

**HENLEY MANAGEMENT COLLEGE**

**HANDBOOK OF COLLEGE REGULATIONS & PROCEDURES**

**INTERPRETATION**

18 June 1997

- 1 College Regulations, Procedures and Guidelines shall be interpreted in such manner as not to conflict with the Charter and Statutes.
- 2 Except where otherwise provided within the relevant Regulation, Procedure or Guideline, or where inconsistent with the subject or context of the same, in College Regulations, Procedures and Guidelines:

**'The Charter'** means the Charter of Incorporation granted to the College by HM The Queen on 28 June 1991 as amended by allowance of HM The Queen on 19 March 1997.

**'The Statutes'** means the Statutes as prescribed in the Second Schedule to the Charter and any Statute or Statutes for the time being amending or replacing the same.

**'Regulations'** means Regulations made pursuant to the Charter or the Statutes.

**'Standing Orders'** means any Standing Orders which may from time to time be made by the Court of Governors or by the Academic Board pursuant to Article 17 of the Charter.

**'The College'** means The Henley Management College.

**'The Court of Governors'** means the Court of Governors ('The Court') as prescribed in the Charter and the Statutes being 'the supreme governing body of the College'.

**'The Academic Board'** means the Academic Board of the College established pursuant to Article 9 of the Charter and being 'the academic authority of the College'.

**'The College Management Team'** means such management group as may be so designated by the Principal.

**'Statutory Body'** means the Court, the Academic Board and such other boards, departments or committees as may be established by or pursuant to the Charter, the Statutes or the Regulations.

**'The University'**, except where otherwise explicitly provided, means Brunel University.

**'Accredited Centre'** means an institution or organisation designated by the College as an Accredited Centre pursuant to Academic Regulation Number AR10.

**'Associate Organisation'** means an institution or organisation designated as an Associate Organisation by the College pursuant to Academic Regulation Number AR11.

**'The Principal'** means the Principal of the College appointed pursuant to Article 8 of the Charter and to Statute 7, being the academic and executive head of the College.

**'The Deputy Principal'** means any Deputy Principal of the College appointed pursuant to Article 8 of the Charter and to Statute 8.

**'The College Secretary'** means the Secretary of the College ('The Secretary') appointed pursuant to Article 10 of the Charter and to Statute 11.

**'Staff'** means all persons employed by the College and shall include academic staff.

**'Academic Staff'** means all persons holding appointments of Professor tenable at the College or appointed to any other teaching and research posts, being full-time or part-time.

**'Full-time Academic Staff'** means such members of the Academic Staff as are required by their contracts of service to work an average of not less than sixteen hours per week.

**'Fellow of the College'** means such members of the Academic Staff as shall be so designated pursuant to the Regulations.

**'Full-time Fellow of the College'** means such Fellows of the College as are required by their contracts of employment to work an average of not less than sixteen hours per week.

**'Applicant'** means any person applying to the College, to an Accredited Centre or to an Associate Organisation for admission or entry to any programme of study offered by the College whether or not such programme leads to an award of the College, the University or other validating or awarding body or authority.

**'Participant'** means any person enrolled as a student on any programme of study or programme of supervised research offered by the College, whether within the College, by distance learning, or through an Accredited Centre or an Associate Organisation, by any mode of study, and whether or not leading to an award of the College, the University or other validating or awarding body or authority.

**'Candidate'** means any participant being formally examined to determine his or her performance and attainment in respect of any programme of study offered by the College, whether undertaken within the College, by distance learning, or through an Accredited Centre or an Associate Organisation, by any mode of study, and whether or not leading to an award of the College, the University, or other validating or awarding body or authority.