University of Bath: Scheme of Delegation

This Scheme of Delegation sets out the authority held by Council and the Vice Chancellor and President and that which has been delegated to Committees or individual Officers of the University to exercise on their behalf.

The principal source of authority is derived from the University's Charter and Statutes but also its Ordinances and Regulations and legal obligations which it is required to meet.

Council is the supreme governing body and carries unambiguous, collective responsibility for overseeing the University's activities and determining its mission and strategic direction. Council ensures compliance with the Charter, Statutes Ordinances and other provisions regulating the university and its framework of governance.

Council comprises 21 members. In addition to the Vice Chancellor it has 11 lay members (including a lay chair) 4 members elected by Senate plus the Chair of Academic Assembly, 2 members elected by professional staff and 2 student sabbatical officers. In reaching its decisions it will take advice from Officers and staff of the University and such external experts as it deems appropriate.

Senate is the supreme academic body of the University and is responsible to Council for all matters of academic governance. Subject to the provisions of Statutes and Ordinances and any powers reserved to Council, Senate has the power to take measures or actions to further the best interests of the University as a place of teaching, learning and research. It may also delegate such of its powers as it sees fit to individuals or committees as appropriate.

The Vice-Chancellor and President is the academic leader, Chief Officer and Accountable Officer of the University and, by virtue of this position, has the authority to take certain decisions on behalf of the University. With regard to academic matters, the Vice-Chancellor and President is the ex officio Chair of Senate. Under Senate Standing Orders they are also authorised to act on behalf of Senate during vacation and other times to deal with urgent business, subject to certain reporting and consultation requirements. With regard to financial matters, the Vice-Chancellor and President may authorise any recurrent expenditure from the University budget as approved by Council, as well as capital expenditure within agreed limits. Further details are specified in the schedule below.

An extract of the relevant sections of the Charter and Statutes, outlining the specific responsibilities granted Council, Senate and the Vice Chancellor and President, is attached in Appendix 2.

Matters where the Vice Chancellor and President is listed as the final authority, may be delegated at their absolute discretion without further recourse to Council and similarly can be withdrawn by him and reallocated elsewhere. However, it is expected that the Head of Strategic Governance will be notified of any such changes in a timely manner so that this document can be kept up to date and available on-line as a source of reference. reference document.

Updated on 23 May 2022

Under exceptional circumstances Council reserves the right to determine any matter which it has previously delegated under this Scheme. However, the rationale for this course of action must be formally noted at the next meeting of Council.

Where any decision taken in accordance with this Scheme is expected to have significant implications or is known to be sensitive, the Committee or Officer to whom the authority is delegated should consult appropriately before exercising their delegation. Any Officer or Committee to whom power to act has been delegated can decide that it is not appropriate to exercise their delegation on a specific occasion and can refer the decision back to the entity or person listed as the final authority for decision.

No scheme of delegations can cover every eventuality so if in any doubt, you are required to seek guidance from the Head of Strategic Governance (HOSG) Similarly if you believe any aspect of the current delegations is impeding the smooth and timely running of the institution, you should continue to operate within the stated delegations but immediately bring the matter to the attention of HOSG for further consideration.

This Scheme will be maintained on an ongoing basis by HOSG. Any amendments approved by Council will take immediate effect, as will changes made by the Vice Chancellor and President where they are the final authority. Additionally, the content of the Scheme will be formally reviewed annually by ARAC and periodically by finance with respect to finance specific elements.

If you have any queries regarding the Scheme, or require access to this information in an alternative format, please contact the Head of Strategic Governance by calling 01225 386212, or emailing strategic-governance@bath.ac.uk

Exercising Delegated Authority

In exercising delegated authorities, your decisions should:

- Always be consistent with the University's values, aims and objectives
- Never exceed the level of authority granted to you and must be within the allocated and approved budget
- Relate only to your sphere of operation ie not require the commitment of other areas of the university without their prior consent and following consultation as appropriate with relevant parties at a scale proportionate to the impact of the decision.
- Be taken only after consideration of the relevant documentation and in line with University policies and procedures
- Be taken in advance of any commitment of expenditure
- Be recorded in line with the University records retention policy such that if required due process could be demonstrated.

By signing the delegated authority specimen signature form you are confirming that you have read the delegated authorities document and associated financial procedures policy.

	Final authority	Delegated authority	Further delegation (incl. date signed off)	£ limit	Process	Comment/context (incl. governing document reference)
Governance						
Amendments to Charter	Privy Council				Special Resolution from Court on joint recommendation of Council & Senate	Charter 29, Statute 17.12
Amendments to Statute	Privy council				Council, on the recommendation of Senate	Charter 21, Statute 17.31
New Ordinances and amendments to Ordinances: non-academic	Council				Having received a report from Senate	Charter 23b, Statute 17.13
New Ordinances and amendments to Ordinances: academic	Council				On recommendation of Senate	Charter 23b, Statute 17.13
Amendments to Regulations	Senate					
Amendments to Council Standing Orders	Council				On the advice of HoSG	
Amendments to Council committee ToRs	Council				On the advice of the relevant committee	
Amendments to Senate Standing Orders	Senate					
Establishment of new Senate Committees and working groups	Senate					

Amendments to Senate Committee ToRs	Senate					
Amendments to Senate Committee membership	Senate					
Amendments to joint Council/Senate committee ToRs	Council				On the advice of the relevant committee and with the support of Senate *(new process)*	
Establishment of new Council committees and working groups	Council				On the advice of HoSG	
Establishment of new Council/Senate working groups	Council				On the advice of HoSG and the Secretary to Senate, with the support of Senate *(new process)*	
Council committee membership	Council				On recommendation of Nominations Committee	
Membership of Council ad-hoc working groups	Council				Method of appointment determined by Council when established	
Requirement for the existence of the following entities: Court, Council, Senate, schools, Academic Assembly, Convocation, Students Union	Privy Council					Charter 11, 12, 13, 15, 16, 17, 18
Academic structure: establishment, combining, disestablishment of schools, faculties, departments, institutes or other academic sections	Council				On the recommendation of Senate where it is an academic unit	Statute 17.10

Application of the University Seal	Council				Documents to be sealed in presence of two members of Council, or one member of Council and the COO, or, in the absence of the COO, the VC or the DoF	Statute 17.27, Ordinance 27
Reporting on use of the University Seal	Council	Finance Committee			HoSG reports to next meeting of Finance Committee.	
Council Register of Interests	Council	HoSG			Maintained on annual basis by HoSG. Template agreed by Council via Nominations Committee on the advice of HoSG.	
Conduct of external Council effectiveness review every 3 years	Council					
Delegation of powers: the power to delegate and to remove delegation	Council					Statute 17.33
Urgent use of Council powers outside normal Council meetings	Vice-Chancellor, Chair of Council and Treasurer				Must be reported to Council at its next meeting	Council Standing Orders 8.6
Urgent use of Senate powers outside normal Senate meetings	Vice-Chancellor					Senate Standing Order 7(viii)
Amendment of Calendar of Meetings of Statutory Bodies and Principal Committees	Head of Strategic Governance				Subject to appropriate consultation	Senate minute 13109
Amendment of Calendar of Meetings of Boards of Studies	Head of Strategic Governance				Subject to appropriate consultation	Senate minute 13109

