

Standing Orders of the Senate

(1) Statutory Provisions

The Standing Orders of the Senate are subordinate to University Statutes and are governed particularly by:

(a) Statute 15 sets out the Constitution of the Senate see section (2) below.

(b) Statute 16 sets out the powers of the Senate, as captured in its Terms of Reference, see section (3) below.

(2) Membership

Ex Officio members:

The Vice-Chancellor
The Provost
The Pro-Vice-Chancellors / Academic Vice-Presidents
The Librarian
The Chairs of the Boards of the Faculties
The Chair of the Board of Graduate Studies
The Dean of Students

Appointed members:

Twenty-four members of the academic staff, appointed by the Boards of the Faculties: seven from the Faculty of Arts, ten from the Faculty of Science, Engineering and Medicine and seven from the Faculty of Social Sciences.

Six members of the Assembly, to be appointed by the Assembly as set out in regulation 2, of whom: four should be academic staff, and two should be professional services staff. Not more than two of the academic staff members appointed by the Assembly should be Professors, however any serving academic representative of the Assembly promoted to Professor during their term of office will be able to complete their full term.

Student members:

The President of the Students' Union
Two registered students of the University elected by registered students of the University

Any of the duties or functions of the Chair under these Standing Orders may be exercised by the Provost as Vice-Chair in the absence of the Vice-Chancellor and President.

(3) Terms of Reference

The Senate shall be the supreme academic authority of the University and shall, subject to the powers reserved to the Council by these Statutes, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education and discipline of the students of the University. The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers:

- (a) To regulate and control, after considering the views of the Boards of the Faculties, all teaching, courses of study and the conditions qualifying for admission to the various titles, Degrees and other distinctions offered by the University;
- (b) To regulate the admission of persons to courses of study and their continuance therein;
- (c) To recommend to the Council the establishment of Faculties; and to recommend to the Council after consultation with the Boards of the Faculties the establishment of Sub-Faculties and of Departments;
- (d) To appoint members of the Senate to be members of the Council as provided for under Statute 12;
- (e) To appoint jointly with the Council the Chancellor as provided for in Statute 3;
- (f) To recommend to the Council the establishment of new academic posts in the University;
- (g) 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;
- (h) To review from time to time the duties and conditions of service of all members of the academic staff;
- (i) To recommend to the Council the appointment of the Professors, Readers and the Librarian of the University;
- (j) To recommend to the Council the appointment of Senior Lecturers, Lecturers and other persons of the academic staff whose appointment is not provided for elsewhere in the Statutes;
- (k) To recommend to the Council the granting of the status of a Teacher of the University, under the title of Recognised Teacher;
- (l) To grant Honorary Degrees, the title of Emeritus Professor or other University distinctions;
- (m) To regulate all University examinations and to appoint examiners, whether internal or external;
- (n) To prescribe the requirements of the University for matriculation;
- (o) To recommend the institution of Degrees;
- (p) To grant Degrees and other academic distinctions to persons who shall have pursued in the University a course of study approved by the Senate and shall have passed the examinations of the University under the conditions laid down in the Regulations;
- (q) To grant Diplomas, Licences or Certificates to persons who have pursued a course of study approved by the Senate under conditions laid down by it;

- (r) To grant Degrees, Diplomas, Licences, Certificates and other academic distinctions to persons who shall have pursued a course of study offered by the University in conjunction with another institution, the joint course of study having been approved by the Senate under conditions laid down by it;
- (s) To accept such examinations and periods of study at such Universities and places of learning as the Senate may approve as equivalent to such examinations and periods of study in the University as the Senate may determine;
- (t) To accept courses of study in any other institution which in the opinion of the Senate possesses the means of affording the proper instruction for such courses of study in the University as the Senate may determine;
- (u) To determine what formalities shall attach to the conferment of Degrees and other distinctions;
- (v) To revoke any Degrees or other distinctions conferred by the University, and all privileges connected therewith if the holder thereof has been convicted of a crime for which that person has been sentenced to imprisonment and the Senate considers that such crime is one which renders that person unfit to be a member or graduate of the University.
- (w) To advise the Council on the allocation of resources for teaching and research;
- (x) To advise the Council on priorities for new buildings and on the long-term development plan of the University;
- (y) To be responsible for the general administration of the University Library;
- (z) To recommend to the Council the institution of Fellowships, Scholarships, Studentships, Prizes and other aids to study and research;
- (aa) To supervise the extra-mural work of the University;
- (bb) To make recommendations to the Council on any matter of interest to the University;
- (cc) To regulate the use of academic dress in the University;
- (dd) To regulate the discipline of the University and to determine in what manner disciplinary powers shall be exercised;
- (ee) To expel any student guilty of grave misconduct after giving that student an opportunity to appear personally and to be heard;
- (ff) To make recommendations to the Council concerning the constitution of the Union of Students and on any other matter relating to supervising organisations of students;
- (gg) To make recommendations to the Council concerning the welfare of the students of the University;
- (hh) To express an opinion on any matter or thing pertinent to the University and its affairs;

(ii) Generally to exercise all such powers as are or may be conferred on the Senate by the Charter and these Statutes including the power to make Regulations, subject to the provisions of Statute 29, in the exercise of the powers hereinbefore expressly set out in this Statute and of all other the powers of the Senate.

