

	TASK	FINAL AUTHORITY/ APPROVAL	SCRUTINY/ RECOMMENDATION	SLT LEAD OFFICER	CONTEXT, PROCESS AND DELIVERY	£ LIMITS
7.	ACADEMIC AND STUDENT MATTERS					
7.1	Academic Oversight	Senate	Vice-Chancellor	Vice-Chancellor	Senate is supreme academic authority as enshrined in the Charter, Statutes and Ordinances.	
7.2	Approval of the Annual Assurance Report on Academic Quality, as part of the University's wider Annual Accountability Return	Council	Senate Audit and Risk Committee	PVC Academic Quality and the Student Experience	Council to approve the Annual Assurance Report on Academic Quality, as part of its wider Annual Accountability Return to the Department for the Economy. Report to be considered first by Senate and then by the Audit and Risk Committee en route to Council.	
7.3	Academic Oversight of the Academic Plan	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and the Student Experience	Senate to provide academic oversight of the Academic Plan and to include related assurances - particularly in relation to the University's capacity to run programmes - in the Annual Assurance Report.	
7.4	Development and approval of the Academic Plan	Vice-Chancellor	Deputy Vice-Chancellor	Deputy Vice-Chancellor	Vice-Chancellor to approve the Academic Plan, informed by a recommendation from the Academic Planning Group, chaired by the Deputy Vice-Chancellor.	
7.5	Approval of the Strategy for Learning and Teaching Enhancement	Senate	Learning and Teaching Committee	PVC Academic Quality and Student Experience	Senate to approve, informed by appropriate recommendations from the Learning and Teaching Committee, strategies focussed on the enhancement of learning and teaching.	
7.6	Approval of Admissions Policy	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve the Admissions Policy and any subsequent amendments, informed by appropriate recommendations from the Academic Standards and Quality Enhancement Committee.	
7.7	Admission of taught students (where discretion is needed)	Executive Dean	Associate Dean (Education)	Executive Dean	Decisions to be made in line with the Admissions Policy. Where discretion is required, final decisions to be made by the Executive Dean or Associate Dean (Education).	

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7.8	Consideration of complaints from applicants regarding the admission of taught students	Deputy Vice-Chancellor	Director of Student Administration	Deputy Vice-Chancellor	Director of Student Administration to manage complaint and appeals stages from applicants in line with the Admissions Complaints Procedure .	
7.9	Admission of research students	Doctoral College Board	Dean of Doctoral College	PVC Research	The Doctoral College Board, on behalf of Senate, to determine policy on admission to research study.	
7.10	Consideration of complaints regarding the admission of research students	PVC Research	Dean of Doctoral College	PVC Research	The Doctoral College to manage complaint and appeal stages in line with the Appeals Procedure for Unsuccessful Applicants .	
7.11	Approval of the institution of Fellowships, Studentships, Exhibitions, Bursaries, Prizes and other aids to study and research.	Academic Standards and Quality Enhancement Committee /Research and Impact Committee	Academic Standards and Quality Enhancement Committee/Research and Impact Committee	PVC Academic Quality and Student Experience / PVC Research	Academic Standards and Quality Enhancement Committee/Research and Impact Committee to approve the institution of Fellowships, Studentships, Exhibitions, Bursaries, Prizes and other aids to study and research.	
7.12	Award of bursaries and scholarships in line with the Widening Access and Participation Plan	Vice-Chancellor	Deputy Vice-Chancellor	Deputy Vice-Chancellor	Vice-Chancellor to have final sign off on awards, informed by a recommendation from the Deputy Vice-Chancellor.	
7.13	Prizes awarded by Senate.	Boards of Examiners/ Prize Panel	Boards of Examiners/ Prize Panel	Executive Dean	Boards of Examiners/Prize Panel to agree the award of prizes under delegated authority from Senate.	

