FEES, SCHOLARSHIPS AND ABATEMENTS COMMITTEE

Terms of Reference

1	Constitution and purpose
1.1	The purpose of the Fees, Scholarships and Abatements Committee is to consider and make recommendations on the undergraduate and postgraduate tuition fees, scholarships, cost of acquisition (including scholarships, abatements and agent's fee) and accommodation fees for the University.
2	**Remit**
2.1	The remit of the Committee is to: a) Consider all tuition fees and scholarships for undergraduate, postgraduate taught and postgraduate research programmes, and recommend the fee setting strategy for each academic session to the University Executive for approval by the Finance Committee; b) Develop and monitor the University's policy on management of student fees and charges including discount parameters, reporting on those matters to the University Executive; c) Develop and monitor the University's policy on the management of University scholarships; d) Develop and monitor the University's process for transacting student fees and scholarships, to ensure accurate accounting treatment and income recognition; e) Discuss and make recommendations on commercial agreements relating to fees, scholarships and abatements; f) Make recommendations to the University Executive on all matters related to tuition fees, cost of acquisition and accommodation fees; and g) Report to the University Executive on any matters requiring immediate action.
3	**Composition and Membership**
3.1	The Composition of the Committee shall include: ▪ Vice-Principal and Provost (Chair) ▪ Global Director of Student Experience and Academic Registrar ▪ Deputy Director of Strategic Planning and Performance ▪ Global Chief Financial Officer (or nominee) ▪ Interim Director of Marketing, Recruitment, Admissions and Communications (or nominee) ▪ Regional Director for Marketing, Recruitment, Admissions and Communications in Dubai

- Head of Marketing and Student Recruitment, MRAC, Malaysia
- One representative from each School
- Student Records and Awards Manager

3.2 The Committee may co-opt members whom they consider have particular skills and experience which would assist the work of the Committee.

3.3 The Committee's current membership including co-options is as follows:

Members

Chair:
Mr Martin Pringle, Global Finance Director
Ms Claire Roper-Browning, Interim Director of Marketing, Recruitment, Admissions and Communications
Ms Em Bailey, Deputy Director of Strategic Planning and Performance
Mr Nick Bradley, Regional Director, Marketing, Recruitment, Admissions and Communications in Dubai
Mr Jason Chan, Head of Marketing and Student Recruitment for Marketing, Recruitment, Admissions and Communications in Malaysia
Dr Paul Dalgarno, School of Engineering and Physical Sciences Representative
Ms Samantha Kane, Global Director of Student Experience and Academic Registrar
Mr Lee Miles, School of Textiles and Design Representative
Dr Chris Rutherford, School of Social Sciences Representative
Professor Christian Saemann, School of Mathematical and Computer Sciences Representative
Professor Guy Walker, School of Energy, Geoscience, Infrastructure and Society Representative
Ms Paula Westaby, Student Records and Awards Manager

Co-opted Members

Mr Michael Bates, Regional Recruitment Director
Ms Rebecca Thomas, Heriot-Watt
Ms Lynsay Watson, Financial Operations Accountant, Finance

Clerk: Mr Iain Dods, Senior Governance Assistant, Policy and Governance

4 Committee Chair

4.1 The Chair of the Committee shall be the Vice-Principal and Provost.

5 Frequency

5.1 The Committee usually meets six times a year.

5.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

6	Attendance at meetings
6.1	In addition to the members, and associated with specific business, other members of staff and external participants may be invited to attend on an ad hoc basis for particular agenda items.
6.2	The Committee will maintain a record of attendance at each of its meetings and will include this information when reporting annually to the Finance Committee.
7	**Reserved business**
7.1	There may be occasions when the Committee's business is designated reserved (confidential).
7.2	The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be recorded separately.
8	**Reporting procedures**
8.1	The Committee shall submit reports, at least annually, to the University Executive and the Finance Committee based on the Committee minutes. The Chair shall approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.
8.2	Confidential minutes will be distributed to members of the Committee.
8.3	The Chair of the Committee will report to the University Executive on any matters which the Committee considers ought to be brought to the attention of the University Executive and on any matters requiring the approval of the University Executive.
8.4	Matters requiring the approval of the University Executive and the Finance Committee will be highlighted in the Committee’s report.
8.5	The Committee’s records (agenda, papers, minutes) are included in the University’s Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act 2002 (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act.
8.6	Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is ‘exempt’ under the FOI(S)A.

9 Forward Planning

9.1 The Committee will review its Terms of Reference annually and submit any recommendations for change to the University Executive, for onward recommendation to Finance Committee for approval.

9.2 The Committee will set its meeting dates one year in advance, aligned to business needs, and will maintain an annual workload plan.

10 Equality and Diversity

10.1 The Committee exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working groups. The Committee will also act, in carrying out the business of the Committee, to promote equality of opportunity for all.

11. Quorum and Voting

11.1 The quorum is at least seven members, including either the Chair or Deputy Chair.

12. Groups feeding into the Committee

None

13. Effectiveness and lifespan

Lifespan ongoing.

14. Actions that may be taken by the Committee

The Committee may:

- Note
- Receive
- Consider
- Endorse
- Recommend
- Reject

15. Most appropriate minuting style

Traditional / formal minutes in accordance with internal University guidance.