

DELEGATION FRAMEWORK

Date approved by Council: 19 October 2017
Number of years to next review: 3 years
Annex 3 to be updated annually

Delegation Framework

Introduction

1. This delegation framework sets out the location of authority within Queen Mary University of London (QMUL) for particular types of decisions made in QMUL's name and on its behalf. It provides a reference point to inform the locus of responsibility for categories of decisions. The delegation framework supports the governance arrangements for Council, Senate and the Queen Mary Senior Executive (QMSE). These arrangements identify the responsibilities of individuals as being key to the achievement of QMUL's strategic aims.
2. Within the Framework, lines of delegation are either through the line management hierarchy or operate through functional relationships where there is a senior lead for a key strategic theme, and through associated roles at different levels within QMUL. There are examples of functional relationships for the strategic themes of knowledge creation and knowledge dissemination.

Overarching framework of delegation

3. The Council is responsible for approving the Strategy. The President and Principal is responsible for implementing the Strategy, reporting to Council on progress towards achievement of the Strategy. The President and Principal is responsible for ensuring that relevant associated strategies and budgets are developed and approved in support of the Strategy. The Council monitors institutional performance in the delivery of the Strategy and holds the President and Principal to account for its implementation. The Charter sets out the areas that cannot be delegated by Council. In addition, some matters are reserved to Council to ensure its effective functioning and oversight. The Memorandum of assurance and accountability between HEFCE and institutions also sets out particular areas of responsibility for governing bodies. Council has adopted a Statement of Primary Responsibilities which is set out in Ordinance A3 (attached as an Annex 1).
4. As the Chief Executive and 'Accountable Officer' under the terms of the Memorandum of assurance and accountability, the President and Principal is appointed by, and is responsible to, the Council for the operational management of all aspects of QMUL's work within the framework set out by the Charter and Ordinances, Memorandum of assurance and accountability between HEFCE and institutions and the wider statutory environment with which QMUL is required to comply along with QMUL's internal control environment which includes risk management and adherence to the QMUL Financial Regulations. The President and Principal delegates responsibility for specific aspects of QMUL's management to Vice-Principals and senior administrative officers.
5. The Queen Mary Senior Executive (QMSE) is QMUL's senior management team and comprises the President and Principal, the Vice-Principals, the Chief Operating Officer and the Chief Strategy Officer. QMSE, in conjunction with senior administrative officers, makes day-to-day business decisions and also ensures that strategic issues are directed to the relevant committee, group or board for detailed scrutiny. It meets weekly and is responsible for: planning, co-ordinating and managing teaching, research and support services; scanning the external environment and analysing its impact on QMUL; and considering and planning for the future. QMSE undertakes regular reviews of the financial position of

QMUL and adjusts activities accordingly. QMSE members, individually and collectively, advise the President and Principal on the management of day-to-day business as well as its long-term future. Typical meetings review ongoing developments as well as considering specific topics arising from external stakeholders such as HEFCE and the Department for Education. QMSE also receives, for consideration, substantive agenda items for Council and its committees and for Senate.

6. The senior academic authority at QMUL is the Senate which is responsible, under the general superintendence of Council, for academic governance. The Senate has specific responsibility for matters relating to academic standards and academic freedom and is established in the Charter with its membership and terms of reference approved by Council through Ordinance A15. The operational responsibilities of Senate are delegated to individual members of the Senior Executive who are charged by Senate and the President and Principal with the development and implementation of academic policy. Matters relating to the establishment of academic standards and agreement of students' achievement of academic standards are managed by boards of Senate, including the Education Quality Board, the Taught Programmes Board, and the Subject and Degree Examination Boards.
7. A Vice-Principal provides leadership on matters related to risk management.
8. The Vice-Principal and Executive Dean of each faculty is responsible to the Council, through the President and Principal for the leadership and overall management, including financial management, of their respective faculties in accordance with their remits and the policies and the financial regulations. They may delegate specific aspects of faculty management to Deans for Taught Programmes and Research and to Heads of School, but retain overall responsibility for their faculty.
9. The Vice-Principals for Student Experience, Teaching and Learning, for Research, for International, and Public Engagement and Student Enterprise provide leadership across QMUL in relation to their remits. They are accountable, through the President and Principal, for the delivery of the Strategy as it relates to their responsibilities and collectively through their contributions to QMSE.
10. The Chief Operating Officer (COO), Chief Strategy Officer, (CSO) and other senior administrative officers are responsible to the Council, through the President and Principal for the oversight and leadership of the professional administrative and support services in accordance with their remits and the financial regulations. The Academic Registrar and Council Secretary is responsible, through the COO and the President and Principal, for the administration of corporate and academic governance and for student administration and record keeping, and, by convention, acts as the Secretary to Council, with approval of the appointment by Council. The Director of Finance is responsible through the COO and the President and Principal for the financial management of QMUL.
11. Deans for Taught Programmes have cross-cutting responsibilities within their faculties for providing leadership on matters related to student experience, teaching and learning, academic standards and the quality of the student experience on taught programmes. They have a functional relationship to the Vice-Principal Student Experience, Teaching and

