

# SENATE BUSINESS COMMITTEE

A meeting of the Senate Business Committee will be held at **2.05 p.m. on Wednesday 13 January 2021** via Teams.

Rachael Bernard  
Academic Registrar  
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## AGENDA

### FOR DISCUSSION

1. **Approval of the minutes of the meeting held on 11 November 2020** **SBC20-21:07**
2. **Draft Agenda for the meeting of the Senate on 3 February 2021** **SBC20-21:08**
3. **Effectiveness Review Update** **Oral item**
4. **Rectorial Election** **SBC20-21:09**
5. **Nomination of Postgraduate Research Officer**

PGR School Officers have authority delegated via Senate to approve PGR requests for official amendments to degree programmes. This includes request such as: off-campus study; change to full-time or part-time study transfer of degree; extension of the write up period; suspension of supervised study.

The Committee are invited to approve a change to the nominated PGR School Officer for Divinity, History and Philosophy:

Jackson Armstrong will be stepping down and will be replaced by Paul Nimmo. Paul is currently on research leave so the role will be undertaken by Brian Brock until Paul's return.

### 6. **Dates of meetings in 2020/21**

The Committee is invited to note the dates of the meetings to be held in 2020/21:

- Thursday 18 February 2021 at 10.05 a.m.
- Tuesday 13 April 2021 at 10.05 a.m.

## SENATE BUSINESS COMMITTEE

### Minutes of the meeting of 11 November 2020

*Present:* Karl Leydecker (Chair), Steve Cannon, Ondrej Kucerak, Ruth Taylor, Kath Shennan, Kirsty Kiezebrink, Graeme Nixon, Cheryl Dowie, Georgios Leontidis, Scott Styles, Iain McEwan, and Rachael Bernard (Clerk)

*Apologies for absence were received from:* Javier González Cuervos, Marion Campbell, Abbe Brown, Amy Bryzgel and Allan Sim

#### **484.. Minutes**

484.1 The Committee approved the minutes of the meeting held on 23 September 2020.'

#### **484. Draft Agenda for the meeting of the Senate on 2 December 2020**

484.1 In approving the draft agenda for Senate, the Committee noted that:

- Richard Wells would make a presentation on the UUK consultation and it was agreed that a weblink to the full consultation documentation would be useful;
- The Committee noted that the proposals regarding amendments to the Education Committee Structure were to be discussed at a meeting of the Senate Effectiveness Review Group in advance of their inclusion at Senate, due to the overlap between the Group's remit in terms of the Senate subcommittees and the proposals being made.
- The emphasis for agenda item eight was the 'unauthorised' late submission of work. It was noted that consideration of this matter had been delayed by the move off campus, but that it was now appropriate for discussions to be resumed with a view to changes being implemented for the beginning of 2021/22. It was further noted that the main issues for discussion and decision at Senate would be the need for institutional consistency, the inclusion or not of weekends and holiday periods and the appropriate penalties.

#### **485. Senate Effectiveness Review Update – Work Update**

485.1 The Committee noted the current status of the review which had commenced in October 2019 prior to work being paused in March 2020.

485.2 It was noted that the review would be recommencing but that it had been necessary to retender for new external consultants; at the time of meeting the tender process was ongoing. Additionally two of the original members of the review group were no longer members of Senate but that these individuals had agreed to continue as members to assist with continuity within the process.

*[Clerk's note: following conclusion of the tender process AdvanceHE were appointed as external consultants for the review]*

#### **486. Gifford Lecture Committee Chair**

486.1 The Committee noted the current membership and the proposals for change to the Gifford Lecture Committee. The Committee agreed that the Gifford Committee should

be asked to reflect on the proposals and take forward as appropriate in consultation with the Head of Discipline (Divinity & Religious Studies)

**487. Nomination of Postgraduate Research Officer**

487.1 The Committee approved a change to the nominated PGR School Officer for Language, Literature, Music and Visual Culture:

Suk Jun Kim to replace Andrew Gordon

**488. Dates of meetings in 2020/21**

488.1 The Committee noted the dates of the next meetings to be held in 2020/21:

- Wednesday 13 January 2021 at 2.00 p.m.
- Thursday 18 February 2021 at 10.00 a.m.
- Tuesday 13 April 2021 at 10.00 a.m.

