

audit

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	approval; Membership of Senate requires University Board and Senate approval.
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5.2 The University Board may not delegate the following (Article 5.4):

- (a) the determination of the educational character and mission of the University;
- (b) the approval of the annual estimates of income and expenditure;
- (c) ensuring the solvency of the University and the Corporation and the safeguarding of their assets;
- (d) the appointment or dismissal of the Vice-Chancellor and of the Clerk to the Board;
- (e) the varying or revoking of these Articles;
- (f) the appointment of members of the University Board;
- (g) the approval of the Scheme of Delegation setting out the delegations made by the University Board.

5.3 The University Board is also responsible for the following:

A Students' Union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the [University Board] and shall present audited accounts annually to the [University Board]. No amendment to or rescission of that constitution, in part or in whole, shall be valid unless and until approved by the [University Board] (Article 9.1)

<p>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)</p>	<p>responsibility for the solvency of the Corporation and University Board approval will be required for major changes to the fees proposed.</p> <p>Where delegations are made to UET such delegations will be recorded and agreed annually by the University Board. Fees Board will make recommendations for UET and/or University Board approval.</p>
<p>The [University Board] shall keep accounts and records and appoint auditors. (Article 10.2)</p>	<p>The day to day responsibility for the keeping of accounts and records is delegated to: the Director of Finance and Performance. The appointment of internal and external auditors is made by the University Board <i>following consideration by the Audit, Risk and Governance Committee</i></p>

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
 Nominations Committee
 Remuneration Committee
 Development Funding Committee
 Honorary Awards Task and Finish Group (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
The organisation, direction and management of the University and leadership of the staff	Vice-Chancellor
The appointment, assignment of duties, grading, appraisal, suspension, dismissal, and determination – within the framework set by the [University Board] – of the pay and conditions of service of staff other than the holders of senior posts	Vice-Chancellor Delegated to: The Chief Operating Officer.
The determination, after consultation with Senate, of the University's academic activities, and for the determination of its other activities	Vice-Chancellor delegated to: the University Executive Team
Preparing annual estimates of income and expenditure, for consideration by the [University Board], and for the management of budget and resources, within the estimates approved by the [University Board]	Vice-Chancellor Delegated to: Director of Finance & Performance.
The maintenance of student discipline and, within the policies and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons	Vice-Chancellor Delegated as set out in the policies approved by Senate or ASC.

- 7.2 The Vice-Chancellor is designated by the University Board to be the **Accountable Officer** for the University and reports to HEFCE on behalf of the University. Aormancd [-2

- 8.6 The Fair Trade Steering Group is responsible on behalf of the University for ensuring continuous improvement in the five requirements of Fairtrade Status and maintaining the Fairtrade University accreditation.
- 8.7 The Health, Safety and Well-being Committee's role is to:
- Ensure an overview of Health, Safety and Well-being matters for all stakeholders, including staff and students, in line with legislation and best practice.
 - Promote co-operation between the University and its employees by initiating, developing and implementing measures to ensure health and safety and wellbeing at work.
 - Review the current health and safety performance within the University and monitor the development of health and safety plans and procedures for controlling risk across the University, at a strategic level.
 - Perform an advisory role within the University and make recommendations to the University Leadership Team.
 - Promote the regular review of the University's Policies and Procedures and communicate best practice wherever this has been identified.
- 8.8 The Major Incident Group has responsibility on behalf of the University Leadership Team (ULT) to manage major emergencies involving physical damage to University assets, incidents that threaten the health and safety of personnel, the operational structure and/or reputation of the University and incidents which require special measures to restore operations to normal.
- 8.9 The Risk Management Steering Group has responsibility on behalf of ULT to identify, assess and manage risks that may threaten the University's ability to deliver its strategic objectives.
- 8.10 The Value for Money Steering Group has operational responsibility for developing the performance improvement and VfM arrangements and identifying resource requirements, co-ordinating and delivering work against the Strategy.

9. RESPONSIBILITIES OF SENATE

- 9.1 Under Article 4.3 of the Articles of Government for Bournemouth University, Senate shall be responsible for:

<p>General issues relating to research, education and professional practice at the University, including criteria for the admission of students</p>	<p>Research Senate <i>following consideration by the University Research and Knowledge Exchange Committee or the University Research Ethics Committee.</i></p> <p>Education and Professional Practice</p>
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	<p>Senate <i>following consideration by the Academic Standards Committee or the Education and Student Experience Committee</i></p> <p>Criteria for admission of students Senate <i>following consideration by the Academic Standards Committee</i> (as set out in the Standard Admissions Regulations and Admissions Policies and Procedures)</p>
<p>the appointment and removal of internal and external examiners</p>	<p>Senate Delegated to: Academic Standards Committee</p>

policies and procedures for assessment and examination of the academic

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	Senate and University Board on nominees to be invited to receive an Honorary Award of the University. The decision to confer an 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 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 Committee and International and UK Partnerships 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 may be approved by relevant document owners outside of Senate or its Committees but will be recorded and reported by Educational Development and Quality. The overall owner of the Academic Regulations, Policies and Procedures shall be the Head of

education within the Graduate School. It also works with the Head of the

	<p>staff representatives).</p> <p>The process is overseen by the Clerk to the Board.</p> <p>Proposed changes must be approved by at least three quarters of the University Board members present.</p>
Providing assurance of due diligence on significant risks.	University Board, delegated to UET, following consideration by the Risk Management Steering Group.
Oversight of high risk partnerships.	University Board.

Institutional management structure	Vice-Chancellor
Execution of contracts on behalf of the University	Delegated authorities are set out in the Financial Regulations and Financial Authority Limits, as approved by the University Board. See also the Contract Signing Procedures and use of the Seal where contracts are under seal.

Approval of policies and procedures concerning the stewardship and management of donated funds, including a code of ethics for fundraising and the determination of the authority to accept donations and sponsorship.

University Board, **delegated to the** Development Funding Col5(i)6(n)11(nt)J -14.74 -1

	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 external 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
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 policies and procedures	Vice-Chancellor Delegated to: Chief Operating Officer and Associate Director of Human Resources
Recognition of Trade Unions	University Board Delegated to: Finance and Resources Committee
Suspension or dismissal of staff other than the Holders of Senior Posts	Vice-Chancellor Delegated to: Chief Operating Officer or if he is unable to act a member of the University Executive Team
Suspension or dismissal of the Holders of Senior Posts	As set out in the policy approved by the University Board

12. RESPONSIBILITIES OF MEMBERS OF THE UNIVERSITY EXECUTIVE TEAM

- 12.1 Individual members of the University Executive Team (UET) are responsible to the University Board (through the Vice-Chancellor) for the leadership and overall management of the Faculty of Education. []TJ -0.001 TCID 26 re W n BT /TTn40(nc)4(ea

12.2 They may delegate responsibility for specific aspects of management to Executive Deans of Faculty or Directors/Heads of Professional Services, but retain ultimate responsibility for the management of their service groups.

13. RESPONSIBILITIES OF DEANS OF FACULTY AND DIRECTORS/HEADS OF PROFESSIONAL SERVICES

13.1 The Executive Deans of Faculty and Directors/Heads of Professional Services are responsible to the Vice-Chancellor (through the appropriate UET member) for the leadership and overall management of their respective Faculty or Professional Service in accordance with their job descriptions and the policies and Financial Regulations of the University.

13.2 They may delegate responsibility for specific aspects of management as appropriate to other individuals or bodies of the Faculty or Professional Service, but retain ultimate responsibility for the management of their Faculty or Professional Service.