Learning and contribute to cross-institution consideration of matters related to taught programmes.

12. Deans for Research have cross-cutting responsibilities within their faculties for providing leadership on matters related to research and postgraduate research students. They have a functional relationship to the Vice-Principal Research and contribute to cross-institution consideration of matters related to research and PGR students.
13. Heads of School and Directors of Institutes are responsible to Faculty Vice-Principals and Executive Deans for the activities, in particular relating to knowledge creation and dissemination, within their school/institute.
14. School/institute Directors for Taught Programmes and Research are responsible to the Head of School/Director of Institute for leadership on matters related to taught programmes and research, including postgraduate research studies respectively. They have a functional relationship to their faculty's Dean for Taught Programmes and Dean for Research as appropriate for cross-faculty matters and contribution to institution-level discussions of matters related to academic strategy and policy. Within schools and institutes, the Head/Director may appoint other staff as they see fit to lead specific areas of activity, examples of which include graduate studies, taught programme directors, examinations, admissions, external affairs and so forth.
15. For financial decisions, Council is responsible for approval of the Scheme of Delegation of Financial Authority on the recommendation of the Finance and Investment Committee (see Annex 2).
16. For matters related to academic standards, awards and students, a series of delegations are made by the Senate as set out in the Academic Regulations Delegation Framework (see Annex 3).
17. Except as otherwise provided, individuals and bodies in whom authority is vested by the delegation framework may sub-delegate to others provided that such sub-delegation is consistent with the financial and other regulations. While authority and responsibility can be delegated where appropriate, accountability remains with the individual or body making the delegation.
18. Where sub-delegation occurs and there is further delegation, it should take place on the basis of a cascade i.e. the person with authority delegates it to the next person who may then delegate to another and so on. Sub-delegation should not bypass management tiers in the interests of clarity of responsibility and ensuring that individuals remain accountable even when others further along the chain are performing the task. Wherever feasible, sub-delegations should be recorded.

Jonathan Morgan
Academic Registrar and Council Secretary
May 2016

Strategy

Activity	Responsible Body or Individual
Approval of the QMUL Strategy	Council
Approval of faculty strategies for HSS, S&E and SMD	QMSE
Approval of enabling strategies (e.g. Finance, Estates, HR, IT)	QMSE
Approval of the Student Experience, Teaching, Learning and Assessment Strategy	QMSE
Approval of the Research Strategy	QMSE
Approval of the International Strategy	QMSE
Approval of the Public Engagement Strategy	QMSE
Reporting to Council on the approval of strategies and progress towards achieving them.	The President and Principal

Accountability to HEFCE

Activity	Responsible Body or Individual
The proper use of public funds received through HEFCE	Council
Designated accountable person for HEFCE	The President and Principal
Compliance with charity law	Council
Compliance with the integrated public sector equality duty	Council
Ensuring that there is an adequate system for the management of risk	Council through Audit and Risk Committee
Setting Value for Money (VfM) targets	The President and Principal
Approving and monitoring progress against the Value for Money (VfM) Strategy and targets	Council through Finance and Investment Committee
Reviewing the effectiveness of the systems for obtaining VfM	Council through Audit and Risk Committee
Compliance with HEFCE Audit Code of Practice	Council through Audit and Risk Committee
The quality of data returned in HESA and HESES returns	The President and Principal
Ensuring effective arrangements for the management and quality assurance of data submitted in HESA and HESES returns	Council through Audit and Risk Committee
Ensuring an effective framework to manage the quality of learning and teaching and to maintain academic standards	The President and Principal as Chair of Senate, subject to review by Council

