

## Glossary

Definitions for document types.

### **Charter**

King's College London Charter defines the objects, powers, statutory bodies and officers of the university. It defines King's as a teaching, research and examining body with the right to award degrees and honorary distinctions.

### **Code of Practice**

A set of standards to guide decisions made in a specified situation or area, usually to ensure compliance with ethical or regulatory requirements.

### **Data Sharing Agreement**

An agreement for sharing personal data which outlines the purpose of sharing data, sets standards for data use and defines the roles and responsibilities of each organisation.

### **Guidelines**

A broad statement of good practice or advice for university students or staff, often to determine a course of action or streamline a process.

### **Memorandum of Understanding**

An agreement between two or more organisations outlining the terms of a mutual understanding and defining the requirements and responsibilities of each party.

### **Ordinances**

King's College London Ordinances give details of King's governance structure as well as terms of reference, membership and standing orders of College Council and its standing committees. It also includes information on staffing policies and College awards. In any conflict between the Ordinances and the Regulations, the Ordinances will prevail (Statute 6).

### **Policy**

A statement of rules, principles, intentions and approaches to fulfil the statutory and organisational responsibilities of the university. Policies guide decision making and enable staff to comply with relevant legislation and meet the aims and objectives of the university.

### **Procedure**

A set of detailed instructions that describe the appropriate method for carrying out tasks or activities to achieve a stated outcome and to ensure efficiency, consistency and safety throughout the university. Procedures are often developed to support the implementation of policies.

**Regulation**

Regulations are a set of rules to ensure the proper conduct of the university, its students and staff. On enrolment at King's all students enter a binding contract to abide by university regulations. Regulations may be made by the College Council or other bodies with delegated authority. Currently these are Academic Board with respect to Academic Regulations and the Finance Committee with respect to Financial Regulations.

**Statutes**

King's College London Statutes prescribe details of the membership structure, functions and powers of the College Council, the powers and duties of the President & Principal and the Chairman, and the appointment of Vice Principals and the Auditor.

**Statement**

A definite or clear expression of facts, views or plans, including formal prepared announcements or responses.

**Strategy**

A plan developed to achieve a specified long-term aim. Strategies usually cover 3-5 years and are designed to achieve particular goals or objectives. They can be supported by policies and procedures.