Statement of the Senate's Primary Responsibilities and delegated and related matters, 2015-2016

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 Senior Management Team.)
- 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[1] 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 Deputy Vice-Chancellor and the Pro Vice-Chancellors (Ordinances 1.6 and 1.7);
- Appointment of the Deans of the Faculties (Ordinance 1.8).

(Council appoints the Vice-Chancellor, the Registrar[2] and the Chief Operating Officer after receiving a report from a joint committee of Council and Senate.)

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;

[1] Amendments to the Charter and/or Statutes currently require Privy Council approval.

[2] The Registrar post is currently vacant.

- 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 *Deputy Vice-Chancellor, the Provost and other Pro Vice-Chancellors (PVCs), and the Chief Operating Officer (COO).*

The primary focus of the Deputy Vice-Chancellor's role is coordinating and managing major projects and business development, in addition to acting as the Vice-Chancellor's deputy.

The Provost is appointed from among the Pro Vice-Chancellors. The Provost's main responsibilities are to support the delivery of the University Strategy through the Faculties and to act as a line manager to the Deans in addition to developing one of the portfolios assigned to a Pro Vice-Chancellor.

PVC Education leads on all areas that are concerned with education and the student experience, recruitment and admissions, and widening participation.

PVC Research and Enterprise, as the title suggests, leads on all areas that are concerned with research and enterprise.

PVC Internationalization leads on all areas concerned with international relationships, and partnerships.

The Chief Operating Officer leads the departments known as 'Professional Services'[3].

3.1.2 *Senior executive groups, Officers and committees*

The University's senior executive are members of a number of groups:

- University Senior Management Team (USMT). The group supports the Vice-Chancellor and its principal role is to ensure that resources, goals and governance meet the strategic and operational needs of the University.

- University Academic Executive (UAE). The focus of UAE is the delivery of the core academic (education and research) activities of the University. It is supported by three groups: the Education and Student Experience Executive

---

[3] The following departments are part of Professional Services: Arts on campus, Communications and Marketing, Finance, Estates and Facilities, Governance Services, Human Resources, Institute for Learning Innovation and Development, Solutions, 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.

Group, the Research and Enterprise Executive Group and the International Executive Group.

Each group is chaired by the appropriate PVC 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, UAE and Senate.
- Enabling the implementation of policies and procedures, including those determined by Senate.

- University Professional Services Leadership Team. The team focuses on the delivery of services which underpin the core academic activities.

- University Business Development and Project Delivery Board. The Board provides leadership and professional project management of key University projects and develops emerging business opportunities.

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.

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.

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)

Power	Delegated to	Preferred nominee	Upwards reporting	Records kept by/in
Variation of regulations for admission of individual students (eg English language requirements, non-standard entry qualifications)	Dean or nominee	Associate Dean (Education and Student Experience)	No upwards reporting required	Faculty Academic Registrars
Variations of programme arrangements for individual students (eg transfers, suspension, withdrawal)	Dean or nominee	Faculty Academic Registrars	Report to FPC (restricted)	Faculty Academic Registrars/FPC minutes
Variation of programme for an individual student or group of students (alternative ways of achieving programme outcomes)	Dean or nominee	Programme Director[4]	No upwards reporting required	Faculty Academic Registrars
Consideration and approval of University framework for the academic design of programmes	Academic Quality and Standards Committee (AQSC)		Senate	AQSC/Senate papers/minutes
Consideration and approval of new programmes, significant modifications to existing programmes within the University framework[5]	Faculty Programme Committee		Report to AQSC List of proposed new programmes: Autumn meeting. List of new programmes approved to start in the coming academic year: Spring meeting	FPC and AQSC papers/ minutes. Documentation to be included in Faculty evidence base as soon as programme approved

[4] May require consultation with Associate Dean Education and Student Experience if additional resource will be required.

[5] 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).

Power	Delegated to	Preferred nominee	Upwards reporting	Records kept by/in
Consideration and approval of minor amendment to existing programmes, and to individual modules of study	Faculty Programme Committee	Associate Dean (Education and Student Experience) may take Chair's Action to approve, with report to the next meeting would be acceptable	No upwards reporting required	FPC papers/minutes
Amendment to programme regulations within the University framework	Faculty Programme Committee		Report to AQSC for note Summer meeting	FPC and AQSC papers/ minutes
Amendment to programme regulations outside the University framework	AQSC. (Recommendations to come from FPC in the first instance)		Report to Senate for note	AQSC minutes
Withdrawal of individual programmes	Faculty Programme Committee		Report to AQSC for note	FPC and AQSC papers/minutes
Appointment of external examiners for taught programmes	Faculty Programme Committee	Associate Dean (Education and Student Experience) may take Chair's Action to approve with report to the next meeting	Report to AQSC Autumn meeting	FPC and AQSC papers/minutes QSAT Database
Appointment of internal examiners	Faculty Programme Committee			FPC minutes
Removal of an External Examiner for a taught programme during their term of office.	Vice-Chancellor on the recommendation of the relevant Dean		Senate for note	Faculty office and QSAT
Consideration of external examiners' reports for taught programmes	Faculty Programme Committee (Student involvement in the consideration of these reports is required)		Report outcomes to AQSC February meeting	FPC/AQSC minutes Faculty evidence base
Appointment of examiners for research degree programmes	Faculty Programme Committee	Head of Graduate School or equivalent	Report to AQSC	
Consideration of external examiners' reports for PGR students and identification of generic issues	Dean or nominee	Head of Graduate School or equivalent	Generic issues to be raised via FPC	FPC minutes
Approval of awards (postgraduate and undergraduate)	Vice-Chancellor on the recommendation of the relevant Faculty Programme Committee[6]			FPC minutes Examinations Office retains central record of all recommendations for awards
Establishment of prizes	Faculty Programme		No upward reporting	FPC minutes

---

[6] Chair's action may be taken on behalf of FPC with report to the next meeting.

Power	Delegated to	Preferred nominee	Upwards reporting	Records kept by/in
	Committee[7]		required	
Award of prizes	Faculty Programme Committee		No upwards reporting required	FPC minutes
Termination of programme on academic grounds	Dean and reported to Senate	Associate Dean (Education and Student Experience)	Report to Senate	FPC and Senate restricted papers and minutes
Expulsion on grounds of misconduct, under regulations for student discipline	Vice-Chancellor, on the recommendation of the Committee of Discipline and report to Senate		Report to Senate under restricted business	Senate papers and minutes
Policies and procedures in the areas of learning and teaching and assessment	AQSC and PVC with the Education Portfolio after consultation with his/her Education and Student Experience Executive Group (ESEEG), where appropriate		University Academic Executive, AQSC and Senate, where applicable	AQSC papers/minutes and Senate minutes and ESEEG action logs; PVC (Education)'s report to Senate, where applicable
Policies and procedures in the areas of , widening participation, recruitment and admissions	AQSC through its Recruitment and Admissions subcommittee (RASC)		University Academic Executive, where applicable, AQSC and Senate	RASC minutes and reports to AQSC, minutes of AQSC, and Senate minutes
Policies and procedures in the area of research	PVC with the Research Portfolio after consultation with his/her Research and Enterprise Executive Group (REEG), where appropriate		University Academic Executive and Senate where applicable	REEG action logs PVC (research)'s report to Senate where applicable
Restrict access to a doctoral thesis for a period not normally exceeding three years	Faculty Programme Committee		FPC to inform Library. Library to inform Doctoral College Board on an annual basis	University Library

+++++

(Approved by Senate on 11 November 2015.)

---

[7] Any issues of principle should be referred to PVC (ESE) who will raise with Senate if necessary.