# Regulations of the University of Strathclyde

| Version number | Policy Owner | Reason(s) for Change | Approving Body | Approval Date |
|---|---|---|---|---|
| 2026/2027.01 | Strategy and Planning | To update the Terms of Reference for the Audit and Risk Committee. | Court | 30 September 2026 |
| N/A | Strategy and Planning | To remove the Terms of Reference for the Court Business Group and Court Membership Group and replace them with Terms of Reference for the Court Governance Committee and Finance and Resources Committee.<br><br>To update references to the Treasurer of Court to reflect the introduction of the Deputy Convener (Finance) role. | Court | 29 April 2026 |

The Regulations describe the remit and composition of various University committees; regulate the academic work of the University, the education and discipline of its students, and such other matters as lie within the functions of Senate.

UK RESEARCH UNIVERSITY OF THE YEAR 2027
Daily Mail University Guide

UK UNIVERSITY OF THE YEAR 2026
Daily Mail University Guide

SCOTTISH UNIVERSITY OF THE YEAR 2026
The Times and Sunday Times Good University Guide

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For Higher and Further Education

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# 1 CONSTITUTIONAL REGULATIONS

## 1.1 Executive Team

*Terms of Reference*

1.1.1 The Executive Team is responsible for providing recommendations on the overall strategic direction for the University, for considering all major initiatives emerging and the resources required to support them, and for proposing these to the Senate and the Court as appropriate for final approval.

In particular the Executive Team is responsible for

(a) developing the overall strategic direction of the University, taking account of the resources at its disposal and the need to ensure sustainability in all aspects of University business, and making proposals on these, as appropriate, to the Senate and to Court for final approval;
(b) considering policy proposals on the University budget, on resource allocation priorities, on physical development, on employment and any other University business, for onward transmission and decision at the Court;
(c) considering policy proposals on the teaching, research and academic development and on the academic priorities of the University, and on any other matter within the remit of the Senate – including, specifically, recommendations on University ceremonials and the award of honorary degrees, and for recommending these to the Senate for final approval;
(d) considering all major initiatives emerging from both within and outwith the University and whether or not these should be pursued, taking account of the fit with the overall University strategy, the resources required to support them, their sustainability and the overall priority to be attached to them;
(e) engaging with the Court Governance Committee in order to consider key proposals emerging within the University before they are forwarded to the Court for consideration and approval;
(f) developing and maintaining a Strategic Investment Framework embracing a holistic approach to the development of major initiatives across the University, taking account of the resources required to support these, including staff, funding, information technology and estates, and also, in a similar approach, considering areas of disinvestment and proposing these to the Court for approval;
(g) monitoring the implementation of these major strategic developments and regularly reviewing the overall University strategy to ensure that it remains relevant and sustainable.

*Composition*

1.1.2 The Executive Team will be composed of:

(a) The Principal *ex officio* (Convener)
(b) The Vice-Principal *ex officio*
(c) The Associate Principal & Executive Dean of each Faculty *ex officio*
(d) The Chief Commercial Officer *ex officio*
(e) The Chief Financial Officer *ex officio*
(f) The Chief People Officer *ex officio*
(g) The Associate Principal(s) *ex officio*
(h) The University Secretary *ex officio*
(i) The University Compliance Officer *ex officio*
(j) The Director of Strategic Planning *ex officio*
(k) The Director of Marketing and Development Services *ex officio*

## 1.2 Committees of Court

**Remuneration Committee**

*Terms of reference:*

1.2.1 To be responsible for

a) receiving comparative information on senior salaries and, where relevant, other emoluments and conditions of service, in the university sector and beyond as appropriate.
b) assessing the performance of and confirming the remuneration and conditions of service of, the Principal, taking account, where relevant, of the provisions of the Charter, Statutes and Ordinances. In assessing the performance of the Principal, views will be sought from all members of Court and account will be taken of the implementation of the University's strategic plan and the achievement of Key Performance Indicators agreed by Court;
c) confirming the remuneration and conditions of service of the University Secretary, taking account, where relevant, of the provisions of the Charter, Statutes and Ordinances;
d) confirming the remuneration and conditions of service of other employed Senior Officers required for the proper governance of the University, taking into account, where relevant, the provisions of the Charter, Statutes and Ordinances. These posts being the Vice-Principal, the Chief Financial Officer, the Chief Commercial Officer, the University Compliance Officer, the Chief People Officer, the Executive Dean and Associate Principal of each Faculty and the Associate Principals;
e) ensuring appropriate arrangements are in place for seeking the views of key University stakeholders in relation to the remuneration of the Principal and the Senior Officers listed above;
f) confirming the remuneration and conditions of service of the Directors of Professional Services required for the proper governance of the University, taking into account, where relevant, the provisions of the Charter, Statutes and Ordinances;
g) reviewing performance information of the above post holders, normally on an annual basis, and determining what adjustments should be made to the remuneration and conditions of service;
h) confirming the terms of agreed severance and/or early retirement of any of the above post holders. In so-doing, Remuneration Committee will ensure that it does not agree to any severance package which might be reasonably deemed excessive and that decisions made are in line with the University's Voluntary Severance Approval Arrangements' procedure which is compliant with the Scottish Funding Council's Financial Memorandum for Higher Education Institutions.
i) deciding on any issues referred to it involving the remuneration and conditions of service of Senior Staff where such a referral would represent good practice in the conduct of public life;
j) confirming the University's position on the affordability and acceptability of the terms of any national pay agreement proposed or entered into by the Universities and Colleges Employers Association;
k) ensuring that, in keeping within the terms of data protection legislation, pay decisions are appropriately transparent and salaries of the Executive Team are published by salary band;
l) reviewing and recommending to Court, at appropriate intervals, the policies and processes in place to support the Committee's decision-making, including any material changes to these;

m) reporting to Court on an annual basis with sufficient detail to satisfy Court that the responsibilities outlined above have been appropriately discharged.

**Composition:**

1.2.2 The Committee will be composed of:

a) The Convener of Court *ex officio*
b) The Deputy Convener (Finance) *ex officio*
c) Up to five other members, appointed based on their skills and experience. These may be existing members of Court or external individuals co-opted to provide expertise not otherwise available amongst the membership of Court, subject to there being a majority of lay members on the Committee at all times (with the majority of these being members of Court) *

The Committee's Convener must be a lay member of Court and must not be the Convener of Court.

In attendance: The Principal**
Secretary: Chief People Officer***
** Members of Court serving on the Committee will do so for a period concurrent with their membership of Court. Externally co-opted members will serve for an initial period of up to three years and will be eligible for reappointment twice*.

*** The Principal is not a member of the Remuneration Committee but will attend meetings at the invitation of the Chair in order to inform discussions on the remuneration and conditions of service of other Senior Officers. The Principal will not attend when their own remuneration and/or conditions of service are considered or determined.*

**** The Secretary will withdraw when their own case is being considered. Joint*

Negotiating and Consultative Committee (Court and UCU)

1.2.3 The Court has established a *Joint Negotiating and Consultative Committee (Court and UCU)*. Court shall nominate four members annually to the Committee at least two of whom shall be members of Court or of the University Management Committee and four members nominated annually by the Strathclyde University and Colleges Union, all of whom shall be full members of the Union, to consult and negotiate on the terms and conditions of employment of academic and academic-related staff, and to make recommendations and reports to the Staff Committee, all in terms of an Agreement concluded by the Court with the Strathclyde University and Colleges Union.

*Joint Consultative Committees with Unison, for Manual Staff and for Technician Staff*

1.2.4 The Staff Committee has established *three Joint Consultative Committees,* concerned with Unison, with manual staff, and with technician staff respectively, each comprising two members appointed by the Staff Committee (one of whom shall be Convener), the Chief People Officer or their nominee, if appropriate one member of the academic or administrative staff appointed by the Staff Committee nominees, and up to five members appointed by the staff associations and trade unions representing the staff concerned. Their terms of reference are *(a)* to discuss matters of mutual interest to the University and the staff represented on the committee concerned as may be requested by the Staff Committee or by the staff representatives, in order to foster the best possible relations between the University in its role as employer and the members of its non-teaching staff; and *(b)* to make reports and recommendations to the Staff Committee on matters discussed.

**Statutory Advisory Committee on Safety and Occupational Health**

*Terms of Reference*

1.2.5 SACSOH meets three times per year to fulfil its remit and carry out the following:

a) Provide a mechanism for the effective consultation with all staff through the Trade Union Health and Safety representatives and other staff representatives on matters affecting their health, safety and wellbeing;
b) Ensure that a suitable health and safety management structure is in place within the University, to maximise the protection of the health, safety and security of all staff, students, visitors and contractors and to ensure legislative compliance;
c) Plan and report to SACSOH on progress in relation to safety, health and wellbeing strategy, including objectives and priorities;
d) Review and approve all corporate OHS written arrangements, including the OHSaW Policy and associated written standards and supporting documentation;
e) Monitor the implementation and operation of the University's Occupational Health, Safety and Wellbeing Policy statement and management arrangements, to ensure the key risks are identified, and appropriate control measures are in place via reports from:

    i. Executive Officers;
    ii. The Director of Safety, Wellbeing and Resilience;
    iii. The Assistant Director of Estates Services;
    iv. The Head of Security Services;
    v. The Chief People Officer
    vi. The Director of Student Experience;
    vii. Each of the Faculty/Professional Services Representatives relating to matters escalated from departmental safety committees in their area;
    viii. The President of Strath Union.

f) Consider any findings following health and safety inspections of the workplace and any investigations of accidents, incidents, ill health, cases of occupational disease or dangerous occurrences undertaken by Trade Union representatives;
g) Consider reports from the Health and Safety Executive and other relevant enforcement authorities;
h) Consider safety, health and wellbeing matters raised by the Executive Team where appropriate;
i) Review the provision of health and safety training for staff;
j) Monitor and review the 3-year rolling OHS Audit Programme
k) Report to the University Court on the activities of SACSOH, the effectiveness of the occupational health and safety management system, and actions to ensure its continual improvement.

