

UNIVERSITY OF EXETER DELEGATION FRAMEWORK

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Delegation Framework Overview

This delegation framework sets out the location of authority within the University of Exeter for decisions made in the University's name and on its behalf. The delegation framework supports the governance arrangements for Council, Senate and the University Executive Board (UEB) and its sub-groups.

Within the Framework, lines of delegation are either through the line management hierarchy or operate through functional relationships where there is a senior leader with executive or management responsibility for a strategic area.

The Council

The Council is the University's supreme governing authority and its powers are detailed in Section 10 of the [University Statutes](#).

The Council delegates executive management authority to the Vice-Chancellor.

The [University Statutes](#) (section 10 (21)) set out the areas that cannot be delegated by Council. The Office for Students Regulatory Framework sets out particular areas of responsibility for governing bodies. Council has adopted a Statement of Primary Responsibilities.

The following University Committees report to Council:

- Audit Committee
- Nominations Committee
- Remunerations Committee
- Council Standing Committee.

The Powers of Council

Save as otherwise provided by the Charter and Statutes the Council shall exercise all the powers and authority of the University, which shall include without limitation the following powers and functions:

1. To appoint the Chancellor, Pro-Chancellors, Vice-Chancellor, Deputy Vice-Chancellors, Deans of the Faculties, Registrar and Secretary as provided in the Statutes; and subject in each case to the consideration of such report or recommendation as is provided in the Statutes in regard thereto.
2. To appoint and appraise all members of Staff of the University, or to delegate responsibility for the same.
3. To suspend or remove all members of Staff of the University (such powers being delegated in accordance with Statute 18 and Ordinances made under that Section.)
4. To confer the title of Emeritus Professor subject to conditions prescribed in the Ordinances.
5. To make Statutes provided that the decision to do so has been approved by a two-thirds majority of the members present and voting and that no Statute shall be made without the Senate having an opportunity of reporting thereon to the Council.
6. Subject to the Charter and the Statutes to make Ordinances for any matters in respect of which Ordinances are authorised to be made provided that no Ordinance shall be made without the Senate having an opportunity of reporting thereon to the Council.

7. To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint.
8. To invest any moneys belonging to the University including any unapplied income in such stocks, funds, fully paid shares or securities as the Council shall from time to time think fit whether authorised by the general law for the investment of trust moneys or not and whether within the United Kingdom of Great Britain and Northern Ireland or not (subject to the Charter) in the purchase of freehold or leasehold hereditaments in the United Kingdom including chief rents and ground rents with the like power of varying such investments from time to time provided that the Council may in its discretion retain as long as it shall think fit any investment given or bequeathed to the University although not coming within the description of investments authorised as aforesaid.
9. To sell, buy, exchange, lease and accept leases of real and personal property on behalf of the University.
10. To provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University.
11. To borrow money on behalf of the University and for that purpose if the Council think fit to mortgage all or any part of the property of the University whether real or personal unless the conditions of any Will, Deed of Gift or other similar instrument are thereby contravened or give such other security whether upon real or personal property or otherwise as the Council think fit.
12. To enter into, vary, carry out and cancel contracts on behalf of the University.
13. To authorise the initiation of legal proceedings or defend or compromise legal proceedings in the name of and on behalf of the University.
14. To review the instruction and teaching of the University.
15. To promote and to make provision for research within the University and to require reports from time to time on such research.
16. To review, amend or refer back any act of the Senate required under these Statutes to be reported to the Council.
17. To refer to the Senate the names of persons proposed as recipients of honorary degrees and to approve or disapprove the names of persons proposed by the Senate as recipients of such degrees provided that no person shall be admitted by the University to an honorary degree whose name has not been approved for that purpose both by the Council and by the Senate.
18. To revoke Honorary Degrees on the recommendation of Senate.
19. To have the sole custody and use of the Seal.
20. To delegate all or any of its functions, powers and duties to any person or body subject to Statute Section 10 (21).
21. The Council shall not delegate responsibility for:
 - (a) appointing the Vice-Chancellor
 - (b) the variation, amendment or revocation of the Charter or Statutes;
 - (c) the approval of the University's annual audited accounts;

- (d) appointing the Auditors of the University
- (e) making or amending Ordinances;
- (f) approving the annual budget

The Council Scheme of Delegation

Council delegates to the Vice-Chancellor the everyday operations of the University and its activities - encompassing the academic, corporate, financial, estate and human resources management. The following (a-f) are specifically not included in such delegations as set out under Statute 10 - The Powers of Council:

- a) appointing the Vice-Chancellor
- b) the variation, amendment or revocation of the Charter or Statutes;
- c) the approval of the University's annual audited accounts;
- d) appointing the Auditors of the University;
- e) making or amending Ordinances;
- f) approving the annual budget.

Within this scheme of delegation, any decision in the following areas requires the approval of Council (or one of its committees and then reported to Council):

- i. the University's vision and strategic plans;
- ii. capital and revenue annual budgets and financial plans;
- iii. widening access and participation plans;
- iv. all capital projects in excess of £1m or a series of linked projects in aggregate exceeding £1m;
- v. the establishment of subsidiaries, new offices, campuses or similar;
- vi. investments in associate companies or companies where the University holds a minority stake.
- vii. investment policy and investment advisors;
- viii. banking arrangements;
- ix. borrowings and overdraft facilities (allowing the CFO to utilise all such facilities once approved by Council according to any conditions set by Council , in the ordinary course of business);
- x. providing loans and/or guarantees to third parties outside the Group (including The Guild of Students and Falmouth and Exeter Students' Union);
- xi. risk management policy
- xii. leases of property – where total rental (including service charges) on the period of lease exceeds £500,000 or the term is longer than 5 years
- xiii. litigation – commencement or settlement of litigation other than in the ordinary course of business for Human Resources or where the settlement is less than £250,000
- xiv. any unusual arrangement
- xv. pensions

Council delegates to the Remuneration Committee

- a) Development of an overall remuneration strategy and policy to cover the remuneration, benefits and conditions of employment of the senior officers of the University.
- b) Reviewing and determining the remuneration, benefits and conditions of employment of the members of the University Executive Board and other senior officers of the University determined by the Council of the University taking account of comparative information on the remuneration, benefits and conditions of employment in the University sector and elsewhere as appropriate.
- c) Reviewing and determining any bonus arrangements and other additional payments for members of College Executives and other Directors of Professional Services as recommended by the Professorial

and Senior Salaries Committee.

- d) Setting the strategy, policy and parameters for the review and determination of the remuneration and benefits of Professors and other senior officers of the University within the remit of the Professorial and Senior Salaries Committee.
- e) Reviewing the decisions of the Professorial and Senior Salaries Committee, including any discretionary revisions to remuneration made between meetings of the Group.
- f) Approving any severance terms for members of the University Executive Board on the termination of their employment and to receive a report on any severance terms agreed for Professors and other senior officers of the University within the remit of the Professorial and Senior Salaries Committee.
- g) promoting the University's responsibilities for equality and diversity by ensuring that relevant issues are given full consideration in all matters relating to the remuneration of all staff falling within the remit of the Committee and of the Professorial and Senior Salaries Committee;
- h) Providing Council with an annual report which is transparent and meets the requirements of good governance.

Council delegates to the Nominations Committee

- a) Making recommendations to Council for:
 - i. the nomination of the Chancellor;
 - ii. the nomination of the Pro-Chancellors under Class I of Council membership;
 - iii. the nomination of the Chair of Council;
 - iv. nominations for the places under Class II of Council membership;
 - v. nominations to Council committees and joint committees with Senate;
 - vi. nominations to Trusts associated with the University.
- b) Reviewing criteria for appointments from time to time, having regard to Council policy.
- c) Promoting equality and diversity through its selection of nominations to Council.
- d) Reviewing the arrangements for developing future leaders to senior management roles.

