



CHURCHILL COLLEGE

ORDINANCES

1 January 2010

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ORDINANCE I

ELECTION AND REMOVAL OF THE VICE-MASTER

(Statutes VIII and XI)

1. The Vice-Master shall be elected for a period not exceeding five years from the date of assuming office as laid down by the Governing Body. No person shall be eligible for election as Vice-Master unless proposed and seconded in writing to the Secretary of the Governing Body at least fourteen days before the meeting of the Governing Body at which elections are to be held.
2. The Vice-Master may be re-elected for further periods provided that the tenure of the Vice-Mastership does not exceed ten years and provided that the retiring age as laid down in Statute XXIV will not be reached. The re-election of the Vice-Master shall require the assent of two-thirds of the members present and voting at a meeting of the Governing Body held in accordance with Statute XII.
3. If only one person is proposed and seconded, that person shall be declared elected. If more than one person is proposed and seconded a poll shall be taken in accordance with the procedure for election by the Governing Body laid down in Statute XII, 6. Each vote shall be given in writing signed by the voter. If no person receives a majority, a second poll shall be taken at which the person receiving the least number of votes at the previous poll shall be excluded. If the least number of votes is received by more than one person, the Governing Body before proceeding to the next poll shall choose between them by means of a vote. This process shall, if necessary, be repeated until one person receives a majority of the votes given according to the procedure for election by the Governing Body laid down in Statute XII.
4. The stipend and allowances of the Vice-Master shall be determined by the Council and reviewed annually. They shall be reported to the Governing Body at a Statutory Meeting.
5. If the Governing Body is of the opinion that the Vice-Master has been neglecting the duties of the office, or is unfit or unable to carry them out, and should therefore be removed from office, it shall institute as appropriate a full disciplinary or medical hearing to determine the issues.
6. Such disciplinary or medical hearing shall be regulated by the provisions specified in Parts III, IV and V of Statute XXXV, and in Ordinances XIX to XXII, in respect of members of the academic staff, save that references in the said Statute and Ordinances to the Master shall be read as references to the Governing Body.

ORDINANCE II

APPOINTMENT AND REMOVAL OF THE BURSAR

(Statutes IX and XI)

1. The Bursar shall be appointed by the Council for a period not exceeding five years. The appointment may be renewed for further periods of five years, or for some lesser period to be specified at the time of re-appointment, provided that the retiring age laid down in Statute XXIV will not be reached.
2. The stipend of the Bursar shall be determined by the Council and reviewed annually. It shall be reported to the Governing Body at a Statutory Meeting.

3. If the Council is of the opinion that the Bursar has been neglecting the duties of the office, or is unfit or unable to carry them out, and should therefore be removed from office, it shall institute proceedings for dismissal in accordance with Statute XIII,6 and Ordinance XIX,3.

ORDINANCE III

APPOINTMENT AND REMOVAL OF THE TUTORS AND TEACHING OFFICERS

(Statutes X, XI and XIII)

1. A Tutor shall be appointed by the Council for a period not exceeding five years and the appointment may be renewed for further periods, each of five years at a time or some lesser period to be specified at the time of re-appointment, providing that neither the retiring age laid down in Statute XXIV nor any maximum tenure specified in Regulations will be reached.
2. There shall be Teaching Officers of the College who shall be designated as Directors of Studies, College Senior Lecturers, College Lecturers, College Assistant Lecturers, Teaching By-Fellows or Lectors.
3. The maximum tenure of a College Assistant Lecturer shall be five years. The initial period of appointment shall be for not more than three years.
4. The initial period of appointment of a College Lecturer shall be for not more than three years, unless the person appointed has already been a College Assistant Lecturer, in which case it shall be for not more than five years. The appointment may be renewed for periods not exceeding five years at a time, provided that the retiring age laid down in Statute XXIV will not be reached.
5. The Council shall determine the stipends and allowances of all Tutors and Teaching Officers and shall review these stipends and allowances annually. These stipends and allowances shall be reported to the Governing Body at a Statutory Meeting
6. If the Council is of the opinion that a Tutor, or any Teaching Officer who is not a member of the academic staff under Statute XXXV, has been neglecting the duties of the office, or is unfit or unable to carry them out, and should therefore be removed from office, it shall institute proceedings for dismissal in accordance with Statute XIII,6 and Ordinance XIX,3.

ORDINANCE IV

PROCEDURE OF THE GOVERNING BODY

(Statute XII)

1. There shall be a Secretary of the Governing Body who may, but need not, be a Member of the Governing Body.
2. The Secretary of the Governing Body shall be the Bursar unless the Governing Body decides otherwise by a vote. The appointment of a Secretary by the Governing Body may be made for a definite or an indefinite period.
3. The Secretary of the Governing Body shall normally attend meetings of the Governing Body and shall keep Minutes of its meetings. In the absence of the Secretary from a meeting, the Governing Body shall appoint a deputy to act for that meeting.

ORDINANCE V

METHOD OF ELECTION TO THE COUNCIL AND COUNCIL AUTHORITY

(Statute XIII)

1. An election to the Council of Members of the Governing Body who are Fellows shall take place annually at a Statutory Meeting of the Governing Body in the Michaelmas Term. The tenure of membership shall begin on 1 January following election.
2. Nominations for the annual election to the Council shall be submitted to the Secretary of the Governing Body by the division of Term.
3. If a Member of the Governing Body who is a Fellow and elected to the Council should resign, die, become an *ex officio* member of the Council or be removed under Statute XXII, the Governing Body shall elect a replacement. Nominations to fill such vacancies shall normally be made within three weeks of the vacancy occurring. If the number of nominations, including any additional nominations made by the Council under clause 4 below, equals the number of vacancies, the persons nominated shall be deemed elected. If the number of nominations exceeds the number of vacancies, a meeting of the Governing Body shall be held within four months of the occurrence of the vacancies, at which a poll shall be taken in accordance with the procedure of clause 5 below. At least seven days' notice shall be given of such a meeting.
4. All nominations shall be proposed and seconded in writing by Members of the Governing Body and shall be accompanied by the written consent of the nominee. If the number of nominations received by the appointed date is less than the number of vacancies, the Council shall make further nominations.
5. If the number of valid nominations equals the number of vacancies, the persons nominated shall be declared elected. If the number of valid nominations exceeds the number of vacancies, a poll shall be taken in accordance with the procedure for election by the Governing Body laid down in Statute XII. Each Member of the Governing Body who is a Fellow may vote for as many persons as there are vacancies. Each vote shall be given in writing and signed by the voter. No person shall be declared elected unless the number of votes received is not less than half the number of those voting. Further polls shall be taken if necessary, using the same procedure as that set out in Ordinance I for the election of the Vice-Master.
6. The *ex officio* Student Members of the Council shall be the Presidents of the two student common rooms. The methods of election used for the elected Student Members of the Council shall be specified by the constitutions of the appropriate common rooms. Any changes in those methods of election shall require the approval of the Council.
7. A Staff Consultative Committee will be established and maintained in accordance with procedures to be specified by Regulations. The two Staff Members of the Council shall be elected by the aforesaid Committee from its membership and their names shall be notified to the Governing Body at its next Statutory Meeting. The term of office shall be two years and a Staff Member may be re-elected once, after which they shall not be eligible for re-election for two years.
8. The Council shall have the authority to delegate, and at any time to revoke such delegation of, any of its powers to executive committees. Members of such committees may, but need not, be members of the Council.
9. The procedure for election to, and the authority of, any executive committee of the Council shall be specified by the Council in a written constitution. The Council shall retain the authority to amend such constitutions from time to time.

ORDINANCE VI

PROCEDURE OF THE COUNCIL

(Statute XIV)

1. There shall be a Secretary of the Council who may, but need not, be a Member of the Council.
2. The Secretary of the Council shall be the Bursar unless the Council decides otherwise by a vote. The appointment of a Secretary by the Council may be made for a definite or an indefinite period.
3. The Secretary of the Council shall normally attend meetings of the Council and shall keep Minutes of its meetings. In the absence of the Secretary from a meeting, the Council shall appoint a deputy to act for that meeting.
4. When a College post falls vacant the Council shall consider the need to fill the post, review the job description and the stipend, and if the Council considers it necessary to fill the post, set up a Committee to make a recommendation for an appointment.

ORDINANCE VII

METHOD OF ELECTION OF THE FELLOWSHIP ELECTORS

(Statute XV)

1. The procedure for the election of Fellowship Electors by the Governing Body shall be the same as that laid down in Ordinance V for the election of Members of the Governing Body to the Council. The tenure of a Fellowship Elector shall begin on 1 January following election.