1.2.6 *The Constitution of the Committee is as follows:*

l) Committee Chair: A lay member of Court, appointed by the Court. In the absence of the Chair, the University Compliance Officer will chair meetings.
m) Ex-Officio Members: The University Compliance Officer (in their absence a member of the University Executive Team, as nominated by the UCO), Director of Safety, Wellbeing and Resilience, the Workplace Wellbeing Manager, the Health and Safety Manager, The Occupational Health Manager and the Head of Risk and Resilience.
n) Faculty and Professional Services Representatives: One representative nominated by the Executive Dean of each Faculty and one representative for Professional Services nominated by the UCO.
o) Trade Union Representatives: One representative nominated by each of the University's recognised Trade Unions (UCU, Unison and Unite).
p) Management Representatives: Executive Officers or their nominated representative,

the Chief People Officer, the Assistant Director of Estate Services, the Director of Student Experience and the Head of Security Services (or their nominated representative).

q) A Student Representative: One representative from Strath Union, is nominated. This will normally be the President of Strath Union, who remains a member of the Committee for the length of their term in office.
r) Co-opted members: Such other members that the Convener may wish to co-opt because of their expertise, either members of Court or individuals external to the University.
s) Other individuals: Persons from within or outwith the University may be invited to attend or support the work of SACSOH as required by the Chair. This currently includes the Chief Executive of Strath Union, or nominee.
t) Secretary to the Committee: SACSOH Chair appoints a Committee Manager to act in this role.

1.2.7 *The duties of SACSOH members are to:*

a) Attend the committee meetings or send a suitable, nominated representative.
b) Actively engage with and seek input from stakeholders in their area of representation, ensuring open and transparent communication channels both to and from SACSOH.
c) Utilising the above communication channels, report to SACSOH on annual plans, priorities and objectives; updating SACSOH on progress at each meeting.
d) Provide reports to SACSOH on agenda items as appropriate.
e) Actively participate in suitable training for the role of SACSOH member.
f) Report any serious matters of concern to SACSOH for the purposes of consultation.

1.2.8 *Organisation*

a) The University publishes the meeting dates on an annual basis in advance of the first meeting of the new meeting cycle in September of each year.
b) Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
c) A meeting agenda, draft minutes and committee papers are made available on the SACSOH SharePoint site 7 days in advance of the next SACSOH meeting.
d) Responsibility for meeting arrangements and facilitation, as well as recording minutes and distributing committee papers lies with the SACSOH Committee Manager.
e) Draft minutes of each meeting are agreed with the Chair of SACSOH before circulating to SACSOH members no later than 21 days after the date of each meeting.
f) Terms of Reference are reviewed and approved by SACSOH on an annual basis.
g) SACSOH is quorate with 5 members present, i.e. the Chair of the SACSOH (or their nominated representative), two management representatives and two representatives for staff/students.

**Audit and Risk Committee**

*Terms of Reference*

**Purpose**

1.2.9 The Audit and Risk Committee reports to the University Court and oversees the arrangements for risk management, internal controls, internal audit, appointment and reappointment of External Auditors, and oversight of the completion and submission of the University's annual report and accounts to the Scottish Funding Council.

1.2.10 The committee is authorised by Court to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Principal and/or convener of Court.

1.2.11 It is also authorised to investigate any activity within its terms of reference and to seek any information it requires from any employee, and all employees are directed to co-

operate with any request made by the committee.

1.2.12 The Committee provides constructive challenge to management and assurance to Court that risks are being managed adequately, efficiently and effectively.

**Main Duties**

1.2.13 The specific duties of the Audit and Risk Committee shall be to:

**Internal Controls**

(a) Keep under review the adequacy and effectiveness of the University's corporate governance arrangements, and its financial and other internal controls systems.
(b) Consider the effectiveness of the University's policy on whistleblowing and its arrangements for the prevention, detection or investigation of questions of fraud or other financial irregularities and be notified of any actions taken in line with such arrangements.
(c) To monitor and be satisfied that suitable arrangements are in place to promote economy, efficiency and effectiveness (value for money) in the management of the University's resources.

**Internal Audit**

(d) Consider and advise the Court on the criteria for the selection and appointment of the Head of Internal Audit (HIA) Service or the appointment and terms of engagement of the internal audit service
(e) Review and endorse the Internal Audit Service's draft assurance strategy and annual plans; consider major findings of internal audit reviews and management's response and be satisfied that appropriate action is taken
(f) Monitor the implementation of agreed audit-based recommendations
(g) Consider if the resources made available to the Internal Audit Service are sufficient to meet the University's needs and make recommendations to the Court, if appropriate
(h) Promote co-ordination between the internal and external auditors
(i) Ensure that the HIA is able to approach the Committee and/or the Convener should they wish to bring anything to their attention.

**External Audit**

(j) Advise the Court on the appointment of the external auditors, the audit fee, and any questions of resignation or dismissal of the external auditors.
(k) Discuss with the external auditors, before the annual audit begins, the nature and scope of the audit.
(l) Review the annual report and accounts prior to submission to the Court, in the presence of the external auditors and alongside the auditors' formal opinion, the Management Letter and the Statement of Corporate Governance and Internal Control, in accordance with the Scottish Funding Council's accounts direction, financial memorandum and other relevant direction and guidance.
(m) Discuss with the external auditors any issues and reservations arising from the annual audit, including a review of the management letter, incorporating management responses and any other matters the external auditors may wish to discuss (in the absence of management where necessary).
(n) To review and approve policy on the engagement of the external auditors to supply non-audit services.
(o) Monitor annually the performance and effectiveness of the external auditors, including any matters affecting their independence or objectivity, and make recommendations to the Court concerning their reappointment, where appropriate.

**Risk Management**

(p) To monitor and ensure the effectiveness of the University's approach to risk assessment and management through regular review of the Corporate Risk Register and reports from relevant University officers or committees.
(q) To review the prioritisation of risk management focus via the Corporate Risk Register, taking into account financial, reputational and commercial risks.
(r) To challenge risk appetite and ensure adequacy of mitigating actions and controls.
(s) To ensure a robust business continuity plan is in place ensuring defined responsibilities and that reviews are carried out as and when required.
(t) To consider what assurances are required particularly in relation to high-risk areas.
(u) To receive, as appropriate, reports on the implementation of major projects within the University covering progress, risks and mitigations.
(v) To receive reports, as appropriate, where there is a potential reputational, commercial and/or financial risk to the University.

**Reports**

(w) Consider the impacts of reports or guidance issued by relevant external bodies for the remit of the Audit and Risk Committee and actions considered.
(x) Prepare and present to Court, and subsequently to the Scottish Funding Council, an annual report covering the University's financial year and any significant events up to the date of preparation. The report should express opinions in relation to the committee's review of the effectiveness of institutional arrangements for:

i. Risk management, control and governance (including the adequacy of the governance statement)
ii. Economy, efficiency and effectiveness (value for money)

**Other**

(y) Consider such other topics as may be remitted by Court from time to time.
(z) Review, on an annual basis and in consultation with Court, the Committee's own performance against accepted good practice.

**Composition**

1.2.14 The Committee shall consist of no fewer than three lay members of the Court, of whom one shall be Convener. At least one member shall have recent relevant experience in finance, accounting or auditing. The Committee may recommend to Court Governance Committee the co-option of up to three further individuals external to the University, who should not have significant interests in the University, and shall recommend to the Court Governance Committee the fixed term of office for any co-opted members. Neither the Convener of Court nor the Convener of the Finance and Resources Committee should be a member of the committee, although the Convenor of Finance and Resources will attend for the meeting at which the Annual Report and Accounts are considered by ARC.

1.2.15 In the absence of the Convener at any meeting of the Committee, the Committee shall appoint any of its members as Acting Convener for that meeting.

1.2.16 The Convener of ARC shall not concurrently be a member of the Remuneration Committee or Finance and Resources Committee but may attend where appropriate.

1.2.17 The meeting shall normally be attended by the following staff members of the University:

- The Principal
- Chief Financial Officer
- University Compliance Officer

- Head of Internal Audit Services
- Senior Internal Auditor
- Head of Risk and Resilience

Any other attending officer required for that meeting.

**Meetings**

1.2.18 Meetings shall normally be held at least four times each financial year. The external auditors or Head of Internal Audit Service may request a meeting if they consider it necessary.

1.2.19 The committee should meet with the external and internal auditors, without any officers present, at least once a year.

1.2.20 There shall be a quorum at any meeting of the Committee when not fewer than 3 members, at least 2 of whom are members of Court, are present. In the absence of a quorum no business shall be transacted other than the adjournment of the meeting.

1.2.21 The Convener will ensure relevant induction for new members takes place, together with ongoing development where appropriate.

**Court Governance Committee**

*Terms of Reference*

*Purpose*

1.2.22 The primary purpose of the Court Governance Committee is to support Court, the University's governing body, in its fulfilment of good governance and in discharging its responsibilities effectively and efficiently in oversight of the University's management and strategy.

