



## Powers of Senate

As set out in the University's governing instruments.

### CHARTER

- **Point 10.** There shall be a Senate of the University which shall subject to the Statutes of the University and the control and approval of the Council regulate and superintend the education and discipline of students of the University.
- **Point 14.** Statutes and Ordinances of the University shall prescribe or regulate as the case may be:- **b.** The constitution, powers and duties of the Senate and all other matters relative to the Senate which it may be thought are proper to be so prescribed and regulated.
- **Point 15.** The Statutes of the University may direct that any of the matters by these Presents authorised or directed to be prescribed, governed or regulated by Statutes of the University shall be prescribed, governed or regulated by Ordinances of the University.

Ordinances shall be made by the Council of the University and shall be operative and have effect when sanctioned by the Council and not before; provided that in matters referring to courses of study, degrees, diplomas and certificates, the affiliation of Colleges, the recognition of Teachers, and the constitution of Joint Committees of the Council and the Senate, Ordinances shall be submitted to the Council subject to the Senate having had the opportunity to report thereon to the Council.

- **Point 16.** The Council and the Senate respectively may from time to time make Regulations for governing subject to these Presents and the Statutes of the University the proceeding of those bodies and the power to make Regulations shall include the power to add to, amend, alter or repeal any Regulations theretofore made.
- **Point 17.** It shall be the duty of the Council from time to time to bring before the Senate and the Court any matters which in its opinion should be dealt with by these bodies respectively.

It shall be the duty of the Senate from time to time to bring before the Council any matters which in its opinion affect the teaching, research and general wellbeing of the University.

### STATUTES- SECTION 6

1. The Senate shall consist of the following members:

- a) The President and Vice-Chancellor who if present shall preside at all meetings of the Senate.
- b) The Provost and Deputy Vice-Chancellor shall preside in the absence of the President and Vice-Chancellor.
- c) The holders of such other positions as are prescribed by Ordinance.
- d) Representatives of academic disciplines as defined in Ordinances.
- e) Up to eleven staff members of the University drawn from across the University as specified in Ordinances.
- f) Two officers of the Students' Union appointed by the executive of the Students' Union, as prescribed by Ordinance.
- g) Up to four current registered students of the University, normally appointed by the Students' Union, as prescribed by Ordinance.

2. Senate shall have the power to exercise all such powers as are or may be conferred on the Senate by the Charter and to do such other acts and things as the Council shall authorise. In addition to all other powers vested in it, Senate shall have the specific powers prescribed in the Ordinances.
3. Subject to the Charter and these Statutes, the Senate shall have the right to reserve unto itself or to delegate such of its powers as it thinks fit.

## **ORDINANCE 10: POWERS OF THE SENATE**

1. To direct and regulate the teaching and instruction within the University and the examinations held by the University subject to the powers of the Council as hereinbefore defined.
2. To promote research within the University and to require reports from time to time upon such research.
3. To appoint four members of the Senate to be Members of the Council under Section 4, Clause 1, Class 4 of the Statutes.
4. To elect or appoint members of the Senate as provided for under Section 6 Clause 1(f) of the Statutes.
5. To award degrees (other than honorary degrees), diplomas, certificates and other Distinctions, including degrees, diplomas, certificates and other Distinctions offered and awarded by the University in conjunction with another institution.
6. To make all regulations for giving effect to the Statutes and Ordinances of the University relating to courses of study and examinations.
7. To regulate the admission of persons to courses of study in the University and their continuance at such courses.
8. To regulate all University examinations and to appoint External Examiners.
9. To suspend or remove an Examiner for negligence or misconduct or any other good cause during his or her term of office and in the case of a casual vacancy to appoint a substitute who shall have authority to act during the Examination then in progress or next ensuing.
10. To determine and report to the Council on the organisation of the Colleges, Schools, Institutes, Boards, Departments or Centres of the University and the assigning to them of their respective subjects and academic units, and also to report to the Council as to the expediency of the establishment or disestablishment at any time of Colleges, Schools, Institutes, Boards, Departments or Centres.
11. To review, amend, refer back, control or disallow any act of any College, School or Institute, or of any Board, or Department and to give directions to any such body.
12. To report to the Council on all Statutes, Ordinances and Regulations or proposed changes thereof.
13. To report to the Council on such changes to the Charter as the Council may propose.
14. To consider any matter concerning teaching, learning and research, and to report to the Council as appropriate.
15. To discuss any matter relating to the University including any matters referred or delegated to the Senate by the Court or the Council and to report its views on such matters to the Court or the Council.

