

UNIVERSITY OF HERTFORDSHIRE

MEMBERSHIP OF THE UNIVERSITY - SCHEDULE OF AUTHORISATIONS

(Amendments to the version published previously are shown in italics.)

This Schedule has been approved by the Board of Governors¹ for purposes of the implementation of the policies and regulations set out in UPR GV06².

Authorising Officers may designate other appropriate senior staff as nominees.

Category A

	Description	Term of membership	Authorising Officer
A1 (i)	Individuals registered on programmes, regardless of level or mode of study, which either lead to University of Hertfordshire awards or for which the University of Hertfordshire is responsible for the quality of provision.	Duration of study period	Academic Registrar (or nominee)
A1 (ii)	Registered students of the Bedfordshire and Hertfordshire Postgraduate Medical School.	Duration of study period	Academic Registrar (or nominee)
A1 (iii)	Individuals enrolled on short courses delivered by the University of Hertfordshire.	One (1) year	Academic Registrar (or nominee)
A1 (iv)	Individuals registered currently on courses delivered by the Hertfordshire International College (Navitas UK)	Duration of study period	Academic Registrar (or nominee)
A2	Individuals who have paid a fee which entitles them to participate in agreed learning, study, research or other educational activities.	One (1) year (renewable)	Head of Strategic Business Unit (or nominee)

¹ Board of Governors Minutes 195, 25 March 2009 and 227, 25 June 2009, refer.

² UPR GV06 'Membership of the University'

Category A (cont)

	Description	Term of membership	Authorising Officer
A3	Support workers for any of the registered students referred to in sections A1 (i) and A1 (ii) (above) who are disabled.	One (1) year (renewable)	A University Disability Adviser
A4	Employees of companies or organisations occupying University premises (including the Innovation Centre and Biopark Hertfordshire) who are engaged in bone fide activities or work relating to the University	One (1) year (renewable)	Secretary and Registrar (or nominee)
A5	Members of Professional Advisory Groups.	Term of membership	Head of Strategic Business Unit (or nominee)
A6	Other individuals authorised from time-to-time by the Chief Information Officer	As authorised	Chief Information Officer (or nominee)

Category B

	Description	Term of membership	Authorising Officer
B1 (i)	Employees of the University of Hertfordshire.	Term of employment	Director of Human Resources (or nominee)
B1 (ii)	Employees of the wholly-owned subsidiary companies of the University of Hertfordshire Higher Education Corporation and their wholly-owned subsidiaries	Term of employment	Director of Human Resources (or nominee) <i>or equivalent in the subsidiary company (or nominee)</i>

Category B (cont)

	Description	Term of membership	Authorising Officer
C2	Contractors providing services or engaged in transitory activities who would not otherwise appear in Category A or B	Specific access privileges will be granted temporarily, on a case-by-case basis, based on the nature of the work. The access privileges will be withdrawn on completion of the work concerned (ID Card)	<i>The Head of the SBU managing the contract (or nominee) and/or Chief Information Officer (or nominee)</i>
B3	Employees of the Hertfordshire International College (Navitas UK) who are involved in the delivery of programmes that fall within the scope of the agreement between the College and the University	One (1) year (renewable)	College Director/Principal, Hertfordshire International College (or nominee) and Secretary and Registrar (or nominee)
B4	Employees of the University of Hertfordshire Students' Union.	Term of employment	Chief Executive, Students' Union (or nominee) and Secretary and Registrar (or nominee)
B5	<i>Employees of organisations holding long-term contracts engaged in bona fide activities or work relating to the University</i>	One (1) year (renewable)	<i>The Head of the SBU managing the contract (or nominee)</i>
B6 (i)	Employees of the member colleges of the Hertfordshire Higher Education Consortium who are involved in the delivery of Higher Education programmes provided within the Consortium.	One (1) year (renewable)	Senior representative of the relevant member College of the Hertfordshire Higher Education Consortium and the Head of Academic Partnerships (or nominee)
B6 (ii)	Employees of the University's partner organisations (other than B6(i) who are involved in the delivery of programmes which lead to University of Hertfordshire awards and/or for which the University is responsible for the quality of the provision.	One (1) year(renewable)	Senior representative of the relevant partner organisation and the Head of Academic Partnerships (or nominee)