*Remit*

1.2.23 It will be the responsibility of the Court Governance Committee (CGC):

(a) To advise and support Court on the overall governance of the University, and to make recommendations to Court, as appropriate.
(b) To oversee and report on activities, including but not limited to the annual and quinquennial governance effectiveness reviews, which support governance practice and culture.
(c) To ensure the University has met the governance principles and reporting requirements as set out in the Scottish Code of Good Higher Education Governance and by the Scottish Funding Council and the Office of the Scottish Charity Regulator.
(d) To undertake other duties delegated to it by Court or as specified in the Schedule of Delegated Authority.
(e) To support the Executive Team with the development and delivery of the University's strategy and the long-term sustainability of the University.
(f) To consider and advise Court on strategic policy development across all aspects of the University's business.
(g) To advise and support Court in the setting of its meeting agendas and other activities.
(h) To oversee ad hoc committees and working groups that Court may wish to establish when a particular need arises.
(i) To consider succession planning for the office of the Chancellor, including considering named individuals as potential candidates for this office, and making recommendations to Court and Senate on this matter as and when appropriate.
(j) To oversee the establishment of an appointment committee when a vacancy in the position of Convener of Court arises.
(k) To oversee the establishment of an appointment committee when a vacancy in the position of Principal and Vice-Chancellor arises.

(l) To consider the nominations of the Vice-Convener and Deputy Conveners (or other identified positions on Court) and the length of term of such appointments.
(m) To consider nominations of named individuals to be considered as potential lay members of Court.
(n) To make recommendations to Court on the filling of all vacancies of committees of Court as these arise, including externally co-opted members, and to keep Court informed of the membership of these committees.
(o) To consider the matter of succession planning in relation to membership of Court, the relevant committees of Court and to the University committees which include representation from Court.

1.2.24 The Committee will monitor and keep under review its own effectiveness and make recommendations to Court with respect to this.

*Membership*

1.2.25 Court Governance Committee shall consist of:

(a) The Convener of Court (in the Chair) ex officio
(b) The Vice-Convener of Court ex officio
(c) The Deputy Convener (Staffing) ex officio
(d) The Deputy Convener (Finance) ex officio
(e) The Chair of Audit and Risk Committee ex officio
(f) The Principal ex officio
(g) The Vice-Principal ex officio
(h) A student member of Court
(i) A staff member of Court

1.2.26 The following will normally attend meetings of CGC:

(a) The University Secretary
(b) The Chief Financial Officer
(c) The Director of Strategic Planning
(d) The Joint Heads of Governance (Clerk to Court)

1.2.27 The Deputy Conveners, Senior Officers, members of Court and other University members of staff might attend meetings by invitation, on a regular or occasional basis as CGC itself shall determine.

*Chairing and Quorum*

1.2.28 In the absence of the Convener of Court, the CGC will be chaired by the Vice Convener of Court, failing whom a lay member of Court will take the chair. The quorum for the CGC will be half of its members plus one being present provided that includes at least two lay members of Court, and two Court members who are not lay members, one of whom is the Principal or the Vice Principal.
**When assuming the role of appointing committee for the position of* Convener of Court*, the Convener of Court and any persons who wish to seek candidacy for the vacancy must recuse themselves from discussion of the vacancy and appointment process. The Vice- Convener of Court will normally assume the Chair unless that person wishes to be considered for the role of* Convener of Court.

**Finance and Resources Committee**
*Terms of Reference*

*Purpose*

1.2.29 The primary purpose of the Finance and Resources Committee is to advise and support Court, the University's governing body, providing effective oversight of the University's finances and resources to enable delivery of strategic objectives and maintain long-term institutional sustainability.

*Remit*

1.2.30 It will be the responsibility of the Finance and Resources Committee (FRC):

(a) To oversee the delivery of the University's financial strategy and to advise the Court on this and the appropriate use of the University's resources.

(b) To advise Court on any matter pertaining to the financial health and the performance of the University, including financial risks.

(c) To review budgets and delivery of these, quarterly forecasts, management accounts and current and projected cashflows.

(d) To, as appropriate, recommend approval of financial documents to Court.

(e) To support Court's annual consideration of the University of Strathclyde Students' Association (USSA) annual budget and accounts.

(f) To consider the external financial and policy environment and consider risks which could affect the University's financial position, advising Court as appropriate.

(g) To oversee the University's Treasury Management and advise Court as appropriate.

(h) To review pension strategy, provision and fund performance;

(i) To, guided by the limits defined in the Schedule of Delegated Authority, approve, or recommend to the Court, the allocation of financial and other resources to support University strategies and plans, including major capital expenditure, considering alignment with the University's financial strategy and the advice of relevant strategic committees.

(j) To, guided by the limits defined in the Schedule of Delegated Authority, approve or recommend to Court:

i. long term borrowing;
ii. short term borrowing.
iii. both secured and unsecured loans to third parties;
iv. equity investments or divestments (excluding those delegated to the Enterprise and Investment Committee), including in subsidiaries and associated companies of the University or its subsidiaries and associates.

(k) To recommend to Court levels of investment funding to be made available to the Enterprise and Investment Committee on an annual basis as part of the budget setting process.

(l) To consider and make recommendations to Court on the University's investment strategy and objectives taking cognisance of ethical and social responsibility issues.

1.2.31 The Committee will monitor and keep under review its own effectiveness and make recommendations to Court with respect to this.

*Membership*

1.2.32 Finance and Resources Committee shall consist of:

(a) The Deputy Convener (Finance) in the Chair ex officio
(b) The Convener of Court ex officio

(c) The Principal ex officio
(d) The Vice Principal ex officio
(e) The Chief Financial Officer ex officio
(f) A staff member of Court
(g) A student member of Court
(h) Up to three further members. These members may be drawn either from financially experienced lay members of Court or from externally co-opted members, provided that no more than two members are drawn from either group. All such appointments are subject to the agreement of Court, on the recommendation of Court Governance Committee.

1.2.33 The **following will normally attend meetings of FRC:**

(a) The University Secretary
(b) The Director of Strategic Planning
(c) The Joint Heads of Governance (Clerk to Court)

1.2.34 The Deputy Conveners, Senior Officers, members of Court and other University members of staff might attend meetings by invitation, on a regular or occasional basis as FRC itself shall determine.

*Chairing and Quorum*

1.2.35 In the absence of the Deputy Convener (Finance), the FRC will be chaired by the Convener of Court, failing whom a lay member of Court will take the chair. The quorum for the FRC will be half of its members plus one being present provided that includes at least two lay members of Court and two Court members who are not lay members, one of whom being the Principal or the Vice Principal.

**Enterprise and Investment Committee**

*Terms of Reference*

1.2.36 The Committee's purpose will be:

(a) To review commercial investment proposals presented by the University's Commercial Investment Team and to make recommendations on investments in companies created by University staff and students, as well as license deals and other commercial joint ventures;
(b) To review commercial investment proposals presented by the University's Commercial Investment Team and to make recommendations on investment in companies with a strategic relationship with the University;
(c) To undertake an annual review of the University portfolio of shareholdings and make portfolio management recommendations;
(d) To undertake a quarterly review of the University's deal-flow pipeline of potential commercial investments (staff & students) and make recommendations to the University's Commercial Investment Team;
(e) To undertake an annual review of the University's management of commercial investment capital & fund management, licence deals, joint ventures and other venturing arrangements and make recommendations;
(f) To oversee the management of the Strathclyde Entrepreneur's Fund;
(g) To participate in an annual strategy session on the University commercial investment approach to review commercial investment operations and performance and its contributions to relevant University initiatives;
(h) To provide advice and support on a case by case basis direct to

University portfolio companies;

(i) To support University commercial investment activities and related initiatives through attendance at University and University-related events;

(j) To promote the University commercial investment activities and related initiatives to relevant interested parties, including, investors, advisors, Government Ministers and public policymakers;

(k) To report to Court on the activities of the Enterprise and Investment Committee on a regular basis, including the production of an annual report.

*Composition*

1.2.37 The Committee will be composed of:

(a) A lay member of Court (in the Chair)

(b) The Chief Commercial Officer *ex officio*

(c) The Principal *ex officio*

(d) The Chief Financial Officer *ex officio*

(e) The Deputy Convener (Finance) *ex officio*

(f) At least one other member of Court

(g) Such other members that the Committee may wish to co-opt because of their expertise, either members of Court or individuals external to the University.

*Quorum*

1.2.38 At all meetings of the Committee, a presence of at least two ex officio members, one other lay member of Court and 2 co-opted members shall constitute a quorum for the transaction of business.

*Period of Office*

1.2.39 Members of the Enterprise and Investment Committee, other than ex officio members and lay members of Court, shall be appointed for an initial period of up to three years from the 1 August following their date of appointment and shall normally be eligible for re-appointment twice.

## 1.3 Main Strategic and Compliance Committees

*Period of Office*

1.3.1 Members of committees, other than ex-officio members and student members nominated by the Council of the Students' Association, shall normally be appointed for a period of three years from the 1 August following their date of appointment and shall normally be eligible for re-appointment for only one further consecutive period of three years.

**Staff Committee**

*Terms of Reference*

1.3.2 The Staff Committee is responsible for the strategic oversight of strategy and policy in relation to staffing matters as well as monitoring compliance with all relevant legislation and providing assurance to Court on such matters.

