Statement of the Senate's Primary Responsibilities and delegated and related matters, 2018-2019

As defined in the Charter, the role of the Senate, subject to the Ordinances of the University and the control and approval of the Council, is to ‘... regulate and superintend the education and discipline of students and of undergraduates of the University' (Article 11). The formal powers of the Senate are specified in the Ordinances.

The formal powers of Senate are set out in Ordinance 2.12.5:

‘Ordinance 2.12.5 The Powers of the Senate

Subject to the Statutes and Ordinances the Senate shall have the following powers:

1. To direct and regulate the instruction and teaching within the University and the examinations held by the University subject to the powers of the Council as previously defined.

2. To promote research within the University and to require reports from time to time on such research.

3. To accredit institutions affiliated to the University.

4. To appoint four members of the Senate to be members of the Council.

5. To make after report from the Faculty concerned Regulations giving effect to the Ordinances of the University relating to courses of study and examinations.

6. To appoint External and other Examiners after report from the Faculty or other Board concerned.

7. To report to the Council on all Statutes or Ordinances or proposed changes of Statutes or Ordinances.

8. To report to the Council on any academic matter.

9. To discuss any matter relating to the University including any matters referred or delegated to the Senate by the Council, and to report its views on such matters to the Council.

10. To make recommendations to the Council to institute, combine or discontinue Faculties, Schools, Research Institutes and Centres, or other academic sections of the University.

11. To allow, disallow, review, amend, refer back or recommend to the Council any recommendation from the Faculty which by virtue of these Statutes is to be reported to the Senate, and to give directions accordingly.

12. To award Degrees (other than Honorary Degrees) Diplomas and Certificates including those awarded jointly with other institutions recognised for this purpose.

13. To fix subject to any conditions made by the Founders which are accepted by the Council the times and mode and conditions of competition for Fellowships Studentships Scholarships Exhibitions and Prizes and to award the same.

14. To regulate the admission of persons to courses of study in the University and their continuance in such courses.

15. To make Regulations for the discipline of the Students of the University.

16. To expel any Student deemed to have been guilty of grave misconduct.

17. To suspend or remove Examiners for negligence or misconduct during their term of office and in the case of the death, illness or resignation of an Examiner, or in the event of suspension or removal, to appoint a substitute who shall have authority to act during the Examination then in progress or next ensuing.

18. To propose to the Council the names of recipients of Honorary Degrees.
19. To exercise all such powers as are or may be conferred on the Senate by the Charter Statutes, Ordinances and Regulations and to do such other acts and things as the Council shall authorise.'

2 Primary responsibilities

2.1 Matters reserved for decision by Senate

Subject to the Ordinances, the following matters are reserved to Senate for decision:

- Approval or variance of major changes to the regulatory framework (Section IV and Section V of the Calendar). (This excludes updating of fees and expenses, which may be amended on the authority of University Executive Board.)
- Establishment of new awards.
- Withdrawal of awards from individual students.
- Appointment of the Senate members on Council.
- Approval of Standing Orders for Senate.
- Recommending to Council that other institutions be granted the designation ‘affiliated to the University’.
- Recommending to Council academic staff promotions.
- Recommending to Council the conferment of title of Emeritus Professor, Emeritus Fellow or Honorary Professor, Reader or Lecturer. Recommendations for these awards are put forward to Senate after consideration by the President and Vice-Chancellor.
- Proposals for the award of honorary degrees to be reported to Council.

2.2 Consultation with the Council

The Charter, Statutes and Ordinances state that Senate should be consulted by the Council on the following matters:

- Amendments to the Charter, Statutes and Ordinances (Charter, Articles 15, 17 and 18, Statute 4);
- The appointment and reappointment of the Chancellor (Ordinance 1.2);
- The appointment and reappointment of the Pro-Chancellors (Ordinance 1.3);
- The appointment and reappointment of the Pro Vice-Chancellors (Ordinance 1.7);
- Appointment of the Deans of the Faculties (Ordinance 1.8).

