



THE UNIVERSITY
of EDINBURGH

Senate Standing Committees' Members' Guidance

August 2026
Senate Support, Academic Quality and Standards - Registry Services

Key Information

Contact: Senate standing committees are supported by the Academic and Quality Standards team. Please direct any queries to the relevant committee secretary. Key information for Senate can be accessed through the [Senate Handbook](#).

Accessibility: If you need any specific support to attend and participate in a meeting (e.g., sign language interpretation or other accommodations), please contact Senate Support at SenateSupport@ed.ac.uk to discuss arrangements.

Academic Policy and Regulations Committee (APRC)	Convener: Professor Linda Kirstein Secretary: Vacant, please direct queries to AcademicPolicy@ed.ac.uk Key links for APRC: • APRC Members Portal • Website • Terms of reference • Agendas, Papers and Minutes • Dates of meetings
Senate Education Committee (SEC)	Convener: Vacant. Please direct queries to Deputy Convener, Professor Tina Harrison Secretary: Vacant, please direct queries to SenateSupport@ed.ac.uk Key links for SEC: • SEC Members Portal • Website • Terms of reference • Agendas, Papers and Minutes • Dates of meetings
Senate Quality Assurance Committee (SQAC)	Convener: Professor Tina Harrison Secretary: Sinead Docherty Key links for SQAC: • SQAC Members Portal • Website • Terms of reference • Agendas, Papers and Minutes • Dates of meetings

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2 Introduction

As a member of a Senate standing committee, you play an important role in supporting and enhancing academic governance at the University of Edinburgh. Academic governance is crucial to the student and staff experience. It ensures and maintains the academic standards of the University, and is vital to ensuring that the University fulfils the requirements and expectations of external authorities and agencies, such as the Scottish Funding Council, the Quality Assurance Agency (Scotland), UK Research and Innovation, and the professional, statutory and regulatory bodies that accredit the University's programmes.

Academic governance is achieved, in part, through the University's academic regulatory framework which includes regulations, codes of practice and guidance. Please see the '[Policies and regulations](#)' website for further information. The academic regulatory framework is supported by the University's quality framework, which supports the management of academic standards, the student experience, and alignment with external body requirements such as the Scottish Tertiary Quality Enhancement Framework (TQEF). Further information is available on the [Quality](#) website. Senate has responsibility for the University academic regulatory framework and the University quality framework. These are managed, on behalf of Senate, by the Academic Policy and Regulations Committee, and the Quality Assurance Committee.

Senate standing committees are vital fora for consultation and communication, and bring together staff and students with the appropriate expertise and perspectives to enable each Committee to fulfil its remit. This guidance is intended to support new and continuing members to fully engage in their roles.

3 Senate

As set out in the Universities (Scotland) Act 1889, Senate's powers are to 'regulate and superintend the teaching and discipline of the University and to promote research'.

Senate's responsibilities are set out in the Statement of Primary Responsibilities, provided below and published on the [Senate website](#) and [Senate Members' Portal](#).

3.1 Statement of Senate's Primary Responsibilities

Senate's responsibilities are as set out in the [Senate Statement of Primary Responsibilities \(SOPR\)](#).

Senate's responsibilities are divided into four overarching categories:

- Regulating and superintending the **teaching** of the University
- Regulating and superintending the **discipline** of the University
- Promotion of **Research**
- Process and **Good Governance**

Senate delegates many of its responsibilities to its Standing Committees. The full Statement is provided in Section 9.

4 Senate standing committees

Senate has established standing committees to support Senate to fulfil its responsibilities; and Senate has granted delegated authority to these committees to carry out specific responsibilities. By delegating certain powers to these committees, Senate business can be considered in a timelier manner, with appropriate scrutiny and expertise, but without creating unnecessary duplication of effort.

The memberships of the Senate standing committees are constituted to ensure that there is appropriate expertise and representation to enable each Committee to fulfil its remit. The majority of positions on Senate Committees are ex officio. The memberships of the Senate standing committees include provision for elected Senate members; with an election held annually to fill these positions.

Senate members are notified by email when the agenda and open papers for Standing Committee meetings are published online. Senate members are invited to submit comments on Standing Committee business via elected Senate representatives and College representatives.

