



## SCHEME OF DELEGATION FOR SENATE

### Introduction

1. This Scheme of Delegation sets out the authority which Senate has granted to Committees and/or Officers of the University to act on its behalf. It consists of:  
Part 1: Matters Reserved for Senate  
Part 2: Delegation from Senate to Committees and Officers
2. The Charter, Statutes, Ordinances and Regulations of the University have priority over this Scheme. The Scheme must be read in conjunction with these constitutional documents of the University and the terms of reference of Committees which report to Senate.
3. Senate reserves the right to determine any matter normally delegated under this Scheme.
4. 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 will 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 Senate. Any Officer may, as an alternative, choose to refer the decision to the relevant Committee for determination on behalf of Senate.
5. This Scheme will be maintained on an ongoing basis by the Office of the University Secretary. This means that any future delegations approved by Senate are automatically added to the Scheme. However, the content of the Scheme will be formally reviewed as part of each Effectiveness Review of Senate (i.e. on a three year basis) to ensure that the content remains relevant and appropriate. Any proposed additions or amendments to the Scheme arising from such review will be submitted to Senate for approval.
6. If you have any queries regarding the Scheme, or require access to this information in an alternative format, please contact the Secretary of Senate (email: <mailto:a.m.pater@bath.ac.uk>).

Revised  
5<sup>th</sup> February 2014

***Scheme of Delegation for Senate  
Part 1: Matters Reserved for Senate***

**FINANCE**

|   |   |
|---|---|
| Financial decisions affecting the academic policy of the University | Recommendation to Council on any financial implications of the academic policy of the University in accordance with Statute 19.21 |
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**GOVERNANCE, MANAGEMENT AND CONTROL**

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|---|---|
| Academic Assembly   | Designation of postholders/other members of the University eligible for membership of Academic Assembly in accordance with Statute 22.1   |
| Academic Performance of the University  | Monitoring and evaluation of the academic performance of the University against approved plans and key academic performance indicators benchmarked against other institutions where possible  |
| Academic Structure  | Recommendation to Council on establishment, combination or disestablishment of Schools, Departments, Institutes or other academic sections of the University  |
| Amendment of Charter, Statutes, Ordinances, Regulations and Standing Orders of Senate | Recommendation to Council on addition, amendment or repeal of Charter, Statutes and Ordinances<br><br>Amendment of the Regulations and Standing Orders of Senate  |
| Appointments  | Endorsement of appointment of the Vice-Chancellor for approval by Council - on the recommendation of the Committee on the Office of Vice-Chancellor<br><br>Recommendation to Council on the appointment of Deputy Vice-Chancellor and Pro-Vice-Chancellors - on the recommendation of the Senior Academic Appointments Committee<br><br>Recommendation to Council on the appointment of University Librarian<br><br>Appointment of: <ul style="list-style-type: none"> <li>• representatives of the University on outside bodies (unless otherwise specified)</li> <li>• Marshal and Deputy Marshal</li> <li>• Warden of the Blues</li> <li>• Research Postgraduate Ombudsman and Deputy Research Postgraduate Ombudsman</li> </ul> |
| Committees  | Establishment of Senate Committees and approval and amendment of their membership and terms of reference<br><br>Recommendation to Council on the establishment of Joint Council/Senate Committees and approval and amendment of their membership and terms of reference   |

**Scheme of Delegation for Senate**  
**Part 1: Matters Reserved for Senate**

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| Ethics                                 | Approval of major changes to institutional procedures and guidelines relating to ethical issues arising from teaching, research and other related institutional activities, including amendment of the Institutional Code of Ethics - on the recommendation of Ethics Committee  |
| Members of the University              | Recommendation to Council on the declaration of persons as members of the University   |
| Mission, Strategic Vision and Strategy | Recommendation to Council on approval and revision of the mission and strategic vision of the University and approval and revision of corporate strategy within the remit of Senate. Responsibility for strategy implementation is then delegated to the appropriate Committee/Officer, subject to report to Senate on progress as appropriate |
| Policy Formulation and Revision        | Approval of new policy within the statutory remit of Senate<br>Approval of revision of policy originally approved by Senate  |

