



UK | DUBAI | MALAYSIA

## **GLOBAL STUDENT LIFE COMMITTEE TERMS OF REFERENCE**

### **1. Constitution and Purpose**

- 1.1 The Court has established a Global Student Life Committee of the Court with the primary purpose of advancing excellence in the student experience at Heriot-Watt University. The Global Student Life Committee reports to the Court.
- 1.2 The Global Student Life Committee provides a means for the Court to consider the effectiveness of the University's global mechanisms and processes in place to:
- review, monitor and continually enhance the student experience and monitor the implementation of the **Student Partnership Agreement**;
  - review and enhance the student experience in line with the University's strategy and to ensure that the University's provision for the student experience reflects the diversity of needs for specific groups of students; and
  - ensure that appropriate levels of student feedback and representation are enabled and encouraged within the University in accordance with best practice.
- 1.3 The Global Student Life Committee encourages joint working and partnership with Heriot-Watt University's Student Union (HWUSU), Sports Union (SU), Dubai Student Council (HWUD Council) and Malaysia Student Association (HWUMSA).

### **2. Remit**

- 2.1 The remit of the Global Student Life Committee applies to the student experience and student liaison and representation at all campuses and partnerships of the University.
- 2.2 The Committee shall provide regular reports to the Court alongside the reports of the Student Union, Sports Union, Dubai Student Council and Malaysia Student Association that are presented annually.
- The Student Partnership Agreement**
- 2.3 The Student Partnership Agreement provides a framework on which the Committee can conduct its business, subject to year-on-year prioritisation of matters under the current following high-level priorities.

**Heriot Watt Strategy**

- 2.4 The Committee shall, in the conduct of its business, honour and promote the agreed values and ambitions of the University's strategy.

**The Student Experience**

- 2.5 To receive, consider and provide advice on regular reports from all campuses on the student experience;
- 2.6 to receive, discuss and provide advice on updates on the Student Partnership Agreement and on the current progress of its associated action plan in relation to the agreed high level priorities and any associated emerging issues.
- 2.7 to receive, discuss and provide advice on regular reports which set out the processes by which the University has monitored and reviewed issues arising from the student experience. Reporting should include, inter alia, advice on measures aimed at monitoring, reviewing and enhancement of the student experience in response to internal and external student survey results and various student voice exercises undertaken throughout the year and the outcomes of those measures;
- 2.8 to receive, discuss and provide advice on for onward reporting to the Court, an annual summary report of University complaints;

**Student Liaison and Representation**

- 2.9 to receive, discuss and provide advice on reports, primarily on the Student Partnership Agreement, on the mechanisms by which staff student liaison and student feedback are enabled and made effective within the University, and the means by which student representation is taken into account as part of the University's decision making;
- 2.10 to receive and discuss reports on changes to the Student Association Constitutions for the Student Union, Student Council and Student Association for all campuses;
- 2.11 to consider emerging external best practice guidance in relation to staff student engagement and systems of student representation;

**HWU Student Union**

- 2.12 to advise the Court of the Court's statutory obligations in relation to Student Union compliance with all relevant legislation (current or to be enacted), principally, the Education Act 1994;
- 2.13 to receive and review, for onward presentation to the Court, an annual report on Student Union activities according to each of the Student Partnership Agreement priorities. The report shall include, as appropriate, reporting on matters which fall within Section 22 of the Education Act: *'Requirements to be observed in relation to students' unions'*, and will be presented to the Committee via the University Executive, which will have an opportunity to note and comment on the contents of the report; and
- 2.14 to receive, review and report on the Student Union Code of Practice setting out the manner in which all the requirements of Section 22 of the Act are carried into effect. The Code of Practice

will be reviewed every five years by the University Secretary or earlier in accordance with any required revisions that might arise from time to time.

