



SCHEME OF DELEGATION AND KEY DECISION-MAKING

1. Introduction

- 1.1 The purpose of this document is to define the responsibilities of the Board of Governors, the Board's Committees, the Academic Board, the Vice-Chancellor, the Executive and the Senior Staff in fulfilling the University's Articles of Government.
- 1.2 With certain restrictions, the Board is able to delegate or allocate its powers, authority and functions to its Committees, the Academic Board and the Vice-Chancellor. However, the Board of Governors is ultimately accountable and responsible for the actions and decisions made by the bodies or individuals it delegates to. Therefore, this Scheme of Delegation is also designed to ensure that the delegation of the Board's powers is articulated within clear lines of accountability and responsibility.
- 1.3 The Vice-Chancellor may choose to discharge some of their responsibilities in consultation with the Executive and/or Academic Board and/or to delegate them to holders of senior posts (as defined in the Articles of Government and determined by the Board of Governors) or other senior staff. The Vice-Chancellor is able to change the internal mechanisms in place for discharging their delegated authority from time to time, without further reference to the Board. The Vice-Chancellor remains ultimately accountable and responsible for the actions and decisions made by the bodies or individuals they delegate to.
- 1.4 The Clerk to the Board of Governors is accountable and responsible directly to the Board for certain activities. These are articulated in this Scheme of Delegation.
- 1.5 Senior Staff may choose to delegate some of their day-to-day responsibilities to other members of staff in the University in accordance with the Financial Regulations and other internal procedures. However, they too remain accountable and responsible for the responsibilities delegated to them in this Scheme.

- 1.6 This Scheme of Delegation covers responsibilities flowing directly from the Articles of Government. Other responsibilities will be set out in individual committees' terms of reference and in individual job descriptions.
- 1.7 The University is committed to fostering anti-racist leadership and promoting diversity at all levels of governance, ensuring the values of equity, inclusion, and social justice are championed. The University has introduced measures to strengthen the diversity of voice throughout decision-making structures. These measures will continue to be embedded and evaluated.
- 1.8 The University is also committed to ensuring all students have meaningful opportunities to influence their academic experience through representative structures.

2. Key Principles

- 2.1 The Scheme of Delegation has been prepared with reference to the University's governing documents (the Instrument and Articles of Government), which constitute the overriding authority should any future contradiction between the Scheme and the governing documents arise. The Scheme is also alert to the Board's Statement of Primary Responsibilities, and the requirements of the Office for Students, namely in respect of upholding its Conditions of Registration, its Public Interest Governance Principles and meeting the requirements of the Terms and Conditions of Funding. The Scheme also references the CUC HE Code of Governance 2020, which the Board of Governors has adopted.
- 2.2 Where the Board of Governors or any other primary authority has chosen to delegate the approval and execution of a decision or process, they must retain the ultimate accountability and corporate responsibility for that decision or process.
- 2.3 The Academic Board and the Board of Governors Nominations and Governance Committee will review the Scheme of Delegation on an annual basis.
- 2.4 It is expected that the final and delegated authorities specified in the Scheme exercise appropriate judgement in the implementation of decision-making processes. In instances which necessitate further guidance, the Clerk to the Board of Governors shall provide definitive advice on the interpretation of the Scheme.
- 2.5 The Vice-Chancellor is the academic leader and principal academic and administrative officer of the University and, by virtue of this appointment, has the power to make certain decisions on behalf of the University, both in this role and in their capacity as the Chair of Academic Board. Such decisions will be reported to the Board of Governors and Academic Board, as appropriate.

- 2.6 Where delegated power exists, it is imperative that the officer or senior manager to whom authority has been delegated ensures that appropriate frameworks and procedures are in place within their area of responsibility before delegating further. Any further delegation of responsibility must also be subject to and informed by overarching standard University procedures for financial transactions and policy matters.
- 2.7 In the event of a major incident or crisis, it is recognised that decisions may need to be made by exception outside of normal practices. In such circumstances, the Board of Governors, via its Emergency Committee, may delegate authority to the Vice-Chancellor supported by the Vice-Chancellor's Executive (VCE) for urgent operational decisions.