ORDINANCE VIII

PROCEDURE OF THE FELLOWSHIP ELECTORS

(Statute XVI)

1. There shall be a Secretary of the Fellowship Electors who may, but need not, be a Fellowship Elector.
2. The Secretary of the Fellowship Electors shall be the Bursar unless the Fellowship Electors decide otherwise by a vote. The appointment of a Secretary by the Fellowship Electors may be made for a definite or an indefinite period.
3. The Secretary of the Fellowship Electors shall normally attend meetings of the Fellowship Electors and shall keep Minutes of its meetings. In the absence of the Secretary from a meeting, the Fellowship Electors shall appoint a deputy to act for that meeting.

ORDINANCE IX

PROCEDURE FOR NOMINATION TO HONORARY FELLOWSHIPS

(Statute XVII)

1. The number of Honorary Fellows shall not exceed fifteen.

2. A nomination for election to or termination of an Honorary Fellowship shall require the supporting signatures of not fewer than ten Members of the Governing Body who are Fellows. Such nominations shall be made in writing to the Secretary of the Governing Body at least 21 days before the meeting of the Governing Body at which they are to be considered, and the Secretary shall give notice of them to all Members of the Governing Body who are Fellows at least 14 days before the meeting.

ORDINANCE X

ELECTION OF FELLOWS, THEIR STIPENDS, ALLOWANCES AND PRIVILEGES

(Statutes XVIII, XIX and XX)

1. At a Statutory Meeting in the Michaelmas Term the Governing Body shall review the maximum number of Fellowships to be held in respect of each Title for the following academical year. These numbers can be varied at any meeting of the Governing Body. The maximum number in Title E shall not exceed ten.
2. A fund shall be maintained for the payment of stipends and allowances of Junior Research Fellowships. When under Statute XII the Governing Body determines the allocation of funds to College activities, the amount set aside for Junior Research Fellows shall be transferred to this fund. Any balance remaining at the end of the financial year shall be carried forward in this fund. In determining the number of Junior Research Fellowships, the Council shall have particular regard to the money which will be available in this fund.

Title A

3. The following shall be qualified to hold a Fellowship under Title A: College Officers as defined in Statute VII, Directors of Studies, College Senior Lecturers, College Lecturers, College Assistant Lecturers and the holders of any College or University Office which the Council may specify. Except where otherwise specified under Regulations a Fellow under Title A shall be required to undertake 80 hours of teaching per year, or equivalent duties for the College as the Council may from time to time prescribe. This requirement may be reduced in exceptional circumstances at the discretion of the Council; any such decision shall be recorded in open minutes of the Council. Teaching should first be offered, if appropriate, to the College. A Fellow under Title A shall normally be required to reside in the University during Full Term.
4. Fellows under Title A, with a prescribed teaching requirement, shall each have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. Such Fellows shall be entitled to the use of rooms in College free of rents and local taxes and other charges, save that a general service charge may be imposed by Council for the provision of services to residential accommodation.

Other Fellows under Title A shall have the dining entitlements as specified above and shall be entitled to the use of rooms as individually determined by the Council.

The number of free guest room nights per annum for any Fellow under Title A, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

5. Fellows under Title A shall give a full Term's notice to the Senior Tutor of their intention to resign or retire.

Title B (Research Fellowships)

6. Fellows under Title B shall engage in research. They shall be required to reside in the University during Full Term. A Junior Research Fellow may be allowed by the Council to defer taking up the Junior Research Fellowship and may be granted a period of intermission, provided that the tenure of the Junior Research Fellowship including any period of deferment or intermission shall not exceed four years from 1 October following election. Any such period of deferment or intermission will not normally exceed one year.
7. Senior and Junior Research Fellows shall not be required to teach or to examine for the College. A Junior Research Fellow shall not teach or examine for more than a total of six hours per week for the College or otherwise without the Council's consent. Any such teaching or examining should first be offered to the College. No teaching or examining shall be undertaken that is in excess of the amount permitted by, or that otherwise contravenes, the conditions of tenure of any University office which a Research Fellow may hold.
8. The Governing Body shall determine the maximum stipends of Senior and Junior Research Fellowships and review them annually. The Fellowship Electors shall determine the actual stipend of a Research Fellow at the time of election, and in doing so they shall have regard to any other emolument which the Fellow will receive to support research.
9. A Fellow under Title B shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. Such Fellows shall be entitled to the use of rooms in College as specified in Regulations. The number of free guest room nights per annum for a Fellow under Title B, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.
10. A meeting of the Fellowship Electors to elect Senior Research Fellows shall be held annually in the Lent Term. All Fellows shall be invited to submit nominations by the division of the Michaelmas term to the Secretary of the Fellowship Electors, accompanied by a *curriculum vitae* and the names of two referees.

Title C (Professorial Fellowships)

11. A Fellow under Title C shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. A Fellow under Title C shall not be entitled to rooms in College, but the Council may allow the use of rooms for a term or any longer period on payment of such rent and charges as the Council may decide. The number of free guest room nights per annum for a Fellow under Title C, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

Title D (Pensioner Fellowships)

12. A Fellow under Title D shall have the right to dine in Hall free of charge, and to receive allowances in respect of such other meals as may be specified in Regulations. A Fellow under Title D shall not be entitled to rooms in College, but the Council may allow the use of rooms for a term or any longer period on payment of such rent and charges as the Council may decide. The number of free guest room nights per annum for a Fellow under Title D, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

Title E (Extraordinary Fellowships)

13. A Fellow under Title E shall be required to perform such duties of teaching, examining and administration as the Council may determine. A Fellow under Title E may be required by the Council to reside in the University during Full Term.

14. A Fellow under Title E may receive allowances in respect of that Fellowship under special circumstances to be decided at the time of election after consultation between the Council and the Fellowship Electors. Allowances granted shall be reported to the Governing Body at the next meeting.
15. A Fellow under Title E shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. A Fellow under Title E shall not be entitled to rooms in College, but the Council may allow the use of rooms for a term or any longer period on payment of such rent and charges as the Council may decide. The number of free guest room nights per annum for a Fellow under Title E, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

Title F (Overseas Fellowships)

16. A Fellow under Title F shall be required to reside in the University during Full Term.
17. During the tenure of the Fellowship a Fellow under Title F may receive a stipend and allowances. With the authority of the College Council, such a stipend and allowances may remain payable during absence under clause 26 below. The stipend and allowances shall be decided by the Fellowship Electors in the light of funds available for Overseas Fellows, and taking into account any emolument received by that Fellow from other sources. The stipend and allowances paid shall not exceed the maximum approved each year by the Governing Body at a Statutory Meeting.
18. A Fellow under Title F shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. A Fellow under Title F shall not be entitled to rooms in College, but the Council may allow the use of rooms or a College house or flat on payment of such rent and charges as the Council may decide. The number of free guest room nights per annum for a Fellow under Title F, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

Title G (Supernumerary Fellowships)

19. If there are vacancies for Fellowships under Title G, nominations may be made for a meeting of the Governing Body to be held in the Easter Term at which elections and re-elections may be made. Elections and re-elections may not be made at any other meeting of the Governing Body. All Fellows shall be invited to submit nominations for elections, proposed and seconded in writing, to the Secretary of the Fellowship Electors by the start of the Lent Term. Each nomination shall be accompanied by a *curriculum vitae*, a statement of why it would be in the interest of the College to elect the person as a Fellow, and references from two referees. Nominations shall be considered by the Fellowship Electors who shall present in writing to the Governing Body:
 - (a) a list of all nominations received;
 - (b) a short-list of candidates for consideration, including the names of Fellows under Title G whose tenure ends during the current and following academic year, accompanied in each case by recommendations as to conditions and tenure.
20. A Fellow under Title G shall be required to perform such duties of teaching, examining and administration as the Council may determine.
21. A Fellow under Title G shall receive no stipend or allowances in respect of that Fellowship, except under special circumstances to be decided by the Council. Any stipend and allowances granted shall be reported to the next Statutory Meeting of the Governing Body.

22. Unless dispensation is obtained from the College Council, a Fellow under Title G shall be required to reside in the University during Full Term.
22. A Fellow under Title G shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations. A Fellow under Title G shall not be entitled to rooms in College, but the Council may allow the use of a room on payment of such rent and charges as the Council may decide. The number of free guest room nights per annum for a Fellow under Title G, and the charges for guest room nights beyond the prescribed limit, shall be specified by Council in Regulations.

Sabbatical Leave

23. Every Title A Fellow who is a College Senior Lecturer, Lecturer or Assistant Lecturer shall be entitled to sabbatical leave for academic purposes at the rate of one term for every six terms of service under Title A provided that:
 - (a) application is made to the Council as early as possible and, in any case, not later than the division of the term preceding the beginning of the period for which leave is desired;
 - (b) the Council has been able to approve adequate arrangements proposed by the Fellow for the performance of College duties during the period of leave.
 - (c) the applicant is deemed to be research-active.