In particular the Committee is responsible for

(a) the University staffing strategy and ensuring that it is consistent with the overall University strategy, and for proposing this to the Executive Team to ensure consistency with the wider strategic investment framework;

(b) the scrutiny of policies and procedures to ensure that the University continues

to attract, reward and retain the calibre of staff it requires to achieve its aims as set out in the Strategic Plan;

(c) taking account of the wider external environment to ensure that the terms and conditions of employment for all staff remain appropriate and sustainable, and for reaching agreement on these following consultation with the Campus Unions;

(d) staff development and performance management systems and monitoring the effectiveness of these;

(e) ensuring compliance with any relevant legislative or professional requirements relating to the employment of staff;

(f) ensuring that the staffing profile is such that it will ensure delivery of the University's aims as set out in its strategic plan;

(g) regularly reviewing the staffing strategy to ensure that it remains relevant and sustainable.

(h) the provision of input to staffing decisions, including that necessitated by the University's appointment, discipline, grievance and annual review procedures, as set out in the University Charter, Statutes and Ordinances.

*Composition*

(a) Vice-Principal/Associate Principal *ex officio* Convener
(b) Principal *ex officio*
(c) Deputy Convener of Court (Staff) *ex officio*
(d) One further lay member of Court
(e) Two Senior members of staff with staff management experience appointed by Senate
(f) Chief Financial Officer
(g) Chief People Officer
(h) And such other members as the Committee may wish to co-opt because of their expertise.

Any matter relating directly to the pay and conditions of members of Staff Committee will be considered by the Remuneration Committee. Any matter which may represent a less direct conflict of interest for a member of Staff Committee will be declared by that member, so allowing Staff Committee to consider whether the Remuneration Committee should consider the matter or whether it should be considered by Staff Committee in the absence of that member.

**Estates Strategy Committee**

*Terms of Reference*

1.3.3 The Estates Committee is responsible for strategic oversight of the University estate development and ensuring that it is alignedwith the overall University strategy, on behalf of Court and reporting to the Executive Team, the remit of the Estates Strategy Committee will be as follows:

1.3.4 Strategic Direction

a) To review and approve the Estates Strategy as developed by the Estates Directorate in consultation with the Chief Financial Officer and Chair of ESC. To monitor progress and implementation of the University estate strategy, and campus maintenance and development plan, by reviewing progress on targets and goals, revising the strategy and campus maintenance and development plan as required.

b) To align investment and ensure compliance with University strategic, statutory and climate change commitments coupled with the responsibilities and obligations to manage the Estate efficiently and develop it to enable the University to deliver its strategic objectives.

c) To focus on the return on the University's investment in its estate. All campuses must be vibrant and well utilised to facilitate innovation and collaboration, maximisation of strategic return, and ensure delivery of an outstanding student and staff experience.

d) An overarching priority is to keep under review the development, condition, aesthetic, and performance of the entire University built environment and landed Estate, including the asset management thereof, capital projects, and energy and environmental issues relating to the Estate.

e) To consider and recommend to University Court the prioritisation of Capital Projects in line with University strategy, business requirements and climate change targets.

f) To consider and approve or reject Business Cases for each major Capital project, acquisition and disposal, leases or Estates related activity aligned to the University and Estates Strategy and recommend to Court as appropriate.

g) To keep under review the adequacy of the University estate and infrastructure and to consider proposals relating to the operation, maintenance and development, and opportunities to dispose of or acquire, land or property.

1.3.5 *Financial Governance*

h) To review and Approve the Capital Investment plan on a bi-annual basis.

i) To approve financial commitments for estates related capital expenditure, including capital and maintenance projects, net zero and sustainability activities, acquisitions, disposals and leases of land and property in accordance with the levels set out in the approved Delegated Authority Schedule.

j) Ensure alignment of proposals with Campus Digital Strategy and other related University policies. Review and receive annual reports on the condition of the estate including required investment. To consider estates management implications associated with changing legislation, local government planning and governance requirements.

1.3.6 *Reporting*

To receive update reports on capital projects over £1M.

1.3.7 *Policy and Advice*

k) To receive, review and approve Estates related proposals/policies and make recommendations to the Executive Team, including but not limited to:

1) Asset Management including space Strategy & Agile Working
2) Third Party / Industry Engagement
3) Maintenance and Statutory Legislative Compliance
4) Sustainability and Net Zero

l) To inform key risks in relation to the University estate and infrastructure and to review the Strategic Risk Register in respect of these risks

*Composition*

1.3.8 The Committee will be composed of:

(a) The Principal *ex officio*
(b) Vice Principal (Convener) ex officio
(c) The University Secretary *ex officio*
(d) The Deputy Convener of Court (Estates) *ex officio (Court Member)*

(e) The Deputy Convener of Court (Finance) *ex officio (Court Member)*
(f) The Chief Financial Officer *ex officio*
(g) The Chief Commercial Officer *ex officio*
(h) *One representative of Court*
(i) Two representatives of Senate
(j) A student nominated by the Executive Students' Association

In attendance:
a) Director of Information Services (or delegate)
b) Director of Communications & Marketing (or delegate)
c) Assistant Director, Asset Management
d) Assistant Director, Capital Projects
e) Assistant Director, Estates Development & Operations
f) Executive Lead, Sustainability & Environmental Management

And any such Members as the Committee may wish to co-opt because of their expertise.

**Research and Knowledge Exchange Committee**
*Terms of Reference*

1.3.9 The Research and Knowledge Exchange Committee (RKEC) is responsible for oversight of strategy and policy, and monitoring of their implementation, to ensure efficacy and performance enhancement in research, knowledge exchange, and innovation activity across the University, as aligned with delivery of the University's Strategic Plan and the targets therein.
RKEC is responsible for:

(a) strategy and policy for research, knowledge exchange, and innovation activity, and for proposing this to the Executive Team in alignment with the delivery of the University's Strategic Plan;
(b) monitoring the implementation of the University Strategy, tracking key university targets for R&KE, and considering a broader range of indicators of successful R&KE activity, including international activity, development of our research community, our enterprise and innovation activity, and our broader reputation;
(c) stimulating the creation of strategic relationships for the institution, nationally and internationally, with appropriate academic, policy, and industrial organisations;
(d) ensuring that guidance and codes of practice for staff and students within the areas of R&KE meet the University's needs, follow best practice, and are aligned to guidance of government, research councils, and other key stakeholders;
(e) ensuring the University complies with concordats and agreements entered into with regards to research and knowledge exchange;
(f) formally overseeing the policy for the formation of a spin-out company, and more broadly the policy for commercialisation of the University's intellectual property; and
(g) developing and implementing strategic projects in support of research and knowledge exchange.

1.3.10 *Meetings*
RKEC meets 4 times per year with meetings aligned to Senate to ensure the timely exchange of information to support effective decision making

1.3.11 **Membership *(ex officio)***
m) Associate Principal Research and Knowledge Exchange (Convener)

n) Deputy Associate Principals Research and Knowledge Exchange
o) Chief Commercial Officer
p) The Principal
q) Director of Research and Knowledge Exchange Services (RKES)
r) Assistant Director of Research and Knowledge Exchange Services
s) Head of Research Policy and Information
t) Director of Industry and Innovation Engagement (IIE)
u) Director of Strathclyde Doctoral School (SDS)
v) PhD Student Representative
w) Research Staff Representative
x) Vice Deans Research and Knowledge Exchange
y) Organisational and Staff Development Unit (OSDU) Manager

1.3.12 Co-Opted

z) Academic Development Lead (Research), OSDU
aa) Head of TIC Zone Development, IIE

**Education Strategy Committee**

*Terms of Reference*

1.3.13 Education Strategy Committee is responsible for Education to the University Senate, Court and the Executive Team. The Education Strategy Committee, established by the delegation of Senate, is strategic in outlook, providing a forum to facilitate and encourage the development of academic strategy and discuss and promote academic developments, whether internally driven or externally. It has the primary responsibility and accountability for Education to the University Senate, Court and the Executive Team.

In particular the Committee is responsible for

(a) Reviewing and updating the Education Strategy.
(b) Setting priorities for deliverables within Education Strategy for the year.
(c) Reviewing and responding appropriately to external initiatives and developments.
(d) Overall responsibility for delivery of the strategy through the other committees and groups.
(e) Development and delivery of the Learning Enhancement Framework.
(f) Approval and endorsement of education policies.

*Composition*

1.3.14 The Committee will be composed of:

(a) Vice Principal (Convener)
(b) Two Deputy Associate Principals Learning and Teaching *ex officio*
(c) Four Vice-Deans (Academic) *ex officio*
(d) One member of the Senate appointed by the Senate
(e) President Students' Association
(f) Vice President Education, Students' Association
(g) Director of Student Experience
(h) Director of Education Enhancement

**Information Strategy Committee**

*Terms of Reference*

1.3.15 Reporting to the Executive Team, the Information Strategy Committee is responsible for the overall strategic digital direction of the University, overseeing the development, implementation and delivery of the Digital Strategy, ensuring alignment to the University's Strategic Plan and the targets therein.

The Committee is responsible for:

(a) Reviewing, updating and monitoring the implementation of the Digital Strategy.
(b) The strategic oversight and prioritisation of digital initiatives, and proposing these to the Executive Team for approval where necessary.
(c) The strategic oversight of the deployment of digital resources across the University to ensure opportunities to improve both strategic delivery and operational effectiveness and increase value for money of digital service provision are harnessed to the fullest potential.
(d) Developing and maintaining a robust governance framework to support the successful implementation of the Digital Strategy.
(e) Monitoring the return on investment and benefits realisation of digital initiatives.
(f) Ensuring compliance with any legislative or professional requirements relating to digital resources and their use.
(g) Approval and endorsement of digital policies.
(h) Engaging with sector-wide initiatives and benchmarking the University's strategy, policies, and practices nationally and internationally.