Ethics						
Approval and amendment of the Code of Ethics	Council	Ethics Committee			Following consultation with Senate	
Approval of major changes to institutional procedures and guidelines relating to ethical issues arising from teaching and research	Senate				Following consultation with Senate	
Consideration of ethical issues with institutional implications	Council	Vice-Chancellor			Vice-Chancellor can refer a matter under his delegated authority to the Ethics Committee *(new process)*	
Regulator/external compliance						
Approval of financial statements and annual review	Council				On the advice of ARAC and the Finance Committee in their respective roles	
Approval for submission to OfS of the Annual Financial Return	Vice-Chancellor					
Approval for submission to OfS of the Annual Assurance Return	Vice-Chancellor				On the recommendation of UEB	
Approval for submission to OfS of the Research Return	Vice-Chancellor				On the recommendation of UEB	
Approval for submission to OfS of ARAC's Annual Report	Council					

Approval for submission to OfS of Internal auditor's Annual Report	ARAC					
Approval for submission to OfS of External auditor's management letter	ARAC					
Approval for the submission of the TRAC and TRAC (T) returns	Council	ARAC			On the recommendation of UEB	Requirement for it to be approved by an independent committee of Council
Approval for submission to OfS of the Access and Participation Plan	Council					
Approval for submission to OfS notification of a reportable event	Chair of Council				On the recommendation of the DPPC	
Submission of transparency information to OfS	Vice-Chancellor				On the recommendation of the DPPC	
Compliance with the requirements of Charity Law	Council					Charities Act 2011 Charities (Protection and Social Investment) Act 2016 Trustees Acts 1925, 2000
Classification of the information made available under the FOI scheme	Council				On the recommendation of the Vice-Chancellor	
Compliance with UK immigration and visa requirements	Council					
Compliance with statutory duty on PREVENT	Council					

Approval of the annual PREVENT data and monitoring return to the OfS	Council				On the recommendation of UEB	
Compliance with the integrated public sector equality duty	Vice-Chancellor					
Approval of the statement of equality objectives and action plan	Council					
Compliance with Health and Safety legislation	Council	Vice-Chancellor			Assisted by the Health and Safety Committee	
Compliance with Modern Slavery Act 2015	Council				On the recommendation of UEB	
Approval of the Modern Slavery and Human Trafficking Statement	Council				On the recommendation of UEB	
Compliance with Gender Pay Gap Reporting	Council				On the recommendation of UEB	
Senior office bearers / appointments						
Chancellor: appointment/removal	Court				On the recommendation of a Joint Council/Senate Committee, chaired by the Vice-Chancellor	Charter 6, Statute 3,1, 24,1 and Ordinance 2
Chancellor: Execution of duties except conferring of degrees	Chancellor	Pro-Chancellors				Charter 7
Chancellor: conferring of degrees	Chancellor	Vice-Chancellor				Charter 7
Pro-Chancellor: appointment/removal	Court				On the nomination of Council	Statute 4, 17.4, 24.1 (Maximum of 3): Charter 7

Pro-Chancellor: execution of duties	Pro-Chancellors					
Vice-Chancellor: appointment	Council				On the endorsement of Senate on the basis of a recommendation by the Committee on the Office of Vice-Chancellor	Statute 5.1
Vice-Chancellor: execution of duties	Vice-Chancellor	Deputy Vice-Chancellor and Pro-Vice-Chancellors			At the request of the Vice-Chancellor, in their absence, and during a vacancy, jointly and severally.	Charter 9
Vice-Chancellor: annual performance review	Chair of Council					
Deputy Vice-Chancellor: appointment	Council				On the recommendation of Senate, on the recommendation of the Senior Academic Appointments Committee	Statute 7.2
Deputy-Vice-Chancellor: execution of duties	Vice-Chancellor				As delegated under Ordinances	Statute 7.4
Pro-Vice-Chancellors: appointment	Council				On the recommendation of Senate, on the recommendation of the Senior Academic Appointments Committee	Statute 7.2 (maximum of 3): Charter 9
Pro-Vice-Chancellors: execution of duties	Vice-Chancellor				As delegated under Ordinances	Statute 7.4
Appointment of a Visitor	Privy Council				On the request of Court	Charter 4, Statute 15.1
Appointment of Treasurer	Council				On the recommendation of Nominations Committee	Statute 17.5
Appointment of Chair of Council	Council					Statute 16.5, 17.1

Appointment of Vice-Chair of Council	Council				Cannot be a staff or student member of Council	Statute 17.2, Ordinance 8.4
Appointment of lay members of Council	Council				On the recommendation of Nominations Committee	Statute 16.3
Election of staff members to Council	Council					Statute 16, Ordinance 8
Appointment of two student members to Council	Council					Statute 16
Removal of Council members	Council					Statute 24.1
Designation of postholders/other members of the University eligible for membership of Academic Assembly	Senate					Statute 22.1
Appointment of Vice Presidents, Deans, Deputy Deans, Heads and Deputy Heads of schools/faculties, Heads of academic departments	Council				On the recommendation of a Joint Council/Senate Committee chaired by the Vice-Chancellor	Ordinance 3.1
Appointment of Directors of Studies	Senate	Boards of Studies				Ordinance 4
Appointment of staff in the Education and Research job family	Senate	Academic Staff Committee				Career Progression in Education & Research job family document agreed by Senate
Approval of secondary academic appointments	Senate	Boards of Studies				Boards of Studies ToRs
Appointment of senior administrative officers	Council				Salary subject to approval by RemCo	Statute 9.1
Secretary to Council (HoSG): appointment	Council					Statute 10

Secretary to Council (HoSG): T&Cs	RemCo					
Secretary to Council (HoSG): duties/responsibilities	Chair of Council					
Appointment of University Librarian	Council				On the recommendation of Senate	Statute 11
Appointment of Marshal and Deputy Marshal	Senate					
Appointment of Warden of the Blues	Senate					
Appointment of Independent Adviser for Postgraduate Research Students and Deputy	Senate					
Appointment of Representatives of the University on outside bodies	Senate					Unless otherwise specified
Appointment of certain members of Court	Council					As defined in Statute 13, 24.1, Ordinance 7
Appointment of certain members of Court	Court					As defined in Statute 13, 24.1, Ordinance 7
Removal of members of Court other than academics covered by Statute 25	Court				For good cause and with the right to be heard	Statute 24.1
Declaration of individuals as members of the University	Council				After consultation with Senate, and can be on the recommendation of Senate	Statute 2.2
HR / staffing						
Policy on T&Cs for senior staff within the remit of RemCo	Council				On the recommendation of RemCo	

Salary on appointment for senior staff within the remit of RemCo	RemCo					
Application of T&C policy for senior staff within the remit of RemCo	RemCo					
T&Cs for all staff	Council	Vice-Chancellor			Vice-Chancellor to bring to Council "where judged appropriate to do so" Director of HR to provide annual report to Council on HR policy changes. Senate to review, from time-to time the conditions of service of academic staff and make recommendations to Council	Statute 17.8
Designation of postholders as academic staff	Senate					Statute 1.1
All staff: pension provision	Council	Vice-Chancellor				
Express provision in letters of appointment	Council				Council may instruct the Secretary to Council (HoSG) by resolution to vary express provision in contracts	Ordinance 17.2
Trades Union: approval of national pay award	Council					
Trades Union: decisions on participation on national agreements for pay bargaining	Council					
Trades Union recognition and facilities	Vice-Chancellor					
Changes in institutional management structure	Vice-Chancellor					The Vice-Chancellor will ensure adherence to the

