

General Regulations for Senate and its Sub-Committees

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Date	Supersedes	Description of Change
1 August 2020	2020 Version 01	Minor changes to job titles.
1 August 2020	2019 Version	Updated membership and Terms of Reference.

Document Owner	Approved By	Date Approved	Review Frequency
Head of Governance Services.	Senate Regulations and Special Cases Committee.	29 th January 2020.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

General Regulations for Senate and its Sub-Committees



The University Ordinance (12) that defines the membership and powers of Senate is available from the Head of Governance Services.

Introduction

1. These regulations are about Senate and its sub-committees. They should be read with all other regulations and codes of practice approved by Senate.
2. The University's Charter describes Senate as the "academic authority" of the University.
3. 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.
 - Individual student cases.
4. Senate is a forum for discussing major academic issues. Such issues may include teaching and learning, widening access, research, knowledge transfer, and Welsh medium studies.
5. Information on significant academic achievements (e.g. research grants, awards, honours, external reviews) are reported to Senate.

Strategy and Task Groups that are Sub-Committees of Senate

6. Strategy and Task Groups are established by the University Executive to manage strategic themes. Strategy and Task Groups report to the Executive but some also report to Senate.

The Strategy Groups that are sub-committees of Senate are:

- Academic
- Digital
- Research, Innovation & Impact

- Student Experience
- Teaching & Learning
- Welsh Language

7. The membership and Terms of Reference of the Strategy Groups that report to Senate are in Appendix 1. Matters requiring urgent attention can be considered by the Chair who is authorised to take executive action.

Standing Sub-Committees

8. The Senate can establish sub-committees with specific functions, and Senate can define the membership of each sub-committee.

9. The sub-committees of Senate are:

- Appeals Panel
- Examination Boards
- Nominations Committee
- Prizes and Awards Committee
- Regulations and Special Cases Committee
- Research Degree Committee

10. Matters requiring urgent attention can be considered by the Chair who is authorised to take executive action.

11. The Senate can establish special groups to report on matters chosen by Senate. The Chair and members of such groups are normally agreed by Senate but the groups may also co-opt members. Such groups must report within a time limit defined by Senate.

12. The membership and Terms of Reference of the sub-committees are in Appendix 2. The University Secretary can approve changes to the Membership and Terms of Reference of the sub-committees.

Officers

13. The officers of Senate are the Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellors, and the University Secretary.

14. The Vice-Chancellor (or nominee) must chair meetings of Senate. The Head of Governance Services is the secretary of Senate.

Honorary Appointments

15. Honorary Appointments acknowledge a voluntary, unpaid contribution to a School's or the University's activities. Honorary Appointments must be approved by Senate on the recommendation of a Head of School.

16. The Senate has authority to appoint to the following titles:

- Honorary Lecturer/Senior Lecturer – in respect of a contribution to teaching and learning

- Honorary Research Fellow/Senior Research Fellow – in respect of a major contribution to research
- Honorary Research Associate/Senior Research Associate – in respect of a more modest contribution to research
- Honorary Industrial Fellow/Senior Industrial Fellow – in respect of a contribution to industrial liaison activities
- Honorary Entrepreneurial Fellow/Senior Entrepreneurial Fellow – in respect of a contribution to commercial or business-related activities
- Honorary Associate/Senior Associate – in respect of non-academic contributions

17. The rules for Honorary Appointments and the appointment procedure are in Appendix 3.

Meetings

18. Before the end of each academic session, the dates of Senate meetings for the following session must be set. These meetings are called ordinary meetings and must be convened as described in this Regulation. When a meeting is cancelled or rearranged, the Secretary must inform all members.
19. Extraordinary meetings of Senate can be called by the Vice-Chancellor. An extraordinary meeting of Senate can also be convened if a written request is sent to the Secretary. A request for an extraordinary meeting must explain the purpose of the meeting and must be signed by at least ten members of Senate.
20. Requests to include items on the Senate agenda must be sent to the Secretary at least ten working days before the meeting. The Secretary has authority to include items on the agenda but may also seek the approval of the Chair.
21. The agenda and papers for meetings of Senate must be sent to members at least four days before the day of the meeting.
22. Accidental errors when sending and delivering the agenda and papers are not sufficient reason to cancel a meeting, unless the Chair decides otherwise.
23. The quorum for a meeting of the Senate is ten members (the Chair and Secretary must also be present).
24. The agenda of an ordinary meeting of Senate must (unless the Chair determines otherwise) include the minutes of the previous meeting, Chair's business and reports from Strategy and Task Groups and sub-committees.
25. At an ordinary and extraordinary meeting, the business is restricted to those items that are on the agenda. Additional items may be considered:
- At the discretion of the Chair.
 - If a matter is urgent and at least two-thirds of the members present are in favour of discussing it.
26. The Chair can determine whether a vote on a matter is required. A simple majority is required to accept or reject a motion. If there are an equal number of votes for and against a motion, the Chair has a casting vote.