Current Senate standing committees are as detailed below. For further information, including terms of reference and membership, please see the relevant website.

4.1 Academic Policy and Regulations Committee

On behalf of Senate, the [Academic Policy and Regulations Committee \(APRC\)](#) is responsible for the University's framework of academic policy and regulation, apart from those aspects that are primarily part of the Quality Assurance Framework.

4.2 Senate Education Committee

On behalf of Senate, the [Senate Education Committee \(SEC\)](#) is responsible for taught and research student matters, particularly strategy and policy concerning learning, teaching and the development of curriculum.

4.3 Senate Quality Assurance Committee

On behalf of Senate, the [Senate Quality Assurance Committee \(SQAC\)](#) is responsible for the framework that assures standards and enhances the quality of the student learning experience.

4.4 Senate Business Committee

The remit of the Senate Business Committee is to provide an effective and transparent agenda setting process for meetings of the University Senate; and to scrutinise papers prior to consideration by Senate. The Business Committee was implemented within the 2024/25 academic year, and its continued operation is subject to ongoing review in the 2026/27 academic year.

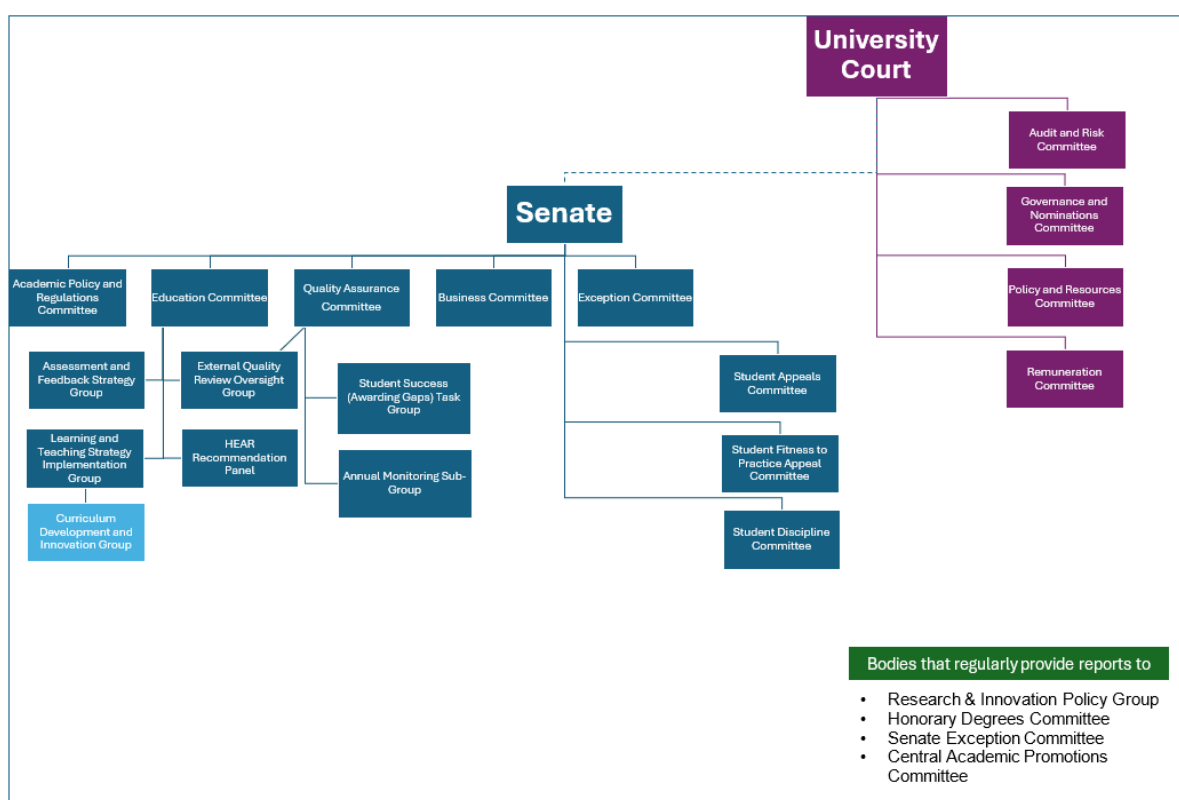
4.5 Senate Exception Committee

The [Senate Exception Committee](#) has delegated authority to make urgent business decisions requiring Senate approval between the meetings of Senate, on the understanding that any matter so referred can be referred by the Exception Committee to the full Senate should this be the wish of the Exception Committee. Decisions of the Exception Committee are reported to the next meeting of Senate.