**LEARNING AND TEACHING**

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| Academic Authority                          | Overall responsibility for the academic work of the University both in teaching and research, subject to the powers of Council |
| Academic Programmes                         | Grant of full approval of academic programmes on the recommendation of Programmes and Partnerships Approval Committee          |
| Academic Year                               | Approval and amendment of the shape of each academic year  |
| Assessment                                  | Material revision of the New Framework for Assessment and Assessment Regulations and IMCA                                      |
| Collaborative Provision                     | Approval of new institutional partners on the recommendation of Academic Programmes Committee                                  |
| External Examiner                           | Appointment of External Examiner where the aggregate term of office exceeds four years   |
| Institutional Audit                         | Approval of submission and consideration of outcome  |
| Quality Assurance and Enhancement Framework | Material revision of the University's quality assurance and enhancement framework  |

**STAFF**

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| Academic Career Progression Framework and Principles | Revision of Academic Career Progression Framework and Principles |
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**Scheme of Delegation for Senate**  
**Part 1: Matters Reserved for Senate**

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| Academic Staff Postholders                                     | Designation of postholders as academic staff in accordance with Section 1.1 of the Statutes                                     |
| Conditions of Service of Academic Staff                        | Review from time to time of conditions of service of Academic Staff and to make recommendations thereon to Council as necessary |
| Staff Candidature for Higher Degrees and Postgraduate Diplomas | Approval of reduction of period of registration under Method A by more than six months in accordance with Regulation 16.9       |

**STUDENTS**

|                              |   |
|------------------------------|---|
| Admissions                   | Approval of strategy, policy and guiding principles and monitoring of student numbers and undergraduate and postgraduate admissions |
| Expulsion                    | Expulsion of Students   |
| Posthumous or Aegrotat Award | Award of Posthumous or Aegrotat Degree, Diploma or Certificate in accordance with Ordinance 14 and Regulation 15                    |
| Presidential Year            | Grant of Presidential Year to a student elected as a Sabbatical Trustee in accordance with Ordinance 24.5                           |

**CEREMONIAL**

|                        |   |
|------------------------|---|
| Honorary Appointments  | Conferment of the Titles of Professor Emeritus, Honorary Professor, Honorary Reader, Honorary Lecturer and Honorary Fellow (subject to the delegation set out in Part2) |
| Honorary Degrees       | Award of honorary degree nominations and approval of criteria for award of honorary degrees<br><br>Conferment of honorary degree in absentia                            |
| Congregation Procedure | Approval of revision of Congregation Procedure  |
| Chancellor's Medal     | Award of Chancellor's Medal - on the recommendation of Honorary Degrees Committee   |

**GENERAL**

|                      |   |
|----------------------|---|
| Arts Awards Prizes   | Establishment and award of Arts Awards Prizes and revision of criteria for their award  |
| Rescission of Degree | Recommendation to Council on depriving persons of any Degrees or other distinctions or titles and revoke any Diplomas or Certificates and associated privileges, subject to the delegated authority set out in Part 2 |

***Scheme of Delegation for Senate***  
***Part 1: Matters Reserved for Senate***

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| Fellowships, Bursaries,<br>Studentships, Scholarships,<br>Awards and Prizes | Establishment of Fellowships, Studentships, Scholarships,<br>Bursaries, Awards and Prizes at the level of the University |
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***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - CEREMONIAL</b>  | <b>DELEGATION</b>   | <b>REFERENCE</b>                          |
|--|---|---|
| Academic Dress<br>- Approval of additions/amendments to Academic Dress Regulations       | Director of Academic Registry, subject to report to Senate following any change | Minute 13767                              |
| Honorary Degrees<br>- Appointment of Orators<br>- Revision of Honorary Degree Procedures | Honorary Degrees Committee<br>Honorary Degrees Committee                        | Ordinance 14.12<br>Council<br>Minute 5126 |
| Honorary Appointments at Faculty/School/Division Level                                   | Faculty/School Board of Studies Standing Committee for Lifelong Learning        | Minute 13050                              |

