UNIVERSITY OF BIRMINGHAM

REGULATIONS

2007 - 2008

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Executive Brief

Contain principles and standards designed to control or govern conduct or provide direction at a more detailed level than Ordinances. They may be amended or augmented through the University's own committee system.

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2.1. Meetings of the Senate:

2.1.1 At least three ordinary meetings of the Senate shall be held during each session. Special meetings of the Senate may when necessary be convened by the Vice-Chancellor and Principal or, if absent, by the Vice-Principal. At any time when the University is in session the Vice-Chancellor and Principal, or, if absent, the Vice-Principal, shall, on receiving the written requisition of ten members of the Senate, stating the business they desire to submit, direct that a special meeting of the Senate be called, and the meeting shall be held within fourteen days from the receipt of such requisition. Not less than one clear day's notice of a special meeting shall be given, and no business shall be considered at such a special meeting other than that contained in the notice calling the meeting.

2.1.2 Five days' notice of all ordinary meetings of the Senate, specifying the business to be brought forward at the meetings, shall be sent by the Registrar and Secretary to every member of the Senate. All reports and details of business to be brought forward on behalf of Boards, and Standing Committees which report to the Senate, and all notices of motions shall be sent to each member of the Senate before the meeting at which such business is to be considered; and no meeting shall be competent to transact any business other than such as shall directly arise out of the business so brought forward, or business brought before the meeting from the Chair, or business for which urgency has been claimed and obtained by a vote of a majority of two-thirds of those present and voting. In the event of there being no business to lay before an ordinary meeting of the Senate, the Vice-Chancellor and Principal may, at his or her discretion, direct that notice be sent to every member that such meeting will not be held.

2.1.3 The Vice-Principal shall chair the Senate in the absence of the Vice-Chancellor and Principal.

2.1.4 The Registrar and Secretary shall be the Secretary of the Senate, Boards and Standing Committees responsible to Senate, and of all their Sub-Committees.

2.1.5 Members of the Senate shall give at least forty-eight hours' notice in writing to the Registrar and Secretary of any business which they desire to lay before an ordinary meeting of the Senate.

2.1.6 One-third of the members shall form a quorum, and a majority of those present and voting shall decide all questions; in the case of an equality of votes the person chairing the meeting shall have a second and casting vote. In the absence of the Vice-Chancellor and Principal and of the Vice-Principal from any meeting of the Senate, the members present, being a quorum, shall appoint one of their number to chair the meeting.

2.1.7 At every meeting of the Senate and Committees of the Senate, attendances shall be recorded, and all proceedings entered in Minute Books which shall be kept by the Registrar and Secretary.

2.1.8 After each meeting the recommendations of the Senate for transmission to the Council shall be prepared by the Registrar and Secretary under the direction of the person chairing the Senate, to be laid before the next meeting of the Council.

2.2: Deans and the Deputy Deans:

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Responsibilities of Deans

2.2.1 A Dean, individually and where appropriate jointly with other Deans, shall be responsible for:

a. co-ordinating academic policy development and bringing forward academic initiatives
b. facilitating inter-disciplinary developments in teaching, learning and research
c. providing advice in the academic planning process and the implementation of plans
d. monitoring the achievement of Schools in relation to quality and standards in teaching learning and research in accordance with procedures agreed by Senate.
e. ensuring that satisfactory arrangements exist for consultation with students
f. acting as a member of relevant Electoral Boards
g. assisting in the assessment of School recommendations in the annual review of staff and of recommendation for promotion
h. the appraisal of Heads of Schools and ensuring that the appraisal process is working satisfactorily
i. advising the Vice-Chancellor on staff disciplinary matters
j. advising the Vice-Chancellor on problems that may arise from time to time within Schools or in the field of inter-School relations
k. advising the Vice-Chancellor and central University bodies on academic policy issues
l. representing the interests of the University in relevant external professional matters
m. presenting candidates for degrees, other than Honorary and Ex Officio degrees, at Degree Congregations
n. such other duties as may be requested by the Vice-Chancellor

2.2.2 Deputy Deans

1. Each Dean shall be assisted in the discharge of his or her responsibilities by one or more Deputy Deans.
2. A Deputy Dean shall be appointed by the Vice-Chancellor on the recommendation of the Dean. The functions of a Deputy Dean shall be subject to approval by the Vice-Chancellor.

2.2.3 Dean's Forum

1. Each Dean shall have a Dean's Forum. All members of University academic, administrative or support staff who work in the Schools which fall fully or partly within the remit of the Dean shall be members of the Dean's forum for that Deanery. Membership shall also include student representatives from each of those Schools.
2. Each Dean shall convene a meeting of his or her Forum at least three times each academic year, to discuss issues which are of common interest and/or concern to the staff and students of the Deanery.
3. Meeting of the Dean's Forum shall normally be chaired by the Dean or, in his or her absence, by the Deputy Dean, or in the absence of the Deputy Dean, by a Head of School nominated by the Dean.
4. The Vice-Chancellor will normally attend at least one meeting of

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each of the Dean's Fora each year.