(4) Meetings

(a) Ordinary meetings of the Senate shall be held as set out in the Committee Timetable, typically 5 meetings per annum.

(b) Extraordinary meetings of the Senate may be held at the discretion of the Vice-Chancellor and will be called as required.

(c) Notices of meetings, specifying time and place of the intended meeting and the business to be transacted at the meeting and signed by or on behalf of the Registrar, shall be issued to every member of the Senate at least four working days before any meeting of the Senate, but the Chair of the Senate may authorise a meeting to be summoned upon such shorter notice as justified by the urgency or importance of the business at hand.

(d) At extraordinary meetings, no business shall be taken which does not appear on the agenda.

(5) Quorum

One half of the total actual statutory membership of the Senate shall constitute a quorum.

(6) Attendance of non-members

The Registrar, Secretary to Council, Academic Registrar, Group Finance Director and the Senate Secretariat shall attend meetings of the Senate.

(7) Introduction of Business

Business presented to the Senate shall be either;

(a) Referred to it by a committee of the Senate; by a joint committee of the Senate and the Council; or by the Assembly;

(b) Introduced as a consequence of consideration of a linked item of business e.g. under Matters Arising;

(c) Referred to it by the Senate Steering Committee;

(d) Presented by any member of the Senate to the Secretary at least 2 full working weeks prior to a meeting of the Senate in order that it may be considered at the appropriate meeting of the Senate Steering Committee prior to the meeting of the Senate.

(e) Raised by any member of the Senate when invited under 'Any Other Business' where likely to be capable of resolution without supporting documentation.

(8) Confidentiality

- (a) Papers circulated to members of the Senate will not be published outside the University, or made the subject of public comment, without the agreement of the Senate. Members of the Senate must use their discretion if they wish to discuss the contents of such papers privately with persons whose opinion they wish to obtain and they must themselves accept responsibility for the consequences of any such disclosure;
- (b) The contents of any papers circulated to members of Senate which are marked 'Confidential', 'Strictly Confidential', 'Reserved' or 'Restricted' must in no circumstances be divulged or discussed with any person who is not a member of Senate. The Senate may at any meeting decide to change such a categorisation applied to a paper.

(9) Conduct of Business

- (a) Papers for each meeting of the Senate will be submitted in accordance with the timetable for submission of papers prepared by the Secretariat;
- (b) Papers will initially be considered by the meeting of the Senate Steering Committee which precedes the meeting of the Senate;
- (c) Papers will be circulated to members of the Senate one working week before the meeting of the Senate;
- (d) Amendments received not less than 72 hours prior to the commencement of a meeting shall be circulated to members of the Senate. Amendments received less than 72 hours before a meeting shall be dealt with as if received at the meeting;
- (e) No proposal shall be discussed unless it has been proposed and seconded by members of the Senate present at the meeting;
- (f) A recommendation to make an amendment to business proposed must be relevant to – and not negate – the original proposal;
- (g) When an amendment is proposed under (d) above, no further amendments may be made until a determination has been made with respect to the first;
- (h) Notice of the content of any further amendments shall be given before the first amendment is put to the vote;
- (i) After a vote on any succeeding proposal, the final proposal shall be put to the vote as the substantive recommendation and will then become a resolution of the meeting;
- (j) No recommendation notified on the agenda shall be considered in the absence of the member who raised it, unless they have requested another member to take it up in their place;
- (k) No recommendation which has been proposed and seconded shall be withdrawn or altered without the consent of a majority of members present;

(l) The Chair will have the right to assess the level of support for a proposed amendment amongst members of the Senate present at the meeting and curtail further consideration in the event that they feel that there is insufficient support for the proposed amendment;

(m) No recommendation which carries financial implications for the University shall be voted upon at the Senate without the Senate first having sought advice on the implications from the Council.

(10) Voting

(a) Voting on a recommendation at a meeting of the Senate shall be carried out by one of three methods:

(i) A show of hands without counting;

(ii) A show of hands with counting, in which case a count of the numbers of votes for and against a recommendation and the number of abstentions will be made by the Secretariat and recorded in the Minutes of the meeting. In the case of equal numbers of votes being cast for and against a recommendation, the Chair shall have a casting vote, whether or not they have voted before;

(iii) A secret ballot by voting papers if the Vice-Chancellor so chooses;

(b) An electronic ballot of all members may be requested by the Chair between scheduled meetings of the Senate.

(11) Standing Orders

(a) Any one or more of these Standing Orders may be amended by resolution of the Senate passed at a meeting by a majority of the members present;

(b) The Standing Orders shall be reviewed every year by the Senate;

(c) The Standing Orders will be issued to all new members of the Senate upon appointment.

(12) Terms of Reference of Standing Committees of the Senate

The Terms of Reference of Committees of the Senate are as set out in the University Calendar: The Senate and its Committees

(<http://www2.warwick.ac.uk/services/gov/calendar/senatecommittees/>).