The Committee will establish such sub-committees as deemed necessary by the Convener and Committee.

*Composition*

1.3.16 The Committee will be composed of:

(a) Chief Commercial Officer (Convener)
(b) The Chief Financial Officer
(c) University Compliance Officer
(d) Director of Information Services
(e) Convener of Sub-Committee(s)
(f) Associate Principal & Executive Dean of each Faculty
(g) Director of Continuous Improvement
(h) Director of Strategic Planning
(i) Deputy Director Information Services & Head of IT Services
(j) Head of Programme Management Office
(k) Representation from the University of Strathclyde's Students' Association
(l) Additional expertise co-opted by the Convener as required

**Quality Assurance Committee**

*Terms of Reference*

1.3.17 The Quality Assurance Committee has responsibility for the operational delivery of the education strategy and reports to the Education Strategy Committee (ESC) on progress within key prioritised areas with internal and external reporting to, for example, the Scottish Funding Council and the Quality Assurance Agency, Scotland (QAA).

In particular the Committee is responsible for:

(a) Recommend academic policies for approval, implementation, monitoring and evaluation.
(b) Oversight of updates to the University's Regulatory Framework.
(c) Quinquennial Reviews.
(d) Faculty Annual Reports: Quality Assurance and Enhancement.
(e) External reporting e.g. to the QAA and SFC.
(f) Examination monitoring.
(g) Progression and awards.
(h) Receive and review reports from QAC Sub-groups.
(i) External Examiners' Reports.
(j) Partnerships, joint awards, etc., with other institutions, UK and overseas

(k) Monitoring of student appeals and discipline. and effectiveness of processes.
(l) Ratify decisions made by the Boards of Study in relation to the creation and amendment of student prizes.
(m) Recommend new and amended scholarships for approval.
(n) Approve Moratorium Extension requests.
(o) Oversight of the University's partnership with International Study Centre.
(p) National Student Survey (NSS) and other student-experience surveys.

*Composition*

1.3.18 The Committee will be composed of:

(a) Deputy Associate Principal Quality Assurance and Student Experience (Convener)
(b) Convener of Learning Enhancement Committee (LEC)
(c) Vice-Deans (Academic)
(d) Representative of Senate
(e) Two students appointed by the Students' Association
(f) Faculty Managers (or designated representatives)
(g) Two or Three Professional Services Managers/representatives

1.3.19 *Meetings*

The Committee will meet five times per annum, in addition to joint meetings with the Learning Enhancement Committee and the Collaborative Provision Agreements (CPA) Sub-group.

## 1.4 Faculties, Boards of Study and Departments

**Faculties, Boards of Study and Departments**

1.4.1 Boards of Study for each of the Faculties listed in Ordinance 2.2 are constituted in terms of Ordinance 2.2.4 and Regulation 1.7. Departments are established by the Court in accordance with the provisions of Statute 2.1.2 and allocated to Faculties by the Senate in accordance with the provisions of Ordinance 2.2. Each Department is allotted a reference code which is used as the first two characters of the class codes published in course regulations to define the Department offering the class. The codes allocated are also published as part of course regulations.

## 1.5 Committees of the Senate

**Senate Appeals Committee**

*Terms of Reference*

1.5.1 To make decisions on behalf of Senate on appeals from students against decisions of Boards of Study and Boards and Committees of Examiners.

1.5.2 To keep under review and make recommendations to Senate on all matters relating to appeals from students at Board of Study and Senate levels.

*Composition*

1.5.3 The Committee will be composed of:

(a) The Vice Principal, or nominee (Convener), and;
(b) One or more Deputy Associate Principals, excluding any member of the Committee who has been party to consideration of the appeal at a previous stage.

**Senate Discipline Committee**

*Terms of Reference*

1.5.4 To consider and make recommendations to Senate on matters of policy relating to

student discipline.

1.5.5 To consider individual disciplinary cases in accordance with the provisions of the Regulations for Student Discipline.

*Composition*

The Committee will be composed of:

(c) A Senior Officer or Associate Deputy Principal (other than the Vice-Principal) who shall be Convener except that, in the absence of a Senior Officer, one of the Senate members identified in (b) below shall be elected Convener for that meeting;

(d) Two members from a panel composed of academic staff appointed by the Senate with a minimum of three members drawn from the Senate membership of each Faculty. The Senate representatives shall hold office for a period of three years from the first day of August following the date of their appointment. They shall, however, cease to be members of the Committee on ceasing to hold the appointment by virtue of which they became members. Members shall be eligible for re-appointment; and

(e) Two student members, who may be drawn from Senate membership (including members of the Council of the Students' Association), or from a pool of students appointed by the Vice-Principal (or nominee) via a formal process.

**Senate Discipline Appeals Board**

*Terms of Reference*

1.5.6 To consider appeals against decisions of the Senate Discipline Committee regarding disciplinary offences of a major or serious nature

*Composition*

1.5.7 The Committee will be composed of:

(f) The Vice-Principal, or nominee, who shall be Convener;

(g) Two members from a panel composed of academic staff appointed by the Senate with a minimum of three members drawn from the Senate membership of each Faculty. The Senate representatives shall hold office for a period of three years from the first day of August following the date of their appointment. They shall, however, cease to be members of the committee on ceasing to hold the appointment by virtue of which they became members. Members shall be eligible for re-appointment; and

(h) Two student members, who may be drawn from Senate membership (including members of the Council of the Students' Association), or from a pool of students appointed by the Vice-Principal (or nominee) via a formal process.

**Higher Doctorates Committee**

*Terms of Reference*

1.5.8 To undertake an initial internal assessment of the application against the criteria for award, as outlined within s20.5 of the University's Course Regulations for Graduate and Postgraduate Awards and Degrees, following notification by the Associate Principal & Executive Dean of the relevant Faculty Office.

1.5.9 To nominate the Examiners for all candidates for Higher Doctorate degrees, if satisfied that the application should proceed to formal external examination.

1.5.10 To receive and consider the Examiners' Reports and to make recommendations on these to Senate.

1.5.11 If the application is not deemed to be of sufficient merit to proceed to formal examination, to notify the applicant.

*Composition*

1.5.12 The Committee will be composed of:

(i) Principal (ex officio)
(j) Vice Principal (ex officio) (Convener)
(k) The Associate Principal & Executive Dean of the appropriate Faculty*
(l) Two senior members of the academic staff selected by the Vice Principal after consultation with the Associate Principal & Executive Dean**

**Where the Associate Principal & Executive Dean is a candidate for a higher doctorate the Vice Principal should select an officer of equivalent rank from the Faculty which is nearest to the field of study of the submission under examination.*

***Any member of academic staff recommending a candidate for a Higher Doctorate is precluded from membership.*

1.5.13 The Higher Doctorate Committee reports through the Senate Business Committee to Senate.

**Criminal Convictions Panel**

*Terms of Reference*

1.5.14 To consider individual cases where students have declared, or are found, to be undergoing criminal proceedings for a relevant charge, or hold a relevant unspent criminal conviction, and to make decisions on registration/continued registration of individual students at the University.

1.5.15 The Panel will also act as an appeals panel for the process, with alternate membership.

*Composition*

1.5.16 The Panel will be composed of:

(m) The Director of Student Experience (or nominee) who acts as Panel Convener;
(n) A representative from the Faculty within which the Student is registered or to be registered;
(o) A member of the Criminal Convictions Panel from Senate membership. The Senate representatives shall hold office for a period of three years from the first day of August following the date of their appointment. They shall, however, cease to be members of the Committee on ceasing to hold the appointment by virtue of which they became members. Members shall be eligible for re-appointment;
(p) The University's PVG Lead Signatory, if the programme of study requires a criminal record disclosure check.

## 1.6 Regulations for Committees of the Senate

1.6.1 The terms of reference, composition and membership of each committee shall be reviewed by the Senate as appropriate.

**Period of Office**

1.6.2 Members of committees of the Senate other than ex officio members and student members nominated by the Council of the Students' Association shall normally be appointed for a period of three years from 1 August following the date of their appointment and shall be eligible for re-appointment for only one further consecutive period of three years.

1.6.3 Notwithstanding the above and in order to effect rotation of membership the initial period of service of one-third of the members of a committee other than the ex officio members and student members nominated by the Council of the Students' Association shall be one year and the initial period of service of a further third of the members of a committee other than ex officio and student members shall be two years.

1.6.4 Student members of committees of the Senate shall be nominated by the Council of the

Students' Association in October of each year for the whole of that academic year, and shall be eligible for re-nomination; but no student member may serve for a period longer than that to which they would have been entitled had they been a member of staff.

1.6.5 Members of committees of the Senate whether they are members ex officio or by nomination shall cease to be members when they cease to hold the office or to be qualified for the nomination in respect of which they have been appointed.

**Vacancies and Resignations**

1.6.6 In the event of a vacancy in the membership of a Senate committee the committee may fill the vacancy by special co-option. Members so co-opted shall hold office until the next annual appointment of members by the Senate and shall be eligible for appointment on that occasion.

1.6.7 At the annual review of membership a vacancy which has arisen during the previous year shall be filled by the appointment of a new member for a period equivalent in duration to the unexpired period of service of the member whose demission has caused the vacancy.

1.6.8 A member, other than an ex officio member, of a Senate committee may resign in writing addressed to the Committee Manager.

