

MANCHESTER METROPOLITAN UNIVERSITY

ACADEMIC BOARD

ACADEMIC BOARD SCHEDULE OF DELEGATED AUTHORITY

1. Terms of Reference

Each Committee has a formally approved set of terms of reference. These set out:

- its purpose;
- the specific decisions that it must make, or the advice it must give, and to whom;
- what powers are delegated to it in the University's deliberative structure;
- what powers it can delegate to its sub-committees, where applicable;
- where and how often its work will be reported;
- the membership of the Committee specified by category/designation;
- the quorum.

Committees can advise, recommend and/or make decisions and can also require other committees to do likewise. The minutes shall clarify who is expected to implement each decision.

Providing they are acting within the remit of their terms of reference, Committees (but not groups) have delegated authority to make decisions on behalf of their parent Committees. Decisions taken by subordinate Committees shall be reported to parent Committees. Each Committee must be able to provide evidence (through the minutes of meetings and other documents as appropriate) to show that it has exercised its delegated authority properly. The use of delegated authority will be evaluated as part of each parent Committee's annual review of sub-committee membership and terms of reference. Any proposed changes require Academic Board approval.

2. General Principles of Delegation

When exercising delegated authority, Committees responsible for scrutinising and approving strategy, policy, process or guidance shall comply with the following:

- The meeting must be quorate.
- Full, written reports shall be circulated to members no less than seven days prior to the meeting.
- Minutes of the meeting shall be recorded by a Minute Secretary, appointed in accordance with the provisions of the Committee Handbook.
- If a member has an interest in any item that is greater than the interests of other members of the University, s/he should make this known to the Committee, which will decide whether s/he should withdraw from the discussion and/or decision. If the Chair has an interest in the item in question, he/or she must stand down from the chair and the Committee must appoint another Chair for this item.
- At point of scrutiny, reports and proposals shall be presented by the authors/sponsors.

- At point of final approval, the Chair of the scrutinising Committee shall present that Committee's recommendations.
- Recommendations from a scrutinising Committee shall not normally be set aside by the approving Committee without good reason. If, in exceptional circumstances, they are, the scrutinising Committee shall be asked to reconsider the particular matter, taking into consideration the views of the approving Committee.
- The Chair must ensure that neither s/he nor the Committee exceed their authority or in any way acts outside the agreed Committee protocols contained in the Committee Handbook. If in doubt, the Chair must seek the guidance and advice of the Committee Secretary on matters of constitutional authority or protocol.
- Notwithstanding the Schedule of Delegation, Academic Board is ultimately responsible for the actions and discussions taken by its Committees and sub-committees or persons to whom it has delegated its responsibilities.

3. Chair's Action

The Chair shall have delegated powers to act between scheduled meetings on:

- a) items of routine business that would not normally merit discussion at the meeting;
- b) matters relating to the implementation of decisions which have already been approved at previous meetings;
- c) issues which arise that, in the view of the Chair, are too urgent and important for consideration to be deferred until the next scheduled meeting, for which the Chair shall have delegated authority to take action. Such action may, at the Chair's discretion, take the form of:
 - calling a special meeting for the committee;
 - consulting with members of the committee by correspondence;
 - taking Chair's Action.

On matters of policy/strategy approval and scrutiny, Chair's Action can only be taken in respect of minor revisions where this is specifically authorised by the committee and this action must be confirmed at the next quorate committee meeting.

In all cases, the Chair shall exercise great care before taking action on behalf of the Committee and, if appropriate, may consult with the Chair of the parent Committee. Chair's Action on matters of importance will be taken only where the delaying of a decision would disadvantage the University.

Where the Chair has exercised delegated authority, a written report of the action taken will be presented to the next scheduled meeting which shall give its formal endorsement or otherwise to the actions.

4. Officer Activity

All senior staff of the University have the responsibility for ensuring the operational efficiency of the work of their departments as discharged through their job descriptions. In particular instances, and for specified activity, Academic Board shall nominate named Officers to exercise delegated authority (see Schedule of Delegation). Decisions taken by Officers shall be reported to named Committees/groups.