Category B (cont)

	Description	Term of membership	Authorising Officer
B6 (iii)	Agents acting on behalf of the University including overseas recruitment agents	One (1) year (renewable)	Pro Vice-Chancellor (Enterprise) and Director of Marketing and Communications (or nominee)
B7	Casual or agency staff or placement students on work experience retained by any of the above (B1 – B6) engaged in bona fide activities or work relating to the University.	One (1) year (renewable)	Head of Strategic Business Unit (or nominee)
B8	Mentors and supervisors of students on workplace placements.	One (1) year (renewable)	Head of Strategic Business Unit (or nominee)
B9	External Examiners for programmes delivered at the University of Hertfordshire and for programmes delivered elsewhere which lead to University of Hertfordshire awards and/or for which the University is responsible for the quality of the provision.	Up to four (4) years	Director of Academic Quality Assurance (or nominee)
B10	Reviewers and auditors representing the Quality Assurance Agency (QAA), Ofsted and other quality assurance and audit agencies with which the University is engaged; relevant Professional Bodies, relevant Statutory Regulatory Bodies.	Length of engagement (maximum of three (3) years)	Director of Academic Quality Assurance (or nominee)
B11 (i)	Reader Emeritus, Professor Emeritus,	Lifetime	Pro Vice-Chancellor (Research)
B11 (ii)	Visiting Professor	Term of appointment	Pro Vice-Chancellor (Research)

Category B (cont)

	Description	Term of membership	Authorising Officer
B11 (iii)	Honorary Lecturer (Clinical) Holders of Visiting titles or Honorary titles, other than Honorary Lecturer (Clinical) (UPR HR01 ³ , refers)	One (1) year, or where longer, for the duration of the individual's National Health Service training post One (1) year or, where longer, for the term of appointment	Dean of School Dean of School
B11 (iv)	Individuals on whom the University has conferred an Honorary Award (UPR AS04 ⁴ , and UPR AS03 ⁵ , refer)	Lifetime	Secretary and Registrar
B11 (v)	Visiting academics/researchers working in association with the University	One (1) year (renewable)	Dean of School
B12 (i)	The Chancellor	Term of office	Secretary and Registrar
B12 (ii)	Members of the University's Board of Governors; Trustees of the University of Hertfordshire Charitable Trust, and external members of committees of the University's Board of Governors.	Term of office	Secretary and Registrar

³ UPR HR01 'Approved Titles'

⁴ UPR AS23 'Honorary Degrees'

⁵ UPR AS03 'Fellowships and Honorary Fellowships of the University of Hertfordshire'

Other Arrangements

	Description	Term of membership	Authorising Officer
C1	Members of the University of Hertfordshire Alumni Association	Lifetime	Head of Advancement and Corporate Affairs (or nominee)
C2	Contractors providing services or engaged in transitory activities who would not otherwise appear in Category A or B	Specific access privileges will be granted temporarily, on a case-by-case basis, based on the nature of the work. The access privileges will be withdrawn on completion of the work concerned (ID Card)	<i>The Head of the SBU managing the contract (or nominee) and/or Chief Information Officer (or nominee)</i>
C3	Individuals using University facilities and services as agreed under arrangements and reciprocal schemes to which the University belongs.	Library privileges only: one (1) year (renewable) – ID Card	Chief Information Officer (or nominee)
C4	Organisations subscribing to corporate membership of the University Library	Library privileges only: one (1) year (renewable) – ID Card	Chief Information Officer (or nominee)
C5	Other individuals authorised from time-to-time by the Secretary and Registrar (or nominee)	As authorised	Secretary and Registrar (or nominee)

Mrs S C Grant
 Secretary and Registrar
 Signed: **1 August 2015**