

UNIVERSITY DISCIPLINE COMMITTEE

Terms of Reference

1. Establishment

- a) The University Discipline Committee is established as a Committee of the Senate¹.
- b) The Court has delegated to the Senate all of its powers in relation to academic work and standards so that, subject to the terms of the [Charter and the Statutes](#) and to the powers reserved to the Court, the Senate is the principal body responsible for the academic work and standards of the University and in relation to: (a) academic work and standards so that the Senate shall be the body responsible for the academic work and standards of the University, (b) Programmes of Study, (c) teaching and research, and (d) the regulation and superintendence of the education and discipline of the Students.
- c) The Senate reports to the Court on the discharging of these responsibilities.
- d) Ordinance C4 permits the Senate to establish standing committees and to prescribe the terms of reference, including the remit and composition.
- e) Statute 4(a) permits the Senate to delegate any of its powers to any Committee which contains at least three of its members (at least one of whom should be an ex officio member of the Senate).
- f) Statute 4(b) indicates that those persons present at the Committee who are not members of the Senate shall not be entitled to vote at meetings of the Committee on matters related to the exercise of the powers of the Senate.

2. Reporting

The Committee reports to the Senate on matters of strategy, policy and regulation related to its remit, including submission of an annual report on cases considered under the procedures and its year-end self-assessment.

3. Purpose

The purpose of the University Discipline Committee is to be responsible, on behalf of the Senate, for **all aspects of academic and non-academic student discipline**.

4. Remit

The Senate² delegates authority to the University Discipline Committee to:

1. be responsible for developing and endorse to the Senate the University's Student Academic Misconduct Policies;
2. develop, approve and monitor the implementation of guidance and procedures related to the regulation of academic and non-academic student conduct;
3. hear and adjudicate upon individual cases of alleged misconduct categorised as Major offences or Category A offences in accordance with the Student Academic Misconduct Policy, and impose sanctions as required;
4. be responsible for, and retain oversight of, all University academic misconduct cases and decisions; delegating, where appropriate, certain major (Category A) and minor academic

¹ from 1 August 2017 (Senate Minute M17/046)

² Through the [Senate Statement of Primary Responsibilities and Delegations](#)

misconduct offences (Categories B) to School Discipline Committee(s), in accordance with the Student Academic Misconduct Policy, who may impose sanctions as required;

5. be responsible for, and retain oversight of, all University non-academic misconduct cases and decisions; delegating, where appropriate, minor non-academic misconduct offences to the University Student Conduct Office, who in turn may delegate to the appropriate Primary Academic Unit or Professional Service to impose sanctions as required;
6. be responsible for, and retain oversight of, all University appeals against non-academic misconduct cases and decisions; delegating, where appropriate to the University Student Appeals Office, in accordance with the Student Academic Appeals Policy;
7. submit an annual report to the Senate on cases considered under the procedures and its self-assessment, as well as a formal review of its effectiveness every five years;
8. receive reports from such sub-committees and short-life working groups as are necessary to fulfil the responsibilities of the Committee;
9. to provide advice on such matters related to the Committee's purpose as may be referred to the Committee from time to time by the Senate.

[Note 1: The Committee informs the Senate and University Executive of the creation, on-going work, and disbanding of any sub-committees and short-life working groups.]

[Note 2: The Senate must approve the Terms of Reference of any standing sub-committees that are to exercise delegated powers of the Senate.]

5. Composition

Ex-officio members

Chair: As designated by the Senate

Vice Chair: As designated by the Senate

The Deans of the University

Dean: Pan-University

Dean: Arts, Humanities and Social Science

Dean: Science and Engineering

Members Appointed by the Senate

Three members of the Senate appointed by the Senate

(Normally drawn from the Senators elected from Schools, and nominated with a view to helping the Committee reflect the geographical spread of the University)

School Representation

(Membership list to be updated annually from 01 August)

Normally, a minimum of **two** representatives from each Primary Academic Unit (except SoTD and HWGC), and at least one member from each Campus, where possible, in the following:

- School of Energy, Geoscience, Infrastructure and Society (EGIS)
- School of Engineering & Physical Sciences (EPS)
- School of Mathematical and Computer Sciences (MACS)
- School of Social Sciences (SoSS)
- School of Textiles and Design (SoTD)
- HW Global College (HWGC)

Student Representation

(membership list updated annually)

At least **one** representative of the following:

- **Student Union President (Scotland)**
 - Deputy: Vice President (Education)
- **Dubai Student Council President**
- **President of the HWUM Student Association**

In attendance

The following are eligible to attend meetings:

- Secretary of the University
- Global Director of Student Experience and Academic Registrar
- Head of Policy & Governance Division

The following are normally in attendance at meetings:

- Senior Student Conduct Officer
- The Clerk to the Committee

6. Chair and Vice-Chair

- a) The Chair of the Committee is nominated by the Principal and Vice-Chancellor, on the recommendation of the University Discipline Committee and University Student Conduct Office, and agreed by the Senate.
- b) The Vice-Chair of the Committee is nominated by the Principal and Vice-Chancellor, on the recommendation of the University Discipline Committee and University Student Conduct Office, and agreed by the Senate, and shall act as Chair in the absence of the Chair.
- c) In the absence of both the Chair and the Vice-Chair from any disciplinary meeting, those members present shall appoint one of their number as Chair for that particular meeting.
- d) In the absence of both the Chair and the Vice-Chair from any formal business meeting, the meeting will be reorganised.

7. Equality and Diversity in Membership

The Committee exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee.

The Committee will also act, in carrying out the business of the Committee, to promote equality of opportunity for all.

