

Delegation of the powers of the Registrar and Secretary, 2025-26

At its meeting of 10 July 2025, the University Council approved the following formal delegation of powers of the Registrar and Secretary for 2025-26, reflecting interim arrangements in place through the temporary appointments of an Acting Chief Operating Officer (ACOO) and an Acting University Secretary (AUS).

A: Reference source	B: Power	C: Agreed delegation from R&S to ACOO or AUS
University Steering Group Terms of Reference	<p>To approve the provision of staff posts, and to monitor appointments made, delegating authority for individual appointments in accordance with the University's Ordinances and recruitment policies as follows:</p> <ul style="list-style-type: none">a. to the Deputy Vice-Chancellor, authority to approve staffing replacements and new requests of academic staff within budget of academic Departments/Schoolsb. to the Registrar and Secretary authority to approve staffing replacements and new requests within budget of Professional Services staff in central sections, Faculties and schools/departments	ACOO
Capital Planning Group membership	A Faculty Manager nominated by the Registrar and Secretary	ACOO

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Project Coordination Group membership	A Faculty Manager nominated by the Registrar and Secretary	ACOO
Risk Management Group membership	A Faculty Manager nominated by the Registrar and Secretary	ACOO
Fees Group membership	Ex-officio members: [...] Registrar and Secretary or nominee	AUS
Financial Sustainability Group	Ex-officio members: [...] Registrar and Secretary	ACOO
Health and Safety Group	Ex-officio members: [...] Registrar and Secretary (<i>Chair</i>)	ACOO
People, Culture and Inclusion Advisory Group	Ex-officio members: [...]	ACOO

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	Registrar and Secretary	
Ordinance 2 – The Chancellor	<p>The Chancellor shall be appointed subject to the approval of the Senate and the Council on the recommendation of a Joint Committee of the Senate and the Council.</p> <p>2. The membership of the Joint Committee shall be:</p> <ul style="list-style-type: none"> ▪ The Chair of the Council (Chair) ▪ A Pro-Chancellor ▪ The Vice-Chancellor ▪ The Chair of the Senate Agenda Group ▪ The Registrar and Secretary 	AUS
Ordinance 7 - The Deputy Vice-Chancellor and Pro-Vice-Chancellors	1. The Deputy Vice-Chancellor and Pro-Vice-Chancellors shall be appointed from among the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee.	ACOO

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	<p>2. Recruitment to the roles of Deputy Vice-Chancellor and Pro-Vice-Chancellor will be through internal and external advertisement. Where an external applicant is appointed to one of these roles they will also (subject to clause 4 below), be appointed to a substantive chair in a University department, which is held independently of the appointment as Deputy Vice-Chancellor or Pro-Vice-Chancellor.</p> <p>3. Normally, only Professors shall be eligible for appointment as Deputy Vice-Chancellor and Pro-Vice-Chancellor.</p> <p>4. The composition of the Selection Committee shall normally be:</p> <ul style="list-style-type: none"> ▪ The Vice-Chancellor (Chair) ▪ An external member of the Council ▪ The Deputy Vice-Chancellor or a Pro-Vice-Chancellor ▪ An Academic Staff member of Senate ▪ The Registrar and Secretary 	
Ordinance 8 - Deans	1. Executive Deans of Faculty, Deans with pan-University portfolios, and any deputies to these Deans (including Faculty Deans), shall be appointed from among the members of the Academic Staff by the	ACOO

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	<p>Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee. Heads of Department who carry the title of Dean shall be appointed in accordance with Ordinance 9.</p> <p>2. Recruitment to the role of Executive Dean will be through internal and external advertisement. Where an external applicant is appointed to one of these roles they will also (subject to clause 5 below) be appointed to a substantive chair in a University department, which is held independently of the appointment as Executive Dean.</p> <p>3. Normally only Professors shall be eligible for appointment as Executive Dean.</p> <p>4. The composition of the Selection Committee for the role of Executive Dean shall normally be:</p> <ul style="list-style-type: none"> ▪ The Vice-Chancellor (Chair) ▪ An external member of the Council ▪ The Deputy Vice-Chancellor or a Pro-Vice-Chancellor ▪ Two Heads of Department from the relevant Faculty 	