UNIVERSITY OF ABERDEEN

**SENATUS ACADEMICUS**  
**Wednesday 3 February 2021**

The next meeting of the Senate will be held on **Wednesday 3 February 2021** at **1.00 p.m.** via **Microsoft Teams**.

Staff and student members of the University are welcome to attend meetings of the Senate as observers. Those wishing to do so are asked to respect the formal nature of the proceedings and the understanding that no intervention or lobbying will be permitted from non-members who may be invited to leave when items of confidential business are to be considered. Non-members wishing to attend are asked to notify [academicservices@abdn.ac.uk](mailto:academicservices@abdn.ac.uk) by 11am Wednesday 3 February.

**Agenda**

1. Approval of Agenda
2. Approval of Minutes of 2 December 2020
3. Update from Principal

**Items for Discussion to Provide an Academic View**

4. Race Equality Presentation
5. Update on Senate Effectiveness Review
6. Governance Review: An update from the University Secretary

**Item for Discussion and Approval**

7. Revised policies on appeals and complaints

**Any Other Items for Discussion**

8. Opportunity for Senate members to raise questions for the Principal any other items of academic interest for discussion (*see notes below*).

**Items for Routine Approval**

9. **Items for Routine Approval**
  - 9.1 Rectorial Election  
*Returning Officer*  
*Election Committee Composition*  
*Student Election Committee Composition*

## Items for Information

### 10. Items for Information

- 10.1 Report from the University Committee on Teaching & Learning
- 10.2 REF Update
- 10.3 Senate Representation on Senior Governor Recruitment Committee

Notes

### Formal Business and Questions for the Principal

*Any member of Senate wishing an item for routine approval or for information to be brought forward for discussion or to propose an amendment to the Minutes of the last meeting or to put a question to the Principal on general matters is asked to email the Academic Registrar no later than by 5.00 p.m. on Monday 1 February 2021, indicating the reasons for their request.*

SENATE BUSINESS COMMITTEE  
(13 January 2021)

**RECTORIAL ELECTION 2021**

**1. PURPOSE OF THE PAPER**

**This paper seeks approval of the proposed Returning Officer and process for determining Committee memberships for the forthcoming Rectorial Election.**

This paper is provided for *discussion and approval*.

**2. RECOMMENDED ACTION**

Senate Business Committee is invited to approve and recommend to Senate that, Ruth Taylor, Vice-Principal (Education) acts as Returning Officer for the election and to decide on the process for determining Senate memberships of the Election Committee.

**3. DISCUSSION**

As approved by Senate in 2018, the following roles/bodies are required to support and manage the Rectorial Election.

- A Returning Officer;
- A Student Elections Committee: and
- An Elections Committee.

**Senate Business Committee is invited to recommend to Senate that Ruth Taylor, Vice-Principal (Education) acts as Returning Officer for the election**

AUSA has been asked to recommend student members for the Student Elections Committee and student members of the Elections Committee.

The Elections Committee comprises seven members (three staff members of Senate (at least two elected); three student members of Senate (elected by AUSA); and is chaired by the University Secretary). **Senate Business Committee, is asked to confirm how the three Senate members should be determined:** the composition would permit one member to be an ex officio member or a Senate Assessor with an election to be held from the elected Senate membership for two further members; alternatively the elected Senate members could be taken from the elected membership of the Senate Business Committee; or a combination of approaches. In order to ensure adherence with the required timelines, membership will be included for formal approval at Senate on 4 February.

Names of the Elections Committees members will be confirmed on the Rectorial Election Website in due course ([www.abdn.ac.uk/rector](http://www.abdn.ac.uk/rector)).

Additionally, the Committee is reminded that the option to Re-Open Nominations at the ballot is provided in the election Rules. This means that, in contrast with previous elections, regardless of the number of nominations received, an election will take place.

**4. FURTHER INFORMATION**

Further information may be obtained from Rachael Bernard, Academic Registrar ([r.bernard@abdn.ac.uk](mailto:r.bernard@abdn.ac.uk)).