

Academic Council (Dubai)

Terms of Reference

1	Constitution and purpose
1.1	The Senate Business Committee has established the Academic Council to provide a forum staff located at the Dubai Campus for the consideration of academic matters relevant to the Dubai Campus.
2	Remit
2.1	The Senate Business Committee gives authority to the Academic Council to: <ol style="list-style-type: none"> a. Recommend to Schools changes to programmes and developments to the curriculum for programmes offered at the Dubai Campus. The Undergraduate Studies Committee and the Postgraduate Studies Committee will consider proposals from Schools relating to the Dubai Campus only when the views of the Academic Council (Dubai) have been presented with such proposals; b. Receive and consider reports relating to the quality and standards for programmes offered at the Dubai Campus and to submit views and make recommendations to the Quality and Standards Committee (the reports will include External Examiner Reports and Academic Review Reports on programmes delivered at the Dubai Campus). The Quality and Standards Committee will take into consideration any recommendations made by the Academic Council; c. Recommend to the Undergraduate Studies Committee or the Postgraduate Studies Committee, as appropriate, the appointment of External Examiners for the Degree Entry Programme (Dubai); d. Monitor the student learning experience at the Dubai Campus and, where appropriate, report or recommend action to the Head of School and/or the Vice-Principal (Dubai) as appropriate; e. To consider any other academic matter relevant to the Dubai Campus.
3	Membership
3.1	The composition of the Academic Council, which has been approved by the Senate Business Committee is as follows: <ul style="list-style-type: none"> • The Vice-Principal (Dubai) (Chair); • The Academic Head at the Dubai Campus for each School; • The Academic Head of the Degree Entry Programme (Dubai); • The Senior Dean of the University; • The President of the Student Union (Dubai) and one member of the Student Senate appointed by the Student Senate of the Student Union (Dubai); • Elected members of the academic staff located at the Dubai Campus as prescribed in paragraph 3.4
3.2	The Academic Council may co-opt members it considers have particular skills and experience which would assist the Academic Council. The Academic Council will advise and seek the approval of the Senate Business Committee.

