

**HENLEY MANAGEMENT COLLEGE**

**HANDBOOK OF COLLEGE REGULATIONS AND PROCEDURES**

**FOREWORD**

## 1 **The Legal Status of the College**

The College was originally established in September 1945, being a Company limited by Guarantee and incorporated under the Companies Act 1929. In June 1991 it was re-incorporated by the grant of a Charter of Incorporation.

## 2 **The College Charter**

The College Charter prescribes *inter alia* the objects and powers of the College. The Charter of 1991 affirmed the powers of the College to grant Diplomas and Certificates. In March 1997 the Charter was amended empowering the College to grant Taught Degrees.

## 3 **The Statutes**

The Statutes are set out in the Second Schedule to the Charter. Subject to the provisions of the Charter, the Statutes prescribe or regulate the constitution, powers, functions, duties and procedure of the Court of Governors, of the Academic Board and of other boards and committees of the College together with the powers and functions of the Chairman of the Court, the Principal and other officers and members of staff of the College.

## 4 **Standing Orders**

Subject to the provisions of the Charter and the Statutes, the Court and the Academic Board are empowered under Article 17 of the Charter from time to time to make Standing Orders governing their respective proceedings.

## 5 **Regulations**

- (a) Regulations cover those requirements which are fundamental and which, pursuant to the Charter or the Statutes, are subject to approval by the Court of Governors or, in the case of Regulations relating to academic matters, by the Academic Board, acting upon the delegated authority of the Court.
- (b) Regulations with the prefix 'GR' (General Regulations) are prescribed by the Court of Governors, where appropriate, upon recommendation of the Academic Board.
- (c) Regulations with the prefix 'AR' (Academic Regulations) are prescribed by the Academic Board acting upon powers delegated to it by the Court of Governors pursuant to Statute 6(2)(M)(ii).
- (d) The Regulations of the College apply to all persons participating in a programme of study provided by the College whether within the College; by distance learning; or through an Accredited Centre or an Associate Organisation except where explicitly otherwise provided. Such alternative provision will be set out in arrangements promulgated for programmes in respect of which the academic work of the College is subject to the

specific requirements of a university or other external body awarding a particular degree or other academic distinction.

6 **Procedures**

Procedures cover those requirements, normally more detailed than those prescribed in the Regulations, which are concerned with administrative and operational matters. They are subject to approval by the relevant authorised Statutory Body within the College.

7 **Guidelines**

Guidelines provide both a guide to best practice and an explanation of particular Regulations and/or Procedures. Guidelines may be established by an authorised Statutory Body within the College; by an Accredited Centre; or by an Associate Organisation. All Guidelines, whether determined within the College or externally, are subject to the general purview of the relevant Statutory Body within the College.