

# Approval and Suspension of College Academic Regulations

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## ROLE OF ACADEMIC BOARD

### 1. Responsibility of Academic Board

- (1) Regulation 1 of the University of London requires that the Academic Board shall be responsible for making arrangements for:
  - (a) the approval of academic quality assurance procedures, including the consideration and approval of general and subject specific academic regulations, and their amendment;
  - (b) the suspension of academic regulations.

### 2. Delegation by Academic Board

- (1) The Terms of Reference of the Academic Board state that the Academic Board may establish committees, boards or panels, and delegate responsibilities to such bodies as appropriate, in accordance with any requirements laid down by the Statutes or by Council.
- (2) College academic regulations and related procedures shall in all cases comply with the provisions and requirements of the University of London Ordinances and Regulations. In particular the authority to award degrees under Regulation 1 may not be delegated by the College to any individual, organisation or body outside the College.
- (3) The Academic Board shall have the power to enquire into any aspect of the operation of individuals or bodies to which it has delegated its responsibilities, and to require a written response.

## APPROVAL AND SUSPENSION OF ACADEMIC REGULATIONS

### 3. Approval of regulations

- (1) Additions and other amendments to the College academic regulations shall be subject to approval by the Academic Board. The Academic Board shall consider and determine the date from which such regulations take effect and the categories of students to whom they shall apply. The Academic Board's powers of approval may, when circumstances require, be exercised by its Chair subject only to the requirement that any such action be reported to the members of the Board at its next meeting or otherwise.
- (2) Academic regulations approved by the Academic Board may permit the prescription by departments of individual course requirements, such as submission dates for assessed work and the like, which shall normally be notified annually to students. Where the regulations so permit,

such requirements shall be regarded as part of the relevant course regulations but the amendment of such requirements shall not otherwise be subject to consideration and approval by the Academic Board.

- (3) The College academic regulations are published annually in September. Amendments which may be approved in the course of an academic year will be published in the regulations for the following academic year. Major amendments will normally be incorporated in the published regulations not later than the beginning of the year in which they come into force.

#### **4. Suspension of academic regulations**

- (1) All requests for the suspension of College academic regulations will be considered by the Academic Board, by the Chair acting on its behalf, or by appropriate bodies to which the Academic Board has delegated this responsibility.
- (2) Requests must be submitted in writing to the Director of Student and Academic Services or his/her nominee by the Head of an academic department or some other appropriate officer of the College, stating the reason for the request. All requests and the decisions taken shall be recorded by the Director of Student and Academic Services or his/her nominee.
- (3) Suspension of academic regulations will be considered only in exceptional cases, in particular where an urgent decision is necessary in the interests of an individual student and where amendment of these regulations is inappropriate. No regulation may be suspended where to do so would breach any of the University of London Ordinances or Regulations.
- (4) No amendment to the method of assessment of modules and courses shall be approved after the first day of the academic year unless the students concerned have been consulted and given an opportunity to comment in writing.