

The University of Edinburgh

Senate Academic Policy and Regulations Committee

Terms of Reference

1. Purpose and Role

- 1.1. The Academic Policy and Regulations Committee is responsible, on behalf of Senate, for the University's framework of academic policy and regulation, apart from those aspects which are primarily parts of the Quality Assurance Framework.

2. Remit

- 2.1. Oversee the development, maintenance and implementation of an academic regulatory framework which effectively supports and underpins the University's educational activities.
- 2.2. Ensure that the academic regulatory framework continues to evolve in order to meet organisational needs and is responsive to changes in University strategy, and in the internal and external environments.
- 2.3. Scrutinise and approve proposals for new or revised academic policy or regulation, ensuring that policy and regulation is only introduced where it is necessary, and that all policy and regulation is suitably accessible to its intended audience.
- 2.4. Act with delegated authority from the Senate on matters of student conduct and discipline.
- 2.5. In taking forward its remit, the Committee will seek consistency and common approaches while supporting and encouraging variation where this is beneficial, particularly if it is in the best interests of students.
- 2.6. Consider the implications of the Committee's work and its decisions in the context of external initiatives and compliance and legal frameworks, particularly in relation to equality and diversity.

3. Operation

- 3.1. The Committee reports to Senate, acting with delegated authority to take decisions regarding the regulatory framework for the University's educational activities.
- 3.2. The Committee may bring matters to the attention of the University Executive as required.
- 3.3. The Committee will meet at least four times each academic year and will interact electronically, as necessary.
- 3.4. The Committee will follow a schedule of business set prior to the start of the academic year and which is agreed through consultation with Senate, the Conveners of the other Senate Committees, and other relevant members of the community.
- 3.5. The Convener, or Vice-Convener will have delegated authority, on behalf of the Committee, to make decisions on student concession cases, and this business may be conducted electronically where appropriate.
- 3.6. From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.

4. Composition

Role	Term
3 x senior staff members from each College with responsibility for academic governance and regulation, and maintaining and enhancing the quality of the student experience at all levels	
1 x senior staff member from each College with responsibility for postgraduate research	
1 x Edinburgh University Students' Association sabbatical officer	Ex Officio
1 x member of the Edinburgh University Students' Association permanent staff	
1 x member of staff from Registry Services	Ex Officio
1 x member of staff from the Institute for Academic development	
1 x member of staff from Academic Services	
1 x member of staff from Information Services' Learning, Teaching and Web Services Division	
3 x elected Senate members, each position is nominally assigned to each College	
Up to 3 co-options chosen by the Convenor	Up to 3 years

- 4.1. At the final meeting of the academic year, the Committee will identify a Convener and Vice-Convenor for the Committee from amongst its membership, to serve in the following year.
- 4.2. The Convener can invite individuals for specific meetings or agenda items.
- 4.3. Substitutions of members (i.e. due to inability to attend) will be at the discretion of the Convenor of the Committee.

5. Responsibilities and Expectations of Committee Members

- 5.1. Be collegial and constructive in approach.
- 5.2. Attend regularly and participate fully in the work of the Committee and its task/working groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions that are necessary for proper consideration of the area being discussed.
- 5.3. Take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
- 5.4. Be committed to communicating the work of the Committee to the wider University community.