The Senate shall meet in person, or virtually, as the Chair of Senate may direct.

Appendix 1: Membership and Terms of Reference of the Strategy and Task Groups that report to Senate

Academic Strategy Group
<p>Members:</p> <p>Chair: Deputy Vice-Chancellor President of the Students' Union Pro Vice-Chancellors University Secretary Chief Marketing Officer & Vice President (International) Head of Planning & Student Data (Secretary)</p> <p>The group will co-opt relevant colleagues where specific input/expertise is required.</p>
<p>Terms of Reference:</p> <p>The Academic Strategy Group will determine the University's overall academic strategy and how this relates to other University strategies, considering, but not limited to, such matters as: the University's academic focus, areas requiring change, commissioning of new areas, longer term focus, resource allocation.</p> <ul style="list-style-type: none"> • Agree an evidence base which will inform development and monitoring of the University's academic strategy. • Develop an academic strategy framework for the University, considering: <ul style="list-style-type: none"> ○ Curriculum development priorities. ○ Balance between teaching and research priorities. ○ Cross-cutting themes. ○ Emerging academic developments. • Monitor implementation of the University's academic strategy. • Oversee a rolling programme of quinquennial academic subject reviews. • Carry out the strategic approval of new programmes. • Set the priorities and approach for the annual academic planning round. • Develop and oversee the implementation of a league table action plan. • Disseminate information and receive reports from other relevant University strategy groups as required. • Report to the Executive and Senate.
<p>Quorum:</p> <p>Chair, Secretary, and three other members.</p>

Digital Strategy Group

Members:

Chair: Deputy Vice-Chancellor
 Vice-President, Students' Union
 Director of IT Services
 University Secretary and Director of Corporate Services
 PVC [College of Arts, Humanities and Business]
 PVC (College of Environmental Sciences and Engineering)
 Dean of College of Human Sciences (deputising for PVC)
 Representative from the Library & Archives
 Director of Property and Campus Services
 Secretary to the Group

Terms of Reference:

- Responsible for the developing and delivery of the digital strategy and ensure it is aligned to the institutional strategy.
- To support the Director of IT Services to identify projects which are of strategic importance and to ensure operations and development are aligned to the digital strategy.
- To review and update any corporate risks allocated to the Group, including any controls, assurances and actions contained within. The review should be undertaken quarterly, or at each meeting if fewer than four.
- Ensure the ten-year digital capital programme plan is reviewed annually.
- Oversight of those policies which are digital in nature.
- Where necessary create stakeholder groups.
- Meetings will be held quarterly.
- Report to the Executive.
- Membership and ToR to be reviewed annually.

Quorum:

Chair, Secretary, and three other members.

Research, Innovation and Impact Strategy Group (RIISG)

Members:

Chair: Pro Vice-Chancellor (Research and Impact)
 Director of the Research, Innovation and Impact Office (Deputy Chair)
 Director of Research from each College
 Director of Impact from each College
 Dean of Postgraduate Research
 Head of Knowledge Exchange, RIIO
 Head of Pre-Award, RIIO
 RCUK and Impact Manager, RIIO
 Research Information and REF Manager, RIIO (Secretary)

Terms of Reference:

This Task Group provides strategic direction, leadership and oversight of Bangor University's research, innovation and impact activities and performance. Membership allows representation from relevant university constituencies including Colleges, Doctoral School and Research, Innovation and Impact Office.