3. Responsibilities of the Board of Governors

3.1 Board responsibilities which cannot be delegated (see Article 3(i) of Government).

- (a) The determination of the educational character and mission of the University and for oversight of its activities.
- (b) The effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets.
- (c) Approving annual estimates of income and expenditure.
- (d) The appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts.
- (e) Setting a framework for the pay and conditions of service of all other staff.

3.2 For details of financial delegations, see the University's Financial Regulations on the staff intranet and the terms of reference of the Finance, Estates and IT Committee on the Governance webpage:

<https://uweacuk.sharepoint.com/sites/staff-intranet-finance/SitePages/financial-regulations.aspx?web=1>

<https://www.uwe.ac.uk/about/structure-and-governance/governance-and-management/board-of-governors/committees-and-groups>

3.3 The Board of Governors also has a Board Assurance Framework in place and should be referenced alongside this Scheme.

4. Responsibilities of Academic Board

- 4.1 Academic Board is the senior academic governance body at the University. It has delegated authority from the Board of Governors for academic regulation and assurance. It also has responsibility for matters of student discipline.
- 4.2 The Vice-Chancellor is the academic leader and principal academic and administrative officer of the University and, by virtue of this appointment, has the power to make certain decisions on behalf of the University, both in this role and in their capacity as the Chair of Academic Board. Such decisions will be reported to the Board of Governors and Academic Board, as appropriate.
- 4.3 Subject to the provisions of the Articles of Government, to the overall responsibility of the Board of Governors, to the responsibilities of the Principal, and to any requirements of bodies which the University has invited to validate or accredit any part of its work, the Academic Board is responsible for:
- (a) general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons;
 - (b) considering the development of the academic activities of the University and the resources needed to support them and for advising the Principal and the Board of Governors thereon; and
 - (c) advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board.
- 4.4 Although its authority is primarily as an advisory body, Academic Board is assigned responsibility for and authority over a significant portion of the University's academic activity.
- 4.5 Academic Board approves:
- Development of academic strategy, activity and structure, for endorsement to the Board of Governors.
 - Academic governance framework.
 - Academic integrity.
 - Admissions and awards.
 - Academic regulations.
 - Policies relating to student representation, student conduct and discipline, student complaints, and academic appeals.

The Scheme was approved in July 2026.

Category (Articles of Government - responsibilities)	Area of Activity (aligning to Articles of Government; Board Primary Responsibilities where applicable)	Senior Officer(s) Responsible	Executive or Academic Committee(s) Responsible	Academic Board: Approval/ Assurance/ Endorsement to BoG	Board Committee: Approval/ Assurance/ Endorsement	Board of Governors: Approval / Oversight	Notes
Responsibilities of the Board of Governors (Article 3)							
The determination of the educational character and mission of the University and for oversight of its activities.	To agree the mission, strategic vision and values of the University with the Executive. <i>(Article 3(1)(a); Board Primary Responsibility 1)</i>	Vice-Chancellor VCE Members	Vice-Chancellor's Executive (VCE)	Endorsement	N/A	Approval	
	To agree long-term academic and business plans and key performance indicators and ensure these meet the interests of stakeholders, especially staff, students and alumni. <i>(Board Primary Responsibility 2)</i>	Vice-Chancellor VCE Members	Vice-Chancellor's Executive	Endorsement (long-term academic plans and KPIs)	People and Academic Assurance Committee - endorsement Finance, Estates and IT Committee - endorsement	Approval	
	To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the Strategy, plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions. <i>(Board Primary Responsibility 3)</i>	Vice-Chancellor VCE Members	Specific elements of strategic portfolio: Learning, Teaching and Student Experience Committee Research and Knowledge Exchange Committee Strategic Academic Portfolio Group Campus Development Executive Committee Digital and Data Executive Committee People Executive Committee All elements: Transformation Portfolio Executive Committee	Endorsement (academic elements)	Finance, Estates and IT Committee - endorsement People and Academic Assurance Committee - endorsement	Approval	
	To delegate to the Head of the Institution (HoI) for the academic, corporate, financial, estate and human resource management of the institution, and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the HoI. <i>(Board Primary Responsibility 4)</i>	Vice-Chancellor VCE Members	Vice-Chancellor's Executive Campus Development Executive Committee Digital and Data Executive Committee People Executive Committee	N/A	Finance, Estates and IT Committee - assurance People and Academic Assurance Committee - assurance	Approval	
	To promote a culture which supports inclusivity and diversity across the institution. <i>(Board Primary Responsibility 17)</i>	Chief People Officer VCE Members	People Executive Committee Vice-Chancellor's Executive	Endorsement (academic elements)	People Academic Assurance Committee - assurance	Oversight	Includes oversight of Anti-Racism Strategy. Board approval may be required where strategies are developed (e.g. Anti-Racism Strategy).
	To maintain, protect and promote the principles of academic freedom and freedom of speech legislation. <i>(Article 10(2); Board Primary Responsibility 18)</i>	Vice-Chancellor Clerk to the Board	University Ethics and Integrity Committee	Endorsement	N/A	Approval	
	Specific ethical matters that might pose significant ethical and/or reputational risk to the University. <i>(Board Primary Responsibility 8)</i>	Vice-Chancellor Clerk to the Board	University Ethics and Integrity Committee Vice-Chancellor's Executive	Endorsement (academic)	N/A	Approval	
	Development or revisions to policies or frameworks relating to corporate ethics and due diligence (including the Due Diligence Framework).	Clerk to the Board Deputy Vice-Chancellor and Registrar	University Ethics and Integrity Committee Strategic Academic Portfolio Group (academic partnerships) Research and Knowledge Exchange Committee (research and KE) Vice-Chancellor's Executive	Endorsement (corporate ethics policy) Assurance (academic due diligence framework)	People and Academic Assurance Committee - Assurance	Approval (corporate ethics policy)	See corporate policies register for further detail on delegations.
	To safeguard the good name and values of the institution.	Clerk to the Board Vice-Chancellor	Vice-Chancellor's Executive University Ethics and Integrity Committee	Throughout activities	Throughout activities	Oversight	
	To receive assurance that adequate provision has been made for the general welfare of students.	Deputy Vice-Chancellor and Registrar	Safeguarding Steering Group Learning, Teaching and Student Experience Committee	Assurance	People and Academic Assurance Committee - assurance	Oversight	