| <b>POWER/AUTHORITY - FINANCE</b>   | <b>DELEGATION</b>             | <b>REFERENCE</b>          |
|--|-------------------------------|---------------------------|
| Default on Payment of Fees: Grant of Degree, Diploma, Certificate or other academic award to person in default of payment of fees where there are exceptional circumstances which justify such grant under Regulation 2.10 | Director of Academic Registry | Minute 13109              |
| Financial decisions affecting the academic policy of the University: Advise and make recommendations to Senate on financial matters which affect the academic policy of the Faculty/School                                 | Boards of Studies             | Financial Regulation B3.9 |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - GOVERNANCE,<br/>MANAGEMENT AND CONTROL</b>   | <b>DELEGATION</b>    | <b>REFERENCE</b>       |
|---|----------------------|------------------------|
| Annual Monitoring Statement- Approval   | Vice-Chancellor      | Minute 13109           |
| Directors of Studies: Appointment   | Boards of Studies    | Ordinance 4            |
| Calendar of Meetings of Statutory Bodies and Principal Committees and Calendar of Meetings of Boards of Studies: Amendment, subject to appropriate consultation | University Secretary | Minute 13109           |
| Groups: Establishment of Groups and appointment of Heads of Groups  | Boards of Studies    | Ordinance 5            |
| Urgent Business Procedure   | Vice-Chancellor      | Standing Order 7(viii) |

***Scheme of Delegation for Senate***  
***Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - LEARNING AND TEACHING</b>   | <b>DELEGATION</b>   | <b>REFERENCE</b> |
|--|---|------------------|
| Academic Programmes  |   |                  |
| - Initial approval of academic programmes  | Academic Programmes Committee   | Minute 13145     |
| - Major changes to academic programmes (other than withdrawal of programme or collaborative provision) | Programmes and Partnerships Approval Committee  | Minute 13145     |
| - Minor/intermediate changes to academic programmes  | Boards of Studies/Standing Committee for Lifelong Learning/Faculty Learning, Teaching and Quality Committee | QA4/Minute 13145 |
| - Approval of withdrawal of programmes   | Academic Programmes Committee   | Minute 13145     |



***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - LEARNING AND TEACHING</b>   | <b>DELEGATION</b>  | <b>REFERENCE</b>   |
|--|--|--------------------|
| Assessment   |  |                    |
| - Consequential and non-material amendment of the New Framework for Assessment and Assessment Regulations  | Learning, Teaching and Quality Committee                   | Minute 13145       |
| - Dictionary Provision in Examinations   | Boards of Studies  | Regulation 15.6    |
| - Rules for Conduct of Examinations  | Director of Academic Registry                              | Regulation 15.4(e) |
| - Appointment of internal and external examiners (except where aggregate term of office exceeds four consecutive years)                                | Boards of Studies/Standing Committee for Lifelong Learning | Ordinance 15.2     |
| - Examination and Assessment Offences: Taught Programmes   | Unit Convenor/Director of Studies/Inquiry Sub-Committee    | QA53               |
| - Examination and Assessment Offences: Research Programmes (before submission)   | Head of Department/School                                  | QA53               |
| - Examination and Assessment Offences: Research Programmes (after submission)  | Vice-Chancellor/Disciplinary Committee                     | QA53               |
| - Consideration of External Examiners Reports (subject to any recommendations requiring institutional approval being forwarded to Senate for approval) | Faculty Learning, Teaching and Quality Committee           | Minute 13145       |
| - Routine editorial changes to the IMCA document   | Director of Academic Registry                              | Minute 13005       |

