









SCHEME OF DELEGATED AUTHORITY (SoDA)

The purpose of this Scheme is to identify key decisions and activities made in the name of the University and which require formal approval, and the framework of delegation for taking and implementation of decisions from the Board of Governors to other bodies and role-holders, including the Vice-Chancellor and Chief Executive.

Activity	Definitions and Parameters	Approving Body/Authority	Delegated Decision-Making Authority and Accountability for Delivery	Key related plans, policies and regulations
Mission and Vision 2025 Determining University Vision and Mission		Board of Governors	Vice-Chancellor and Chief Executive	<ul style="list-style-type: none"> ➤ Instrument of Government s3 (1) ➤ Vision 2025
Educational Character Determining the 'educational character' of the University	<p>The fundamental academic personality, profile and function of the University as linked to its mission.</p> <p><i>In most cases, the closure or merger of disciplines or departments would not change the overall educational character of the organisation and would be a matter for the UE in conjunction with Academic Board as appropriate.</i></p>	Board of Governors	<ul style="list-style-type: none"> ➤ Vice-Chancellor and Chief Executive ➤ Academic Board ➤ University Executive 	<ul style="list-style-type: none"> ➤ Instrument of Government s3 (1) ➤ Learning and Teaching Strategy
Corporate Strategy Approving the University's Corporate Strategy	The five-year/ or other mid to long term direction of the University.	Board of Governors	Vice-Chancellor and Chief Executive	<ul style="list-style-type: none"> ➤ Corporate Strategy 2013-18
Strategic Plans Approving Strategic Plans beneath the Corporate Strategy		University Executive for Board endorsement on the context of the Corporate Strategy.	Relevant University Executive Sponsor[s] with portfolio responsibilities	<ul style="list-style-type: none"> ➤ Thematic, Cross-Institutional Strategic Plans ➤ Faculty and Service 5-Year Strategic Plans and Annual Plans
University Culture	The culture is the delivery across the University of the 'New Kind of Excellence Principles' as behaviours and characteristics to which we subscribe.	Board of Governors and University Objective to agree and set the tone for the future culture principles		Vision 2025 'One University Culture'

Finance, Estates and Capital Programme and Expenditure

Activity	Definitions and Parameters	Approving Body/Authority	Delegated Decision-Making Authority and Accountability for Delivery	Key related plans, policies and regulations						
Solvency Ensuring the solvency of the University and effective and efficient use of resources	-	Board of Governors  Employment and Finance Committee	Vice Chancellor and Chief Executive  Chief Operating Officer	Instrument of Government s3 (1)						
Value For Money Ensuring Value for Money (economy, efficiency and effectiveness) is secured and systems are in place	-	Audit Committee [annual opinion on adequacy of VfM arrangements]  Employment and Finance Committee	Vice Chancellor and Chief Executive  Chief Operating Officer	<ul style="list-style-type: none"> ➤ HEFCE Memorandum of Assurance and Accountability ➤ Financial Regulations s37.1 – 37.2 						
Approval of the annual budget and forecasts †	-	Board of Governors  Employment and Finance Committee  University Executive		<ul style="list-style-type: none"> ➤ Instrument of Government (s3 (1)) ➤ Financial Regulations - s20.1 						
Budget and Resources Managing the University's financial affairs within the budget approved by the Board of Governors. Control of income and expenditure within budgets	-	Relevant UE/SMG Member	Director/ Head of Department							
Approval of University Annual Financial Statements	-	Board of Governors  Audit Committee  Employment and Finance Committee	Chief Operating Officer	<ul style="list-style-type: none"> ➤ HEFCE Accounts Directions ➤ HEFCE Audit Code of Practice (Annex A, Memorandum of Assurance and Accountability) ➤ Statement of Recommended Practice (SORP): August 2015. ➤ Financial Regulations 						
Approval of Expenditure by Principal Budget-Holders	-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Expenditure > £2M</td> <td style="width: 50%;">Employment and Finance Committee</td> </tr> <tr> <td>Expenditure >£500k - £2M</td> <td>VC/CE and Chief Operating Officer (COO)</td> </tr> <tr> <td>>£50k - £500k</td> <td>VC/CE or COO (If the Principal Budget Holder is the COO, approval must be given by the Vice-Chancellor and</td> </tr> </table>	Expenditure > £2M	Employment and Finance Committee	Expenditure >£500k - £2M	VC/CE and Chief Operating Officer (COO)	>£50k - £500k	VC/CE or COO (If the Principal Budget Holder is the COO, approval must be given by the Vice-Chancellor and	Director/ Head of Department	<ul style="list-style-type: none"> ➤ Travel and Expenditure Policy ➤ Financial Regulations s32.12
Expenditure > £2M	Employment and Finance Committee									
Expenditure >£500k - £2M	VC/CE and Chief Operating Officer (COO)									
>£50k - £500k	VC/CE or COO (If the Principal Budget Holder is the COO, approval must be given by the Vice-Chancellor and									

