

Ordinance 12

The Senate

Approving Body:	Council
Date of Approval:	25 November 2024
Policy Owner:	University Secretary
Policy Officer:	Contracts Officer
Policy Status:	Revised
Version:	3.1
Review date:	October 2024
Next Review Date:	October 2026

Ordinance 12

The Senate

1. Introduction

- 1.1 In accordance with paragraph 16 of the Charter, the Senate is the academic authority of the University subject to the general control and approval of the Council.
- 1.2 The Senate is the ruling body on matters which require academic judgement. Examples of such matters are:
- Regulations relating to degree programmes and students;
 - Student assessment, progression and appeals;
 - Student registration or the termination of studies;
 - Student discipline;
 - The award of prizes, scholarships etc;
 - The length and structure of the academic year;
 - Timetabling issues; and
 - Individual student cases.
- 1.3 The Senate may also engage in discussion of strategic matters affecting the academic domain.
- 1.4 The Senate will be provided with the opportunity to comment on any proposed alteration to the University Charter.

2. Membership

- 2.1 The Senate shall comprise the following:
- (a) The President/Vice-Chancellor (Chair);
 - (b) The Deputy Vice-Chancellor(s) and Pro Vice-Chancellor(s);
 - (c) The Head of each academic School.
 - (d) Three representatives, appointed by the Students' Union (which will normally include the Students' Union President the President of UMCB and the Vice-President, Education);
 - (e) Up to four individuals who are co-opted members and approved by the Senate; and
 - (f) Up to three elected independent academic members, one from each College.
- 2.2. The Secretary to the Senate shall be the University Secretary or their nominee.
- 2.3 Other Officers may attend Senate meetings in an advisory capacity or as observers. Normally the following Officers will be in attendance:
- a) Chief Financial Officer
 - b) Chief People Officer
 - c) Chief Strategy and Planning Officer
 - d) Chief Operating Officer
 - e) Chief Marketing Officer

- f) Academic Registrar
- g) University Secretary

2.4 Other individuals may attend Senate meetings on the invitation of the Chair.

2.5 A member of Senate is not permitted to nominate an alternate to attend in their place if they are unable to attend a meeting.

2.6 The Elected Independent Academic Members of the Senate shall be appointed in the following manner:

- (i) When a vacancy of an independent academic member is about to occur, the University Secretary shall inform the relevant Pro Vice-Chancellor/Head of College who will arrange a call for nominations within their respective College.
- (ii) Each nomination shall be signed by a proposer and seconder and shall be accompanied by a statement by or on behalf of the candidate of willingness to serve.
- (iii) Where the ballot is to be primarily conducted by electronic means, the Pro Vice-Chancellor(s) / Head of College shall make provision for members of the Academic Staff to request a ballot paper.
- (iv) If more than one nomination is received, the relevant Pro Vice-Chancellor / Head of College shall arrange for a ballot of all those invited to submit nominations and the vacancy shall be filled by the candidates receiving the largest number of votes. The manner of the election, save as here provided, shall be in the discretion of the University Secretary who will provide advice to the relevant College.
- (v) The result of the election shall be published by the Pro Vice-Chancellor / Head of College.
- (vi) Any casual vacancy arising shall be filled as it arises by a procedure similar to that specified above. Any person appointed to fill a casual vacancy shall serve for the remaining period of the vacancy arising.
- (vii) The period of office of an Elected Independent Academic Member shall normally be four years. Elected Independent Members are eligible for re-election upon the expiry of one term.

3. Meetings

3.1. All members shall have the right, when addressing the Senate, to speak in either Welsh or English.

3.2 The Senate shall meet upon such occasions as shall be determined by Ordinance or as the Chair of the Senate may direct. There shall be four meetings of the Senate each academic year.

These meetings shall be called Ordinary Meetings and shall be deemed to be convened by the Chair. Any meeting other than those specified above shall be called an Extraordinary Meeting and shall be convened by the Chair.

- 3.3 The Senate shall meet in person, or virtually as the Chair of the Senate may direct.
- 3.4 Each meeting of the Senate shall be convened by notices to the members thereof.
- 3.5 Accidental omissions to send notices, accidental errors in addressing them and failure in the delivery thereof shall not invalidate the proceedings of the meeting thereby convened.
- 3.6 Proceedings of the Senate shall not be invalidated by reason of any vacancy in the Senate nor by reason of any defect in the appointment of any person voting as a member.
- 3.7 The request for an Extraordinary Meeting in accordance with paragraph 3.2 above shall be sent to the University Secretary and shall state the business to be transacted at the meeting. The notice convening any Extraordinary Meeting shall state the business to be transacted at that meeting and at such a meeting the business shall be restricted to that of which the notice has been given and such business as is declared by the Chair to arise directly out of that business.
- 3.8 Any member wishing to bring forward any business at an Ordinary Meeting shall give 10 days' notice of the same to the University Secretary in writing. The University Secretary shall, not less than four days before every Ordinary Meeting, send to every member of the Senate notice of all business to be brought before such meeting, including, as far as may be possible, a statement of the nature of the business to be reported upon by any Committee.
- 3.9 The quorum for meetings of the Senate shall be one third of the membership of the committee (rounded to the nearest whole number), whichever is the higher.
- 3.10 If no quorum is present at a meeting within half an hour from the time appointed, the meeting, if Extraordinary, shall be dissolved; if Ordinary, shall stand adjourned to that day fortnight, at the same hour and place, and, if no quorum is present on that occasion, shall be dissolved.
- 3.11 Any meeting may be adjourned to a time and place to be fixed by the meeting.

4. Standing Orders

- 4.1 The Senate has power to make Standing Orders for the purpose of regulating its procedure.
- 4.2 Such Standing Orders may specify that a particular item of business shall require a vote of not less than two thirds or three quarters (as may be specified in any particular case) of the members present (both physically and virtually) and voting.

5. Statement of Primary Responsibilities

Subject to the provisions of the Charter and Statutes the Senate shall have the following powers and functions, which it may delegate to the committees which it establishes:

- 5.1 To oversee and regulate teaching and research within the University and the examinations and assessments conducted by the University.
- 5.2 To make such Regulations as it considers necessary or desirable to the purpose of carrying out its functions as defined in the Charter.
- 5.3 To award degrees and other distinctions (including without limitation, diplomas, certificates, fellowships, honorary degrees, honorary fellowships, membership and associateships) in the name of Bangor University and / or jointly with other education institutions.
- 5.4 With good cause, to revoke degrees and other distinctions (including without limitation diplomas, certificates, fellowships, honorary degrees, honorary fellowships, memberships and associateships) awarded in the name of Bangor University and / or jointly with other education institutions.
- 5.5 To regulate the discipline of the students of the University in respect of both academic and non-academic matters.
- 5.6 To regulate student complaints and appeals in respect of both academic and non-academic matters.
- 5.7 To regulate the procedures for instituting and awarding Fellowships, Scholarships, Studentships, Bursaries and Prizes and to receive an annual report on the awards made.
- 5.8 To make recommendations to Council on the length and structure of the academic year, and timetabling.
- 5.9 To determine which members of staff shall have academic status, and to approve Honorary Appointments on the recommendation of the appropriate Pro Vice-Chancellor/Head of College or Head of School
- 5.10 To consider, and where appropriate to approve, all proposals for academic affiliation to or association with Bangor University of other institutions or departments or branches thereof
- 5.11 To appoint two members of the Senate to be members of the Council.
- 5.12 To comment on changes to the Charter proposed by the Council.
- 5.13 To report to the Council on any academic matter
- 5.14 To report on any matter referred to the Senate by the Council.