

University of Bath: Council and Senate Joint Scheme of Delegation

Introduction

Read the [Introduction to the Council and Senate Joint Scheme of Delegation](#) online.

If you have any queries regarding the Scheme, or require access to this information in an alternative format, please contact the Governance Office via governance@bath.ac.uk

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	Final authority	Delegated authority	Further delegation	£ 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 27, Statute 8.3
Amendments to Statute	Privy Council				On the recommendation of Council, in accordance with Articles 18, 19, and 20 of the Charter.	Ordinance 5 (1.24)
New Ordinances and amendments to Ordinances: non-academic	Council				Having received a report from Senate	Charter 20, Statute 10.3
New Ordinances and amendments to Ordinances: academic	Council				On recommendation of Senate	Charter 20, Statute 10.3
Amendments to Student Regulations	Senate					
Amendments to Council Standing Orders	Council				On the advice of University Secretary & Registrar	
Amendments to Council committee Terms of Reference (ToRs)	Council				On the advice of the relevant committee	
Amendments to Senate Standing Orders	Senate				On the advice of University Secretary & Registrar	

Establishment of new Senate Committees and working groups	Senate				On the advice of University Secretary & Registrar	
Amendments to Senate Committee ToRs	Senate				On the advice of the relevant committee	
Amendments to Senate Committee membership	Senate					
Appointment of Chairs of Student Disciplinary and Misconduct Panels (SDMP)	Senate					
Appointment of members of the Student Disciplinary and Misconduct Panel	Senate	Chairs of SDMP				
Appointment of Chairs of Health, Wellbeing and Support for Study (HWSS) Panel	Senate					Health Wellbeing and Support for Study Policy and Procedure
Appointment of members of the HWSS Panel	Senate	Chairs of HWSS Panel				
Amendments to joint Council/Senate committee ToRs	Council				On the advice of the relevant committee and with the support of Senate	
Amendments to joint Senate/Executive committee ToRs	Senate				On the advice of the relevant committee and with the support of UEB	
Establishment of new Council committees and working groups	Council				On the advice of University Secretary & Registrar	
Establishment of new Council/Senate working groups	Council				On the advice of University Secretary & Registrar, with the support of Senate	
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, Faculties and Schools, Academic Assembly, Students' Union	Privy Council					Charter 10, 11, 12, 13, 14, 15
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	Ordinance 5 (1.7)
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	Ordinance 5 (1.21), Ordinance 28
Reporting on use of the University Seal	Council	Finance Committee			University Secretary & Registrar reports to next meeting of Finance Committee.	
Council Register of Interests	Council	University Secretary & Registrar			Maintained on annual basis by University Secretary & Registrar (US). Template agreed by Council via Nominations Committee on the advice of US.	

Conduct of external Council effectiveness review every 3 years	Council				Advised by University Secretary & Registrar	
Delegation of powers: the power to delegate and to remove delegation	Council					Statute 10.4
Urgent use of Council powers outside normal Council meetings	Vice-Chancellor, Chair of Council and Chair of Finance Committee				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 10.7
Amendment of Calendar of Meetings of Statutory Bodies and Principal Committees	University Secretary & Registrar	Head of Governance			Subject to appropriate consultation	
Amendment of Calendar of Meetings of Boards of Studies	University Secretary & Registrar	Head of Governance			Subject to appropriate consultation	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
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					
Consideration of ethical issues with institutional implications	Council	Vice-Chancellor			Vice-Chancellor can refer a matter under his delegated authority to the Ethics Committee	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
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	Council	ARAC				
Approval for submission to OfS of External auditor's management letter	Council	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				On the recommendation of UEB	
Approval for submission to OfS notification of a reportable event	Chair of Council				On the recommendation of the University Secretary & Registrar	
Submission of transparency information to OfS	Vice-Chancellor				On the recommendation of the University Secretary & Registrar	
Compliance with the requirements of Charity Law	Council				Assisted by Compliance Board	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 Compliance Board	
Compliance with UK immigration and visa requirements	Council				Assisted by the Compliance Board	
Compliance with statutory duty on PREVENT	Council				Assisted by the Compliance Board	