			Chief Executive)		
		>up to £50k	University Executive members who are Principal Budget Holders (The COO is allowed to give authority to Service Directors according to business need.		
Approval of the Purchase, Sale/Disposal or Lease of Land, Buildings or Fixed Plant and Equipment	<p>Purchase or Sale of property, or lease commitment (where value would be in excess of £10m (without the need for renewal approval))</p> <p>-----</p> <p>Purchase or Sale of property, or lease commitment (where value would be in excess of £2m (without the need for renewal approval))</p> <p>-----</p> <p>Purchase or Sale of property or lease commitment (where value would be in excess of £500k-£2m)</p> <p>-----</p> <p>Purchase or Sale of property £50k-£500k plus the budget holders in conjunction with Campus Services, Legal Services</p> <p>-----</p> <p>£0-50k</p>	<p>Board of Governors</p> <p>-----</p> <p>Employment and Finance Committee</p> <p>-----</p> <p>University Executive</p> <p>-----</p> <p>COO or VC</p> <p>-----</p> <p>Director of Campus Services for property matters, and equipment Faculty PVC in line with capital expenditure</p>	Chief Operating Officer and Director of Campus Services	Financial Regulations s41.1 (can only be undertaken with authority from the Employment or Finance Committee or the Board)	
Approval of capital expenditure budget	Specific spend items agreed as part of an explicit capital expenditure budget by E&F should <u>not</u> require Committee re-approval of items, subject to monitoring.	<p>Employment and Finance Committee</p> <p>↑</p> <p>University Executive</p>			
Capital Programmes – Approval Approval of major capital projects/programme	Where it involves spend, e.g., through the purchase of equipment in excess of £xx this should be Board of Governors.	<p>Employment and Finance Committee</p> <p>↑</p> <p>University Executive</p>			
Capital Programmes – Monitoring, Review, Evaluation Monitoring and review	-	<p>Employment and Finance Committee</p> <p>↑</p>			

		University Executive ↑ Project Board		
Fixed Asset Register Responsibility for maintaining the University register of land, buildings, fixed plant and machinery	-	Chief Operating Officer		Financial Regulations s41.2
Treasury Management Approval and review of Treasury Management Policy (See also banking, borrowing and investment)	-	Employment and Finance Committee	Vice Chancellor and Chief Executive ↑ Chief Operating Officer	Financial Regulations s28.1 – 28.3
Borrowing, Investing and Financing Approval of borrowing, investing and financing limits and terms	-	Board of Governors ----- ↑ Employment and Finance Committee	Vice-Chancellor and Chief Executive ↑ Chief Operating Officer	➤ HEFCE Guidelines ➤ Financial Regulations s28.1 – 28.3
Bankers Appointment, review and termination of the University's bankers and other financial advisors	-	Employment and Finance Committee	Vice-Chancellor and Chief Executive ↑ Chief Operating Officer	Financial Regulations s28.4 – 28.8
Debt Write-Off (Annual)	Bad debts(unable to be settled) and which require write-off.	Employment and Finance Committee ↑ Chief Operating Officer	Chief Operating Officer	Financial Regulations s29.10
Tuition Fees Approval of Tuition Fees (including inflationary increases)	Tuition Fees (Home/EU) and International all modes and levels	Employment and Finance Committee ↑ University Executive	Marketing Director	➤ Instrument and Articles of Government ➤ Access Agreement
Taxation Responsibility for Tax Management arrangements		Employment and Finance Committee	Chief Operating Officer	Financial Regulations s27.8 – 27.10