						Senior Remuneration Policy. Where it is required, he will seek committee approval in advance of effecting any change.
Establishment of Groups	Senate	Boards of Studies				Ordinance 5
Appointment of Heads of Groups	Senate	Boards of Studies				Ordinance 5
Redundancy: staff earning more than £100k	RemCo					
Redundancy: staff earning less than £100k	Vice-Chancellor					
Early retirement in accordance with policy	Director of HR					
Staff dismissal	Vice-Chancellor					
Staff disciplinaries and grievances related to Statute 19 and 25	Vice-Chancellor					Statute 17.20
Staff disciplinaries and grievances unrelated to Statute 19 and 25, or an act of the Court	Council	Director of HR				
Where a Disciplinary Tribunal is required: composition of Tribunal under Statute 25	Chair of Council				After consultation with the Chair of Academic Assembly. Nominations of academic staff members made by Senate, or by the Vice-Chancellor where a nomination is required before the next available meeting of Senate	Ordinance 19.1 Senate minute 12677

Where a Disciplinary Tribunal is required: appointment of someone to hear appeal against outcome	Council				Nominations of academic staff members made by Senate, or by the Vice-Chancellor where a nomination is required before the next available meeting of Senate	Statute 25.28, Ordinance 20.3 Senate minute 12677
Where a Grievance Committee is required: composition under Statute 25	Chair of Council				Nominations of academic staff members made by Senate, or by the Vice-Chancellor where a nomination is required before the next available meeting of Senate	Senate minute 12677
Staff exclusion from the University	Council	Vice-Chancellor				Ordinance 17.12
Where a Board is required to hear an appeal from a member of academic staff against removal for incapacity on medical grounds under Statute 25	Council					
Extension of sick/incapacity pay for academic staff beyond normal policy	Council	Vice-Chancellor			Paid on behalf of Council at discretion of Vice-Chancellor on advice of the Director of HR	Ordinance 17.14
Approval of sabbatical leave for a University Officer	Council	Vice-Chancellor				Ordinance 17.16
Approval of sabbatical leave for member of academic staff	Council	Vice-Chancellor				Ordinance 17.16
Approval of special leave for any member of staff	Council	Vice-Chancellor*			On the initial approval of the Vice-Chancellor *for up to two years and on terms thereafter as Council may agree	Ordinance 17.19 and 17.20

Approval to recruit to new or existing academic posts: professorial	Vice-Chancellor					RemCo approves the T&Cs (but not the requirement for the post or candidate) for those within its remit.
Approval to recruit to new or existing academic posts: below professorial level	Vice-Chancellor					
Approval to recruit to new or existing non-academic posts	Vice-Chancellor					
Approval to recruit under exceptional talent	Vice-Chancellor					
Revision of Academic Career Progression Framework and Principles	Senate					
Progression of staff in the Education and Research job family		Academic Staff Committee				Committee Terms of Reference agreed by Senate
Staff appeals against decisions in relation to appointment or progression	Senate	Academic Staff Appeals Committee				Academic Staff Appeals Committee ToRs
Amendment of professorial title	Senate	Academic Staff Committee				Senate minute 13109
Approval of outside work/consultancy by professors or senior administrative staff	Vice-Chancellor	Deans				Consultancy Policy
Approval of reduction of period of registration for staff candidature for higher degrees and postgraduate diplomas	Senate	Board of Studies			Under Method A	Regulation 16.9

Oversight and approval of all major changes to initial and continuing professional development programmes related to learning and teaching	Senate	Learning and Teaching Committee				Learning and Teaching Committee ToRs
Conferment of visiting titles	Senate	Board of Studies				Senate minute 13050
Remuneration for external examiners	Vice-Chancellor					
Strategy and policy development						
Approval of Mission, Vision, strategy and underpinning strategies	Council				Following discussion at Senate for matters within its remit. *(updated)*	
Monitoring and evaluation: performance of University against approved plans and KPIs	Council					
Approval of risk management strategy: policy and appetite	Council				On advice of ARAC	
Approval of strategic risk register	Council				On advice of ARAC	
Operational oversight of risk management strategy	Council	ARAC				
General responsibility for maintaining and promoting efficiency and good order of the University	Vice-Chancellor					Statute 5.4
Approve new material corporate policy within the statutory remit of Council	Council					In accordance with the University's policy framework

Approve new material policy within the statutory remit of Senate	Senate					In accordance with the University's policy framework
Approve material revision of corporate policy previously approved by Council	Council					
Approve material revision of corporate policy previously approved by Senate	Senate					
Receive annual HSE Report	Council					
Oversight of University environmental sustainability	Council				On the recommendation of the Vice-Chancellor, taking advice from UEB and taking account of the Climate Action Framework	
Major alliances with third party organisations which could have major reputational or financial (> £2M) risks	Council				On the advice of the Vice-Chancellor, taking the advice of the Finance Committee and Ethics Committee, as appropriate	
Approval of Emergency Management / Business Continuity Plan	Council					
Oversight of Emergency Management/Business Continuity Plan	Vice-Chancellor	Chief Operating Officer				
Approval and amendment of Equality and Diversity Objectives	Council	EDI Committee			After discussion at Senate *(updated)*	
Approval of Equality and Diversity annual reports	Council	EDI Committee			After discussion at Senate *(updated)*	
Finance and Audit						

The Scheme of Delegation is under review, section by section. Updated Finance and Audit delegations were approved by Council on 12 May 2022 and are available separately on the website. ***May 2022***						
Fundraising						
Policy framework for the acceptance of donations and gifts	Council					
One-off donations	Vice-Chancellor (1)	DDAR (2)		(1) >£10k (2) <£10k		Would benefit from thresholds?
Creation of endowment	Vice-Chancellor				Subject to compliance with Endowment Fund policy	Would benefit from thresholds?
Non-monetary gifts	Vice-Chancellor					Would benefit from thresholds?
Allocation of non-restrictive endowment funds	Director of Finance					
Donor naming policy	Council					
Operation of donor naming policy	Vice-Chancellor					
Capital programmes						
Approval of capital projects including construction, professional fees, acquisition, refurbishment and leasing of properties relating to these projects and VAT. For single/related transactions of aggregated value:	*The Scheme of Delegation is under review, section by section. This delegation was replaced by delegations F8.1 – F8.1.4 in the updated Finance and Audit delegations, which were approved by Council on 12 May 2022. The updated Finance and Audit delegations are available separately on the website.* ***May 2022***					

