



UK | DUBAI | MALAYSIA

## UNIVERSITY DISCIPLINE COMMITTEE

### TERMS OF REFERENCE

#### 1. Constitution and Purpose

- 1.1 The purpose of the University Discipline Committee is to be responsible, on behalf of the Senate, for **all aspects of academic and non-academic student discipline**.
- 1.2
- a) The [University Discipline Committee \(UDC\)](#) is established as a Committee of the Senate<sup>1</sup>.
  - b) The Court has delegated to the Senate all of its powers in relation to academic work and standards so that, subject to the terms of the [Charter and the Statutes](#) and to the powers reserved to the Court, the Senate is the principal body responsible for the academic work and standards of the University and in relation to: (a) academic work and standards so that the Senate shall be the body responsible for the academic work and standards of the University, (b) Programmes of Study, (c) teaching and research, and (d) the regulation and superintendence of the education and discipline of the Students.
  - c) The Senate reports to the Court on the discharging of these responsibilities.
  - d) [Ordinance C4](#) permits the Senate to establish standing committees and to prescribe the terms of reference, including the remit and composition.
  - e) Statute 4(a) permits the Senate to delegate any of its powers to any Committee which contains at least three of its members (at least one of whom should be an ex officio member of the Senate).
  - f) Statute 4(b) indicates that those persons present at the Committee who are not members of the Senate shall not be entitled to vote at meetings of the Committee on matters related to the exercise of the powers of the Senate.

#### 2. Remit

- 2.1 The Senate<sup>2</sup> delegates authority to the University Discipline Committee to:
- a) be responsible for developing, and endorse to the Senate, the University's [Student Discipline Policies](#);
  - b) develop, approve and monitor the implementation of guidance and procedures related to the regulation of academic and non-academic student conduct;
  - c) hear and adjudicate upon individual cases of alleged misconduct categorised as Major offences or Category A offences in accordance with the Student Academic Misconduct Policy, and impose sanctions as required;
  - d) be responsible for, and retain oversight of, all University academic misconduct cases and decisions; delegating, where appropriate, certain major (Category A) and minor (Category B) academic misconduct offences to School Discipline Committee(s), in accordance with the [Student Academic Misconduct Policy](#), who may impose sanctions as required;

<sup>1</sup> from 1 August 2017 (Senate Minute M17/046)

<sup>2</sup> Through the [Senate Statement of Primary Responsibilities and Delegations](#)

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

### 3. Composition and Membership

3.1 The Committee shall comprise:

- a) The Chair of the Committee (who shall be nominated by the Principal and Vice-Chancellor and agreed by the Senate) *<ex officio>*
- b) The Vice-Chair of the Committee (who shall be nominated by the Principal and Vice-Chancellor and agreed by the Senate) *<ex officio>*
- c) The Deans of the University (as nominated by the Senate) *<ex officio>*
  - Dean: Pan-University
  - Dean: Arts, Humanities and Social Science
  - Dean: Science and Engineering
- d) Members Appointed by the Senate *<ex officio>*  
Three members of the Senate appointed by the Senate  
*(Normally drawn from the Senators elected from Schools, and nominated with a view to helping the Committee reflect the geographical spread of the University)*
- e) School Representation  
*(Membership list to be updated annually from 01 August)*  
Normally, a minimum of two representatives from each Primary Academic Unit (except SoTD and HWGC), and at least one member from each Campus, where possible, in the following:
  - School of Energy, Geoscience, Infrastructure and Society (EGIS)
  - School of Engineering & Physical Sciences (EPS)
  - School of Mathematical and Computer Sciences (MACS)
  - School of Social Sciences (SoSS)
  - School of Textiles and Design (SoTD)
  - HW Global College (HWGC)
- f) A student representative nominated by the Student Union *<ex officio>*  
*(membership list updated annually)*  
At least one representative of the following:
  - Student Union President (Scotland)
    - Deputy: Vice President (Education)
  - Dubai Student Council President

- President of the HWUM Student Association

#### 4. Equality, Diversity and Inclusion

- 4.1 The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

#### 5. Quorum

- 5.1 The quorum necessary to transact business is three members, at least two of whom shall be members of the Senate. In accordance with Statute Five, paragraph 4(a), the quorum of any Committee of the Senate exercising delegated powers shall include at least two members of the Senate.
- 5.2 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.
- 5.3 Normal practice is that wherever possible decisions shall be reached through consensus
- 5.3 Those persons present at the Committee, including those 'in attendance', who are not members of the Committee shall not be entitled to vote or determine academic decisions (e.g., penalties) at meetings of the Committee on matters related to the exercise of the powers of the Committee. The Chair (or in their absence, the Vice-Chair or their delegate) shall rule on instances where a vote is required, and whether any matter under consideration pertains to the exercising of delegated powers of the Committee. The Chair has a deliberative and casting vote.

#### 6. Chair

- 6.1 The Chair of the Committee is nominated by the Principal and Vice-Chancellor, on the recommendation of the University Discipline Committee and University Student Conduct Office and agreed by the Senate.
- 6.2 The Vice-Chair of the Committee is nominated by the Principal and Vice-Chancellor, on the recommendation of the University Discipline Committee and University Student Conduct Office, and agreed by the Senate, and shall act as Chair in the absence of the Chair.
- 6.3 In the absence of both the Chair and the Vice-Chair from any disciplinary meeting, those members present shall appoint one of their number as Chair for that particular meeting.