Council delegates to the Audit Committee

- a) To assure the effectiveness of the University's financial controls;
- b) To assure the effectiveness of the University's risk management, control and governance arrangement;
- c) To oversee and assure the effectiveness of the University's internal audit service and arrangements;
- d) To oversee and assure the effectiveness of the University's external audit service and arrangements;
- e) To assure the quality of data submitted to HESA, OfS and other funding bodies.

Statement of Primary Responsibilities of the Council

The Governing Body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved and the potential of all learners is maximised. It does this through this statement of primary responsibilities:

1. To approve the mission and strategic vision of the University, long-term academic and business plans, key performance indicators (KPIs), and annual budget and financial statements.
2. To appoint the Vice-Chancellor as the University's Chief Executive, and to put in place suitable arrangements for monitoring his/her performance.
3. 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.
4. To ensure that there are arrangements in place for effective academic governance and the quality and standards of educational programmes.
5. To monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable universities.
6. To ensure compliance with the charter, statutes, ordinances and other provisions regulating the University and its governance framework
7. To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal and statutory obligations.
8. 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.

Effectiveness and Performance Review

9. To monitor and evaluate the performance and effectiveness of the governing body itself – including conducting a full review of Council's effectiveness not less than every five years and a parallel review of Senate's effectiveness.

The Committees of Council

Standing Committee of Council 2021/22

Terms of Reference:

- The Committee deals with urgent issues at the request of Council between meetings of Council which cannot wait until the next meeting of Council.
- The Committee will not initiate consideration of issues nor will it make major strategic decisions. Where such matters require urgent attention, they shall be dealt with through a special meeting of Council as described in section one of the standing orders.
- Its actions will be reported to the next available meeting of Council.

Membership:

- The Pro-Chancellors
- The Vice-Chancellor and Chief Executive
- The Registrar and Secretary
- The Provost
- An independent member of Council

Officers such as the Chief Financial Officer may attend meetings.

Audit Committee 2021/22

Terms of Reference of the Audit Committee

In these terms of reference, “University” shall be taken to refer to the whole University group, or activities, including subsidiaries and joint ventures.

1. Constitution

Council has established a Committee (of Council) known as the Audit Committee.

2. Membership

The Committee (and its chair) are appointed by Council and consists of Independent Members with no executive responsibility for the management of the University. There shall be no fewer than three Members; a quorum shall be at least two Members. The Chair of Council should not be a Member of the Committee and Members should not have significant interests in the University.

The Committee shall consist of at least three Independent Members of Council, and include the Council Dual Assurance Lead for Risk and the Council Dual Assurance Lead for Finance and Investments.

At least one Member should have recent and relevant experience in finance, accounting or auditing and not all members are expected to have the same level of accounting expertise. The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

3. Attendance at meetings

The Registrar and Secretary, the Chief Financial Officer, the Director of Policy, Planning and Business Intelligence, the Director of Compliance Governance and Risk and representatives of the external and internal auditors shall usually attend meetings where business relevant to them is to be discussed.

However, at least once a year the Committee will meet with the external and internal auditors without any officers present.

4. Frequency of Meetings

Meetings shall normally be held at least four times each financial year. The external or internal auditors may request a meeting if they consider it necessary.

5. Authority

The Committee is authorised by Council to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

The Committee is authorised by Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Vice-Chancellor and/or Chair of Council.

The Audit Committee will review the audit aspects of the draft annual financial statements of the University. These aspects will include the external audit opinion, the statement of members' responsibilities, the statement of internal control and any relevant issue raised in the external auditors' management letter (and will include Office for Students' Accounts Direction). The Committee will, where appropriate, receive advice on the appropriateness of the accounting practices and policies. The Committee will, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to Council. Council will review the annual report and the efficacy of Audit Committee.

6. Duties

Effectiveness of Financial Control and Governance

- To review the effectiveness of financial and other control systems
- To ensure that all significant losses have been properly investigated and that the internal and external auditors and the Office for Students have been informed, where appropriate.
- To oversee the University's policy on fraud and irregularity, including being notified of any action being taken under that policy.
- To oversee the University's corporate governance arrangements.
- To monitor annually, or more frequently if necessary, the implementation of approved recommendations relating to both internal and external audit reports and management letters.
- To monitor the performance and effectiveness of internal and external audit services, including any matters affecting their objectivity, and make recommendations to Council regarding their reappointment.
- To promote co-ordination between the internal and external auditors.
- To monitor the University's arrangements to promote economy, efficiency and effectiveness (value for money).

7. Risk Management

To keep under review the effectiveness of the risk management, control and governance arrangements in place across the University, including:

- (a) The role of the University Executive Board as the body responsible to Council for the effective management and monitoring of risk (to include the receipt of regular reports on the Group's consideration of risk);
- (b) The Risk Dual Assurance Group, as the body responsible for risk review (including the identification and scoring of risk and ensuring other Dual Assurance groups are aware of the risks impacting on their particular areas of responsibility)

To advise Council on Risk Management by ensuring appropriate audit work in risk management.

8. Internal Audit

To advise Council on the appointment and terms of engagement of the internal audit service, the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.

To consider and advise Council on the risk based strategic and annual plans for the internal audit service, ensuring the internal audit function on a regular basis addresses the University's top risks in the risk register where an internal audit is considered to be the best means of receiving assurance on the management of those risks and receiving presentations on controls and mitigation where the risk is not subject to internal audit.

The Committee will ensure that the resources made available for internal audit are sufficient to meet the University's needs (or make a recommendation to Council as appropriate).

To consider major findings of internal audit investigations and management's responses and to advise Council on internal audit reports.

To receive an annual report from the internal auditors, which should include an opinion on the degree of assurance that can be placed upon the system of internal control.

9. External Audit

To advise Council on the appointment of the external auditors, the scope of their work, the audit fee, the provision of non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.

To discuss with the external auditors, before the audit begins, the nature and scope of the audit.

To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter, informing management responses and any other matters the external auditors may wish to discuss (in the absence of management where necessary), and to advise Council accordingly.

To consider elements of the University's annual financial statements in the presence of the external auditors, including the auditors' formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with the Office for Student's Accounts Direction.

To consider advice from the external auditors on the appropriateness of accounting policies, estimates and adjustments.

To monitor the level and activity of any non-audit work commissioned by the University to ensuring that external audit independence is not compromised.

10. Reporting to the Office for Students, HESA and other funding bodies

To seek and assess information and evidence from management and auditors on the quality assurance and management of data submitted to HESA, Office for Students and other funding bodies (including the Student Loans Company).

11. Other

To receive and review reports, inspections and reviews relating to audit, prepared by the funding councils, the National Audit Office, European Commission and other similar bodies.

To receive and review audit reports, inspections and reviews (which may be produced by auditors engaged by other bodies) in respect of Falmouth Exeter Plus and any other subsidiary or joint venture.

In the event of the merger or dissolution of the University, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

To be called upon by Council in specific situations to request assurances as appropriate.

12. Reporting Procedures

The Minutes of meetings of the Audit Committee will be circulated to all Members of Council (attached to agenda papers for Council meetings). The publication of Council minutes will include publication of the minutes of Audit Committee in section II.

The Audit Committee will prepare an Annual Report covering the University's financial year and any significant issues up to the date of preparing the report. The report will be addressed to Council and the Vice-Chancellor, summarising the activity for the year. It will give the Committee's opinion on the adequacy and effectiveness of the University's arrangements for the following: -

- Risk management control and governance (the risk management element includes the accuracy of the statement of internal control included in the annual statement of accounts), economy, efficiency and effectiveness (value for money)
- Management and quality assurance of data submitted to HESA, Office for Students and other funding bodies.
- This opinion should be based upon the information presented to the Committee, taking into account the advice received from the internal and external auditors. The Audit Committee Annual Report should be submitted to Council before the Members' Responsibility Statement in the Financial Statements is signed.

Nominations Committee 2021/22

Terms of Reference

1. To make recommendations to Council for:

- (a) The nomination of the Chancellor.
- (b) The nomination of the Pro-Chancellors under Class I of Council membership.
- (c) The nomination of the Chair of Council.
- (d) Nominations for the places under Class II of Council membership.
- (e) Nominations to Council committees and joint committees with Senate.
- (f) Nominations to Trusts associated with the University.