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7.14	Approval of new courses and reapproval of existing courses.	Senate	Academic Standards and Quality Enhancement Committee/Academic Planning Advisory Group	PVC Academic Quality and Student Experience	Senate to approve new and reapprove existing courses, informed by appropriate recommendations from the Academic Standards and Quality Enhancement Committee and the Academic Planning Advisory Group.	
7.15	Approval of course closures.	Executive Lead for Academic Planning (Deputy Vice-Chancellor)	Executive Dean	Executive Dean	Deputy Vice-Chancellor to approve course closures following consultation with the Senior Leadership Team, informed by a recommendation from the relevant Executive Dean. Senate to be informed of any such decisions, together with the justification.	
7.16	Approval of proposals for the planning of new and revalidated programmes and revision to course titles, modes of attendance, or study.	Academic Standards and Quality Enhancement Committee	Academic Standards and Quality Enhancement Committee /Academic Planning Advisory Group	PVC Academic Quality and Student Experience	Academic Standards and Quality Enhancement Committee to approve proposals for the planning of new programmes and revisions to course titles, modes of attendance, or study.	
7.17	Approval of proposals for the relocation of courses/ programmes to other campuses.	Vice-Chancellor/ SLT	Vice-Chancellor	Deputy Vice-Chancellor	Vice-Chancellor to approve the business justification supporting proposals for the relocation of courses / programmes to other campuses, based on consultation with the Senior Leadership Team.	
		Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve the arrangements being put in place to ensure the maintenance of academic quality across courses and programmes in advance of any such relocation.	
7.18	Approval of the policies and processes relating to the evaluation, monitoring and revalidation of, and revision to taught course provision.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience.	Senate to approve the policy and processes relating to evaluation, monitoring and revalidation of, and revision to taught course provision.	

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7.19	Approval of arrangements in relation to enhancement, equity and success affecting enrolled students and programmes (Access, Participation and Student Success).	Senate	Learning and Teaching Committee	PVC Academic Quality and Student Experience	Senate to approve, informed by a recommendation from the Learning and Teaching Committee, arrangements in relation to enhancement, equity and success affecting enrolled students and programmes.	
7.20	Approval of general regulations and changes to regulations relating to taught and research programmes.	Senate	Senate	PVC Academic Quality and Student Experience, following consultation with the PVC Research where appropriate.	The Secretary to Senate to be responsible for updating the Regulations document in line with Senate decisions.	
7.21	Approval of arrangements for the pastoral care, health and wellbeing and welfare of students.	Senate	Learning and Teaching Committee	PVC Academic Quality and Student Experience, following consultation with the PVC Research where appropriate.	Senate to approve, informed by appropriate recommendations from the Learning and Teaching Committee, in consultation with the Doctoral College Board if appropriate, arrangements in relation to the pastoral care, health, wellbeing and welfare of students.	
7.22	Approval of the policy and processes for the conduct of student examinations.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and the Student Experience	Senate to approve the policy and processes for the conduct of student examinations.	

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7.23	Approval of the arrangements for the preparation/presentation of dissertations for Masters' degrees.	Academic Standards and Quality Enhancement Committee	Academic Standards and Quality Enhancement Committee /Academic Planning Advisory Group	PVC Academic Quality and Student Experience	Academic Standards and Quality Enhancement Committee to approve proposals for the arrangements for the preparation and presentation of dissertations for Masters' degrees.	
7.24	Approval of rules for leave of absence/deregistration of students.	Senate	PVC Academic Quality and Student Experience	PVC Academic Quality and Student Experience/ PVC Research	Senate to approve rules governing leave of absences and the deregistration of students. PVC Academic Quality and Student Experience to approve individual cases, based on a recommendation from the Executive Dean or AD Education (where delegated). PVC Academic Quality and Student Experience to consult with the PVC Research in respect of individual research student cases.	
7.25	Approval of procedures for academic appeals for taught students.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve procedures for academic appeals for taught students, informed by a recommendation from the PVC Academic Quality and Student Experience. The Director of Student Administration to manage the SA1 and SA2 Appeals Process.	
7.26	Approval of procedures for academic appeals for research students.	Senate	Senate	PVC Research	Senate to approve procedures for academic appeals for research programmes, informed by a recommendation from the Doctoral College. The Doctoral College to oversee implementation of appeal processes – Appeals against a decision made during an interim assessment. Appeals against decision made at final oral examination.	
7.27	Student Complaints	Vice-Chancellor	School, Department or Service Area	PVC Academic Quality and Student Experience, in consultation with PVC Research in respect of individual research student cases.	Stage 1 - complaints are resolved at a frontline/local level.	