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	<ul style="list-style-type: none"> ▪ The Registrar and Secretary 	
Ordinance 15 - Standing Orders for the Council	<p>1. Ordinary Meetings</p> <p>1.1. Ordinary Meetings of the Council shall be held on such days and at such times as are published in the University Calendar each year, provided that at least three Ordinary Meetings are held each year.</p> <p>1.2. Notice of each Ordinary Meeting shall be circulated by the Registrar and Secretary, or their nominee, at least ten working days before the date of the meeting.</p> <p>1.3. The Agenda for each Ordinary Meeting shall be circulated by the Registrar and Secretary, or their nominee, at least five working days before the date of the meeting.</p> <p>[...]</p> <p>3.2 Failure to attend two or more meetings of Council in a given academic year may result in the removal of membership of the Council and its committees, unless mitigating circumstances have been notified to the Registrar and Secretary or their nominee, and accepted by the Chair of Council.</p>	AUS

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	<p>[...]</p> <p>7.1 The Registrar and Secretary shall be the Secretary of the Council. They, or a member of their staff to whom they have delegated the responsibility, shall have the duty of recording the proceedings of Council and of ensuring that its decisions and instructions are carried out.</p> <p>8.1 Members of the Council intending to bring forward any item of business at an Ordinary Meeting shall give written notice of such business to the Registrar and Secretary or their nominee, at least ten working days before the date of the meeting. Business of this kind will not be considered in the absence of the member concerned unless that member has secured the agreement of another member to present it and has so informed the Registrar and Secretary or their nominee.</p> <p>8.2 Where possible, at least two days' notice shall be given to the Registrar and Secretary or their nominee of any matter that a member wishes to raise under 'Any Other Business'. The Chair shall be duly notified by the Registrar and Secretary or their nominee, and</p>	

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	<p>have the right to rule whether any such items shall be taken at the meeting.</p> <p>8.3 Papers for discussion at meetings shall be confined to those circulated by the Registrar and Secretary or their nominee. Papers will be made available in an electronic format only, except where the provision of hard copy papers constitutes a reasonable adjustment within the law, under relevant legislation.</p> <p>[...]</p> <p>11.1 Those items of business which the Registrar and Secretary has previously determined as requiring discussion by the Council shall be indicated as such by means of a star on the Agenda paper.</p> <p>[...]</p> <p>11.3 Members wishing to star additional items for discussion should notify the Registrar and Secretary or their nominee no later than noon two working days before the meeting. In discussion after this time but prior to the commencement of the meeting.</p> <p>[...]</p>	

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	<p>13.2 No discussion shall be allowed on a motion or amendment which has not been seconded, but such a motion or amendment shall, if the mover so desires, be entered in the Minutes. All motions except formal motions and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.</p>	
Ordinance 16 - Standing Orders for Senate	<p>1.The elected Senate Agenda Group (as defined in Ordinance 17) may request that an item shall be placed on the Agenda of an Ordinary Meeting of Senate. Such a request together with papers and notice of motion shall be sent to the Registrar and Secretary at least ten working days before the meeting.</p> <p>[...]</p> <p>14. No discussion shall be allowed on a motion or amendment which has not been seconded. All motions except procedural motions (see Standing Order 18) and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.</p>	AUS

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<p>Ordinance 18 - Procedure for election of members of academic staff to the Senate</p>	<p>1. Elections to the Senate shall normally be held annually on a date or dates to be fixed on each occasion by the Registrar and Secretary or their nominee, who shall act as Returning Officer.</p> <p>[...]</p> <p>4. Not less than 20 working days before the date of an election, the Registrar and Secretary or their nominee shall invite all persons entitled to vote in that election to submit nominations of persons eligible to stand for election. Nominations shall be in writing, shall be signed by not less than two electors at least one of whom shall be the holder of a post allocated to a Department other than that to which the nominee's post is allocated, and shall include a statement signed by the nominee that they are willing to stand. Nominations shall be submitted to the Registrar and Secretary or their nominee not less than ten working days before the date of election.</p> <p>[...]</p> <p>7. Ballot papers which are submitted to the Registrar and Secretary or their nominee later than midday on the day of election shall be void.</p>	<p>AUS</p>