Emergency powers: approval of total (cumulative) upward variations of:	Joint approval of Chair of Council, Treasurer and Vice-Chancellor (1)	Vice-Chancellor (2)		(1) £250k - £500k (or, for projects over £2.5m, up to 20% of project budget capped at £750k. (2) Up to £250k (or, for projects over £2.5m, 10% of project budget capped at £500k).	Must be reported to next meetings of Finance Committee and Council	
Initial design work prior to approval when project is not included in annual budget	Vice-Chancellor					
Acquisition or property (or land and including leasing and licensing). Annual rent >£500k, a potential break cost of >£500k, or significant non-financial implications	*The Scheme of Delegation is under review, section by section. This delegation was replaced by delegations F5.1 – F5.8 in the updated Finance and Audit delegations, which were approved by Council on 12 May 2022. The updated Finance and Audit delegations are available separately on the website.* ***May 2022***					
Other Estates-related contracts	Council	Vice-Chancellor	Chief Operating Officer			Statute 17.16 In accordance with procurement policy and delegated authority for signing contracts on behalf of the University
Major infrastructure-related contracts	Council	Vice-Chancellor	Chief Operating Officer			Statute 17.16 In accordance with procurement policy and delegated authority for

						signing contracts on behalf of the University
Disposal of property (including land, leasing and licensing)	Council					Statute 17.16
Estates maintenance plan	Finance Committee				On the recommendation of UEB/Buildings Board	
Settlement of building contracts disputes	Council (1)	Vice-Chancellor (2)		(1) >£500k (2) <£500k		
Reservation of Areas as set out in Regulation 9 and approval of terms of agreements for exclusive use	Jointly Vice-Chancellor, Chair of Council and Treasurer					
Contracts and procurement						
Procurement						In line with procurement policies and delegated authority for signing contracts on behalf of the University
Provision of furniture and equipment as may be required	Vice-Chancellor					Statute 17.18
Staff expenses policy	Vice-Chancellor					Expense claims made by the Vice-Chancellor will be authorised by the Chair of Council
Authorising research and related research-related contracts and agreements	Vice-Chancellor					
Authorising education-related contracts	Vice-Chancellor					

Authorising employee-related contracts	Vice-Chancellor					
Authorising agreement for the provision of service by the University	Vice-Chancellor					
Regulatory licences: human tissue, licensed premises etc	Named licence holder					
Academic matters						
Responsibility for academic work of the University, both in teaching and research	Senate				Subject to the powers of Council	
Monitoring and evaluation of the academic performance of the University	Senate				Against approved plans and KPIs benchmarked against other institutions where possible	
Final approval of academic programmes	Senate				On the recommendation of the Courses and Partnerships Approval Committee	
Initial strategic approval of academic programmes	Senate	Academic Programmes Committee				Senate minute 13145
Approval and amendment of shape of each academic year	Senate					
Material revision of the New Framework for Assessment and Assessment Regulations	Senate					
Material revision of IMCA	Senate					
Consequential and not material amendment of the New Framework	Senate	Learning, Teaching and Quality Committee				Senate Minute 13156

Routine editorial changes to IMCA document	Senate	Director of Academic Registry				Senate minute 13005
Major changes to academic programmes	Senate	Programmes and Partnerships Approval Committee			Other than withdrawal of programme or collaborative provision	Senate minute 13145
Minor/intermediate changes to academic programmes	Senate	Boards of Studies/FLTQC				QA4/Senate minute 13145
Approval of withdrawal of programmes	Senate	Academic Programmes Committee				Senate minute 13145
Exemption General (student) Entrance Requirements	Senate	Director of Academic Registry	Nominated Deputy			Regulation 13
Responsibility for general administration of the Library, including rules for use of the Library	Senate	University Librarian			Subject to annual report to Senate	Ordinance 6
Collaborative provision						
Approval of new institutional partners (collaborative provision)	Senate				On the recommendation of the Academic Programmes Committee	
Initial approval of an existing programme to be delivered by an existing or prospective collaborative partner	Senate	Academic Programmes Committee				Senate minute 13145
Approval of the arrangements and formal agreement for delivery of an existing programme by	Senate	Courses and Partnerships Approval Committee			Following detailed scrutiny of their capacity to meet University of Bath Standards	Senate minute 13145

newly approved or existing collaborative partner, including research degree programmes						
Approval of renewal of an agreement for collaborative provision including collaborative arrangements in research degree programmes	Senate	Courses and Partnerships Approval Committee			Following detailed scrutiny of their capacity to maintain University of Bath standards in delivery of programme	Senate minute 13490
Approval of proposals for exchange arrangements (Faculty/School-wide), requiring new, modified or renewed exchange agreements	Senate	Courses and Partnerships Approval Committee			Following appropriate scrutiny for all but defined minor amendments	Senate minute 13276
Authority to request that an exchange arrangement be terminated in event that a department/faculty/school failed to review, renew or terminate an arrangement in accordance with University policy	Senate	Academic Programmes Committee				Senate minute 13276
Approval of the renewal of department level student exchange arrangements	Senate	Faculty Learning, Teaching and Quality Committees			Irrespective of whether supported by International Office or Academic Programmes Committee	Senate minute 13276
In event of disagreement between International Office and department/ faculty/school, decision to	Senate	Academic Programmes Committee				Senate minute 13276

support or reject a proposal for an academic programme						
Examinations						
Appointment of External Examiner where aggregate term of office exceeds 4 consecutive years	Senate					
Appointment of internal and external examiners	Senate	Boards of Studies			Except where aggregate term of office exceeds 4 consecutive years	Ordinance 15.2
Dictionary provision in examinations	Senate	Boards of Studies				Regulation 15.6
Rules for conduct of examinations	Senate	Director of Academic Registry				Regulation 15.4€
Examination and Assessment Offences: Taught Programmes	Senate	Convenor/Director of Studies/Inquiry Sub-Committee				QA53
Examination and Assessment Offences: Research Programmes (before submission)	Senate	Head of Department/School				QA53
Examination and Assessment Offences: Research Programmes (after submission)	Senate	Vice-Chancellor/Disciplinary Committee				QA53
Consideration of External Examiners' Reports	Senate	Faculty Learning, Teaching and Quality Committee			Subject to any recommendations requiring institutional approval being forwarded to Senate for approval	Senate minute 13145

Student progression						
Student progression: undergraduate and taught postgraduate students	Senate	Board of Studies			On the recommendation of the Board of Examiners for Programmes	Ordinance 14, Regulation 15
Student progression: postgraduate research students other than confirmation of and transfer to PhD	Senate	Board of Studies			On the recommendation of the Faculty/School	Ordinance 14, Regulation 16
Student progression: postgraduate research students: confirmation of PhD registration	Senate	Board of Studies				Minute 13485
Student progression: postgraduate research students: transfer to PhD	Senate	Progression Board of Examiners				Minute 13485
Award of degrees						
Award of Degrees	Senate	Boards of Studies			On the recommendation of the Board of Examiners for Programmes	Ordinance 14, Regulation 15
Award of research degrees	Senate	Boards of Studies			On the recommendation of the Board of Examiners (Doctoral)	Ordinance 14, Regulation 16
Conferment of degrees	Senate	Chancellor/Vice-Chancellor-Deputy Vice-Chancellor/Pro-Vice-Chancellor			By signature of pass list	
Award of DSc and D Litt	Senate				On the recommendation of the Vice-Chancellor	

Award of DSc and D Litt: functions as set out in Regulation 16.7	Senate	Vice-Chancellor				Regulation 16.7
Award of Posthumous or Aegrotat Degree, Diploma or Certificate	Senate					Ordinance 14, Regulation 15
Decision to deprive persons of any degrees, distinctions or titles or to revoke any Diplomas or Certificates of associated privileges	Council				On recommendation of Senate	
Rescission of a degree as a result of an academic review or administrative error	Senate	Board of Studies				Senate Minute 12889
Transcripts: approval of minor amendment of Exit Summary Transcript and Full Transcript	Senate	Director of Academic Registry				
Granting of academic award to a person in default of payment of fees where exceptional circumstances exist	Senate	Director of Academic Registry			Under circumstances set out in Regulation 2.10	Senate minute 13109
Quality assurance						
Academic infrastructure: approval of exemptions	Senate	Programmes and Partnerships Approval Committee				Senate minute 13145
Degree Scheme Reviews	Senate	Degree Scheme Review Panel				QA13