5. Schedule of Delegated Authority

A schedule presenting a list of the decisions that need to be made in respect of the assurance of academic standards and procedures for the enhancement of quality will be provided to indicate which Committee is responsible for each decision so that the Board of Governors can ensure that Committees are clear about the full extent of their responsibilities.

Version	4.0	Author Name & Job Title	PA, Academic Governance Manager
Approved Date	8.11.17	Approved by: (Board/Committee)	Academic Board
Date for Review			

Schedule of Delegated Authority

Note: In cases of leave or the absence of a senior Professional Services Officer to whom responsibility is delegated under this Schedule, the Chief Operating Officer may either undertake the responsibility or allocate it to another appropriate member of staff.

	Academic Board	Education Committee	Faculty Education Committee	Academic Quality and Standards Committee	Faculty Academic Quality and Standards Committee	Faculty Executive Group	Assessment Boards	Delegated Responsibility to approve on behalf of the University
Programme Approval, Review, Modification and Discontinuation	Approval of PARM policy and procedures. Approval of new University Awards.	Make recommendations on learning and teaching matters. Ensure framework in place for the application of principles of Education Strategy in all new / modified programmes of study	Monitor the local application of principles of the Education Strategy in all new / modified programmes of study.	Matters arising from the detailed scrutiny of programme approval, review, modification and discontinuation Ensure appropriate cross-institutional consistency of approval, review, modification and discontinuation	Approve minor modifications to programmes and courses.	Provide initial strategic approval for programme validation, reviews, modifications and discontinuations Consider initial requests for new University awards	Ensure appropriate application of the regulations.	<p>DVC: strategic approval of programme validation reviews, modifications and discontinuations</p> <p>Head of CASQE: confirm that outcomes of PARM events and course/programme discontinuation and refer to AQSC.</p> <p>Chair of AQSC: approval of PARM events and course/programme discontinuation.</p> <p>CASQE: maintain a record of all Programme Approvals, Reviews and Major Modifications to taught courses and programmes and maintain a record of Minor Modifications to Programmes and Courses.</p> <p>Chair of EC: confirm framework in place to support student experience, outcomes and progression.</p>

	Academic Board	Education Committee	Faculty Education Committee	Academic Quality and Standards Committee	Faculty Academic Quality and Standards Committee	Faculty Executive Group	Assessment Boards	Delegated Responsibility to approve on behalf of the University
New and Revised Academic Strategy, Policy, Codes of Practice for taught programmes of study	<p>Determination of academic strategy.</p> <p>Approval of academic policies and Codes of Practice in relation to taught programmes of study.</p> <p>Approval of documents prepared for institutional reviews</p>	<p>Develop, promote <i>and approve</i> strategically-led enhancement initiatives, activities and institution-wide changes to enhance the student experience.</p> <p>Approval of all new and revised guidance on policy relating to student life cycle, student support and student participation in curriculum delivery.</p>	<p>Consider and make recommendations to Education Committee on proposals for new enhancement initiatives.</p>	<p>Approval of all new and revised protocols relating to academic standards.</p> <p>Consider and make recommendations to Academic Board on proposals for new and revised policies and Codes of Practice relating to learning, teaching, student experience and curriculum development.</p> <p>Approval of all new and revised protocols relating to learning, teaching, student experience and curriculum development.</p>	<p>Promote and ensure the application of new and revised protocols relating to academic standards.</p> <p>Promote and ensure the application of new and revised policies and Codes of Practice relating to learning, teaching, student experience and curriculum development.</p> <p>Promote and ensure the application of new and revised protocols relating to learning, teaching, student experience and curriculum development.</p>	<p><i>Consider the implications for the application of new University policy proposals on taught programmes of study.</i></p>	<p>Review and provide assurance on consistency of application following implementation.</p>	<p>CASQE: respond to internal and external consultations relating to quality and standards.</p> <p>CASQE: develop, in consultation with colleagues, ICPs and policies relating to Academic Quality and Standards and the Student Experience.</p> <p>Chief Operating Officer: exercise responsibility, through the Director of External Relations, for making changes to procedures relating to international students in line with the University's obligations as set out by the Home Office and other external agencies.</p>