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Ordinance 20 – The Court	5. Any member of the Court may resign by writing addressed to the Registrar and Secretary .	AUS
Ordinance 26 - Academic partnerships	The University may establish academic partnerships with other educational bodies in accordance with the provisions of the Charter. A register of the University's academic partnerships shall be maintained by the Registrar and Secretary or their nominee.	AUS
Ordinance 41 - Grievance, discipline, dismissal and related matters	<p>Part III Discipline, dismissal and removal from Office disciplinary procedures</p> <p>[...]</p> <p>Stage 2 - Written warning</p> <p>If the offence is a serious one, or if a further offence occurs, a WRITTEN WARNING will be given to the member of the Academic Staff by the Executive Dean. (For posts within Professional Services coming within the scope of this ordinance a written warning will be issued by the appropriate Head of Section). This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the Registrar and Secretary</p>	AUS

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	<p>seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 if there is no satisfactory improvement and will advise of the right of appeal under this paragraph. A copy of this written warning will be kept but it will be disregarded for disciplinary purposes after two years subject to satisfactory conduct and performance.</p> <p>Stage 3 - Appeals</p> <p>A member of the Academic Staff who wishes to appeal against a disciplinary warning shall inform the Registrar and Secretary within two weeks. The appropriate Pro-Vice-Chancellor shall hear all such appeals and their decision shall be final.</p> <p>Preliminary examination of serious disciplinary matters</p> <p>14. (1) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in paragraph 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal</p>	

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	<p>appointed under paragraph 16 may be made to the Registrar and Secretary who shall bring it to the attention of the Vice-Chancellor.</p> <p>[...]</p> <p>Preliminary examination of serious disciplinary matters</p> <p>[...]</p> <p>14. (1) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in paragraph 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 may be made to the Registrar and Secretary who shall bring it to the attention of the Vice-Chancellor.</p> <p>(2) To enable the Vice-Chancellor to deal fairly with any complaint brought to their attention under sub-paragraph (1) they shall institute such investigations or enquiries (if any) as appear to them to be necessary.</p>	

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	<p>(3) If it appears to the Vice-Chancellor that a complaint brought to their attention under sub-paragraph (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under paragraph 13 or which relates to a particular alleged infringement of rules, regulations or byelaws for which a standard penalty is normally imposed in the University or within the School, Department or other relevant area, or is trivial or invalid they may dismiss it summarily, or decide not to proceed further under this Part.</p> <p>(4) If the Vice-Chancellor does not dispose of a complaint under sub-paragraph (3) they shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if they see fit, they may suspend the member on full pay pending a final decision.</p> <p>(5) Where the Vice-Chancellor proceeds further under this Part, they shall write to the member of the Academic Staff concerned inviting comment in writing.</p>	

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	<p>(6) As soon as may be following receipt of the comments (if any), the Vice-Chancellor shall consider the matter in the light of all the material then available and may:</p> <p>(a) dismiss it themselves; or</p> <p>(b) refer it for consideration under paragraph 13; or</p> <p>(c) deal with it informally themselves if it appears to the Vice-Chancellor appropriate to do so and if the member of the Academic Staff agrees in writing that the matter should be dealt with in that way; or</p> <p>(d) direct the Registrar and Secretary to prefer a charge or charges to be considered by a Tribunal to be appointed under paragraph 16.</p> <p>[...]</p> <p>Institution of charges</p> <p>15.</p> <p>(1) In any case where the Vice-Chancellor has directed that a charge or charges be preferred under paragraph 14(6)(d), they shall request the Council to appoint a Tribunal under paragraph 16 to hear the</p>	

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	<p>charge or charges and to determine whether the conduct or performance of the member of the Academic Staff concerned constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the member's appointment or employment.</p> <p>(2) Where the Council has been requested to appoint a Tribunal under paragraph 16 the Registrar and Secretary or, if they are unable to act, another officer appointed by the Vice-Chancellor shall take charge of the proceedings.</p> <p>[...]</p> <p>Termination of employment</p> <p>23 If the Board determines that the member shall be required to retire on medical grounds, the appropriate officer shall direct the Registrar and Secretary or their delegate to terminate the employment of the member concerned on those medical grounds.</p> <p>Part V Appeals</p> <p>Purpose of Part V</p>	