4.6 Task Groups

As required, Senate and its standing committees may form task groups to provide support for specific tasks and projects on a time-limited basis. The 'parent' committee assigns each task group a specific body of work which is outlined in a remit and membership document. Task group members need not necessarily be members of the parent committee. Current committee structure

The current committee structure for Senate and its standing committees is as detailed below:



5 Support for Senate Committees

Support for Senate Standing Committees – provided by AQS Committee Secretaries (AQS Manager)

The committee support provided by Academic Quality and Standards (AQS) will follow defined processes and timescales. Responses to requests for committee support outside these processes will be determined by AQS following consideration of departmental priorities and business need.

- Plan and organise meetings for Standing Committees including preparatory meetings.
- Draft and contribute to papers and briefing notes within defined areas of responsibility and expertise.
- Prepare agendas and maintain forward agendas.
- Write the minutes of meetings, including electronic meetings, in line with agreed processes as set out in the Senate Committees Handbook.
- Maintain an action log and support the completion of actions that sit within AQS's responsibility.
- Set paper deadlines.
- Manage the submission and collation of papers to meet key deadlines.
- Maintain the Committee membership.
- Maintain the Committee website and Committee SharePoint pages.
- Support a dedicated Committee Induction session for new members.
- Support other Committee-wide activities as required by AQS.

Activities not supported

Committee Secretaries will not support or action the following, nor respond to requests to:

- Undertake activities on behalf of individual members or a subset of members.
- Act as intermediary between members and conveners/other staff supporting committees.
- Carry out actions which do not fall within AQS' area of responsibility or which relate to a group or committee meetings not run by AQS.
- Provide additional detail or explanation for decisions made by committees beyond what is contained in minutes.
- Amend actions or decisions made by committees.

6 Committee Members

The role of the committee member is to contribute effectively to the business and outcomes of the committee, and full participation by all members is required for the effective conduct of committee business.

Each member has equal rights and responsibilities when it comes to contributing towards the business and discussion of the committee and, where a vote is required, carries equal voting rights.

Any member of a committee who is uncertain about their responsibilities, or expectations regarding representation of a constituency, should approach the Convener for advice and guidance.

6.1 Representative members

Certain committee members may represent specific constituencies, as detailed below. These members may be 'elected' or 'nominated' by the relevant body.

- **College representatives:** advocate for Schools within their College, the interests of their College, and as required by their College leadership.
- **Students' Association representatives:** advocate for all students.
- **Senate representatives:** advocate for elected academic Senate members.

Representative committee members must understand and convey their constituency's views on committee matters. This will generally involve consulting members of their constituency in advance of decisions being made, for example via local bodies such as School and College committees, Student-Staff Liaison Committees, and Student Council. For significant issues or proposals, additional information gathering methods like surveys and focus groups may be used.

Representatives are also responsible for updating their constituency on committee work. Two-way communication is important in supporting the work of the committee: this ensures that the views of staff and students across the University are taken into account and that important developments can be disseminated in a timely manner. For significant issues or proposals, the committee will agree a communication plan to support the dissemination of that decision.

Senate members are notified by email when the agenda and open papers for Standing Committee meetings are published online; and are invited to submit comments on Standing Committee business via elected Senate representatives and College representatives. Members can also contact the Standing Committee Convener directly with comments.

6.2 Ex officio and co-opted members

'Ex Officio' members are appointed by virtue of their position within the University or the Students' Association. 'Co-opted' members are chosen by the convener for their expertise in a particular area, and are expected to serve for a time-limited period.

'Ex Officio' and 'Co-opted' members do not necessarily represent a constituency, and are instead expected to contribute their knowledge and expertise to the benefit of the committee. Like all other members, they have a responsibility to disseminate issues appropriately, and to bring relevant matters to the attention of the committee.

6.3 Students' Association Representatives and Student Voice

The University greatly values the role of the student voice in creating a responsive and inclusive educational environment, which is why every Senate committee includes elected student representatives appointed through the Edinburgh University Students' Association (EUSA).