	Academic Board	Education Committee	Faculty Education Committee	Academic Quality and Standards Committee	Faculty Academic Quality and Standards Committee	Faculty Executive Group	Assessment Boards	Delegated Responsibility to approve on behalf of the University
<p>Assessment: [N.B., this applies to all provision including that delivered at Manchester Metropolitan University and within Collaborative Partner organisations]</p> <p>(i) Assessment Regulations</p> <p>(ii) Assessment Procedures</p>	Approval of Assessment Regulations and policies.	Recommend enhancements / changes to AQS/AB.	Make initial proposals for enhancements / changes to the Assessment Regulations.	<p>Develop, manage and maintain the University's Assessment Regulations for taught programmes of study.</p> <p>Consider the outcomes of regular reviews of the Assessment Regulations for taught programmes of study and put forward any recommendations for change to the Academic Board.</p> <p>Approval of requests for exemptions from, or variations to, the University's Assessment Regulations for taught programmes of study.</p> <p>Approval of procedures for the operation of Assessment Boards.</p>	<p>Promote and ensure the application of the University's Assessment Regulations for taught programmes of study.</p> <p>Consider and make recommendations on to AQSC on requests for exemptions from, or variations to, the University's Assessment Regulations for taught programmes of study.</p>		<p>Oversee student assessment, and provide assurance that student assessment has been conducted in accordance with the University's Assessment Regulations and the criteria published to students in unit guides and to ensure appropriate external benchmarking.</p>	<p>Academic Registrar: ensure regular review of the Assessment Regulations, drawing on appropriate internal and external inputs, and report to AQSC.</p> <p>Head of CASQE: scrutinise requests for exemptions from, or variations to, the University's Assessment Regulations, and make initial recommendations to AQSC.</p> <p>Chair of AQSC: approve requests for exemptions from, or variations to, the University's Assessment Regulations as necessary between meetings of AQSC.</p> <p>Academic Registrar: agree exceptional variations to the operation of the Assessment Regulations in individual cases and for specific groups of students.</p> <p>Academic Registrar: approve administrative procedures for the operation of the assessment process and the system that supports the assessment process.</p> <p>Chairs of Tier 1 Assessment Boards: approve changes to elements of assessment and unit marks that are administrative in nature.</p> <p>Chairs of Tier 2 Assessment Boards: approve any changes to progression status or award outcomes (including award classifications) that are administrative in nature, (NB any downward changes to award outcomes must always be approved by the Chief Operating Officer).</p>

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Admission of students	Approval of the University's Admissions Policy	Consider proposed Admissions Policy and make recommendations to Academic Board.				Determine entry tariff requirements for courses offered by the Faculty.		<p>DVC/Faculty PVCs and the Directors of Recruitment and Admissions and, as appropriate, International: approve annually the University's policy on entry requirements.</p> <p>Director of External Relations approve administrative procedures for the operation of the admissions process, based on consultation with Faculty PVCs.</p> <p>Director of External Relations exercise responsibility, through the Director of Recruitment and Admissions, for making decisions on all aspects of operational work relating to recruitment and admissions, within the terms of the approved policies and administrative procedures.</p> <p>Director of Recruitment and Admissions, the R&A team and designated International staff: make decisions on individual applicants, within the terms of the approved policies and administrative procedures.</p> <p>CASQE: Approval new articulation arrangements through the Articulation Approval Group where alignment with UK FHEQ is required</p>
Articulations					Approval of new articulations where FHEQ alignment is evident			

	Academic Board	Education Committee	Faculty Education Committee	Academic Quality and Standards Committee	Faculty Academic Quality and Standards Committee	Faculty Executive Group	Assessment Boards	Delegated Responsibility to approve on behalf of the University
Appointment and removal of Examiners	Approval of policies and Codes of Practice in relation to appointment and removal of External Examiners.			Oversight of the operation of the external examiner system, monitor appointments and removals, consider analyses of external examiner reports.	Recommend nominations for the appointment of Subject External Examiners	Recommend nominations for the appointment of Progression and Award External Examiners		Head of CASQE: delegated responsibility for appointment and removal of Subject and Progression and Award external examiners
Monitoring and Evaluation	Approval of policy and Codes of Practice in relation to monitoring and evaluation.	<p>Analyse survey results and priority areas which require improvement actions.</p> <p>Monitor the health of the University portfolio of courses through the Continuous Monitoring and Improvement process.</p> <p>Institutional oversight of matters relating to student life cycle, student support and student participation in quality management and curriculum delivery</p> <p>Oversight of University's strategy for obtaining and responding to student feedback to support improvements in the overall student experience.</p> <p>Development, implementation and review of the institutional action plan in response to student surveys.</p>	<p>Monitor the health of the Faculty portfolio of courses through the Continuous Monitoring and Improvement process.</p> <p>Monitoring and enhancement of Faculty activity relating to student life cycle, student support, student participation in quality management and curriculum delivery</p>	Review of the process of Continuing Monitoring and Improvement and advice on its effectiveness.		<p>Oversight of University's strategy for obtaining and responding to student feedback to support improvements in the overall student experience</p> <p>Analyses of survey results and priority areas which require improvement actions;</p> <p>Develop, implement and review the institutional action plan in response to student surveys.</p>		

