

TERMS OF REFERENCE FOR SENATE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Academic Compliance Office	Senate	07.01.2022
1.2	Academic Compliance Office	Senate	26.08.2022

The Senate Terms of Reference are valid for all programmes running at BUV. This includes both BUV own degrees and ones from partner institutions.

1. Authority of the Senate

Subject to the provisions of the BUV University Charter, the BUV University Council and to the responsibilities of the Vice Chancellor, there shall be a Senate of the University.

2. Duties of the Senate

- a. To determine the University's academic aims and objectives and to promote effective student learning, teaching, scholarship and research.
- b. To advise the Vice Chancellor & President and the University Council on the development of the University's academic activities and the resources needed to support these activities.
- c. To approve a framework of principles and regulations to be complied with by all of the University's programmes of study and programmes of supervised research, including University programmes offered in collaboration with external organisations.
- d. To determine conditions and procedures for the granting and conferment of Degrees, Diplomas, Certificates, other academic awards, prizes and distinctions by the University, including honorary academic awards and titles.
- e. To be responsible for academic standards, academic quality audits, the validation and review of programmes of study and programmes of supervised research, subject to the requirements of external bodies.
- f. To establish policies and procedures on matters relating to the admission of students, teaching, curriculum content, assessment, and examination of the academic performance of students, subject to the requirements of the University's authorities and that of any relevant external bodies.
- g. To advise on such other matters as the Vice Chancellor & President or University Council may refer to Senate.

3. Membership

Under the BUV University Charter, Senate should have its members selected under arrangements approved by the University Council. The Chair of the Senate shall be nominated and elected by academic, teaching, and professional staff of BUV. If no appropriate candidate is selected before the nomination deadline, the Chair shall be appointed by the Vice-Chancellor & President of BUV.

The membership of Senate shall be as follows:

- Chair of the Senate
- Vice-Chair of the Senate

- Holders of designated management posts:
 - Vice-Chancellor & President
 - Deputy Vice-Chancellor & Vice President
 - Chief Academic Officer
 - Chief Operating Officer
 - University Registrar
 - Dean ([Higher Education](#))
 - Head, Legal & Government Relations
 - Head, Student Engagement
 - Head, Student Academic Support
 - Head, Training Centre and Corporate Delivery
 - International Office Manager
 - Any changes in the titles of these positions shall be approved in writing by the Chair of the Senate.

All chairs of the committees

Six (06) elected members of full-time academic and teaching staff

Four (04) elected members of full-time professional staff

Two (02) non-voting members:

- Secretary of the Senate and Committees
- 01 student representative (nominated by SAC)

Elected members will hold office for two years, as will members nominated by the Vice-Chancellor & President

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed voting membership is present, including the Chair (and/or Vice-Chair), and when at least one half of those members present are University staff or faculty (as distinct from external members or students). The Chair of the Senate shall hold the deciding vote.

5. Appointment of Chair/Vice-Chair

The Chair shall be nominated and elected by full-time academic, teaching and professional staff of BUV. If no eligible candidate is selected by the nomination deadline, the Chair shall be appointed by the Vice-Chancellor & President.

6. Meetings

Meetings should be held at least three (03) times per academic year.

7. Committee Reporting

The Senate reports to the Vice Chancellor & President. The Meeting minutes are prepared by the Secretary of the Senate and Committees and signed off by the Chair of the Senate before dissemination.

8. Review

Terms of Reference are reviewed at the first meeting of Senate annually, if required or requested.

9. Sub-committees

Subject to the agreement of the Vice Chancellor & President and the University Council, Senate may establish such committees as it considers necessary to enable it to carry out its responsibilities.

10. Supporting documents

BUV University Charter.

11. Related Documents

All Senate documents

12. Document Responsibilities

Policy Owner	:	Vice Chancellor & President
Policy Delegate	:	Chair of Senate