



## The Senate: Statement of Primary Responsibilities and Delegations

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### Introduction

1. The Senate Statement of Primary Responsibilities (SSoPR) and the Senate Statement of Delegated Authorities (SSoDA) are combined in this document and shown in tabular form so that readers can refer and make cross-reference where necessary.
2. In line with the Constitutional Framework<sup>1</sup>, the [Charter and Statutes](#), and [Ordinances](#) have precedence over the Statement of Primary Responsibilities and Delegated Authorities, and should be referred to should any matter in this document require clarification.
3. The Charter establishes the Court, and states that the Court:
  - is the governing body of the University (Article 5.1);
  - is ultimately responsible for oversight of the affairs of the University (Article 6.1); and
  - has powers, some of which it may not delegate. One such power that the Court retains to itself is to make final decisions on issues of corporate strategy (Article 8.4).
4. The Charter and the Statutes specify the powers and functions of the Senate as delegated by the Court. In particular, Statute 5 states that the Court delegates to the Senate all of its powers in relation to academic work and standards so that, subject to the terms of the Charter and the Statutes and to the powers reserved to the Court, the Senate is the principal body responsible for the academic work and standards of the University and in relation to:
  - programmes of study;
  - teaching and research;
  - the granting of awards; and
  - the regulation and stewardship of the education and discipline of the Students.
5. Statute 5 describes the majority of the detailed terms of reference of the Senate and these have been used as the section headings for the combined SSoPR/SSoDA.
6. Statute 5.4(b) permits the Senate to delegate any of its powers to any Committee which contains at least three of its members (at least one of whom should be an ex-officio member of the Senate). The quorum of any Committee of the Senate exercising delegated powers shall include at least two members of the Senate.
7. Unless otherwise stated, the definitions listed in the Charter (Article 2) shall apply in this document e.g.: “Students” means “persons pursuing a programme of study of the University as further prescribed in the Ordinances”.
8. The phrase “programme of study” has the meaning given in Ordinance P7 (para 2.1)<sup>2</sup> and additionally, in the context of this document, is taken to include higher doctorate degrees and research degrees by published works.

<sup>1</sup> <https://www.hw.ac.uk/documents/constitutional-framework.pdf>

<sup>2</sup> Ordinance P7 (para 2.1) states "A programme of study shall be either a course of instruction leading to examinations and assessment or supervised research or a

combination of the two which is approved by the Senate and which leads to the award of a University degree, diploma or other qualification."

9. All instances of action taken under delegated authority must be reported to the Senate at the earliest opportunity.
10. In the attached table the first column lists each of the **Primary Responsibilities of the Senate**. These Primary Responsibilities are derived from, and contain actions intended to assist the delivery of, the powers and functions of the Senate as delegated by the Court (i.e. the Senate terms of reference).
11. The second column of the table lists the **authorities which the Senate has delegated** to its Standing Committees to undertake on its behalf. The table also lists powers that the Senate does not normally delegate.
12. The third column lists any **secondary delegations** from a Standing Committee to any sub-committee(s), and also contains explanatory notes from time to time.
13. Each Primary Responsibility of the Senate is supported in the Regulations as appropriate.
14. The various authorities delegated by the Senate are reflected in the terms of reference of the Standing Committees of the Senate.
15. The Standing Committees of the Senate are referred to in Ordinances C4 and C5. The Joint Committees of the Court and the Senate are described in Ordinance B9.
16. In situations where business must be conducted urgently or between its meetings, the Senate delegates to the Senate Committee for Effectiveness and Interim Business (SCEIB) the authority to discharge those powers and functions not delegated to any other Standing Committee of the Senate. The SCEIB undertakes these duties in accordance with its terms of reference, acting on behalf of the Senate.
17. Where any decision taken in accordance with this Statement is expected to have significant implications or is known to be sensitive, the Committee to which the authority is delegated will consult appropriately before exercising its delegation.
18. Any Committee to which power to act has been delegated can decide that it is not appropriate to exercise its delegation on a specific occasion and can refer the decision back to the Senate.
19. This document will be maintained on an ongoing basis by the Secretary of the University and any future delegations approved by the Senate are automatically added.
20. This document will formally be reviewed as part of each Effectiveness Review of the Senate to ensure that it remains relevant and appropriate. Any proposed additions or amendments to the SSoPR and/or the SSoDA arising from such a review will be subject to the approval of the Senate.
21. The Senate publishes its Statement of Primary Responsibilities and Statement of Delegated Authorities widely.
22. **Further work:** Clarity is required regarding the discharging of the Charter requirement (Article 4.2.6) to “institute and award Fellowships, Scholarships, Studentships, Exhibitions, Bursaries and Prizes, and other grants for the encouragement of research, knowledge exchange, scholarship, learning and teaching”.