Degree Scheme Reviews: details evaluation of Degree Scheme Review Report at Faculty Level	Senate	Faculty Learning, Teaching and Quality Committee				Senate minute 13145
Degree Scheme Reviews: timetable	Senate	Learning, Teaching and Quality Committee				Senate minute 13145
Degree Scheme Review: School of Management performance of functions set out in Section 6.3 of QA13	Senate	Programme and Partnerships Approval Committee			On advice of SoM's Learning, Teaching and Quality Committee	Senate minute 13357
Maintenance of Quality Assurance Code of Practice	Senate	Learning, Teaching and Quality Committee				Senate minute 13145
Approval of exemptions from Quality Assurance Code of Practice	Senate	Learning, Teaching and Quality Committee				Senate minute 13145
Monitoring of quality assurance, enhancement mechanisms and professional accreditation at Faculty/School/Division level and external assessment activities	Senate	Learning, Teaching and Quality Committee				Senate minute 13145
Academic standards and quality of provision at Faculty/School/Division level	Senate	Boards of Studies/Faculty/ School/Division Learning, Teaching and				Key functions minute 13145

		Quality Committee				
Academic standards and quality of provision at department level	Senate	Department Learning, Teaching and Quality Committee				Senate minute 13175
Approval of Professional Accreditation Submission	Senate	Programmes and Partnerships Approval Committee				Senate minute 13145
Student academic reviews and appeals						
Determination of student academic reviews	Senate	Review Sub-Committee/ Chairs of Boards of Studies/ Director of Academic Registry				Regulation 17
Determination of student academic appeals: outcome is change of degree classification	Senate					Senate Standing Order 28
Determination of student academic appeals	Senate	Student Academic Appeals Committee				Regulation 17
Academic reviews and appeals: monitoring	Senate	CSSU				Regulation 17.13
Research						

Academic standards and quality of research: Faculty/School level	Senate	Faculty/School Research Committee				Senate minute 13145
Academic standards and quality of research: department level	Senate	Department Research Committee				Senate minute 13175
Access to theses: restriction of publication	Senate	Board of Studies			Subject to report to Senate if duration of restriction is over 3 years	Regulation 16
Postgraduate research study provision: coordination of policy and advice at institutional level	Senate	University Doctoral Studies Committee				UDSC ToRs
Postgraduate research study provision: coordination of policy and advice at Faculty level	Senate	Faculty Graduate School Committee				Senate minute 13145
Postgraduate research study provision: coordination of policy and advice at School level	Senate	School Research Students Committee				Senate minute 13218
Establishment and review of Research Centres	Senate	Research Committee			Subject to annual report to Council and Senate and any recommendations they may make	Research Committee ToRs
Appointment of Research Centre Directors and Deputy Directors	Senate	Research Committee			Subject to annual report to Council and Senate and any recommendations they may make	Research Committee ToRs
Oversight of arrangements for preparation of REF submission	Senate	Research Committee				Research Committee ToRs

Approval of REF submission	Senate	Vice-Chancellor			Subject to report made of submission to next available meeting of Senate	
Approval of research grants and contracts	Senate					Financial Regulation D3
Submission of research grants and contracts	Senate					Financial Regulation D3
Student matters						
Approval of student admissions strategy	Senate					
Approval of student admissions policy	Senate					
Approval of student admissions guiding principles	Senate					
Monitoring of student numbers and undergraduate and postgraduate admissions	Senate					
Expulsion of students	Senate					
Approval of SU Articles of Governance, including 5-yearly review	Council & Students' Union				Major amendments require approval of SU membership, minor can be agreed by SU Board of Trustees. Both require Council approval.	Ordinance 24.1
Approval of SU budget	Council	Finance Committee				
Receipt of SU Annual Report and Accounts	Council	Finance Committee			On the recommendation of the Students' Union	
Issue code of practice re the application of Education Act 1994 to Students' Union affairs – bring this to all	Council					Ordinance 24.10

students' attention at least annually						
Grant of Presidential Year to student elected as a Sabbatical Trustee	Senate					Ordinance 24.5
Approval of annual tuition fee rates schedule	Council				On the advice of Finance Committee	
Approval of individual course (non-undergraduate) fees which arise in-year after the annual schedule has been approved	Vice-Chancellor					
Approval of student accommodation fees	Council	Finance Committee				
Bursary policy	Council					
Application of bursary policy	Vice-Chancellor					
Approval of student accommodation fees	Council	Finance Committee				
Student refund of accommodation or fees	Council (1)	Vice-Chancellor (2)		(1) >£100k (2) <£100k		
Student complaints procedure	Council				Statute 17.20 (other than for gri	Statute 17.20 (other than for grievances covered by Statute 19, which are matters governed by Senate)
Formal student complaints	Senate	HoD/Director of Policy, Planning and Compliance, Review panel				Appendix 1 to Regulations
Formal student disciplinary action	Senate	Vice-Chancellor or designate/				Regulations 7 and 8

		Disciplinary Committee				
Decision to expel a student as a result of disciplinary or fitness to study process	Senate	Vice-Chancellor				Ordinance 8.4(e) Regulation 8 Regulations Appendix 2
Student disciplinary appeals	Council	Council Appeals Committee			Statute 27.2 for appeals against expulsion permitted in Statute 19.32 (appeals against lesser penalties being the responsibility of Senate)	Statute 27.2
Student disciplinary appeals	Senate	Senate Appeals Committee			Penalties less than those set out in Statute 27.2 for appeals against expulsion permitted in Statute 19.32	Regulation 8 Senate Standing Order 20
Authority to deal with actions arising from a formal decision of the Independent Adjudicator for Higher Education	Vice-Chancellor					
Appointment of an independent person for the Students' Union complaints procedure	Council	Nominations Committee				
Approval of date for Rag Day	Senate	CSSU			Subject to report of date to Senate	
Ceremonial						
Conferment of titles of Professor Emeritus, Honorary Professor, Honorary Reader, Honorary Lecturer and Honorary Fellow	Senate					

Approval of criteria for award of honorary degrees	Senate					
Revision of honorary degree procedures	Senate	Honorary Degrees Committee				
Award of honorary degree nominations	Senate					
Conferment of honorary degree in absentia	Senate					
Appointment of Orators	Senate	Honorary Degrees Committee				Ordinance 14.12
Approval of revision of congregational procedure	Senate	Honorary Degrees Committee				Council minute 5126
Award of Chancellor's Medal	Senate				On recommendation of the Honorary Degrees Committee	
Approval of additions and amendments to Academic Dress Regulations	Senate	Director of Academic Registry			Subject to report to Senate following any change	Senate minute 13767
Honorary appointments at Faculty/School/Division level	Senate	Faculty/School Board of Studies				Senate minute 13050
Establishment of Arts Awards Prizes	Senate					
Revision of criteria for award of Arts Awards Prizes	Senate					
Minor amendment of Awards and Prizes at University level	Senate	Relevant Award/Prize Committee (e.g. Blues Committee, Chancellor's				Senate minute 13008