2. To review criteria for appointments from time to time, having regard to Council policy.

3. To promote equality and diversity through its selection of nominations to Council.

4. To review the arrangements for developing future leaders to senior management roles.

5. Responsibility for maintaining a useful and up to date skills matrix for Council membership.

6. Responsibility for reviewing the training and development needs of the governing body.

7. Responsibility for updating role descriptions for Council members and chairs of Council committees.

8. Responsibility for oversight of reporting and reviewing conflicts of interest of members of Council.

The quorum necessary for the transition of business shall be four members, of which at least two shall be independent members.

Membership

Pro-Chancellors

Vice-Chancellor

Provost

Registrar and Secretary

An Independent Member (not necessarily a member of Council), to be elected by all members of Council

In attendance:

Director of HR Services

Alumnae representation following dissolution of Convocation

Remuneration Committee 2021/22

1. The Terms of Reference of the Remuneration Committee are - taking account of the requirements of the Office for Students and guidance issued by the Committee of University Chairs - to:

- (a) Develop an overall reward strategy and policy to cover the remuneration, benefits and conditions of employment of the senior officers of the University.
- (b) Review and determine the remuneration, benefits and conditions of employment of the University Executive Board, taking account of affordability, comparative information on the remuneration, benefits and conditions of employment in the University sector and elsewhere as appropriate.
- (c) Note the decisions of the Professorial and Senior Salaries Committee, including any discretionary revisions to remuneration made between meetings of the Group.
- (d) Review any severance terms agreed (under the Committee's schedule of delegation for senior executive remuneration and severance) for members of the University Executive Board on the termination of their employment, taking account of guidance issued by the Office for Students and the Committee of University Chairs.
- (e) Promote the University's responsibilities for equality and diversity by ensuring that relevant issues are given full consideration in all matters relating to the remuneration of all staff falling within the remit of the Committee.
- (f) Agree an annual framework of work
- (g) Provide an annual report (for Council and for publication) which is transparent and meets the requirements of good governance in accordance with the CUC Remuneration Code.
- (h) Agree what information about the work of the Committee and executive reward arrangements should be published on the University's Governance webpages (in addition to the annual framework of work and annual report).

2. Membership

- (a) The membership of the Remuneration Committee is:
 - Chair of Council
 - Two Pro-Chancellors
 - Two other independent members of Council (one of whom will be the Dual Assurance independent lead for Equality and Diversity) appointed by Nominations Committee
- (b) The Chair will be appointed by Council from among the independent members of the Committee.

3. Procedures

- (a) The Committee will invite the Vice-Chancellor, the Director of Human Resources, the Provost and the Registrar and Secretary to attend part of the Committee's meetings, in an advisory capacity, as required, to consider the University's Reward Strategy and practices and to provide information and answer any questions from the Committee.
- (b) No member of staff will be present when the Committee makes decisions on the reward of members of the University Executive Board.
- (c) The University Committee Secretariat will act as Secretary to the Committee.
- (d) The Committee will determine its own timetable for meetings but will be expected to meet on a minimum of two occasions each year.

The Senate

The Senate is the senior academic body of the University. It is chaired by the Vice-Chancellor, and acts as the representative academic forum for the institution, including all of its constituent Colleges and campuses.

The following University Committees report to Senate:

- The Board of the Taught Faculty
- The Board of the Postgraduate Research Faculty (as part of the Doctoral College Management Board)
- Ethics Committee (reports to Council and Senate)

The Powers of Senate

Subject to the Statutes and Ordinances the Senate shall have the following powers:

1. To act as the representative academic forum of the whole University, including all of its constituent Colleges and campuses.
2. To review the Education and Research Strategies of the University and make recommendations to Council for approval.
3. To scrutinise academic performance against targets and measures of success set out in the University Education and Research strategies.
4. To evaluate the implementation of policies and regulations for quality assurance of all University programmes.
5. To assure Council of the academic standards and quality of education leading to the University of Exeter degree awards and qualifications.
6. To scrutinise the strategic plans of the constituent Colleges of the University.
7. To oversee policies and procedures for student health, wellbeing and fitness to study, conduct and disciplinary matters, fitness to practice, academic and research misconduct, academic appeals and students' complaints, and delegate associated operational responsibilities to Faculties, Colleges and Professional Services.
8. To raise issues of major and strategic academic importance to the University.
9. To suspend, permanently expel or withdraw any student following action taken under University Regulations, including Disciplinary Procedures, Health, Wellbeing, and Fitness to Study Procedures, Fitness to Practice Procedures, and Academic and Research Misconduct Procedures.
10. To delegate specific responsibilities to the Faculty Boards and other bodies or committees of the University, as appropriate.
11. To appoint three members of the Senate to be members of the Council.
12. To make representation to the Council on all Statutes or Ordinances or proposed changes of Statutes or Ordinances and on any academic matter.
13. To formulate, modify, or revise schemes for the organisation of the Faculties, Colleges, Institutes, Delegacies, Boards or Departments of the University and to assign to them subjects and also to make

recommendations to the Council on the establishment of other Faculties, Colleges, Institutes, Delegacies, Boards of Departments.

Delegation of Senate Authorities

Authority:	<i>Approval of the Regulations</i>
Delegated to:	Senate (not delegated).
Process:	Documents prepared by various Professional Services staff.

Authority:	<i>Approval of Programme and Module Regulations, including Assessment Regulations</i>
Delegated to:	Taught Programmes Faculty Board/ Management Group of the Doctoral College incorporating the Board of the Faculty of Graduate Research.
Process:	Programme and module approval processes.

Authority:	<i>Suspension of Regulations</i>
Delegated to:	DVC Education.
Process:	Recommendation from College or relevant Services to the Vice-Chancellor.

Authority:	<i>Establishment of Assessment, Progression and Awarding Committees (APACs)</i>
Delegated to:	The Academic Dean for Students as the Chair of the Taught Programmes Faculty Board (and equivalent for Research).
Process:	Formal recommendation from Colleges.

Authority:	<i>Consideration of students' achievement, progression and awards.</i>
Delegated to:	Colleges via APACs
Process:	APAC procedures and processes as outlined in the TQA manual.

Authority:	<i>Approval of the Assessment, Progression and Awarding Handbook - Taught Programmes</i>
Delegated to:	DVC Education
Process:	Consideration and approval of a document prepared by ESS.

Authority:	<i>Appointment of Chairs and Deputy Chairs of APACs</i>
Delegated to:	College in accordance with the TQA manual (ADE chairs the College APAC, DoE or HoD chairs the Discipline APAC).
Process:	College in accordance with the TQA manual

Authority:	<i>Appointment of External Examiners to APACs</i>
Delegated to:	Academic Dean for Students (or Associate) as Chair of the Taught Faculty Board on behalf of Senate (or equivalent for Research).
Process:	External Examiner appointment process.

Authority:	<i>Work to be considered by external examiners and participation in oral and other examinations by external examiners.</i>
Delegated to:	Colleges
Process:	Agreed through discussion with the external examiner and College staff.

Authority:	<i>Approval of the guidance for External Examiners (in Quality Review Framework document)</i>
Delegated to:	Taught Faculty Board on behalf of Senate
Process:	Consideration and approval of a document prepared by Quality Review

Authority:	<i>Termination of External Examiner contracts</i>
Delegated to:	Vice-Chancellor
Process:	(As outlined in Quality Review Framework document)

Authority:	<i>Student Illness (as outlined in the TQA manual)</i>
Delegated to:	Academic Dean for Students (or equivalent for Research), delegated to the College
Process:	Approval and communication (through student handbooks and TQA manual) of a policy on this issue.

Authority:	<i>Approval of the general entrance requirements for admission</i>
Delegated to:	VC/ Senate (not delegated).
Process:	Approval of recommendations for this purpose from the DVC Education.