**Scheme of Delegation for Senate**  
**Part 2: Delegation from Senate to Committees and Officers**

| <b>POWER/AUTHORITY - LEARNING AND TEACHING</b> | <b>DELEGATION</b>   | <b>REFERENCE</b>                       |
|--|---|--|
| Award and Conferment                           |   | Ordinance 14<br>Regulations<br>15 & 16 |
| - Student Progression                          | Board of<br>Studies/Standing<br>Committee of Lifelong<br>Learning on the<br>recommendation of the<br>Board of Examiners for<br>Programmes<br>(Faculty/School Research<br>Students Committee in<br>respect of postgraduate<br>research students except<br>for: | Minute 13145                           |
|  | a) confirmation of PhD<br>registration approved by<br>Board of Studies  | Minute 13485                           |
|  | b) transfer to PhD<br>approved by Progression<br>Board of Examiners   | Minute 13485                           |
| - Award of degrees                             | Boards of<br>Studies/Standing<br>Committee for Lifelong<br>Learning on the<br>recommendation of the<br>Board of Examiners for<br>Programmes   |  |
| - Award of research degrees                    | Board of Studies on the<br>recommendation of the<br>Board of Examiners for<br>Research Degrees  |  |
| - Conferment of degrees                        | Chancellor/Vice-<br>Chancellor/Deputy Vice-<br>Chancellor/Pro-Vice-<br>Chancellor - by signature<br>of pass list  |  |
| Award of DSc and DLitt                         | Functions set out in<br>Regulation 16.7<br>delegated to the Vice-<br>Chancellor,<br>except for the award of<br>the degree by Senate on<br>the VC's recommendation   |  |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - LEARNING AND TEACHING</b>  | <b>DELEGATION</b>                                 | <b>REFERENCE</b>             |
|---|---|------------------------------|
| Award and Conferment  |   |                              |
| Rescission of Degree as a result of an Academic Review or Administrative Error  | Board of Studies                                  |                              |
| Transcripts: Approval of minor amendment of Exit Summary Transcript and Full Transcript   | Director of Academic Registry                     | Minute 12889                 |
| Collaborative Provision   |   |                              |
| Initial approval of an existing programme to be delivered by an existing or prospective collaborative partner   | Academic Programmes Committee                     | Minute 13145                 |
| Approval of:<br>a) the arrangements and the formal agreement for the delivery of an existing programme by a newly approved or existing collaborative partner including research degree programmes, following detailed scrutiny of their capacity to meet University of Bath standards;<br>b) the renewal of an agreement for collaborative provision including collaborative arrangements in research degree programmes following detailed scrutiny of a collaborative partner's capacity to maintain University of Bath standards in their delivery of the programme of study;<br>c) proposals for exchange arrangements (Faculty wide and School) requiring new, modified or renewed exchange agreements, following appropriate scrutiny (except defined minor amendments); | Programmes and Partnerships Approval Committee    | Minute 13145<br>Minute 13490 |
| Authority to request that an exchange arrangement be terminated in the event that a department / faculty / School fails to review, renew or terminate an arrangement in accordance with university policy   | Academic Programmes Committee                     | Minute 13276                 |
| Approval of the renewal of department level student exchange arrangements, where these are either fully supported by the International Office or Academic Programmes Committee.   | Faculty Learning, Teaching and Quality Committees | Minute 13276                 |
| Where the International Office considers that a proposal for a new and/or renewal of an existing exchange does not meet their criteria to proceed but the department/Faculty/School considers that there are exceptional benefits to undertaking the arrangement, the proposal will   | Academic Programmes Committee                     | Minute 13276                 |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

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be referred to Academic Programmes Committee for consideration. Under these circumstances Academic Programmes Committee has the remit either to support or reject the proposal to proceed.