**Ms Ann Marie Dalton-Pillay**  
**Secretary of the University**  
**25 September 2016**

### The Senate Statement of Primary Responsibilities and Delegations

	<i>Statement of Primary Responsibilities</i>	<i>Delegation of Authority</i>	<i>Secondary Delegation of Authority / Explanatory Notes</i>	
<b>1.</b>	<b>Direct, regulate, and promote learning and teaching, research, knowledge exchange, and scholarship (Statute 5.2 i)</b>			
1.a.	The Senate is the principal forum for the University's Academic Staff and Students	<b>The Senate</b> to reserve this responsibility to itself		
1.b.	The Senate shall consider and make recommendations with respect to the University's strategies in so far as they relate to learning and teaching, research, knowledge exchange, and scholarship	<p><b>University Committee for Learning and Teaching</b> with respect to learning and teaching</p> <p><b>University Committee for Research and Innovation</b> with respect to research, knowledge exchange, and scholarship</p>	In parallel with the strategic responsibilities of the <b>University Executive</b> for oversight of strategy and resources	
1.c.	The Senate shall make, modify, and revoke Regulations and policies in respect of academic quality assurance and enhancement processes	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to academic quality assurance and enhancement for research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to academic quality assurance processes for taught programmes</p> <p><b>University Committee for Learning and Teaching</b> to make, modify, or revoke policies with respect to enhancement frameworks for taught programmes</p>		
1.d.	The Senate shall consider and approve the academic conditions associated with the establishing, modifying, or withdrawing of courses, programmes, and disciplines	<p><b>University Committee for Research and Innovation</b> with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> with respect to taught programmes</p>	<p><b>Research Degrees Committee</b></p> <p><b>Studies Committee</b></p>	In parallel with the strategic responsibilities of the <b>UE</b> for oversight of strategy and resources

	<i>Statement of Primary Responsibilities</i>	<i>Delegation of Authority</i>	<i>Secondary Delegation of Authority / Explanatory Notes</i>
1.e.	The Senate shall consider and approve the academic conditions associated with the establishing, management, or termination of external academic partnerships for the delivery of programmes of study	<p><b>University Committee for Research and Innovation</b> with respect to research programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> with respect to taught programmes</p>	In parallel with the strategic responsibilities of the <b>University Executive</b> for oversight of strategy and resources
1.f.	The Senate shall consider and make recommendations with respect to the University's programme of annual and periodic quality assurance and enhancement reviews	<p><b>University Committee for Research and Innovation</b> to consider and make recommendations on academic quality assurance and enhancement reviews with respect to research programmes of study</p> <p><b>University Committee for Quality and Standards</b> to consider and make recommendations on the University's programme of annual and periodic academic quality assurance reviews</p> <p><b>University Committee for Learning and Teaching</b> to consider and make recommendations with respect to the University's programme of annual and periodic academic quality enhancement reviews</p>	
1.g.	The Senate shall consider and make recommendations with respect to the findings of annual and periodic quality assurance and enhancement reviews and action plans arising from these	<p><b>University Committee for Research and Innovation</b> to consider and make recommendations on the findings of quality assurance and enhancement reviews, and action plans arising from these, with respect to research programmes of study</p> <p><b>University Committee for Quality and Standards</b> to consider and make recommendations with respect to the findings of annual and periodic quality assurance reviews and action plans arising from these</p> <p><b>University Committee for Learning and Teaching</b> to consider and make recommendations with respect to the findings of annual and periodic quality enhancement reviews and action plans arising from these</p>	