**Co-opted Members**

1.6.9 A committee of the Senate shall be permitted to nominate to its membership a number of co-opted members which shall not exceed one third of the total membership of the committee. Members so co-opted shall hold office until the next annual appointment of members by the Senate and shall be eligible either for appointment as members or for re-appointment as co-opted members on that occasion.

**Convener**

1.6.10 Unless a convener has been designated by the Senate a committee shall elect a convener from among the members of the committee.

1.6.11 In the absence of a convener ex officio or by nomination, a committee, provided there is a quorum, shall elect a convener for the meeting.

**Procedure**

1.6.12 When a vote is taken the matter in question shall be determined by a simple majority of the members present and voting. The convener shall have both a deliberative and a casting vote.

1.6.13 Subject to the authority of these regulations and of the Senate, committees shall have the power to determine the procedure to be followed at meetings. A committee of the Senate may formally give to its convener the power to make decisions on its behalf between meetings. Such decisions to be homologated at the next formal meeting of the committee.

**Quorum**

1.6.14 The Senate Discipline Committee and Senate Discipline Appeals Board will be quorate when all five members (including the Convener) are present. For other committees of the Senate, there shall be a quorum when not less than half of the members of the committee are present.

## 1.7 Constitution of Boards of Study

***Membership***

A Board shall normally consist of the following persons (or such other persons as shall from time to time be carrying out the functions of the persons named below):

***Ex officio members***

1.7.1 The following members of the academic staff of the Faculty:

(q) The Executive Dean

(r) the Vice-Dean(s)
(s) the Associate Dean(s)
(t) the Heads of Departments

***Elected members***

1.7.2 Such numbers of the academic (including Teaching, Research and Knowledge Exchange) staff of the Faculty, as is necessary to ensure that the number of elected members exceeds the number of *ex-officio* members and that each Department has appropriate representation.

***Co-opted members***

1.7.3 A number of persons who may be co-opted by the Board not exceeding one-quarter of the number of members holding office under Regulations 1.7.1 and 1.7.2.

***Attendees***

1.7.4 The Board of Study may invite to attend some or all meetings of the Board such persons as are considered to have an interest in matters to be discussed by the Board, including but not confined to, representatives from the Undergraduate and Postgraduate students of the Faculty.

***Elections and Periods of Office***

1.7.5 The Executive Dean shall hold office in accordance with published policies and procedures, pursuant to the Ordinances.

1.7.6 The Vice-Dean(s) and Associate Dean(s) shall hold office in accordance with published policies and procedures, pursuant to the Ordinances.

1.7.7 The elected members of each Board shall be elected by those members of the academic staff (including Teaching, Research and Knowledge Exchange) of the Faculty in such a manner as may be decided the Faculty concerned. They shall hold office for a period of three years commencing on the first day of August in the year in which they are elected.

1.7.8 Elected members who are about to retire shall be eligible for re-election but shall not hold office for more than two consecutive periods of three years except by permission of the Board concerned.

1.7.9 The co-opted members of the Board shall hold office for one year and shall be eligible for re-appointment.

***Clerk to a Board***

1.7.10 A member of the administrative staff of the Faculty shall act as Clerk to the Board and shall be responsible for keeping minutes and preparing reports to the Senate of the business of the Board and for carrying out the instructions of the Board.

***Powers and Functions***

1.7.11 Subject always to the provisions of the Charter and Statutes a Board shall have the following powers and functions:

(a) To make recommendations to the Senate:
    i. on all matters relating to the Faculty concerned and on matters referred to it by the Senate;
    ii. for the establishment of Boards of Examiners and the appointment of examiners;
    iii. on Ordinances and Regulations dealing with any matter relating to the

Faculty;

iv. for the award of degrees (other than honorary degrees), diplomas, certificates and other awards;

v. concerning the advancement and extension of the work of the Faculty.

(b) To administer and supervise:

i. the admission of students;

ii. the progress of students.

(c) To discuss, when appropriate in consultation with other Boards of Study, matters of interest to the Board.

(d) To review, amend, refer back, control or disallow any act of any committee of the Board and to give directions to any committee of the Board.

***Meetings and Procedure***

Meetings

1.7.12 There shall normally be four ordinary meetings of each Board per session.

1.7.13 If no business has been notified to the Clerk of a Board at least ten days before the due date of an ordinary meeting it shall be competent for the Executive Dean to cancel the ordinary meeting by written notice to all members of the Board at least five working days before the date of the meeting.

1.7.14 Special meetings of a Board shall be convened at the request of the Executive Dean or at the request of not less than one-third of the members of the Board.

***Quorum***

1.7.15 One-third of the members of a Board 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 convened may be completed in the absence of a quorum. The manner of summoning an adjourned meeting of a Board and the period of notice to be given are set out in Regulation 1.11.1.

***Standing Orders***

1.7.16 A Board may make Standing Orders for the conduct of its business and may from time to time amend, add to or repeal such Standing Orders.

***Voting***

1.7.17 Members of a Board shall have the right to vote at meetings of the Board.

1.7.18 At the request of any three members of a Board a vote shall be taken by secret ballot.

***Sub-Boards and Committees***

1.7.19 A Board may establish sub-boards and committees of its members and may appoint as members of such sub-boards and committees persons who are not members of the Board. A Board may delegate to a sub-board or committee, by specific reference, any of the powers or functions which the Board itself is competent to perform.

1.7.20 Sub-Boards and Committees shall be empowered to:

(a) consider matters referred by the Board;

(b) consult with other bodies concerning matters referred by the Board;

(c) make recommendations and reports to the Board;

(d) make recommendations to Senate on specific matters delegated to it by the Board.

***Amendment of Constitution***

1.7.21 Any Board may from time to time recommend to the Senate that the Constitution be amended, added to or repealed. Such recommendation must be supported by a majority of two-thirds of those present and voting at a special meeting of the Board called for the purpose.

## 1.8 Constitution of Joint Boards of Study

***Status***

1.8.1 A Joint Board of Study is established by the Senate jointly from the Faculties where it is deemed by the Senate to be a necessary and appropriate body to discuss matters relating to a designated degree course (hereinafter referred to as 'the degree course') and any matter referred to it by the Senate and to convey its views thereon to the Senate.

***Membership***

A Joint Board shall consist of the following persons, namely:

***Convener***

1.8.2 A Convener appointed by the Senate on the recommendation of the Joint Board from the members of the academic staff of the Faculties concerned.

***Board of Study Members***

1.8.3 One or two members of the Boards of Study of the Faculties concerned with the degree course who shall be elected members of the relevant Board of Study. The number of representatives to be reviewed by the Senate on the recommendation of the Joint Board and the members to be nominated by the relevant Board of Study.

***Subject Department Members***

1.8.4 One member of the academic staff of each of the primary subject departments concerned with the degree course; such departments to be determined by the Senate on the recommendation of the Joint Board and the member to be nominated by the relevant Head of Department.

***Co-opted Members***

1.8.5 A number of persons who may be co-opted by the Joint Board not exceeding one quarter of the number of members holding office under Regulations 1.8.2, 1.8.3 and 1.8.4.

***Attendees***

1.8.6 The Joint Board may invite to attend some or all of the meetings of the Joint Board such persons as are considered to have an interest in matters to be discussed by the Joint Board, including but not confined to, representatives from the students registered on the degree course.

***Elections and Periods in Office***

1.8.7 The Convener of a Joint Board shall hold office for the same period and under the same conditions as the Executive Dean of a Faculty.

1.8.8 The Board of Study members shall normally hold office for a period of three years commencing on the first day of August in the year in which they are appointed and shall be eligible for re-appointment for not more than one further period of three years. Such members must be elected members of the relevant Board of Study during the first year of their period of office on the Joint Board.

1.8.9 The subject department members shall hold office for a period of three years commencing on the first day of August in the year in which they are appointed and shall be eligible for re-appointment.

1.8.10 The co-opted members shall hold office for one year and shall be eligible for re-appointment.

***Powers and Functions***

1.8.11 Subject always to the provisions of the Charter and Statutes a Joint Board shall have the following powers and functions.

(u) To make recommendations to the Senate:
   i. on all matters relating to the degree course concerned, on higher degree study in fields designated by the Senate, and on matters referred to it by the Senate;
   ii. for the establishment of Boards of Examiners and the appointment of examiners;
   iii. on Ordinances and Regulations dealing with any matter relating to the degree course or higher degree study as designated under the provisions of (a)i above;
   iv. for the award of degrees (other than honorary degrees), diplomas, certificates and other awards;
   v. concerning the advancement and extension of the degree course or higher degree study as designated under the provision of (a)i above.

(v) To administer and supervise:
   i. the admission of students;

1.8.12 the progress of students.

(w) To discuss, when appropriate in consultation with other Boards or Joint Boards of Study, matters of interest to the Joint Board.

(x) To review, amend, refer back, control or disallow any act of any committee of the Joint Board and to give directions to any committee of the Joint Board.

***Clerk to a Joint Board***

1.8.13 A member of the administrative staff of the Faculties concerned shall act as the Clerk to the Joint Board and shall be responsible for keeping minutes and preparing reports to the Senate of the business of the Joint Board and for carrying out the instructions of the Joint Board.

**Meetings and Procedure**

***Meetings***

1.8.14 There shall normally be four ordinary meetings of each Joint Board per session and such other ordinary meetings as the Joint Board may arrange.

1.8.15 If no business has been notified to the Clerk of a Joint Board at least ten days before the due date of an ordinary meeting it shall be competent for the Convener to cancel the ordinary meeting by written notice to all members of the Joint Board at least five working days before the date of the meeting.