16. To propose to the Council the names of recipients of honorary degrees.
17. To regulate matters of discipline relating to applicants, students of the University and former students, in accordance with the Charter, Ordinances and Regulations of the University. This shall include the powers to deny admission to any applicant, exclude or expel any current student, and deprive of any award any current or former student.
18. To exercise all such powers as are or may be conferred on the Senate by the Charter, Statutes, Ordinances and Regulations and to do such other acts and things as the Council shall authorise.
19. To advise and make recommendations to the Council on matters affecting the appointment, duties and conditions of service of all members of the Academic Staff.
20. To approve examinations and periods of study at other Universities and places of learning as equivalent to such examinations and periods of study in the University as the Senate may determine.
21. To make recommendations to the Council for depriving, with good cause, any person of any degree, diploma, certificate or other distinction granted to or conferred on them by the University.
22. To regulate the use of academic dress in the University.
23. The Senate may delegate specified powers to individuals or committees accountable to the Senate. Such delegations shall be set out in an approved scheme of delegation.
24. To monitor the academic performance of the institution, via the consideration of an annual academic performance report, and to provide appropriate assurances to the Council.

Governance Office  
10 September 2015

# UNIVERSITY OF LEICESTER

## SENATE

### Standing Orders 2025-26

#### Meetings

1. Ordinary Meetings of the Senate shall be held on such days and at such time and place as the Senate may from time to time determine provided that at least three Ordinary Meetings shall be held each year.
2. A Special Meeting of the Senate may be convened at any time at the request of the President and Vice-Chancellor, or in his/her absence the Provost and Deputy Vice-Chancellor or by not less than one third of the members requesting a Special Meeting in writing to the Registrar and Secretary.
3. Notice of each Ordinary Meeting of the Senate accompanied by an agenda paper shall be circulated to each member by the Academic Registrar at least five days before the date of the meeting. No business other than that arising out of matters referred to in such agenda paper shall be considered except with the consent of the Chair of the meeting.
4. Members of the Senate intending to bring forward any special business at an Ordinary Meeting (i.e. business brought forward by a member acting in an individual capacity which has not previously been discussed with the Chair and/or the Registrar and Secretary) shall give written notice of such business to the Registrar and Secretary at least fourteen days before the date of the meeting. Special business of this kind will not be considered in the absence from the meeting of the member who has given written notice of the matter unless he/she has requested some other member to present it in his/her place and has informed the Registrar and Secretary of such a request.
5. At least seven days' notice of a Special Meeting stating generally the nature of the business to be transacted shall be sent to each member of the Senate and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
6. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any such notice.
7. No communication from members of the University (individually or as group) to the Senate or to any Senate member will be considered by Senate unless it has been circulated to the members via the Registrar and Secretary who shall consult in case of doubt with the Chair.
8. One member from each of the recognised Trade Unions shall be invited to observe each Ordinary meeting of Senate. Observers are expected to treat the information shared and discussions held in strict confidence and do not have the right to vote on any motions raised.

#### Chair

9. In the absence of the Chair, the Vice-Chair (Provost and Deputy Vice-Chancellor) shall take the Chair. In the absence of both the Chair and the Vice-Chair, the members present and entitled to vote shall elect a Pro-Vice-Chancellor to be the Chair.

10. Between Ordinary Meetings of Senate, the chair of Senate shall have the power to act on its behalf on any matter requiring an immediate or early decision, which for timing reasons cannot be delayed until the next meeting. Such items shall lie within Senate's terms of reference and shall normally be confined to matters which the Chair judges as routine and likely to be non-controversial. The action of the Chair shall be formally recorded and reported at the next meeting of Senate.
11. For any business of Council which cannot be dealt with by Chair's action alone, under the general provisions for Chair's action set out in paragraph 10 above. An Urgency Committee comprised of the Chair and Vice-Chair of Senate, the Pro-Vice-Chancellors and Heads of College, the Registrar and Secretary and the Academic Registrar, or their designated deputies, shall have the authority to act on behalf of Senate between meetings of the Senate and shall report any such action to the next Ordinary Meeting of the Senate. Such action may be taken only where it would be inappropriate to wait for the matter requiring consideration to be brought to a scheduled meeting of the Senate. Before reaching a decision on any such matter the Urgency Committee shall normally meet to consider written details of the matter requiring a decision, and must first determine whether it is of such significance that a special meeting of Senate should be called.