	Academic Board	Education Committee	Faculty Education Committee	Academic Quality and Standards Committee	Faculty Academic Quality and Standards Committee	Faculty Executive Group	Assessment Boards	Delegated Responsibility to approve on behalf of the University
Professional Statutory and Regulatory Body (PSRB) oversight and review	Maintain an overview of PSRB relationships through the Annual Report on Quality and Standards			Oversight of the outcomes of PSRB engagements	Monitor reports on outcomes of PSRB engagements with the Faculty portfolio of courses	Provide strategic direction on PSRB engagement. Manage Outcomes arising from PSRB engagements.	Ensure harmonisation with PSRB requirements where appropriate.	CASQE: Analysis of PSRB reports and priority areas which require improvement actions;
Collaborative Partner Approval, Review and Discontinuation	Approval of policy and Codes of Practice in relation to Collaborative Partner Approval, Review and Discontinuation.			Oversight of quality and standards of collaborative provision partnerships and partner staff in the UK and overseas.	Monitor the Faculty quality and standards of collaborative provision partnerships and partner staff in the UK and overseas for the Faculty's portfolio of courses.			CASQE: confirm that outcomes of Partner Approval and Review events have been met. PVC (International / Education as appropriate) approval of Due Diligence decisions and new Collaborative Partners.

	Academic Board	Education Committee	Research & Knowledge Exchange Committee	Faculty Research & Knowledge Exchange Committee	Research Degrees Committee	Faculty Research Degrees Committee	Research Ethics & Governance Committee	Faculty Research Ethics & Governance Committee	Faculty Executive Group	Delegated Responsibility to approve on behalf of the University
Research Strategy	Approval of strategies and policies in relation to research. Approval of the establishment and abolition of research entities.		Consider and make recommendations to Academic Board on new and revised strategies and policies in relation to research. Consider and make recommendations to Academic Board on the establishment and abolition of research entities. Monitor performance of the University, faculties and centres in terms of research quality, financial stability (research income), impact and research integrity.	Consider and make recommendations to RKE Committee on the implementation of new and revised strategies and policies in relation to research. Monitor performance of the Faculty and related research centres in terms of research quality, financial stability (research income), impact and research integrity.						

	Academic Board	Research & Knowledge Exchange Committee	Faculty Research & Knowledge Exchange Committee	Research Ethics & Governance Committee	Faculty Research Ethics & Governance Committee	Faculty Executive Group	Delegated Responsibility to approve on behalf of the University
Research Ethics & Governance	Approval of the University's Ethical Framework and other strategies and policies related to research ethics and governance.	Receive information (minutes of REGC) and keep oversight of consistency of decision-making / new developments.		<p>Provide oversight in relation to the University's research ethics and governance and, where necessary, initiate management action to address issues that arise.</p> <p>Monitor and develop research ethics and governance related policies for the University including ensuring compliance with the Concordat to Support Research Integrity, where necessary making recommendations to Academic Board.</p> <p>Own and review annually any policies and procedures relating to research ethics and governance (including research misconduct), recommending any required changes to Academic Board for approval.</p> <p>Develop and deliver a strategy for the continuous improvement of research integrity within the University, initiating actions as necessary and making recommendations to Academic Board as appropriate.</p> <p>Oversee ethical review activity across the University, establishing policies where appropriate and required, in order to ensure</p>	<p>Promote and implement the University's research ethics and governance related strategies, policies, and procedures, ensuring Faculty compliance with the Concordat to Support Research Integrity. Where necessary, to make recommendations for improvement to the REG Committee. Ensure that staff and students consistently conform to University strategies, policies, and procedures relating to research ethics and governance, as well as to relevant Professional, Statutory, and Regulatory bodies' requirements. Provide appropriate scrutiny of research applications submitted for ethical approval within their respective Faculties. Ensure that all of its members receive relevant and appropriate research ethics information and training.</p>		

