

**HENLEY MANAGEMENT COLLEGE**

**COLLEGE REGULATIONS**

**REGULATION N° GR3**

**THE POWERS, DUTIES AND CONSTITUTION OF  
THE ACADEMIC BOARD**

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## COLLEGE REGULATIONS

### REGULATION N° GR3 - The Academic Board

#### GR3.1 The Powers and Duties of the Academic Board

The Academic Board shall have the following powers and duties:

##### GR3.1.1 *Powers and Duties of the Academic Board derived from the Charter*

Article 9 of the College Charter prescribes that the Academic Board:

“..... shall be the academic authority of the College and shall have such powers and duties in relation to the academic policies of the College in teaching, in examining and in research and to the regulation and superintendence of the education and discipline of those taking courses provided or approved by the College as shall be vested in it by the Statutes or the Regulations or shall be delegated to it by the Court and shall have such other functions as the Court may determine from time to time.”

##### GR3.1.2 *Powers of the Academic Board derived from Statute 9(5)*

Statute 9(5) prescribes as follows:

“Subject to the provision of the Charter, the Statutes and the Regulations and in the discharge of its responsibilities as the academic authority of the College, the Academic Board shall have the following powers:

- (A) To approve all courses and programmes of study leading to academic awards of the College and all significant amendments or discontinuances thereof.
- (B) To regulate all instruction, teaching and research within the College.
- (C) To prescribe the criteria, procedures and guidelines for the assurance of the quality and standards of all courses and programmes of study and research of the College.
- (D) To prescribe the requirements of the College concerning all matters of academic sufficiency under which persons shall be permitted to pursue their studies in the College.
- (E) To prescribe the conditions for the admission of persons to all courses and programmes of study leading to academic awards of the College.
- (F) To prescribe arrangements for the regulation and superintendence of the education and discipline of all persons not being members of the

Staff permitted to use any facilities of the College or pursue their studies in the College.

- (G) To regulate the appointment, removal or suspension of College examiners.
- (H) To prescribe conditions and arrangements for all assessments within all College courses and programmes of study and for all examinations held by the College.
- (I) To prescribe conditions for the granting or conferment of all College awards and other academic distinctions to persons having satisfied the relevant conditions.
- (J) To prescribe the conditions covering the revocation of College awards and under which persons may be deprived of other academic distinctions conferred by the College.
- (K) To establish academic appeal procedures governing Students registered on courses and programmes of study of the College.
- (L) To establish grievance procedures to apply to all Students.
- (M) To undertake the general oversight of College learning support services including library, computing, audio/visual and academic delivery services.
- (N) To promote research activities within the College.
- (O) To prescribe, subject to any condition made by the donors and to any direction of the Court, terms and conditions for awards of any Exhibitions, Scholarships, Studentships, Bursaries, Prizes and other like academic honours.
- (P) To prescribe conditions for the designation and periodic academic quality and performance review of all Associate Institutions of the College and of all Accredited Centres of the College.
- (Q) To prescribe the requirements of the College concerning the conduct and discipline of all Students and for their suspension or exclusion from any or all of their studies or research for reasons of inadequate academic performance, non-payment of monies owed, misconduct or other cause.
- (R) To prescribe arrangements (if any) for the manner of and ceremony for the conferment of degrees and the manner of academic dress of the College.
- (S) To submit to the Court reports and recommendations on all such academic matters as the Academic Board may deem fit or as the Regulations or the Court may require. The Court shall inform the Academic Board of the reason(s) for any non-acceptance by the

Court of any recommendation made to it by the Academic Board in accordance with this Statute.

- (T) To do all such other acts and things as may be required by the Charter, the Statutes or the Regulations or as the Court may authorise.”

GR3.1.3 *Powers derived from Delegation by the Court of Governors in accordance with Statute 6(2)(M)(ii)*

The Academic Board shall have the power, delegated unconditionally to it by the Court of Governors pursuant to Statute 6(2)(M)(ii), from time to time to make, amend or revoke Regulations relating to academic matters: provided that notice of an intention to propose any amendment to or revocation of the existing Regulations or the making of any new Regulations, shall have been given in the notice calling the relevant meeting of the Board.

