



Education Quality and Policy Office

Guidance

<b>Title</b>	Framework for Administering Bodies
<b>Purpose</b>	To set out the legal and regulatory responsibilities taken on by Administering Bodies. Administering Bodies are those recognised in University Statutes & Ordinances as able to register students for programmes of study leading to the award of a University qualification or academic credit.
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<b>Approving bodies</b>	General Board's Education Committee
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## Framework for Administering Bodies

This framework sets out the legal and regulatory responsibilities taken on by Administering Bodies.

### *Scope of the Framework*

The Framework for Administering Bodies (FAB) is only applicable to Administering Bodies so recognised in Statute, and delivering education to students registered on programmes of study leading to the award of a qualification or academic credit which fall under the regulation of the General Board. It does not cover 'executive' or 'professional' education or training.

Section 1 relates to all Administering Bodies admitting students to courses. Sections 2-4 relate only to non-matriculated (also known as non-member) courses and awards.

The FAB sets out high level expectations of what Administering Bodies are required to do and what students, the general public and the regulator can expect from them. In either reviewing or developing their practice and policies in each area, the Administering Bodies are encouraged to discuss with relevant experts within the University. Administering Bodies have agreed to take on these responsibilities from the University and must provide the necessary staff and/or financial resources to support their delivery to the standard expected by students and the regulator.

Administering Bodies should meet the expectations set out below, but may have individualised practices and processes specific to their needs. Administering Bodies should be able to evidence their compliance with the FAB. Breaching the FAB may lead to reputational and financial risk for the University.

### *1. Recruitment and Admissions*

Administering Bodies have admissions processes which are fair, reliable and inclusive.

- 1.1 Information published by Administering Bodies about course content and delivery, assessment and the student experience is accurate and compliant with Statutes and Ordinances and consumer legislation.
- 1.2 Clear processes exist where applicants with non-standard qualifications or experience are considered.
- 1.2 A complaints procedure is available and complaints are dealt with in a timely fashion.
- 1.3 All relevant staff understand their responsibilities around compliance with UK Visas and Immigration (UKVI) for international students.
- 1.4 Offer letters and terms and conditions are transparent and legally compliant with relevant legislation.

### *2. Student support*

Administering Bodies ensure that students on non-matriculated courses have access to student support services to enable their progression and success.

- 2.1 Academic and professional staff are clear on their roles in providing pastoral welfare support and how to signpost students to appropriate experts.
- 2.2 Students have access to appropriately qualified disability support experts and any recommendations are implemented.
- 2.3 There are clear assessment mitigation procedures.
- 2.4 Students have access to careers advice.

It is not a regulatory requirement to provide access to non-academic support (such as welfare and counselling services), but Administering Bodies should be mindful of best practice within the University and the wider sector.

### *3. Learning resources*

Administering Bodies ensure that students on non-matriculated courses have access to appropriate physical and electronic learning resources, including those normally provided by libraries, to enable their progression and academic success.

### *4. Reporting, data management and student records*

Administering Bodies maintain and manage accurate student records for statutory reporting and for the production of transcripts and certificates.

- 4.1 Staff are clear on their responsibilities in the management of student records, including with respect to data protection.
- 4.2 If held locally, records are auditable and secure.