Authority:	<i>Approval of admissions requirements for individual programmes</i>
Delegated to:	Academic Dean or Associate Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	As articulated in the Handbook for Approval and Revision of Taught Modules and Programmes within the Teaching Quality Assurance Manual

Authority:	<i>Admission of applicants with advanced standing (APEL)</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	As articulated in the Learning and Teaching Support Handbook within the Teaching Quality Assurance Manual

Authority:	<i>Termination of enrolment where a student is found to have falsified information in the admissions process</i>
Delegated to:	Vice Chancellor on behalf of Senate
Process:	Recommendation of the College and Academic Dean for Students (or equivalent for Research). Consideration on a case-by-case basis.

Authority:	<i>Approval of concurrent study elsewhere</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Consideration on a case-by-case basis.

Authority:	<i>Permission for an individual student's request to change modes of study</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Consideration on a case-by-case basis.

Authority:	<i>Permit part-time study on a programme where this is not normally available</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Formal request from College.

Authority:	<i>Permission for an individual not enrolled with Exeter to use Exeter facilities</i>
Delegated to:	Registrar and Secretary
Process:	Consideration on a case-by-case basis, on the recommendation of the College

Authority:	<i>Replacement of a core or compulsory module with an alternative</i>
Delegated to:	Academic Dean or Associate Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Formal request from College.

Authority:	<i>Permission for an individual student to interrupt their studies for a period of up to two years</i>
Delegated to:	College led process – ADE delegated from the Academic Dean for Students
Process:	Consideration on a case-by-case basis as per the TQA manual guidance.

Authority:	<i>Permission for an individual student to interrupt their studies for a period longer than two years</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Consideration on a case-by-case basis in accordance with the TQA manual guidance.

Authority:	<i>Approval of exceptions to the rule preventing a withdrawn/deregistered student from reapplying within 12 months</i>
Delegated to:	Academic Dean of Students (or equivalent for Research)
Process:	Consideration on a case-by-case basis.

Authority:	<i>Approval of procedures for study abroad and exchange periods</i>
Delegated to:	Taught Faculty Board on behalf of Senate.
Process:	Consideration of recommendations made for these purposes.

Authority:	<i>Approval of procedures for scaling and weighting results from assessments taken during a study abroad or exchange period, in order to align them with Exeter standards</i>
Delegated to:	Taught Programmes Faculty Board on behalf of Senate
Process:	Module and programme approval processes.

Authority:	<i>Approval of programme and module regulations, including assessment regulations</i>
Delegated to:	Taught Programmes Faculty Board on behalf of Senate (or equivalent for Research)
Process:	Programme and module approval processes.

Authority:	<i>Approval of minimum prescribed standards for the production and security of examination papers</i>
Delegated to:	Taught Faculty Board on behalf of Senate
Process:	Consideration of recommendations developed for this purpose.

Authority:	<i>Approval of an extension to the maximum permitted duration of study</i>
Delegated to:	Academic Dean for Students on behalf of the Taught Faculty Board (or equivalent for Research)
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Authority:	<i>Revocation of an award</i>
Delegated to:	Vice-Chancellor
Process:	Recommendation from the Deans of Faculty (Taught and Research).

Authority:	<i>Approval of field of study</i>
Delegated to:	Taught or Research Faculty Board on behalf of Senate
Process:	Programme and module approval process.

The Committees of Senate

Taught Programmes Faculty Board

Terms of Reference of the Board of the Faculty of Taught Programmes and the Management Group of the Doctoral College incorporating the Board of the Faculty of Graduate Research.

The proposed terms of reference are as follows:

To regulate, subject to review by Senate, teaching and learning in the areas of academic responsibility assigned to the Faculty including recommendation of amendments to the [TQA Manual](#). (Ordinance 26.1).

1. To establish working parties/task and finish groups as needed to carry forward the group's business.
2. To approve persons for appointment as Examiners, on behalf of Senate. (Ordinance 26.2).
3. To recommend to Senate amendments to the Ordinances and regulations, disciplinary and other procedures for students. (Ordinance 26.3).
4. To approve amendments to Regulations governing academic programmes dealing with courses of study for Degrees and other distinctions and on any questions relating to the work of the Faculty. (Ordinance 26.3).

5. To make recommendations to Senate for the award of academic programmes (other than Honorary Degrees), (Ordinance 26.4)
6. To consider any matters relating to the Faculty referred to or delegated to it by Senate and to express opinions on such references or such other matters as seem relevant to it. (Ordinance 26.5).
7. To maintain oversight of the University's Accreditation Procedures and to receive reports from the Dean and Colleges on proposals for new programmes and amendments to existing programmes.
8. To ensure that the business of the Board is handled in such a way that it is consistent with the University's duty to promote equality and eliminate discrimination.
9. To collaborate with Colleges in the development, implementation and review of the University's strategies for education, and as appropriate, research.
10. To consider reports of the Quality Review of Programmes and report to Senate.
11. To maintain oversight of the University's academic partnership activities, receiving reports from the Academic Partnerships Quality Assurance Group.
12. To receive reports from the Students' Guild and the Falmouth and Exeter Students' Union summarising issues raised in consultation with student representatives.
13. To report to Senate.
14. To meet at least termly.
15. The quorum for the attendance of members at a meeting should be half the appointed members, rounded up.
16. Members of the Faculty Board: to represent your area (College/Guild/ the Falmouth and Exeter Students' Union/Professional Service/Senate) of the University to the Faculty Board, and conversely, to represent the Faculty Board within your area.

Terms of Reference which apply only to the Management Group of the Doctoral College incorporating the Board of the Faculty of Graduate Research

17. To maintain oversight of the PGR student and, and in particular, take a lead role in the University's response to the Postgraduate Research Experience Survey.
18. To analyse the performance of the Doctoral College in meeting its strategic objectives, inform any action planning, and to report back to the Research and Impact Executive Group accordingly, working with the Doctoral College Operation and Executive Boards.

For Taught programmes these items are managed by Education Executive Committee.

Membership - Taught Programmes (Ordinance 23.3)

19. Academic Dean for Students (Dean of the Faculty of Taught Programmes) and Associate Academic Dean for Students. The Academic Dean for Students will act as Chair of the Board; the Associate Academic Dean for Students will act as Deputy Chair.
20. Four members from each College nominated by its Pro Vice-Chancellor & Executive Dean, to include the Associate Dean Education (or equivalent), the Education Business Partner and two academic members to represent as far as possible, non-Streatham provision, undergraduate programmes, post graduate programmes, language and lab based subjects.
21. Students' Guild Vice President for Education and the Falmouth and Exeter Students' Union) President Exeter to represent as far as possible the views of the student body of the

- University and to provide knowledge and expertise of Guild/ the Falmouth and Exeter Students' Union priorities and current student initiatives.
22. Three members of the Senate in order to provide a cross-institution perspective and to provide assurance to Senate of appropriate governance and conduct in relation to academic governance, quality and rigour, and that matters delegated by the Senate are dealt with accordingly.
 23. Other members co-opted as appropriate to provide knowledge and expertise from their respective directorate.

Membership - Management Group of the Doctoral College incorporating the Board of the Faculty of Graduate Research (Ordinance 23.4)

24. Dean of Postgraduate Research
25. The Associate Dean of Postgraduate Research
26. The Assistant-Director (Research Environment & Doctoral College)
27. The Director of Postgraduate Research from each College
28. The Research and Doctoral College Business Partner from each College.
29. A representative of the Students' Guild and a representative of the Falmouth and Exeter Students' Union to represent as far as possible the views of the student body of the University and to provide knowledge and expertise of Guild/ the Falmouth and Exeter Students' Union priorities and current student initiatives.
30. Three members of the Senate in order to provide a cross-institution perspective and to provide assurance to Senate of appropriate governance and conduct in relation to academic governance, quality and rigour, and that matters delegated by the Senate are dealt with accordingly.
31. Other members co-opted as appropriate to provide knowledge and expertise from their respective directorate.

Board of the Faculty of Graduate Research

The Terms of Reference of the Board of the Faculty of Taught Programmes and the Management Group of the Doctoral College incorporating the Board of the Faculty of Graduate Research are shared and are above.

