

## Academic Regulations 2007-08

### Academic Board Delegations

Authority	Delegated to	Process
<b>Regulations 1.8, 1.9, 1.11, 2.2</b> Approval of regulations for programmes and modules	Faculty Boards and SMD Education Board	Programme and module approval processes
<b>Regulation 1.10, 1.12</b> Approval of special regulations	Quality Enhancement Committee on the recommendation of Faculty Boards and SMD Education Board	Programme and module approval processes
<b>Regulation 1.14</b> Suspension of regulations	Vice Principal - Teaching and Learning on the recommendation of a DEB	Consideration of the DEB recommendation and informed by past decisions.
<b>Regulation 1.18</b> Consideration of candidates' achievement, progression and conferment of awards	Subject Examination Boards and Degree Examination Boards	Examination Board processes and procedures.
<b>Regulation 1.20</b> Establishment of sub-boards for Subject Examination Boards	Faculty Boards and SMD Education Board	Recommendation from the relevant SEB Chair
<b>Regulation 1.21</b> Appointment of Chairs and Deputy Chairs of Subject Examination Boards	Quality Enhancement Committee	Recommendation from the HOD collated by the Academic Secretariat
<b>Regulation 1.33</b> Establishment of a combined SEB/DEB	Quality Enhancement Committee	Recommendation from the relevant department.
<b>Regulation 1.35, 1.39</b> 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

Authority	Delegated to	Process
<b>Regulation 1.42</b> Work to be considered by External Examiners for a programme, and participation in oral and other examinations	Head of Department <sup>1</sup>	Through discussion with the examiner and SEB Chair and Programme organiser
<b>Regulation 1.53</b> Approval of guidance on the security of examination papers and other assessments	Quality Enhancement Committee	Consideration of recommendations developed for this purpose.
<b>Regulation 2.2</b> Approval of programmes and modules	Faculty Board and SMD Education Board	Programme and module approval processes
<b>Regulation 2.4</b> General entrance requirements for the College	Academic Board on the recommendation of QEC	Consideration of recommendations for this purpose.
<b>Regulation 2.4</b> Admissions requirements for individual programmes	Faculty Boards and SMD Education Board 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.
<b>Regulations 2.5 and 2.6</b> Admission of applicants with advanced standing	Admissions Tutor for the programme and for SMD, Associate Dean (Admissions).	Admissions process.
<b>Regulation 2.9</b> Concurrent study elsewhere	Head of Department	Consideration on a case by case basis
<b>Regulation 2.10</b> 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.

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

Authority	Delegated to	Process
<p><b>Regulation 2.13</b> 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><b>Regulation 2.23</b> 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><b>Regulation 2.23</b> 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><b>Regulation 2.35</b> Identification of health conditions that should be reported to the College by students in SMD</p>	<p>SMD Education Board</p>	<p>Approval of a policy for this and communicated through the student handbook</p>
<p><b>Regulation 2.37</b> 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><b>Regulation 2.42</b> 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><b>Regulation 2.42</b> 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>

Authority	Delegated to	Process
<b>Regulation 2.92 (i)</b> Appointment of a Chairman of the Examination Offences Panel	Quality Enhancement Committee	Consideration of recommendations put forward.
<b>Regulation 3.11</b> Approval for an individual student to undertake a period of extra mural study	Programme organiser	Consideration on a case by case basis.
<b>Regulation 3.42</b> Approval of the Drapers Skills Award	The relevant Faculty Board or SMD Education Board	Module approval process.
<b>Regulation 3.68 and 3.221</b> Approval of field of study	Faculty Boards and SMD Education Board	Programme and module approval process
Approval of title for individual candidates	Subject Examination Board	
<b>Regulation 3.109</b> 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.

Wendy Appleby  
January 2008

Approved:

Academic Board on 6 December 2007