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1.h.	The Senate shall consider and make recommendations with respect to the University's participation in external quality assurance and enhancement activities	<p><b>University Committee for Quality and Standards</b> to consider and make recommendations with respect to the University's participation in external quality assurance and enhancement activities</p> <p><b>University Committee for Learning and Teaching</b> to consider and make recommendations with respect to the University's participation in external quality assurance and enhancement activities</p>	
1.i.	The Senate shall consider and make recommendations with respect to the findings of external learning and teaching quality assurance and enhancement activities, and action plans arising from these	<p><b>University Committee for Quality and Standards</b> to consider and make recommendations with respect to the findings of external quality assurance activities and action plans arising from these</p> <p><b>University Committee for Learning and Teaching</b> to consider and make recommendations with respect to the findings of external quality enhancement activities and action plans arising from these</p>	
1.j.	The Senate shall make, modify, and revoke Regulations and policies in respect of research governance and standards including researcher conduct; research ethics; research information and data management; research student supervision and training; and access to research publications and datasets	<p><b>The Senate</b> to make, modify, and revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, and revoke policies</p>	
1.k.	The Senate shall consider and make recommendations with respect to the University's participation in external research assessment exercises	<b>University Committee for Research and Innovation</b> to consider and make recommendations with respect to the University's participation in external research assessment exercises	

	<i>Statement of Primary Responsibilities</i>	<i>Delegation of Authority</i>	<i>Secondary Delegation of Authority / Explanatory Notes</i>
1.l.	The Senate shall consider and make recommendations with respect to the findings of external research assessment exercises and action plans arising from these	<b>University Committee for Research and Innovation</b> to consider and make recommendations with respect to the findings of external research assessment exercises and action plans arising from these	
1.m.	The Senate shall make, modify, and revoke Regulations and policies in respect of the development of the academic attributes of Students; the research skills of Staff and Students undertaking research; and the academic practice and learner support skills of Staff and Students undertaking teaching duties	<b>The Senate</b> to make, modify, or revoke Regulations  <b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates and research skills development  <b>University Committee for Learning and Teaching</b> to make, modify, or revoke policies with respect to taught programmes, the development of the academic attributes of Students, and academic practice and learner support skills	
1.n.	The Senate shall consider and make recommendations with respect to the development of services and support in relation to the development of the academic attributes of Students; the research skills of Staff and Students undertaking research; and the academic practice and learner support skills of Staff and Students undertaking teaching duties	<b>University Committee for Research and Innovation</b> with respect to research skills development  <b>University Committee for Learning and Teaching</b> with respect to the development of the academic attributes of Students and academic practice and learner support skills	In parallel with strategic responsibilities of the <b>University Executive</b> for oversight of strategy and resources
1.o.	The Senate shall approve the University's academic calendar	<b>The Senate</b> to reserve this responsibility to itself	
1.p.	The Senate shall consider and make recommendations with respect to the development of the physical and virtual academic environment	<b>University Committee for Research and Innovation</b> with respect to research activities  <b>University Committee for Learning and Teaching</b> with respect to learning and teaching activities	In parallel with strategic responsibilities of the <b>University Executive</b> for oversight of strategy and resources.

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1.q.	The Senate shall consider and make recommendations with respect to findings of surveys and other reviews of the Student experience and the destinations of graduates	<p><b>University Committee for Research and Innovation</b> with respect to research degree students and graduates and higher doctorate candidates</p> <p><b>University Committee for Learning and Teaching</b> with respect to taught programme students and graduates</p>	
<b>2. Regulate the admission of persons to the University and to programmes of study of the University on the basis of qualifications and experience (Statute 5.2 ii)</b>			
2.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of academic and other entry requirements and the recognition of prior learning for programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
2.b.	The Senate shall make, modify, and revoke Regulations and policies in respect of conditions of registration, periods of registration, and changes of registration for programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
<b>3. Regulate and conduct examinations and assessments and appoint, remove, and suspend external and internal examiners (Statute 5.2 iii)</b>			
3.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of assessments,	<b>The Senate</b> to make, modify, or revoke Regulations	

