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- 2.2 The “holders of senior posts” means the Vice-Chancellor, the Clerk and the holders of such other senior posts as the [University Board] may determine and “holder of a senior post” shall be construed accordingly (Article 1.1 of the Articles of Government). This is applied within BU to the University Executive Team members and the Clerk to the University Board.
- 2.3 The University Executive Team (UET) is the Vice-Chancellor, the Pro Vice-Chancellor for Research and Knowledge Exchange, the Pro Vice-Chancellor for Education and Quality and the Pro Vice-Chancellor for Student Experience, the Finance Director and the Chief Operating Officer.
- 2.4 It is custom and practice within the University to use the term “Board Members” and this phrase is used throughout this document. For these purposes it has the same meaning as “Members of the Board of Governors”, “Governors” and/or “Trustees” which are found in the University’s constitutional documents and elsewhere. “The University Board” means “the Board of Governors”.
- 2.5 “The Corporation” means the Bournemouth University higher education corporation.

### **3. CONDITIONS**

- 3.1 Under exceptional circumstances, the University Board, Senate and the Vice-Chancellor reserve the right to approve any matter which would normally be delegated by them to others within the Scheme. Any such occurrences shall be recorded through the appropriate minutes.
- 3.2 Should a matter or decision arise which is within the delegated authority of an individual or body but to which a sensitive, political, reputational, regulatory or other similar issue is attached, the decision should be referred to the appropriate (normally higher) level. If there is doubt as to the appropriate decision-making level, advice should be sought from the Clerk to the University Board in the first instance.
- 3.3 Actual or delegated powers shall only be granted provided financial provision has been made in the budget approved by the University Board.
- 3.4 Failure to adhere to the Scheme may lead to removal or restriction of authority and/or may result in disciplinary action.

### **4. COMMITTEES**

- 4.1 The Scheme relates to the formal, deliberative, decision-making committees (including Executive Committees) of BU, which operate under the authority of the University Board, Senate, and/or the University Executive Team.
- 4.2 BU’s committees, their relationships and reporting lines are set out in the committee structure document available on the Committees page of the [Staff Intranet](#)
- 4.3 The processes for establishing and administering University Committees are set out in the *University Board, Senate and Committees Policy and Procedures*.
- 4.4 The terms of reference of the committee should be consulted regularly to ensure that the committee is operating within its defined delegated authority. Committee terms of reference are approved by the relevant parent committee. The University Board approves all terms of reference for its committees and Senate.
- 4.5 Individual committee terms of reference are reviewed annually and should be consulted for full current details of the committees’ responsibilities.
- 4.6 The Articles of Government for Bournemouth University note the following regarding committees:  
*Subject to the following provisions of this Article, the [University Board] may establish committees for any purpose or function, other than those assigned elsewhere in these Articles to the Vice-Chancellor or to Senate and may delegate powers to such committees or to the [Chair] of the [University Board] or to the Vice Chancellor (Article 5.1).*



<p>Ensuring that there are in place policies and procedures for the government and conduct of the institution, including, for all other staff, staff performance, staff capability, discipline, dismissal and grievance, and for dealing with student discipline, complaints and academic appeals.</p>	<p>Delegated to:</p>


	The provision of strategic leadership for student engagement and student voice across BU is delegated to the Executive through its Student Voice and Engagement Committee. Other specific mechanisms for students to raise matters are set out elsewhere in this Scheme, including appeals and complaints and public interest disclosure policies.
The [University Board] shall determine the tuition and other fees payable to the Corporation (subject to any terms and conditions attached to grants, loans or other payments paid or made by any appropriate funding authority). The [University Board] may delegate the determination of some or all of these tuition and other fees provided that the delegation is recorded and approved by the [University Board]. (Article 10.1)	The University Board retains responsibility for the solvency of the Corporation and University Board approval will be required for major changes to the fees proposed.  Where delegations are made to UET such delegations will be recorded and agreed annually by the University Board.
The [University Board] shall keep accounts and records and appoint auditors. (Article 10.2)	The day to day responsibility for the keeping of accounts and records is delegated to: the Finance Director.  The appointment of internal and external auditors is made by the University Board following consideration by the Audit, Risk and Governance Committee

## 6. OVERVIEW OF UNIVERSITY BOARD COMMITTEES

6.1 The University Board has the following Committees and their responsibilities are as set out in their terms of reference as approved by the University Board from time to time. The Terms of Reference are published on the Committee pages of the website so all staff have access to them:

- Audit, Risk and Governance Committee
- Finance and Resources Committee
- Student Experience, Quality and Standards Committee
- Nominations Committee
- Remuneration Committee
- Honorary Awards Committee (Joint with Senate)

## 7. RESPONSIBILITIES OF THE VICE-CHANCELLOR

7.1 Under Article 4.2 of the Articles of Government for Bournemouth University, the Vice-Chancellor shall be responsible to the University Board for the conduct of the University, including responsibility for:

Making proposals to the [University Board] about the educational character and mission of the University and for implementing the decisions of the [University Board]	Vice-Chancellor
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- To monitor progress and manage performance.
- To manage risk, oversee and ensure compliance with regulatory requirements and undertake horizon-scanning, considering the wider context for the University's strategy.
- To be fully informed about the external environment and to take steps to anticipate and respond its impact on the University, and to represent the University externally, taking the