		Prize Committee				
Award of Awards and Prizes at University level	Senate	Relevant Award/Prize Committee (e.g. Blues Committee, Chancellor's Prize Committee				Senate minute 13008
Media						
Filming agreements for filming on University	Vice-Chancellor					
Authorisation of media releases	Vice-Chancellor					
Use of University logo	Vice-Chancellor					
IT/digital						
Approval of 3rd party use of University computers or software	Vice-Chancellor	Chief Operating Officer	Chief Digital and Information Officer			
Approval of individual IT/information services, capital/infrastructure programmes/project, and acquisition or licence of software by single or related transactions with aggregated value of:	Vice-Chancellor					In line with delegated authority for signing contracts on behalf of the University

Compliance with GDPR and Data Protection legislation	Vice-Chancellor	Chief Operating Officer	Chief Digital and Information Officer			
Statutory data returns						
Sign off HESA student return	Vice-Chancellor				On the recommendation of DPCC	
Sign off HESA staff return	Vice-Chancellor				On the recommendation of DPCC	
Sign off HESA finance return	Vice-Chancellor				On the recommendation of DPCC	
Sign off HESA Unistats	Vice-Chancellor (1)	Director of Policy, Planning and Compliance (2)			(1) Annual (2) In-year updates	
Miscellaneous						
Approval of requests by 3rd parties to use University copyright	Vice-Chancellor					
Application of sanctions relating to library access and information security policy	University Librarian					
Recission of degree, or deprivation of any person of any academic distinction or privilege	Vice-Chancellor					
Whistleblowing policy approval and oversight	Council	ARAC				
Decisions under Freedom of Expression Code of Practice	Council	Deputy Vice-Chancellor				

Executive authority to suspend/close immediately any University facilities on HSE grounds	Vice-Chancellor	On call UEB member				
Interpretation of Council delegated authorities	Council				On the advice of HoSG	
Urgent Business Procedure	Chair of Council, Vice-Chancellor and either Treasurer or Vice-Chair of Council					As set out in Council Standing Orders

APPENDIX 1

Vice-Chancellor	**Charter**	7. There shall be a Vice-Chancellor of the University who shall be the Principal and the chief academic and administrative officer of the University and ex-officio Chairman of the Senate, and who shall, in the absence of the Chancellor or during a vacancy in the office of Chancellor, confer Degrees.
	Statutes	<u>SECTION 5 The Vice-Chancellor</u> 5.1 The successors to the first Vice-Chancellor shall be appointed by the Council after consideration of a report from a Joint Committee consisting of the Chancellor, Chair of Council and two other members of the Council and three members of the Senate; the Chair shall be appointed by the Chancellor. 5.2 The Vice-Chancellor shall be appointed upon such terms and conditions (subject to Section 25 of these Statutes) as the Council may think fit. 5.3 The Vice-Chancellor shall be ex-officio Chair of the Senate and a member of the Court, the Council, the Boards of Studies and of all Committees and Joint Committees of these bodies (other than a Joint Committee appointed pursuant to paragraph 1 of this Section of these Statutes¸ Audit Committee, Council Appeals Committee and Senate Appeals Committee). 5.4 The Vice-Chancellor shall have general responsibility to the Council for maintaining and promoting the efficiency and good order of the University. 5.5 The Vice-Chancellor shall have the power to admit Students to the University and may without assigning any reason refuse to admit any person as a Student. 5.6 The Vice-Chancellor may subject to the provisions of Section 27 of these Statutes: (i) suspend any Student from any class or classes; or (ii) exclude any Student from any part of the University or its precincts for such period as the Vice-Chancellor may determine, and shall report any such suspension or exclusion to the Senate at its next meeting. 5.7 The Vice-Chancellor may delegate all or any of the functions under paragraph 5 or paragraph 6 of this Section of these Statutes to the Deputy Vice-Chancellor or a Pro-Vice-Chancellor. 5.8 The Vice-Chancellor may resign by writing addressed to the Council.
	Ordinances	

Council	**Charter**	12. There shall be a Council of the University (herein called 'the Council') which shall, subject to the Statutes, be the governing body of the University and shall have the custody and use of the Common Seal, and shall be responsible for the management and administration of the revenue and property of the University and shall, subject to the powers of the Senate as provided in this Our Charter and the Statutes, have general control over the conduct of the affairs of the University with power to manage all matters not provided otherwise by this Our Charter or by the Statutes.

	Statutes	SECTION 17 Functions of the Council Subject to the Charter, these Statutes and Ordinances the Council in addition to all other functions vested in it, shall have the following functions: 17.1 To appoint a Chair not being a member of Staff or Student of the University who shall hold office for three years and shall be eligible for re-appointment. The Chair shall not hold office for more than three periods of three years, except in exceptional circumstances. 17.2 To appoint if the Council so wishes a Vice-Chair from those members of Council not being members of Staff or Students of the University who shall hold office for three years and shall be eligible for re-appointment for one or more further periods of three years. 17.3 To appoint members to the Joint Committees referred to in Sections 3 and 5 of these Statutes. 17.4 To nominate to the Court persons for appointment as Pro-Chancellors. 17.5 To appoint a Treasurer. 17.6 To appoint members of the Court as provided for in these Statutes. 17.7 After consideration of such reports, recommendations or nominations as are required by these Statutes to appoint the Vice-Chancellor, the Deputy Vice-Chancellor, Pro-Vice-Chancellors, the University Secretary, Heads of Schools and the University Librarian. 17.8 To determine the method of appointment, conditions of appointment and service, and remuneration of all Staff of the University, Academic or otherwise, and of all other persons employed or engaged by the University. 17.9 After consideration of a report from the Senate, to deprive persons of any Degrees or other distinctions or titles conferred on them, and to revoke any Diplomas or Certificates granted to them by the University either itself or jointly or in conjunction with other institutions, and to withdraw all privileges connected therewith. 17.10 On the recommendation of the Senate to institute, combine or discontinue Schools, Departments, Institutes or other academic sections of the University. 17.11 To bring from time to time before the Court and the Senate any matters which in its opinion should be dealt with by these bodies respectively. 17.12 In accordance with Article 29 of the Charter, jointly with the Senate to recommend Special Resolutions to the Court. 17.13 In accordance with Article 23 of the Charter to make Ordinances. 17.14 To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University, and for these purposes to appoint bankers, and any other officers or agents whom it may think fit to appoint, and to cause proper books of account to be kept for all sums of money received and expended by the University, and for the assets and liabilities of the University, so that such books give a true and fair view of the state of the University's affairs and explain its transactions; provided that, before determining any