#### 7. Frequency of Meetings

- 7.1 The Committee shall formally meet at least twice each Academic Year (semi-annually) in advance of a Senate Meeting to discuss formal business matters; including the annual report to Senate and, where applicable, the five-year review of the Committee, and any pertinent misconduct offences.
- 7.2 The Committee shall meet as deemed necessary to discuss major (Category A) academic misconduct offences.
- 7.3 The Chair of the Committee may choose to hold periodic strategy days consistent with the strategic function of the Committee.

- 7.4 Unless in exceptional circumstances, meetings should not be cancelled or rescheduled and should proceed as arranged. If a meeting requires to be cancelled or rescheduled in exceptional circumstances members will be notified by the Clerk as soon as possible, and normally within not less than five working days of the scheduled meeting date.

## 8. Attendance at Meetings

- 8.1 The following officers are eligible to attend meetings:
- a) Secretary of the University
  - b) Global Director of Student Experience and Academic Registrar
  - c) Head of Policy & Governance Division
- 8.2 The student may request to be accompanied at the meeting (normally via the Student Union or Student Advice Hub) and must submit such a request in advance of the meeting. The person accompanying the student is not entitled to contribute to the meeting (e.g. answer questions for the student) and will have no input in the decision making of the Committee.
- 8.3 Other officers and members of the University community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.4 The following are normally in attendance at meetings:
- Senior Student Conduct Officer
  - The Clerk to the Committee

## 9. Reserved Business

- 9.1 There may be occasions when the Committee's business is designated reserved and/or sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.
- 9.2 The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be identified within the minutes.

## 10. Conflict of Interest

- 10.1 Where it is identified that a member of the Committee has a conflict of interest with respect to a case, the Chair may request that the member in question withdraw from participation in relevant business. Depending on the nature of the case, this may allow for participation in discussions without taking part in decision making or may require complete non-participation and/or withdrawal from that part of the meeting.
- 10.2 All instances of identified conflicts of interest shall be recorded in the minutes.

## 11. Reporting Procedures

- 11.1 The Committee reports to the Senate on matters of strategy, policy and regulation related to its remit, including submission of an annual report on cases considered under the procedures and its year-end self-assessment.
- 11.2 The Chair will report to the Senate, and where required the University Executive, on any matters which the Committee considers ought to be brought to the attention of the Senate (or University Executive) and on any matters requiring the approval of the Senate. These matters will be highlighted in the Committee's report.
- 11.3 The Committee's formal meeting 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 (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act. 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.
- 11.4 The Committee's records of discipline cases (papers, minutes) are NOT included in the University's Freedom of Information Publication Scheme.
- 11.5 The minutes of the formal business meeting (normally at least twice a year) are presented to next ordinary meeting of the Senate, and where required, to the next business meeting of the UE, with any matters for consideration and/or approval highlighted in a cover paper.
- 11.6 The Committee's matters relating to misconduct offences (agendas, minutes, and papers) will only be made accessible to members of the Committee to allow members to conduct their business; access will be removed for all members, except those in the University Student Conduct Office, following the outcome of a particular case.

## 12. Forward Planning

- 12.1 The Committee will review its Terms of Reference and submit recommendations on them to the Senate annually for approval.
- 12.2 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the Senate.
- 12.3 As part of its annual year-end self-assessment, the Committee reviews its performance in fulfilling its remit and considers possible modifications to its Terms of Reference. This also gives it opportunity to review the Composition (including the gender balance of its membership, and the opportunity to receive contributions from the University's different campuses) and to submit recommendations as appropriate to the Senate.

## 13. Supporting Information

### 13.1 Groups feeding into the Committee

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

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

From academic year 2025/26, this Committee is noted to have two formal sub-committees:

- School Discipline Committees (SDC) for each School
- The Non-Academic Misconduct University Discipline Committee (NAM-UDC)

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

The two above Committees will remain permanent sub-Committees of the UDC until such time as agreed by UDC to be removed as a sub-Committee, subject to the approval of the Senate.

### 13.2 **Effectiveness and lifespan**

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

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

### 13.3 **Actions that may be taken by the Committee**

Note, Receive, Consider, Endorse, Approve, Ratify, Recommend, Reject,

### 13.4 **Minuting style**

Traditional/formal minutes in accordance with internal University guidance.

### 13.5 **Resources**

**Clerk** Allocated from within the Policy and Governance Division (University Conduct Office)

**Administrative support** Allocated from within the Policy and Governance Division (University Conduct Office)

<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
V1.0 (April 2023)	New Terms of Reference created and approved.	Senate, April 2023
V2.0 (June 2024)	Amendments to reflect the changes to the UDC following the first year of the new Terms of Reference.	Senate, June 2024
V3.0 (June 2025)	Amendments to add School Discipline Committee (SDC) as a formal and permanent sub-committee of UDC (Section 13 above).  Presented in the new agreed Terms of Reference format	Senate, April 2025