GR3.1.4 *Other Functions of the Academic Board derived from Statute*

- (a) Pursuant to Statute 15(1)(I), the Academic Board may appoint and dissolve such and so many sub-committees or other like bodies of such persons whether or not members of the Board as it may think fit.
- (b) Pursuant to Statute 15(1)(I) the Academic Board may delegate for such period and on such conditions as it may determine either to any other Statutory Body or to the Principal or to any of its own sub-committees or other like bodies, any of the powers and functions which the Board itself could exercise provided that such powers and functions delegated by the Academic Board shall not be capable of further delegation except as may be permitted by the Board.
- (c) Pursuant to Article 17 of the Charter and to Statute 15(1)(J), the Academic Board may from time to time make, revoke, amend or add to standing orders for the purpose of regulating its own proceedings and such standing orders shall apply so far as is practicable to any sub-committees or other like bodies of the Board.

GR3.1.5 *Other Powers and Duties vested in the Academic Board by this Regulation*

The Academic Board shall have the following powers and duties by virtue of this Regulation:

- (a) From time to time to make, amend or revoke such academic procedures, guidelines and conditions as the Board may deem fit, in accordance with the Regulations and (where applicable) taking account of the requirements of the University and any other external validation or accreditation authority, consequent upon or incidental to the exercise of its powers and duties as set out in this Regulation GR3.1.

- (b) To advise the Court on the requirements of the College, to be prescribed by Regulation pursuant to Statute (6)(2)(E), concerning the appointment and admission of Fellows, Honorary Fellows, and Associates of the College and of Emeritus Professors and, subject to the Statutes and the Regulations, to advise the Court on the conferment of such titles.
- (c) To consider any matters referred to it by the Court pursuant to Statute 6(2)(F).
- (d) To submit to the Court any reports required of it by the Court pursuant to Statute 6(2)(G).
- (e) To make recommendations to and provide advice for, the Principal, taking account (where applicable) of the requirements of the University and any other external validation or accreditation authority on matters concerning:
  - (i) the research activities, scholarship and professional training and development of members of Faculty;
  - (ii) needs and priorities relating to the academic staff establishment;
  - (iii) the representation of academic staff on Boards, Departments, Committees or other Statutory Bodies established in accordance with Statute 10;
  - (iv) the requirements of the University and of any other external validating or accrediting authority;
  - (v) the funding for the work of the Academic Board;
  - (vi) such other academic matters as the Board may deem appropriate or as the Principal may require.

### **GR3.2 Constitution of the Academic Board**

#### **GR3.2.1 *Membership***

- (a) *Ex-officio*
  - (i) The Principal;
  - (ii) Any Deputy Principal appointed in accordance with Statute 8(1).
- (b) *College Secretary*

The College Secretary appointed in accordance with Statute 11(1).

- (c) *Appointed Members*
- (i) Such number of Professors, not otherwise being members of the Academic Board, as the Principal shall appoint.
  - (ii) Five members elected by and from the Academic Staff of the College.
  - (iii) Not more than seven persons appointed by the Academic Board from the academic staff of the College it being understood that such appointments shall be so made, so far as is possible, as to secure representation of the full range of academic responsibilities and interests of academic staff across the College.
  - (iv) Two members elected by and from the Students of the College not being members of staff.

(d) *Co-opted Members*

Not more than three persons co-opted by the Academic Board being members of staff or otherwise.

GR3.2.2 *Rights of Attendance*

- (a) The Chairman of the Academic Advisory Board shall have a right to attend and to speak at meetings of the Academic Board but shall not vote thereat.
- (b) The Academic Registrar, if not present in some other capacity, shall have a right to attend and to speak at meetings of the Academic Board but shall not vote thereat.

