

UNIVERSITY POLICY AND REGULATION

(Amendments to version 01.0, UPR GV07, are shown in italics.)

1 INTRODUCTION

- 1.1 The UPR series is the *principal* means by which the University of Hertfordshire publishes its institutional policies, procedures and regulations.
- 1.2 UPRs will be formulated and published in accordance with the following procedures.

2 DEFINITIONS

- 2.1 For the purpose of this document, the following definition will apply:

- 2.1.1 **'originator':**

a manager, other member of staff or a committee or other group that identifies to the Secretary and Registrar or to the *Head of Governance Services* areas that they believe should be the subject of a UPR;

- 2.1.2 **'Standing Working Party:**

Standing Working Party on University Policies and Regulations.

3 MANAGEMENT OF THE UPR SERIES

- 3.1 The *Head of Governance Services* is responsible to the Secretary and Registrar for the management, *editing*, maintenance and further development of the UPR series, the *detailed* drafting of documents in the series that *do not fall within the remit of the Standing Working Party* and the preparation of *all* documents for publication in the series.
- 3.2 All UPRs are commissioned *on the authority of* the Secretary and Registrar who, as Secretary to the Board of Governors and the Academic Board, will *be consulted, as necessary, on the approval process and the process of consultation to be used in the development of each document or the conduct of a revision.* This process will include, as appropriate, the *Chief Executive's Group and the Standing Working Party on UPRs.* The Secretary and Registrar will ensure that, where necessary, legal advice is taken.
- 3.3 All UPRs will be issued under the authority of the Secretary and Registrar.

4 STANDING WORKING PARTY ON UPRs

- 4.1 *The Standing Working Party will have oversight of academic University policies, regulations and procedures on behalf of the Academic Board.*
- 4.2 *Appropriate senior officers, designated as 'lead officers' will, where they deem it necessary, formulate proposed amendments for scrutiny by the Standing Working Party and approval by the Academic Board.*

5 APPROVAL

- 5.1 The Academic Board *is* responsible for giving final approval to UPRs which relate to the establishment and maintenance of the University's academic policies, procedures, rules, regulations and guidelines.
- 5.2 The Board of Governors *is* responsible for approving the policies, procedures, rules, regulations for the financial management and *governance* of the University.
- 5.3 In certain instances policies, procedures, rules and regulations will require the approval of both the Board of Governors and the Academic Board.

5.4 *The Vice-Chancellor and the Secretary and Registrar are empowered by the Articles of Government (ex officio) to give certain approvals without reference to the Academic Board or the Board of Governors.*

5.5 In all cases the Secretary and Registrar will be responsible for ensuring that an appropriate and constitutionally sound process of approval is adhered to.

6 STATUS OF UNIVERSITY POLICIES, REGULATIONS AND INSTITUTIONAL PROCEDURES

6.1 *University Policies and Regulations are defined in the Financial Regulations as 'Prime Documents' (UPR FR06¹, refers).*

6.2 *A UPR or other policy or regulatory document not published in the UPR series but which has received the required approval of the Board of Governors or the Academic Board, contains the approved text and cannot be amended substantively without the prior approval of the Board or Boards concerned. The Secretary and Registrar, may, without reference to the Board or Boards concerned, approve minor drafting amendments to these documents which do not constitute substantive amendments, for example, to reflect organisational changes within the institution.*

7 COMMENTARIES, GUIDANCE, GUIDANCE NOTES AND OPERATING PROCEDURES

7.1 *Commentaries, guidance, guidance notes and operating procedures may be developed to enable the implementation of decisions of the Board concerned, as set out in the UPR or other policy or regulatory document.*

7.2 *Commentaries, guidance, guidance notes and operating procedures will contain the following statement:*

'In the event of any conflict between the provisions of this document and the UPRs or other approved policy or regulatory documents, the provisions of the UPRs and other approved policy or regulatory documents, will prevail.'

8 REVISIONS

Any member of the institution identifying that a document appears to require amendment must inform the *Head of Governance Services*, as appropriate.

P E Waters
Secretary and Registrar
Signed: **13 August 2012**

¹ UPR FR06 'Corporate Governance and Financial Regulation'