### **Secretary**

12. The Registrar and Secretary shall be the Secretary of the Senate and shall be responsible for preparing and circulating agenda papers of Senate, recording its proceedings and ensuring that its decisions and instructions are carried out. In practice, the Registrar and Secretary may delegate the secretariat role for Senate to other officers of the University.

### **Quorum and Voting**

13. Meetings of Senate shall be quorate provided that there are at least 24 members present.
14. Where possible, decisions will be achieved via collective consensus. If consensus cannot be achieved, the Chair may call a vote. A motion shall be passed by simple majority voting by a show of hands unless any member requests an anonymous vote. The outcome of the vote will be recorded in the minutes as: the resolution was passed unanimously; the resolution was passed by a majority or the resolution was not passed. Votes will not be attributed to individual members.
15. In the event that a member is unable to attend a meeting and sends a deputy in their place, that deputy shall not vote.

### **Classification of Business**

16. For the purpose of agendas and/or minutes Senate's business shall normally be divided into:
  - Unreserved business
  - Reserved business (e.g. business involving commercially sensitive information, personal data on individual members of staff and students, and other matters which may be exempt from public disclosure under Freedom of Information legislation).
17. The Registrar and Secretary shall be responsible for classification of items of business, in consultation with the Chair as necessary. During the course of discussion of an item of unreserved business, the Chair may rule that the matter be treated as Reserved business, in which case the discussion of that item shall normally be recorded as Reserved within the minutes.
18. The minutes relating to unreserved items only will be published on the University Sharepoint.

### **Addressing the meeting**

19. A member when speaking shall address the Chair, who will regulate the discussion.

#### **Points of order**

20. A member may raise a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to a perceived breach of a Standing Order or statutory or common law provision and the member shall specify the Standing Order or statutory or common law provision and the way in which the member considers it has been breached. The ruling of the Chair on a point of order shall not be open to discussion.

#### **Committees**

21. Senate may appoint standing committees and special committees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings within the Academic Governance Code of Practice. Subject thereto each committee, or special committee, may regulate its own procedure and shall deal with any matters delegated to it.

22. The President and Vice-Chancellor may exercise the right to be an ex-officio member of all committees of Senate.

23. Each committee may at its discretion co-opt in any one academic year not more than three persons for periods not exceeding one academic year.

24. Between ordinary meetings of any committee the chair of the committee shall have power to act on behalf of the committee on any matter requiring an immediate or early decision and shall report any such action to the next meeting, unless in the opinion of the chair, in consultation with the Chair of Senate, the nature of the business is such as to justify the summoning of a special meeting of the committee.

#### **Amendments to Standing Orders**

25. Any amendment necessary to the Standing Orders shall be presented to an Ordinary Meeting of Senate.

26. Standing Orders shall be presented to Senate at its first Ordinary Meeting in each academic year. The Membership and Powers of the Senate, shall also be circulated for that meeting.

Governance Office  
10 September 2025



## SENATE MEMBER ROLE DESCRIPTOR

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### Introduction

Senate is the ultimate academic authority of the University, established by Charter, and has overarching responsibility for academic standards, promotion of research, the regulation of learning, teaching and assessment and ~~for~~ the student experience.

Senate is subject to the “general control and approval of Council<sup>1</sup>”, and is chaired by the Vice Chancellor, as the head of the institution and the ‘principal Academic and Administrative Officer of the University’.<sup>2</sup>

Senate is responsible for the academic life of the University; it considers items from across the University, reporting to or providing assurance to Council on the same. Items include ~~considers a variety of items, such as~~ quality assurance processes, research integrity, the organisation of Colleges, student discipline and academic dress in the University.

The powers of Senate can be accessed here (Ordinance 10) and membership of Senate can be found here (note, to be updated imminently for 2024/25).

*The key responsibilities and duties of Senate members are outlined within this document. Please note that this is not an exhaustive list, but aims to give an overview of the types of duties and responsibilities expected.*

### Key Responsibilities of Senate

Senate members have the responsibility to:

- Uphold academic standards, regulate learning and monitor the quality of teaching, assessments and student experience;
- Approve and monitor plans to enhance academic quality and improve the student experience;
- Provide assurance to Council of the academic standards of the University;
- Promote, encourage and oversee research, innovation and enterprise activities.