Subject to these three conditions the Council shall not unreasonably withhold its consent to an application. When calculating the amount of sabbatical leave due, no account shall be taken of any service done more than six years before an application nor of any term during which the applicant has been on leave for part or the whole of the term, unless the Council has determined under clause 28 below that that term shall be counted as a term of service.

24. During the period of sabbatical leave the Fellow shall be paid College pensionable stipend in full, provided that he or she observes the following conditions (unless waived by the Council under exceptional circumstances):
 - (a) a considerable portion of the period of leave shall be spent in study;
 - (b) the Fellow shall give up all teaching, administrative and examining duties for the University or for the College, or Colleges, other than duties in connection with his or her supervision or examining of Research Students, or with acting as an academic referee;
 - (c) the Fellow shall not attend any meeting of the Governing Body, Council, or of any College committee during any period of sabbatical leave;
 - (d) if an elected member of the Council or of a College committee, then the Fellow shall resign all such memberships if granted sabbatical leave of more than one term, and shall offer to resign if granted leave for one term;
 - (e) if, after taking account of any loss of normal sources of income and of income from any new sources, less any additional expenses associated with the new activities, the Fellow would benefit financially because sabbatical leave has been taken, the Fellow shall agree with the Bursar to forego such part of his or her normal pensionable stipend as will leave that Fellow approximately in the same financial state as if sabbatical leave had not been taken. If the Fellow and the Bursar cannot reach

agreement, the matter shall be referred to the Vice-Master, whose decision shall be final.

25. If a full College stipend is paid, any College contribution to a pension fund shall be maintained. If part stipend is paid, or if the stipend is withheld, the College contribution to the pension fund shall normally be maintained, provided that the Fellow's contribution is continued.

Leave of Absence

26. The Council may give leave of absence as distinct from intermission allowed under Statute XX, to a Fellow under any Title who is required to reside in the University during Full Term, subject to such conditions as the Council may determine in the particular case.
27. The Council may grant any Fellow leave of absence for a period not exceeding six months on account of illness without loss of stipend. The Council may extend this period of absence, and when doing so shall determine the amount of stipend to be paid.
28. If a Title A Fellow is given leave of absence on account of illness for a part or for the whole of a Full Term, or if, having been given leave for another reason, that Fellow is on leave for less than half of a Full Term, the Council shall determine whether the term may be counted as a term of service under clause 23 above.

Other Periods of Leave of Absence

29. A Fellow required to reside in the University during Full Term shall in advance inform the Senior Tutor in the case of Title A, or the Vice-Master in the case of other Titles, of any period of absence exceeding three consecutive nights other than Saturday and Sunday.

Grants to Fellows

30. The Council may make a grant to a Fellow in respect of specific expenses incurred in connection with study or research. In making such a grant the Council shall be satisfied that other sources of assistance have been fully exploited. Such grants shall not be pensionable.
31. The Council may delegate the responsibility for making grants under clause 30 to a committee chaired by the Vice-Master. The grants awarded shall be reported annually to the Council at a meeting in the Michaelmas Term.

ORDINANCE XI

DISCIPLINE OF FELLOWS

(Statutes XI, XX and XXII)

1. If it appears to the Council that there are grounds for believing that a Fellow has been guilty of disgraceful conduct, or other conduct incompatible with the standing of a Fellow, or persistent neglect of the duties of the Fellowship, or is prevented for any reason from fulfilling any condition associated with the Fellowship, and that these grounds may justify disciplinary action being taken against the Fellow (by way of intermission or removal of the Fellowship or otherwise), it shall proceed in accordance with the provisions of Parts III and IV of Statute XXXV, and Ordinances XVIII to XXI, save that references in the said Statute and Ordinances to the Master shall be read as references to the Council.
2. No decision to deprive a Fellow, or require intermission, of the Fellowship shall be taken without the agreement of at least three-fourths of the Members of the Council who are Members of the Governing Body.

3. Without prejudice to any other rights of appeal the Fellow may enjoy, the Fellow shall have the rights of appeal specified in Part V of Statute XXXV and Ordinance XXII.

ORDINANCE XII

MEMBERSHIP OF THE COLLEGE

(Statute XXV)

1. The Council may elect as members of the College:
 - (a) University administrative and teaching officers, and other persons working in the University;
 - (b) such other persons as they may decide *ad personam*.
2. In making elections to membership of the College:
 - (a) the Council shall specify a qualifying office for such an election. A member elected in this way shall cease to be a member of the College when the member ceases to hold the qualifying office.
 - (b) numbers will be determined by the Governing Body at a Statutory Meeting.
3. The Council may deprive any member of the membership of the College if in its opinion that member has been guilty of disgraceful conduct, or other conduct incompatible with the standing of such membership.

ORDINANCE XIII

ELECTION OF LECTORS AND BY-FELLOWS

(Statute XXV)

1. The Council may elect Lectors and By-Fellows, who shall become members of the College on election. The Governing Body shall determine at a Statutory Meeting the maximum number of Lectors and By-Fellows to be elected for the following academical year. The Council may for some period delegate its powers of election of various categories of By-Fellows to the Fellowship Electors. Lectors and By-Fellows shall be elected for a period not exceeding two years at a time.
2. A Lector shall be required to undertake such hours of teaching as the Council may prescribe on election. A Lector shall not be entitled to the use of rooms in College, but the Council may allow the use of a room for teaching purposes. A Lector shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations.
3. On the election of a By-Fellow the Council may prescribe duties, and conditions, associated with the By-Fellowship. A By-Fellow shall not receive a stipend from the College except under special circumstances to be decided at the time of election. A By-Fellow shall not be entitled to rooms in College, but the Council may allow the use of rooms or other accommodation either free of rent or on payment of such rent and charges as the Council may decide. A By-

Fellow shall have the right to dine in Hall free of charge and to receive allowances in respect of such other meals as may be specified in Regulations.

ORDINANCE XIV

DISCIPLINE OF BY-FELLOWS

(Statutes XI and XXV)

1. If it appears to the Council that there are grounds for believing that a By-Fellow has been guilty of disgraceful conduct, or other conduct incompatible with the standing of a By-Fellow, or persistent neglect of the duties of the By-Fellowship, or is prevented for any reason from fulfilling any condition associated with the By-Fellowship, and that these grounds may justify disciplinary action being taken against the By-Fellow (by way of deprivation of the By-Fellowship or otherwise), it shall proceed in accordance with the provisions of Parts III and IV of Statute XXXV and Ordinances XIX to XXI, save that references in the said Statute and Ordinances to the Master shall be read as references to the Council.
2. Without prejudice to any other rights of appeal, the By-Fellow shall have the rights of appeal specified in Part V of Statute XXXV and Ordinance XXII.

ORDINANCE XV

DISCIPLINE OF STUDENTS

(Statute XXIX)

The Dean

1. There shall be a Dean of College who shall be appointed from among the Members of the Governing Body who are Fellows by the Council at a meeting in the Easter Term for the following academical year.
2. The Dean shall be responsible for the discipline of Students of the College and for their proper behaviour within the College, and shall perform such duties as the Council may determine.
3. If it appears to the Dean that a student has breached any provision of Statutes, Ordinances or Regulations other than a provision concerning the academic progress of students, or has otherwise committed a breach of discipline, he or she shall enquire into the matter. If the Dean concludes that the student is or has been at fault the Dean may impose a fine not exceeding the current limit as determined by Council or such other penalty as deemed appropriate. Such other penalty shall not include:
 - (a) suspension or deprivation of membership of the College;
 - (b) temporary or permanent sending out of residence;
 - (c) deprivation of any award or its emoluments.
4. The Dean may refer any apparent breach of discipline to the Board of Discipline. Breaches of discipline which might warrant penalties not within the Dean's power to impose shall be referred to the Board of Discipline.