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The effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets.	To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money arrangements and procedures for handling internal grievances and managing conflicts of interest. <i>(Article 12(1); Board Primary Responsibility 5)</i>	Chief Financial Officer Clerk to the Board	University Ethics and Integrity Committee (conflicts of interest) People Executive Committee (procedures for grievances) Vice-Chancellor's Executive (risks, finance and financial controls)	N/A	Audit, Risk and Assurance Committee - endorsement Finance, Estates and IT Committee - endorsement People and Academic Assurance Committee - endorsement	Approval	
	To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall accountability for the institution's assets, property and estate. <i>(Articles 3(1)(b) and 14(3); Board Primary Responsibility 12)</i>	Chief Financial Officer Vice-Chancellor	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - endorsement	Approval	
	To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution. <i>(Board Primary Responsibility 15)</i>	Chief Financial Officer	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - assurance	Oversight	
	Effective and efficient use of resources. <i>(Article 3(1); Board Primary Responsibility 5)</i>	Chief Financial Officer Vice-Chancellor	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - endorsement	Approval	
	Approving annual estimates of income and expenditure <i>(Article 5(3); Board Primary Responsibility 12)</i>	Chief Financial Officer	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - endorsement	Approval	
	Oversight of systems and procedures for securing the use of resources, solvency of the institution and safeguarding its assets. <i>(Article 5(3); Board Primary Responsibility 12)</i>	Chief Financial Officer	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - assurance	Oversight	
	To be the institution's legal authority and as such, to ensure systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name. This includes accountability for health, safety and security and for equality, diversity and inclusion <i>(Board Primary Responsibility 13)</i> .	Clerk to the Board	Professional Services Executive Committee Vice-Chancellor's Executive	N/A	Audit, Risk and Assurance Committee - assurance	Oversight	
The appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts	To appoint the HoI and Chief Executive and to put in place suitable arrangements for monitoring their performance. <i>(Article 5(3); Board Primary Responsibility 9)</i> Appointment and dismissal of the Vice-Chancellor. <i>(Article 5(3); Board Primary Responsibility 9)</i>	Chair of Governors Clerk to the Board (supporting the Chair/process)	N/A	To be determined as part of the process. N/A (if about dismissal)	Remuneration Committee supported by specially constituted committee - endorsement	Approval	
	To appoint a Clerk to act as secretary to the Board of Governors. <i>(Article 6 (1); Board Primary Responsibility 10)</i>	Chair of Governors	N/A	N/A	Remuneration Committee supported by specially constituted committee - endorsement	Approval	
	Determination of holders of senior posts. <i>(Article 3(1)(d))</i>	Vice-Chancellor	N/A	N/A	Remuneration Committee - endorsement	Approval	
	Appointment of the holders of senior posts, other than the Vice-Chancellor and the Clerk (see above for processes). <i>(Article 3(1)(d))</i>	Vice-Chancellor	N/A	N/A	Remuneration Committee - endorsement	Approval	
	Grading and determination of the pay and conditions of the holders of senior posts. <i>(Article 3(1)(d))</i>	Vice-Chancellor	N/A	N/A	Remuneration Committee - endorsement	Approval	
	Assignment and appraisal of the holders of senior posts. <i>(Article 3(1)(d))</i>	Vice-Chancellor	N/A	N/A	Remuneration Committee - assurance	Oversight	
	Suspension of holders of senior posts (see above for dismissal of Vice-Chancellor). <i>(Article 3(1)(d))</i>	Chair of Governors Vice-Chancellor	N/A	N/A	Remuneration Committee supported by specially constituted committee - endorsement	Approval	
Setting a framework for the pay and conditions of service of all other staff	To be the employing authority for all staff in the institution and to be accountable for ensuring that an appropriate human resources strategy is established. <i>(Article 9; Board Primary Responsibility 11)</i>	Vice-Chancellor Chief People Officer	People Executive Committee Vice-Chancellor's Executive	N/A	People and Academic Assurance Committee - endorsement	Approval	