<p>Treasury Management Approval and review of Treasury Management Policy (See also banking, borrowing and investment)</p>		Employment and Finance Committee	<p>Vice Chancellor and Chief Executive ↑ Chief Operating Officer</p>	Financial Regulations s28.1 – 28.3
<p>Financial Regulations Approval and amendments to Regulations</p> <p>Suspension of Regulations</p>		<p>Audit Committee ↑ Employment and Finance Committee ↑ University Executive</p> <p>Chief Operating Officer (with advance approval of the Vice-Chancellor and Chief Executive; Efforts to be made to consult the Chair of the Board of Governors, Chair of the Employment and Finance Committee and Chair of the Audit Committee)</p>	Chief Operating Officer	<p>Financial Regulations s29.11 – 29.14</p> <p>Financial Regulations s3.1 – 3.3</p>
<p>Income Responsibility for collection, security, banking, notification and disclosure of income</p>		N/A	Chief Operating Officer	Financial Regulations s29.1 – 29.2

Corporate Governance and Legal

Activity	Approving Body /Authority	Delegated Decision-Making Authority and Accountability for Delivery	Key related plans, policies and regulations
<p><u>Instrument and Articles of Government</u> Approval, Amendment and Revocation of the Instrument and Articles of Government†</p>	<p>Privy Council (on the advice of the Charity Commission and other bodies where required)</p> <p align="center">↑ Board of Governors</p>	<p>Secretary to the Board of Governors</p>	<ul style="list-style-type: none"> ➤ Education Reform Act 1988 ➤ Further and Higher Education Act 1992 ➤ Articles of Government s17
<p><u>Organisation, direction and management of the University</u></p>	<p>Vice-Chancellor and Chief Executive</p>	<p>University Executive</p>	<p>Articles of Government s 3(2) (b)</p>
<p><u>University Companies: Subsidiaries and Joint Ventures</u> Approval to incorporate, populate and monitor and report on University companies</p>	<p>Employment and Finance Committee</p> <p align="center">↑ University Executive</p>	<p>Secretary to the Board of Governors</p>	<p>Chief Operating Officer</p>
<p><u>Board of Governors – Members</u></p> <ul style="list-style-type: none"> ➤ Determining membership numbers within statutory requirements ➤ Appointment of Independent/External co-opted members of the Board of Governors ➤ Tenure of Office of Board Members 	<p>Board of Governors</p> <p align="center">↑ Nominations Committee</p>	<p>Secretary to the Board of Governors</p>	<ul style="list-style-type: none"> ➤ Education Reform Act 1988 ➤ Further and Higher Education Act 1992 ➤ Instrument of Government s 4(1)
<p><u>Chancellor</u> Appointment of Chancellor</p>	<p>Board of Governors</p> <p align="center">↑ Nominations Committee/Search Committee</p>	<p>Chair of the Board of Governors Secretary to the Board</p>	<p>Appointment Process to be determined by Nominations Committee on behalf of the Board of Governors.</p>
<p><u>Pro-Chancellors</u></p>	<p>Board of Governors</p> <p align="center">↑ Nominations Committee/Search Committee</p>	<p>Chair of the Board of Governors Secretary to the Board</p>	
<p><u>Data Protection</u> Responsibility for compliance with Data Protection legislation and University policy</p>	<p>Vice-Chancellor and Chief Executive</p>	<p>Head of Legal</p>	<p>Data Protection Guidance</p>
<p><u>Deeds (Execution)</u> Execution of deeds under the University Seal</p>	<p>Chair of the Board of Governors (or in their absence the Deputy Chair) and another Board member, on behalf of the Board.</p>	<p>Head of Legal</p>	<p>Financial Regulations – s34.19</p>