Approval of the annual PREVENT data and monitoring return to the OfS	Council				On the recommendation of Compliance Board	
Compliance with the integrated public sector equality duty	Vice-Chancellor	Director of HR			Assisted by the People and Culture Board	
Approval of the statement of equality objectives	Council				Assisted by the EDI Committee	
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	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Senior office bearers / appointments						
Chancellor: appointment/removal	Court				On the recommendation of a Joint Council/Senate Committee, chaired by the Vice-Chancellor	Charter 5, Statute 3 and Ordinance 14
Chancellor: Execution of duties except conferring of degrees	Chancellor	Pro-Chancellors				Charter 6
Chancellor: conferring of degrees	Chancellor	Vice-Chancellor				Charter 6 and 7

Pro-Chancellor: appointment/removal	Court				On the nomination of Council, maximum of 3	Statute 4, Charter 6, Ordinance 14
Pro-Chancellor: execution of duties	Pro-Chancellors					Charter 6
Vice-Chancellor: appointment	Council				On the endorsement of Senate on the basis of a recommendation by the Committee on the Office of Vice-Chancellor	Ordinance 15
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					
Vice-Chancellor: removal	Chair of Council				At the request of the Council, in accordance with procedure	Ordinances: Annex 1
Deputy Vice-Chancellor: appointment	Council				Senate jointly agree with Council the procedures for the appointment	Statute 6, Ordinance 16, Ordinance 8 (1.20)
Deputy-Vice-Chancellor: execution of duties	Vice-Chancellor				As delegated under Ordinances and the Executive Scheme of Delegation (SoD)	Statutes 5 and 6, Executive SoD
Pro-Vice-Chancellors: appointment	Council				Senate jointly agree with Council the procedures for the appointment	Statute 6 (maximum of 8): Charter 9, Ordinance 5 (1.4), Ordinance 8 (1.20)
Pro-Vice-Chancellors: execution of duties	Vice-Chancellor				As delegated under Statutes/Ordinances	Statute 5.8
Appointment of a Visitor	Privy Council				On the request of Court	Charter 4
Appointment of Chair of Council	Council					Statute 9.2, Ordinance 5 (1.1)

Appointment of Senior Independent Director	Council					Ordinance 5 (1.1)
Appointment of lay members of Council	Council				On the recommendation of Nominations Committee	Ordinances 4 and 5
Election of staff members to Council	Council				In accordance with the Framework for Elections	Ordinance 4
Appointment of two student members to Council	Council					Ordinance 4
Removal of Council members	Council					Statute 9.5
Designation of postholders/other members of the University eligible for membership of Academic Assembly	Senate					Ordinance 11
Appointment Deans of Faculty	Council					Ordinance 16
Appointment of Directors of Studies	Senate	Boards of Studies				Ordinance 10
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
Secretary to Council : appointment	Council					Statute 9.6
Appointment of Warden of the Blues	Senate	Awards and Prizes Committee				
Appointment of Independent Adviser for	Senate					

Postgraduate Research Students and Deputies						
Appointment of Representatives of the University on outside bodies	Senate					Unless otherwise specified
Appointment of certain members of Court	Council					Ordinance 5 (1.3)
Appointment of certain members of Court	Court					Ordinance 3
Removal of members of Court	Court				For good cause and with the right to be heard	Statute 9.5 and Statute 17 (for staff)
Declaration of individuals as members of the University	Council				After consultation with Senate, and can be on the recommendation of Senate	Ordinance 2.2
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
HR / staffing						
Policy on Terms & Conditions (T&Cs) for senior staff within the remit of RemCo	Council				On the recommendation of RemCo	Remuneration Committee terms of reference
Salary on appointment for senior staff within the remit of RemCo	RemCo				In line with framework	Senior staff remuneration framework
Application of T&C policy for senior staff within the remit of RemCo	RemCo				In line with framework	Senior staff remuneration framework
T&Cs for all staff	Council	Vice-Chancellor			Council required to approve any proposals where there is a	Statute 17