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General governance	To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.	Clerk to the Board	N/A	N/A	Nominations and Governance Committee - approval	Oversight	
	Nomination of representatives to serve on the Board of Governors.	Chair of Governors	N/A	Endorsement (Academic Board Nominee (elected))	Nominations and Governance Committee - endorsement	Approval	
	Students' Union Constitution.	UWESU Chief Executive	*UWESU Board of Trustees	N/A	Nominations and Governance Committee	Approval	
	Varying or revoking of the Articles.	Clerk to the Board	N/A	N/A	Nominations and Governance Committee - endorsement	Approval	
Responsibilities of the Vice-Chancellor (Article 3)							
Making proposals to the Board of Governors about the educational character and mission of the University, and for implementing the decisions of the Board of Governors.	To agree the mission, strategic vision and values of the University with the Executive. <i>(Article 3(1)(a) and 3(2); Board Primary Responsibility 1).</i>	Vice-Chancellor VCE Members	Vice-Chancellor's Executive	Endorsement		Approval	
	To promote a culture which supports inclusivity and diversity across the institution. (Board Primary Responsibility 17).	Chief People Officer VCE Members	People Executive Committee	Endorsement (academic)	PAAC - assurance	Oversight	Board approval may be required where strategies are developed (e.g. Anti-Racism Strategy).
	To maintain, protect and promote the principles of academic freedom and freedom of speech legislation. (Article 10(2); Board Primary Responsibility 18).	Vice-Chancellor Clerk to the Board	University Ethics and Integrity Committee	Endorsement	N/A	Approval	
The organisation, direction and management of the University and leadership of the staff.	The academic, corporate, financial, estate and human resource management of the institution, and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the Hol. (Delegated from the Board of Governors). (Article 3(2); Board Primary Responsibility 4).	Vice-Chancellor VCE Members	Professional Services Executive Committee Vice-Chancellor's Executive	N/A	See corporate policy framework for role in relation to each university policy: Finance, Estates and IT Committee Audit, Risk and Assurance Committee People and Academic Assurance Committee	Oversight - corporate policy framework. See corporate policy framework for role in relation to each university policy.	
The appointment, assignment, grading, appraisal, suspension, dismissal and determination – within the framework set by the Board of Governors – of the pay and conditions of service of staff other than the holders of senior posts	As described. <i>(Articles 3(2)(c) and 9)</i>	Chief People Officer	People Executive Committee	N/A	Remuneration Committee - endorsement	Approval	REMCO responsible for setting the framework for the pay and conditions of all staff and oversight of the UCEA pay review process.
The determination, after consultation with the Academic Board of the University's academic activities, and for the determination of its other activities.	Development of the University's academic strategy. <i>(Article 3(2)(d); Board Primary Responsibility 2)</i>	Deputy Vice-Chancellor and Provost	Learning, Teaching and Student Experience Committee Research and Knowledge Exchange Committee Strategic Academic Portfolio Group	Endorsement	People and Academic Assurance Committee - endorsement	Approval	Thematic contributions through Academic Board committees.
	Development of the University's strategy for learning, teaching and the student experience. <i>(Article 3(2)(d); Board Primary Responsibility 2)</i>	Deputy Vice-Chancellor and Provost	Learning, Teaching and Student Experience Committee	Endorsement	People and Academic Assurance Committee - endorsement	Approval	
Preparing annual estimates of income and expenditure, for consideration by the Board of Governors, and for the management of budget and resources, within the estimates approved by the Board of Governors.	Effective and efficient use of resources. (Articles 3(1) and 3(2)(e); Board Primary Responsibility 5)	Chief Financial Officer	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - endorsement	Approval	
	Systems and procedures for securing the use of resources, solvency of the institution and safeguarding its assets. (Articles 3(1)(b), 3(2)(e) and 5(3); Board Primary Responsibility 12)	Chief Financial Officer	Vice-Chancellor's Executive	N/A	Finance, Estates and IT Committee - endorsement Audit, Risk and Assurance Committee - endorsement	Approval	
	Determine the tuition and other fees payable. (Article 14(1))	Chief Financial Officer	Student Finance and Fees Group	N/A	Finance, Estates and IT Committee - endorsement	Approval	