Senate operates collective decision-making which encourages discussion and input from a wider range of perspectives on the matter at hand. Individual members are not representatives or delegates of particular groups or bodies but acting in the collective interest of the University’s academic provision.

Members are able to discharge such responsibilities by attending and actively participating in meetings, engaging with items that Senate considers and using their expertise to actively contribute to the development of the University.

Further information, including the Code of Practice for Academic Governance and Senate Standing Orders, can be found on this page of the University website.

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<sup>1</sup> Charter, point 10

<sup>2</sup> Charter, point 6

## **Regulatory Assurance**

The Office for Students is the Higher Education sector's regulator. Its' objective is to ensure that all students, from all backgrounds, with the ability and desire to undertake higher education are supported to access, succeed in, and progress beyond Higher Education. This includes ensuring students receive a high-quality experience and progress into employment or further study. Senate is, on behalf of Council, responsible for receiving assurance that the University is compliant with the conditions of registrations within its remit: Condition A: Access and Participation; Condition B: Quality and Standards; and Condition C: Consumer Protection Law. It receives reports throughout the year setting out the controls in place and identifying any areas for improvement.

The University's governance operates in accordance with the Public Interest Governance Principles.

## **Duties of Senate Members**

In order to be an effective Senate member and enable Senate to discharge its responsibilities, Senate members are expected to:

- Attend induction events and training sessions that might be offered to members of Senate;
- Attend meetings,<sup>3</sup> actively engage and allocate sufficient time ahead of each meeting to read and digest meeting papers, formulating comments and questions in advance;
- Have a broad knowledge of the context that Senate works within – for example, news, policy and local issues and challenges;
- Make effective decisions that are taken in the best interest of the University as a whole;
- Participate, as required, in effectiveness reviews of Senate;
- Do not share any papers, discussion or decisions which are identified as confidential or reserved.

The membership of Senate is made up of ex-officio roles, nominated roles and elected roles.

## **Operation of Senate**

Senate normally holds three Ordinary meetings in each academic year. For 2024/25, meeting dates are as follows:

- a) Wednesday 2 October 2024 14:00-16:00
- b) Wednesday 12 February 2025 14:00-16:00
- c) Wednesday 11 June 2025 14:00-16:00

Members of Senate will be added to a SharePoint site, which is where meeting papers are uploaded in advance. Members will be sent an email from [governance@leicester.ac.uk](mailto:governance@leicester.ac.uk) to inform them when papers are available (the aim is to circulate papers a week in advance of each meeting).

## **Governance Office**

**Approved by Senate June 2025**

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<sup>3</sup> Members who are unable to attend two meetings in a row, will receive a follow up call from the governance team.

## Senate Composition 2025-26

<b>Statute 6a</b>		
<b>The President and Vice-Chancellor</b>	Nishan Canagarajah (Chair)	Ex-officio
<b>Statute 6b</b>		
<b>Provost and Deputy Vice-Chancellor</b>	Henrietta O'Connor	Ex-officio
<b>Statute 6c The holders of such other positions as are prescribed by Ordinance (Ordinance 34, 1)</b>		
Pro-Vice Chancellors  Education, Research and Enterprise and Heads of College	<ul style="list-style-type: none"> <li>Richard Thomas (<i>Research and Enterprise</i>) (<i>interim</i>)</li> <li>Linda Ralphs (<i>Education</i>) (<i>interim</i>)</li> <li>Thompson Robinson (<i>Life Sciences</i>)</li> <li>Teela Sanders (<i>Social Sciences, Arts and Humanities</i>)</li> <li>Dirk Schaefer (<i>Science and Engineering</i>)</li> <li>Dan Ladley (<i>Business</i>)</li> </ul>	Ex-officio
The Head of the Doctoral College	Carolyn Tarrant	Ex-officio
Academic Registrar	Eleanor Jackson ( <i>interim</i> )	Ex-officio
Director of Research and Enterprise	Rebecca Draper	Ex-officio
University Librarian	Steve Williams	Ex-officio
One further member of the Professional Services, elected by the Professional Services community	Mitesh Subhash Vaghela	2025 - 2028
<b>Statute 6d Representatives of academic disciplines as defined in Ordinances</b>		
<b>Ordinance 34, 2: The heads of the academic units included in each college, as determined by the Senate.</b>		
<b>Heads of School or Department (<i>ex officio</i>)</b>		
Accounting & Finance	Hilary Coyle	31/07/2028
Arts, Media and Communication	Mary Ann Lund	30/06/2027
Biological Sciences	Alison Snape	20/11/2026
Chemistry	Steven Bull	15/01/2027
Computing & Mathematical Sciences	Leena Sodha	12/03/2027
Criminology, Sociology & Social Policy	Emma Sleath	30/09/2025
Economics	Matthias Dahm	31/07/2028
Education	Chris Wilkins	31/07/2026
Engineering	Ljiljana Marjanovic-Halburd	31/10/2026
Geography, Geology & the Environment	Stewart Fishwick*	29/11/2026
Healthcare	David Wright	30/09/2029
Heritage and Culture	Ruth Young	31/07/2029
History, Politics and International Relations	Krista Cowman	31/07/2026
Leicester Law School	Carlo Panara	31/07/2028

