

## Procedure for Approval and Suspension of College Degree Regulations

### Approval of Regulations

1. Additions and other amendments to the Regulations for Taught Programmes of Study and Regulations for Research Degrees shall be subject to approval by the Academic Board. The Academic Board shall consider and determine the date from which such regulations shall take effect and the categories of students to whom they shall apply. All such amendments shall normally be considered on the recommendation of either the Education Committee or the Research Committee. The Academic Board's powers of approval may, when circumstances require, be exercised by its Chair subject only to the requirement that any such action by the Chair be reported to the members of the Board either at its next meeting or otherwise.
2. As appropriate, the College's regulations will be in line with those set out by the University of London. If the College wishes to put in place a regulation which is not permitted under the University of London regulations, the College will follow the process for requesting an amendment to the University of London regulations and will abide by the decision made by the University.
3. Regulations approved by the Academic Board may allow for variations by schools, for collaborative provision or for disciplines subject to external regulation. These should be made clear in the approval processes for individual programmes and flagged to the Academic Board. Any such deviation from the College regulations must be made clear to applicants and students affected. Where necessary, bespoke regulations may need to be produced and these are subject to the same approval process as the College regulations.
4. Regulatory changes will be communicated to staff, students and applicants, with particular consideration given to the dissemination of information about substantive changes which will affect students already registered at Birkbeck or applicants holding offers.
5. Exceptionally programmes may have their own regulations in addition to those set out in the degree regulations. These need to be articulated as part of the programme development process, included in the Programme Specification and approved by the Pro Vice-Master for Education or the Pro Vice-Master for Research. Any changes to programme regulations need to be approved via the programme amendment process and endorsed by the relevant Pro Vice-Master.

### Suspension of Regulations

6. Requests for the Academic Board's consideration of suspension of regulations must be submitted in writing to the Academic Registrar or nominee by the Chair of the Sub-Board of Examiners, the Head of

Department, or the Programme Director of the relevant taught programme; or the supervisor, Head of Department, or the PGR Director in case of research students. Requests must state which regulation is to be suspended, the reason for the request, the case in support of the suspension and the details of the student(s) affected.

7. Suspension of regulations will be considered only in exceptional cases. Collated data on suspensions of regulations will be reviewed periodically and considered as part of the process for updating regulations to ensure the regulations are fit for purpose.
8. All requests for suspension of regulations and the decisions by or on behalf of the Academic Board shall be recorded by the Academic Registrar or nominee. All approved suspensions will be reported periodically to Academic Board.
9. Suspension of regulations for taught degrees will be determined by the Pro Vice-Master for Education on behalf of Academic Board. The Pro Vice-Master may wish to seek the opinions of the Education Committee and any of its sub-committees when making a decision.
10. Suspension of regulations for research degrees will be determined by the Pro Vice-Master for Research on behalf of Academic Board. The Pro Vice-Master may wish to seek the opinions of the Research Committee and any of its sub-committees when making a decision.
11. Where it is not possible to reach a decision on whether to suspend a regulation, the Chair of the Academic Board will be the final arbiter on behalf of the Board.
12. Any suspension of regulations at programme level must be approved by the Chair of the relevant Sub-Board of Examiners. These suspensions do not need to be approved by Academic Board but they must be reported to the Academic Registrar or nominee for recording purposes.

Academic Board  
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