3.3	<p>The Academic Council membership is as follows:</p> <p><u>Chair:</u></p> <ul style="list-style-type: none"> • Professor A P Kaka, Vice-Principal (Dubai) <p><u>Ex Officio Members:</u></p> <p><u>The Academic Head at the Dubai Campus for each School</u></p> <ul style="list-style-type: none"> • Prof. B Jones, Deputy Vice-Principal (Dubai) • Prof. W Mualla, The School of Energy, Geoscience, Infrastructure and Society _EGIS) • Dr F Ghaith, School of Engineering and Physical Sciences (EPS) • Dr P Hopkinson, School of Social Science (Associate Head) (SOSS) • Ms V Northway, School of Textiles and Design (STD) • Mr S Gill, School of Mathematical and Computer Sciences (MACS) • Ms S Jarrar, Edinburgh Business School, (EBS) <p><u>The Academic Head of the Degree Entry Programme (Dubai)</u></p> <ul style="list-style-type: none"> • Dr R Sharma <p><u>A Dean of the University</u></p> <ul style="list-style-type: none"> • Dr A Haniff <p><u>The President of the Student Union (Dubai) and one member of the Student Senate appointed by the Student Senate of the Student Union (Dubai)</u></p> <ul style="list-style-type: none"> • Mr Soehl Abraham, President of the Student Council (Dubai) • Tbc, One member of the Student Senate appointed by the Student Senate 																																																				
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	Dr Hani Ragab Hassen	MACS	01.05.15	31.05.18
	Dr Rabee Rustum	EGIS	01.12.16	31.12.19
	Dr Yasemin Nielsen	EGIS	01.12.16	31.12.19
	Mr Matthew Smith	EGIS	01.12.16	31.12.19
3.4	<p>The number of elected representatives each School will be entitled to return to the Academic Council will be based on the following number (FTEs) of academic staff based at the Dubai Campus in each School:</p> <ul style="list-style-type: none"> • 1 to 5: 1; • 6 to 10: 2; • 11-30: 3; • Thereafter one further member for every 10 additional staff. <p>For the purposes of calculating the number of elected representatives each School will be entitled to return, <i>Ex officio</i> members of the Academic Council shall not be included in the staff numbers above.</p> <p>The election will be conducted in accordance with paragraphs 2, 4, 5, 6 to 9, and 11 to 16 of Ordinance 13.</p> <p>The Clerk to the Academic Council shall be the Returning Officer for the election.</p>			
3.5	<p>The first period of office of an elected member, other than an ex officio member, is three years. Such a member shall be eligible for reappointment provided that a person shall not be a member for more than two consecutive terms of three years. The first period of office, if less than three years, shall not be reckoned in determining eligibility of a member for re-appointment.</p>			
3.6	<p>The Academic Council will consult with and advise the Nominating Working Group (Senate) which, at least annually, will review the skills of the Committee's membership and approve new appointments.</p>			
3.7	<p>The Vice-Principal (Dubai) shall appoint the Clerk to the Committee.</p>			
4	Quorum and voting			
4.1	<p>One half of the total membership of the Academic Council or the nearest whole number greater than one half if the number of members is not a multiple of two, shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting.</p>			
4.2	<p>Only members of the Academic Council shall be entitled to vote on any matter requiring a vote.</p>			
4.3	<p>The Chair of the Academic Council shall have a deliberative and a casting vote.</p>			
5	Committee Chair			
5.1	<p>In the absence of the Chair of the Academic Council, members shall elect from among the full members of the Academic Council who are present at the meeting a person to act as Chair for the meeting or until such time as the Chair arrives.</p>			
6	Frequency			
6.1	<p>The Academic Council usually meets four times a year.</p>			
6.2	<p>Additional meetings may be held in order to meet business requirements at the request of the Chair.</p>			

7 Attendance at Meetings	
7.1	Other officers may be asked to attend when appropriate.
7.2	The Academic Council will maintain a record of attendance at each of its meetings and will include this information in any reports to the Senate Business Committee.
8 Reserved business	
8.1	There may be occasions when the Academic Council's business is designated reserved (confidential). On such occasions any student members will be asked to withdraw from the meeting and shall not return until the reserved business is concluded. Papers and any other reserved areas of business shall not at any time be made available to the student members. On occasion, with the approval of the Chair, any staff member of the Committee may be asked to withdraw from the meeting during consideration of a reserved item of business.
8.2	The record of matters which the Chair and the Academic Council are satisfied should be dealt with on a reserved basis will be recorded separately.
9 Reporting procedures	
9.1	The Academic Council will submit regular reports to the Senate Business Committee based on the Academic Council's minutes. The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.
9.2	The Chair of the Academic Council will report to the Senate Business Committee on any matters which the Academic Council considers ought to be brought to the attention of the Committee.
9.3	Matters requiring the approval of the Senate Business Committees will be highlighted in the Academic Council's report.
9.4	The Academic Council's records (agenda, papers, minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act.
9.5	Minutes and reports of the Academic Council will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.
10 Forward Planning	
10.1	The Academic Council will review its Terms of Reference and submit recommendations on these to the Senate Business Committee annually for approval.
10.2	The Academic Council will set its meeting dates two years in advance, aligned to the schedule of meetings of the Senate Business Committee.

Supporting Information

Groups Feeding Into the Academic Council

Effectiveness and Lifespan

Lifespan ongoing. Effectiveness reviewed five-yearly.

Actions that May be Taken by the Committee

The Academic Council may:

- Note
- Receive
- Consider
-
- Endorse
- Recommend

Most Appropriate Minuting Style

Traditional/formal minutes in accordance with internal University guidance.

Resources

Clerk To be appointed by the Vice-Principal (Dubai)

Meetings Normally at four times per year.