Budgets and the allocation of resources

Activity	Responsible Body or Individual
Financial Regulations	Finance and Investment Committee recommends, Audit & Risk Committee reviews, Council approves

Scheme of Delegation of Financial Authority	Finance and Investment Committee recommends, Audit & Risk Committee reviews, Council approves
Approval of the annual budget	Finance and Investment Committee recommends, Council approves
Ensuring the adequacy of QMUL's insurance arrangements as risk mitigation	Council through Audit and Risk Committee
Ensuring the quality of insurance arrangements	Council through Finance and Investment Committee

For further information see the Financial Regulations and Scheme of Delegation of Financial Authority

Forward commitments

Activity	Responsible Body or Individual
Agreements that lock QMUL into significant contractual commitments of over 5 years and over a value of £5m per year other than contracts of employment	Council

Governance and organisation

Activity	Responsible Body or Individual
Amendments to the Charter	The Privy Council on the recommendation of Council by Special Resolution
Approval of Ordinances and amendments	Council
Approval of significant QMUL policies and HR codes of practice (i.e. those that have a material impact on the working conditions of members of QMUL or materially affect reputation)	QMSE
Approval of other non-academic policies designed for operational purposes which do not determine the terms and conditions of staff or materially affect reputation. However, they may be developed in support of terms and conditions and to protect and enhance reputation.	QMSE
Appointment of Officers of Council and the Secretary to Council	Council on the recommendation of the Governance Committee
Appointment of external members of Council	Council on the recommendation of the Governance Committee
Appointment of Auditors	Council on the recommendation of Audit and Risk Committee

Conferment of Honorary Degrees and Fellowships	HDFC recommends, Senate advises and Council approves
Queen Mary Medal	HDFC recommends Council approves
Appointment of the President and Principal	Council
Establishment/disestablishment of academic schools and institutes	Council following consideration by Senate
Appointment of Vice-Principals and Deans	The President and Principal on the recommendation of the appointment panel
Appointment of Heads of School, Directors of Institutes and Heads of Professional Services	The President and Principal
Constitution of Project Boards (for major capital projects with a spend in excess of £5m) and appointment of the Chair and Vice-Chair.	QMSE
Appointment of an independent member on Project Boards (for projects above £20 million the Vice-Chair will be an independent member who can raise any significant concerns with the Chair of Council or the Treasurer).	Council
Appointment of directors or trustees to the board of any subsidiary entity	QMSE

Academic governance, management and control

Activity	Responsible Body or Individual
Codes of practice relating to Students (as referenced in Ordinance A10)	Senate
Academic Regulations (as referenced in Ordinance A10) and regulations for the conduct of students (as referenced in Ordinance C4).	Senate
Policies and procedures for the approval of programmes and modules	Senate
Approval of taught programmes and modules	Taught Programmes Board
Approval of research programmes and modules	Research Degrees Programmes and Examinations Board
Operational documents for the approval of programmes and modules (description of process, forms, etc.)	Academic Registrar
Conferment of academic awards for taught programmes	Degree Examination Boards under authority from Senate
Conferment of research degrees	Research Degrees Programmes and Examinations Board under authority from Senate

Approval of collaborative partners	Partnerships Board under authority from Senate
Approval of collaborative provision	Partnerships Board, Taught Programmes Board or Research Degrees Programmes and Examinations Board under the authority of Senate (depending on the type of activity)

Staff

Activity	Responsible Body or Individual
Setting the framework for determining the pay and conditions of service of staff	Council
Main features of terms and conditions of employment	Council
Process for the approval to recruit to a vacancy	QMSE
Decision to initiate recruitment to posts	Vice-Principal and Executive Dean; Chief Operating Officer
Appointment of staff to vacancies	Appointing panel constituted in accordance with the relevant HR Code of Practice
Appointment of non-contracted staff	Head of School/Institute or Professional Service department
Promotion of academic staff	QMSE through an Academic Promotions Group established for that purpose