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	examinations, feedback, and progression for programmes of study	<p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
3.b.	The Senate shall make, modify, and revoke Regulations and policies in respect of the appointment of internal and external examiners for programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
3.c.	The Senate shall make, modify, and revoke Regulations and policies in respect of academic appeals and academic complaints in relation to programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Discipline and Academic Appeals</b> to make, modify, or revoke policies with respect to taught programmes, research degree programmes, and higher doctorates</p>	<b>The Committee for Discipline and Academic Appeals</b> to consult with <b>the Committee for Quality and Standards</b> and <b>the Committee for Research and Innovation</b>
3.d.	The Senate shall approve, amend, or revoke the appointment of internal and external examiners for programmes of study	<p><b>University Committee for Research and Innovation</b> with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> with respect to taught programmes</p>	<b>Research Degrees Committee</b>



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3.e.	The Senate shall consider the academic outcomes for programmes of study	<p><b>University Committee for Research and Innovation</b> with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> with respect to taught programmes</p>	
<b>4.</b>	<b>Authorise the granting of Degrees (including Honorary Degrees), Diplomas, Certificates, and other awards to persons who have satisfied the conditions for the award thereof as prescribed in the Statutes and the Regulations (Statute 5.2 iv)</b>		
4.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of the granting of awards resulting from programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
4.b.	The Senate shall make, modify, and revoke Regulations and policies in respect of the granting of honorary degrees	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Honorary Awards and Titles</b> to make, modify, or revoke policies</p>	
4.c.	The Senate shall consider and approve the granting of awards resulting from programmes of study	<p><b>The Senate</b> with respect to taught programmes</p> <p><b>University Committee for Research and Innovation</b> with respect to research degree programmes and higher doctorates</p>	<b>Research Degrees Committee</b>
4.d.	The Senate shall consider and approve the granting of honorary degrees	<b>University Committee for Honorary Awards and Titles</b>	

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<b>5. On what it shall deem to be good cause, to deprive persons of any Degree or other academic award to be conferred on them and to revoke all such academic awards that have been conferred on them by the University (Statute 5.2 v)</b>			
5.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of the deprivation and revocation of awards resulting from programmes of study	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research degree programmes and higher doctorates</p> <p><b>University Committee for Quality and Standards</b> to make, modify, or revoke policies with respect to taught programmes</p>	
5.b.	The Senate shall make, modify, and revoke Regulations and policies in respect of the deprivation and revocation of honorary degrees	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Honorary Awards and Titles</b> to make, modify, or revoke policies</p>	
5.c.	The Senate shall consider and approve the deprivation or revocation of awards resulting from programmes of study	<b>The Senate</b> to reserve this responsibility to itself	
5.d.	The Senate shall consider and approve the deprivation or revocation of honorary degrees	<b>The Senate</b> to reserve this responsibility to itself	
<b>6. Provide oversight of the library services provision to Students and Staff with a strategic focus on academic-related information services (Statute 5.2 vi)</b>			
6.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of access to and use of the library services and academic-related information services	<p><b>The Senate</b> to make, modify, or revoke Regulations</p> <p><b>University Committee for Research and Innovation</b> to make, modify, or revoke policies with respect to research activities</p>	