Student representatives serve as a vital link between the Senate committees and the student body, reporting back and discussing committee activities in relevant student groups. As all Senate committee business affects the student experience, it is crucial that student members are fully engaged in discussions. Conveners and committee members should therefore seek and consider student perspectives on committee

business, and have a responsibility to ensure that the student voice is given due prominence in their considerations.

As with other representative members, student representatives are expected to consult as appropriate in advance of a meeting. However, they may not always be able to fully represent the wider student perspective during a meeting and might need to gather additional feedback afterward to report back to the committee. Where appropriate, committees may also invite guests to attend meetings to contribute to specific agenda items. For example, elected student representatives from particular cohorts may be invited to share their insights on a specific issue.

7 Contributing as a committee member

7.1 Acting under delegated authority

Committee members are expected to have a clear understanding of the purpose of their committee, and of the powers which Senate has delegated to their committee. This information is detailed within a committee's terms of reference document (see page one for relevant links). It is important that Senate standing committees operate within their remit and prescribed operational arrangements.

Senate standing committee members are also expected to take collective and individual ownership for the issues under the committee's remit and for the discussion and resolution of these issues. Please note that, in taking ownership of the work of the committee, members must ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

7.2 Contributing to the agenda

Committee members may contribute papers or discussion items to the agenda. It is strongly recommended that any committee member considering drafting a paper contact the committee secretary, who can provide paper authors with advice, and who can alert you to similar work being undertaken elsewhere.

The [paper template](#) should be used, and completed papers should be communicated by email to the Committee Secretary by the required deadline. Proper use of the Senate Committee paper template is intended to provide sufficient information for committees to make an informed decision on an issue.

All agenda items and papers must be received in time to be considered by the committee convener for potential inclusion on the agenda. In practice this is at least two weeks prior to the relevant meeting.

7.3 Engaging with committee papers

Senate standing committee secretaries aim to circulate the agenda and papers seven calendar days before the meeting at which they are to be considered.

During committee meetings, discussion will be conducted on the assumption that members have read the papers in advance of the meeting.

You may wish to prioritise review of papers depending on the action requested of the committee. Papers include a section on 'action requested / recommendation', and this usually involves one or more of the actions described below.

To <i>approve</i>	The Committee is invited to <i>approve</i> something that sits within the Standing Committee's delegated authority. For example, a new or amended policy for which the committee is the approving authority.
To <i>recommend for approval</i>	Where formal approval is the responsibility of a senior committee, the junior committee may <i>recommend for approval</i> by the senior committee. For example, a committee may recommend that Senate approve a strategy document.
To <i>discuss</i>	The Committee is invited to <i>discuss</i> an item where a paper author is seeking further input to develop a policy or proposal.
To <i>note</i>	The Committee is invited to <i>note</i> an item where the paper content is of relevance to the committee, but no specific action is required. Such items are usually not allocated time for discussion, and the accompanying paper will usually provide an explanation as to why the Committee is being invited to note the item.

When reading committee papers, please consider:

- **Alignment with [Strategy 2030](#); and the University's [vision, purpose, and values](#).**
- **Equality, diversity and inclusion.** The impact of proposed new or revised policies and practices on the 'protected characteristic groups' as set out in the Equality Act 2010. The Scottish Specific Duties require the University (as a public body) to assess and review our policies and practices to ensure they meet the requirements of the Act to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. Further information can be found on the University's [Equality Impact Assessment \(EqIA\)](#) website.
- **The Climate Emergency & [Sustainable Development Goals](#).** Committee members should be satisfied that paper authors have adequately considered, consulting where appropriate, the climate emergency and sustainable development goals associated with the paper. Where this is not relevant, members may state N/A.
- **The resource implications of the proposal.** Committee members should be satisfied that paper authors have adequately considered, consulting where appropriate, the resource implications of the paper.

- **Any risk management implications.** Committee members should be satisfied that paper authors have adequately considered, consulting where appropriate, the risk management implications of the paper.