Leicester Medical School	Simon Gay	30/06/2027
Management	Deborah Price	31/07/2028
Marketing & Strategy	Steve Conway	31/07/2028
Medical Sciences	David Cousins	30/06/2027
Physics & Astronomy	Simon Vaughan	31/05/2027
Psychology & Vision Science	Kevin Paterson	28/02/2027
<b>Statute 6e Up to eleven staff members of the University drawn from across the University as specified in Ordinances</b>		
<i>Secretary's note: It is proposed that the University requests a change of its Statutes to increase the representation to twelve to align with the four College structure, this change will be subject to Council and Privy Council approval.</i>		
<b>Ordinance 34.3: Two members of the academic and research staff drawn from each of the Colleges and four further members of academic staff, one from each college, elected by the academic community</b>		
<b>Nominated Members – nominated by Head of College (maximum 2 per College)</b>		
College of Social Sciences, Arts and Humanities	Claire Brock	2024-2027
	Edward Jones	2025-2027
College of Science and Engineering	Sandeep Handa	2018-2026
	Simon Gill	2025-2028
College of Life Sciences	Julie Morrissey	2025-2028
	Neil Greening	2025-2028
College of Business	James Fitchett	2024-2027
	Paul Baines	2024-2027
<b>Other Nominated Members – elected by College academic community (maximum 1 per College)</b>		
College of Social Sciences, Arts and Humanities	Adam C. Povey (Science and Engineering)	2025-2028
College of Science and Engineering	Caren Frosch (Life Sciences)	2025-2028
College of Life Sciences	Sarah Knight (Social Sciences, Arts and Humanities)	2025-2028
College of Business	Nicola Bateman (Business)	2024-2027
<b>Statute 6f Two officers of the Students' Union appointed by the executive of the Students' Union, as prescribed by Ordinance (34.4)</b>		
President of the Students' Union	Matt Schofield	
Sabbatical Officer of the Students' Union	Cleo Cornou	
<b>Statute 6f Up to four current registered students of the University, normally appointed by the Students' Union, as prescribed by Ordinance (Ordinance 34. 5)</b>		
College of Social Sciences, Arts and Humanities	TBD	TBD
College of Science and Engineering	TBD	TBD
College of Life Sciences	TBD	TBD
College of Business	TBD	TBD
<b>Secretariat</b>		
University Secretary	Geoff Green, Registrar and Secretary	N/A
Assistant Secretary	Sally Priddle, Head of Governance	N/A

## Senate representation on Council

### \* Senate representatives on Council (showing end of Council term of office)

Stewart Fishwick	31 July 2027
Alison Snape	30 June 2028
Hilary Coyle	31 August 2028
James Fitchett	31 August 2028

## CODE OF PRACTICE FOR ACADEMIC GOVERNANCE 2025-26

### Purpose

This Code articulates the standardised structures, responsibilities and roles within the academic governance of the University of Leicester.

The implementation and management of a standardised structure for the governance of learning, teaching and assessment is designed to ensure the consistent, effective and transparent operation of:

- core quality assurance processes;
- enhancement of student learning opportunities at the University;
- enhancement of wider aspects of the student life at Leicester; and
- how the institution involves the student voice.

This Code sets out how Senate, as the ultimate academic authority of the institution, delegates various elements of its responsibilities. Where appropriate, these are also set out in the University Schedule of Delegation. Senate receives periodic/regular reports on the operation of the powers and processes delegated to subsidiary Committees.

The Governance Office is responsible for the implementation and ongoing management of the structures set out within this Code.