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Quality Assurance

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| - Academic infrastructure: approval of exemptions   | Programmes and Partnerships Approval Committee   | Minute 13145 |
| - Degree Scheme Reviews   | Degree Scheme Review Panel   | QA13         |
| - Degree Scheme Reviews: Detailed evaluation of Degree Scheme Review Report at Faculty level  | Faculty Learning, Teaching and Quality Committee   | Minute 13145 |
| - Degree Scheme Reviews: Timetable  | Learning, Teaching and Quality Committee   | Minute 13145 |
| - Degree Scheme Review in relation to the School of Management: performance of functions set out in Section 6.3 of QA13                                   | Programme and Partnerships Approval Committee on the advice of the School's Learning, Teaching and Quality Committee | Minute 13357 |
| - Maintenance of Quality Assurance Code of Practice and approval of exemptions from the Code  | Learning, Teaching and Quality Committee   | Minute 13145 |
| - Monitoring of quality assurance, enhancement mechanisms, professional accreditation at Faculty/School/Division level and external assessment activities | Learning, Teaching and Quality Committee   | Minute 13145 |

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***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - LEARNING AND TEACHING</b>   | <b>DELEGATION</b>   | <b>REFERENCE</b>           |
|--|---|----------------------------|
| Quality Assurance<br>- academic standards and quality of provision at Faculty/School/Division level                                | Boards of Studies/Standing Committee for Lifelong Learning Faculty/School/Division Learning, Teaching and Quality Committee | Key Functions Minute 13145 |
| - academic standards and quality of provision at Department level  | Department Learning, Teaching and Quality Committee   | Minute 13175               |
| - Approval of Professional Accreditation Submissions   | Programmes and Partnerships Approval Committee  | Minute 13145               |
| <hr/> Student Academic Reviews and Appeals   |   |                            |
| - Determination of Student Academic Reviews  | Review Sub-Committee/Chairs of Boards of Studies/ Director of Academic Registry   | Regulation 17              |
| - Determination of Student Academic Appeals (except where outcome is change of degree classification which is reserved for Senate) | Student Academic Appeals Committee  | Regulation 17 Senate SO28  |
| - Academic Reviews and Appeals: Monitoring   | Council/Senate/ Students' Union Committee   | Regulation 17.13           |
| <hr/> Student Recruitment and Admissions   |   |                            |
| - Exemption from General Entrance Requirements   | Director of Academic Registry or nominated deputy   | Regulation 13              |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - RESEARCH</b>   | <b>DELEGATION</b>   | <b>REFERENCE</b>                   |
|---|---|------------------------------------|
| Academic standards and quality of research<br>- at Faculty/School level   | Faculty/School Research Committee   | Minute 13145                       |
| - at Department level   | Department Research Committee   | Minute 13175                       |
| Access to Theses: Restriction of Publication  | Board of Studies, subject to report to Senate if the duration of the restriction is over three years  | Regulation 16                      |
| Ethics: development, implementation and review of institutional procedures and guidelines related to ethical issues arising from teaching, research and other related institutional activity. | Ethics Committee  | Terms of Reference                 |
| Ethics: Ethical Review Process  | Panel on behalf of Ethics Committee   | Minute 13351                       |
| Postgraduate research study provision: overall coordination of and policy advice<br>- at institutional level  | University Research Students Committee  | Terms of Reference<br>Minute 13145 |
| - at Faculty level  | Faculty Graduate School Committee   | Minute 13218                       |
| - at School level   | School Research Students Committee  |                                    |
| Research Centres: Establishment and review of Research Centres and appointment of Research Centre Directors and Deputy Directors  | Research Committee, subject to annual report to Council and Senate and provision for Council and Senate to determine any recommendations for establishment/ disestablishment of Research Centres or appointment of their Directors which are not supported by the Research Committee. | Terms of Reference                 |
| Research Excellence Framework   |   | Terms of Reference                 |
| - Oversight of arrangements for preparation of submission   | Research Committee  |                                    |
| - Approval of Submission, subject to report of the submission to the next available meeting of Senate   | Vice-Chancellor   |                                    |

