# Academic Board Delegations

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<tr>
<th>Authority</th>
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| **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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<tr>
<td><strong>Regulation 1.47</strong> Work to be considered by External Examiners for a programme, and participation in oral and other examinations</td>
<td>Head of Department¹</td>
<td>Through discussion with the examiner and SEB Chair and Programme organiser</td>
</tr>
<tr>
<td><strong>Regulation 1.47</strong> Approval of External Examiner Guidance</td>
<td>Quality Enhancement Committee.</td>
<td>Consideration and approval of guidance document developed by the Academic Secretariat.</td>
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<td><strong>Regulation 2.11</strong> Identification of health conditions that should be reported to the College by students in SMD.</td>
<td>SMD Faculty Board</td>
<td>Approval of a policy for this and communicated through the student handbook</td>
</tr>
<tr>
<td><strong>Regulation 2.12</strong> General entrance requirements for the College</td>
<td>Academic Board on the recommendation of QEC</td>
<td>Consideration of recommendations for this purpose.</td>
</tr>
<tr>
<td><strong>Regulation 2.12</strong> Admissions requirements for individual programmes</td>
<td>Faculty Boards for type of qualification and subjects required.</td>
<td>Through programme approval process.</td>
</tr>
<tr>
<td></td>
<td>Vice Principal - Teaching and Learning for entry grades required.</td>
<td>Through executive decision making, advised by the Admissions and Teaching Resource Planning Group.</td>
</tr>
<tr>
<td><strong>Regulations 2.13, 2.14, 2.16 and 2.19</strong> Admission of applicants with advanced standing</td>
<td>Admissions Tutor for the programme and for SMD, Associate Dean (Admissions).</td>
<td>Admissions process.</td>
</tr>
<tr>
<td><strong>Regulation 2.22</strong> Concurrent study elsewhere</td>
<td>Head of Department</td>
<td>Consideration on a case by case basis</td>
</tr>
<tr>
<td><strong>Regulation 2.23</strong> Termination of enrolment where a student is found to have falsified information in admissions.</td>
<td>Vice Principal - Teaching and Learning on the advice of the Head of Department.</td>
<td>Consideration on a case by case process. This may also involve the College disciplinary procedures.</td>
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¹ Throughout ‘Head of Department’ also refers to Head of School and for SMD, Director of Institute
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| Regulation 2.26  
Permission for individuals not enrolled with the College to use College facilities.  
For associate students and those resitting out of attendance. | Vice Principal – Teaching and Learning on the advice of the Head of Department.  
Head of Department. | Consideration on a case by case basis. |
| Regulation 2.46  
Permission for an individual student to change modes of study | Head of Department | Consideration on a case by case basis. |
| Regulation 2.63  
Permission for an individual student to interrupt studies for a period up to 2 years. | Programme organiser | Consideration on a case by case basis. |
| Regulation 2.63  
Permission for an individual student to interrupt studies for a period longer than 2 years. | Academic Secretary | Consideration on a case by case basis. |
| Regulation 2.78  
Approval of procedures for study abroad and/or exchanges | Quality Enhancement Committee for generic college-wide policies  
Faculty Boards for specific policies relating to programmes for which they are responsible. | Consideration of recommendations made for these purposes. |
| Regulation 2.79  
Processes for weighting results to bring them in line with the College’s academic standards. | Faculty Boards and SMD Education Board | Module and programme approval processes |
| Regulation 3.3  
Approval of module assessment | Faculty Board | Module approval process |
| Regulation 3.8  
Approval of guidance on the security and standard of examination papers and other assessments | Examinations and Assessment Committee | Consideration and approval of recommendations developed for this purpose. |
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| **Regulation 4.46**  
Approval of the Drapers Skills Award | The relevant Faculty Board | Module approval process. |
| **Regulation 4.74**  
Approval of field of study  
Approval of title for individual students | Faculty Boards  
Subject Examination Board | Programme and module approval process |
| **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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Approved by Chairman of Academic Board: 5 February 2010