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	<p>24. This Part establishes procedures for hearing and determining appeals by members of the Academic Staff who are dismissed or under notice of dismissal or who are otherwise disciplined.</p> <p>Application and interpretation of Part V</p> <p>25.</p> <p>(1) This Part applies:</p> <p>(a) to appeals against the decisions of the Council as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;</p> <p>(b) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under paragraph 13 (Appeals against disciplinary warnings);</p> <p>(c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;</p> <p>(d) to appeals against discipline otherwise than in pursuance of Part III; and</p>	

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	<p>(e) to appeals against decisions reached under Part IV and ‘appeal’ and ‘appellant’ shall be construed accordingly.</p> <p>(2) No appeal shall however lie against:</p> <p>(a) a decision of the appropriate body under paragraph 10(2);</p> <p>(b) the findings of fact of a Tribunal under paragraph 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;</p> <p>(c) any finding by a Board set up under paragraph 22(3).</p> <p>(3) In this Part references to ‘the person appointed’ are references to the person appointed by the Council under paragraph 28 to hear and determine the relevant appeal.</p> <p>(4) The parties to an appeal shall be the appellant and the Registrar and Secretary and any other person added as a party at the direction of the person appointed.</p> <p>Institution of appeals</p> <p>26. A member of the Academic Staff shall institute an appeal by serving on the Registrar and Secretary, within the time allowed</p>	

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	<p>under paragraph 27, notice in writing setting out the grounds of the appeal.</p> <p>Time for appealing and notices of appeal</p> <p>27.</p> <p>(1) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-paragraph (3).</p> <p>(2) The Registrar and Secretary shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that they have done so.</p> <p>(3) Where the notice of appeal was served on the Registrar and Secretary outside the 28 day period, the person appointed under paragraph 28 shall not permit the appeal to proceed unless they consider that justice and fairness so require in the circumstances of the case.</p>	

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Ordinance 43 - Suspension or removal of officers and members of the Council	<p>1.The Chancellor may be suspended or removed from office for a Substantial Reason.</p> <p>2.Any member of the Council who is not employed by the University may be suspended or removed from any office and/or membership of the Council for a Substantial Reason.</p> <p>3.Any member of the Council who is employed by the University (other than an ex-officio member to whom Ordinance 41 applies) may be suspended or removed from membership of the Council for a Substantial Reason.</p> <p>4.Where a member of the Council who is also employed by the University is suspended from their employment with the University, the Registrar and Secretary (or relevant nominee) should be notified immediately or, if this is not possible, within two working days of the suspension being confirmed. The Registrar and Secretary (or relevant nominee) will notify the Chair of the Nominations Committee as soon as is practicable so that a meeting can be scheduled to determine whether to suspend the individual from their role as a member of the Council.</p>	<p>AUS</p>

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	<p>[...]</p> <p>Review of suspension</p> <p>9.A member of the Council that has been suspended following the decision of the Nominations Committee may seek a review of the decision by making written representations to the Registrar and Secretary within 28 working days, following the date of notification of the decision of the Nominations Committee.</p> <p>10. The Registrar and Secretary (or their nominee) shall bring any representations received (and the date when they were received) to the attention of the Council, and within seven working days of doing so, shall inform the suspended member of the Council in writing that they have done so. The written representations will be considered by the Council at its next scheduled meeting or at a specially convened meeting if this is deemed preferable by the Chair of Council. Any decision of the Council following consideration of the written representations shall be communicated within 28 working days to the suspended member of the Council.</p>	

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Ordinance 49 - Use of the University Seal	<p>1. All deeds and documents requiring to be sealed by the University shall be sealed in the virtual (whereby all participants can see and hear each other) and/or physical presence of two members of the Council, or of one member of the Council and the Registrar and Secretary or the Chief Financial Officer, or of the Registrar and Secretary and the Chief Financial Officer.</p> <p>2. A Register shall be kept by the Registrar and Secretary or their nominee, listing all deeds and documents signed under seal. The Register shall be available for inspection by any member of the Council.</p>	<p>Signing: ACOO or AUS</p> <p>Register: AUS</p>
Regulations relating to registration	<p>Readmission</p> <p>5.14. Former students who have withdrawn permanently or had their contract terminated or been deemed to have withdrawn permanently from the University will be considered for readmission to a programme of study in line with the University's Procedure for Handling Requests from Former Students for Readmission to the University. Where a student has been referred to the Registrar & Secretary, or nominee,</p>	ACOO