Ethics Committee & Health and Safety Committee

Although not formal committees of Council, Health and Safety Committee and Ethics Committee both report to Council on an annual basis to ensure oversight of regulatory and statutory requirements.

The University Executive Board

The University Executive Board (UEB) acts as the University's senior executive management body and comprises the Vice-Chancellor (Chair), the Provost (Deputy Chair), the Deputy Vice-Chancellors, the Pro-Vice-Chancellors, the Registrar and Secretary and a number of senior Directors of Professional Services.

UEB has responsibility for development and oversight of the institutional strategies, makes day-to-day business decisions and also ensures that key operational and business issues are directed to the relevant manager or team for detailed scrutiny. It also takes senior management responsibility for the delivery, monitoring and review of the University's strategic delivery programme.

Terms of Reference 2021/22

Purpose

1. The University Executive Board (UEB) is the principal management group of the University. Chaired by the Vice-Chancellor and Chief Executive, its purpose is to support and advise the Vice-Chancellor in the performance of her duties as the University's Chief Executive Officer, within the delegation framework of the University.
2. It is responsible for developing and delivering the strategic plans of the University and for the effective management of the University, including agreeing core University policies.

Developing and Delivering Strategy

3. To develop and deliver the University's Strategy, its sovereign strategies (Education, Research and Global) and its enabling strategies for recommendation to Council.
4. To receive and approve from the Strategy Investment and Planning Committee (SIPC) five-year plans of Colleges and Professional Services alongside the annual delivery plan of investment projects and programmes, ensuring plans and budgets are consistent with the University's Planning Framework, and strategic priorities and targets. To recommend the University budget and five-year plans to Council.
5. On the recommendation of the SIPC, to agree the University's Capital Strategy and Programme for recommendation to Council and to scrutinise all major capital expenditure proposals, and recommend to Council those which pass the thresholds of delegated financial authority.
6. To understand and interpret the strategic environment in which the University operates, including disseminating information and consulting with the University about the strategic choices facing the University, and by identifying and responding to new external opportunities.
7. To receive strategic reports from the Provost, Deputy Vice-Chancellors, and the Registrar and Secretary on issues relating to their portfolios and receive timing reports from the senior committees which they Chair (i.e. following each meeting). To receive regular reports from Pro-Vice-Chancellors on issues that arise at their College Executive Groups as required.

Ensuring effective performance monitoring and management

8. To monitor operating and financial performance and delivery against key performance indicators and implementation plans. This includes monitoring of admissions data; research

- awards, income and performance; business, commercial and philanthropic income and strategic partnerships; staff data; cyber security and IT; strategic projects.
9. Consider an assessment of risk and appropriate mitigation measures and receive internal audit reports at the request of Audit Committee.
 10. To monitor expenditure against strategic funds.
 11. To agree promotion criteria for recommendation to Senate and Council. A sub-group of UEB (the Academic Promotions Panel) will consider all probation and promotion Cases on behalf of the Vice-Chancellor and UEB.
 12. To ensure financial sustainability of the University.
 13. Developing and ensuring effective implementation of University enabling strategies, policies and codes of practice, namely:
 - a) Finance
 - b) HR/Workforce planning
 - c) Environment and sustainability
 - d) Communications
 - e) Equality and diversity
 - f) Fundraising
 14. Via the Compliance Committee of UEB, ensuring that the University complies with the expectations of all relevant legislation and regulation.

Membership

Vice-Chancellor and Chief Executive [Chair]

Provost [Deputy Chair]

Registrar and Secretary (Deputy Chair in the absence of the Provost)

Deputy Vice-Chancellor (Education)

Deputy Vice-Chancellor (Global Engagement)

Deputy Vice-Chancellor (Research and Impact)

Pro-Vice-Chancellor and Executive Dean, College of Engineering, Mathematics and Physical Sciences

Pro-Vice-Chancellor and Executive Dean, College of Humanities

Pro-Vice-Chancellor and Executive Dean, College of Life and Environmental Sciences

Pro-Vice-Chancellor and Executive Dean, College of Medicine and Health

Pro-Vice-Chancellor and Executive Dean, College of Social Sciences and International Studies

Pro-Vice-Chancellor and Executive Dean, University of Exeter Business School

Pro-Vice-Chancellor for Cornwall

Chief Financial Officer

Deputy Registrar and Chief College Operations Officer

Chief Digital Officer

Director of Human Resources

Director of Marketing, Recruitment, Communications and Global

Director of Policy, Planning and Business Intelligence (in attendance)

The University Executive Board is supported by the Vice-Chancellor's Office and will meet on a fortnightly basis (alternate Thursday mornings) during academic term-time and at other times as required. It will also meet for a two-day away day in September, an away day in January, and may meet for other strategic away days as required.

The Committees of UEB

The following management groups act as committees of UEB and report to UEB via verbal reporting or written reports as deemed necessary by the relevant committee Chair:

Strategy, Investment and Planning Committee

Overall purpose

The Strategy, Investment and Planning Committee (SIPC) is responsible for the alignment of the University institutional strategy and the associated programmes of work with the deployment and management of its resources.

This includes:

1. Investment and budgetary decisions
2. Performance monitoring
3. Development of the five-year plan for submission to Council
4. To receive prioritised institutional strategic and complex infrastructural projects from other UEB Committees. This might include physical or digital infrastructure projects or complex projects involving multiple departments and directorates.

The SIPC has the following sub-groups to scrutinise operational matters and manage delegated budgets where appropriate:

- I. Capital Management Group (to be chaired by the Registrar and Secretary)
- II. Recruitment and Admissions Group (to be chaired by the DVC Global Engagement) with joint reporting to the Senate.
- III. Environment and Climate Emergency Group (to be chaired by the Provost)
- IV. Digital Strategy Group (to be chaired by the Chief Digital Officer)
- V. IT Strategy Group (to be chaired by the Registrar and Secretary)
- VI. Taught Portfolio Review Group (to be chaired by the DVC Global Engagement)

Membership and nominated representatives

Chair: Vice Chancellor

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Business Engagement and Innovation Committee

Overall purpose

The Business Engagement and Innovation Committee (BEIC) supports and advises the Deputy Vice Chancellor for Business Engagement and Innovation on matters relating to the management and strategic direction of the University in relation to business engagement, innovation, commercialisation activity, regional engagement (including the wider civic agenda) and skills.

This includes:

1. Developing and delivering the relevant Business Engagement and Innovation strategies and the relevant elements of the University's 2030 Strategy.
2. Overseeing, developing and managing proactively business engagement, regional engagement and innovation strategies and policies; and to advise, influence and assimilate associated strategies that have a bearing on business engagement, regional engagement and innovation activity.
3. Developing and monitoring implementation plans and providing leadership with all associated activities.
4. To oversee, receive and discuss reports and recommendations regarding College level business engagement, collaborative research and commercial activity, innovation and regional engagement strategies and policies.
5. To provide leadership in influencing regional, national and international business, innovation and sectoral policy development, and national and regional policy on economic development and skills.
6. To review and prioritise the portfolio of institutional strategic and complex infrastructural projects relating to business engagement and innovation.
7. Shaping strategy and policy to support researcher communities and entrepreneurship.
8. Shaping strategy and policy to ensure effective and ambitious business engagement, innovation and regional engagement operations.

Membership and nominated representatives

Chair: Deputy Vice Chancellor (Business Engagement and Innovation)

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Research and Impact Executive Committee

Overall purpose

The Research and Impact Committee (RIEC) supports and advises the Deputy Vice Chancellor for Research and Impact on matters relating to the management and strategic direction of the University in relation to research, impact and innovation, including postgraduate research.

This includes:

1. Developing and delivering research and impact strategy and policy
2. Providing oversight and leadership of the University's research culture strategy and policies to support researcher communities (this captures ethics and integrity etc.,)
3. Shaping strategy and policy to support research activity and income generation.
4. Shaping strategy and policy to ensure effective and ambitious research, innovation and impact operations.
5. Ensuring effective research governance and performance monitoring and management
6. Prioritise and oversee research-focused institutional strategic and complex infrastructural projects.

