

## REGULATION 4: SENATE

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Regulation 4 may only be amended at a meeting of Council with the agreement of three-fourths present and voting, and having taken into account the views of Senate.

1. The Senate, subject to the provisions of the Charter and the Statutes and to the general control and approval of Council, shall be responsible for the academic standards and the direction and regulation of academic matters of the University.

### Composition

2. Senate shall consist of the following persons, namely:

#### Ex-officio:

- Vice-Chancellor (1)
- Deputy Vice-Chancellor and Provost (1)
- Pro-Vice-Chancellors (4)
- Executive Deans (4)
- Dean of the Medical School (1)
- University Librarian (1)
- Chief Digital Transformation Officer (previously) Director of Information Technology Services (1)
- Dean of the Sussex Researcher School (1)
- Director of Research and Innovation (1)
- Director for the Student Experience (1)
- USSU Officers- Education and Employability Officer, International Students' Officer and Diversity, Access and Participation Officer (3)

#### Elected representation:

- 5 academic elected representatives per Faculty (20)
- 2 Professional Services representatives (2)
- 1 Student UG representative per Faculty, 1 PGT representative and 1 PGR representative (6)

#### Observers

- Three recognised staff unions

### Functions and Powers

3. Senate shall have the following powers and functions:
  - (a) to direct and regulate the instruction and teaching within the University and the examinations held by the University, subject to the Statutes and Regulations and to the authority of Council.
  - (b) to authorise the award of Degrees, Diplomas, Certificates, and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in the Regulations.
  - (c) to prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her course on grounds other than disciplinary grounds.
  - (d) on what it shall deem to be good cause and after a report to Council, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or

Certificates granted to them by the University provided that no person shall be deprived of any Honorary Degree except with the approval of Council.

- (e) to promote research within the University and to require reports from time to time on such research.
  - (f) to be responsible with Council and through the Librarian for the administration of the University Library.
  - (g) to appoint, remove or suspend examiners.
  - (h) to report to Council as it may from time to time require on all Statutes, and Regulations or proposed changes therein.
  - (i) to report to Council on any academic matter.
  - (j) To report to Council on any matter referred to Senate by Council.
  - (k) to report to Council from time to time as to the expediency of the establishment of Faculties and Schools of Studies or any other unit of academic organisation.
  - (l) to prescribe, subject to any conditions made by the Founders and to any directions of Council, the terms and conditions of competition for Fellowships, Scholarships, Studentships, Exhibitions and Prizes and to provide for the examination and award of the same.
  - (m) to regulate subject to the general approval and control of Council the discipline of the students of the University.
  - (n) to regulate the admission of persons to the University, and to courses of study in the University.
  - (o) to prescribe the academic dress to be worn by the various officers and members of the University, and the occasions on which it shall be worn.
  - (p) to do such other acts as Council may authorise.
4. One-third of the total actual membership of the Senate shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting. At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum. The manner of summoning the adjourned meeting, and the period of notice to be given, shall be prescribed in the Standing Orders.
5. The Vice-Chancellor, or in his or her absence one of the Pro-Vice-Chancellors, shall be *ex-officio* a member of all Committees of the Senate.

#### **Election of members of Senate**

6. Members shall be elected to Senate in accordance with the following:
- (a) Subject to Regulation 4.6 (b), the academic staff members of Senate referred to in Regulation 4.2 shall hold office for periods of three years from the first of August in the year of their election so as to provide for the phased retirement from membership.

- (b) If any Faculties cease to exist, then the members of Senate representing it referred to in Regulation 4.2 i.e. those who were elected by and from that Faculty, shall cease to be members of Senate at the time when the Faculty ceases to exist.
- (c) The distribution of elected academic staff places amongst the Faculties shall be as specified in the table set out in Schedule 1.
- (d) The following shall be eligible to nominate, be nominated and vote in the elections referred to in 4.6(a). Those on Teaching or Research Faculty Conditions of Service who
  - (a) hold University appointments on the census date, and
  - (b) have completed at least one (1) year of continuous employment service with the University. The census date is a date at the start of the election, chosen by the Chief Operating Officer and University Secretary, when the names of those eligible to be included in the electorate will be determined. No names will be added to the list of the electorate after the census date.
- (e) The following shall be eligible to nominate, be nominated and vote in the elections for Professional Services staff: Any Professional Services or Technical Services staff who (a) hold University appointments on the census date and (b) have completed at least one (1) year of continuous employment service with the University.
- (f) Voting in each election shall be by single transferable vote.
- (g) At each election, prior to the nomination process, a Faculty Senate Election Group, formed by the Executive Dean and all serving elected senators from that Faculty excluding those standing for re-election, will determine if any seats in that election should be guarded to ensure that candidates from specific groups should be elected. The implementation of guarded seats will require a simple majority of the Faculty Senate Election Group being in favour, and subsequent approval by the University Secretary. Decisions will be disclosed on the voting ballots and reported to Senate.
- (h) Elected academic staff and professional or technical services staff members shall hold office for periods of three years from the first of August in the year of their election, so as to provide for the phased retirement from membership.
- (i) The elected student members of Senate shall hold office for a period of one year and shall consist of the following persons:
  - (i) one of the Postgraduate Researcher Representatives sitting on Postgraduate Researcher Sub-Committee.
  - (ii) the Postgraduate Taught Student Representative sitting on University Education Committee.
  - (iii) Four Undergraduate Faculty Student Representatives (1 Media, Arts and Humanities; 1 Social Sciences; 1 Science, Engineering and Medicine; and 1 University of Sussex Business School).
- (j) The following shall be eligible to nominate, be nominated and vote in the student elections referred to in paragraph 4.6(f), namely: full-time or part-time students of the University registered for award-bearing courses, including CPE students, but excluding those registered as continuation students.
- (k) The conduct of and timetable for each election shall be the responsibility of the Chief Operating Officer and University Secretary.
- (l) In the event that the number of candidates in each election is less than, or equal to, the

number of places to be filled, candidates shall be declared elected after the closing date for the receipt of nominations without a ballot being held.

- (m) If the total number of candidates from any of the Faculties is less than the number available to that constituency according to the prescriptions in these Regulations, the Vice-Chancellor may appoint candidates to fill the remaining vacancies and shall report to Senate on the outcome.
- (n) The results of each election, including voting figures, will be communicated to Senate, normally at its next meeting.
- (o) Any vacancy in a place for an elected member arising during that member's period of office shall be re-filled by means of a by-election which shall be conducted according to the procedures for elections set out in the foregoing paragraphs of these regulations. A member elected in a by-election shall serve for the unexpired period of membership of the member they replace.
- (p) Each of the three recognised trade unions, i.e. UCU, Unite and UNISON, shall be permitted to nominate one speaking observer to attend meetings of Senate on an annual basis with the same rights as members apart from that of voting.

*N.B Where titles of roles change, the Regulation will be updated to ensure it is accurate, and changes will be reported to the following Senate and Council meetings for information.*

## Schedule 1

This Schedule sets out the distribution of faculty places referred to in paragraph 6(c)

<b>Faculties</b>	<b>Number of elected places</b>
Faculty of Media, Arts and Humanities	5
Faculty of Science, Engineering and Medicine	5
Faculty of Social Sciences	5
University of Sussex Business School	5

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