***Scheme of Delegation for Senate***  
***Part 2: Delegation from Senate to Committees and Officers***

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| Research Grants and Contracts: Approval and Submission | Research and Support Office | Development Office | Financial Regulation D3 |
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***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - STAFF</b>   | <b>DELEGATION</b>   | <b>REFERENCE</b>   |
|--|---|--------------------|
| Career Progression: Education and Research Appointment and progression of staff in the Education and Research Job Family, subject to report to Senate of decisions, including failure of probation implications for member of staff concerned. | Academic Staff Committee, Research Fellow Sub-Group (of the Academic Staff Committee), Teaching Fellow Sub-Group (of the Academic Staff Committee), Professorial Advisory Committee and the Professorial Appointing Committee | Terms of Reference |
| Appeals from individual members of staff against decisions in relation to their appointment or progression   | Academic Staff Appeal Committee   | Terms of Reference |
| Professorial Title: Amendment  | Academic Staff Committee  | Minute 13109       |
| Secondary Academic Appointments: Approval  | Boards of Studies   | Terms of Reference |
| Committee Membership: Nomination of member of academic staff to serve on the Disciplinary Tribunal under Statute 25.16   | Vice-Chancellor (where nomination required before the next available meeting of Senate)   | Minute 12677       |
| Committee Membership: Nomination of member of academic staff to hear appeal of member of academic staff who had been disciplined, dismissed or is under notice of dismissal when requested under Statute 25.28                                 | Vice-Chancellor (where nomination required before the next available meeting of Senate)   | Minute 12677       |
| Committee Membership: Nomination of member of academic staff to serve on the Grievance Committee under Statute 25.35   | Vice-Chancellor (where nomination required before the next available meeting of Senate)   | Minute 12677       |
| Committee Membership: Nomination of two members of academic staff to serve on the Redundancy Committee under Statute 25.11   | Vice-Chancellor (where nomination required before the next available meeting of Senate)   | Minute 12677       |
| Committee Membership: Nomination of person to serve on a Board convened to hear an appeal from a member of academic staff against removal for incapacity on medical grounds under Statute 25.22  | Vice-Chancellor (where nomination required before the next available meeting of Senate)   | Minute 12677       |



***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - STAFF</b>   | <b>DELEGATION</b>               | <b>REFERENCE</b>   |
|--|---------------------------------|--------------------|
| Initial and continuing professional development programmes related to learning and teaching: oversight and approval of all major changes | Learning and Teaching Committee | Terms of Reference |
| Staff Candidature for Higher Degrees and Postgraduate Diplomas<br>- Reduction of registration period for Method A by under six months    | Board of Studies                | Regulation 16.9    |
| Visiting Titles: Conferment  | Board of Studies                | Minute 13050       |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - STUDENT</b>   | <b>DELEGATION</b>   | <b>REFERENCE</b>               |
|--|---|--------------------------------|
| Appeal against student exclusion or suspension or any other determination of the Vice-Chancellor or Disciplinary Committee | Senate Appeals Committee  | Regulation 8 Standing Order 20 |
| Complaints: Formal   | Head of Department/University Secretary/Review Panel                              | Appendix 1 to Regulations      |
| Disciplinary Action  |   | Regulations 7 & 8              |
| - Formal Action  | Vice-Chancellor or Designate/Disciplinary Committee                               |                                |
| - Appeals against formal disciplinary action   | Senate Appeals Committee  |                                |
| Rag Day: Approval of date  | Council/Senate/Students' Union Committee, subject to report of the date to Senate |                                |

***Scheme of Delegation for Senate  
Part 2: Delegation from Senate to Committees and Officers***

| <b>POWER/AUTHORITY - GENERAL</b>  | <b>DELEGATION</b>  | <b>REFERENCE</b>   |
|---|--|--------------------|
| Awards and Prizes at University level: award and minor amendment  | Award/Prize Committee (e.g. Blues Committee, Chancellor's Prize Committee) | Minute 13008       |
| Equality and Diversity: Action Plans: Approval and Amendment  | Equality and Diversity Committee   | Terms of Reference |
| Equality and Diversity: Annual Reports: Approval  | Equality and Diversity Committee   | Terms of Reference |
| Fellowships, Studentships, Scholarships, Bursaries and other such grants: establishment, award and amendment at Faculty/School/Division level | Board of Studies/Standing Committee for Lifelong Learning                  |                    |
| Library: Responsibility for the general administration of the Library, including rules for use of the Library                                 | University Librarian, subject to annual report to Senate.                  | Ordinance 6        |