Students

Activity	Responsible Body or Individual
Admissions Policy	Senate
Admissions criteria	Marketing, Recruitment and Admissions Group (taught programmes) Research Degrees Programmes and Examinations Board (research programmes)
Selection of students	HOS/HOI/SMD ¹ Dean for Education for the MBBS, often delegated to admissions tutors and officers

¹ HOS – Head of School (HSS and S&E); DOI – Director of Institute (SMD); MBBS - Bachelor of Medicine and Bachelor of Surgery

Award of prizes	SEBs or HOS/HOI in accordance with the procedure for the prize
Criteria for the award of bursaries and the Queen Mary Hardship Fund	Marketing, Recruitment and Admissions Group
Award of research degree scholarships and studentships	VP & Executive Dean of Faculty in accordance with the relevant criteria
Policy for the allocation of student accommodation	QMSE
Interface with the Students' Union	VP for Student Experience, Teaching and Learning

The President and Principal's Delegations to Vice-Principals and Senior Administrative Officers²

Area of Responsibility	Delegated to Whom	
	Ex-Officio Responsible Role	Responsible Individual
The executive management of faculties, including budgetary control and staffing matters.	VP & Executive Deans	
Leadership of cross-QMUL student experience, teaching and learning matters, including academic standards and delivery of the QMUL Student Experience, Teaching and Learning Strategy	VP Student Experience, Teaching and Learning	
Leadership of cross-QMUL research and research degree matters, including academic standards, the Doctoral College and the development and delivery of the QMUL Research Strategy.	VP Research	
Leadership of cross-QMUL International matters, including collaborative provision and the development and delivery of the QMUL International Strategy.	VP International	
Leadership of cross-QMUL public engagement matters and the promotion of student enterprise and entrepreneurship.	VP Public Engagement and Student Enterprise	
Leadership of central Professional Services functions and ensuring co-ordination with administrative activity in Faculties.	Chief Operating Officer	
Strategic oversight of the estate, including the development and delivery of the QM estates strategy.		Professor Rebecca Lingwood, Vice-Principal (Student Experience, Teaching and Learning)
Strategic oversight of information technology services, including the development and delivery of the QM IT strategy.		Professor Peter McOwan, Vice-Principal (Public

² This section will be updated on an annual basis as these areas of responsibility may be subject to change.

		Engagement and Student Enterprise)
Strategic oversight of human resources, including the development and delivery of the QMUL HR strategy.		Professor Matthew Hilton, Vice-Principal and Executive Dean (Humanities and Social Sciences)
Strategic oversight of health, safety and wellbeing issues.		Professor Edmund Burke, Vice-Principal and Executive Dean (Science and Engineering)
Strategic oversight of risk management.		Professor Edmund Burke, Vice-Principal and Executive Dean (Science and Engineering)
Strategic oversight of QMUL's promotion of equality and diversity issues.		Professor Colin Bailey, President and Principal

The Vice-Principal & Executive Deans' Delegations to Deans and Heads of School/Institute:

Activity	Responsible Body or Individual
Area of responsibility	Delegated to whom
The executive management of schools in HSS and S&E and of institutes in SMD, including budgetary control and staffing matters.	Heads of School Directors of Institute
Leadership of cross-faculty research and research degree matters, including academic standards and the development and delivery of the faculty Research Strategy.	Faculty Deans for Research
Operational responsibility for the Doctoral College ³ is delegated by the Vice-Principal (Research) to the Director of the Doctoral College	Appointed from one of the Faculty Deputy Deans for Research
Leadership of cross-faculty student experience, teaching and learning matters, particularly the delivery of taught programmes and the faculty Teaching and Learning Strategy	Faculty Deans for Taught Programmes
Appointment of individuals to roles of Director of Taught Programmes and Director of Research in schools and institutes	Heads of School Directors of Institute
Appointment to other roles in a school or institute	Heads of School Directors of Institute

³ The Doctoral College provides support to all Queen Mary PhD students and Early Career Researchers to enable them to reach their full potential and be prepared for life beyond Queen Mary. It enhances the postgraduate research student experience by cultivating a lively and innovative cross- and inter-disciplinary community of researchers. The Doctoral College works in partnership with schools, institutes and Professional Services to offer a wide range of flexible training and development activities, careers support and social events.