				<p>that the ethical quality of University research is maintained.</p> <p>Act as a body of appeal and final decision in relation to any disputed matter concerning research ethics.</p> <p>Receive information (minutes and an annual report) from and keep oversight on decision-making from the Faculty Research Ethics and Governance Committees.</p>			
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Research Degrees	Approval of Regulations, policies and Codes of Practice in relation to Research Degrees.	Receive information and make recommendations to Academic Board for the approval of education related matters.	<p>Receive information and make recommendations to Academic Board for the approval of research related matters:</p> <p>Make recommendations to Academic Board for the approval of Regulations, policies and Codes of Practice in relation to Research Degrees.</p>		<p>Oversight of faculty procedures for the approval of:</p> <ul style="list-style-type: none"> programmes of work proposed in the applications for registration (RD1) and transfer of registration (RD2) of research degree candidates; suspensions, extensions and withdrawals of registration for research degree candidates; appointment of the Director of Studies and other members of the supervisory teams; the appointment of any additional supervisor(s) and/or advisor(s). <p>Consideration of applications to register for PhD by Published Work or PhD by Practice;</p> <p>Receive reports from, and consider the recommendations of, Faculties' Approval / Review / Modification events in respect of Professional Doctorate and Master of Research (MRes) programmes and consider and decide upon recommendations from Faculties concerning the fulfilment of conditions of approval;</p> <p>Keep under review the regulations for research degrees and to put forward any recommendations for major change to the Research & Knowledge Exchange Committee.</p> <p>Monitor and develop arrangements for the support and guidance of research students and for the monitoring of completions</p> <p>Receive annual monitoring returns on the progress of registered candidates, and annual reports from each Faculty on the conduct and outcome of the monitoring exercise;</p>	<p>Approval of:</p> <ul style="list-style-type: none"> programmes of work proposed in the applications for registration (RD1) and transfer of registration (RD2) of research degree candidates; suspensions, extensions and withdrawals of registration for research degree candidates; appointment of the Director of Studies and other members of the supervisory teams; the appointment of any additional supervisor(s) and/or advisor(s). <p>Oversee Faculty arrangements for the support and guidance of research students and for the monitoring of completions</p>	<p>Oversight of faculty procedures for the ethical approval of research degree projects.</p>	<p>To ensure that all research degree projects have received the required ethics approval.</p>	<p>Faculty Heads and Research Institute Directors to ensure proper resources are in place to support student success and appropriate supervision.</p> <p>Head of Faculty SAS to ensure the provision of timely annual review data</p>	<p>Faculty Heads of Research Degrees/ Faculty Heads of Research-to oversee the annual monitoring exercise for postgraduate students and to consider the annual report for enhancing the student experience;</p> <p>Faculty PVCs to be aware of the wider context for supporting research, scholarship and enterprise activity and to take account of enhancing the Faculty's research base and the research capability of staff.</p> <p>Graduate School to issue and keep under review guidelines on any matters relating to the research degrees programme.</p> <p>Recruitment and Admissions in consultation with International Office: issue offer letters for Tier 4 applicants on the basis of approved policy and UKBA regulations on international applications on the basis of approved policy where they have delegated authority</p> <p>Graduate School in consultation with Faculty SAS: have delegated responsibility to meet UKBA requirements</p>

	Academic Board	Education Committee	Research & Knowledge Exchange Committee	Faculty Research & Knowledge Exchange Committee	Research Degrees Committee	Faculty Research Degrees Committee	Research Ethics & Governance Committee	Faculty Research Ethics & Governance Committee	Faculty Executive Group	Delegated Responsibility to approve on behalf of the University
Academic Board Committees	Approval of changes to terms of reference and composition of Academic Board's committees.									