(Council appoints the President and Vice-Chancellor, and the Chief Operating Officer after receiving a report from a joint committee of Council and Senate. Council appoints the Vice-Presidents.)

3 Matters delegated to Officers and Committees

The Senate is the ultimate academic authority within the University, but it cannot be directly involved in decision making on all matters for which it is formally responsible: the range of business undertaken inevitably means that delegation of powers and responsibility to individuals and to committees is necessary. Ordinance 2.12.1 (1) sets out the general power of delegation to committees in the University, and the limits to such delegation.

The framework for the operation of delegated authority is set out in particular in:

- Senate’s Standing Orders;
- The University’s Financial Regulations;
- The Terms of Reference of University committees; and
- Other regulations and policies approved by Senate from time to time.

3.1 Matters Delegated to Officers, senior executive groups and committees
3.1.1 *Vice- Presidents, Pro Vice-Chancellors (PVCs), and the Chief Operating Officer (COO).*

The primary focus of the Vice-Presidents’ roles is strategic leadership and management of the University in the areas of their portfolios of Education, Research and Enterprise, and International matters. One of the Vice-Presidents is nominated to act as the President and Vice-Chancellor’s deputy and to serve on the University’s governing body.

The Pro Vice-Chancellors lead on specific, key institutional projects, such as the next Research Excellence Framework or the Teaching Excellence Framework.

The Chief Operating Officer leads the departments known collectively as ‘Professional Services’.

3.1.2 *Senior executive groups, Officers and committees*

The members of the University’s senior executive sit on the University Executive Board (UEB), which supports the President and Vice-Chancellor. The Board’s principal role is to ensure that resources, goals and governance meet the strategic and operational needs of the University in addition to overseeing the delivery of the core academic (education and research) activities of the University. It is supported by three groups: the Education Committee, the Research and Enterprise Executive Group and the International Executive Group.

Each group is chaired by the appropriate Vice-President who reports on the execution of agreed priorities, and who reports to Senate on progress made in respect of the delivery of the strategy. The Executive Groups concentrate on:

- Implementation of the University Strategy, including the achievement of agreed institutional milestones, KPIs and related targets.
- Achieving alignment, shared learning and academic development across the Faculties.
- Receiving from, and making recommendations to, UEB and Senate.
- Enabling the implementation of policies and procedures, including those determined by Senate.

3.1.3 *Deans*

The Deans have responsibility for the development and delivery of their Faculty’s Plan in line with the University Strategy. Each Dean will have a Faculty Leadership Team. Each Faculty will have the following governance committees;

- Faculty Board
- Faculty Education Committee
- Faculty Ethics Committee
- Faculty Health & Safety Committee
- Faculty Equality, Diversity & Inclusivity Committee
- School Programmes Committee(s)

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2 The following departments are part of Professional Services: Arts on campus, Communications and Marketing, Faculty Operating Service, Finance Operations, Estates and Facilities, Governance, Human Resources, Institutional Research, iSolutions, Legal Services, the Library, Office of Development and Alumni Relations, Planning and Analytics, Research and Innovation Services, Safety and Occupational Health, Strategy Implementation, Strategy Development, Student and Academic Administration, Student Recruitment and International Relations, and Student Services.
Student Staff Liaison Committee (at the appropriate level).

The Dean may establish such other committees or advisory groups as may be required for the effective conduct of the business of the Faculty, within his/her delegated powers for delivering the Faculty Plan.

The Dean, through his/her Faculty Leadership Team, will be responsible for ensuring that staff in the Faculty have opportunities to consider and comment on the development and implementation of the Faculty strategy.

The Deans report directly to the President and Vice-Chancellor.