Ordinance A3: Statement of Primary Responsibilities of the Council

The Primary Responsibilities of the Council are:

1. To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To establish the authority of the President and Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution.
3. To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made.
4. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
5. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators.
6. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
7. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
8. To safeguard the good name and values of the institution.
9. To appoint the President and Principal who will be chief executive, and to put in place suitable arrangements for monitoring his/her performance.
10. To appoint a secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there shall be an appropriate separation in the lines of accountability.
11. To be the employer of all staff in the institution and to ensure that there is a human resources strategy.
12. To be the principal financial and business authority of the institution, to ensure that proper accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.
13. To make such provision as it thinks fit for the general welfare of students, in consultation with Senate.
14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
15. To ensure that the institution's constitution shall be followed at all times.

Scheme of Delegation of Financial Authority

The Scheme of Delegation of Financial Authority is approved annually by Council. This document is located: <http://qm-web.finance.qmul.ac.uk/procedures/index.html>

Appendix: Delegations of the Senate

Note on delegations from Section 8, the Regulations for Research Programmes

In this delegation framework, a Dean for Research may nominate a named individual to whom they delegate their authority for decisions, typically a faculty lead for postgraduate research studies. In such situations, the delegation cannot be transferred further to another individual.

In this delegation framework, a Director for Research may nominate a named individual to whom they delegate their authority for decisions, typically a School/Institute Director of Graduate Studies. In such situations, the delegation cannot be transferred further to another individual.

Regulation:	1.13
Authority:	Approval of the <i>Academic Regulations</i> .
Delegated to:	The Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.14
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.16
Authority:	Approval of programme regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.17
Authority:	Approval of special regulations in respect of programmes.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.18
Authority:	Approval of module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.19
Authority:	Approval of special regulations in respect of modules.
Delegated to:	Taught Programmes Board (or nominees).
Process:	Programme and module approval processes.

Regulation:	1.2
Authority:	Approval of special regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.23
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB/Head of School/Institute and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via ARCS. Informed by past decisions.

Regulation:	1.28
Authority:	Establishment of examination boards with combined SEB and DEB roles.
Delegated to:	The Senate (not delegated).
Process:	Formal recommendation from the relevant school or institute.

Regulation:	1.29
Authority:	Consideration of students' achievement, progression and awards.
Delegated to:	Subject and Degree Examination Boards.
Process:	Examination board procedures and processes.

Regulation:	1.29
Authority:	Approval of the <i>Assessment Guide</i> .
Delegated to:	The Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.30xii
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via the Academic Secretariat. Informed by past decisions.

Regulation:	1.31
Authority:	Establishment of examination board sub-boards.
Delegated to:	Head of School or Institute.
Process:	Nomination to the Academic Secretariat.

Regulation:	1.32 (i and ii)
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.39
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.45.i
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the appropriate Faculty Dean for Taught Programmes.

Regulation:	1.46.iii
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.50
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Formal nomination from the Academic Secretariat, following endorsement from the Faculty Dean for Taught Programmes.

Regulation:	1.52
Authority:	Appointment of external examiners to Subject Examination Boards.
Delegated to:	Faculty Dean for Taught Programmes (H&SS, S&E) or Dean for Education Quality (SMD) in all cases; Vice-Principal (Student Experience, Teaching & Learning), in addition, in cases where there is a potential conflict with the appointment criteria.
Process:	External examiner appointment process.

Regulation:	1.55
Authority:	Work to be considered by external examiners and participation in oral and other examinations by external examiners.
Delegated to:	Head of School or Institute.
Process:	Agreed through discussion with the external examiner, the SEB Chair, and the Programme Organiser.

Regulation:	1.55
Authority:	Approval of the <i>Guidance for External Examiners</i> .
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.59
Authority:	Termination of external examiner contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	1.60
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.64
Authority:	Termination of external member contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	2.10
Authority:	Deregistration or interruption of a student who is unfit to study.
Delegated to:	Head of School/Director of Institute, or equivalent.
Process:	Written confirmation.