Membership and nominated representatives

Chair: Deputy Vice Chancellor (Research and Impact)

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Education Executive Committee

Overall purpose

The Education Executive Committee is responsible for executive management and decision-making relating to the delivery of the Education Strategy (and the vision for education and student experience within the University's new 2030 Strategy), and education provision. Responsibility for academic governance, including overseeing the quality and standards of education provision, and approving formal education policy lies with the Board of the Faculty of Taught Programmes (on behalf of and reporting to Senate).

This includes:

1. Accountable to UEB for the ongoing management of all matters relating to the delivery of education and student academic experience.
2. Accountable for and the management of an institutional approach to the continuous improvement of teaching, learning and the student academic experience.
3. Responsibility for effective engagement with students and ensure that the student voice is appropriately integrated into decision making and policy development.
4. Promoting the advancement of Success for All Our Students, inclusion and sustainability through education, pedagogy and curriculum; and ensuring a continued focus on supporting students to enhance their employability.
5. Providing a forum the sharing of best practice in relation to Education across Colleges and Professional services.
6. Responsibility for education project prioritisation and delivery.
7. To review and prioritise the portfolio of institutional strategic and complex infrastructural projects relating to education and impact matters. This might include physical or digital infrastructure projects or complex projects involving multiple departments and directorates.

The following groups will report to the Education Executive Committee:

- I. Success for All Strategy Group

Membership and nominated representatives

Chair: Deputy Vice Chancellor (Education)

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Global Engagement Committee

Overall purpose

The Global Engagement Committee (GEC) will oversee the University's global activities and delivery of the Global Strategy.

This includes:

1. To oversee progress in delivering the Global Strategy and to address associated opportunities, challenges and risks, ensuring alignment of regional and country activities to deliver the aims of the Global Strategy.
2. To ensure a coordinated approach to global activities across Colleges and Professional Services, including delivery of College Global Plans
3. To oversee global partnership development.
4. To oversee international initiatives contributing to development and implementation of the University's Global Advancement agenda, including contributions and support from overseas alumni.
5. To oversee work aimed at maintaining and enhancing the University's global reputation and rankings positions.
6. To review and agree the University's strategy for student mobility.
7. To review and prioritise the portfolio of institutional strategic and complex infrastructural projects relating to global engagement. This might include physical or digital infrastructure projects or complex projects involving multiple departments and directorates.

Membership and nominated representatives

Chair: Deputy Vice Chancellor (Global Engagement)

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Wellbeing, Inclusion and Culture Committee

Overall purpose

The Wellbeing, Inclusion and Culture Committee (WIC) focuses on culture and culture change and, in doing so, seeks to embed inclusion and wellbeing throughout the University.

This includes:

1. Setting the University's culture, inclusion and wellbeing priorities.
2. Empower, through the principle of strong delegation, its EDI, Wellbeing and Future Working groups to progress its culture and culture change work.
3. To receive regular reports from the Provost Commission for Wellbeing, Inclusion and Culture.
4. To review and prioritise the portfolio of institutional strategic and complex infrastructural projects relating to wellbeing, inclusion and culture matters. This might include physical or digital infrastructure projects or complex projects involving multiple departments and directorates.

Membership and nominated representatives

Chair: Provost

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Compliance Committee

Overall purpose

The Compliance Committee has oversight responsibility for the University's key compliance functions, and for the oversight and development of the University Compliance Framework. It has responsibility for the development and approval of compliance and related policies and procedures, and for compliance project prioritisation and delivery.

Key compliance functions include:

1. Legal and Regulation (including the Office for Students regulatory framework).
2. Health and Safety.
3. Information Governance and Security.
4. Internal Audit.
5. Business Continuity and Emergency Planning.
6. Insurance.
7. Relevant financial compliance (e.g. procurement, fraud, bribery).
8. The University Ethics Framework.
9. Research governance and compliance (joint with Research and Impact Executive Committee).
10. Institutional governance (Estates and technical compliance matters, Risk management, and statutory returns).
11. To review and prioritise the portfolio of institutional strategic and complex infrastructural projects relating to compliance matters. This might include physical or digital infrastructure projects or complex projects involving multiple departments and directorates.

The following committees will report to the Compliance Committee:

- i. The Health and Safety Consultative Committee
- ii. The Information Steering Committee
- iii. The Ethics Committee (jointly reporting to Research and Impact Executive Committee)

Membership and nominated representatives

Chair: Registrar and Secretary

UEB Committees can agree their own membership.

Frequency of meetings

UEB Committees will meet at least twice a term.

Reporting

UEB Committees will report to UEB at least once a term.

Responsible Bodies and Individuals

The Vice-Chancellor

The Vice-Chancellor receives her authority from and is directly accountable to the Chair of the Council.

As the Chief Executive and 'Accountable Officer' under the terms of the Office for Students (OfS) Regulatory Framework, the Vice-Chancellor is appointed by the Council for the management of all aspects of University business within:

- (a) The framework set out by the Charter, Statutes and Ordinances,
- (b) The OfS Regulatory Framework
- (c) The wider statutory environment within which Exeter is required to comply, along with the University's internal control environment, which includes risk management and adherence to the University's financial regulations.

The Vice-Chancellor delegates responsibility for specific aspects of the University's management to the Provost, the Deputy Vice-Chancellors and the Registrar and Secretary. The Provost delegates authority for management of the University's Colleges to Pro-Vice-Chancellors and Executive Deans. The Provost delegates the management and strategy for the University's Cornwall campuses to the Pro-Vice-Chancellor Cornwall. The Registrar and Secretary delegates authority for the management of the University's Professional Services to Directors of Service.

The Provost and Senior Deputy Vice-Chancellor

The Provost and Senior Deputy Vice-Chancellor has delegated power from the Vice-Chancellor to act as the senior officer responsible for the University's academic affairs. The Provost also has responsibility for regional strategy development as part of a shared portfolio alongside the other Deputy Vice-Chancellors. The Provost has managerial responsibility for the University's academic Colleges and the university's operation in Cornwall via the PVC Cornwall.

The Provost is accountable directly to the Vice-Chancellor.

Deputy Vice-Chancellors

The Deputy Vice-Chancellors have delegated powers from the Vice-Chancellor for oversight and delivery of the Sovereign Strategies as follows:

- Research and Impact
- Education
- Global Engagement

The Deputy Vice-Chancellors are accountable directly to the Vice-Chancellor.

The Registrar and Secretary

The Registrar and Secretary has responsibility delegated by the Vice-Chancellor for the effective and efficient operation of the University's Professional Services teams (including overall budgetary authority) and governance arrangements, including acting as Secretary to the University Council

and the Senate.

The Registrar and Secretary is accountable directly to the Vice-Chancellor.

The Pro-Vice-Chancellors (PVCs) and Executive Deans

The PVCs have responsibility delegated from the Provost for the leadership and management of the academic and business activities and staff of their particular College, within the parameters of the budgetary review and planning process, the capital implementation process and the powers of the Senate with regard to the award of degrees and other qualifications. The PVCs are responsible for supporting the delivery of the Sovereign Strategies led by the Provost and DVCs through College strategies.

The Pro-Vice-Chancellors are accountable directly to the Provost.

The Pro-Vice-Chancellor for Cornwall

The Pro-Vice-Chancellor for Cornwall has oversight of the delivery of the University's strategy for its Cornwall campuses.

The Pro-Vice-Chancellor for Cornwall is accountable to the Provost.

