

SENATE

Serviced by:	<i>Academic Standards Officer (or nominee)</i>
Minutes received by:	<i>Board of Directors</i>

1. Terms of Reference

- 1.1 Subject to the provisions of the Articles of Association, to the overall responsibility of the Board of Directors, to responsibilities of the Vice-Chancellor and Chief Executive (hereafter referred to as the Vice-Chancellor), and to requirements of external validating bodies, Senate shall be responsible for considering the development of the academic activities of Plymouth Marjon University¹ and the resources needed to support them, and advice to the Vice-Chancellor, the Executive Leadership Team and the Board of Governors thereon.
- 1.2 The power of Plymouth Marjon University to award degrees derives from an Order made by the Privy Council in exercise of its powers conferred on Them by section 76 of the Further and Higher Education Act 1992(a) dated 3rd April 2007. The awards are of the kind mentioned in paragraph 76(2) of the said act. Senate will award degrees, diplomas, certificates and other distinctions on behalf of the Board of Directors, which has delegated responsibility to it for the procedures for the award of such qualifications.
- 1.3 Senate has granted authority to the Academic Registrar of the University, in the role of Secretary to Senate, to administer the arrangements for the conferment of its awards upon individual students who have satisfied the requirements of conferment.
- 1.4 Senate is also responsible for advising the Vice-Chancellor on general issues relating to the core academic priorities of the university: student success; research and knowledge exchange; and place and social purpose, including:

¹ Plymouth Marjon University is a trading name of the University of St Mark & St John.

- the maintenance and enhancement of all aspects of the infrastructure required to support the University's academic activities and the student experience:
- the maintenance of academic standards and the approval in principle, validation and review of taught programmes leading to awards of the University:
- the monitoring of the University's academic performance, agreeing action plans in the light of the key metrics identified by the Office for Students and other funding agencies or their successor bodies, notifying the Board of Directors, and also against the agreed strategic Key Performance Indicators (KPIs), via approved sub-committees:
- the approval of the University's quality assurance procedures:
- the University's academic portfolio and the content of the curriculum:
- oversight of the University's collaborative provision arrangements and procedures:
- criteria for the admission of students:
- the policies and procedures for the assessment and examination of the academic performance of students:
- the appointment and removal of External Examiners:
- procedures for the award of qualifications and honorary academic titles:
- procedures for the appointment of Professors, Associate Professors, Visiting Professors, Professors Emeritus/Emerita and Visiting Fellows:
- procedures for good conduct and student discipline including the expulsion of students.

This list is not exhaustive and Senate is also responsible for advising on other matters referred to it by the Vice-Chancellor, Executive Leadership Team or the Board of Directors.

- 1.5 Senate is responsible for providing assurance to the Board of Directors regarding the adequacy and effectiveness of the University's academic governance. For example, the Board of Directors receives the Annual Assurance Report (Quality), which outlines how the University's processes meet

Office for Students (OfS) ongoing conditions of registration.

- 1.6 Senate may establish such associated Committees (including Working Groups and Panels) as it deems necessary to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor. The number of members of any such associated Committee and the terms on which they are to hold and vacate office shall be determined by Senate.

2. Membership and Attendance at Meetings

- 2.1 The voting membership of Senate shall include ex-officio members as follows:

- The Vice-Chancellor (Chair)
- The Chief Academic Officer (Deputy Chair)
- The Dean of Research and Knowledge Exchange
- The Dean of Learning and Teaching
- Dean of Faculties
- The Dean of the Academic Partnership Network
- The Academic Registrar (Secretary)
- The Director of Student Success Services
- The Director of External Engagement
- The President and Deputy President of the Student Union

- 2.2 The membership of Senate shall also include:

- Two elected academic representatives from different disciplinary backgrounds; one involved in postgraduate delivery and one involved in undergraduate delivery.
- Two members of the University's professional services community elected by and from that community.
- Up to five additional student representatives, as recommended via the Dean of Faculty or the Dean of the Academic Partnership Network. These representatives should, as far as possible, reflect the diversity of the University's current student population.

- 2.3 Academic and professional services representatives shall normally serve for three sessions including the session of appointment, with the possibility of an additional session's extension, and shall be eligible for re-election on one occasion only for a maximum period of six sessions in total. Elections shall be conducted in accordance with Senate's Procedures for the Appointment of Members.
- 2.4 Student representatives will serve for the session of appointment, with the possibility of serving for one further session in the case of returning students.
- 2.5 The Vice-Chancellor may invite additional staff members, including the Chaplain of the University, to attend meetings of Senate. They may take part in discussion but not vote.
- 2.6 The Academic Standards Officer or nominee shall normally serve as Clerk to Senate.
- 2.7 Meetings will be quorate when at least half of the voting members, including the Chair or Deputy Chair, are present.

