Statement of the Senate's Primary Responsibilities and delegated and related matters, 2017-2018

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.

1. 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 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, ¹ 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 Strategy Executive Group, 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 may choose to have a Faculty Leadership Team and 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.

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2 The following departments are part of Professional Services: Arts on campus, Communications and Marketing, Finance, Estates and Facilities, Governance Services, Human Resources, iSolutions, Legal (Corporate) Services, the Library, Office of Development and Alumni Relations, Research and Innovation Services, Safety and Occupational Health, Strategy, Planning and Analytics, Student and Academic Administration, Student Recruitment and International Relations, and Student Services.
These committees will include a single Faculty Programme Committee, to which all educational matters for both taught and research programmes will be brought for final decision.

The Dean, through his/her Faculty Management Team (FMT), 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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<tbody>
<tr>
<td>Variation of regulations for admission of individual students (eg English language requirements, non-standard entry qualifications)</td>
<td>Dean or nominee</td>
<td>Associate Dean (Education and Student Experience)</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>Report to FPC (restricted)</td>
<td>Faculty Academic Registrars/FPC 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 Director</td>
<td>No upwards reporting required</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>
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<tr>
<td>Consideration and approval of new programmes, significant modifications to existing programmes within the University framework</td>
<td>Faculty Programme Committee</td>
<td></td>
<td>Report to AQSC</td>
<td>FPC and AQSC papers/minutes.</td>
</tr>
<tr>
<td>Consideration and approval of minor amendment to existing programmes, and to individual modules of study</td>
<td>Faculty Programme Committee</td>
<td>Associate Dean (Education and Student Experience) may take Chair’s Action to approve, with report to the next meeting would be acceptable</td>
<td>No upwards reporting required</td>
<td>FPC papers/minutes</td>
</tr>
</tbody>
</table>

3 May require consultation with Associate Dean (Education and Student Experience) 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, and/or changes of 40% or more of the award.

Should a Faculty wish to introduce a programme which does not fit within the University Framework for the academic design of programmes, permission for the exception to the Framework should be sought from AQSC. (This also covers the statement in the Guidelines for First Degree Programmes that approval should be sought from AQSC in cases where required programme outcomes cannot be accommodated within 60 ECTS in a Part.) If AQSC approval is granted for the exception, the Faculty may then consider, and if appropriate approve, the detailed content of the programme specification in the usual way. Approval from AQSC should also first be sought for any proposals to introduce a joint, multiple or dual degree. The primary Framework for the development and academic approval of new programmes consists of the Guidelines for First Degree, Master’s Degree and Doctoral Degree Programmes in the Quality Handbook and related sections of the Handbook referenced in these documents. In addition, Senate has approved a recommendation that for a three-year undergraduate programme the standard module structure should be eight modules per year, each of 7.5 ECTS (with multiples of the base module size permitted).
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<tr>
<td>Amendment to programme regulations within the University framework</td>
<td>Faculty Programme Committee</td>
<td>Preferred nominee</td>
<td>Report to AQSC for note</td>
<td>FPC and AQSC papers/ minutes</td>
</tr>
<tr>
<td>Amendment to programme regulations outside the University framework</td>
<td>AQSC. (Recommendations to come from FPC in the first instance)</td>
<td>Preferred nominee</td>
<td>Report to Senate for note</td>
<td>AQSC minutes</td>
</tr>
<tr>
<td>Withdrawal of individual programmes</td>
<td>Faculty Programme Committee</td>
<td>Associate Dean (Education and Student Experience)</td>
<td>Report to AQSC</td>
<td>FPC and AQSC papers/ minutes</td>
</tr>
<tr>
<td>Appointment of external examiners for taught programmes</td>
<td>Faculty Programme Committee</td>
<td>Associate Dean (Education and Student Experience)</td>
<td>Report to AQSC</td>
<td>FPC and AQSC papers/minutes</td>
</tr>
<tr>
<td>Appointment of internal examiners</td>
<td>Faculty Programme Committee</td>
<td>Head of Graduate School or equivalent</td>
<td>Report to AQSC</td>
<td>FPC minutes</td>
</tr>
<tr>
<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>No upward reporting required</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>Faculty Programme Committee</td>
<td>Head of Graduate School or equivalent</td>
<td>Report outcomes to AQSC</td>
<td>FPC/AQSC minutes</td>
</tr>
<tr>
<td>Appointment of examiners for research degree programmes</td>
<td>Faculty Programme Committee</td>
<td>Head of Graduate School or equivalent</td>
<td>Report to AQSC</td>
<td>FPC minutes</td>
</tr>
<tr>
<td>Consideration of external examiners’ reports for PGR students and identification of generic issues</td>
<td>Dean or nominee</td>
<td>Head of Graduate School or equivalent</td>
<td>Generic issues to be raised via FPC</td>
<td>FPC 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 Programme Committee</td>
<td>No upward reporting required</td>
<td>FPC minutes</td>
<td>Examinations Office retains central record of all recommendations for awards</td>
</tr>
<tr>
<td>Establishment of prizes</td>
<td>Faculty Programme Committee</td>
<td>No upward reporting required</td>
<td>FPC minutes</td>
<td></td>
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<tr>
<td>Award of prizes</td>
<td>Faculty Programme Committee</td>
<td>No upwards reporting required</td>
<td>FPC minutes</td>
<td></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 and Student Experience)</td>
<td>Report to Senate</td>
<td>FPC 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, on the recommendation of the Committee of Discipline and report to Senate</td>
<td>No upward reporting required</td>
<td>Report to Senate under restricted business</td>
<td>Senate papers and minutes</td>
</tr>
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5 Chair’s action may be taken on behalf of FPC with report to the next meeting.

6 Any issues of principle should be referred to the Vice-President (Education) who will raise them with Senate if necessary.
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<tr>
<td>Policies and procedures in the areas of learning and teaching and assessment</td>
<td>AQSC and the Vice-President with the Education Portfolio after consultation with his/her Education Strategy Executive Group (ESEG), where appropriate</td>
<td>University Executive Board, AQSC, and Senate, where applicable</td>
<td>AQSC papers/minutes and Senate minutes and ESEG action logs; The report from the Vice-President (Education) to Senate, where applicable</td>
<td></td>
</tr>
<tr>
<td>Policies and procedures in the areas of widening participation, recruitment and admissions</td>
<td>AQSC through its Recruitment and Admissions subcommittee (RASC)</td>
<td>University Executive Board, where applicable, AQSC and Senate</td>
<td>RASC minutes and reports to AQSC, minutes of AQSC, and Senate minutes</td>
<td></td>
</tr>
<tr>
<td>Policies and procedures in the area of research</td>
<td>The Vice-President with the Research Portfolio after consultation with his/her Research and Enterprise Executive Group (REEG), where appropriate</td>
<td>University Executive Board and Senate where applicable</td>
<td>REEG action logs; The report from the Vice-President (Research) to Senate where applicable</td>
<td></td>
</tr>
<tr>
<td>Restrict access to a doctoral thesis for a period not normally exceeding three years</td>
<td>Faculty Programme Committee</td>
<td>FPC to inform Library, Library to inform Doctoral College Board on an annual basis</td>
<td>University Library</td>
<td></td>
</tr>
</tbody>
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