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		<b>University Committee for Learning and Teaching</b> to make, modify, or revoke policies with respect to learning and teaching activities	
6.b.	The Senate shall consider and make recommendations with respect to the development of the library services and academic-related information services	<b>University Committee for Research and Innovation</b> with respect to research activities* <b>University Committee for Learning and Teaching</b> with respect to learning and teaching activities*	In parallel with strategic responsibilities of the <b>University Executive</b> for oversight of strategy and resources  *The issues to be scrutinised by a sub-committee
<b>7.</b>	<b>Recommend or report to the Court as the Senate may require and to report or recommend to the Court on any matter or actions referred to the Senate by the Court (Statute 5.2 vii)</b>		
7.a.	The Senate shall make recommendations to the Court as to the making, amendment, or revoking of the Charter, Statutes, or Ordinances in so far as they relate to learning and teaching, research, knowledge exchange, and scholarship	<b>The Senate</b> to reserve this responsibility to itself	
<b>8.</b>	<b>Discuss and declare an opinion on any matter relating to the University (Statute 5.2 viii)</b>		
8.a.	The Senate shall, in debating any such matter, give consideration to the process to be undertaken, and shall also make reference to its overall responsibilities	<b>The Senate</b> to reserve this responsibility to itself	
<b>9.</b>	<b>Make recommendations to the Court on the establishment of Schools, Boards, institutes, or other similar constituencies or bodies and to make recommendations as to their organisation, constitution and functions and the modification or revision thereof (Statute 5.2 ix)</b>		
	<b>The Senate</b> to reserve this responsibility to itself		
<b>10.</b>	<b>Receive and consider recommendations and reports from, and to review, amend, refer back, control, or disallow any matter which falls within the remit of the Senate by any Schools, Boards, institutes, or other similar constituencies or bodies, and to give directions to any such bodies (Statute 5.2 x)</b>		
	<b>The Senate</b> to reserve this responsibility to itself		

	<i>Statement of Primary Responsibilities</i>	<i>Delegation of Authority</i>	<i>Secondary Delegation of Authority / Explanatory Notes</i>
<b>11.</b>	<b>Regulate the discipline of the Students (Statute 5.2 xi)</b>		
11.a.	The Senate shall make, modify, and revoke Regulations and policies for the conduct of Students	<b>The Senate</b> to make, modify, or revoke Regulations <b>University Committee for Discipline and Academic Appeals</b> to make, modify, and revoke policies	
11.b.	The Senate shall consider and make a determination with respect to cases of alleged misconduct of Students and, in accordance with the Regulations, impose sanctions as needed	<b>University Committee for Discipline and Academic Appeals</b>	
<b>12.</b>	<b>Prescribe the academic dress to be worn by the various Officers and Members of the University and the occasions on which it shall be worn (Statute 5.2 xii)</b>		
12.a.	The Senate shall make, modify, and revoke Regulations and policies in respect of academic dress	<b>The Senate</b> to reserve this responsibility to itself	
<b>13.</b>	<b>Take such other action or do other such things as the Court may authorise (Statute 5.2 xiii)</b>		
13.a.	The Senate shall periodically review its effectiveness and the effectiveness of its Standing Committees in parallel with equivalent reviews by the Court	<b>Senate Committee for Interim Business and Effectiveness</b>	
13.b.	The Senate shall appoint, reappoint, and remove the Chairs and members of its Standing Committees	<b>Senate Committee for Interim Business and Effectiveness</b>	
13.c.	The Senate shall approve the conferral or the revocation of honorary academic titles	<b>The Senate</b> to revoke honorary academic titles <b>University Committee for Honorary Awards and Titles</b> to confer honorary academic titles	
13.d.	The Senate shall approve the conferral or the revocation of the status of Professor Emeritus	<b>The Senate</b> to revoke this status <b>University Committee for Honorary Awards and Titles</b> to confer this status	

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13.e.	The Senate shall make recommendations to the Court as to the conferral or the revocation of the status of Visiting Professor	<b>The Senate</b> to reserve this responsibility to itself	
13.f.	The Senate shall convey views to the Court with regard to the appointment of certain senior posts of the University (i.e. the Chancellor, the Pro-Chancellor, the Principal and Vice-Chancellor, the Vice-Principal, and the Secretary of the University)	<b>The Senate</b> to reserve this responsibility to itself	
13.g	The Senate shall approve the membership and appointment of a selection committee in respect of the appointment of the Heads of Schools, professors, or professorial fellows	<b>The Senate</b> to reserve this responsibility to itself	
13.h.	The Senate shall make recommendations to the Court as to the appointment of the Heads of Schools	<b>The Senate</b> to reserve this responsibility to itself	
13.i.	The Senate shall make recommendations to the Court as to the conferral or the revocation of the status of Member of the University	<b>The Senate</b> to reserve this responsibility to itself	
<b>14.</b>	<b>To appoint, reappoint and remove Deans (Charter Article 17)(Statute 2.6, 7.4)</b>		
	<b>The Senate</b> to reserve this responsibility to itself		

Approved by the Senate on 5 October 2016

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