					significant impact on all staff or particular groups of staff	
Designation of postholders as academic staff	Senate				All persons holding appointments as Professors, Readers, Research Fellows, Senior Lecturer or Lecturers of the University or in other posts stipulated by the Senate.	Statute 1.5
All staff: pension provision	Council	Vice-Chancellor				
Express provision in letters of appointment	Council				Council may instruct the Secretary to Council by resolution to vary express provision in contracts	Ordinance 24
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 Staff Remuneration Framework. Where it is required, he will seek committee approval in advance of effecting any change.	

Redundancy: staff earning more than £100k	RemCo				In line with Redundancy Policy and Procedure	Remuneration Committee terms of reference
Redundancy: staff earning less than £100k	Vice-Chancellor				In line with Redundancy Policy and Procedure	
Early retirement in accordance with relevant policy	Vice-Chancellor	Director of HR				
Staff dismissal in accordance with relevant policy	Vice-Chancellor					
Staff disciplinaries and grievances	Vice-Chancellor	Director of HR				Statute 17 and relevant Staff Discipline and Grievance Procedures
Where a Disciplinary Tribunal is required: composition of Tribunal	Council					Statute 17, Ordinance 24 and relevant staff policy/procedure
Where a Disciplinary Tribunal is required: appointment of someone to hear appeal against outcome	Council					Statute 17, Ordinance 24 and relevant staff policy/procedure
Where a Grievance Committee is required: composition	Council				In line with Grievance Policy	Grievance Policy and Procedure
Staff exclusion from the University	Council	Vice-Chancellor			In accordance with staff policies/procedures	Statute 17, Ordinance 24
Where a Board is required to hear an appeal from a member of academic staff against removal for incapacity on medical grounds	Council					Managing Sickness: Supporting Staff policy and procedure

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	Statute 17 Managing Sickness: Supporting Staff policy and procedure
Approval of sabbatical leave for a University Officer	Council	Vice-Chancellor				Statute 17
Approval of sabbatical leave for member of academic staff	Council	Vice-Chancellor				Statute 17
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	Statute 17
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	Senate	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				
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 16.5
Oversight and approval of all major changes to initial and continuing professional development programmes related to learning and teaching	Senate	Education, Quality and Standards Committee (EQSC)				EQSC ToRs
Conferment of visiting titles	Senate	Board of Studies				
Remuneration for external examiners	Vice-Chancellor					
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Strategy and policy development						
Approval of Mission, Vision, strategy and underpinning strategies	Council				On advice of UEB and following discussion at Senate for matters within its remit.	

Monitoring and evaluation: performance of University against approved strategy and KPIs	Council					
Approval of risk management strategy: policy and appetite	Council				On advice of ARAC	ARAC terms of reference
Approval of strategic risk register	Council				On advice of ARAC	ARAC terms of reference
Operational oversight of risk management strategy	Council	ARAC				ARAC terms of reference
General responsibility for maintaining and promoting efficiency and good order of the University	Vice-Chancellor					Statute 5.2
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					In accordance with the University's policy framework
Approve material revision of corporate policy previously approved by Senate	Senate					In accordance with the University's policy framework
Receive annual HSE Report	Council				From Health & Safety Committee	
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/Sustainability Plan	
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					Business Continuity Policy
Oversight of Emergency Management/Business Continuity Plan	Vice-Chancellor	University Secretary & Registrar				Business Continuity Policy
Approval and amendment of Equality and Diversity Objectives	Council	People & Culture Committee			After discussion at Senate	
Approval of Equality and Diversity annual reports	Council	People & Culture Committee			After discussion at Senate	
Finance and Audit						
<i>Finance and Audit delegations are available separately on the website.</i>						
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)