Board of Discipline

5. The Council shall each year appoint four Members of the Governing Body who are Fellows to serve as members of the Board of Discipline, one of whom the Council shall appoint as Chairman. No member of the Governing Body, other than the Chairman, shall serve for more than three years continuously. Where any casual vacancy occurs the Council shall at its next meeting appoint a Member of the Governing Body to serve for the remainder of the term vacated.
6. Three students shall serve as members on the Board of Discipline. These shall consist of two members elected from the Undergraduate Students and one member elected from the Advanced Students, according to election procedures agreed by the Council. Where any casual vacancy occurs an election shall be held as soon as practicable according to the same procedures.
7. The following shall be ineligible for membership of the Board: *ex officio* members of the Council, the Dean, the Tutors and members of the Student Appeals Committee.
8. If a member of the Board ceases to have the qualifying status as a Member of the Governing Body, as an Undergraduate Student, or as an Advanced Student, or becomes ineligible in accordance with clause 7 above, that member shall thereupon cease to be a member of the Board.
9. No member of the Board may participate in matters where that member has a personal interest. The Vice-Master shall advise the Board on what constitutes such an interest.
10. Where, for the purposes of a case referred to the Board of Discipline, any member of the Board is disqualified under clause 9 above, or is unwilling to attend for other than practical reasons, or there is currently a vacancy on the Committee, the Master shall use his best endeavours to appoint *ad hoc* an appropriate alternate member, and if necessary shall appoint an alternate Chairman from those members who are Fellows. An *ad hoc* member shall satisfy the conditions of eligibility for membership of the Board.
11. Except as specified herein at least three Fellows and two student members shall be present at any hearing by the Board, and where the hearing concerns an Advanced Student one of the two student members shall be the Advanced Student member. Where the Master's best endeavours to appoint one or more alternate members under clause 10 are unsuccessful, and fewer than three Members of the Governing Body and/or fewer than two relevant student members are available to hear an appeal, the Board shall nevertheless be deemed to be properly constituted, provided that no hearing shall take place unless at least three members are present.
12. The fact that a student has been or is liable to be prosecuted in a court of law in respect of the alleged breach under clause 4 shall not affect the jurisdiction and powers of the Board.
13. Where a case is referred to the Board of Discipline the Chairman shall call a meeting as soon as practicable to hear the case.
14. The Board shall have power in appropriate circumstances and under the Guidance on Joint Disciplinary Proceedings to hear cases against two or more students at the same hearing.
15. The Vice-Master or a deputy appointed by the Vice-Master shall attend all meetings of the Board and take a proper note of its proceedings and decisions.
16. The student shall be entitled to be present at the hearing and to be represented before the Board by another person who may but need not be the student's Tutor and, whether or not

so represented, the student may be accompanied by another person who is not a witness in the proceedings.

17. The Board shall hear statements from the Dean and from, or on behalf of, the student. It shall have power to call for any person to give evidence and for any written evidence it deems relevant.
18. The Chairman of the Board shall formulate the issues to be determined. Decisions of the Board shall be taken by a simple majority of those voting on a paper vote. In the event of equality of votes the Chairman shall have a second, or casting, vote.
19. Where the Board finds that the student is or has been at fault it shall have power to impose such penalty as it sees appropriate, including those that are outside the power of the Dean.
20. The Vice-Master or appointed deputy shall send a copy of the document recording the decisions of the Board, and written notice of the student's rights of appeal under clause 21 and Ordinance XVII, to the student concerned, the student's Tutor, the Senior Tutor, the Dean and the Chairman of the Student Appeals Committee.

Appeals

21. Where a student is found to be at fault, either by the Dean or by the Board of Discipline, the student may appeal against the finding, and/or the penalty, if any, to the Student Appeals Committee by giving written notice to the Senior Tutor within seven days of the decision.

ORDINANCE XVI

ACADEMIC PROGRESS OF STUDENTS

1. Students in residence shall be required to present themselves at University or College examinations each year if there are examinations appropriate to their course, unless excused by the Council on an application by a Tutor in consultation with the Director of Studies concerned.
2. For the purposes of Statute XXIX, students shall be deemed to have made insufficient academic progress if:
 - (a) having taken University or College examinations appropriate to their course, they have not been classed, or have not passed unclassified examinations; or
 - (b) when their Director of Studies considers that they are making unsatisfactory use of teaching and learning facilities provided by the University and the College; or
 - (c) in the case of Advanced Students in residence who are undertaking a supervised course leading to a PhD or other higher degree, if the course supervisor has notified the College, either directly or through the Board of Graduate Studies, that they are making insufficient academic progress.
 - (d) in the case of other Advanced Students if, in the judgement of the Tutor, based on appropriate advice, they are making insufficient academic progress.
3. Students in residence who have been required to be present at University or College examinations appropriate to their course but who are not deemed under clause 2(a) to have made sufficient progress in their studies shall be sent out of residence.

4. Students sent out of residence under the provision of clause 3 may appeal against being sent out of residence by giving written notice to the Senior Tutor within seven days of the publication of their examination result. The written notice should include a statement of the grounds for the appeal. Their appeal will be heard by the Student Academic Appeals Committee during the Long Vacation following the examination. The Student Academic Appeals Committee shall conduct its assessment in accordance with the current Code of Practice on Examination Failures. Such an assessment shall be an assessment of the circumstances, and not of the nature or standard of the course or examination.
5. In the case of students in residence who are deemed under clause 2(b), 2(c) or 2(d) to have made insufficient academic progress, the Tutorial Committee shall have power to impose such conditions and penalties as it sees appropriate including, in addition to lesser penalties:
 - (a) suspension or deprivation of membership of the College;
 - (b) temporary or permanent sending out of residence;
 - (c) deprivation of any award or of its emoluments.
6. Students upon whom penalties have been imposed under the provisions of clause 5 may appeal against those penalties by giving written notice to the Senior Tutor within two weeks of the imposition of the penalties by the Tutorial Committee. The written notice should include a statement of the grounds for the appeal. Their appeal will be heard by the Student Academic Appeals Committee.

ORDINANCE XVII

STUDENT APPEALS COMMITTEES

Constitution

1. There shall be two Student Appeals Committees: the Student Academic Appeals Committee and the Student Disciplinary Appeals Committee.

Student Academic Appeals Committee

2. There shall be six members:
 - (a) Two Tutors (two members and one alternate to be appointed) who shall not include the Senior Tutor or the Tutor for Advanced Students;
 - (b) Two Directors of Studies (two members and one alternate to be appointed);
 - (c) One member who shall be a Fellow in Title B (Senior) or Title C (one member and one alternate to be appointed). That member (or alternate) shall be Chairman;
 - (d) One student member, who shall be a member of either the MCR (one member and one alternate to be appointed) or the JCR (one member and one alternate to be appointed). The student member shall be a member of the same common room as the appellant.

Acceptance of membership of the Committee shall imply recognition of the need to be in Cambridge when the Committee is most likely to meet (on the second Monday after General Admissions). Any meeting of the Committee shall require the presence of four members in order to be quorate. If a member of the Committee ceases to have the qualifying status for membership (as defined above) that member shall thereupon cease to be a member.

The Senior Tutor (or, if the appellant is an Advanced Student, the Tutor for Advanced Students) shall be present at any meeting of the Committee in order to provide information on such matters as procedure, precedent, and regulations, but shall withdraw from the meeting if requested to do so by the Chairman. If present during deliberation by the Committee, the Senior Tutor shall contribute only if requested to do so by the Chairman.

3. The Governing Body shall, at a Statutory Meeting held in the Michaelmas Term, elect the members, and alternate members, of the Committee to serve for the following calendar year. No Member of the Governing Body shall serve for more than six years continuously, with dates of service arranged to ensure some continuity of membership. Nominations shall be made to the Secretary of the Governing Body by the Division of the Michaelmas Term. If there are fewer than the necessary number of nominations the Council shall make further nominations (including the nominations for alternate members) so as reach the requisite number. Occasional vacancies arising after the Statutory Meeting held in the Michaelmas Term shall be filled by the Council.
4. An appeal against a decision of the Tutorial Committee taken under Ordinance XVI.5 may be made only on one or more of the following grounds:
 - (a) that there has been a material breach of the procedures laid down in Ordinance XVI;
 - (b) that the assessment under Ordinance XVI.2 that the student has made insufficient academic progress was one that no reasonable person could have reached on the basis of the evidence;
 - (c) that a condition or penalty imposed under Ordinance XVI.5 is unreasonable in all the circumstances;
 - (d) that there is fresh evidence, material either to the assessment and/or to the condition or penalty imposed, which was not reasonably available for presentation to the Tutorial Committee at the time when the relevant decision being appealed was reached.
5. The written notice of appeal under Ordinance XVI.4 or XVI.6 shall specify the ground(s) of appeal. In the case of appeals under Ordinance XVI.6, such written notice shall include as necessary the nature of the alleged breach of procedure; the respects in which it is claimed that the assessment of insufficient progress was one that no reasonable person could have reached on the basis of the evidence that the Tutorial Committee had before it; the respects in which it is claimed that the penalty or condition imposed is unreasonable in all the circumstances; the nature of the fresh evidence, the respects in which it is material and the grounds qualifying it to be heard in the appeal.
6. A student making an appeal to the Student Academic Appeals Committee may ask that the student member of the committee should not be present at the hearing of the appeal. Such a request will be granted.
7. Where, under clauses 4(d) and 5 the student making the appeal seeks to present fresh evidence to the Committee it shall not admit any such evidence which, in its opinion, fails to satisfy the requirements laid down.
8. No member of the Student Academic Appeals Committee may participate in matters where that member has a personal interest. The Chairman of the Student Academic Appeals Committee shall determine what constitutes such an interest.
9. The Chairman of the Student Academic Appeals Committee shall formulate the issues to be determined in any appeal following where applicable the provisions of the Code of Practice on

Examination Failures which shall be included in Appendices to Regulations. In the case of an appeal under Ordinance XVI.5, the Chairman of the Student Academic Appeals Committee shall not be bound by the formulation of the issues made by the Chairman of the Tutorial Committee in reaching the decision(s) being appealed. Any student whose academic progress is assessed by the Student Academic Appeals Committee or the Tutorial Committee shall be entitled to be present at the meeting and to be represented by another person who may be, but need not necessarily be, a Tutor. Decisions of the Committee shall be taken by a simple majority of those voting on a paper vote. In the event of equality of votes the Chairman shall have a second, or casting, vote.