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	<p>under 5.29, then their readmission would first be considered under 5.30.</p> <p>5.28. Students whose immigration permission expires before the end of their course must provide evidence of ongoing immigration permission which allows study in order that their registration status remains active. Failure to provide required documentation in advance of the agreed deadline will result in immediate referral to the Registrar & Secretary or nominee with a recommendation of termination of the student's contract.</p> <p>5.29. Registration with conditions shall be deemed to terminate upon expiration of the time limit or where a student fails to present themselves to the Academic Registrar or nominee within 24 hours of being requested to do so or at the request of the student should they wish to withdraw from the University. Following termination of the agreed period of a referral will be made to the Registrar and Secretary or nominee with a recommendation for the termination of the student's contract and/or withdrawal of immigration sponsorship. Where a student demonstrates they have met the conditions then the</p>	

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	<p>Academic Registrar or nominee shall alter their registration accordingly.</p> <p>5.30. Where a student fails to adhere to the requirements of their registration status, and/or they fail to co-operate with the University, or their actions or inactions impact upon the University's ability to adhere to its own obligations to the Home Office then, where necessary and upon the Academic Registrar or nominee bringing that situation to the attention of the Registrar and Secretary or nominee who may (i) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities; (ii) withdraw the students and/or revoke the student's immigration sponsorship.</p> <p>[...]</p> <p>5.32. Where the Registrar and Secretary or nominee takes the decision to withdraw visa sponsorship the student shall be notified of that decision in writing immediately.</p> <p>By registering with conditions a student shall have all the normal rights, responsibilities and privileges afforded to every registered</p>	

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	<p>student save the right to intermit or change their programme of study. Notwithstanding those rights, the termination of registration will proceed in line with 5.29 above.</p>	
<p>Regulations relating to Academic Affairs</p>	<p>Administration of examinations</p> <p>[...]</p> <p>6.4. Students must comply with the requirements of the Examinations Office in relation to examination entry. Alterations to examination entry after the published deadline will be made at the discretion of the Registrar and Secretary and may be subject to a fine.</p> <p>6.5 The result of any examination taken by a student who is in debt to the University will not normally receive formal recognition by the University where that debt relates to the fees of their course or ancillary academic costs, unless otherwise determined by the Registrar and Secretary after consideration of individual circumstances.</p> <p>6.6. Attendance at all examinations associated with the approved programme of study is compulsory and any student who fails to</p>	<p>ACOO</p>

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	<p>present themselves for such an examination at the time and place published by the Registrar and Secretary, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination. Misreading of the examination timetable will not be regarded as 'sufficient cause'.</p> <p>[...]</p> <p>6.9. Where a candidate is unable for good cause to attend a written examination in the place arranged for the examination permission may be given by the Registrar and Secretary for the examination to be held elsewhere, provided that it is simultaneous and invigilated.</p> <p>[...]</p> <p>6.31. Except with the special permission of the Registrar and Secretary, no degree of the University shall be conferred upon, or certificate or diploma of the University granted to, a person who is in debt to the University in respect of education fees related to that qualification (see also Regulation 6.5). Normally, no student in any type of unauthorised debt to the University or its companies may</p>	

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	<p>attend graduation or other similar event nor receive services of the University or its companies until said debt is cleared.</p> <p>[...]</p> <p>6.39. If a decision taken in accordance with University student progress or assessment regulations conflicts with the University's legal or compliance obligations then the matter shall be referred to the Registrar and Secretary who shall decide upon a course of action.</p> <p>6.40. A student may appeal that decision to the Vice-Chancellor, in writing, within five days of the Registrar and Secretary's decision on the grounds of:</p> <p>substantive factual error, and/or extraordinary circumstances where the student was physically unable to support the University in discharging its compliance obligations.</p>	
General Regulations	<p>Members conduct</p> <p>7.4. Members of the University are required to give their names and either their home or University address when asked to do so by</p>	ACOO