Fundraising						
Policy framework for the acceptance of donations and gifts	Council				Advised by the Director of Advancement	Our commitment to ethical fundraising
One-off donations	Vice-Chancellor	Advancement Office		In line with Policy	Subject to compliance with Ethical Fundraising Policy	University of Bath's Ethical Fundraising Policy
Creation of endowment	Vice-Chancellor				Subject to compliance with Endowment Acceptance and Financial Management Fund policy	Endowment Acceptance and Financial Management policy
Non-monetary gifts	Vice-Chancellor				Subject to compliance with policies	University of Bath Gifts in Kind Policy and Anti-Bribery & Corruption Policy
Allocation of non-restrictive endowment funds	Vice-Chancellor	Director of Finance			Subject to compliance with Endowment Acceptance and Financial Management Fund policy	Endowment Acceptance and Financial Management policy
Donor naming policy	Council				Advised by the Director of Advancement	
Operation of donor naming policy	Vice-Chancellor	Director of Advancement			Subject to compliance with Donor Naming Policy	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Capital programmes						
Approval of capital projects including construction, professional fees,	<i>See the updated Finance and Audit delegations available separately on the website.</i>					

acquisition, refurbishment and leasing of properties relating to these projects and VAT. For single/related transactions of aggregated value:						
Emergency powers: approval of total (cumulative) upward variations of:	Joint approval of Chair of Council, Chair of Finance Committee, 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	See the updated Finance and Audit delegations available separately on the website.					
Other Estates-related contracts	Council	Vice-Chancellor	Chief Operating Officer			Ordinance 5 (1.15) 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			Ordinance 5 (1.15) 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					Ordinance 5 (1.11)
Estates maintenance plan	Council	Finance Committee			On the recommendation of UEB/Infrastructure Working Group	IWG terms of reference
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 Chair of Finance Committee					Regulation 9
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)

Contracts and procurement						
Procurement	Council	Vice-Chancellor			In line with procurement policies and delegated authority for signing contracts on behalf of the University	Procurement policy Authority for signing contracts
Provision of furniture and equipment as may be required	Council	Vice-Chancellor			In line with procurement policies and delegated authority for signing contracts on behalf of the University	Ordinance 5 (1.13)
Staff expenses policy	Council	Vice-Chancellor			In line with Travel and expenses policy	Expense claims made by the Vice-Chancellor will be authorised by the Chair of Council
Authorising research and research-related contracts and agreements	Council	Vice-Chancellor			In line with procurement policies and delegated authority for signing contracts on behalf of the University	Authority for signing contracts
Authorising education-related contracts	Council	Vice-Chancellor			In line with procurement policies and delegated authority for signing contracts on behalf of the University	Authority for signing contracts
Authorising employee-related contracts	Council	Vice-Chancellor			In line with HR policies	
Authorising agreement for the provision of service by the University	Council	Vice-Chancellor				
Regulatory licences: animal, sponsorship (NHS), licensed premises, etc	Council	Vice-Chancellor	Named licence holder			

	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
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	Planning Board				
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 Individual Mitigating Circumstances & Assessment (IMCA)	Senate					
Consequential and not material amendment of the New Framework and Assessment Regulations	Senate	Education, Quality and Standards Committee (EQSC)				

Routine editorial changes to IMCA document	Senate	Director of Academic Registry				
Major changes to academic programmes	Senate	Programmes and Partnerships Approval Committee			Other than withdrawal of programme or collaborative provision	
Minor/intermediate changes to academic programmes	Senate	Boards of Studies/FLTQC				QA4
Approval of withdrawal of programmes	Senate	Planning Board				
Exemption General (student) Entrance Requirements	Senate	Director of Student Recruitment and Admissions	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	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Collaborative provision						
Approval of new institutional partners (collaborative provision)	Senate				On the recommendation of the Planning Board and other relevant committees	
Initial approval of an existing programme to be delivered	Senate	Planning Board				

by an existing or prospective collaborative partner						
Approval of the arrangements and formal agreement for delivery of an existing programme by newly approved or existing collaborative partner, including research degree programmes	Senate	Courses and Partnerships Approval Committee			Following detailed scrutiny of their capacity to meet University of Bath Standards	
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	
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	
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	Planning Board				
Approval of the renewal of department level student exchange arrangements	Senate	Faculty/School Learning, Teaching and			Irrespective of whether supported by International	