		question of finance which affects the academic policy of the University, the Council shall take into consideration any recommendation or report thereon by the Senate. 17.15 To invest any moneys belonging to or held by the University in any manner as the Council shall from time to time think fit, in any part of the world, or in the purchase of freehold or leasehold hereditaments in the United Kingdom, including rents; provided that in the case of moneys held by the University as trustees the powers conferred by this paragraph shall be exercised subject to the provisions of the governing trust instrument. 17.16 To sell, buy, exchange, lease and accept leases of real and personal property on behalf of the University. 17.17 To borrow money on behalf of the University, and for that purpose, if the Council thinks fit, to mortgage, or charge all or any part of the property of the University, whether real or personal, unless the conditions of any Will, Deed or Gift or other similar instrument are thereby contravened, and to give such other security whether real or personal property or otherwise as the Council may think fit. 17.18 To provide the buildings, premises, furniture and equipment and other means required for carrying on the work of the University and maintaining its efficiency and well-being. 17.19 To provide at its discretion for the welfare of all persons in the employment of the University or formerly in the employment of the University or of the College and the spouses, widows, widowers, and dependants of such persons including the payment of money, pensions or other payments and to subscribe to benevolent and other funds for the benefit of such person. 17.20 To consider, adjudicate upon, and, if thought fit, redress any grievance of the Academic and other Staff of the University, the Graduates and the Students of the University who may for any reason feel aggrieved otherwise than by an act of the Court or by an act taken in accordance with the provisions of Sections 19 or 25 of these Statutes. 7.21 To enter into, vary, carry out and cancel contracts on behalf of the University, subject to the provisions of Section 25 of these Statutes in those cases where Section 25 applies. 17.22 To determine all University fees. 17.23 To accept, reject or refer back any recommendation made by the Senate; provided that no such recommendation may be rejected unless the Senate is informed of the reasons for such rejection and is given an opportunity to comment thereon to the Council. 17.24 To call for reports from the Senate and by receiving such reports to review the work of the University. 17.25 Subject to the powers of the Senate, to take such action as it may think fit to advance the teaching and research, the interests and general efficiency of the University, and to provide for the recreation and welfare of the Students and Staff of the University. 17.26 To establish Joint Committees of the Council and representatives of the Students' Union and to prescribe the method of appointment of such representatives and the functions of such committees.

		17.27 To select a Seal and a Mace for the University and to have the sole custody and use of the Seal and under detailed provisions to be contained in the Ordinances to provide that the use of the Seal and its witnessing or the execution of deeds on behalf of the University by Officers of the University and those persons nominated by the Council for this purpose may be dealt with as if the University was a Company incorporated under the provisions of the Companies Act 1985 or under any legislation in substitution therefor and in accordance with any resolution of the Council relating to the use of the Seal or the execution of deeds. 17.28 To exercise all such powers as are or may be conferred on the Council by the Charter, these Statutes and the Ordinances and to carry them into effect. 17.29 To appoint a Secretary to the Council in accordance with Section 10 of these Statutes. 17.30 To appoint the External Auditor. 17.31 On the recommendation of the Senate to make, amend, add to or repeal Statutes in accordance with Article 21 of the Charter. 17.32 To consider representations from the Court on any matter affecting the University. 17.33 To delegate, upon such conditions as it may determine, and to revoke the delegation of, any of its functions to committees of the Council, joint committees of the Council and the Senate, the Vice-Chancellor or other Officers of the University. Such delegation may include delegation of powers of appointment and powers of investment. Any delegation of function shall be explicit and a matter of record. 17.34 To delegate the management of investments to one or more fund managers who are authorised and exempted persons under the Financial Services and Markets Act 2000.
	Ordinances	8. THE COUNCIL 8.1 Election of Four Members of the Senate by the Senate to serve on the Council (a) The election of Four Members of the Senate by the Senate to the Members of the Council shall be conducted by secret ballot in accordance with such procedure as the Senate shall prescribe. (b) Members of Council elected by Senate who are subsequently appointed to posts of either Pro-Vice-Chancellor or Dean be required to resign their elected membership of Council. Persons in attendance at meetings of Council shall not be included in this election. (c) Members of Senate elected to Council shall serve for a period of three years or such lesser period as the person elected remains a member of Senate. University of Bath - Ordinances 8.2 Election of One Member of Senate by the Academic Assembly to serve on the Council

		(a) The Academic Assembly shall elect a person to fill the vacancy on the University Council in accordance with sub-paragraph c(ii) of paragraph 1 of Section 16 of the Statutes for a period of three years, or such lesser period as the person elected remains a member of the Senate. (b) The candidates in this election shall be all those members of Senate elected in accordance with sub-paragraph (b)(ii) of paragraph 1 of Section 18 of the Statutes who are not otherwise members of Council and whose period of office on Senate extends for at least two complete sessions subsequent to the election. (c) The University Secretary shall issue a voting paper giving the names of the candidates as defined in (b) above to all members of the Academic Assembly. (d) The votes shall be counted under the direction of the University Secretary. (e) Members of Council elected by Academic Assembly who are subsequently appointed to posts of either Pro-Vice-Chancellor or Dean be required to resign their elected membership of Council. 8.3 Election of One Member of Non-Academic Staff to serve on the Council (a) Members of staff who are not members of the Academic Assembly and who are on a full-time or fractional contract shall elect a person to fill the vacancy on the University Council in accordance with sub-paragraph c (iii) of paragraph 1 of Section 16 of the Statutes for a period of three years, or such lesser period as the person elected remains a member of University staff but is not a member of the Academic Assembly. (b) Any member of staff who is not a member of the Academic Assembly and who is on a full-time or fractional contract is eligible to stand for election to Council in this election. (c) When there is a vacancy for a member of staff who is not a member of the Academic Assembly to serve on Council, the University Secretary shall give notice to members of staff who are not members of the Academic Assembly by inviting seconded nominations for election to be submitted to the University Secretary not later than a specified date. Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote. (d) After receipt of nominations the University Secretary shall provide to all members of staff who are not members of the Academic Assembly and who are on a full-time or fractional contract voting instructions, the names of the candidates nominated and the latest date by which votes must be cast. (e) The votes shall be counted under the direction of the University Secretary. University of Bath - Ordinances 8.4 Vice-Chair A Vice-Chair of Council may be appointed from amongst the members of Council who are not members of the staff or students of the University.

APPENDIX 1

Senate	**Charter**	13. There shall be a Senate of the University (herein called 'the Senate') which shall, subject to the powers of the Council as provided in this Our Charter and the Statutes, be the supreme academic authority of the University and be responsible for the academic work of the University both in teaching and research and for the regulation and superintendence of the education and discipline of the Students of the University.
	Statues	SECTION 19 Functions of the Senate The Senate shall subject to the Charter and these Statutes and the Ordinances and in addition to all other functions vested in it, have the following functions: 19.1 To direct and regulate all instruction and teaching of the University, both internal and extramural and the examinations held by the University, subject to the powers of the Council as previously defined. 19.2 To promote research within the University and to require reports from time to time on such research. 19.3 To appoint members to the Joint Committees referred to in Sections 3 and 5 of these Statutes. 19.4 To appoint and elect members of the Senate to be members of the Court and the Council as provided for under Sections 13 and 16 of these Statutes. 19.5 To co-opt members of the Senate as provided for under Section 18 of these Statutes. 19.6 Jointly with the Council to consider and to report to the Council on persons suitable for appointment as Vice-Chancellor and Heads of Schools. 19.7 To nominate or recommend as the case may be to the Council persons for appointment as Deputy Vice-Chancellor, Pro-Vice-Chancellors and University Librarian. 19.8 In accordance with Article 29 of the Charter, jointly with the Council to recommend Special Resolutions to the Court. 19.9 To report or to make recommendations to the Council in accordance with Article 23 of the Charter. 19.10 To make Regulations in accordance with Article 24 of the Charter. 19.11 To institute Degrees. 19.12 To institute Honorary Degrees, Diplomas, Certificates and other academic awards. 19.13 To regulate schemes of study and examinations leading to such degrees and other awards of the University. 19.14 To grant Degrees, Diplomas, Certificates and other academic distinctions and awards either itself or jointly or in conjunction with other institutions having the power to grant such qualifications, which may be dual, joint or otherwise, to persons who shall have pursued a scheme of study or research approved by the Senate in a manner satisfactory to the Senate and shall have passed the examinations of the University or otherwise satisfied the examiners. 19.15 To grant Degrees to members of the Academic and other Staff of the University. 19.16 After consideration of the report of a Joint Committee of the Council and the Senate, to grant Honorary Degrees.