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The maintenance of student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds.	Policies relating to: ◦Student representation ◦Student conduct and discipline ◦Student complaints ◦Academic appeals. <i>(Articles 3(2)(f) and 13(3); Board Primary Responsibility 19)</i>	Deputy Vice Chancellor and Registrar	Learning, Teaching and Student Experience Committee	Approval	People and Academic Assurance Committee - assurance	N/A	
	Determination of procedures for the expulsion of a student for an unsatisfactory standard of work or other academic reason. <i>(Article 13(4))</i> .	Deputy Vice Chancellor and Registrar	Learning, Teaching and Student Experience Committee	Approval	N/A	N/A	
Responsibilities of the Academic Board (Article 3)							
General issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons.	Development of the University's academic strategy. <i>(Articles 3(2)(d) and 3(3); Board Primary Responsibility 2).</i>	Deputy Vice-Chancellor and Provost	Learning, Teaching and Student Experience Committee Research and Knowledge Exchange Committee Strategic Academic Portfolio Group	Endorsement	People and Academic Assurance Committee - endorsement	Approval	Thematic contributions through Academic Board committees.
	Development of the University's strategy for learning, teaching and the student experience. <i>(Article 3(2)(d); Board Primary Responsibility 2).</i>		Learning, Teaching and Student Experience Committee	Endorsement	People and Academic Assurance Committee - endorsement	Approval	
	Development of the University's strategy for research and knowledge exchange. <i>(Articles 3(2)(d) and 3(3); Board Primary Responsibility 2)</i>		Research and Knowledge Exchange Committee	Endorsement	People and Academic Assurance Committee - endorsement	Approval	
	Academic Quality and Standards and Academic Assurance Framework. <i>(Article 3(3)(a))</i>		N/A	Endorsement	People and Academic Assurance Committee - endorsement	Approval	
	Academic regulations governing all taught and research programmes leading to UWE Bristol awards. <i>(Article 3(3)(a))</i> .		Learning, Teaching and Student Experience Committee	Approval	N/A	N/A	
	Variant academic regulations where required by Professional, Statutory and Regulatory Bodies (PSRBs) or as part of collaborative provision agreements. <i>(Article 3(3)(a))</i> .		N/A	Approval	N/A	N/A	
	Variant academic regulations where required to facilitate apprenticeship end-point assessment (EPA). <i>(Article 3(3)(a))</i>		N/A	Approval	N/A	N/A	
	High-impact change requests for existing portfolio.		Strategic Academic Portfolio Group	Approval	N/A	N/A	SAPG identifies, scrutinises and makes recommendations to Academic Board on major revisions to the existing portfolio.
	Low- to medium-impact curriculum development proposals.		Strategic Academic Portfolio Group - oversight (see note)	N/A	N/A	N/A	Delegated to PVC and Head of College.
	Changes to the academic governance structure, including the establishment and abolishment of committees. <i>(Article 3(3); Board Primary Responsibility 4).</i>		N/A	Approval	People and Academic Assurance Committee - assurance	Oversight	
	Terms of reference for Academic Board and all committee and sub-committees within the academic governance structure.		Endorsement through each academic Committee.	Approval	N/A		
	Academic Calendar.		N/A	Approval	N/A	N/A	
	Appointment and removal of internal and external examiners. <i>(Article 3(3)(a)).</i>		Learning, Teaching and Student Experience Committee University Quality and Standards Committee (see notes)	Approval	N/A	N/A	Academic Board establishes procedures relating to the selection, approval, appointment, roles and responsibilities of field and chief external examiners. Responsibility for external examiner activity sits with UQSSC, which is accountable to LTSEC. Oversight within Schools delegated to the relevant School Boards of Study (SBoS), in line with the Enhancement Framework.