		Quality Committees			Relations Office or Planning Board	
In event of disagreement between International Relations Office and department/ faculty/school, decision to support or reject a proposal for an academic programme	Senate	Planning Board				
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
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 20
Dictionary provision in examinations	Senate	Director of Academic Registry			In consultation with Boards of Studies	Regulation 15 and Rule 2 (Conduct of Examinations)
Rules for conduct of examinations	Senate	Director of Academic Registry			In consultation with Boards of Studies	Regulation 15 and Rule 2 (Conduct of Examinations)
Examination and Assessment Offences: Taught Programmes	Senate	Convenor/Director of Studies/Board of Inquiry			In line with QA53	QA53 Regulation 19

Research Misconduct Offences	Senate	Pro-Vice-Chancellor (Research)			In line with the procedure	QA53 Allegations of misconduct in research procedure
Consideration of External Examiners' Reports	Senate	Faculty/School Learning, Teaching and Quality Committee			Subject to any recommendations requiring institutional approval being forwarded to Senate for approval	
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Student progression						
Student progression: undergraduate and taught postgraduate students	Senate	Board of Studies			On the recommendation of the Board of Examiners for Courses	Ordinance 10, 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 10, Regulation 16
Student progression: postgraduate research students: confirmation of PhD registration	Senate	Board of Studies				
Student progression: postgraduate research students: transfer to PhD	Senate	Progression Board of Examiners				

	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Award of degrees						
Award of Degrees	Senate	Boards of Studies			On the recommendation of the Board of Examiners for Courses	Ordinance 10, Regulation 15
Award of research degrees	Senate	Boards of Studies			On the recommendation of the Board of Examiners (Doctoral)	Ordinance 10, Regulation 16
Conferment of degrees	Senate	Chancellor/Vice-Chancellor/Deputy Vice-Chancellor/Pro-Vice-Chancellors			By signature of pass list	
Award of DSc and DLitt	Senate				On the recommendation of the Vice-Chancellor	Regulation 16.34
Award of Posthumous or Aegrotat Degree, Diploma or Certificate	Senate					Ordinance 18,
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	Ordinance 5
Rescission of a degree as a result of an academic review or administrative error	Senate	Board of Studies				

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 2.11	Regulation 2
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Quality assurance						
Academic infrastructure: approval of exemptions	Senate	Programmes and Partnerships Approval Committee				
Degree Scheme Reviews	Senate	Degree Scheme Review Panel			In line with QA13	QA13
Degree Scheme Reviews: details evaluation of Degree Scheme Review Report at Faculty Level	Senate	Faculty/School Learning, Teaching and Quality Committee				QA13
Degree Scheme Reviews: timetable	Senate	EQSC				
Maintenance of Quality Assurance Code of Practice	Senate	EQSC				

Approval of exemptions from Quality Assurance Code of Practice	Senate	EQSC				
Monitoring of quality assurance, enhancement mechanisms and professional accreditation at Faculty/School/Division level and external assessment activities	Senate	EQSC				
Academic standards and quality of provision at Faculty/School/Division level	Senate	Boards of Studies/Faculty/School/Division Learning, Teaching and Quality Committee				
Academic standards and quality of provision at department level	Senate	Department Learning, Teaching and Quality Committee				
Approval of Professional Accreditation Submission	Senate	Courses and Partnerships Approval Committee				
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)

Student academic reviews and appeals						
Determination of student academic reviews	Senate	Appeal Sub-Committee/ Chairs of Boards of Studies/ Director of Academic Registry			In line with Regulation 17	Regulation 17
Determination of student academic appeals: outcome is change of degree classification	Senate				On recommendation of the Student Academic Appeals Committee	Student Academic Appeals Committee Terms of Reference
Determination of student academic appeals	Senate	Student Academic Appeals Committee				Regulation 17 Student Academic Appeals Committee Terms of Reference
Academic reviews and appeals: monitoring	Senate				Boards of Studies also consider an annual report	Regulation 17
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Research						
Academic standards and quality of research: Faculty/School level	Senate	Faculty/School Research Committee				Faculty/School Research and Knowledge Exchange Committees terms of reference
Academic standards and quality of research: department level	Senate	Department Research Committee				Department Research and Knowledge Exchange