1.8.16 Special meetings of a Joint Board shall be convened at the request of the Convener or at the request of not less than one-third of the members of the Joint Board.

***Quorum***

1.8.17 One-third of the members of a Joint Board 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 convened may be completed in the absence of a quorum. The manner of summoning an adjourned meeting of a Joint Board and the period of notice to be given are set out in Regulation 1.11.1.

***Standing Orders***

1.8.18 A Joint Board may make Standing Orders for the conduct of its business and may from time to time amend, add to or repeal such Standing Orders.

***Voting***

1.8.19 Members of a Joint Board shall have the right to vote at meetings of the Joint Board.

1.8.20 At the request of any three members of a Joint Board a vote shall be taken by secret ballot.

***Sub-Boa*rd*s and Committees***

1.8.21 A Joint Board may establish sub-boards or committees of its members and may appoint as members of such sub-boards or committees persons who are not members of the Joint Board. A Joint Board may delegate to a sub-board or committee by specific reference any of the powers or functions which it is itself competent to perform.

1.8.22 Sub-Boards and committees of a Joint Board shall be empowered to:

a) consider matters referred by the Joint Board;
b) consult with other bodies concerning matters referred by the Joint Board;
c) make recommendations and reports to the Joint Board;
d) make recommendations to Senate on specific matters delegated to it by the Board.

***Amendment of Constitution***

1.8.23 Any Joint Board may from time to time recommend to the Senate that the Constitution be amended, added to or repealed. Any such recommendation should refer, where appropriate, to the corresponding provision in the Constitution of Boards of Study. Such recommendation must be supported by a majority of two-thirds of those present and voting at a special meeting of the Joint Board called for the purpose.

## 1.9 Boards of Examiners for First Degree

1.9.1 The University shall make provision for Boards of Examiners, in accordance with Ordinance 3.4, comprising the Internal Examiners and External Examiners for each of the subjects or groups of subjects included in the scope of the examinations for the degree of bachelor.

1.9.2 The constitution of Boards of Examiners and the procedure detailing their operation will be approved by the Quality Assurance Committee and published by the University.

## 1.10 Regulations for Summoning Adjourned Meetings

1.10.1 If within half-an-hour from the time appointed for a meeting other than an adjourned meeting of the [Court/Senate/Board of Study/Joint Board of Study] of the University a Quorum as prescribed in the Statutes is not present, the Convener, or in the Convener's absence the University Secretary, or a member of the administrative staff

nominated by the University Secretary, shall adjourn the meeting to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the members who are present may determine.

## 1.11 Use of the Seal

1.11.1 The Seal of the University shall be of the form and design appended to these Regulations.

1.11.2 The Seal shall normally be kept in the custody of the University Secretary or other Officer of the University authorised by the Court for that purpose.

1.11.3 Except as provided in this Regulation the Seal shall be used only with the authority of the Court or that of a committee or officer duly authorised by the Court to use it.

1.11.4 The Seal may be used with the authority of the Senate for the purpose of executing degrees, diplomas and other academic awards.

1.11.5 The Seal may be used with the authority of the Convener of Court for any business of the Court or of the Deputy Convener (Finance) or the Deputy Convener of Court (Estates and Buildings) for any financial or property business respectively of the Court.

1.11.6 Every instrument to which the Seal is affixed shall be signed by a member of the Court (except that in the case of degrees, diplomas and academic awards the signatory shall be the Principal or their deputy) and shall be countersigned by the University Secretary, Chief Commercial Officer or the Chief Financial Officer; or, where the Seal is used with the authority of the Senate, the Vice-Principal.

1.11.7 When documents have been sealed, signed and countersigned as aforesaid they shall be held to be validly executed by the University.

1.11.8 A record of all occasions on which the Seal is used as aforesaid shall be kept by the University Secretary for report to the Court.

## 1.12 Heads of Departments

**NB**: In addition to Departments, the Faculty of Humanities and Social Sciences also consists of the Strathclyde Institute of Education and the Strathclyde Law School. In the following regulations Department should be read as Institute/School when referring to the Faculty of Humanities and Social Sciences.

1.12.1 Each Department in the University established under Statute 2.1.2 shall have a Head of Department who shall be appointed according to a procedure approved by the Staff Committee.

1.12.2 The Head of Department shall be responsible for maintaining and promoting the efficiency and good order of the Department, shall be the official correspondent of the Department and shall under the Court exercise authority in and bear responsibility for the Department as a whole.

## 1.13 Departmental Committees

1.13.1 Departmental Committees as defined by Ordinance 2.2.2 shall meet regularly and normally at least twice, in each of the first two semesters of the academic year.

One of these meetings shall be the statutory meeting, when all members of the Departmental staff shall be invited to attend to be addressed by the Head of Department. Any member of the staff of the grouping may make representations to this Committee to any matter affecting the Department.

Additional meetings may be called by the Head of Department on the Head's own initiative and shall be called by them on the initiative of whichever is less of eight or of

half of the academic staff appointed to the Department.

1.13.2 The Departmental Committee shall comprise all members of academic staff (as defined in Ordinance 1.1.1) at Grade 8 and above and any probationary lecturers in the department. The Head of Department shall make arrangements which ensure that all other staff in the Department are appropriately represented.

1.13.3 The Head of Department shall normally be present at each meeting of the Departmental Committee and, if present, shall normally take the Chair.

1.13.4 The Departmental Committee may discuss and declare an opinion on any matter affecting the Department other than the private affairs of individual members of staff and may declare that opinion to the Head of Department and to the Board of Study of the Faculty in which the Department is situated.

1.13.5 Members of the Departmental Committee may request from the Head of Department information relevant to the discussions of the Committee and the Head of Department shall with discretion supply such information (which shall not unreasonably be withheld), except when it has been made available to the Head of Department on a basis of strict confidentiality within the University.

1.13.6 Within those powers of the Head of Department which it is competent to delegate to members of the Departmental Committee shall be administrative and managerial tasks associated with the Department, including arrangements for the organisation and the recording of meetings of the Departmental Committee.

### 1.14 Groups of Departments

1.14.1 The Court may wish from time to time to authorise the formation of a Group of Departments under the co-ordination of a Convener of the Group. Any published procedures governing the process of appointing a Head of Department shall be applicable to the appointment of a Convener of a Group of Departments *mutatis mutandis.*

# 2 REQUIREMENTS FOR ENTRANCE TO UNDERGRADUATE AND POSTGRADUATE COURSES

The University shall ensure that appropriate admissions policies and procedures dealing with the requirements for entrance to undergraduate, postgraduate and part-time courses are in place. Any such policies and procedures shall be approved by the Senate or an appropriate committee, designated by Senate, and published on the University website.

# 3 LIBRARY REGULATIONS

### 3.1 General

3.1.1 The University Library comprises

The Andersonian Library
Such other places as defined by the Information Strategy Committee with the approval of the Senate

3.1.2 Authority is delegated by the Senate to the Information Strategy Committee to develop, approve and review, on the advice of the Information Services Director and the University Librarian, rules, policy statements and procedures in relation to the effective

operation and running of the University Library. Use of the University Library is conditional upon the observance of any such rules, policy statements or procedures which may include but are not restricted to:

(a) the use of Library materials, within the Library or elsewhere, including the use of rare books, manuscripts, archives, other special collections material and electronic information resources;
(b) the use of allocated special study areas;
(c) the terms on which Library material may be borrowed;
(d) loan procedures and loan periods;
(e) lost items of Library material;
(f) the bringing of personal belongings into Library premises;
(g) the conduct of users in the Library.

3.1.3 All members of the Library staff are authorised to require compliance with rules, policy statements or procedures made pursuant to this Regulation. Failure by a user to comply with such a request shall normally be reported to the Librarian or an authorised deputy who, subject to the Ordinances, Regulations and associated procedures of the University, shall determine the action to be taken.

# 4 EXAMINATION REGULATIONS

## 4.1 General

4.1.1 The University shall have in place appropriate policies and procedures for the regulation of all degree examinations. Degree examinations include in particular those examinations normally held at the end of each semester, with a resit diet before the succeeding academic session, the results of which are considered by formally constituted Boards of Examiners.
4.1.2 These regulations and any subsequent policies or procedures should be read in conjunction with the provisions of Ordinance 3.4 *Examiners & Examinations*.
4.1.3 All policies and procedures in relation to degree examinations shall be approved by Senate and published in an appropriate location.

# 5 REGULATIONS FOR STUDENT DISCIPLINE

## 5.1 General

5.1.1 Pursuant to Ordinance 5.2, every student of the University is required at all times to be of good behaviour and to observe all Regulations, procedures and rules affecting them which may be applied from time to time by the University or other Institution which they attend as part of a University programme of study.

5.1.2 The University shall have in place appropriate and detailed policies and procedures for the regulation of student discipline. These will include, but not be limited to:

(a) the classification of disciplinary offences
(b) the definition of disciplinary offences

(c) the jurisdiction of University staff, committee and boards to deal with disciplinary matters
(d) procedures for managing and regulating student discipline
(e) potential sanctions and penalties
(f) the reporting and recording of disciplinary proceedings
(g) services of notices and documents

5.1.3 Such policies and procedures shall be approved by Senate and published on the University website.

5.2 to 5.19 (Numbers not used)

### 5.20 Committees on Fitness to Practice

5.20.1 Where a course of study requires a student to undertake practical training in a professional role in relation to patients, children, clients or service users or where the qualification provides a direct licence to practice, the University has a duty to ensure that the student is fit to practice. A student registered for such a course will be required to meet standards of fitness to practice for the course.
5.20.2 The University shall have in place appropriate policies and procedures for the identification of failures to meet standards, investigations of alleged failures and the constitution and operation of Committees on Fitness to Practice. Such policies and procedures shall be approved by the Senate.
5.20.3 Students are expected to acquaint themselves with the Code of Professional Conduct and Fitness to Practice appropriate to their profession.
5.20.4 A student who is thought to have failed to meet the standards required may be subject to investigation and then be referred to the relevant Committee on Fitness to Practice.
5.20.5 A student may be subject to disciplinary procedures as well as fitness to practice procedures although these shall not run concurrently.