8. Quorum and Voting

- a) The quorum necessary to transact business is **three** members, at least two of whom shall be members of the Senate. In accordance with Statute Five, paragraph 4(a), the quorum of any Committee of the Senate exercising delegated powers shall include at least two members of the Senate.
- b) Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to speak with and be heard by all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.
- c) Normal practice is that wherever possible decisions shall be reached through consensus.
- d) Statute Five, paragraph 4(b) indicates that those persons present at the Committee who are not members of the Senate shall not be entitled to vote at meetings of the Committee on matters related to the exercise of the powers of the Senate. The Chair shall rule on instances where a vote is required, and whether any matter under consideration pertains to the exercising of delegated powers of the Senate.
- e) A person invited to be 'in attendance' at a meeting of the Committee is not entitled to vote.
- f) The Chair has a deliberative vote and a casting vote.

9. Attendance at meetings

- a) The Committee may co-opt members as appropriate for a specified period of time and report such co-options to the Senate at the earliest opportunity.
- b) In addition to the members, and those normally 'in attendance', other colleagues may at the discretion of the Chair be invited to attend meetings on an ad-hoc basis for particular agenda items, and to contribute to discussions at the discretion of the Chair.
- c) The Committee maintains a record of attendance at each of its meetings and reports this information to the Senate on an annual basis.

10. Forward Planning

- a) The Committee maintains a list of Standing Agenda Items and an annual schedule of activities.
- b) The Committee sets dates for its ordinary meetings two years in advance.
- c) As part of its annual year-end self-assessment, the Committee reviews its performance in fulfilling its Remit, and considers possible modifications to its Terms of Reference. This also gives opportunity to review the composition (including the gender balance of its membership, and the opportunity to receive contributions from the University's different campuses), and to submit recommendations as appropriate to the Senate.

11. Principles of Operation

In fulfilling its terms of reference, the Committee shall follow the principles as agreed by the Senate to enhance academic governance, seeking:

- a) closer alignment between the decision-making structure and the University's strategic objectives, to ensure that the decision-making structures are fit for the delivery of the strategy;
- b) a more efficient approach to the decision making process, leading to clearer lines of reporting and accountability, a reduction in time taken to reach business-critical decisions, and high quality outcomes;
- c) main committees should focus on matters of strategy and policy, with operational matters being dealt with by the relevant colleagues in consultation with ad hoc working groups as required;
- d) minimisation of business considered by numerous different groups and with appropriate accountability for decisions taken;
- e) an assumption that decisions will be reached by consensus wherever possible;
- f) an assumption that each Committee will address business internationally;
- g) appropriate delineation between governance and management;
- h) the papers coming forward to committees should contain clear, evidence-based proposals for consideration;
- i) greater use should be made of IT facilities to reduce the amount of paper being circulated, with members of committees and others being able to access committee papers on a local intranet with appropriate access authorisation; and
- j) effective communication of decisions to all relevant parties throughout the University.

12. Sub-committees and Short-life working groups of the Committee

The Committee is empowered to create such sub-committees and short-life working groups as are necessary to fulfil its responsibilities. The Committee shall inform the Senate and UE of the creation, on-going work, and disbanding of any sub-committees and short-life working groups.

The Senate must approve the Terms of Reference of any standing sub-committee that is to exercise delegated powers of the Senate.

From 2023/24, this Committee is noted to have one sub-committee:

- The Non-Academic Misconduct University Discipline Committee (NAM-UDC)

The University Discipline Committee shall keep the sub-committee under review.

13. Frequency of meetings

- The Committee shall formally meet at **least twice** each Academic Year (semi-annually) in advance of a Senate Meeting to discuss formal business matters; including the annual report to Senate and, where applicable, the five-year review of the Committee, and any pertinent misconduct offences.
- The Committee shall meet as deemed necessary to discuss major academic misconduct offences.
- The Chair of the Committee may choose to hold periodic strategy days consistent with the strategic function of the Committee.
- Changes to arrangements, such as cancellation, rescheduling or additional meetings will be notified to members by the Clerk as soon as possible, and normally within not less than five working days of the scheduled meeting date.

14. Lifespan and Effectiveness of the Committee

This is an established Committee of the Senate, and its lifespan is ongoing.

An annual year-end self-assessment is conducted, with a formal review of effectiveness every five years.

15. Actions that may be taken by the Committee

The Committee may:

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| • Approve | • Endorse |
| • Note | • Recommend |
| • Receive | • Reject |
| • Consider | • Ratify |

16. Minutes

- Minutes of each formal business meeting (normally at least twice a year) are distributed to members within two weeks of the meeting. The Chair approves the content of minutes before release.
- The minutes of the formal business meeting (normally at least twice a year) are presented to next ordinary meeting of the Senate, and where required, to the next business meeting of the UE, with any matters for consideration and/or approval highlighted in a cover paper.
- The Committee's formal business agenda and minutes (normally at least twice a year) may be published on the University SharePoint.
- The Committee's matters relating to misconduct offences (agendas, minutes, and papers) will only be made accessible to members of the Committee to allow members to conduct their business; access will be removed for all members, except those in the University Student Conduct Office, following the outcome of a particular case.
- Agendas, minutes, and papers are held electronically by the Clerk to the Committee.
- The Committee has traditional/formal minutes in accordance with internal University guidance on style, and requirements regarding Data Protection and Freedom of Information legislation.
- The agendas, papers and minutes for the formal meetings should be copied to the Head of Information Governance for archiving purposes.

17. Resources

Clerks and Administrative Support - Allocated from within the Policy and Governance Division (University Conduct Office)

Meetings - Normally a minimum of two formal meetings per academic session.

Version	Amendments	Approved by Senate
V1.0 (April 2023)	New Terms of Reference created and approved.	April 2023
V2.0 (June 2024)	Amendments to reflect the changes to the UDC following the first year of the new Terms of Reference.	June 2024