<p>External and Internal Auditors Appointment, review and suspension of external auditors</p>	<p>Board of Governors ↑ Audit Committee</p>		<p>HEFCE Memorandum of Assurance and Accountability</p>
<p>Anti-Fraud and Anti-Bribery Policy Approval, review and operation of the University Fraud Policy</p>	<p>Board of Governors ↑ Audit Committee</p>	<p>Chief Operating Officer ↔ Secretary to the Board of Governors</p>	<p>University Fraud and Bribery Policy and Fraud Response Plan</p>
<p>Academic Freedom and Freedom of Speech Ensuring Compliance with academic freedom and freedom of speech</p>	<p>Board of Governors ↑ Academic Board</p>	<p>Vice-Chancellor and Chief Executive ↑ Secretary to the Board</p>	<ul style="list-style-type: none"> ➤ Education (No2) Act 1986 c.61 ➤ Code of Practice on Freedom of Speech (Handbook of Regulations s5)
<p>Academic Freedom Ensure protection of academic freedom of academic staff</p>		<p>Board of Governors</p>	<p>Vice-Chancellor and Chief Executive</p>
<p>Gifts and Hospitality Approval and Operation of Gifts and Hospitality Policy. <i>See the Gifts and Hospitality Policy for authorisation levels for Gifts < and > £45 and Corporate Hospitality < and > £45 per person.</i></p>	<p>University Executive</p>	<p>Head of Governance/ Secretary to the Board of Governors Executive Dean or Service Director</p>	<p>Gifts and Hospitality Policy</p>
<p>Health and Safety Health and Safety Policy and Procedures</p>	<p>Board of Governors ↑ University Executive ↑ Health and Safety Management Group</p>	<p>Vice-Chancellor and Chief Executive ↑ Chief Operating Officer</p>	<p>Health and Safety Policy Statement</p>
<p>Insurance Responsibility to ensure the University has appropriate insurance cover, and are reviewed</p>	<p>Chief Operating Officer</p>	<p>Director of Campus Services (specific responsibilities for ensuring insurance records are kept in relation to assets and estates) ↑ Insurance Officer</p>	<p>Financial Regulations s43.1 – 43.4</p>

<p>Honorary Awards Approval for conferment of Honorary Awards of the University</p>	<p>Board of Governors</p>	<p>Academic Board</p>	<p>Honorary Awards Committee</p>	<p>Honorary Awards Procedure</p>
<p>Intellectual Property Rights Protecting the Intellectual Property Rights of the University, and Filing IP e.g, patents</p>			<p>Head of Legal ↑ Pro Vice-Chancellor (Research and Innovation) ↑ Director of Research and Business Services</p>	
<p>Legal Affairs Management of the University's legal affairs</p>	<p>Pro Vice-Chancellor (Business and Engagement)</p>		<p>Head of Legal</p>	<p>Legal Services Team, Vice-Chancellor's Office</p>
<p>Meetings Approval of regulations and procedures governing the conduct of formal University Committees and decision-making bodies (including elections)</p>	<p>Board of Governors ↑ Academic Board (where applicable)</p>		<p>➤ Secretary to the Board of Governors ➤ Secretary to Academic Board (where applicable)</p>	<p>➤ Articles of Government s 7(1-22) ➤ Governance Regulations and Guidance</p>
<p>Public Interest Disclosure Approval, review and responsibility for operation of the Public Interest Disclosure (Whistleblowing) Policy and Procedure</p>	<p>Board of Governors ↑ Audit Committee ↑ Employment and Finance Committee</p>		<p>Secretary to the Board of Governors</p>	<p>University Public Interest Disclosure (Whistleblowing) Policy and Procedure</p>
<p>Records Management Maintaining, implementing and reviewing University Records Management Policy</p>	<p>Head of Legal</p>			<p>Records Management Framework</p>
<p>Register of Interests</p>	<p>Board of Governors</p>		<p>Secretary to the Board of Governors</p>	<p>University Disclosure and Conflicts of Interests Policy</p>
<p>Risk Management Policy and Guidelines Approving and Reviewing the University's Risk Management Policy and Plan</p>	<p>Board of Governors ↑ University Executive</p>		<p>Secretary to the Board of Governors ↑ Risk Manager</p>	<p>➤ Risk Management Policy and Guidelines ➤ Corporate Risk Register</p>
<p>Risk Register (Corporate) Approving the Corporate Risk Register - <i>In addition to the above activity, all Board committees play a role in monitoring Corporate Risk, including Audit Committee in relation to the adequacy of the risk management framework.</i></p>	<p>Board of Governors ↑ University Executive</p>		<p>Secretary to the Board of Governors ↑ Risk Manager</p>	<p>➤ Risk Management Policy and Guidelines ➤ Corporate Risk Register</p>