This Code is reviewed annually with any significant amendments presented to Senate for approval.

### Reference points used to inform this Code

The development of this Code has been informed by a number of external documents and benchmarks including:

- [Committee of University Chairs \(CUC\) Code of Governance \(updated 2020\)](#)
- [Office for Students guidelines](#)

This Code links to a number of wider documents for the operation of various quality assurance and other academic management activities including:

- [Code of Practice on Programme Development and Approval](#)
- [Code of Practice on Annual and Periodic Developmental Review](#)
- [Code of Practice on Personal Tutoring](#)
- [Code of Practice on Managing Higher Education Provision with Others](#)
- [Senate Regulations](#)
- [Schedule of Delegation](#)
- Standard University Structure guidelines

- This Code comprises three sections.

This Code comprises three sections.

### **Section 1 – Underpinning principles**

### **Section 2 - Committee structure and Terms of Reference**

### **Section 3 – Role descriptors and Appointment Procedures**

#### **Section 1: Underpinning Principles**

##### **A standardised structure**

The standard descriptors and terminology used within this Code to describe roles and processes were approved by the Senate and should be applied consistently across all Colleges and Schools of the University. No alternative terminology or role descriptors should be used.

Below the level of the School Education and Research and Enterprise Committees, individual Schools may define their organisational structure so as best to reflect their disciplinary coverage, in accordance with the principles of the Standard University Structure. However, the role of the School Education Committee is fixed and this body retains responsibility for directly overseeing the development, monitoring and continuous enhancement of the quality of taught programmes. In the same manner, the role and remit of the School or Department Research and Enterprise Committee is fixed.

For the purpose of this Code, it is required that every academic programme has a single, defined host School.

##### **A standardised cycle of business**

The timing and process for the consideration of certain core aspects of academic governance, academic standards and quality assurance are defined centrally via a published calendar of Quality and Standards processes.

All of the following processes should be considered in line with the schedule released annually by the Governance Office or the Division of Student and Academic Services:

- Terms of Reference (Governance Office)
- Annual Developmental Review
- Periodic Developmental Review
- Curriculum Planning
- External Survey Outputs
- Module Evaluation Process
- External Examining reports and responses

##### **A standardised system of recording and reporting**

The Governance Office maintains resources for the effective support of University Committees.

In addition to the standard cycle of business, all Committees that fall under the remit of this Code will use the standard University templates for the production of agendas and minutes and observe the conventions set out in the governance handbook.

Copies of agendas and minutes relating to all Committees under the remit of this Code will be retained for the periods specified in the University Retention Schedule. This schedule has been informed by the requirements of the General Data Protection Regulations.

### **Standing Orders**

Consistent Standing Orders for the management of any Committee named within the academic governance framework will be developed and issued annually.

## Training

The Governance Office may be approached for support for reporting writing, secretary training and Chair support.

## Effectiveness reviews

Effectiveness Reviews of Senate and all Standing Committees of Senate (Education Committee, Research and Enterprise Committee, Senate Student Discipline Committee) should be undertaken at minimum once every four years, and should be conducted in line with good practice guidance and support available from the Governance Office.

The outcome of an effectiveness review may require amendments to this Code of Practice. Depending on the nature of the amendments these will be considered by the Academic Registrar in the first instance, and approval sought via Senate, if required.