### 3. Composition and Membership

- 3.1 The current composition of the Global Student Life Committee is:
- a) an independent (lay) member of the Court (as Chair)
  - b) at least two co-opted lay members appointed by the Court
  - c) the Chair of Court (*ex officio*)
  - d) the Principal and Vice-Chancellor (*ex officio*)
  - e) the President of the HWU Student Union (*ex officio*)
  - f) another Vice-President of the HWU Student Union (nominated by the HWSU) (*ex officio*)
  - g) the President of the HWU Dubai Student Council (*ex officio*)
  - h) the President of the HWU Malaysia Student Association (*ex officio*)
  - i) the Sports Union President
  - j) a further student representative nominated by the Council of the HWU Student Union
  - k) a postgraduate student representative nominated by the Student Union
- 3.2 The Global Student Life Committee's current membership is as follows:
- a) Ms Marta Phillips (Chair)
  - b) Ms Kirsten Black, Court Committee Member  
Dr Brian Henderson, Court Member
  - c) Mr Bruce Pritchard, Chair of Court
  - d) Professor Richard A Williams, Principal and Vice-Chancellor
  - e) Mr Cameron Fields, Student Union President, Scottish Campuses
  - f) Ms Holly McAdams, Student Union Academic Vice-President, Scottish Campuses
  - g) Mr Kevin Antony Sahayaraj, Student Council President, Dubai Campus
  - h) Ms Pearlyn Tee, Student Association President, Malaysia Campus
  - i) Mr Vinny Pemberton, Sports Union President
  - j) Ms Lilja Piuli Alam, Student Union Vice-President, Scottish Campuses
  - k) Mr Ben Gustafson, Postgraduate Research Officer for the Student Union, Scottish Campuses
- 3.3 The term of office of a Court member who is a member of the Committee shall be concurrent with their term of office on the Court.
- 3.4 The maximum term of office of a co-opted member appointed by the Court is nine years. The initial appointment will be for three years with eligibility to serve for up to two further periods of up to three years, respectively.
- 3.5 The Governance and Nominations Committee may recommend to the Court the co-option of members who they consider have particular skills and experience to contribute to the work of the Committee and/or to serve as a co-opted member with a view to future membership of the Court.

### 4. Equality, Diversity and Inclusion

- 4.1 The Committee exercises its responsibility, as far as possible, to promote the diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee, in carrying out its business, 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 In accordance with the terms of Ordinance B8, the quorum necessary to transact business is three members of the Court.
- 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 It is intended that decisions are normally reached by consensus following a full debate. There are no occasions stipulated in the Charter and Statutes which require a formal vote. Therefore, the Chair will normally seek agreement to the proposal in question, and only call for a vote either if there is a clear expression of dissent or if the matter is of particular significance.
- 5.4 The Chair of the Committee shall have a deliberative and casting vote.

## 6. Chair

- 6.1 The Chair of the Committee shall be an appointed independent (lay) member of the Court.
- 6.2 In the absence of the Chair of the Committee, the Committee shall elect from among the members of the Committee present a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

## 7. Frequency of Meetings

- 7.1 The Committee usually meets at least three times per year.
- 7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

## 8. Attendance at Meetings

- 8.1 The following officers are expected to be in attendance at meetings:
- a) the University Secretary
  - b) the Deputy Principal for Education and Student Life
  - c) the Global Director of Student Experience and Academic Registrar
  - d) the University Chaplain
  - e) a staff representative from the Dubai Campus
  - f) a staff representative from the Malaysia Campus
- 8.2 Other officers and members of the University community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.3 The majority of meetings will be held online via Microsoft Teams and members will be expected to join remotely. One meeting per year will usually be held in person (timing at the discretion of the Chair) and members will be expected to attend that meeting in person wherever feasible.

## 9. Reserved Business

- 9.1 There may be occasions when the Committee's business is designated reserved and/or commercially 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 matter, the Chair may, on the advice of the University Secretary, request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, 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 will submit regular reports to the Court based on the Committee minutes. The Chair will approve the content of reports before release.
- 11.2 The Chair will report to the Court on any matters which the Committee considers ought to be brought to the attention of the Court and on any matters requiring the approval of the Committee. These matters will be highlighted in the Committee's report.
- 11.3 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 (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.

## 12. Forward Planning

- 12.1 The Committee will maintain a Forward Agenda of its business.
- 12.2 The Committee will review its Terms of Reference and submit recommendations on them to the Court annually for approval.
- 12.3 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the Court.

## 13. Supporting Information

### Groups feeding into the Committee

13.1	<p>None in a structural reporting line; however, the Committee will receive reports via the Senate, the University Executive, the Global Operations Executive and the University Committee for Learning and Teaching in the course of each year and may receive reports from other bodies/groups according to the work being undertaken by the Committee.</p> <p><b><u>Effectiveness and lifespan</u></b></p>				
13.2	<p>Lifespan ongoing. Effectiveness reviewed five-yearly as part of the Court's review of its effectiveness.</p> <p>The Court and its committees will regularly monitor their own effectiveness and the performance of the institution against its planned strategies and operational targets.</p> <p><b><u>Actions that may be taken by the Committee</u></b></p>				
13.3	<ul style="list-style-type: none"><li>• Note, Consider, Advise, Endorse, Recommend, Comment</li></ul> <p><b><u>Minuting style</u></b></p>				
13.4	<p>Traditional/formal minutes in accordance with internal University guidance.</p> <p><b><u>Resources</u></b></p>				
13.5	<table><tr><td><b>Secretary</b></td><td>Ruth Moir, University Secretary&gt;</td></tr><tr><td><b>Clerk</b></td><td>Ashley Beaton, Senior Governance Assistant</td></tr></table>	<b>Secretary</b>	Ruth Moir, University Secretary>	<b>Clerk</b>	Ashley Beaton, Senior Governance Assistant
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<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
V1		Court
V2	<b>New Template. Updated Membership. Update to 2.3</b>	Approved by Court