

PROCEDURES FOR APPROVAL, SUSPENSION AND OPERATION OF DEGREE REGULATIONS

1. Responsibility of the Academic Board

Compliance with University Ordinance 15 requires that the College's quality assurance procedures shall include procedures for,

- (i) the consideration and approval of general and/or subject specific Regulations;
- (ii) dealing with special cases, including the suspension of regulations and special examination arrangements.

2. Delegation by the Academic Board

(a) Academic Board may delegate any of its functions, powers or duties to committees appointed by it or to its officers or to such other committees as it sees fit and such committees or individuals may further delegate unless the Academic Board has provided to the contrary.

(b) Degree regulations and related procedures shall in all cases comply with the provisions and requirements of University Ordinances.

3. Approval of Degree Regulations

(a) Additions and other amendments to the Regulations for Taught Programmes of Study and Regulations for Degrees shall be subject to approval by the Academic Board. The Academic Board shall consider and determine the date from which such regulations shall take effect and the categories of students to whom they shall apply. All such amendments shall normally be considered on the recommendation of the Teaching Committee. The Academic Board's powers of approval may, when circumstances require, be exercised by its Chair subject only to the requirement that any such action by the Chair be reported to the members of the Board either at its next meeting or otherwise.

(b) Regulations approved by the Academic Board may permit the prescription, by schools or by the teachers responsible for the operation of interdisciplinary degree programmes, of requirements such as the specification of course options available to students, submission dates for written and other work and the like which shall normally be notified annually to students. Where the regulations so permit, such requirements shall be regarded as part of the relevant degree regulations but the amendment of such requirements shall not otherwise be subject to consideration and approval by the Academic Board.

4. Suspension of Regulations

- (a) Requests for the Academic Board's consideration of suspension of regulations must be submitted in writing to the Registrar by or on behalf of the Head of School, an appointed interdisciplinary programme director or other appropriate officer of the College. Any such written submission must state the reason for the request and the case in support of suspension of regulations.
- (b) No regulation may be suspended, where to do so would breach any University Ordinance.
- (c) Suspension of regulations will be considered only in exceptional cases particularly those where an urgent decision is necessary in the interests of admission or examination of a student or group of students and where amendment of regulations is inappropriate.
- (d) All requests for suspension of regulations and the decisions by or on behalf of the Academic Board shall be recorded by the Registrar.
- (e) Wherever practicable the opinions of the Teaching Committee and any of its relevant sub-committees or the advice of their chairs shall be sought by the Registrar in preparing a case for consideration.
- (f) Suspension of regulations may be determined by the Chair of the Academic Board on behalf of the Board.

5. Consideration of Special Cases

College Regulations permit special arrangements to be made at the discretion of the Academic Board in the case of illness of a student or other adequate cause. The Teaching Committee is authorised to exercise such powers of discretion on behalf of the Academic Board. The Chair of the Teaching Committee may act on behalf of the Committee and consult, or delegate such powers, as (s)he sees fit.

6. Appointment of Examiners

Nominations for the appointment of examiners shall be made available for scrutiny and consideration by the Teaching Committee. Appointment of examiners by the College shall remain subject to the approval of the Academic Board.

7. Boards and Sub-Boards of Examiners

- (a) Sub-Boards of Examiners for programmes of study shall be responsible to the relevant College Board of Examiners. The annual reports of College Boards of Examiners for programmes of study shall be considered by the relevant Degree Sub-Committee and by the Teaching Committee.
- (b) Boards of Examiners for Master's degrees shall if required submit a written report on any matter at the request of the Teaching Committee.

(c) The Teaching Committee shall have the power to enquire into any aspect of the procedures and operation of any Board of Examiners and to require written response.

Academic Board
June 2008