2.3: Schools:

2.3.1 Membership of the School Committee

1. Unless the Senate and Council approve Regulations, proposed by a Head of School following consultation with the staff of the School, which define the membership otherwise, the membership of each School Committee shall be:
    i. The Head of School (who shall chair the Committee)
    ii. Every member of the Academic Staff of the School
    iii. At least two members of the administrative and support staff of the School nominated or elected (in accordance with arrangements approved by the School Committee) by from among those staff.
    iv. At least four student members nominated by and from among the student members of the Staff/Student Consultative Committee(s) within the School, including where possible at least one undergraduate, one taught postgraduate and one research postgraduate student.
2. Any Regulations recommended to Senate and Council in accordance with Regulation 2.3.1(1) shall provide for membership on the School Committee of at least one member of each organisational unit within the School, the establishment has been approved by the Vice-Chancellor on behalf of the Senate in accordance with Ordinance 2.6, nominated or elected (in accordance with arrangements approved by the School Committee) by and from among the academic staff members of the unit.

2.3.2 Responsibilities of School Committee

1. Except where such matters are delegated by the School Committee, each School Committee shall be expected to reach a consensus on the following matters:
    a. The pattern of programmes and modules in the School.
    b. Arrangements for the teaching and study of interdisciplinary courses.
    c. The general principles and guidelines for the distribution of teaching duties among the Academic Staff of the School.
    d. The promotion and management of research and allocation where applicable of research scholarships and Research Council awards among the Academic Staff of the School.
    e. The requirements for admission of students to the School.
    f. General considerations affecting the assessment and examination of students in the School.
    g. The nomination of a Professor from outside the School or Department for membership of an Electoral Board set up in respect of a vacancy in an established Chair in the School or in a Department within the School.
    h. The nomination of a Professor from outside the School or Department to report, after consultation with the staff concerned, to the Vice-Chancellor concerning the general requirements for refilling the Headship of the School or Department.
    i. The nomination as required of a member of the School for membership of a Selection Committee set up in respect of a

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vacancy for academic staff within the School.

2. The Head of School shall seek the advice of the School Committee when allocating available School resources, including finance, space and equipment; when formulating School development plans and when considering staff vacancies and appointments.
3. The Head of School shall summon a meeting of the School Committee at least twice a session. The Minutes of the relevant staff/student consultative committee(s) shall be considered at this meeting.

   Additional meetings may be held either at the discretion of the Head of School or upon receipt by him or her of a written request for a meeting, stating the reasons for this request, signed by at least twenty percent of the members of the Committee. When such a request is made, a meeting shall be convened to take place within three weeks of its receipt.

2.3.3 Staff/ Students Consultative Committees

1. There shall be a Staff/Student Consultative Committee or Committees in each School.
2. The terms of membership of the Committee (s) shall be determined by the School Committee so as to ensure appropriate representation of the main programmes or disciplines within the School and to provide each registered student within the School with an opportunity to participate in the selection of at least one representative student member.
3. The function of the Committee(s) shall be to provide a forum for consultation and discussion between student representatives and staff responsible for programme provision on all relevant matters affecting students in the School.

<u>Members of Staff Attached to a School or Department</u>

2.3.4 A School Committee may attach to the School such members of University staff from outside the School as it considers will further the work of the School and may assign them to a Department or Departments in the School and/or to an electoral constituency for the purpose of School elections.

<u>Members of Staff Associated with a School or Department</u>

2.3.5 A School or Department may admit to Associate Membership a member of staff of the School of Continuing Studies or a member of University staff from outside the School or Department with whom it has a close working relationship in matters of common academic concern. Such Associate Membership shall not entitle the member to participate either as voter or candidate in School or Department elections.

2.4: Use of the University Seal:

2.4.1 All deeds and documents requiring to be sealed by the University shall be sealed in the presence of a member of the Council and of the Registrar and Secretary.

2.4.2 A seal book shall be kept in which shall be recorded particulars of all deeds and documents to which the University Seal is affixed.

2.4.3 A report shall be submitted to each meeting of the Council recording the deeds and documents to which the University Seal has been affixed since

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the date of the last meeting of the Council.

2.5: Title Deeds and Documents:

2.5.1 All title deeds and other such documents belonging to the University shall be kept under the charge of the Registrar and Secretary, in such place of safe custody as the Registrar and Secretary shall select.

2.5.2 The Registrar and Secretary shall keep a register of particulars of such deeds and documents, and shall keep the same entered up so as to show in what manner all such deeds and documents are from time to time disposed of.

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