# 6 MISCELLANEOUS REGULATIONS

### 6.1 Residence Regulations

6.1.1 The University shall ensure that appropriate guidance, policies and procedures are in place for the regulation of student residences. Such information may include but is not limited to:

a) residents' charters
b) appropriate codes of conduct
c) occupancy agreements
d) accommodation handbooks
e) arrangements for the establishment of Hall Committees

6.1.2 Such guidance, policies and procedures shall be developed, approved and revised, as may be necessary from time to time, by the Estates Committee, on the recommendation of the Director of Estates Services and shall be made available on the website.

6.1.3 Use of or access to University accommodation is conditional upon the observance of any such policies and procedures. Failure to adhere to policies or procedures may also lead to disciplinary action under related University processes.

## 6.2 Regulations Governing Non Graduating Students

6.2.1 Persons who are not students of the University registered for a degree, diploma or certificate may attend courses and classes either full-time or part-time in accordance with the provisions set out below. Such persons shall be termed 'non-graduating' students. The provisions shall not apply to students already registered for a degree, diploma or certificate who wish to attend any class outside their regular curriculum.

6.2.2 Non-graduating students wishing to attend an undergraduate or postgraduate course full-time or to attend an undergraduate or postgraduate course part-time or to attend only individual classes or pursue research on a part-time basis, may do so with the permission of the Board of Study concerned. They may be permitted to sit degree, diploma or certificate examinations, and may receive a statement setting out the classes they have attended and the results of any examinations they have sat.

6.2.3 The fees payable by non-graduating students are set out on the relevant course pages on the University's website.

## 6.3 Regulations Governing Academic Dress

6.3.1 In accordance with Statute 3.3.15, the Senate will, from time to time, approve, on the recommendation of the Director of Marketing & Development Services, the academic dress to be worn by University officers and by persons receiving awards from the University, and the occasions on which it shall be worn. The University will publish information regarding academic dress and policies governing its use on the website.

## 6.4 Regulations Governing Registration for Student Membership of the University and General Regulations Affecting Student Membership

***Registration for Student Membership***

6.4.1 All students who accept admission to the University shall be registered in each of their prescribed periods of study and shall pay fees and such other sums as may be prescribed by the Court.

6.4.2 Registration by the University under the provisions of these Regulations constitutes confirmation of admission to or renewal of student membership of the University. A person who has not been so registered shall not be entitled to attend a course of study.

6.4.3 Students for degrees and diplomas or entering upon non-graduating study in the University shall normally be registered immediately before the commencement of each academic year in accordance with instructions issued by the University. Certain students may be required to undergo an x-ray examination of the chest as a condition of registration.

6.4.4 Students entering upon a course of study after the commencement of the first semester, and any other students not registered during the procedures described in Regulation 6.4.3 shall present themselves for registration, in accordance with instructions issued by the University.

6.4.5 At the discretion of the University the following categories of persons may be registered without personal attendance subject to payment by them of any prescribed fees: Students admitted to courses other than those for degrees and diplomas, part-time students and students not in attendance at the University (including students under suspension, students undertaking study outwith the University as a required part of their course, postgraduate students who have completed their required period of residence but have not yet submitted their thesis, and students holding sabbatical office in the Students' Association).

6.4.6 Every student on accepting admission to the University, and annually when being registered under Regulation 6.4.3 or 6.4.4 shall sign a declaration that they will abide by the University Charter, Statutes, Ordinances and Regulations.

6.4.7 Any students permitted to pay tuition fees in instalments who fail to do so as agreed,

shall have their registration suspended with immediate effect.

6.4.8 Any student who fails to pay the fees required or any other sums due to the University in the academic year in which such fees or other sums become payable may be barred from registration for any subsequent academic year until such time as the monies due are paid or an arrangement satisfactory to the University is made for the payment thereof.

***General Regulations***

6.4.9 Students must notify Student Business immediately of any change in their in-term or out-of-term addresses. The University will use these addresses for official communications, including examination results, and cannot be held responsible for non-delivery where a change of address is not notified.

6.4.10 The University does not accept liability for any loss or damage howsoever caused to effects belonging to students, nor does it accept any liability for accidents to students while pursuing any part of their course or during visits or games.

6.4.11 Students must sit all terminal tests and examinations unless prevented by illness or other valid personal circumstances prescribed by procedures, in which case a medical certificate or other appropriate evidence must be produced.

6.4.12 Students who contract an infectious or contagious disease, or who live in a house in which such disease occurs must absent themselves from the University and notify the University immediately. They must not resume attendance until they have presented a medical certificate that it is safe for them to do so.

6.4.13 The main source of communication within the University is by notices posted on official notice boards, the Pegasus system and by e-mail to '@uni.strath' accounts. It is the responsibility of every student to keep acquainted with notices and to monitor their University email accounts. No allowance will be made in cases where, by failing to read a notice or email, a student becomes liable for disciplinary action.

6.4.14 Unauthorised persons may not post notices on official University notice boards.

## 6.5 Statement of Health and Safety Policy

6.5.1 The University is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its staff and student members and those affected by its activities including, visitors, contractors and members of the public who have access to the University property.

6.5.2 The policy stated above will be enacted through the following:

(a) an Occupational Health and Safety Policy, approved by the Court, which includes the University's arrangements and organisation for health and safety:
(b) Local Safety Rules as are approved by the University Court, and issued to departments, for appropriate distribution.
(c) Departmental Safety Regulations.
(d) University Safety Services' Guidance Notes.
(e) an Occupational Health and Safety Committee to advise the Court on all matters relating to safety in the University and to oversee the implementation of the University's Safety Policy

It is the duty of all staff and students to demonstrate high standards with regard to health and safety and to abide by all relevant Policies, Rules and Regulations.

## 6.6 Access to University Premises

The University shall have a policy detailing the arrangements for access to University premises. The Access to University Premises Policy shall be developed, approved and reviewed, as required from time to time, by the Estates Committee, on the

recommendation of the Director of Estates Services. The Policy shall be published on the website.

### 6.7 Data Protection

6.7.1 Personal data is information about an identifiable living individual.

6.7.2 Whenever processing personal data, the University must do so in accordance with current data protection legislation and in line with the University's Data Protection policy. The relevant definition of data processing is wide and includes: collecting, recording, storing, using, analysing, combining, disclosing and deleting data.

6.7.3 The University's Data Protection Policy will be approved by an appropriate committee and published on the University's website.

### 6.8 Regulations Governing Academic Appeals by Students

6.8.1 The University shall have in place appropriate and detailed policies and procedures to allow students to request a review of a decision by an academic body charged with determining student progression and awards. Such policies and procedures shall be approved by the Senate and published on the University website.

### 6.9 Regulations Governing Complaints from Students

6.9.1 The University will adopt a Complaints Handling Procedure which complies with a model provided by the Scottish Public Services Ombudsman, as required by the Public Services Reform (Scotland) Act 2010. The University's Complaints Handling Procedure will be approved by an appropriate committee and published on the University website.

### 6.10 Copyright

*General*

6.10.1 The laws on copyright apply to all literary, dramatic, musical or artistic works; to the typographical arrangement of published editions; to sound recordings, films, broadcasts or cable programmes; and to computer programs and electronic forms of material. The legislation which applies at present is the Copyright Designs and Patents Act (1988). In order to copy, perform, adapt, translate or issue all or part of any such work, it is essential for staff or students to obtain the permission of the holder(s) of the copyright, unless those copyright owners are a party, with the University, to an agreement with a licensing body empowered by the Act. If such a licence is in place, it is essential to abide by its provisions. Information about Copyright and about the University's licence agreements with the Copyright Licensing Agency and other organisations covering print, audio visual and electronic materials shall be made available on relevant sections of the University website. Heads of Departments have a responsibility to the University Court to ensure, so far as practicable, that staff (and, through them, students) are aware of the implications of the Act and the licence agreements.

## 7 FEES

### 7.1 Payment of Fees

7.1.1 Students become liable for the payment of the full annual fees detailed in the following sections on or before registration. The University reserves the right, however, to revise fees payable at any time without notice.

7.1.2 At registration students must (i) present satisfactory evidence that they hold a grant or award from which the fees will be paid or (ii) pay the fees due. Cheques should be

made payable to the University of Strathclyde.

7.1.3 Students withdrawing from attendance may be entitled to a refund of a proportion of the tuition fees paid.

7.1.4 It should be noted that under Ordinance 3.5.6 no degrees, diplomas or certificates may be conferred upon persons unless they have paid the fees prescribed and any other sums due to the University.

7.1.5 It should be noted that under Regulation 6.4, students who fail to pay the fees due may have their registration suspended or be barred from registration in a subsequent academic year.

## 7.2 Tuition Fees

7.2.1 Annual fees covering registration, tuition and entrance to examinations, along with other relevant fees and subscriptions, are covered on the course pages on the University website.