3.1.4 The following matters are delegated to Officers and/or committees, and the individual Officer or committee listed below has authority to approve the item(s) of business specified: (see overleaf)
<table>
<thead>
<tr>
<th>Power</th>
<th>Delegated to</th>
<th>Preferred nominee</th>
<th>Upwards reporting</th>
<th>Records kept by/in</th>
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</thead>
<tbody>
<tr>
<td>Variation of regulations for admission of individual students (eg English language requirements, non-standard entry qualifications)</td>
<td>Head of School or nominee</td>
<td>School Admissions Controller (taught programmes); Director of Faculty Graduate school (research programmes)</td>
<td>No upwards reporting required</td>
<td>Faculty Academic Registrars</td>
</tr>
<tr>
<td>Variations of programme arrangements for individual students (eg transfers, suspension, withdrawal)</td>
<td>Dean or nominee</td>
<td>Faculty Academic Registrars</td>
<td>School Programme Committee (restricted)</td>
<td>Faculty Academic Registrars/SPC minutes</td>
</tr>
<tr>
<td>Variation of programme for an individual student or group of students (alternative ways of achieving programme outcomes)</td>
<td>Dean or nominee</td>
<td>Programme Lead</td>
<td>School Programme Committee (restricted)</td>
<td>Faculty Academic Registrars</td>
</tr>
<tr>
<td>Consideration and approval of University framework for the academic design of programmes</td>
<td>Academic Quality and Standards Committee (AQSC)</td>
<td></td>
<td>Senate</td>
<td>AQSC/Senate papers/minutes</td>
</tr>
<tr>
<td>Consideration and approval of new programmes, significant modifications to existing programmes within the University framework</td>
<td>Academic Quality and Standards Committee (AQSC)</td>
<td>AQSC Programmes Subcommittee</td>
<td>AQSC papers/ minutes</td>
<td></td>
</tr>
<tr>
<td>Consideration and approval of minor amendment to existing programmes, and to individual modules of study</td>
<td>Academic Quality and Standards Committee (AQSC)</td>
<td>School Programmes Committee (when identified through the major, intermediate and minor changes to programme table)</td>
<td>Notification to AQSC Programmes Subcommittee</td>
<td>SPC papers/minutes</td>
</tr>
<tr>
<td>Amendment to programme regulations within the University framework</td>
<td>Academic Quality and Standards Committee (AQSC)</td>
<td></td>
<td>Report to Senate for note Summer meeting</td>
<td>AQSC papers/ minutes</td>
</tr>
<tr>
<td>Amendment to programme regulations outside the University framework</td>
<td>Academic Quality and Standards Committee (AQSC) (Recommendations to come from School Programmes Committees in the first instance)</td>
<td></td>
<td>Report to Senate for note</td>
<td>AQSC minutes</td>
</tr>
<tr>
<td>Withdrawal of individual programmes</td>
<td>School Programme Committee</td>
<td></td>
<td>Report to Senate for note Autumn meeting</td>
<td>AQSC papers/minutes</td>
</tr>
<tr>
<td>Appointment of external examiners for taught programmes</td>
<td>School Programme Committee</td>
<td>Deputy Heads of School (Education) may take Chair’s Action to approve with report to the next meeting</td>
<td>Report to AQSC Autumn meeting</td>
<td>SPC and AQSC papers/minutes QSAT Database</td>
</tr>
<tr>
<td>Appointment of internal examiners</td>
<td>School Programme Committee</td>
<td></td>
<td></td>
<td>SPC minutes</td>
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</table>