Regulation:	2.11
Authority:	Identification of health conditions to be reported to Queen Mary by SMD students.
Delegated to:	Vice-Principal (Health).
Process:	Approval and communication (through student handbooks) of a policy on this issue.

Regulation:	2.13
Authority:	Approval of the general entrance requirements for admission to Queen Mary.
Delegated to:	The Senate (not delegated).
Process:	Approval of recommendations for this purpose from the Vice-Principal (Student Experience, Teaching & Learning).

Regulation:	2.13
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB) (ii) Vice-Principal (Student Experience, Teaching & Learning)
Process:	(i) Approval of the type and subject of qualifications required, though the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	2.14
Authority:	Refusal of admission to an applicant who has previously been registered on a programme with significant overlap.
Delegated to:	Head of Admissions.
Process:	Admissions processes.

Regulation:	2.16
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.18
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.20
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.22
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.24
Authority:	Termination of enrolment where a student is found to have falsified information in the admissions process.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the Head of Admissions. Consideration on a case-by-case basis, which may also involve Queen Mary disciplinary procedures.

Regulation:	2.25
Authority:	Approval of concurrent study elsewhere, or at Queen Mary.
Delegated to:	Head of Admissions
Process:	Consideration on a case-by-case basis.

Regulation:	2.28
Authority:	Permission for an individual student's request to change modes of study.
Delegated to:	Head of School or Institute.
Process:	Consideration on a case-by-case basis.

Regulation:	2.32
Authority:	Permit part-time study on a programme where this is not normally available.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.35
Authority:	Permission for an individual not enrolled with Queen Mary to use Queen Mary facilities.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Consideration on a case-by-case basis, on the recommendation of the Head of School or Institute.

Regulation:	2.45
Authority:	Replacement of a core or compulsory module with an alternative.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period of up to two years.
Delegated to:	Head of School or Institute, or Programme Organiser.
Process:	Consideration on a case-by-case basis.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period longer than two years.
Delegated to:	Academic Registrar.
Process:	Consideration on a case-by-case basis.

Regulation:	2.90
Authority:	Approval of exceptions to the rule preventing a withdrawn/deregistered student from reapplying within 12 months.
Delegated to:	Head of Admissions and Recruitment.
Process:	Consideration on a case-by-case basis.

Regulation:	2.92
Authority:	Approval of procedures for study abroad and exchange periods.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Consideration of recommendations made for these purposes.

Regulation:	2.94
Authority:	Approval of procedures for scaling and weighting results from assessments taken during a study abroad or exchange period, in order to align them with Queen Mary's standards.
Delegated to:	Education Quality Board
Process:	Module and programme approval processes.

Regulation:	3.3
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board
Process:	Programme and module approval processes.

Regulation:	3.9
Authority:	Approval of minimum prescribed standards for the production and security of examination papers.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration of recommendations developed for this purpose.

Regulation:	4.9
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	4.68
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	4.89
Authority:	Approval of field of study.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval process.

Regulation:	4.92
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Student Recruitment and Admissions Group. (ii) Vice-Principal (Student Experience, Teaching & Learning).
Process:	(i) Approval of the type and subject of qualifications required, through the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	5.9
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	5.63
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	8.20
Authority:	Associate Student enrolment beyond twelve months
Delegated to:	Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies
Process:	Through the admissions process or on request from the School/Institute

Regulation:	8.26
Authority:	Transfer of registration from another institution
Delegated to:	Director of Graduate Studies
Process:	Through the admissions process in accordance with the time-limits permitted in regulation 8.26.

Regulation:	8.28
Authority:	Approval of concurrent study elsewhere, or at Queen Mary.
Delegated to:	Head of School(s) or Institute(s) and the Director of Graduate Studies of the School or Institute in which the research student is registered.
Process:	Consideration on a case-by-case basis co-ordinated by the Research Degrees Office.

Regulation:	8.30
Authority:	Transfer between full-time and part-time study
Delegated to:	At School/Institute level by the Director of Graduate Studies, on the advice of the primary supervisor
Process:	Following a request made by the student that is supported by the primary supervisor, and taking account of any limitations resulting from any studentship, as applicable.