10. The Student Academic Appeals Committee shall, when possible, hear statements:

- (a) from the student's Tutor;
- (b) the student's Director of Studies;
- (c) from, or on behalf of, the student making the appeal.

The Committee shall hear such fresh evidence, if any, as is not inadmissible under clause 5. The Committee shall have power to call for any person who gave evidence before the Tutorial Committee under Ordinance XVI.5 to give evidence in the appeal, and to call for any written evidence which was presented to the Tutorial Committee. The Senior Tutor's Secretary, or a deputy appointed by the Senior Tutor, shall attend all meetings of the Committee and shall take a proper note of its proceedings and decisions.

11. Where the Student Academic Appeals Committee finds that the student has made insufficient academic progress, or that it is proper to impose a condition to be met in order for a student to be allowed to return into residence, it shall have power to impose such condition(s) or penalty(s) as it sees fit within the range available to the Tutorial Committee. In particular the Student Academic Appeals Committee may confirm any condition or penalty imposed by the Tutorial Committee, to impose a condition or penalty where none has been imposed, or may substitute a lower or higher condition or penalty.

12. The Chairman of the Student Academic Appeals Committee shall send a copy of the document recording the decision(s) of the Student Academic Appeals Committee to the student concerned, the student's Tutor, the student's Director of Studies, the Tutor for Advanced Students (where the student concerned is an Advanced Student) and the Senior Tutor.

Student Disciplinary Appeals Committee

Constitution

13. The Governing Body shall, at the Statutory Meeting held in the Michaelmas Term, elect six Members of the Governing Body who are Fellows, one of whom it shall appoint as Chairman, to serve on the Student Disciplinary Appeals Committee for the following calendar year. No Member of the Governing Body shall serve for more than three years continuously. Nominations shall be made to the Secretary of the Governing Body by the Division of the Michaelmas Term. If there are fewer than six nominations the Council shall make further nominations to bring the number up to six. Where any casual vacancy occurs the Governing Body shall, at its next meeting, elect a Member of the Governing Body to serve for the remainder of the term vacated.

14. Three students shall serve as members on the Student Disciplinary Appeals Committee. These shall consist of two members elected from the Undergraduate Students and one member elected from the Advanced Students according to procedures agreed by the Council.

Where any casual vacancy occurs an election shall be held as soon as practicable according to the same procedures.

15. No Tutor, nor the Dean, nor any member of the Board of Discipline, nor any *ex officio* Member of the Council shall be eligible to serve.
16. If a member of the Student Disciplinary Appeals Committee ceases to have the qualifying status as a Member of the Governing Body, as an Undergraduate Student, or as an Advanced Student, or becomes ineligible in accordance with clause 3 above, that member shall thereupon cease to be a member of the Student Disciplinary Appeals Committee.
17. No member of the Student Disciplinary Appeals Committee may participate in matters where that member has a personal interest. The Vice-Master shall advise the Student Disciplinary Appeals Committee on what constitutes such an interest.
18. Where, for the purposes of an appeal commenced by written notice under Ordinance XV,21 or XVI,11, any member of the Student Disciplinary Appeals Committee is disqualified under clause 5 above, or is unwilling to attend for other than practical reasons, or there is currently a vacancy on the Committee, the Master shall use his best endeavours to appoint *ad hoc* an appropriate alternate member, and if necessary shall appoint an alternate Chairman from those members who are Fellows. An *ad hoc* member shall satisfy the conditions of eligibility for membership of the Student Disciplinary Appeals Committee.
19. Except as specified herein at least three Fellows and two student members shall be present at any hearing by the Student Disciplinary Appeals Committee, and where the appeal concerns an Advanced Student, one of the two student members shall be the Advanced Student member. Where the Master's best endeavours to appoint one or more alternate members under clause 6 are unsuccessful, and fewer than three Members of the Governing Body who are Fellows and/or fewer than two relevant student members are available to hear an appeal, the Student Disciplinary Appeals Committee shall nevertheless be deemed to be properly constituted, provided that no hearing shall take place unless at least three members are present.
20. Where the Senior Tutor receives written notice of appeal in accordance with Ordinance XV,21 or XVI,11 he shall inform the Chairman of the Student Disciplinary Appeals Committee who shall call a meeting as soon as practicable to hear the Appeal, unless either
 - (a) in the Chairman's opinion the appellant's Notice discloses no serious grounds of appeal in which case the Chairman may summarily dismiss the appeal without hearing; or
 - (b) in the Chairman's opinion, after consultation with the Chairman of the Board of Discipline or the Tutorial Committee as appropriate, there is fresh evidence that would merit the case being heard afresh.
21. The Vice-Master or a deputy appointed by the Vice-Master shall attend all meetings of the Student Disciplinary Appeals Committee and take a proper note of its proceedings and decisions.
22. Decisions of the Student Disciplinary Appeals Committee shall be taken by a simple majority of those voting on a paper vote. In the event of equality of votes the Chairman shall have a second, or casting, vote. Any decision of the Student Disciplinary Appeals Committee shall be final.
23. The student shall be entitled to be present at the hearing of the appeal and to be represented by another person who may but need not be the student's Tutor.

Jurisdiction and Procedure: Disciplinary Appeals

24. The fact that a student has been or is liable to be prosecuted in a court of law in respect of an alleged breach of discipline under Ordinance XV shall not affect the jurisdiction and powers of the Student Disciplinary Appeals Committee. The Committee shall have power in appropriate circumstances and under the Guidance on Joint Disciplinary Proceedings to hear jointly appeals by two or more students.
25. An appeal against a decision of the Dean or Board of Discipline to the Student Disciplinary Appeals Committee may be made only on one or more of the following grounds:
- (a) that there has been a material breach of the procedures laid down in Ordinance XV;
 - (b) that the finding of fault under Ordinance XV,3 or 19 was not based on reasonable grounds;
 - (c) that the penalty imposed under Ordinance XV,3 or 19 is unreasonable in the circumstances;
 - (d) that there is fresh evidence, material either to the finding of fault and/or to the penalty imposed, which was not reasonably available for presentation to the Dean or Board of Discipline at the time when the relevant decision being appealed was reached.
26. The written notice of appeal under Ordinance XV,21 shall specify the ground(s) of appeal, including as necessary the nature of the alleged breach of procedure; the respects in which it is claimed that the finding of fault was not based on reasonable grounds; the respects in which it is claimed that the penalty imposed is unreasonable in the circumstances; the nature of the fresh evidence, the respects in which it is material and the grounds qualifying it to be heard in the appeal.
27. Where, under clauses 13(d) and 14, the student making the appeal seeks to present fresh evidence to the Committee it shall not admit any such evidence which, in its opinion, fails to satisfy the requirements laid down.
28. The Student Disciplinary Appeals Committee shall hear statements:
- (a) from the Dean;
 - (b) where the appeal is from a decision of the Board of Discipline, from the Chairman of the Board; and
 - (c) from, or on behalf of, the student making the appeal.
- The Committee shall hear such fresh evidence, if any, as is not inadmissible under clause 15. The Committee shall have power to call for any person who gave evidence before the Dean or Board of Discipline to give evidence in the appeal, and to call for any written evidence which was presented to the Dean or Board of Discipline.
29. The Chairman of the Student Disciplinary Appeals Committee shall formulate the issues to be determined in the appeal and shall not be bound by the formulation of the issues made by the Dean or the Chairman of the Board of Discipline in reaching the decision(s) being appealed.
30. Where the Student Disciplinary Appeals Committee finds that the student is or has been at fault it shall have power to impose such penalty as it sees fit within the range of penalties available to the Board of Discipline. In particular the Student Disciplinary Appeals Committee may confirm any penalty imposed by the Dean or Board of Discipline, to impose a penalty where no penalty has been imposed and to substitute a lower or higher penalty.

31. The Vice-Master or appointed deputy shall send a copy of the document recording the decision(s) of the Student Disciplinary Appeals Committee to the student concerned, the student's Tutor, the Senior Tutor, the Dean and the Chairman of the Board of Discipline.

