

FEES WORKING GROUP

Terms of Reference

1	Constitution and purpose
1.1.1	The purpose of the Fees Working Group is to consider and make recommendations on the undergraduate and postgraduate tuition fees and scholarships for the University (including overseas campuses).
1.2	The Working Group reports to the University Executive and to the Finance Committee of the Court.
2	Remit
2.1	The remit of the Fees Working Group is to: <ol style="list-style-type: none">Consider all tuition fees and scholarships for undergraduate, postgraduate taught and research programmes, and recommend fee levels for each academic session to the University Executive and to the Finance Committee;Develop and monitor the Policy on Management of Student Fees and Charges including non-payment of tuition fees reporting on those matters to the University Executive;Responsibility to develop a Policy on the Management of University Scholarships across the University;Identify and disseminate 'best practice' with regard to setting optimum tuition fees and management of payments;Report to the University Executive on any matters requiring immediate action.
3	Membership
3.1	The Membership of the Working Group shall include: <ul style="list-style-type: none">▪ Vice-Principal▪ Secretary of the University▪ Academic Registrar▪ Director of Planning▪ Group Financial Controller▪ Director of Recruitment and Admissions (or nominee)▪ One representative from each School▪ Scholarship and Global Student Programme Manager
3.2	The Working Group may co-opt members who they consider have particular skills and experience which would assist the work of the Group.
3.3	The Working Group's current membership is as follows: <u>Chair:</u> Professor Julian D C Jones, Vice-Principal Mrs Ann Marie Dalton-Pillay, Secretary of the University Ms Ruth Moir, Assistant Principal (International Development) Mr Paul Travill, Academic Registrar

Mr Richard W McGookin, Director of Planning
Mr Andrew Downie, Group Financial Controller, Finance
Mrs Josie Pilcher, International Recruitment Manager
Dr Eddie Owens, Senior Lecturer/Director of Admissions, EGIS
Mr Ian Brown, Finance Manager, TEX
Dr Tim Johnson, Assistant Professor, MACS
Mr Stewart Morris, Financial Controller, EPS
Ms Sylvia Stevenson, Financial Controller, SML
Mr Steve Watson, Scholarship and Global Student Programme Manager

4 Working Group Chair

4.1 The Chair of the Group shall be the Vice-Principal.

5 Frequency

5.1 The Group 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 Group.

6 Attendance at meetings

6.1 In addition to the members, and associated with agenda 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 Group 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 Group's business is designated reserved (confidential).

7.2 The record of matters which the Chair and the Group are satisfied should be dealt with on a reserved basis will be recorded separately.

8 Reporting procedures

8.1 The Group will submit reports, at least annually, to the University Executive and the Finance Committee based on the Group minutes. The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.

8.2 Confidential minutes will only be distributed to Members of the Group either by tabling them at the Group meeting or by distribution outside meetings.

8.3 The Chair of the Group will report to the University Executive on any matters which the Group 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 Group's report.
- 8.5 The Group'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 (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 Group 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 Group will review its Terms of Reference annually and submit any recommendations for change to the University Executive, for onward recommendation to Finance Committee for formal approval.
- 9.2 The Group will set its meeting dates one year in advance, aligned to business needs, and will maintain an annual workload plan for the Group.

Supporting Information

Groups feeding into the Fees Working Group	
None	
Effectiveness and lifespan	
Lifespan: ongoing	
Actions that may be taken by the Group	
The Fees Working Group may: <ul style="list-style-type: none">• Note• Receive• Consider• Endorse• Recommend• Reject	
Most appropriate minuting style	
Traditional / formal minutes in accordance with internal University guidance.	
Resources	
Chair	Vice-Principal
Clerk	Rachel Bourhill
Meetings	Six times per academic year