

Academic Regulations 2009-10 Appendix

Academic Board Delegations

Authority	Delegated to	Process
Regulations 1.12 – 1.16 Approval of regulations for programmes and modules	Faculty Boards	Programme and module approval processes
Regulation 1.17 Approval of special regulations	Quality Enhancement Committee on the recommendation of Faculty Boards and SMD Education Board	Programme and module approval processes
Regulation 1.19 Suspension of regulations	Vice Principal - Teaching and Learning on the recommendation of a DEB or Head of Department or School	Consideration of the DEB or HoD recommendation and informed by past decisions.
Regulation 1.23 Consideration of students' achievement, progression and conferment of awards	Subject Examination Boards and Degree Examination Boards	Examination Board processes and procedures.
Regulation 1.25 Establishment of sub-boards for Subject Examination Boards	Faculty Boards and SMD Education Board	Recommendation from the relevant SEB Chair
Regulation 1.26(i) and (ii) Appointment of Chairs and Deputy Chairs of Subject Examination Boards	Quality Enhancement Committee	Recommendation from the HoD collated by the Academic Secretariat
Regulation 1.38 Establishment of a combined SEB/DEB	Quality Enhancement Committee	Recommendation from the relevant department.
Regulation 1.44 Appointment of External Examiners and Intercollegiate Examiners	Quality Enhancement Committee, normally through Chair's action on the recommendation of the appropriate Academic Dean	External Examiner appointment procedure

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Regulation 1.47 Work to be considered by External Examiners for a programme, and participation in oral and other examinations	Head of Department ¹	Through discussion with the examiner and SEB Chair and Programme organiser
Regulation 1.47 Approval of External Examiner Guidance	Quality Enhancement Committee.	Consideration and approval of guidance document developed by the Academic Secretariat.
Regulation 2.11 Identification of health conditions that should be reported to the College by students in SMD.	SMD Faculty Board	Approval of a policy for this and communicated through the student handbook
Regulation 2.12 General entrance requirements for the College	Academic Board on the recommendation of QEC	Consideration of recommendations for this purpose.
Regulation 2.12 Admissions requirements for individual programmes	Faculty Boards for type of qualification and subjects required. Vice Principal - Teaching and Learning for entry grades required.	Through programme approval process. Through executive decision making, advised by the Admissions and Teaching Resource Planning Group.
Regulations 2.13, 2.14, 2.16 and 2.19 Admission of applicants with advanced standing	Admissions Tutor for the programme and for SMD, Associate Dean (Admissions).	Admissions process.
Regulation 2.22 Concurrent study elsewhere	Head of Department	Consideration on a case by case basis
Regulation 2.23 Termination of enrolment where a student is found to have falsified information in admissions.	Vice Principal - Teaching and Learning on the advice of the Head of Department.	Consideration on a case by case process. This may also involve the College disciplinary procedures.

¹ Throughout 'Head of Department' also refers to Head of School and for SMD, Director of Institute

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<p>Regulation 2.26 Permission for individuals not enrolled with the College to use College facilities.</p> <p>For associate students and those resitting out of attendance.</p>	<p>Vice Principal – Teaching and Learning on the advice of the Head of Department.</p> <p>Head of Department.</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.46 Permission for an individual student to change modes of study</p>	<p>Head of Department</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.63 Permission for an individual student to interrupt studies for a period up to 2 years.</p>	<p>Programme organiser</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.63 Permission for an individual student to interrupt studies for a period longer than 2 years.</p>	<p>Academic Secretary</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.78 Approval of procedures for study abroad and/or exchanges</p>	<p>Quality Enhancement Committee for generic college-wide policies</p> <p>Faculty Boards for specific policies relating to programmes for which they are responsible.</p>	<p>Consideration of recommendations made for these purposes.</p>
<p>Regulation 2.79 Processes for weighting results to bring them in line with the College's academic standards.</p>	<p>Faculty Boards and SMD Education Board</p>	<p>Module and programme approval processes</p>
<p>Regulation 3.3 Approval of module assessment</p>	<p>Faculty Board</p>	<p>Module approval process</p>
<p>Regulation 3.8 Approval of guidance on the security and standard of examination papers and other assessments</p>	<p>Examinations and Assessment Committee</p>	<p>Consideration and approval of recommendations developed for this purpose.</p>

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Authority	Delegated to	Process
Regulation 4.46 Approval of the Drapers Skills Award	The relevant Faculty Board	Module approval process.
Regulation 4.74 Approval of field of study	Faculty Boards	Programme and module approval process
Approval of title for individual students	Subject Examination Board	
Regulation 4.125 Admissions requirements for BMedSci and intercalated programmes	SMD Education Board	Programme approval process or consideration of a specific recommendation in relation to the entry requirements.

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