

Regulations future approval process (ORC-26-11):

If you have identified a change you think should be made to a Regulation

Contact the Clerk to the Senate (via secretariat@hw.ac.uk) confirming:

- which Regulation
- the reason for the change
- the proposed change to the existing wording

The Clerk to the Senate will review the proposal and will consult with the Head of Policy and Governance to confirm that the change is required

The Clerk to the Senate will liaise with any other relevant colleagues to get their agreement to the proposed wording

The proposal will be submitted to the relevant Senate Committee for review (UCLT / UCRI / UCQS / UDC)

The proposal will be submitted to the Ordinances and Regulations Committee for endorsement at the next available meeting

The proposal will be submitted to the Senate for approval. Once approved, the Secretariat will update the Regulations master copy on the University website.

Ordinances future approval process (ORC-26-11):

If you have identified a change you think should be made to an Ordinance

Contact the Clerk to the Court (via secretariat@hw.ac.uk) confirming:

- which Ordinance
- the reason for the change
- the proposed change to the existing wording

The Clerk to the Court will review the proposal and will consult with the Head of Policy and Governance to confirm that the change is required

The Clerk to the Court will liaise with any other relevant colleagues to get their agreement to the proposed wording

If required, the Ordinance will be submitted to a Court Committee for review

The proposal will be submitted to the Ordinances and Regulations Committee for endorsement at the next available meeting

The proposal will be submitted to the Court for approval. Once approved, the Secretariat will update the Ordinances master copy on the University website.