ORDINANCE XVIII

SUPERANNUATION SCHEMES AND PENSIONS

(Statute XXX)

1. The College shall participate in the Universities Superannuation Scheme (USS) and the Cambridge Colleges' Federated Pension Scheme (CCFPS).

ORDINANCE XIX

ACADEMIC STAFF GENERAL PROVISIONS

(Statute XXXV, Part I)

1. Ordinances XIX to XXIV are made in pursuance of the requirements of Statute XXXV and references in these Ordinances to "the Statute" are references to that Statute.

Application of the Statute

2. In Ordinances XIX to XXIII the expression "full-time" in relation to a College post means a post which is the principal source of remuneration of the post-holder (disregarding any post or employment held otherwise than in the College or the University). In respect of any particular appointment to a post, the Governing Body may resolve that the post is part-time only, having regard to the duties and remuneration of the post, and where the post would not normally be the principal source of remuneration of the post-holder.
3. In accordance with section 3(1) of the Statute, the following are designated as persons to whom the Statute applies: the Master and, when these posts are held full-time, the Senior Tutor, Tutor for Advanced Students, College Senior Lecturers, College Lecturers, College Assistant Lecturers and Lectors. The procedures for dismissal laid down in Part III of the Statute shall apply also to all holders of College posts appointed by the Council in accordance with Statute XIII,6. When the Council resolves that there are charges which may constitute good cause for dismissal under this provision, the Master shall request the Governing Body to appoint an Academic Disciplinary Committee to hear the charge or charges in accordance with section 15 of the Statute.
4. A person who is employed by the College in teaching or research on a part-time basis only is hereby excluded from the scope of section 3(2) of the Statute on the ground that the duties in that regard are only of a limited nature, and accordingly such a person is not, by virtue of that employment, a person to whom the Statute applies.
5. A person holding a Research Fellowship or By-Fellowship is not a person employed by the College to carry out teaching or research within the meaning of section 3 of the Statute and accordingly is not by virtue of that award a member of the academic staff to whom the Statute applies.

Appointment of an Alternate under section 7(2) of the Statute

6. The Governing Body shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the Statute or under Ordinances XX to XXIV if that person is involved in the matter in question.
7. In any case in which the Statute or Ordinances XX to XXIV specify particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a person shall not be appointed as an alternate unless satisfying those qualifications so far as reasonably possible.

Notices

8. Any notice given under the provisions of the Statute or of Ordinances XX to XXIV shall be in writing. Any documents and notices required to be sent to a person shall be sent in accordance with Statute XXIII, if appropriate, otherwise by post or delivered to that person's last known address. Where a document or notice is sent by post, it shall be sent by recorded delivery service, and proof of posting by recorded delivery service shall be sufficient proof of delivery.
9. A party may at any time change the address for service under Ordinances XX to XXIV by giving notice to the secretary of the disciplinary committee or medical board or tribunal or, in the case of an appeal, to the person hearing the appeal, and to the other parties.

ORDINANCE XX

ACADEMIC STAFF HEARINGS BY A DISCIPLINARY COMMITTEE

(Statute XXXV, Part III)

1. If the Master has determined that a charge or charges against a member of the academic staff should be considered by a disciplinary committee, the Master shall summon a special meeting of the Governing Body forthwith to appoint such a committee under section 15 of the Statute. The person charged shall be entitled to attend the meeting.
2. The Governing Body shall appoint three persons selected from the panel constituted under section 16 of the Statute, and shall designate one of the persons so appointed to be Chairman. The Governing Body may at the same time conditionally appoint a further person or persons from the panel to serve in place of any person who is unable or unwilling to serve on the committee. The person to be charged before the committee shall be informed of the appointments by the Secretary of the Governing Body and shall be entitled within two days to object for good cause to any member appointed to serve on the committee. The Governing Body shall rule on any such objection and its decision shall be final. The Secretary of the Governing Body shall forthwith send a copy of the Statute and of Ordinances XIX, XX and XXII to the person to be charged.
3. If any person selected is unwilling or unable to serve on the committee, that person shall immediately inform the Secretary of the Governing Body, and if no further person has already been conditionally appointed the Governing Body shall thereupon appoint a replacement and shall, where necessary, designate a new Chairman. No replacement shall be made after a person has agreed to serve.
4. The Governing Body shall appoint:
 - (a) its Secretary or an appropriate alternate to act as secretary of the committee;

- (b) a Solicitor or other suitable person to be instructed in accordance with section 17(1) of the Statute.
- 5. With the consent of the Master, the Chairman may appoint a legal adviser to assist the committee in such manner as the committee may decide, provided that the committee shall alone make any findings, determinations and recommendations.
- 6. If, after the committee has been appointed, a member of the committee becomes unable or unwilling to act, the remaining members shall continue to act, so long as there remain two members willing and able to act, but not otherwise. Where necessary, the Governing Body shall designate one of the remaining members to be Chairman. If more than one member becomes unwilling or unable to act, the Governing Body shall appoint a new committee to act *de novo* in the matter.
- 7. A decision of the committee may be taken by a majority. Where there remain only two members of the committee, any decision shall be unanimous.
- 8. The parties to a hearing by the committee shall be:
 - (a) the person charged;
 - (b) the person presenting the charges;
 - (c) any person who shall be added as a party by the committee on application or on its own motion.
- 9. Any party to a hearing by the committee shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the committee. The party wishing to be so represented shall inform the Chairman and the other parties in writing of the appointment or dismissal of any such representative, and shall give notice whether any papers or notices in connection with the case should be sent to that representative in substitution for or in addition to the person charged.
- 10. The person presenting the charges shall send to the secretary of the committee written notice of the charge or charges to be brought before the committee and the particulars thereof, and shall send with the notice a copy of any documents which it is proposed to produce and a list of all witnesses whom it is proposed to call, together with statements of the evidence that they are expected to give.
- 11. After consultation with the person charged and with the party presenting the charges, the Chairman of the committee shall determine the date, time and place of the hearing, and shall have power, if the circumstances require it, to cancel a hearing so determined at any time before the commencement of the hearing, and to determine a different date, time, and place.
- 12. Not later than 14 days before the date so determined, or such shorter period as may be mutually agreed with the parties, the secretary of the committee shall send to each party:
 - (a) a notice of the hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the production of documents, representation by another person and the use of written submissions;
 - (b) a copy of the charge or charges, together with a copy of the other documents and information specified in clause 10 of this Ordinance.
- 13. Not later than two days before the date determined for the hearing the person charged and any other person who has been added as a party shall forward to the secretary of the

committee and to the other parties a copy of any documents to be presented and a list of all proposed witnesses with statements of the evidence they are expected to give.

14. It shall be the duty of the person presenting the charges to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the committee.
15. No new witnesses or documentary evidence may be introduced by any party to the hearing, beyond those of which notice has been given under clauses 10 and 13 of this Ordinance, without the consent of the committee, and such consent shall not be given except for good reason. If such late introduction is permitted, any other party shall be allowed an adjournment sufficient to permit that party to consider and respond to the new evidence and to introduce further evidence in rebuttal.
16. The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before the committee shall not affect the jurisdiction and powers of the committee under the Statute. The committee shall consider the advisability of referring the matter to the police and if the matter is so referred (by the committee or otherwise), it may adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.
17. Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which that person was charged proved, shall, for the purpose of proving that the offence was committed or that the person concerned was guilty of any act or conduct in respect of that charge or conviction, be admissible in any proceedings before the committee.
18. A charge shall not be determined without an oral hearing at which the person charged and any other parties to the hearing are entitled to be present together with their representatives, if any. Whether or not the person charged is represented, that person shall be entitled to be accompanied by another person who is not a witness in the proceedings.
19. The committee shall have power, if it thinks appropriate in the circumstances, to hear charges against two or more persons at the same hearing.
20. The person may sit in private or otherwise at the discretion of the Chairman, provided that if the person charged so requests the committee shall normally sit in private.
21. The committee shall have power to proceed with a hearing where the person charged is neither present nor represented and, notwithstanding the provisions of clause 18 of this Ordinance, the Chairman shall have power to exclude any person from a hearing where necessary for the maintenance of order.
22. Each party to a hearing before the committee, or any representative, shall be entitled to make an opening statement, to give evidence, to call witnesses, to question any witness concerning any relevant evidence, and to address the committee after the evidence has been heard. While any party has an appointed representative that party shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the Chairman.
23. Subject to the provisions of the Statute and of Ordinances XIX and XX, the committee shall regulate its own procedure. The Chairman may set time-limits for each stage of the proceedings, and any meeting may be postponed or adjourned at the discretion of the Chairman. It shall be the duty of the committee and of the Chairman to ensure that a charge is heard and determined as expeditiously as is reasonably practicable.
24. The committee shall have power to dismiss a charge for want of prosecution.