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			Executive Dean / Associate Dean / Head of Department	PVC Academic Quality and Student Experience	Stage 2 – complaints managed by Student Complaints Manager	
			Complaints Panel	PVC Academic Quality and Student Experience	Stage 3 – Complaints Panel	
		Senate	PVC Academic Quality and Student Experience	PVC Academic Quality and Student Experience	Senate to receive an annual report on the number and nature of complaints.	
		Council/Audit and Risk Committee	Senate	PVC Academic Quality and Student Experience	Council (through Audit and Risk Committee) to receive an update on complaints handled through the Annual Assurance Report on Academic Quality.	
7.28	Approval of procedures to deal with breaches of academic integrity (plagiarism, contract cheating, cheating in examinations etc.)	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve procedures informed by a recommendation from the Academic Standards and Quality Enhancement Committee.	
7.29	Approval of procedures to deal with student misconduct.	Council (Ordinance)	Senate	University Secretary	Council to approve procedures to deal with student misconduct.	
7.30	Suspensions or exclusion of students from the University.	Vice-Chancellor / Deputy Vice-Chancellor	Relevant Panel/Appeal Panel	PVC Academic Quality and Student Experience / University Secretary	Vice-Chancellor / Deputy Vice-Chancellor to approve suspensions or exclusions, from the University, of students – for good cause, informed (only where available) by a recommendation from the appropriate Panel and/or Appeal Panel.	

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7.31	Approval of the processes through which to determine, revoke, add or amend the schedule of types of awards.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve recommendations on the processes through which to determine, revoke, add or amend the schedule of types of awards, informed by a recommendation from the Academic Standards and Quality Enhancement Committee.	
7.32	Approval of the standards and regulatory framework for awards.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve the standards and regulatory framework for awards, informed by a recommendation from the Academic Standards and Quality Enhancement Committee.	
7.33	Grant and/or conferral of degrees, diplomas, certificates and other academic distinctions, including those awarded in conjunction with any other institution or institutions (except Honorary Degrees).	Senate	Boards of Examiners	Relevant Executive Dean	Senate to approve recommendations for awards. Boards of Examiners to confirm results and, on behalf of Senate, make progress decisions.	
7.34	Award of Research Degrees	Senate	Doctoral College	PVC Research	Faculty Board to approve following viva, with minutes notified to Doctoral College Board.	
7.35	To grant and/or conferral of Honorary Degrees.	Joint Committee of Council and Senate	Joint Committee of Council and Senate	University Secretary	Joint Committee of Council and Senate to approve Honorary Degree recipients under delegated authority from Senate. Report to be provided to Senate and Council once nominees have agreed to award acceptance, for information.	

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7.36	Approval of the formalities relating to the granting of and conferring of degrees and other awards, to include the use of academic dress.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve such arrangements, informed a recommendation from the Academic Standards and Quality Enhancement Committee.	
7.37	Approval/Reapproval of partner institutions in accordance with. Ordinance XVIII - Recognition of Institutions.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve/reapprove partner institutions in accordance with Ordinance XVIII - Recognition of Institutions, informed by a recommendation from the Academic Standards and Quality Enhancement Committee.	
7.38	To approve educational international partnerships supporting the University's vision strategy.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve educational international partnerships, informed by the Academic Standards and Quality Enhancement Committee.	
7.39 a	Approval of External Examiners (Taught programmes and MRES)	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and the Student Experience	PVC Academic Quality and the Student Experience	PVC to consider proposals from Faculties in relation to External Examiners.	
7.39 b	Approval of External Examiners (Research Degrees)	Doctoral College Board	Doctoral College Board	PVC Research	Doctoral College Board to consider proposals from Faculties.	

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7.40	Approval of proposals from Faculties for the designation of persons, not being members of academic staff, as Recognised University Teachers.	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and the Student Experience	PVC Academic Quality and the Student Experience	PVC to consider proposals from Faculties for the designation of persons not being members of academic staff as Recognised University Teachers.	
7.41	Approval of the organisation of the academic year.	Senate	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Senate to approve the organisation of the academic year, informed by a recommendation from the Academic Standards and Quality Enhancement Committee	
7.42	Approval for the dates of semesters.	Academic Standards and Quality Enhancement Committee	Academic Standards and Quality Enhancement Committee	PVC Academic Quality and Student Experience	Academic Standards and Quality Enhancement Committee to approve the dates of semesters.	
7.43	Allocation of University accommodation – residential and commercial.	University Provost	Director of Campus Life	University Provost	University Provost to allocate University accommodation – residential and commercial, informed by a recommendation from the Director of Campus Life.	
7.44	Exclusion from University accommodation – residential and commercial.	University Provost	Director of Campus Life	University Provost	University Provost to approve exclusions from accommodation – residential and commercial, informed by a recommendation from Campus Life.	
7.45	Approval of Student Terms and Conditions (the Student Contract)	Vice-Chancellor	PVC Academic Quality and Student Experience	PVC Academic Quality and Student Experience	Vice-Chancellor to approve the Student Terms and Conditions, together with the University's arrangements for compliance with related Competition and Markets Authority requirements, in consultation with the Senior Leadership Team.	