- A Task Group of the University Executive.
- Develop an integrated research, innovation and impact strategy for the University.
- Review and oversee the implementation of the University's research, innovation and impact strategy.
- Review and oversee the Doctoral School's strategy and performance.
- Ensure linkage between institutional strategy and the University research, innovation and impact strategy and link appropriately with College strategies, Doctoral School strategy, and Welsh Government and HEFCW policy.
- Communicate the University's research, innovation and impact strategy and strategically important information to Colleges.
- Receive and respond to strategically important information from Colleges, the Doctoral School and other relevant parties.
- Deliver the strategy to improve the University's research, innovation and impact environment.
- Develop, implement and review University policies, management and governance processes and procedures relevant to the delivery of the University's research, innovation and impact strategy.
- To promote, facilitate, support and embed research, innovation and impact activities and raise awareness of and support these activities across the University.
- Inform the strategic allocation of research, innovation and enterprise resources at Bangor University.
- To manage risks, threats and changes proactively in areas relevant to research, innovation and impact.
- Receive reports of the University's research, impact and enterprise performance from Colleges, Research, Innovation and Impact Office,

Finance Office, Planning Office, Library and Archives Services and Human Resources.

- Review and act on reports received to maximise research, innovation and impact performance across the University.
- Oversee the institutional approach and response to external research, innovation and impact drivers, such as the Higher Education Business and Community Interaction Survey (HEBCIS), Research Excellence Framework (REF) and UK Research and Innovation (UKRI).
- To establish such sub-groups, boards or committees as the Task Group thinks appropriate.
- To review and update any corporate risks allocated to the Group, including any controls, assurances and actions contained within. The review should be undertaken quarterly, or at each meeting if fewer than four.
- Annually review these Terms of Reference.
- The RIISG should meet every six weeks.

Quorum:

Chair, Secretary, and three other members.

Student Experience Strategy Group

Members:

Chair: Deputy Vice-Chancellor
 SU President
 SU VP Sport
 SU Director
 College representatives
 Director of Student Services
 Director of Student Engagement
 Director of Commercial Services
 Director of Property & Campus Services
 International Student Support representative
 Canolfan Bedwyr representative
 IT Services representative
 Library representative
 Student Services staff member (Secretary)

Terms of Reference:

- To develop and monitor the Bangor University's Student Experience Strategy and ensure that the strategy and any related action plans aligned to the institutional strategy and Mission.
- To conceive and develop initiatives to enhance the student experience, ensuring these are informed by best practice within the sector and feedback from students.
- To retain strategic oversight of the student experience, beyond teaching and learning provision, and to further embed the practice of partnership working across the institution.
- To monitor relevant KPIs, and benchmark to the sector.
- To receive as required, reports and statutorily required documents from key areas.
- To make recommendations to Executive regarding prioritising and allocation of resources.
- To review and update any corporate risks allocated to the Group, including any controls, assurances and actions contained within. The review should be undertaken quarterly, or at each meeting if fewer than four.
- To report to Executive.
- The group will normally meet 3 times a year. Other representatives may be invited to the meeting as required.
- Terms of Reference will be reviewed annually.

Quorum:

Chair, Secretary, and three other members.

Teaching & Learning Strategy Group

Members:

Chair: Pro Vice-Chancellor (Learning and Teaching)
 Head of Quality Assurance & Validation
 Director of Canolfan Bedwyr
 Students' Union representative
 Students' Union staff representative
 Head of Client Services and Deputy Director (IT)
 College Directors of Teaching and Learning
 CELT representatives
 Library and Archives Service representative
 Secretary to the Group

Terms of Reference:

- Develop and monitor the Bangor University's Teaching and Learning strategy and ensure that the strategy and any related action plans aligned to the institutional strategy and Mission.
- Develop and implement enhancement strategies to ensure that teaching and learning is delivered efficiently and effectively and informed by best practice within the sector and feedback from students.
- Promote responsible utilisation of central teaching resources.
- Monitor qualitative and quantitative feedback from students, including the outcomes of institutional and national surveys, and schools' responses to them.
- To oversee the quality and standards of all of the University's awards, including those delivered wholly or partly in collaboration with external organisations in the UK and overseas. Its responsibilities are:
 - To ensure that the University's quality assurance procedures, and those of its validated partners that apply to any of the University's awards, meet the requirements and expectations of the UK Quality Code for Higher Education.
 - To ensure that all the University's awards, including those delivered wholly or partly in collaboration with another organisation, meet the expectations of the Credit and Qualifications Framework for Wales, the Framework for Higher Education Qualifications and the UK Quality Code for Higher Education.
 - To oversee core University QA processes including: External Examiner and Moderators' Reports, External Body Reports, Reports from Validation and Re-approval, Arque reports, Internal Audits and Annual Curriculum Reviews and to use these to respond to QA risks and Enhancement opportunities.
- To monitor all quality assurance and enhancement policies and procedures and up-date these when necessary, including in response to such initiatives from external agencies.
- Manage any potential risks, threats and changes proactively including the management of risks associated with the validation of new programmes.