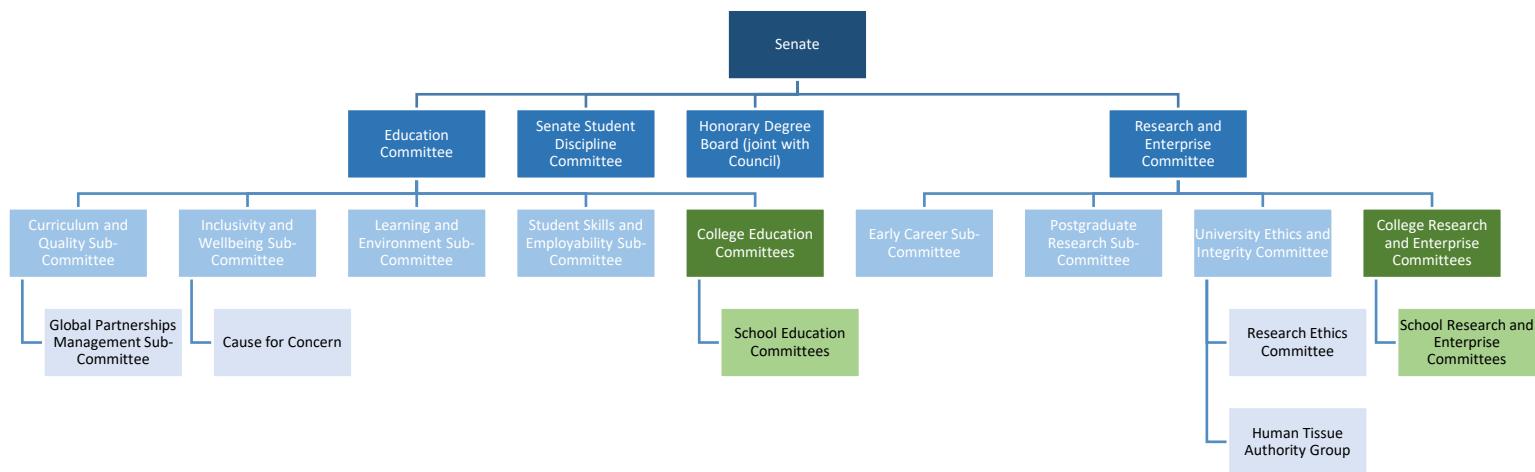
## Monitoring and review

The wider operation of this Code of Practice will be reviewed at least annually in light of developments in the internal or external policy landscapes, specifically where amendments may be required to meet additional requirements from national or other regulatory bodies, particularly the Office for Students.

## Section 2 - Committee structure and reporting lines for academic processes and policies

### Senate Sub-Structure and reporting lines

Senate and its subsidiary Committee structure form the academic governance framework of the institution. There are four levels of defined academic governance:



This structure is concerned with the bodies reporting into Senate as part of the Institution's formal academic governance. As such, it does not incorporate:

- Task-and-finish or other working groups established periodically, and on a fixed-term basis, to consider individual issues. The reporting line for such groups will be defined by their focus, remit and approval route for their output.
- Groups or bodies which are part of the management structure of the Institution and which operate outside the direct remit of Senate.

Committees at all levels will routinely receive and consider reports from committees that sit within their remit further down the governance structure. They have a responsibility to facilitate effective two-way communication and to receive and consider recommendations for the enhancement to institutional policy and practice. Committees at all levels have a critical role to play in enhancing teaching and learning practice, the student experience, quality assurance processes, and responsiveness to the student voice.

### **Changes to Terms of Reference and Composition**

Terms of reference and composition of a Committee, Sub-Committee or Groups should be reviewed annually, bodies may recommend changes to their terms of reference and composition to support its function but the changes need to be approved by their parent body.

#### **Level 1- Senate**

Senate, as ultimate academic authority of the Institution, is a level 1 body and has authority to define the organisation of all governance bodies beneath it. The Membership and Powers of Senate are set out in Statutes and Ordinances respectively and cannot be amended without approval of Council.

#### **Level 2- Standing Committees**

Standing Committees of Senate have authority, delegated from Senate, to approve policies, codes of practice, and procedures that ensure the effective operation of all procedures relating to learning and teaching, student conduct, or research and enterprise.

#### **Level 3- Sub Committees**

Sub Committees of the Standing Committee typically do not have any delegated authority from Senate. They have authority to consider and recommend policy/code of practice changes to the Standing Committee. They have delegated authority to approve changes to operating procedures that support the effective operation of processes.

The one exception to this general principle is the authority to approve, suspend or withdraw new taught programmes of study and appoint External Examiners, which is delegated to the Curriculum and Quality Sub-Committee.

#### **College level Committees**

College level Committees do not have any delegated authority for making any changes to institutional regulations, policy or procedure. They are, however, encouraged and expected to identify potential enhancements to institutional policy and practice, recommending these to the relevant University committee or sub-committee for consideration.

College Education Committees oversee and coordinate the work of School Education Committees as part of the Institution's academic governance.

College Research and Enterprise Committees and the Research Ethics Committee are key in ensuring that College approaches and activities in these areas are aligned with Institutional strategy and priorities.

#### **Level 4- Groups**

Groups do not have any delegated authority for making any changes to regulations, policy or procedure. They are an operational part of the Institution's academic governance.