		19.17 To confer the title of Professor Emeritus or Honorary Professor, Reader or Lecturer, or other such title. 19.18 On what the Senate deems to be good reasons to recommend to the Council the names of persons who, in the opinion of the Senate, should be deprived of any Degrees, distinctions or titles, Diplomas or Certificates, conferred on or granted to them by the University either itself or jointly or in conjunction with other institutions, and from whom all privileges connected therewith should be withdrawn. 19.19 To prescribe conditions under which persons should be admitted to the University and to any particular scheme of study or research therein; and to determine by Regulations or otherwise, the conditions under which Students shall be permitted to continue their studies in the University. 19.20 To determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other Universities, places of learning and other institutions, may be regarded as equivalent to periods and courses of study and examinations in the University. 19.21 To recommend or report to the Council on any financial implications of the academic policy of the University, provided that no recommendation or report be made to the Council without taking into consideration any views expressed by the Boards of Studies of the Schools concerned. 19.22 To make recommendations to the Council to institute, combine or discontinue Schools, Departments, Institutes or other academic sections of the University. 19.23 To review from time to time the conditions of service and remuneration of all members of the Academic Staff and to make recommendations thereon to the Council. 19.24 To appoint internal and external examiners and to determine their conditions of appointment and service. 19.25 To institute, subject to any conditions acceptable to the Senate that might be made by the founders, Fellowships, Studentships, Scholarships, Exhibitions, Bursaries, Prizes and other such grants, for the encouragement of study and research; and to determine the times, modes and conditions of competition therefor and to award the same. 19.26 To formulate, modify or revise schemes for the organisation of Schools, Departments, Institutes, or other such academic sections of the University, and to review from time to time the working of such schemes. 19.27 To enquire into the teaching, research, staffing and general work of any School, Department or academic section of the University, and if the Senate so wishes, to report and make recommendations thereon to the Council. 19.28 To be responsible for the general administration of the University Library. 19.29 To supervise the extra-mural work of the University. 19.30 To prescribe the academic dress to be worn by the Officers and Members of the University, and the occasions on which it shall be worn; and to determine the form and conduct of all academic ceremonies. 19.31 To regulate and superintend the discipline of the Students of the University.

		19.32 Subject to the provisions of Section 27 of these Statutes to expel any Student where Senate considers this appropriate. 19.33 To take such steps as it thinks fit to control organisations of the Students. 19.34 Except as otherwise provided, to appoint representatives of the University on other bodies. 19.35 To receive records and reports of the proceedings of Boards of Studies of Schools or Institutes and to give directions to and consider recommendations from such Boards. 19.36 To review, amend, refer back to disallow any act of any Board, Committee or appointed body of any School, Department, Institute, or other such academic sections of the University. 19.37 To establish Joint Committees of the Senate and representatives of the Students' Union and to prescribe the method of appointment of such representatives and the functions of such Committees. 19.38 To report to the Council on any matters referred to the Senate by the Council. 19.39 To discuss, declare an opinion and make recommendations to the Council on any matter of interest to the University. 19.40 Generally to exercise all such functions as are or may be conferred on the Senate by the Charter, these Statutes or the Ordinances. 19.41 In accordance with Article 21 of the Charter, to recommend to the Council that it make Statutes which may amend, add to or repeal the Statutes for the time being in force. 19.42 Where a scheme of study provides for more than one academic award, to rescind any award that may have been made to a person who subsequently qualifies for a higher award within the same scheme of study. 19.43 To consider, to adjudicate upon, and, if thought fit, uphold academic appeals by students relating to (a) progression from one part of the programme of studies to the next; or (b) the outcome of examinations or formal course assessments; or (c) dissatisfaction of a student with the level of attainment where there exists new and relevant information concerning matters which might have affected that student's performance.
	Ordinances	9. THE SENATE 9.1 Election of Members of the Academic Assembly to serve on the Senate (a) The University Secretary shall give notice to the Chair of the Academic Assembly of the number of vacancies on the Senate when these are to be filled by election from the Academic Assembly. The Chair shall give notice to all members of the Academic Assembly that seconded nominations for election are to be submitted to the University Secretary not later than a specified date. Staff eligible to participate in the election are members of Academic Assembly on full-time or fractional contracts. Staff may suggest themselves for election but require both a separate proposer and seconder, all of whom must be eligible to vote.

		(b) After receipt of nominations the University Secretary shall provide to all members of Academic Assembly, who are on a full-time or fractional contract, voting instructions, the names of the candidates nominated and the latest date by which votes must be cast. (c) The votes shall be counted under the direction of the University Secretary. If there is a tie, this will be resolved by drawing lots. (d) In accordance with Section 18.1(b)(ii) of the Statutes, the number of Professors elected to serve on the Senate by the Academic Assembly shall not exceed three at any one time. (e) If one or more of the vacancies is for a member to serve for less than three years, then the person with the lowest number of votes among those elected shall serve for the shortest period. (f) Members of Senate elected by Academic Assembly who are subsequently promoted to a Professorship be required to resign their original elected membership of Senate. A casual vacancy may be filled by the candidate with next highest number of votes, if there has been an election in the previous six months. 9.2 Appointment of Twelve Professors to serve on the Senate The following procedure shall be adopted to elect twelve Professors to serve on Senate under the provisions of Section 18.1(b)(i) of the Statutes: (a) An election shall be held once in each year. (b) The University Secretary shall, at the appropriate time, notify all the professors who are not members of Senate ex-officio that the said election is about to be conducted and how many vacancies there are. The Professors eligible to participate in elections are those with the title of Professor who are on full-time or fractional contracts. (c) Any professor so notified may, by the date prescribed by the University Secretary, withdraw from the list of candidates for that year. (d) If the number of candidates remaining after the prescribed date does not exceed the number of vacancies, the University Secretary shall declare those candidates elected. (e) If the number exceeds the number of vacancies, an election shall be conducted in the following manner: (i) Professors are elected for a term of three years and may be re-elected for a further three years, up to a maximum of six years. (ii) The University Secretary shall declare the number of vacancies which remain to be filled and shall then conduct an election among the remaining candidates. (iii) The University Secretary shall provide to all Professors eligible to vote voting instructions, the names of the Professors standing for election and the latest date by which votes must be cast. The votes shall be counted under the direction of the University Secretary. (iv) Each member may vote for as many candidates as there are vacancies. When the votes have been counted, the University Secretary shall organise a second voting round including the names of the eight candidates who have

		received the greatest number of votes. Ties in the first ballot for eighth place shall be included in the second ballot. Each voter in the second ballot shall have as many votes as there are vacancies. (v) The candidates who have received the greatest number of votes in the second ballot shall be declared elected. Ties in the second ballot shall be resolved by drawing lots. (vi) In the event of a casual vacancy, the unsuccessful candidate who had the next highest number of votes in the second ballot is appointed, if there has been an election in the previous six months. If there is more than one unsuccessful candidate tied on the next highest number of votes, this will be resolved by drawing lots. 9.3 Chair of the Programmes and Partnerships Approval Committee The Chair of the Programmes and Partnerships Approval Committee shall be an ex-officio member of Senate. 9.4 Student Members of Senate The student members of Senate are the President, Education Officer and Postgraduate Officer of the SU and one other student elected by campus ballot.