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	Conditions under which individuals may be admitted to the University, including admissions and related policies as set out in the Academic Board policy register (e.g. Criminal Conviction Policy). <i>(Article 3(3)(a)).</i>		Learning, Teaching and Student Experience Committee	Approval	People and Academic Assurance Committee - assurance	N/A	
	Procedures for awarding an revoking honorary academic titles, and appointment of Emeritus/Emerita Professors. <i>(Article 3(3)(a)).</i>		N/A	Approval	N/A	N/A	Appointments are considered under Chair's action, reported to Academic Board and audited annually.
	Research Excellence Framework submission. <i>(Article 3(3)(a)).</i>		Research and Knowledge Exchange Committee	Approval	People and Academic Assurance Committee - assurance	N/A	
	Research Excellence Framework Code of Practice.		Vice-Chancellor's Executive (VCE)	Approval	N/A	N/A	Endorsed and scrutinised by RKEC and Academic Board prior to VCE submission.
	Teaching Excellence Framework submission. <i>(Article 3(3)(a)).</i>		Learning, Teaching and Student Experience Committee	Approval	People and Academic Assurance Committee - assurance	N/A	
	Knowledge Exchange Framework submission. <i>(Article 3(3)(a)).</i>		Research and Knowledge Exchange Committee	Approval	People and Academic Assurance Committee - assurance	N/A	
	Annual Statement on Research Integrity (for submission to the Board of Governors). <i>(Article 3(3)(a)).</i>		University Ethics and Integrity Committee	Endorsement	People and Academic Assurance Committee - endorsement	Approval	Also reported to Research and Knowledge Exchange Committee
	Awarding of Honorary Degrees. <i>(Article 3(3)(a)).</i>		Honorary Degrees Committee	Approval	N/A	Oversight	Annual report of activity to Academic Board and Board of Governors
	Granting of awards and awarding of credit. <i>(Article 3(3)(a)).</i>		See notes	Approval	People and Academic Assurance Committee - assurance (Degree Outcomes Statement)	Approval of Degree Outcomes Statement	Every module and award is the responsibility of an examining board. Each examining board is accountable to Academic Board which may prescribe the examining board terms of reference and composition.
	Proposals for new subject areas, programmes and modes of delivery, and the closure of subject areas. <i>(Article 3(3)(b); Board Primary Responsibility 2).</i>		Strategic Academic Portfolio Group (see notes)	Approval	People and Academic Assurance Committee - assurance (new subject areas, closures and new overseas territories)	Oversight - new subject areas, closures and new overseas territories	SAPG (with relevant College/School input) advising on new programme development proposals (including apprenticeships), subject areas, programmes and modes of delivery. Accountable to Board of Governors and progressed in line with OfS reportable event procedures where required.
	New academic partner development proposals. <i>(Article 3(3)(b); Board Primary Responsibility 2).</i>		Strategic Academic Portfolio Group (see notes)	Approval	People and Academic Assurance Committee - endorsement where Board approval or oversight is required	Approval or oversight - depending on the nature of the partnership (branch campus - approval; new overseas territory - confirmation of assurance on management of risks)	SAPG, with relevant College/School and UEIC input where appropriate. Proposals are approved by SAPG to proceed to the academic design phase only after the business case is considered robustly and with a view to strategic alignment. Once SAPG has approved the initial business case and due diligence of a new academic partner, a Special University Validation Panel (SUVP) is convened, the recommendations of which go to Academic Board for approval. (New proposals for significant partnerships or working arrangements may be referred to Board of Governors for approval or confirmation of assurance).
	Collaborative provision renewal agreements. <i>(Article 3(3)(a) and (b)).</i>		Strategic Academic Portfolio Group (see notes)	Assurance	People and Academic Assurance Committee - assurance (annual collaborative provision report)	Oversight	Partnership effectiveness to be reviewed by SAPG at the point of renewal.