- To receive and consider the reports of the External Partnerships Scrutiny Group, the Collaborative provision Sub group, Programme Approval Group and the New Module Approval Panel.
- To report to the University Executive.

Quorum:

Chair, Secretary, and three other members.

Welsh Language Strategy Group

Members:

Chair: Pro Vice-Chancellor and Head of College of Arts, Humanities and Business =
 Bangor Branch, and the University's representative on the Coleg Cymraeg Cenedlaethol Academic Board
 Bangor University's representatives on the CCC Academic Board
 College Representatives
 College Manager representative
 Director of Canolfan Bedwyr
 Head of Policy & Development (Canolfan Bedwyr)
 Director of Students' Union
 UMCB President
 Head of Quality Assurance & Validation
 Planning & Data Officer
 Corporate Communications & Marketing Officer
 IT Services Officer
 Library and Archives Officer
 Bangor University CCC Branch Officer (secretary)
 Observer from y Coleg Cymraeg Cenedlaethol

Terms of Reference:

- Develop, oversee and implement the University's Welsh-medium strategy and Welsh language policy.
- Develop and promote plans to ensure that the University's Welsh language provision is innovative and effectively promoted within the University and beyond.
- Ensure that the experience of Welsh students in terms of academic provision and professional services is of the highest standard.
- Determine strategic priorities in relation to y Coleg Cymraeg Cenedlaethol's plans.
- Receive reports from
 - PASG (Welsh Language Standards Inspection Panel)
 - Bangor University Colleges
 - Coleg Cymraeg Cenedlaethol
- Proactively manage any risk relating to the Welsh Language at the University.
 Report to the University's Executive and Senate.

Quorum:

Chair, Secretary, and three other members.

Appendix 2: Membership and Terms of Reference of the Senate Sub-Committees

Senate Appeals Panel
<p>Members:</p> <p>Chair: Deputy Vice-Chancellor (or nominee) Director of Student Services (or nominee) President of the Students' Union (or nominee) Four members appointed by Senate Head of Governance Services (Secretary)</p>
<p>Terms of Reference:</p> <ul style="list-style-type: none">• The committee shall consider appeals as specified in the Academic Appeals Procedure.
<p>Quorum:</p> <p>Chair, Secretary, and three other members.</p>

Senate Examination Boards

Members:

Chair: Pro Vice-Chancellor (Learning & Teaching) or nominee

Head of Student Administration (or nominee)

Representatives from academic schools:

- Schools are represented on Senate Examinations Boards where their courses are considered
- Schools may also be requested to attend Senate Examination Boards where their modules are delivered as part of degree courses in other schools
- Each school shall send at least one academic member of staff
- Other school representatives may attend (for example, School Examination Officers)

Terms of Reference:

- Confirm the marks reported for each module and approve any changes to overall module marks that are reported to the Board or are deemed necessary by the Board.
- Confirm the decision presented to the Board regarding whether the student may proceed, and whether the student is eligible for supplementary assessment and/or other options defined in the Regulations for Taught Programmes.
- Confirm the marks reported for each module after supplementary assessment and approve any changes to marks that are reported to the Board or are deemed necessary by the Board.
- Confirm the decision presented to the Board regarding whether the student may proceed after supplementary assessment, and whether the student is eligible for supplementary assessment and/or other options defined in the Regulations for Taught Programmes.
- Consider special circumstances affecting the results of individual modules that are presented to the Board and that have not been previously considered by school Examining Boards.
- Consider special circumstances affecting the Board’s decision regarding whether a student may proceed and the progression options available to the student.
- Comment on matters passed to it by Student Administration, Senate, Teaching and Learning Task Group or Quality Assurance Sub-Group.

Additional information:

- Members of the Senate Examinations Boards shall be given authority by their schools to make recommendations regarding progression options of students and be informed regarding special circumstances.
- Senate Examinations Boards shall be established based on groupings of academic subject areas. The groupings shall be approved by the Teaching and Learning Task Group.