<p>Secretary to the Board of Governors Appointment, Suspension and Dismissal of the Secretary</p>	<p>Board of Governors</p>	<p>Chair of the Board of Governors ↑ Vice-Chancellor and Chief Executive</p>	<ul style="list-style-type: none"> ➤ Articles of Government s 6 (1) – (Appointment) ➤ Articles of Government s11 (1) (Suspension and Dismissal)
<p>Statement on Internal Control Sign-off against the annual Statement of Internal Control in the Financial Statements</p>	<p>Board of Governors ↑ Audit Committee ↑ Chair of the Board of Governors ↔ Vice-Chancellor and Chief Executive</p>	<p>Key personnel include:</p> <ul style="list-style-type: none"> ➤ Finance Director ➤ Secretary to the Board of Governors ➤ Risk Manager ➤ Head of Legal 	<p>HEFCE Memorandum of Assurance and Accountability (including Audit Code of Practice)</p>
<p>Students' Union Ensuring compliance with legislation and Code of Practice relating to relationship with the University and the Students' Union</p>	<p>Board of Governors</p>	<p>Secretary to the Board of Governors</p>	<ul style="list-style-type: none"> ➤ 1994 Education Act s22 ➤ Articles of Government s13
<p>Seal of Corporation Approval for affixment of the University Seal of Corporation</p>	<p>Chair of Board of Governors and other designated signatories.</p>	<p>Head of Legal [in liaison with Secretary to the Board of Governors]</p>	<p>Instrument of Government s10</p>

Employment and Staffing

Activity	Definitions and Parameters	Approving Body /Authority	Delegated Decision-Making Authority and Accountability for Delivery	Key related plans, policies and regulations
<p>Employee terms and conditions – Establishment of a framework for the pay and conditions of staff other than senior post-holders†</p>	<p>Fundamental changes to the framework of pay and conditions for key groups of staff which could radically alter the work base in terms of size and profile.</p> <p>Aspects of employment policy which impact on the terms of conditions of significant segments or cohorts of staff therefore, such as outsourcing or review pension activities requires.</p>	<p>Board of Governors</p> <p align="center">↑</p> <p>Employment and Finance Committee</p> <p>-----</p> <p>University Executive</p>		<p>Articles of Government s3 (1) (e)</p>
<p>Outsourcing of Services and Staff</p>	<p>-</p>	<p>Board of Governors</p> <p align="center">↑</p> <p>Employment and Finance Committee</p>		
<p>Redundancy and Severance of groups or cohorts of staff</p>	<p>-</p>	<p>Employment and Finance Committee (Compulsory Redundancy)</p> <p>University Executive (Voluntary)</p> <p>University Executive</p>	<p>HR Director, Faculty Pro Vice-Chancellors and Directors of Service</p>	
<p>Pensions Policy – major change to policy and arrangements</p>	<p>-</p>	<p>Board of Governors</p> <p align="center">↑</p> <p>Employment and Finance Committee</p> <p align="center">↑</p> <p>University Executive</p>	<p>HR Director and Chief Operating Officer</p>	
<p>Appointments (Professor, Reader, Enterprise Fellow and Teaching Fellow) – Academic Promotions Approving the appointment of senior academic post-holders</p>		<p>Vice-Chancellor and Chief Executive (Chair)</p> <p align="center">↑</p> <p>Faculty Appointments Board</p>	<p>Faculty Pro-Vice-Chancellor</p>	<p>Process for the award of Professorships, Readerships, Enterprise Fellowships and Teaching Fellowships to employees of the University</p>
<p>Appointment (Senior Staff) Appointment of University Executive Members, Service Directors other than senior post-holde</p>		<p>Vice-Chancellor and Chief Executive</p>	<p>HR Director</p>	<p>Articles of Government s3 (2) (b) (c)</p>

<p><u>Appointment (Vice-Chancellor and other Senior Post-Holders)</u> Appointment of Vice-Chancellor and the Secretary to the Board</p>		<p>Board of Governors ↑ Nominations Committee ↑ Search Committee</p>	Senior Posts Appointments Committee	Articles of Government s3 1 (d)
<p><u>Appraisal (Staff)</u> Ensuring that all staff are provided with a designated appraiser and the appraisal system is implemented</p>		<p>Vice-Chancellor and Chief Executive ↑ HR Director</p>	Faculty Executive Deans and Service Directors	Staff Performance and Development Appraisal Scheme