7.4 Contributing to discussion during meetings

Key points to note when contributing to discussion include:

- Decisions at standing committee meetings are normally made by consensus.
- If you would like to contribute to discussion, raise your hand and wait for the Convener to invite you to speak.
- Contributions should be concise, constructive, solutions focused, and relevant to the discussion. Be mindful of other committee members wishing to contribute to discussion.
- Be respectful to other members who are contributing to discussion, and recognise that paper authors and other members may not agree with your perspective on an issue. Guidance on [Compassionate Communications](#) can be found on the University's SharePoint. All members of the University community have a responsibility to comply with the University's [Dignity and Respect Policy](#).
- The Microsoft Teams chat function should not be used for routine deliberation of committee business, but may be used to alert the committee to a technical issue. Comments made using the chat function will not be recorded in the minutes.

7.5 Minutes of Committee meetings

The minutes of Senate Committee meetings are written by the Committee administrator and approved by the Convener prior to circulation. The purpose of the minute is to convey the key points raised under each item of business, the decision reached, and agreed actions. Minutes are produced in line with the following good practice guidelines:

- Provide a summary of the discussion for each item using neutral language.
- Record the decision of the Committee, including the outcome of voting when this is undertaken.
- Record actions within the Committees responsibility. Actions will be recorded on the Committee Action Log and an update provided at subsequent meetings.
- The minutes will be brief, and not normally exceed 8 pages.
- The minute will not record the individual contributions of members made in discussion and will not attribute individual contributions, except where necessary or appropriate (UK Cabinet Office: Guide to Minute Taking, page 7).

Unconfirmed minutes are normally produced within 4 weeks of the meeting, subject to the resourcing of AQS staff. Unconfirmed minutes will be presented to the next meeting of the Committee for approval. Committee meetings are not recorded.

7.6 Communication of committee business

Committee members have a responsibility to inform and update their constituency about the work of their committee, including decisions made by the committee. For all significant decisions, the committee will agree a communications plan.

The Academic and Quality Standards team will coordinate the communication of [regulation and policy updates](#); and disseminate updates to key stakeholders through the [Senate Committees Newsletter](#). Members may also like to contact the relevant AQS representative on a Committee to discuss participating in school and college events to support the dissemination of committee decisions.

7.7 Freedom of Information, Data Protection and Records Management

Members should ensure that they have an awareness of the implications of information legislation. Please note the information below, and that further guidance on Freedom of Information, Data Protection and records management is available from the [Information Compliance Services website](#).

- Members' notes could be subject to a Freedom of Information request. Good practice is for members to dispose of any notes once any actions are complete and to dispose of any papers after the meeting.
- Members who receive closed papers should treat these in the strictest confidence. These papers should not be shared with anyone else, and any copies held by the member should be deleted following the conclusion of the relevant meeting.
- If members receive an information request relating to a Committee, they should always refer it to the Committee administrator for action as soon as possible, as there are timescales to be adhered to when processing a request.

8 Glossary of key terms

Term	Definition
Action Log	The Action Log is used to track and provide updates on actions agreed by the committee.
Agenda	An agenda is a structured list of topics to be considered during a meeting. The Committee Convener is responsible for setting the agenda, and receives support from the Committee Secretary.
‘Closed’ papers / minutes	‘Closed’ documents include information which is confidential, and to which Freedom of Information or Data Protection exemptions apply. ‘Closed’ documents must not be shared by committee members. When closed papers are discussed at a committee meeting, those who are not required to be part of the discussion are asked to leave the meeting.
Committee Secretary	The Committee Secretary is responsible for meeting organisation; preparation of agendas, minutes, and papers; and communicating with committee members and other stakeholders. See Support for Senate Committees .
Convener	The Convener is responsible for matters of procedure in relation to the committee and, with the advice of the Committee Secretary, for ensuring that matters of procedure are handled in accordance with the committee’s terms of reference.
Convener’s Action	Urgent non-contentious decisions between committee meetings can be made by the convener and reported at the next meeting. For urgent contentious matters, the convener will consult with committee members, if practicable, before deciding.
‘Co-opted’ members	‘Co-opted’ members are chosen by the convener for their expertise in a particular area, and are expected to serve for a time-limited period. The membership of the Senate standing committees includes provision for ‘Co-opted’ members.