3. The Role of the Chair

- 3.1 At all meetings the Chair must be taken by the Vice-Chancellor or, in the absence of the Vice-Chancellor, the Chief Academic Officer (or, exceptionally, by an academic member of Senate nominated by the Vice-Chancellor).
- 3.2 The Chair shall conduct the business of Senate, according to its guidelines for the conduct of meetings, the Rules of Governance as set out in the University's Articles of Association, and these Terms of Reference. It shall also be the duty of the Chair, when specifically requested by Senate, to submit any resolution of Senate to the next meeting of the Board of Directors.

4. Nominations to Other Bodies

- 4.1 One member of academic staff, elected by and from the academic staff members of Senate, will serve as a member of the Board of Directors. The term of office shall be three years.
- 4.2 Senate can also nominate representatives to serve on outside bodies.

5. Associated Committees

- 5.1 The following Associated Committees shall report to Senate, with delegated authority as set out in the relevant Terms of Reference:

- Academic Strategy, Planning and Partnerships Committee (ASPPC)
- Teaching, Learning and Academic Quality Committee (TLAQC)
- Research and Knowledge Exchange Committee (RKEC)

The Honorary Nominations Advisory Panel will also report to Senate, approving nominations on its behalf, subject to consultation with Senate where appropriate.

- 5.2 Associated Committees may only be chaired by ex-officio members of Senate.
- 5.3 The confirmed minutes of each Associated Committee will be circulated to Senate, notwithstanding any items referred to it by the relevant Chair. The confirmed minutes of Sub-Committees, Working Groups and Panels will be received by the relevant Associated Committee.
- 5.4 Senate may revise the Terms of Reference and/or membership of any of its Associated Committees.
- 5.5 Senate may create new Associated Committees or abolish existing ones.
- 5.6 The Rules of Procedure applicable to Senate will apply in all cases.

6. Conduct of Business

- 6.1 The Clerk shall schedule meetings of Senate normally four times in an academic session. It shall, however, be within the discretion of the Chair to cancel a meeting if, in their opinion, there is insufficient business to warrant it. At least three working days' notice of any such cancellation shall normally be given.
- 6.2 Extraordinary meetings of Senate may also be called, either at the request of the Chair or of one-third of the members. At least three working days' notice of any such meeting shall be given.
- 6.3 The agenda of every meeting of Senate, together with the accompanying papers, shall be circulated to all members not less than three working days before the meeting and posted on Antler. Items on the agenda shall normally be phrased as proper motions and shall not include any other business. Exceptionally, items may be added to the agenda after circulation subject to the agreement of the Chair.
- 6.4 Any member may submit items of business to Senate, although items referred from the Associated Committees must be submitted through their respective Chairs.
- 6.5 Items of business for the agenda should normally be received by the Clerk at least fifteen working days before the date on which Senate is due to meet. Items included on the agenda as being 'for report and approval' will only be discussed with the agreement of members.
- 6.6 Proposals put to the vote at meetings of Senate shall be carried if they are supported by the majority of the members present and voting or, in the event of a tie, by the casting vote of the Chair.

Issuing Institution	Plymouth Marjon University
Issuing Authority	Board of Governors
Document Title	Terms of Reference – Senate
Document Reference	L:\ Committees\Terms of Reference
Version	1.12
Custodian	Academic Standards Officer and Clerk to Senate
Document Date	21st August 2018
Last Amended	27 th April 2026
Sensitivity	Unclassified
Circulation	Website, e-mail on request
Effective from	Date of approval by Board of Governors
Review Date	By start of 2027-28 academic session
Effective until	Ongoing
History	Version 1.0 adapted from Version 2.7 of the Terms of Reference of Academic Board: subsequently approved by Chair's Action on 21st August 2018. Subject to minor amendment, September 2018 (1.1) and November 2018 (1.2). Version 1.3 approved by the Board of Governors, September 2019 and subject to minor amendment, 23rd January 2020. Version 1.4 approved by the Board of Governors, September 2020. Version 1.5 approved by the Board of Governors, September 2021. Version 1.6 approved by the Board of Governors, July 2022. Version 1.7 approved by the Board of Governors, July 2023. Version 1.8 approved by Board of Governors Chair's Action on 4th October 2023 (minor amendments to v1.7 within Section 5.1 to reflect committee structure changes). Version 1.9 approved by the Board of Governors, November 2023.

	Version 1.10 approved by the Board of Governors, July 2024. Version 1.11 approved by the Board of Governors, July 2025. Version 1.12 approved by the Board of Governors, July 2026.
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