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	<p>persons carrying written authority from the Registrar and Secretary and producing it if so requested.</p> <p>7.5. Members of the University wishing to invite guests to the University shall do so only in accordance with the rules and regulations of the University and shall accept responsibility for the conduct of and for any loss or damage caused by their guests while on the University site. No member of the University shall knowingly invite a person who has been excluded by the Registrar and Secretary to any University site. Without exception, children or young people under 18 who are not registered students are not permitted to attend University teaching events.</p> <p>[...]</p> <p>7.8. The Registrar and Secretary may from time to time declare any area of the University land and premises to be out of bounds; access to or continued presence in such areas is forbidden without written permission from the Registrar and Secretary.</p> <p>[...]</p>	

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	<p>7.15. For reasons of safety and to protect the University's estate, members and visitors, the Registrar and Secretary may at any time exclude non-students from any University-owned property or land. Any person subject to such exclusion shall be informed in writing of the decision. The person has a right of appeal, which must be lodged with the designated Pro-Vice-Chancellor* within 15 working days from the date on which notification of the exclusion is despatched. An exclusion shall remain in force while the designated Pro-Vice-Chancellor reviews the case. Any decision to exclude remains in force indefinitely. Any person excluded in this way can request the exclusion to be lifted three years from the date on which it came into force. Any such request must be put in writing to the Registrar and Secretary.</p> <p>*currently Pro-Vice-Chancellor (Research)</p> <p>[...]</p> <p>7.18. Persons who make use of the University's sports facilities must comply with the rules for their use published from time to time by the Registrar and Secretary.</p>	

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Code of Student Conduct	<p>Behaviour of guests</p> <p>As a member of the University you take responsibility for the conduct of your guests and for any excessive noise or damage caused by them while they are on the University site. If you live in University owned or administered accommodation you are responsible for the conduct of your guests and any permitted occupier and for any damage caused by them while they are on the University site.</p> <p>2.4. Guests may be invited only in accordance with the rules and regulations of the University. You are not permitted to invite as your guest any person who has been excluded by the Registrar and Secretary from any University site.</p> <p>[...]</p> <p>Academic Registrar</p> <p>The Academic Registrar or nominee:</p> <p>considers referrals of serious breaches from the Conduct Investigator, determines whether a Student Conduct Committee or Student Conduct Review Panel should be convened, and approves, or</p>	ACOO

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	<p>appoints a nominee to approve, the Committee membership reviews cases once criminal proceedings are complete to decide what action should be taken in accordance with the Code, as set out in Appendix 2 determines whether a case should be suspended due to mental health, illness or disability and the appropriate Procedure to which proceedings will be subject when resumed determines whether temporary orders may need to be put in place, as set out in Appendix 3 considers all appeals in the first instance and directs the Student Progress Team to convene Student Conduct Committees of Appeal as appropriate. In cases of appeal, where the Academic Registrar has prior knowledge of a case, a nominee who has had no previous involvement will be appointed decides whether a case should be escalated to the Registrar and Secretary. Examples of where this may be appropriate include when a case is likely to exceed the timescales set out in this Code, or as part of a serious incident protocol, for example where there is a potential risk to the health, safety or security to members of the University community.</p> <p>Registrar and Secretary</p>	

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	<p>The Registrar and Secretary:</p> <p>reviews any cases that are escalated by the Academic Registrar or nominee as part of a serious incident protocol, or due to the potential risk to the health, safety or security to members of the University community, and determines the correct course of action decides any adjustment to timescales for concluding a case where it is subject to a delay and as a result is likely to exceed the timescales published in the Code determines whether procedures that relate to an alleged breach of the Code that may also constitute a criminal offence should be suspended until criminal proceedings have been concluded, as set out in Appendix 2 reviews representations regarding decisions to impose temporary orders, as set out in Appendix 3.</p> <p>considers requests for internal review, following an appeal</p> <p>Pro-Vice-Chancellor (Education)</p> <p>The Pro-Vice-Chancellor (Education) or nominee considers:</p> <ul style="list-style-type: none"> ▪ requests for a review of a temporary exclusion that has continued for at least four weeks 	