25. The committee shall not find a charge proved unless it is satisfied that the charge has been proved beyond reasonable doubt.
26. If the person charged chooses not to give evidence or refuses, without good cause, to answer any question, the committee, in determining whether the charge has been proved, may draw such inferences as appear proper from that conduct.
27. If the committee finds a charge proved, the parties shall have an opportunity to address the committee in respect of the penalty to be recommended.
28. The secretary and the committee's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the committee. The secretary shall keep a sufficient record of the proceedings of the committee. The decision of the committee shall be recorded in a document signed by the Chairman which shall contain:
 - (a) its findings of fact;
 - (b) the reasons for its decision;
 - (c) its recommendations.
29. The Chairman shall have power to correct, in documents recording the decisions of the committee, any clerical errors arising from accidental mistakes or omissions. Such corrections shall be initialled by the Chairman.
30. The secretary of the committee shall send a copy of the document recording the decision of the committee to the Master, to the person charged and to any person who shall have been added as a party.
31. The committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its decision sent to a party to the proceedings.
32. The College shall meet all proper costs of members of the committee, its secretary, and of its legal adviser if any.

ORDINANCE XXI

ACADEMIC STAFF HEARINGS BY A MEDICAL BOARD

(Statute XXXV, Part IV)

1. Where it appears to the Governing Body, or in any case of urgency the Master, that it is necessary to refer a case to a medical board under the provisions of Part IV of the Statute, the Governing Body shall appoint a person to present the case to the board. The Secretary of the Governing Body shall forthwith send a copy of the Statute and of Ordinances XIX, XXI and XXII to the member of the academic staff whose possible retirement on medical grounds is to be considered by the board, hereafter referred to as the member concerned.
2. When the board has been constituted under the provisions of section 23(3) of the Statute, the Governing Body shall appoint a secretary to the board on the nomination of its Chairman.
3. With the consent of the Master the Chairman may appoint a legal adviser to assist the board in such manner as the Chairman may decide, provided that the board shall alone determine the case referred.

4. If, after the board has been constituted, a member of the board other than the Chairman becomes unable or unwilling to act, the remaining members shall continue to act, subject to the consent of the nominator of that member and provided that there remain two members willing and able to act. In any other case the Master shall discharge the board and a new board shall be constituted in accordance with the provisions of section 23(3) of the Statute.
5. A decision of the board may be taken by a majority. Where there remain only two members of the committee any decision shall be unanimous.
6. The parties to a hearing by the board shall be:
 - (a) the member concerned;
 - (b) the person appointed by the Governing Body to present the case to the board.
7. The member concerned shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the board. The appointment or dismissal of such a representative shall be made in writing by the member concerned or by any person having authority in law to act on that member's behalf. Notice of any appointment or revocation shall be given to the secretary of the board and to the person presenting the case. Service on the representative of any paper or notice in connection with the case shall constitute sufficient service upon the member concerned. Any consultation with the representative, and any action taken by the representative within the scope of that representative's authority, shall be binding on the member concerned. References in this Ordinance to the member concerned shall, where appropriate, refer to or include reference to the member's representative.
8. The person presenting the case shall send to the secretary of the board a written statement of the case and the relevant medical evidence, and shall send with the statement a copy of any documents which it is proposed to produce and a list of all witnesses it is proposed to call, together with statements containing the evidence they are expected to give.
9. After consultation with the member concerned and with the person presenting the case, the Chairman of the board shall determine a date, time and place of the hearing, and shall have power, if the circumstances require it, to cancel a hearing so determined at any time before the commencement of the hearing and to determine a different date, time or place.
10. Not later than 14 days before the date determined for the hearing, or such shorter period as may be mutually agreed with the parties, the secretary of the board shall send a notice of the hearing to each party and to any representative appointed under clause 7 of this Ordinance. The notice shall include:
 - (a) information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions;
 - (b) a statement of the case, together with a copy of the documents and other information specified in clause 8 of this Ordinance.
11. Not later than two days before the date determined for the hearing the member concerned shall send to the secretary of the board and to the person presenting the case a copy of any documents to be presented and a list of all proposed witnesses with statements of the evidence they are expected to give.
12. It shall be the duty of the person presenting the case to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case to the board.

13. No new witness or documentary evidence may be introduced by the person presenting the case beyond those of which notice has been given under clause 8 of this Ordinance without the consent of the board, and such consent shall not be given save for good reason. If such late introduction is permitted, the member concerned shall be allowed an adjournment sufficient to permit that member to consider the additional evidence and respond to it, and to introduce further evidence as appropriate.
14. The case shall not be determined without an oral hearing at which the member concerned shall be entitled to be represented, and may be present in person at the invitation of the Chairman.
15. Any hearing before the board shall take place in private. The member concerned, when present at a hearing, may also either be represented or be accompanied by another person who is not a witness in the proceedings.
16. The board shall have power to proceed with a hearing where the member concerned is neither present nor represented and, notwithstanding the provisions of clause 14 of this Ordinance, the Chairman shall have power to exclude any person from a hearing where necessary for the maintenance of order.
17. Each party to a hearing before a medical board, or any representative, shall be entitled to make an opening statement, to give evidence, to call witnesses, to question any witness concerning any relevant evidence and to address the board after the evidence has been heard. While either party has an appointed representative that party shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the Chairman.
18. Subject to the provisions of the Statute and of Ordinances XIX and XXI, the board shall regulate its own procedure. The Chairman may set time limits for each stage of the proceedings and any meeting may be postponed or adjourned at the discretion of the Chairman. It shall be the duty of the board and of the Chairman to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
19. The board may require the member concerned to undergo medical examination at the expense of the College.
20. The board shall not determine that a person should be required to retire from a College post by reason of incapacity on medical grounds unless it is satisfied that the incapacity has been proved beyond reasonable doubt.
21. The secretary and the board's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the board. The secretary shall keep a sufficient record of the proceedings of the board. The decision of the board shall be recorded in a document signed by the Chairman which shall contain:
 - (a) its medical findings;
 - (b) its other findings of fact;
 - (c) its determination and the reasons therefor.
22. The Chairman shall have power to correct, in documents recording the decision of the medical board, any clerical errors arising from accidental mistakes or omissions. Such corrections shall be initialled by the Chairman.
23. The secretary of the board shall send a copy of the document recording the decision of the board to the Master, to the person responsible for presenting the case to the board, and to the member concerned.

24. The board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the Statute accompanies each copy of its determination sent to the parties to the proceedings.
25. The College shall meet all proper costs of members of the board, its secretary, and of its legal adviser if any.

ORDINANCE XXII

ACADEMIC STAFF APPEALS

(Statute XXXV, Part V)

1. When an appeal is initiated under Part V of the Statute the Governing Body shall appoint to hear and determine the appeal a person jointly agreed with the appellant or, in default of agreement, a person to be nominated by the Commissary of the University. The person so appointed shall be a person who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing. Notice of the appointment shall be sent to the appellant by the Secretary to the Governing Body.
2. In accordance with section 26(4) of the Statute the parties to the appeal shall be:
 - (a) the appellant;
 - (b) the Master or, in the case of an appeal by the Master, the Vice-Master acting on behalf of the College;
 - (c) any other person added as a party by the direction of the person hearing the appeal.

In the case of an appeal by the Master all subsequent references in this Ordinance to the Master shall be construed as references to the Vice-Master.
3. The Master may appoint a suitable person to act in place of the Master on behalf of the College as respondent in the matter.
4. The Master shall send to the person appointed to hear the appeal and to the appellant:
 - (a) copies of the record of the decision appealed against;
 - (b) copies of the papers received by the body that earlier heard or considered the matter;
 - (c) copies of the document recording the decision of that body.
5. After consultation with the parties to the appeal, the person appointed to hear the appeal shall determine, and shall inform these parties of, the following:
 - (a) the date, time and place of the hearing of the appeal;
 - (b) whether any witnesses are to be heard and the extent of the matters, if any, on which oral evidence is to be permitted;
 - (c) whether to sit alone to hear the appeal or to sit as Chairman of an appeal tribunal in accordance with section 29(3) of the Statute.