Term	Definition
‘Elected’ member	‘Elected’ members are those who have been selected to serve on a committee following an election process.
Election	Elections are used to appoint members to specific membership categories. Further information is available the Senate website .
‘Ex Officio’ member	‘Ex Officio’ members are appointed by virtue of their position within the University or the Students’ Association. For example, the College Deans of Quality (or equivalent) are ex officio members of the Quality Assurance Committee; the Edinburgh University Students’ Association Vice-President Education is an ex officio member of Education Committee.
Governance	‘Governance’ at the University refers to the framework by which the University is directed and controlled. Academic governance refers to the ways in which academic matters are governed within the University, and includes oversight and regulation of the academic provision of the University.
Hybrid meeting	Senate standing committee meetings are held in a hybrid format. Members can attend the meeting in-person or online via Microsoft Teams.
In attendance	‘In attendance’ refers to non-committee members who may be attending a meeting. This may be to provide support to the meeting, or to speak to a particular agenda item. Individuals ‘in attendance’ do not have the voting rights associated with committee membership.
Member	An individual member of a committee.
Membership	The collective membership of a committee.
Membership Category	A category of committee membership. For example, membership categories include ‘elected’, ‘ex officio’, or ‘co-opted’.
Minutes	Minutes are records of meetings which convey the decision(s) reached by the committee, key points raised by members, and actions arising out of discussions.

Term	Definition
	Further information on Committee minutes is available in section 6.5 .
‘Nominated’ member	‘Nominated’ members are individuals nominated by colleges and EUSA with responsibility for a particular, relevant area.
‘Open’ papers / minutes	‘Open’ documents are those which can be shared beyond the committee membership. Open papers are published on the relevant committee website.
Papers	‘Papers’ refer to the documents prepared for a meeting, and are used to provide key information, facilitate discussion, and enable informed decision making.
Policy	A high-level statement of intent, setting out, in writing, how the University expects its staff, students and others to act in relation to a particular matter/area of its operations. The policy regulates and standardises how we act and can be relied upon by those to whom it applies.
Reserved business	Reserved business refers to agenda items which for valid reason, e.g., confidentiality or conflict of interest, are not to be discussed by the full membership of a committee. Reserved papers are distributed only to members who are entitled to receive them, Members who are not entitled to participate in discussion will be asked to leave the meeting for the reserved agenda item(s).
Members Portal	Members Portals are closed SharePoint sites that are accessible to current committee members only. It is used to provide access to closed meeting papers.
Standing Committee	A Senate ‘standing committee’ is a committee that has delegated authority from Senate to carry out specific functions and responsibilities as set out in its remit. Standing Committees operate on an open-ended basis.
Terms of Reference	A document outlining the purpose, scope, and structure of a committee or project, detailing roles, responsibilities, and objectives to guide operations and decision making.

9 Statement of Senate's Primary Responsibilities

This statement is intended to support effective academic governance. The Senatus Academicus (henceforth 'Senate'), working through its committees as appropriate, carries out responsibilities that are essential to the University's academic mission and of consequence for the whole University community.

The powers of Senate are set out in the Universities (Scotland) Acts 1858, 1889 and 1966. Under this legislation, Senate has the power to 'regulate and superintend the teaching and discipline of the University and to promote research'. The Higher Education Governance (Scotland) Act 2016 sets out provisions on elections to, and the composition of, Senate. Senate also has a responsibility to ensure compliance with external regulatory requirements, including Scotland's Tertiary Quality Enhancement Framework (TQEF) and the UK Quality Code for Higher Education. The list of primary responsibilities derives from these sources and was prepared following consultation within the University and consultation with and benchmarking against the other ancient Scottish Universities. It has been approved by the University Court (henceforth 'Court'). This Statement builds on the requirement for a statement of primary responsibilities for Court (currently set out in provision 12, Scottish Code of Good Higher Education Governance (2023 version)) and the expectation that 'the institution...have appropriate measures in place to clarify the different responsibilities of the governing body [i.e., Court] and the academic board [i.e., Senate]', currently set out in provision 105 in the Code (2023 version).

When carrying out these responsibilities, Senate is expected to maintain an institution-wide perspective, in order to act in the best interests of the University.

While Senate has powers derived from statute, Court is the supreme governing body of the University and legal persona, with the power to administer and manage the whole revenue and property of the University. Court is empowered under statute to review any decision of Senate. The Scottish Code of Good Higher Education Governance affirms that Court is responsible for the effectiveness of Senate.