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	<ul style="list-style-type: none"> cases following appeal that are referred by the Registrar and Secretary for internal review <p>[...]</p> <p>Pro-Vice-Chancellor (Education)</p> <p>The Pro-Vice-Chancellor (Education) or nominee considers:</p> <p>requests for a review of a temporary exclusion that has continued for at least four weeks cases following appeal that are referred by the Registrar and Secretary for internal review</p> <p>[...]</p> <p>7.19. In exceptional circumstances, where a case needs to extend beyond these timescales, the Academic Registrar will contact the Registrar and Secretary to provide an explanation for the delay and to seek approval for a new timeframe. You will be notified and regularly kept informed of progress. Extending a case beyond these timescales shall not invalidate the outcome of the conduct proceedings and it shall not imply any right of appeal.</p>	

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	<p>7.20 In circumstances where the Registrar and Secretary has approved the suspension of the conduct proceedings, for example, where the alleged breach may also constitute an offence under criminal law and the continuation of the conduct proceedings would prejudice any criminal proceedings, the impact on timescales will be kept under review, and you will be kept informed. Further information is in Appendix 2.</p> <p>[...]</p> <p>Penalties available to the Conduct Investigator</p> <p>8.18. For a minor breach the Conduct Investigator may impose one or more of the following penalties for each breach:</p> <p>[...]</p> <p>f) recommendation to the Registrar and Secretary for exclusion from the whole or any specified part or parts of the University for a defined period. When excluded from occupancy of residential accommodation you will be served a Notice to Terminate giving you 28 days' notice to vacate your room</p>	

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	<p>[...]</p> <p>10.24 Any request for review following the formal conclusion of the Student Conduct Committee of Appeal may be made on the grounds of procedural irregularity only, specifically that the Committee departed from the prescribed procedures. If you wish to request a review against the outcome on the grounds of procedural irregularity, you should write to the Registrar and Secretary within ten working days of the date of the Student Conduct Committee of Appeal meeting and send it to the Student Progress Team. You must set out in detail the evidence to support your claim that there were procedural irregularities in the process. Should the Registrar and Secretary decide that you do not have a valid reason, your request will be unsuccessful and you will be sent a Completion of Procedures letter.</p> <p>[...]</p> <p>B. Offences related to health, safety and wellbeing</p>	

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	<p>B6. The use of lighted candles, tea lights, incense sticks or any other device which has a naked flame without the written permission of the Registrar and Secretary.</p> <p>[...]</p> <p>D. Other offences</p> <p>D8. Failing without good reason to comply with a resolution previously imposed by the Registrar and Secretary, the Conduct Investigator, a Student Conduct Committee or a Student Conduct Committee of Appeal.</p> <p>[...]</p> <p>Appendix 2: Criminal proceedings</p> <p>1. If your alleged breach of the Code of Student Conduct may also constitute an offence under criminal law, this Appendix sets out how this affects the University's procedures.</p> <p>2. The University will always initiate the conduct procedures at the earliest opportunity. Where the Code is initiated alongside criminal proceedings, it will be kept under regular review and may be</p>	

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	<p>suspended if there is a clear reason to do so. An example of when the procedure may be initiated and then suspended would include when the University's internal procedures risk prejudicing the criminal proceedings. When considering circumstances in which a suspension may be appropriate, the Student Progress Team will consult with the Police prior to making any recommendation to the Registrar and Secretary for decision.</p> <p>[...]</p> <p>Temporary exclusions from the University pending a conduct outcome or criminal trial</p> <p>[...]</p> <p>9. The Academic Registrar may temporarily exclude you with immediate effect. If you have been temporarily excluded, you may make representations in person or in writing to the Registrar and Secretary. Any representations should relate to the terms of the temporary exclusion, not the substance of the case. You must do so within five working days of the date of the letter notifying you of the temporary exclusion or as soon as possible afterwards, provided there</p>	