						Committee terms of reference
Access to theses: restriction of publication	Senate	Board of Studies (Doctoral)			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				University Doctoral Studies Committee terms of reference
Postgraduate research study provision: coordination of policy and advice at Faculty/School level	Senate	Faculty/School Doctoral Studies Committee				Faculty/School Doctoral Studies Committee Terms of Reference
Establishment and review of Research Centres & Groups	Senate	Research Committee			Subject to annual report to Council and Senate and any recommendations they may make	Research Committee ToRs Research centres and groups
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	Vice-Chancellor	REF Oversight Board			Assurance provided to Senate that submissions developed in line with REF Code of Practice	REF Code of Practice
Approval of REF submission	Vice-Chancellor	REF Oversight Board			Assurance provided to Senate that submissions developed in line with REF Code of Practice	REF Code of Practice
Approval of research grants and contracts	Senate				In line with Research and Impact Services (RIS) procedures	Financial Regulations, Authority for signing contracts

Submission of research grants and contracts	Senate				In line with Research and Impact Services (RIS) procedures	Financial Regulations, Authority for signing contracts
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Student matters						
Approval of student admissions strategy	Senate	Recruitment & Admissions Committee				Recruitment & Admissions Committee terms of reference
Approval of student admissions policy	Senate				Recommended by Recruitment & Admissions Committee	Recruitment & Admissions Committee terms of reference
Approval of student admissions guiding principles	Senate	Recruitment & Admissions Committee				Recruitment & Admissions Committee terms of reference
Monitoring of student numbers and undergraduate and postgraduate admissions	Senate				Advised by Recruitment & Admissions Committee	
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 27.1
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 students' attention at least annually	Council				On the recommendation of the Students' Union and University Secretary & Registrar.	Ordinance 27, Code of Practice for the Students' Union (SU)
Grant of Sabbatical Year to students elected as SU Officers of the SU	Senate					Ordinance 27
Approval of annual tuition fee rates schedule	Council				On the advice of Finance Committee	Finance Committee terms of reference
Approval of individual course (non-undergraduate) fees which arise in-year after the annual schedule has been approved	Vice-Chancellor				On the advice of Director of Finance	
Approval of student accommodation fees	Council	Finance Committee				Finance Committee terms of reference
Approval of student accommodation fees	Council	Finance Committee				Finance Committee terms of reference
Student refund of accommodation or fees	Council (1)	Vice-Chancellor (2)		(1) >£100k (2) <£100k		
Student complaints policy/procedure	Senate				Advised by Education & Student Experience Committee	Ordinance 8, Appendix 1 to Student Regulations
Formal student complaints	Senate				In line with Student Complaints Policy and Procedure, Appendix 1 to Student Regulations	Appendix 1 to Student Regulations
Formal student disciplinary action	Senate	Vice-Chancellor or designate/ Student Disciplinary &			In line with Student Discipline Policy and Procedure	Student Regulation 7

		Misconduct Panels				
Formal Health, Wellbeing & Support for Study action	Senate	Vice-Chancellor or designate/ HWSS Panel			In line with Health, Wellbeing and Support for Study Policy and Procedure	Student Regulation Appendix 2
Decision to expel a student as a result of disciplinary or Health, Wellbeing & Support for Study procedure	Senate	Vice-Chancellor				Ordinance 8.4(e) Regulation 7 Student Regulations Appendix 2
Student Appeals	Senate	University Secretary & Registrar/Appeals Panel			In line with the Student Appeals Process and Appendix 3 of Student Regulations	Student Regulations Appendix 3
Authority to deal with actions arising from a formal decision of the Office of the Independent Adjudicator for Higher Education	Vice-Chancellor	University Secretary & Registrar				
Students' Union complaints policy and procedure	Council	SU Board of Trustees			The SU is required to report if a 'serious incident' occurs to its regulator the Charity Commission.	Complaint-Policy-06-23.pdf
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Ceremonial						
Conferment of titles of Professor Emeritus, Honorary Professor,	Senate				In line with procedure	Professor Emeritus appointments