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	Structure, framework, responsibilities, and operational arrangements for academic partner activities. <i>(Article 3(3)).</i>		Learning, Teaching and Student Experience Committee / Strategic Academic Portfolio Group (see notes)	Approval	People and Academic Assurance Committee - assurance (annual collaborative provision report)	Oversight	<i>Structure and framework:</i> LTSEC sets the framework for initial approval and ongoing quality assurance and enhancement of partnerships provision, while SAPG considers such provision in the context of the academic portfolio (also business development). <i>Operational arrangements:</i> Specific operational arrangements are included within the consideration of the Special University Validation Panel (SUVVP), the recommendations of which go to Academic Board for approval. The oversight of partner operational arrangements is then conducted through the Partnerships Boards.
	Ofsted Apprenticeship Self-Assessment Report and Quality Improvement Plan submission.		Learning, Teaching and Student Experience Committee	Approval	N/A	N/A	
	Establishment, abolishment or renaming of academic structures, included Colleges and Schools.		Learning, Teaching and Student Experience Committee	Approval (see notes)	People and Academic Assurance Committee - endorsement (where College or School level)	Approval (where College or School level)	Changes that materially affect the academic character of the institution will be made by the Board of Governors, with changes at College or School level referred for approval
	Establishment, abolishment or renaming of Research Centres or Groups.		Research and Knowledge Exchange Committee	Approval	N/A	N/A	
	Principles of Academic Representation.		Learning, Teaching and Student Experience Committee	Approval	Assurance	Oversight	
	Academic Policy Register.		N/A	Approval	People and Academic Assurance Committee - assurance	Oversight	
	New policies or revisions to policies relating to learning, teaching and assessment, the student experience, and academic quality and standards.		Learning, Teaching and Student Experience Committee	See academic policy register and delegations.	People and Academic Assurance Committee - assurance	Oversight	
	New policies or revisions to policies relating to research and knowledge exchange (not including those relating to research governance or ethics).		Research and Knowledge Exchange Committee	See academic policy register and delegations.	People and Academic Assurance Committee - assurance	Oversight	
	New policies or revisions to policies relating to research governance and ethics.		University Ethics and Integrity Committee	See academic policy register and delegations.			
Advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board.	Advising on actions in response to performance of the educational portfolio. <i>(Article 3(3)(a); Board Primary Responsibilities 2 and 3)</i>	Deputy Vice-Chancellor and Provost	Strategic Academic Portfolio Group	Approval	People and Academic Assurance Committee - assurance (academic performance and risk report)	Oversight	
	Student Protection Plan. <i>(Article 3(3); Board Primary Responsibility 13)</i>		Learning, Teaching and Student Experience Committee	Approval	People and Academic Assurance Committee - assurance	Oversight	

Ownership and oversight

Document name:	Scheme of Delegation and Key Decision-Making
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First approved by:	New document
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Senior Policy Owner:	Clerk to the Board of Governors
Policy Authors	Academic Governance Manager Head of Governance
Overseeing Committees:	Academic Board Nominations and Governance Committee
Compliance measures:	
Related policies, procedures and codes of practice:	Policy Governance Framework Board Assurance Framework
Related legislative and /or regulatory requirements	

Version history

Version	Summary of changes	Date	Author
V1.0	New document (in consideration of the 2024 Halpin Review of Governance Effectiveness), incorporating existing Academic Board draft Scheme of Delegation created January 2026, and Board of Governors Scheme of Delegation and Key Decision-making document, approved May 2025.	31/01/2026	Academic Governance Manager (Academic Governance) Head of Governance (Corporate Governance)