support the efficient and effective management of information, and compliance with regulatory and statutory obligations;
9. monitor external developments relating to postgraduate research students and their education, and academic quality and standards (including from funding bodies, quality assurance bodies, or other regulatory bodies), advising other committees as appropriate;
10. to receive, review and approve reports and monitor and evaluate the effectiveness of Apprenticeship Quality Board.
11. have oversight of provision offered in partnership, including management, monitoring and review, and to recommend changes to partnership frameworks and arrangements as appropriate;
12. consider matters arising from the reports of

- x Chair of the Student Experience and Welfare Sub Committee
- x Chair of the Academic Appeals Sub Committee
- x Chair of the Access and Participation Sub Committee
- x Chair of the PGR Sub Committee
- x Chair of the Misconduct and Fitness to Practise Sub Committee
- x Chair of the Immigration Sponsorship Review Sub Committee
- x A representative from Academic Skills Development
- x A representative from the Academic Professional Development Unit
- x Head of Digital Education
- x

4. To take all reasonable steps to embed a culture and awareness of ethics in research within the University, with particular reference to staff and student development in research ethics.
5. To require reports from UREC Sub-committees and Colleges, and to require such other reports as may be deemed necessary.
6. To be the appropriate body to consider the ethical implications of particular research partnerships and of particular sources of research funding.
7. To provide regular updates and an annual report to Senate.

This Committee is expected to meet twice per term (6 times a year). The UREC has established and maintained a series of policies, processes and procedures in order to ensure that appropriate ethical standards are upheld. Further documentation, codes and guidance can be found here: [Research Ethics and Integrity \(brunel.ac.uk\)](https://www.brunel.ac.uk/research-ethics-integrity)

Membership must include:

- x Chair
- x Designated Deputy Chair [vacant]
- x Pro Vice Chancellor (Research)
- x Chair of Human Tissue Act Compliance Sub-Committee
- x Chair of Animal Welfare Ethical Review Board
- x College Vice-Dean (Research and/or Education) or his/her designated individual from each College
- x College Research Manager or designated individual from each College
- x A maximum of two Research Ethics Officers from each College (to be decided by the individual College). Each REO must also have a named alternate, who would be asked to attend UREC meetings if the primary REO is unable to do so
- x One sabbatical officer– Union of Brunel Students
- x Head of the Graduate School (or nominated representative)
- x One representative – xp (m)-6 (ent)-6. 3 (O)4.2 (f)-6.6 (t)-6.6 (i)2.6 (c)-9 (e)]TJ 0 Tc 0 1.859 0 Td ()Tj
 - x Ue t for so