Staff Conduct and Disciplinary Matters

Activity	Definitions and Parameters	Approving Body /Authority	Delegated Decision-Making Authority and Accountability for Delivery		Key related plans, policies and regulations
<p><u>Staff Conduct</u> Ensuring procedures are in place for good conduct of staff</p>		Board of Governors	<p>Vice-Chancellor and Chief Executive ↑ HR Director</p>		Code of Conduct for Staff
<p><u>Disciplinary (Staff Management)</u> Approving and implementing rules for the staff disciplinary matters *</p>		<p>Board of Governors ↑ Special Committee (senior post-holders)</p>	<p>* Vice-Chancellor and Chief Executive ↑ HR Director ↑ Authorised Manager specified</p>	<p>+ PVC (R&I) ↑ Assessment Committee ↑ HR Director</p>	<ul style="list-style-type: none"> ➤ Articles of Government s 10 (1) ➤ Disciplinary (Staff Management) Policy and Procedures ➤ Disciplinary Procedure in relation to Senior Post-Holders
Scientific Misconduct +					Procedure for Investigating allegations of scientific misconduct
<p><u>Dismissal Staff)</u> Dismissal of Staff other than 'senior post holders'</p>		<p>Board of Governors (Appeal) ----- ↑ Vice-Chancellor and Chief Executive</p>	HR Director		Articles of Government s11 (ii) (11-14)
<p><u>Dismissal of Staff (senior post-holders)</u></p>		<p>Board of Governors ↑ Special Committee</p>	HR Director		Articles of Government s11(i) (5-10)
<p><u>Grievance Policy</u> Approval of staff grievance procedure</p>		<p>Board of Governors ↑ Vice Chancellor and Chief Executive</p>	HR Director		<ul style="list-style-type: none"> ➤ Articles of Government 12(1) ➤ Grievance Procedure
<p><u>Anti-Harassment and Anti-Bullying</u> Approval of anti-harassment and anti-bullying policy</p>		Vice-Chancellor and Chief Executive	<p>Appeal (Stage 3) ----- ↑</p>		Anti-Harassment & Anti-Bullying Policy and Procedure

			Investigating Officer (Stage 2) ----- ↑ HR Director	
Consultancy Approval of Consultancy Work undertaken by staff		Executive Dean of Faculty or Director of Service	See Approval/Authority Column	Policy for Managing External Work
Equality and Diversity Ensuring compliance with Equality and Diversity Legislation		Board of Governors ↑ Vice-Chancellor and Chief Executive ↑ Equality and Diversity Committee	HR Director	Equality and Diversity Policy
Grading of staff (other than holders of senior posts) Approval of process for the grading of staff (1-8)		Vice-Chancellor and Chief Executive (within agreed national pay spine)	HR Director ↑ Executive Dean/Service Director	Grading - evaluation
Performance Scheme (Senior Staff) Approval of framework and payments and benefits for senior staff scheme		Remuneration Committee	HR Director	Performance-Based Incentive Scheme for Senior Staff
Pay and Conditions (Staff) Establishment of a framework for the pay and conditions of staff other than senior post-holders†		Board of Governors ↑ Employment and Finance Committee	Vice-Chancellor and Chief Executive	Articles of Government s3 (1) (e)
Recruitment, Selection and Appointment (Staff) Overseeing the process for staff, recruitment, selection and appointment		Vice-Chancellor and Chief Executive	HR Director	Staff, Recruitment, Selection and Appointment
Remuneration (senior staff) Determining remuneration/ alternative remuneration options for senior staff		Remuneration Committee	Vice-Chancellor and Chief Executive (other than where determining own alternative remuneration options)	Articles of Government 31 (d)
Safeguarding Children and Vulnerable Adults		University Executive	Secretary to the Board	Safeguarding Policy
Staff Reduction Managing Staff Reduction (including redundancy)		Board of Governors (Appeal Panel where required) ↑ Vice-Chancellor and Chief Executive	HR Director	<ul style="list-style-type: none"> ➤ Managing Staff Reduction Policy ➤ Disclosure Requirements to TUs ➤ Statutory Minimum Notice Periods

<p>Suspension of staff Authority to suspend staff</p>		<p>Board of Governors (Appeal) ----- ↑ Vice-Chancellor and Chief Executive</p>	<p>HR Director</p>	<p>Articles of Government s11(2)</p>
<p>Suspension of staff (senior post holders) Authority to suspend 'senior post holders' [as defined under the Articles of Government)</p>		<p>Board of Governors</p>	<p>Chair/Deputy Chair of the Board of Governors</p>	<p>Articles of Government s11 (1)</p>
<p>Expense Claims</p>		<p>Board of Governors Vice-Chancellor UE/SMG</p>	<p>Head of Governance on behalf of the Chair Chair Relevant line manager</p>	