The Directors of Professional Services

The Registrar and Secretary delegates responsibility for oversight of the key professional service areas to a team of Directors. The Directors are professionally accountable to the Registrar and Secretary. In addition, the following Directors also have strategic accountabilities to the Provost and DVCs as follows:

Strategic Reports

The Chief College Operations Officer	to the Provost
The Chief Digital Officer	to the Vice-Chancellor
The Director of Education and Student Support	to the Deputy Vice-Chancellor (Education)
The Director of Global Advancement	to the Provost
The Director of Innovation, Impact and Business Impact)	to the Deputy Vice-Chancellor (Research and Impact)
The Director of Policy, Planning and Business Intelligence	to the Provost and Vice-Chancellor
The Director of Research Services	to the Deputy Vice-Chancellor (Research and Impact)
The Director of Communications and Corporate Affairs	to the Deputy Vice-Chancellors (Education & Global Engagement) (on the issue of Student Recruitment only)
The Director of Global Exeter	to the Deputy Vice-Chancellor (Global Engagement)

The Academic Dean for Students and the Dean of the Taught Faculty

The Academic Dean has responsibility for leading and representing the business of the Taught Faculty and is responsible for all taught student matters, including student satisfaction, progression and discipline. The Dean also has a major role to play in oversight and operational management of the University's academic standards, quality assurance and enhancement arrangements for its taught programmes, on behalf of the Deputy Vice-Chancellor (Education). The Academic Dean has delegated authority from the Deputy Vice-Chancellor (Education) to approve taught programmes

and modules.

The Academic Dean for Students is accountable to the Deputy Vice-Chancellor (Education) and to Senate.

The Dean of Postgraduate Research and the Doctoral College

The Dean has responsibility for leading and representing the business of the Postgraduate Research Faculty and is responsible for all postgraduate research matters, including student satisfaction, progression and discipline. The Dean also has a major role to play in the oversight and operational management of the University's academic standards, quality assurance and enhancement arrangements for its postgraduate research programmes, on behalf of the Deputy Vice-Chancellor (Research and Impact).

The Dean is accountable to the Deputy Vice-Chancellor (Research and Impact) and to Senate.

The Associate Deans for Education, Research and Global

The Associate Deans for Education, Research and Global are accountable to the Pro-Vice-Chancellors for oversight of their specific areas of responsibility within each College. They also have a strategic management line into the relevant Deputy Vice-Chancellor.

Other Delegations

For financial decisions, Council is responsible for approval of the schedule of delegations of authority to enter into contracts below.

For matters related to academic standards, awards and students, a series of delegations are made by the Senate as set out in the Delegation of Senate Authorities.

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.

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.

Strategy

Activity	Responsible Body or Individual
Approval of the Sovereign Strategies <ul style="list-style-type: none"> - Institutional Strategy - Education Strategy - Global Strategy - Research & Impact Strategy 	Council via UEB (Following scrutiny by Senate)
Approval of College strategies	Strategic Investment and Planning Committee (SIPC)/UEB (Following scrutiny by Senate)
Approval of enabling strategies <ul style="list-style-type: none"> - Finance - HR - Regional Skills - Arts and Culture 	UEB
Approval of the Business Engagement Strategy	Council via UEB
Approval of the Capital Strategy including <ul style="list-style-type: none"> - Estates Strategy - IT and Digital Strategy 	Council via UEB
Approval of the Access and Participation Strategy	Council via UEB (Following scrutiny by Senate)
Approval of the Environmental Sustainability Strategy	Council via UEB
Reporting to Council on the approval of strategies and progress towards achieving them.	Vice-Chancellor

Accountability to the Office for Students

Activity	Responsible Body or Individual
The proper use of public funds received through the Office for Students	Council
Designated accountable officer for the Office for Students	The Vice-Chancellor
Compliance with charity law and other legal requirements	Council
Compliance with the integrated public sector equality duty	Council
Ensuring that there is an adequate system for the management of risk	Council via Audit Committee
Reviewing the effectiveness of the systems for obtaining VfM	Council via Audit Committee
Compliance with the Office for Students Regulatory Framework Conditions of Registration	Council via UEB

The quality of data returned in HESA and HESES returns	The Vice-Chancellor
Ensuring effective arrangements for the management and quality assurance of data returns	Council via Audit Committee
Ensuring an effective framework to manage the quality of learning and teaching and to maintain academic standards	Council via Senate and The Vice-Chancellor
Approval and monitoring of the Access and Participation Plan	Council via UEB

Budgets and the allocation of resources

Activity	Responsible Body or Individual
Financial Regulations	Finance Dual Assurance recommends, Audit & Risk Committee reviews, Council approves
Scheme of Delegation of Financial Authority	Finance Dual Assurance recommends Audit Committee reviews, Council approves
Approval of the annual budget	UEB recommends, Council approves
Ensuring the adequacy of Exeter's insurance arrangements as risk mitigation	Council via Audit Committee
Ensuring the quality of insurance arrangements	Council via Audit Committee

Forward commitments

Activity	Responsible Body or Individual
Agreements that lock Exeter into significant contractual commitments of over 5 years and/or over a value of £1M, other than contracts of employment	Council

Governance and Organisation

Activity	Responsible Body or Individual
Amendments to the Charter and Statutes	The Privy Council on the recommendation of Council by Special Resolution
Approval of Ordinances and amendments	Council recommended by Senate

Approval of significant Exeter policies and HR codes of practice (i.e. those that have a material impact on the working conditions of staff or materially affect reputation)	UEB
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.	UEB
Appointment of Officers of Council and the Secretary to Council	Council
Appointment of independent members of Council	Council on the recommendation of Nominations Committee
Appointment of Auditors	Council on the recommendation of Audit
Conferment and revocation of Honorary Degrees and Fellowships	Senate and Council approve
Appointment of the Vice-Chancellor	Council following the recommendation of a Report from a Joint Committee of Council and Senate
Establishment/disestablishment of academic schools and institutes	Council following recommendation by Senate
Appointment of the Provost, Deputy Vice-Chancellors and Pro-Vice-Chancellors	Council on the recommendation of Senate and appointment panels
Appointment of College Associate Deans	College Pro-Vice-Chancellors on the recommendation of appointment panels
Major capital projects	UEB on the recommendation of Capital Investment Group
Under £1M	
Over £1M	Council on the recommendation of UEB
Review and update of rolling 5 year capital programme	Council on recommendation of UEB (following recommendation of SIPC)

Academic Governance and Management

Activity	Responsible Body or Individual
Academic Regulations and regulations for the conduct of students	Senate

Policies and procedures for the approval of programmes and Modules	Senate/ Faculty Boards for general programme regulations
Approval of taught programmes and modules	Academic Dean for Students as Chair of the Board of the Faculty of Taught Programmes under authority from Senate
Approval of research programmes and modules	Dean of Postgraduate Research as Chair of the Board of the Faculty of Graduate Research under authority from Senate
Operational documents for the approval of programmes and modules (description of process, forms etc)	Faculty Boards
Conferment of academic awards for Taught programmes	Academic Dean for Students as Chair of the Taught Faculty Board under authority from Senate
Conferment of research degrees	Dean of Postgraduate Research as Chair of the Board of the Faculty of Graduate Research under authority from Senate
Approval of collaborative partners	Strategic: <ul style="list-style-type: none"> - Global Engagement Committee (International) - Education Executive Committee (UK / Education) - Research and Impact Executive Committee (UK / Research)
Approval of collaborative provision	Faculty Boards

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	Provost (for posts outside SIPC process). All other College posts, Pro-Vice-Chancellors. Approval for Professional Services posts rests finally with the Registrar and Secretary.
Decision to initiate recruitment to posts	Provost (for posts outside SIPC process). All other College posts, Pro-Vice-Chancellors. Approval for Professional Services posts rests finally with the Registrar and Secretary.