6. If an appeal tribunal is to be constituted the Chairman shall appoint two further persons who are members of the Regent House of the University to sit on it, at least one of whom shall not be a Fellow of the College. The Chairman shall then inform the parties accordingly. In this event references to the person hearing the appeal shall be construed as references to the persons appointed.
7. With the consent of the Master the person hearing the appeal may appoint a legal adviser to assist in such manner as that person may decide, provided that the person hearing the appeal shall alone determine the appeal.
8. Any party to the appeal shall be entitled to be represented by another person, whether such other person is legally qualified or not, in connection with and at any hearing of the appeal. While any party has an appointed representative, that party shall not also be entitled to speak, other than as a witness, without the consent of the person hearing the appeal.
9. Each party to the appeal shall give notice in writing to the person hearing the appeal and to all other parties, of the appointment or dismissal of any representative, and whether any papers or notices in connection with the case should be sent to the representative in substitution for, or in addition to, themselves.
10. Not later than 14 days before the date determined for the hearing, the appellant and the respondent shall send to the person hearing the appeal and to each other a copy of any documents to be submitted at the hearing, a list of any witnesses to be called with statements containing the evidence they are expected to give, and a list of any legal authorities which it is intended to cite at the hearing.
11. The appeal shall not be determined without an oral hearing at which the appellant and the appellant's representative, if any, are entitled to be present.
12. On considering it appropriate in the circumstances the person hearing the appeal shall have power to hear appeals by two or more parties at the same hearing.
13. The hearing of the appeal may take place in private or otherwise at the discretion of the person hearing the appeal, provided that if the appellant so requests it shall normally take place in private.
14. The person hearing the appeal shall have power to proceed with a hearing in the absence of any of the persons entitled to be present and, notwithstanding the provisions of clause 11 of this Ordinance, shall have power to exclude any person from a hearing where necessary for the maintenance of order.
15. The person hearing the appeal may agree to add any other person as a party to the appeal if of the opinion that that step is desirable to give effect to the guiding principles stated in section 1 of the Statute.
16. Each party to an appeal, or that party's representative, shall be entitled to make an opening statement, to address the person hearing the appeal and, with the consent of that person, to call witnesses. Any witness may be questioned concerning any relevant evidence and shall be subject to cross-examination and re-examination on such evidence. Where a party seeks to adduce evidence or to cite any legal authority, of which notice has not been given under clause 10 of this Ordinance, the person hearing the appeal shall have discretion to allow such evidence or legal authority. In such circumstances any other party shall be allowed an adjournment sufficient to permit that party to consider and respond to such evidence or legal authority as the case may be.
17. Subject to the provisions of the Statute, Ordinance XIX and this Ordinance the person hearing the appeal shall regulate its procedure. That person may set time limits for each stage of the

proceedings, shall have discretion to postpone or adjourn any meeting and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and determined as expeditiously as is reasonably practicable.

18. In determining the appeal the person hearing the appeal shall seek to give effect to the guiding principles stated in section 1 of the Statute. In particular any giving of a consent, or any exercise of a discretion, by the person hearing the appeal may be made subject to such conditions as that person may think fit.
19. Nothing contained in the Statutes of the College shall be taken as authorising the person hearing an appeal by a member of the academic staff against dismissal to allow such an appeal on any ground not recognised by law at the time of such dismissal.
20. The decision of the person hearing the appeal shall be recorded in a signed document that shall contain:
 - (a) the determination and the reasons therefor;
 - (b) a statement of any findings of fact different from those made by the bodies specified in section 31 of the Statute.

The person hearing the appeal shall send a copy of the document recording the decision to all the parties to the appeal.

21. The person hearing the appeal, or the Chairman in the case of an appeal tribunal, shall have power to correct in documents recording the decision any clerical errors arising from accidental mistakes or omissions. Such corrections shall be initialled by the person hearing the appeal, or the Chairman in the case of an appeal tribunal.
22. The College shall meet all proper costs of the person or persons hearing the appeal and of the legal adviser if any.

ORDINANCE XXIII

ACADEMIC STAFF GRIEVANCE PROCEDURES

(Statute XXXV, Part VI)

1. This Ordinance applies to grievances by members of the academic staff concerning their appointments or employment where those grievances relate to matters affecting themselves as individuals or affecting their personal dealings or relationships with other members of the academic staff of the College, and which are not otherwise provided for in the Statute and Ordinances XIX to XXII.
2. Any member of the academic staff who seeks the settlement or redress of a grievance under this Ordinance shall in the first instance raise the matter with the Vice-Master.
3. The Vice-Master shall use all best endeavours to resolve the grievance promptly and fairly by methods acceptable to all affected parties.
4. Where the Vice-Master is unable to resolve the grievance to the satisfaction of the aggrieved person, that person may raise the grievance with the Master.
5. The Master, acting in accordance with section 34 of the Statute, may dismiss the grievance summarily, or take no action upon it, or seek to dispose of it informally. Where the grievance

is not so disposed of the Master shall refer the matter to a grievance committee constituted under section 36 of the Statute.

6. The Governing Body shall appoint three Fellows to be members of such a grievance committee and designate one as its Chairman.
7. A grievance shall not be determined without an oral hearing at which:
 - (a) the aggrieved person;
 - (b) any person against whom the grievance lies;
 - (c) any person whose position is, or may be, affected by the grievance or its redress;shall have the right to be heard in person, or through a representative if the person concerned chooses, and to be accompanied by a friend.
8. It shall be the duty of the committee to consider the grievance, and determine whether it is or is not well-founded, as expeditiously as is reasonably practicable.
9. The committee shall inform the Governing Body of its determination, and where the grievance is well-founded the committee shall make such proposals for the redress of the grievance as it thinks fit.
10. The Governing Body shall consider and decide upon the proposals of the committee at its next meeting. In reaching its decision upon the matter, it shall seek to give effect to the guiding principles stated in section 1 of the Statute.

ORDINANCE XXIV

ACADEMIC STAFF REMOVAL OF THE MASTER

(Statute XXXV, Part VII)

1. Ordinance XX relating to hearings by a disciplinary committee shall apply to hearings by a tribunal appointed under Part VII of the Statute, provided that references in that Ordinance to a disciplinary committee and to a person charged shall be construed as referring to the tribunal and to the Master respectively.
2. Ordinance XXI relating to hearings by a medical board shall apply in case of the removal of the Master for incapacity on medical grounds, provided that references in that Ordinance to the member concerned and the Master shall be construed as referring to the Master and Vice-Master respectively.

ORDINANCE XXV

EXTENSION OF SCOPE OF GRIEVANCE PROCEDURES

(Statutes XXXV and XI)

1. The grievance procedures established under clauses 2 to 10 of Ordinance XXIII concerning members of the academic staff shall also apply, with due alteration of details, to the following classes of grievance concerning any Fellow, By-Fellow or Teaching Officer of the College:

- (a) a grievance raised by such a person concerning that person's appointment or employment and which affects that person as an individual;
- (b) a grievance raised by such a person concerning that person's dealings or relationships with any other Fellow, By-Fellow or Teaching Officer of the College;
- (c) a grievance raised against such a person by a member or employee of the College.

ORDINANCE XXVI

(Statute XXXVI)

VALIDITY OF EXECUTIVE ACTION

1. Any Member of the Governing Body who is a Fellow may make a representation in writing to the Master that an act done or decision taken by any person or body acting, or purporting to act, with the authority of the College contravenes or otherwise fails to conform to the Statutes, Ordinances or Regulations.
2. Any representation made under clause 1 shall be made within one year of the date on which the relevant act was done or decision taken.
3. Upon receiving a representation under clause 1 the Master shall enquire into the matter and shall determine whether there has been a contravention or failure to conform and, if so, shall further determine either that the said act or decision is null and void or that it shall be held valid notwithstanding the contravention or failure to conform.
4. The Master shall report any determination made under clause 3, giving reasons therefor, at a meeting of the College Council to be called, if one is not already scheduled, not more than one month after the Master receives the representation under clause 1.
5. If any five Members of the Governing Body who are Fellows are dissatisfied either with the Master's determination or that no report to the College Council under clause 4 has been made, they may, no later than six months from the date on which the relevant act was done or decision taken, appeal in writing to the Visitor, whose determination shall be final. If no appeal is made within this fifteen month period the Master's determination shall be final.

ORDINANCE XXVII

THE PRESIDENT

1. There shall be a President of the Senior Combination Room.
2. The President shall be elected from among the Fellows by a vote of the Governing Body for a period not exceeding three years and may be re-elected for further periods provided that the tenure does not exceed ten years. The election shall be decided by a majority of those present and voting as laid down in Statute XII,6.
3. The allowances of the President shall be determined by the Governing Body and reviewed annually at a Statutory Meeting.
4. The President shall exercise a general responsibility to the Governing Body for social matters relating to the Fellowship and Senior Members and shall also perform such other duties as the Governing Body may from time to time determine.

ORDINANCE XXVIII

**NATURAL OR MEDICAL SCIENCE, ENGINEERING
AND MATHEMATICS**

For the purposes of Statutes XXVII,2, XVIII,3 and XXVI,2, the subjects included within Natural or Medical Science, Engineering and Mathematics shall be the subjects studied within the University Schools of the Biological Sciences, Clinical Medicine, Physical Sciences and Technology.