Regulation:	8.31 & 8.35
Authority:	Transfer to 'writing up' status
Delegated to:	Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor confirms that the student is expected to complete within one year.
Process:	By sign off of the request using the appropriate form.

Regulation:	8.38
Authority:	Interruption of a research studies programme for up to two years, or a maximum period prescribed by the terms of any studentship.
Delegated to:	Research Degrees Programmes and Examination Board
Process:	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

Regulation:	8.38
Authority:	Interruption for a longer period than 2 years.
Delegated to:	Secretary to Council and Academic Registrar
Process:	Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board

Regulation:	8.42 & 8.52
Authority:	Permission to submit either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration.
Delegated to:	Research Degrees Programmes and Examination Board
Process:	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

Regulation:	8.53
Authority:	Approval of an extension to the maximum permitted duration of study for a longer period than 12 months.
Delegated to:	Secretary to Council and Academic Registrar
Process:	Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board

Regulation:	8.60
Authority:	Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
Delegated to:	(a) Director of Graduate Studies on the recommendation of the progression panel. (b) Director of Graduate Studies and Deputy Dean for Research (Research Degrees) on the recommendation of the primary supervisor following progress monitoring.
Process:	Progress monitoring or formal progression processes.

Regulation:	8.66
Authority:	Approval of the title of the thesis at the point of notifying entry for examination.
Delegated to:	Director of Graduate Studies
Process:	Examination Entry Process

Regulation:	8.69
Authority:	Approval of any change to the title of the thesis.
Delegated to:	Director of Graduate Studies
Process:	Written notification to the Research Degrees Office

Regulation:	8.71
Authority:	Appointment of supervisors and ensuring that supervisors have the appropriate training.
Delegated to:	Head of School/Director of Institute
Process:	In accordance with the requirements of the Code of Practice for Research Degree Programmes

Regulation:	8.72
Authority:	Progress monitoring once per academic year.
Delegated to:	Director of Graduate Studies
Process:	In accordance with the established requirements for progress monitoring which informs progression.

Regulation:	8.74, 8.75 & 8.77
Authority:	Approval of progression requirements and procedures for research studies programmes
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the progression requirements that are set out in writing.

Regulation:	8.74
Authority:	Approval of progression panel members.
Delegated to:	Approved by the Director of Graduate Studies for each student
Process:	On the recommendation of the primary supervisor

Regulation:	8.81
Authority:	Termination of the registration of a student who fails to meet the progression requirements for his/her research studies programme.
Delegated to:	Director of Graduate Studies on the recommendation of the progression panel
Process:	Following the outcome of the progression process

Regulation:	8.89
Authority:	Approval of the procedure for examination entry
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Co-ordinated through the Research Degrees Office

Regulation:	8.97
Authority:	Approval of requirements for the awards of DrPS, DPsych and DClinDent
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the requirements that are set out in writing.

Regulation:	8.99
Authority:	Approval of lower word counts for specific research studies programmes
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the specific programme requirements that are set out in writing.

Regulation:	8.101
Authority:	Approval of examiners
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Following nomination through the examination entry process.

Regulation:	8.107
Authority:	Approval for one examiner to attend the viva by video-link
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.108
Authority:	Approval for the candidate to attend the viva by video-link
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.110
Authority:	Approval to conduct an examination in a language other than English
Delegated to:	Research Degrees Programmes and Examinations Board.
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.128
Authority:	Award of research degree
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	On review of the panel of examiners' reports and confirmation of their recommendation for award (co-ordinated through the Research Degrees Office).

Regulation:	8.130
Authority:	Posthumous award of research degree
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.

Regulation:	8.132
Authority:	Availability of the thesis – extension of the twelve month restricted access period.
Delegated to:	Deputy Dean for Research (Research Degrees)
Process:	By individual application setting out the reasons for the request and why the circumstances are exceptional.

Regulation:	8.140
Authority:	Approval of collaborative arrangements for research degrees
Delegated to:	Research Degrees Programmes and Examinations Board (subject to approval of any collaborative partners by the Partnerships Board)
Process:	Following the procedures for collaborative provision agreed by Senate

Regulation:	8.142
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	8.143
Authority:	European Doctorate award requirements.
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.