Appointment of staff to vacancies	Appointing panel constituted in accordance with the relevant HR regulations
Appointment of non-contracted staff	Pro-Vice-Chancellor for Academic Appointments / Director of People Services for non-academic appointments
Promotion of academic staff	UEB

Students

Activity	Responsible Body or Individual
Admissions Policy	Senate
Admissions Criteria	Admissions Policy Group on authority from the Senate (reporting to the Faculty Boards, Monthly Admissions and Student Recruitment Group, and Education Executive Committee)
Selection of students	Pro-Vice-Chancellors under the direction of the Deputy Vice-Chancellors (Education & Global Engagement)
Award of prizes	Colleges
Approval of new prizes, changes to conditions and nominations for award	Faculty Boards
Award of research degree scholarships and studentships	The Dean of Postgraduate Research and of the Doctoral College
Policy for the allocation of student accommodation	Council
Interface with the Guild of Students and Falmouth and Exeter Students' Union ('the 'SU')	Deputy Vice-Chancellor (Education)
Student recruitment	Deputy Vice-Chancellors (Education & Global Engagement)

The Vice-Chancellor's Delegations

Activity	Responsible Body or Individual
Delegated to	Delegated to
Leadership of alumni relations and fundraising	The Provost
The executive management of Colleges	The Provost

The executive management of the Cornwall Campuses and leadership of the Cornwall Strategy	The Provost
Leadership of student experience, teaching and learning and teaching matters, academic standards and quality assurance and delivery of the Education Strategy	Deputy Vice-Chancellor (Education)
Leadership of research, research degree, innovation and business engagement matters, including academic standards and quality assurance for Research degrees, the Doctoral College, the development and delivery of the Research and Impact Strategy and Business Engagement Strategy	Deputy Vice-Chancellor (Research and Impact)
Leadership of global activities, including our global partnerships and delivery of our Global Strategy	Deputy Vice-Chancellor (Global Engagement)
Leadership of Professional Services	The Registrar and Secretary
Strategic oversight of the estate, including the development and delivery of the Estates Strategy	The Registrar and Secretary
Strategic oversight of information technology services, including the development and delivery of the IT strategy.	The Registrar and Secretary
Strategic oversight of human resources, including the development and delivery of the HR strategy.	The Registrar and Secretary
Strategic oversight of health, safety and wellbeing issues.	The Registrar and Secretary
Strategic oversight of risk management.	The Registrar and Secretary
Strategic oversight of promotion of Equality, Diversity and Inclusion	Chief College Operations Officer
Regional Strategy development	Provost, and Deputy Vice-Chancellors (Education and Research & Impact)
Responsibility for the University's Annual Planning Process	Director, Policy, Planning and Business Intelligence

The Provost's Delegations

Activity	Responsible Body or Individual
Area of responsibility	Delegated to
The executive management of Colleges.	College Pro-Vice-Chancellors and Executive Deans
Oversight of operation in Cornwall	Pro-Vice-Chancellor Cornwall

Responsibility for the delivery of the university fundraising campaigns	Director, Global Advancement
Appointment to other roles in a College	Pro-Vice-Chancellors

The Registrar's Delegations

Activity	Responsible Body or Individual
Area of responsibility	Delegated to
Oversight and responsibility for College Operations (including all Directors of College Operations and Director of Cornwall Operations), Education and Student Support, and the Strategic Delivery Unit	Deputy Registrar and Chief College Operations Officer
Responsibility for IT and Digital services	Director of Digital Director of Exeter IT Chief Digital Officer (from February 22)
Responsibility for Human Resources including Organisational Development	Director of Human Resources
Responsibility for Compliance, Governance and Risk	Director of Compliance, Governance and Risk
Responsibility for Finance Services including Procurement and Policy, Planning and Business Intelligence	Chief Financial Officer
Responsibility for Global Advancement including Philanthropic activities	Director of Global Advancement
Responsibility for Marketing, Recruitment, Communications and Global	Director of Marketing, Recruitment, Communications and Global
Responsibility for Research Services and Doctoral College	Director of Research Services
Responsibility for Innovation, Impact and Business	Interim Director of Innovation, Impact and Business
Leadership of Vice-Chancellor's office	Head of the Vice-Chancellor's Office

Schedule of Delegations of Authority to Enter into Contracts

1. General Principles

The Vice-Chancellor and Chief Executive, Provost and the Registrar and Secretary can sign any document.

In the absence of the Vice-Chancellor and Chief Executive and Provost for any reason, any of the Deputy Vice-Chancellors (DVCs) can sign any document.

In the absence of the Registrar and Secretary for any reason, the Chief Financial Officer can sign any document.

Any contract (not specified under a theme below) with a value greater than £1m must be signed by any of: Vice-Chancellor, Provost, DVCs, Registrar and Secretary or Chief Financial Officer.

Ordinary contracts for the purchase of goods and services such as catering, stationery and other consumables in budget centres must be made in accordance with Section E of the University's Financial Regulations.

In the case of any conflict between this schedule and the Financial Regulations, the Financial Regulations will take precedence.

Contract values specified in this schedule relate to the gross value of the contract over its specified term, inclusive of VAT (where applicable).

For the purposes of this delegation framework, Memorandums of Understanding also count as contracts.

2. Documents by theme

This is not an exhaustive list but covers the most common documents which might be signed over the course of a year.

- Research Contracts <£1m – Director of Research Services or Director of Innovation, Impact and Business or his/her nominees.¹
- EU Horizon 2020 research contracts and other associated EU contracts > £1m - Head of EU, International and Business Development and Head of Research Accounting
- Research Council contracts and associated grants (including any funding bodies that are returned to HESA under the same heading as the Research Council); National Institute for Health Research, Wellcome Trust, Wolfson Foundation and Leverhulme Trust grants > £1m - Any of VC, Provost, DVCs, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Research.

¹ Nominees are defined within the authority lists for Research and Impact, Impact and Business. The authority list also provides details for the University's commercial projects relating to licenses, assignments, shareholder agreements and declarations of inventorship.

- Research Contracts >£1m – Any of VC, Provost, DVCs, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Research Services and the approval of Council.
- IP contracts <£1m – Director of Innovation, Impact & Business or his/her nominees.
- IP Contracts >£1m – Any of VC, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Innovation, Impact & Business and the approval of Council.
- Material Transfer Agreements – Director of Innovation, Impact & Business or his/her nominees or the Head of Legal Services.
- Non-disclosure/Confidentiality Agreements - Director of Research Services or Director of Innovation, Impact & Business or Head of Legal Services or his/her nominees. ²

Property

- Deeds–Seal procedure (Section G5 of the Financial Regulations)
- All other contracts relating to property including sales, purchases, tenancies, leases <£1m – Director of Estates Services
- All other contracts relating to property including sales, purchases, tenancies, leases >£1m–any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Campus Services.
- Construction contracts <£1m – Director of Estates Services or his/her nominees.
- Construction contracts >£1m–any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Estate Services and on the approval of Council.

Employment

- Employment contracts –Director of HR Services or his/her nominees.
- Compromise agreements –Director of HR Services.
- Awards made as a result of an Employment Tribunal ruling – Registrar and Secretary.

Education

- Teaching contracts <£1m – Pro-Vice-Chancellor or his/her nominees.
- Teaching contracts >£1m – any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the PVC (NB: The Vice-Chancellor and Chief Executive is the accountable officer with regard to the Office for Students) and on the approval of Council.
- Validation arrangements with other UK education institutions – Deputy Vice-Chancellor

² Nominees are defined within the authority lists for Research and Impact, Impact and Business. The authority list also provides details for the University's commercial projects relating to licenses, assignments, shareholder agreements and declarations of inventorship.

(Education) or any DVC.

International

- Agreements with international agencies and institutions, including Memoranda of Agreement and Memoranda of Understanding <£1m – Director of Global Exeter or their nominees.
- Agreements with international agencies and institutions, including Memoranda of Agreement and Memoranda of Understanding >£1m – any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer.

Tenders

- <£1m –PVC, Director of Service, or their nominees.
- >£1m – any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer and on the approval of Council

Software licenses

- <£1m–Chief Information Officer or his/her nominees (non-Professional Services contracts)
- <£1m– Registrar his/her nominees (Professional Services contracts)
- >£1m –any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Chief Information Officer and on the approval of Council.

Donations

- Deeds of Gift <£1m – Director of Global Advancement or his/her nominee.
- Deeds of Gift >£1m – Any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Global Advancement.
- Gifts of art <£1m – Director of Global Advancement or his/her nominees.
- Gifts of art >£1m – any of VC, Provost, DVC, Registrar and Secretary, Chief Financial Officer on the recommendation of the Director of Global Advancement