- Senate Examinations Boards shall normally meet once a year to consider the results of Semester 1 and Semester 2 examinations. Some Boards may meet at other times, and more frequently, depending on the structure and intake dates of the courses to be considered.
- Results of supplementary examinations shall normally be considered by a Senate Examinations Board in August and shall comprise representatives from all schools. The agenda for this meeting shall be arranged so that representatives from specific schools can attend part of the meeting. Schools should ensure that representatives shall be available for this meeting.
- Minutes of the Senate Examinations Boards shall be reviewed by the Pro Vice-Chancellor (Education and Student Experience). The Pro Vice-Chancellor (Education and Student Experience) shall report to Senate placing particular emphasis on substantive procedural issues that require Senate's attention.
- Students shall be able to access their results for each module using MyBangor. Students who have passed, and are therefore allowed to progress, shall be able to confirm this decision using MyBangor. Students who may not automatically proceed shall be informed of this decision via MyBangor.
- The Senate Examinations Board members shall be responsible for conveying the decisions of the Board to appropriate members of staff in their respective schools. Schools shall be responsible for ensuring that students are provided with written advice on the supplementary assessments/examinations that have to be completed.
- The modular results of exchange students shall be ratified by the Senate Examinations Boards. The module registrations of these students shall be ratified by the International Office so that the profile presented to the Board(s) is accurate and a correct list of marks can be approved.
- If required, a Senate Examinations Board shall be convened after Semester 1 examinations to confirm the results of exchange students who have only studied Semester 1 modules before returning to their home institution. This shall allow production of a confirmed transcript after the end of Semester 1.

Quorum:

Chair, Secretary, and three other members.

Senate Nominations Committee

Members:

Chair: Vice-Chancellor (ex officio)
Deputy Vice-Chancellor (ex officio)
Chief Operating Officer (ex officio)
A Dean of College
A Head of School
A Senate School Representative
An independent member of Senate
President, Students' Union
Head of Governance Services (Secretary)

Terms of Reference:

- The committee shall recommend to the Senate members to serve as representatives on University and, where appropriate, external groups and committees.

Quorum:

Chair, Secretary, and three other members.

Senate Prizes and Awards Committee

Members:

Chair: Pro Vice-Chancellor (Learning & Teaching)
 Five members appointed by Senate
 Head of Student Administration (Secretary)

Terms of Reference:

- Review, or instigate a review of, the guidelines and criteria for those awards and prizes that are awarded by Senate.
- Update the guidelines and criteria for awards and prizes as required or to refer substantive changes to Senate.
- Ensure that details of awards and prizes are circulated in a timely and appropriate manner.
- Oversee the administrative processes adopted by the Governance Services Office to manage awards and prizes.
- Authorise the Head of Governance Services (or nominee) to arrange for specific awards and prizes to be considered and awarded.
- Consider applications/nominations for specific awards and prizes and make recommendations on which applicants should receive an award/prize.

Quorum:

Chair, Secretary, and three other members.

Senate Regulations and Special Cases Committee

Members:

Chair: Deputy Vice-Chancellor
 Head of Governance Services (Secretary)
 Head of Quality Assurance & Validation
 President of the Students' Union (or nominee)
 Student Voice Manager
 Seven members appointed by Senate
 Other members approved by the Chair

Terms of Reference:

- Develop, maintain and review existing academic regulations, codes of practice, procedures, guidelines and any other related documents.
- Approve all regulations, codes of practice, procedures or guidelines produced by the Teaching and Learning Task Group or any other Task Group or committee.
- Ensure compliance with the QAA's Quality Code.
- Consider and resolve any special cases not complying fully with the academic regulations.
- Consider and resolve all special cases arising from the summer examinations period.
- Resolve all questions of the interpretation of Regulations/Standing Orders which require judgement on an academic matter.
- Resolve all other matters referred to it by Senate or a sub-committee of Senate.

Quorum:

Chair, Secretary, and three other members.

Senate Research Degree Committee

Members:

Chair: Dean of Postgraduate Research
 College Directors of Graduate Studies (3)
 College academic representatives (3)
 DTP Leads
 Head of Quality Assurance & Validation
 Doctoral School Manager
 SU President and student representative (2)
 Representative(s) from support services
 Representative(s) from those in PGR administrative roles
 Secretary

The Research Degree Committee may co-opt additional members to support fulfilment of its remit in respect of all areas and types of doctoral research activity and will periodically invite relevant staff to attend meetings to facilitate discussion of specific topics.