Senate's primary responsibilities are:

A: Regulating and superintending the teaching of the University

1. To approve the award of degrees and other qualifications.
2. To discuss changes to existing policy and the development of new policy relating to teaching, learning and teaching quality assurance, including research undertaken by students as part of a programme of study.
3. To approve changes to existing policy and the adoption of new policy relating to teaching, learning and teaching quality assurance, including research undertaken by students as part of a programme of study.

Note: A list of policies approved by Senate and its committees is maintained and available to Senate members. All University policies including those approved by Senate and its committees are published on the Policy Directory site (<https://policies.ed.ac.uk>)

4. To oversee the implementation of policy relating to teaching, learning and teaching quality assurance, including research undertaken by students as part of a programme of study.
5. To oversee the implementation of teaching quality assurance, including oversight of reporting to relevant external bodies.
6. To discuss the development of relevant University-wide innovations and changes intended to enhance the student experience, particularly those relating to educational experience and student engagement, in order to inform Senate's business.
7. To discuss the University's engagement with external requirements and frameworks that fall within Senate's remit, in order to inform Senate's business.
8. To make recommendations as a consultative body to Court on certain matters relating to teaching, learning and teaching quality assurance, including research undertaken by students as part of a programme of study, where indicated by legislation.

B: Regulating and superintending the discipline of the University

9. To discuss changes to existing policy and the development of new policy relating to student conduct and discipline.
10. To approve changes to existing policy and the adoption of new policy relating to student conduct and discipline.
11. To oversee the implementation of policy relating to student conduct and discipline.
12. To make recommendations as a consultative body to Court on draft Court Resolutions relating to student conduct and discipline, where indicated by legislation.

C: Promotion of Research

13. To discuss the development of the University's Research and Innovation Strategy
14. To note and discuss, as appropriate, major developments concerning the University's research provision and support for research.

D: Process and Good Governance

15. To adhere to University codes, policies and regulations in carrying out its business.

16. To approve the arrangements for the election of members to the Senate in line with University Court approved election regulations.
17. To approve arrangements for the election of Senate Assessors on the University Court.
18. To regulate the conduct of its proceedings and its members through Standing Orders and other mechanisms it may approve, subject to the oversight of Court.
19. As part of this, to discuss feedback and recommendations generated by internal and external effectiveness reviews of Senate and its Committees.
20. To adhere to principles of good governance on the delegation of authority to Standing Committees, as outlined in professional codes.
21. To note the activities of University Committees whose work has implications for areas under Senate's remit, in order to inform Senate's discussions and decision making in those areas.
22. To note the key activities and priorities of student representatives via annual reports.
23. To report to Court on Senate's activities including such matters or assurances as requested.
24. To note the activities of Court.
25. To make recommendations to Court in relation to certain matters (e.g. creation of new degrees, amending existing degree regulations) as specified in the Universities (Scotland) Act 1966; and to act as a consultative body to Court on all draft Court Resolutions and Ordinances
26. To approve the conferral of Emeritus/Emerita status on retiring professors.

Note on terminology

- *To approve: Senate or a body delegated by Senate (e.g. a committee of Senate) is the approving authority. It does not impede Court's ability to review any decision of Senate.*
- *To recommend (for approval or otherwise): On certain matters within Senate's competence, Senate is required to make a recommendation to a higher/approving authority. For example, the Undergraduate and Postgraduate Degree Regulations are contained within Resolutions of Court and therefore cannot be approved directly by Senate. This requires Senate to make a recommendation to Court.*
- *To discuss: Senate has an interest in the business and is expected to contribute via discussion. Senate's comments will be relayed to the approving authority. However, Senate does not have a role in making a recommendation to the approving authority. This includes matters for consultation with Senate.*

The approving authority is responsible for deciding how to engage with Senate's view.

- *To note: Senate is expected to have an awareness of the business but no action is required. Senate is likely to receive updates via reporting.*
- *To oversee implementation: In these cases, Senate is responsible for ensuring that activity is carried out in line with policy. Day-to-day activities relating to implementation are typically delegated to Standing Committees, with Senate oversight carried out via reporting from the relevant Committee, often on an annual basis.*