<p>General issues relating to research, education and professional practice at the University, including criteria for the admission of students</p>	<p><b>Research</b> Senate <i>following consideration by the Research and Professional Practice Committee or the University Research Ethics Committee.</i></p> <p><b>Education and Professional Practice</b> Senate <i>following consideration by the Academic Standards and Education Committee</i></p> <p><b>Criteria for admission of students</b> Senate <i>following consideration by the Academic Standards and Education Committee (as set out in the Standard Admissions Regulations and Admissions Policies and Procedures)</i></p>
<p>The appointment and removal of internal and external examiners</p>	<p>Senate</p> <p><b>Delegated to:</b> Academic Standards and Education Committee</p>
<p>Policies and procedures for assessment and examination of the academic performance of students</p>	<p>Senate <i>following consideration by the Academic Standards and Education Committee</i></p> <p>(as set out in the Standard Assessment Regulations and Assessment Policies and Procedures).</p>
<p>The content of the curriculum</p>	<p>Senate <b>delegated to</b> <i>Academic Standards and Education Committee</i> and within the framework set by the University Board.</p>
<p>Academic standards and the validation and review of courses</p>	<p>Senate</p> <p><b>Delegated to:</b> Academic Standards and Education Committee</p>
<p>The procedures for the award of qualifications</p>	<p>Senate <i>following consideration by the Academic Standards and Education Committee</i></p> <p>Decisions to make awards are delegated as set out in the Academic Regulations, Policies and Procedures.*</p>
<p>Jointly with the [University Board], the procedures for the award of honorary academic titles</p>	<p>The procedures are approved by the University Board</p>



	award, and the precise title of the degree, rests with the University Board.
The procedures for the expulsion of students for academic reasons	Senate <i>following consideration by the Academic Standards and Education Committee</i>  (as set out in the Academic Regulations, Policies and Procedures)*.
Considering both the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the [University Board] on those matters; and	Senate
Advising on such matters as the [University Board] or the Vice-Chancellor may refer to Senate	Senate
Approval of proposals for new academic collaborative partnerships	Senate delegated to: Academic Standards and Education Committee.  (See also Financial Regulations regarding University Board approval for financial commitments and land transactions.)
Approval of research ethics policies and procedures.	Senate, delegated to: University Research Ethics Committee.
Review and approval of research ethics applications	Senate, delegated to: the University Research Ethics Committee and Research Ethics Panels.
To monitor and audit compliance with research ethics policies and procedures	Senate, delegated to: the University Research Ethics Committee.

\* Note that as set out in the Academic Regulations, Policies and Procedures minor changes for example, clarification of existing information, name changes and correction of typographical errors are made by the University Board. For more information, see the Academic Regulations, Policies and Procedures at [http://www.queensu.ca/academic-regulations-policies-procedures](#).

personal development and extra-curricular opportunities available to students. Faculty  
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The appointment, terms of office and duties of the Chancellor and Pro-Chancellor(s)	University Board following consideration by the Nominations Committee.
The appointment of members of the University Board	University Board following consideration by the Nominations Committee.
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Approval of policies governing Information Security and Data Protection.	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Safeguarding Policy	University Board delegated to the Audit, Risk and Governance Committee.
Approval of Policy and Procedures relating to public interest disclosures	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Anti-Fraud Policy and Procedures	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Intellectual Property Policy	University Board delegated to the Finance and Resources Committee.
Approval of the Code of Practice on Freedom of Speech	University Board following consideration by the Audit, Risk and Governance Committee
Approval of the University's Business Continuity Policy	University Board delegated to Audit, Risk and Governance Committee
Approval of establishment of, or investment in, oversight of and exit from related companies	University Board, following consideration by the Audit, Risk and Governance Committee and the Finance and Resources Committee in accordance with the requirements of the University's Related Companies Policy and Procedures approved by the University Board.
Approval of the Climate and Ecological Crisis Action Plan	University Board, following consideration by the Finance and Resources Committee.
Ensuring that there are effective arrangements in place for the management and quality assurance of data.	University Board, delegated to the Audit, Risk and Governance Committee.
Interpretation of this Scheme of Delegation	University Board, with advice from the Clerk to the Board.

#### 11.2 Stewardship of Donated Funds (Fundraising) and oversight of Sponsorship

Approval of policies and procedures concerning the stewardship and management of donated funds, including a donors' charter and a code of ethics for fundraising and procedures and authority levels for the acceptance of donations and sponsorship.	University Board, delegated to Audit, Risk and Governance Committee.
Oversight of accounting procedures for donations and endowments, including an approvals process.  Periodic scrutiny of financial records in respect of donated funds in the light of the policies and procedures for management of donated funds.	University Board receives an annual report following scrutiny by the University Executive Team.

Approval of policies and procedures concerning the management of donated funds, including those for authorising expenditure of restricted and unrestricted funds.	University Board, delegated to the Audit, Risk and Governance Committee.
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11.3 Staffing Matters

Minor adjustments to terms and conditions of employment	Vice-Chancellor Delegated to: Chief Operating Officer
Responsibility for staff establishment	Vice-Chancellor Delegated to: Chief Operating Officer
Approval of changes to staff establishment	Vice-Chancellor Delegated to: Chief Operating Officer and Finance Director (approval of both required)
The appointment of members of University Leadership Team	Vice-Chancellor Delegated to: Appointment Panel (which must include the Vice-Chancellor and may include an independent member of the University Board).
The appointment of Holders of Senior Posts	As set out in the Terms of Reference of Nominations Committee approved by the University Board. Remuneration Committee retains responsibility in accordance with its terms of reference and the Chair of Remuneration Committee shall also be a member of Nominations Committee to ensure effective co-ordination between the Committees, particularly in relation to appointments.
The appointment of all other staff members	Vice-Chancellor Delegated as set out in the Recruitment Policy and Procedures approved by the Vice-Chancellor
Approval of other staff	