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	<p>is good reason why you were prevented from meeting the deadline. If you attend in person you may take someone with you, either a fellow student or a University of Essex staff member or a representative from SU Advice.</p>	
<p>Student concerns and complaints procedure</p>	<p>1.6 If a concern or complaint is made directly to the Vice-Chancellor, the Registrar and Secretary or other senior officer of the University, it will be passed to the Student Progress Team who will ensure that it is referred to the most appropriate person, in line with the published procedure.</p> <p>[...]</p> <p>2.7 Should the complainant not agree with the restriction, they should contest the decision in writing to the Registrar and Secretary within ten working days of its communication. The Registrar and Secretary (or nominee) will consider the student's representations and, where the restriction is considered unavoidable and reasonable, the Registrar and Secretary (or nominee) will confirm the terms of the restricted access to the student in writing.</p>	<p>ACOO</p>

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	<p>[...]</p> <p>2.9 Should the complainant wish to appeal a decision to terminate contact or to dismiss a complaint, they should contest the decision in writing to the Registrar and Secretary within ten working days of its communication. The Registrar and Secretary (or nominee) will consider the student's representations and, where the restriction is considered reasonable, the Registrar and Secretary (or nominee) will confirm the dismissal and issue the student with a Completion of Procedures letter within 28 days. Where the restriction is considered unreasonable the Registrar and Secretary (or nominee) may amend or rescind the restrictions.</p>	
Student membership and DBS checks policy and procedure	6.1.1 The Registrar and Secretary has ultimate responsibility for all matters relating to the operation and application of this policy.	ACOO
Fitness to practise procedure	Appendix 1: Temporary Exclusion Orders 8. The Academic Registrar may temporarily exclude a student with immediate effect. If a student has been temporarily excluded they may make representations in person or in writing to the Registrar and	ACOO

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	<p>Secretary. Any representations should relate to the terms of the temporary exclusion, not the substance of the case. The student must do so within five working days of the date of the letter notifying them of the temporary exclusion or as soon as possible afterwards, provided there is good reason why they were prevented from meeting the deadline. If the student attends in person they may take someone with them, either a fellow student, member of staff or the Students' Union or their Professional or Trade Union Representative or equivalent in Partner institutions</p>	
<p>Student debt policy</p>	<p>12. The Registrar and Secretary or their nominee, may, after reviewing the individual circumstances, permit a student who is subject to education debt to have their academic award conferred.</p>	<p>ACOO</p>
<p>Code of practice: Academic freedom and freedom of speech</p>	<p>29. On behalf of the University Council, the Registrar and Secretary is responsible for ensuring that this Code operates effectively and is reviewed appropriately and remains fit for purpose in meeting its aims and supporting the University's mission.</p> <p>30. On behalf of the Registrar and Secretary, the Deputy University Secretary co-ordinates all aspects of the administration and</p>	<p>AUS</p>

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	<p>operational delivery of the Code, providing a focal point for its operational management and a first point of contact.</p> <p>[...]</p> <p>Appendix A: Speaker Protocol</p> <p>29. The activity owner may appeal the review outcome by submitting a detailed explanation for the grounds of appeal by email to: speaker@essex.ac.uk. The Registrar & Secretary will identify an appropriate member of University staff not previously involved in the risk review to undertake an independent review of the activity and make a final decision.</p>	
<p>Study and wellbeing intervention policy and procedures</p>	<p>8. Appeals</p> <p>8.1 You may appeal against a decision to intermit or withdraw you following a Stage 3 Serious and Continuing Concerns. You must do so in writing to the University Registrar and Secretary via fitnessstostudy@essex.ac.uk within five working days of the date of the official notification of a decision. You must set out your grounds for appeal and send with it all supporting evidence. In choosing to appeal,</p>	<p>ACOO</p>

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	<p>you are strongly encouraged to contact SU Advice for advice and guidance.</p> <p>[...]</p> <p>8.3 Upon receipt of your appeal, the Registrar and Secretary (or nominee in their absence) will carry out an urgent assessment to decide whether or not the grounds set out in your appeal have met the published criteria.</p> <p>[...]</p> <p>8.6 Where the Registrar and Secretary (or nominee in their absence) determines the grounds for appeal have met the published criteria they will refer the case to a new Stage three Serious and Continuing Concerns meeting and wherever possible, appoint a Chair with no prior involvement in your case for review.</p> <p>8.7 You will be informed of the Registrar and Secretary's (or nominee in their absence) decision, within five working days from receipt of the appeal and informed that the decision taken as a result</p>	

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	of the original stage three meeting will be paused pending the outcome of a newly convened stage three panel.	