3 May require consultation with Associate Dean (Education) if additional resource will be required.

4 A significant modification is any in which new content is introduced to such an extent that it alters the nature of the current provision.
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<td>Removal of an External Examiner for a taught programme during their term of office.</td>
<td>The President and Vice-Chancellor on the recommendation of the relevant Dean</td>
<td></td>
<td>Senate for note</td>
<td>Faculty office and QSAT</td>
</tr>
<tr>
<td>Consideration of external examiners’ reports for taught programmes</td>
<td>School Programme Committee (Student involvement in the consideration of these reports is required)</td>
<td></td>
<td>Report outcomes to AQSC through the External Examiner Scrutiny Group (EESG)</td>
<td>SPC/AQSC minutes, record of EESG</td>
</tr>
<tr>
<td>Appointment of examiners for research degree programmes</td>
<td>Faculty Education Committee</td>
<td>Director of Faculty Graduate School</td>
<td>Report to AQSC</td>
<td></td>
</tr>
<tr>
<td>Consideration of external examiners’ reports for PGR students and identification of generic issues</td>
<td>Dean or nominee</td>
<td>Director of Graduate School or equivalent</td>
<td>Generic issues to be raised via FPC and through PGR QME Subcommittee</td>
<td>FEC minutes</td>
</tr>
<tr>
<td>Approval of awards (postgraduate and undergraduate)</td>
<td>The President and Vice-Chancellor on the recommendation of the relevant Faculty Education Committee¹</td>
<td></td>
<td></td>
<td>FEC minutes</td>
</tr>
<tr>
<td>Establishment of prizes</td>
<td>Faculty Education Committee⁵</td>
<td></td>
<td>No upward reporting required</td>
<td>FEC minutes</td>
</tr>
<tr>
<td>Award of prizes</td>
<td>Faculty Education Committee</td>
<td></td>
<td>No upward reporting required</td>
<td>FEC minutes</td>
</tr>
<tr>
<td>Termination of programme on academic grounds or on the grounds of Fitness to Practise</td>
<td>Dean and reported to Senate</td>
<td>Associate Dean (Education)</td>
<td>Report to Senate</td>
<td>FEC and Senate restricted papers and minutes</td>
</tr>
<tr>
<td>Expulsion on grounds of misconduct, under regulations for student discipline or on the grounds of Fitness to Practise</td>
<td>The President and Vice-Chancellor (for cases involving student discipline on the recommendation of the Committee of Discipline)</td>
<td></td>
<td>Report to Senate under restricted business</td>
<td>Senate papers and minutes</td>
</tr>
<tr>
<td>Development of policies and procedures in the areas of learning and teaching and assessment</td>
<td>AQSC, Education Committee and the Vice-President with the Education Portfolio</td>
<td></td>
<td>University Executive Board, AQSC and Senate, where applicable</td>
<td>AQSC and Education Committee papers/minutes and Senate minutes; The report from the Vice-President (Education) to Senate, where applicable</td>
</tr>
<tr>
<td>Development of policies and procedures in the areas of widening participation, recruitment and admissions</td>
<td>Education Committee through its Recruitment and Admissions Subcommittee (RASC)</td>
<td></td>
<td>University Executive Board, where applicable, AQSC and Senate</td>
<td>RASC minutes and reports to Education Committee, minutes of Education Committee, and Senate minutes</td>
</tr>
<tr>
<td>Development of policies and procedures in the area of research</td>
<td>The Vice-President with the Research Portfolio after</td>
<td></td>
<td>University Executive Board and Senate where applicable</td>
<td>REAG action logs</td>
</tr>
</tbody>
</table>

¹ Chair’s action may be taken on behalf of FC with report to the next meeting.

⁵ Any issues of principle should be referred to the Vice-President (Education) who will raise them with Senate if necessary.
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<td>Consultation with his/her Research and Enterprise Advisory Group (REAG), where appropriate</td>
<td></td>
<td></td>
<td></td>
<td>The report from the Vice-President (Research) to Senate where applicable</td>
</tr>
<tr>
<td>Restrict access to a doctoral thesis for a period not normally exceeding three years</td>
<td>Faculty Education Committee</td>
<td></td>
<td>FEC to inform Library. Library to inform Doctoral College Board on an annual basis</td>
<td>University Library</td>
</tr>
</tbody>
</table>