Honorary Reader, Honorary Lecturer and Honorary Fellow						
Approval of criteria for award of honorary degrees	Senate				On recommendation of Honour Awards Committee	
Revision of honorary degree procedures	Senate	Honorary Awards Committee				
Award of honorary degree nominations	Senate				On recommendation of Honour Awards Committee	
Conferment of honorary degree in absentia	Senate					
Appointment of Orators	Senate	Honorary Awards Committee				Honour Awards Committee terms of reference
Approval of revision of congregational procedure for Honorary Awards	Senate	Honorary Awards Committee				Honorary Awards Committee terms of reference
Award of Chancellor's Medal	Senate				On recommendation of the Honorary Awards Committee	Honour Awards Committee terms of reference
Approval of additions and amendments to Academic Dress Regulations	Senate	Director of Academic Registry			Subject to report to Senate following any change	
Honorary appointments at Faculty/School/Division level	Senate	Faculty/School Board of Studies				
Establishment of Arts Awards Prizes	Senate	Awards and Prizes Committee				
Revision of criteria for award of Arts Awards Prizes	Senate	Awards and Prizes Committee				

Minor amendment of Awards and Prizes at University level	Senate	Awards and Prizes Committee				
Award of Awards and Prizes at University level	Senate	Awards and Prizes Committee				
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Media						
Filming agreements for filming on University	Vice-Chancellor	Executive Director (External Relations)				
Authorisation of media releases	Vice-Chancellor	Executive Director (External Relations)				
Use of University logo	Vice-Chancellor	Executive Director (External Relations)				
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)

IT/digital						
Approval of 3 rd party use of University computers or software	Vice-Chancellor	Chief Operating Officer	Chief Digital Officer			
Approval of individual IT/information services, capital/infrastructure programmes/project, and acquisition or licence of software by single or related transactions	Vice-Chancellor					In line with delegated authority for signing contracts on behalf of the University and financial scheme thresholds
Compliance with GDPR and Data Protection legislation	Vice-Chancellor	University Secretary & Registrar	Deputy University Secretary & Registrar			
	Final authority	Delegated authority	Further delegation	£ limit	Process	Comment/context (incl. governing document reference)
Statutory data returns						
Sign off HESA student return	Vice-Chancellor				On the recommendation of University Secretary & Registrar	
Sign off HESA staff return	Vice-Chancellor				On the recommendation of University Secretary & Registrar	
Sign off HESA finance return	Vice-Chancellor				On the recommendation of University Secretary & Registrar	

Sign off HESA Unistats	Vice-Chancellor (1)	University Secretary & Registrar (2)			(1) Annual (2) In-year updates	
	Final authority	Delegated authority	Further delegation	£ limit	(3) Process	Comment/context (incl. governing document reference)
Miscellaneous						
Approval of requests by 3 rd parties to use University copyright	Vice-Chancellor				In line with Copyright guidance	
Application of sanctions relating to library access	Vice-Chancellor	University Librarian				
Rescission of degree, or deprivation of any person of any academic distinction or privilege	Vice-Chancellor					
Whistleblowing policy approval and oversight	Council	ARAC				Public Interest Disclosure (Whistleblowing) Policy
Approval of Code of Practice on Freedom of Speech and Academic Freedom	Council				Executive responsible for the implementation of the Code of Practice	Code of Practice on Freedom of Speech and Academic Freedom , Regulation 18
Executive authority to suspend/close immediately any University facilities on health and safety grounds	Vice-Chancellor	On call UEB member				
Interpretation of Council delegated authorities	Council				On the advice of University Secretary & Registrar	

Urgent Business Procedure	Chair of Council, Vice-Chancellor and Chair of Finance Committee					As set out in the Standing Orders of Council
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