Terms of Reference:

The purpose of the Research Degree Committee is:-

- Developing and reviewing University strategies, policies and procedures relating to PGR students, including those relating to admission and registration, supervision and monitoring, training and development of students and supervisors and student representation.
- Monitoring KPIs relating to PGR students.
- Reviewing proposals for new PGR awards, including joint and dual awards.
- Overseeing all aspects of the PGR experience.
- Monitoring PGR student progression.
- Receiving an annual report from each College on PGR activities.
- Receiving an annual report from the Doctoral School on its activities.
- Receiving an annual report from the Students' Union on PGR activities.
- Receiving an annual report from the Quality Assurance and Validation Unit on the outcomes of research degree examinations.
- Receiving an annual report on complaints and appeals made by PGRs.
- Reviewing regulations and codes of practice relating to research degrees.
- Reviewing applications to establish DTPs / DTCs and other similar centres.
- Receive 6-monthly reports in relation to the pan-Wales KESS 2 project (led by Bangor on behalf of the HE sector in Wales).
- Making recommendations and reporting to the University Senate via the Research Strategy Task Group.
- Resource provision.

Quorum:

Chair, Secretary, and three other members.

Appendix 3: Rules and Procedures for Honorary Appointments

Rules

- No payment is made for the individual's contribution.
- The individual will not normally have access to the University's library or computing facilities, but this can be requested and arranged by the Dean of College / Head of School.
- The individual is not entitled to office accommodation, but may share such facilities as the relevant College or School is able to provide.
- It is expected that the contribution made will be on a regular basis and regarded by the College / School as **significant**.
- By accepting an honorary title, the individual concerned agrees to accept the rules, regulations and procedures of the University.
- A nominee will normally be expected to hold a position of employment – or have some standing – externally, or to have retired from such a position.

Titles

Honorary Lecturer/Senior Lecturer – in respect of a contribution to teaching and learning

Honorary Research Fellow/Senior Research Fellow – in respect of a major contribution to research

Honorary Research Associate/Senior Research Associate – in respect of a more modest contribution to research

Honorary Industrial Fellow/Senior Industrial Fellow – in respect of a contribution to industrial liaison activities

Honorary Entrepreneurial Fellow/Senior Entrepreneurial Fellow – in respect of a contribution to commercial or business-related activities

Honorary Associate/Senior Associate – in respect of non-academic contributions

Note: the procedure for the appointment of Honorary Professors is covered by a separate procedure.

The term 'Visiting...' may also be used for any of the above titles where the individual is visiting the institution for a period of at least one month.

Procedure

1. A proposal must be submitted by a Dean of College / Head of School on a form which is available from the Head of Governance Services. In addition to the nomination form, the nominee's CV should be submitted.
2. The Head of Governance Services is responsible for advising the Senate on Honorary appointments and will make the necessary arrangements for checking that

standards are maintained and that the nomination relates to a genuine external, unpaid contribution to a College / School's activities.

3. The proposal will be considered and decided upon at the next meeting of the Senate.
4. If approved by the Senate, a 'letter of appointment' will be sent by the Head of Governance Services to the individual. This will cover issues of accountability and compliance with University policies and regulations. Provided that this procedure is followed, honorary 'appointees' are covered by the University's "Employer's Liability" insurance.
5. Titles will be granted for an agreed period, and a database of individuals appointed (with dates) will be maintained by the Head of Governance Services.
6. The Senate shall have the right to withdraw an honorary title before the end of the agreed period if it considers that there is evidence of non-compliance with the terms of the appointment or non-fulfilment of the agreed contributions.

Renewal

Following the end of the agreed period of appointment the College / School has the option to request a renewal of the appointment for a further period.

1. A proposal for renewal should be submitted by a Dean of College / Head of School on a form which is available from the Head of Governance Services, stating clearly why the College / School believes the appointment should be renewed, this would normally include evidence of the individual's contribution to the College / School during the current tenure.
2. The Head of Governance Services will make the necessary arrangements for checking that standards are maintained and that the nomination continues to relate to a genuine external, unpaid contribution to a College / School's activities.
3. The proposal will be considered and decided upon at the next meeting of the Senate.
4. If approved by the Senate, a 'letter of renewal of appointment' will be sent by the Head of Governance Services to the individual. This will cover issues of accountability and compliance with University policies and regulations. Provided that this procedure is followed, honorary 'appointees' are covered by the University's "Employer's Liability" insurance.
5. A renewal of title will be granted for an agreed further period, and a database of individuals reappointed (with dates) will be maintained by the Head of Governance Services.