Student Regulations

Title	Approving Body/Authority	Delegation to Act/Implement	Regulations and/or Policies
Academic Regulations Approval of Academic Regulations [as contained in the Handbook of Student Regulations]	Academic Board	Head of Legal Academic Registrar Director of Student and Library Services	Handbook of Student Regulations
Appeals (Against Examination/Assessment Decisions) Ensuring that the 'formal procedure' for appeals from students on academic grounds operate	Academic Board  Examination Boards	Vice-Chancellor and Chief Executive  Panel of Enquiry (case to be heard) -----  Student Appeals and Complaints Ombudsman	<ul style="list-style-type: none"> ➤ Articles of Government s3(3)(a) ➤ Handbook of Student Regulations s7.5
Causes for Concern Ensuring that 'causes for concern' (other than complaints or academic appeals) are heard	Head of Legal	Student Appeals and Complaints Ombudsman	Handbook of Student Regulations s11
Complaints (University) Ensuring the establishment and operation of a University Student Complaints Procedure (formal)	Head of Legal	Student Complaints Panel (Appeals)  Student Complaints Manager/ Student Appeals and Complaints Ombudsman	Handbook of Student Regulations s10
Complaints (Students' Union) Ensuring the establishment and operation of a Students' Union Student Complaint Procedure	Board of Trustees	President, NUSU	<ul style="list-style-type: none"> ➤ s22 Education Act 1994 ➤ Code of Practice on Compliance with s22 Education Act 1994 ➤ Handbook of Student Regulations s 12.7
Exclusion (as a result non-payment of fees) Authority to exclude as a result of non-payment of fees	Vice-Chancellor and Chief Executive	Relevant Finance and Planning Officers	<ul style="list-style-type: none"> ➤ Handbook of Student Regulations s13 ➤ Credit Control and Debt Management Policy
Library Policies, Procedures and Service Standards Ensuring regulations are in place for the operation of the University Library	Vice-Chancellor and Chief Executive	Deputy Vice-Chancellor  Director of Student And Library Services	Library Responsibilities
Office of the Independent Adjudicator for Higher Education (OIAHE) Responsibility for liaison with OIAHE.	Head of Legal	Student Appeals and Complaints Ombudsman	<ul style="list-style-type: none"> ➤ Reference to Independent Adjudication throughout Handbook of Student Regulations ➤ Using the OIAHE Scheme (OIAHE website)
Ethics in Research Approval of and compliance with the University Research Ethics Framework	Academic Board  Research Ethics Committee	Faculty Pro-Vice Chancellor	Ethics in Research Policy Statement (Handbook of Student Regulations s6)

	Faculty Research Committees		
Complaints (University) Ensuring the establishment and operation of a University Student Complaints Procedure (formal)	Head of Legal	Student Complaints Panel (Appeals) ↑ Student Appeals and Complaints Ombudsman	Handbook of Student Regulations s10
Complaints (Students' Union) Establishment/ operation of a Students' Union Student Complaint Procedure	Board of Trustees	President, NUSU	<ul style="list-style-type: none"> ➤ s22 Education Act 1994 ➤ Code of Practice on Compliance with s22 Education Act 1994 ➤ Handbook of Student Regulations s 12.7
Discipline (Student) Maintenance of Student Discipline	Vice-Chancellor and Chief Executive	Head of Legal	<ul style="list-style-type: none"> ➤ Articles of Government s 3 (2) (f) and 13 (2)
Expulsion, Suspension or Restriction (Students) Expulsion, suspension or restriction of students on disciplinary grounds (and appeals against)	Vice-Chancellor and Chief Executive	Appeal Panel ↑ Student Appeals and Complaints Ombudsman (Appeal Stage) ----- Disciplinary Officer	<ul style="list-style-type: none"> ➤ Articles of Government 2 (f) ➤ Handbook of Student Regulations s3
Restriction or leave of absence of a student on health grounds Establish policy for restriction or leave of absence of students on health grounds	Vice-Chancellor and Chief Executive	Faculty Pro Vice Chancellor	Handbook of Student Regulations s9
Withdrawal of Students (Academic Grounds) Withdrawal of student due to unsatisfactory standard of work or other academic reasons (and appeal against)	Academic Board	Academic Board Appeals Panel ↑ Head of Legal/ Student Appeals and Complaints Ombudsman ↑ Panel of Faculty Programme Committee ↑ Programme Leader (Stage 2 Formal Warning) ↑ Faculty Programme Committee	Handbook of Student Regulations s8

Dr Adam Dawkins
Secretary to the Board of Governors
Last Revised: January 2017