GR3.2.3 *Elections*

The Members of the Academic Board appointed under Regulation GR3.2.1(c)(ii) and GR3.2.1(c)(iv) above shall be elected in accordance with Regulations prescribed by the Court under Statute 6(2)(M)(i).

GR3.2.4 *Periods of Office*

- (a) A person appointed under Regulation GR3.2.1(c)(i) above shall hold office for such term as the Principal shall determine subject to a maximum of three years but shall be eligible for reappointment at the expiry of that period of office.
- (b) Members of the Academic Board elected under Regulation GR3.2.1(c)(ii) shall hold office for a period of two years. Upon completion of a first term of office, any such member may stand for re-election, subject to any continuous terms of office not exceeding a total of four years. No such member may stand for re-election until

two years from the end of any four-year period of continuous office have elapsed.

- (c) A member elected under Regulation GR.3.2.1(c)(iv) shall hold office for one year. Upon completion of a term of office any such member may stand for re-election subject to the total terms of office of the individual concerned not exceeding four years.
- (d) A member appointed or co-opted in accordance with Regulations GR3.2.1(c)(iii) and GR3.2.1(d) respectively above shall serve for such term as the Academic Board shall determine subject to a maximum of two years. Upon completion of a term of office any such member may be reappointed or re-co-opted by the Academic Board, subject to any continuous terms of office not exceeding a total of four years. With the exception of members appointed in their capacity as Chairmen of the Sub-Committees of the Academic Board, no such member may be reappointed or re-co-opted by the Academic Board until two years from the end of any four-year period of continuous office have elapsed. The period served by the Chairmen of the aforementioned Sub-Committees of the Academic Board shall not be used to determine the maximum term of continuous office of such members.
- (e) A member appointed to fill a casual vacancy shall hold office only for the unexpired part of the term of office of the member being replaced (Statute 15(1)(F)).

#### GR3.2.5 *Chair*

The Chairman of the Academic Board shall be the Principal or, if the Principal so determines, a Deputy Principal (Statute 9(3)).

#### GR3.2.6 *Quorum*

- (a) A quorum shall be formed by eight members of the Academic Board being present at a meeting, or by such larger number as the Academic Board may from time to time determine by Special Resolution.
- (b) Any meeting which is, or becomes, inquorate may transact, or continue to transact, the published business of the meeting provided that its decisions shall be subject to confirmation at the next quorate meeting of the Academic Board.

#### GR3.2.7 *Decisions*

- (a) In accordance with Statute 15(1)(G), every matter shall be determined by the majority of the members of the Academic Board present and voting. In the case of an equality of votes, the Chairman, or other person presiding, shall have a casting vote, whether or not he or she has voted before on the motion.

- (b) The Chairman, or the Deputy Chairman where appointed and where so authorised through delegation by the Chairman, may take action on behalf of the Academic Board in respect of any urgent matters which, in the opinion of the Chairman (or Deputy Chairman if so authorised by the Chairman), are neither contentious nor of sufficient importance to justify the holding of a special meeting, provided that any such action shall be reported to the next meeting of the Academic Board.

GR3.2.8 *Minutes*

The College Secretary, or the nominee of the College Secretary, shall cause Minutes to be kept of all resolutions and proceedings of the Academic Board and a Minute thereof signed by the Chairman of the meeting or of the next or any subsequent meeting shall be *prime facie* evidence of the matters recorded therein (Statute 15(1)(O)).

**GR3.3 Interpretation**

GR3.3.1 *Year*

For the purposes of this Regulation, “year” shall mean calendar year.

GR3.3.2 *Academic Staff of the College*

“Academic Staff of the College” shall mean such persons appointed to such full-time and part-time teaching and research posts as the Principal shall designate, for the purposes of this Regulation provided that such posts shall exclude all professorial posts and all posts carrying an ex-officio right of membership of the Academic Board.

GR3.3.3 *Special Resolution*

“Special Resolution” shall mean a resolution passed at a quorate meeting of the Academic Board, convened by not less than twenty-eight days’ written notice specifying the substance of the resolution to be proposed thereat, by not less than two thirds of those present and voting.