#### **School Education Committees**

- Every School will have a single Education Committee to cover all levels of taught provision. Schools may create sub-committees that report to the School Education Committee, where needed, to consider separately subject-specific business or undergraduate and postgraduate taught provision. Authority resting with the School Education Committee may not be delegated to its sub-committees.
- For all joint programmes, the School's Education Committee in the lead school for the joint programme will have responsibility for conducting all of the standard programme management and quality assurance and enhancement processes for the joint programmes.
- Distance Learning programmes will sit within the remit of the School Education Committee for the relevant level.

#### **School/Departmental Research and Enterprise Committees**

- Every School will have a single Research and Enterprise Committee to cover all levels of research and enterprise activity. Schools may create sub-committees that report to the School Research and Enterprise Committee, where needed, to consider specific areas of activity. Authority resting with the School Research and Enterprise Committee may not be delegated to its sub-committees.

#### **Roles of current Committees and Sub-Committees**

##### **Honorary Degree Board**

To consider nominations for Honorary Degrees and Distinguished Honorary Fellowships and recommend them to Senate and Council for approval; to ensure that appropriate awards are given.

##### **Senate Student Discipline Committee**

The purpose of the Committee is to oversee the operation of University student conduct and discipline regulations, policies and procedures.

##### ***Education Committee and Sub-Committees***

##### **Education Committee**

To oversee the continuous development and implementation of the University's Research Inspired Education Strategy, and the underpinning institutional regulatory and policy framework with due regard to the student interest in all consideration and decision making.

### **Curriculum and Quality Sub-Committee**

To assure the academic standards and quality assurance of the University's taught programmes, and to define education quality in the Leicester context.

### **Global Partnerships Management Sub-Committee**

To oversee and manage the operation of the Code of Practice on the University's Procedures for Managing Higher Education Provision with others on behalf of and reporting to the University Curriculum and Quality Sub Committee

- a. To consider collaborative partnership proposals for all defined Academic Partnerships Models referenced within the Code of Practice on behalf of the Curriculum and Quality Sub Committee, supported by relevant templates (i.e. business case, academic case, risk assessment and due diligence, where required)
- b. To recommend approval to proceed to Institutional Approval and/or Programme Approval for new major or high-risk collaborations, as defined within the Code of Practice on behalf of the Curriculum and Quality Sub Committee.
- c. To review, monitor and recommend renewal or termination of partnership agreements on behalf of the Curriculum and Quality Sub Committee

### **Inclusivity and Wellbeing Sub-Committee**

To develop and monitor strategy, policy and procedure for the support of student wellbeing and an inclusive education and student experience across all levels of study, setting strategic direction to enable the delivery of an inclusive whole university approach to wellbeing, education and the broader student experience.

### **Cause for Concern Group**

To coordinate a holistic and compassionate university response where there is identified risk of a specific concern relating to a student/s.

### **Learning Environment Sub-Committee**

To formulate strategy and policy for the creation of a welcoming, inclusive and enriching environment, to oversee Digital Learning Environment policy and inform institutional priorities with regard to learning technologies across all levels and modes of study.

### **Student Skills and Employability Sub-Committee**

To oversee the continuous development and implementation of the Employability Strategy, setting the strategic direction of the University's approach to supporting the progression of the student and recent graduate population into employment or further/higher study.

### **College Education Committees**

To develop and monitor the delivery of the College's Education Strategy, ensuring the effective operation of School Education Committees, facilitating the continuous enhancement of taught programmes. To approve minor amendments to existing curricula.

*Research and Enterprise Committees and Sub-Committees*

**Research and Enterprise Committee**

Oversight of matters related to research and enterprise strategy, policy, culture and performance at the University.

**Early Career Research and Research Staff Career Enhancement Sub-Committee**

Support the development and delivery of training, personal development and research-related career enhancement for research staff and early career researchers within Colleges and across the University, and help fulfil the University of Leicester's strategic aim to "nurture the next generation of researchers to be world leaders in their field".

**Postgraduate Research Sub-Committee**

To oversee and promote best practice in all aspects of the University's provision for postgraduate research students

**University Ethics and Integrity Committee**

To lead the development and implementation of policy with regard to University research ethics.

**Research Ethics Committee**

To lead the implementation of policy with regard to University research ethics

**College Research and Enterprise Committees**

To develop and monitor the delivery of the College's Education Strategy, ensuring the effective operation of School Education Committees, facilitating the continuous enhancement of taught programmes. To approve minor amendments to existing curricula.