



**CHURCHILL COLLEGE**

**REGULATIONS**

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## REGULATION I

### COLLEGE OFFICERS AND HOLDERS OF COLLEGE AND SCR POSTS

#### I.1 Introduction

College Officers are listed in Statute VII. These Regulations provide further details about (a) the employment of the Master and the following College Officers: Vice-Master, Bursar, Senior Tutor, Tutor for Advanced Students; (b) the employment of the following College post-holders: Tutors, Dean, the teaching staff (Directors of Studies; Non-Stipendiary College Lecturers; Stipendiary College Senior Lecturers, College Lecturers and College Assistant Lecturers; Teaching By-Fellows; and Lectors), the Praelector; and (c) the following SCR posts: President of the SCR, Fellows' Steward and Wine Steward.

I.1.1 Statute XIII(7) states that "The Council shall determine the stipends of all holders of College posts and report the amounts of such stipends to the Governing Body at a Statutory Meeting in the Michaelmas Term." The stipends shall be published as Appendix IA to these Regulations. This Appendix should also include the Governing Body's decision on allowances to holders of SCR posts. In considering these levels of remuneration, the Council shall take appropriate note of the scale of stipends currently applicable to University Lecturers and other teaching officers employed by the University of Cambridge and of the scale of payments for supervision currently agreed by the Committee of Senior Tutors. It is the responsibility of the Senior Tutor to provide data to the Bursar to enable payments to be made for teaching.

I.1.2 The gross stipends of College Officers and holders of College posts shall be pensionable under the Universities' Superannuation Scheme. Allowances for SCR posts shall not be pensionable.

I.1.3 The terms and conditions of employment of all College employees shall be explicitly determined within their individual Contract of Employment and job description and meet any legislation regarding employment currently in force.

I.1.4 Matters concerning leave of absence and sabbatical leave; maternity, paternity and parental leave; retirement; and discipline are referred to in Appendices to these Regulations.

#### I.2 **The Master** (*Statutes III, IV, V, and VI*)

#### I.3 **The Vice-Master** (*Statute VII, VIII, XII; Ordinance I*)

#### I.4 **The Bursar** (*Statute VII and IX; Ordinance II*)

I.4.1 The Council shall prepare and publish a job description for the Bursar. The job description shall be published in the Appendices to these Regulations.

#### I.5 **The Tutors** (*Statute VII and X; Ordinance III*)

I.5.1 The Tutors shall be the Senior Tutor, the Tutor for Advanced Students, one or more Admissions Tutors, and such other Tutors as the Council shall determine. These shall form the Tutorial Committee.

I.5.2 The Council shall, with the advice of the Tutorial Committee, prepare and publish in Appendices to these Regulations a job description for each category of Tutor, together with statements of limits of tenure for each category.

I.5.3 The Tutors shall be appointed by the Council on the advice of the Senior Tutor. In making a recommendation to the Council, the Senior Tutor shall first consult all the Tutors, the Vice-Master and the Bursar. Appointment is subject to Council approval. In each letter of appointment or re-appointment the Council shall inform the Tutor of the job description relating to the appointment.

- 1.5.4 Each Tutor shall observe the duties specified in the relevant job description and shall in case of difficulty consult with the Senior Tutor or with the Tutor for Advanced Students, as appropriate.
  - 1.5.5 Throughout the period when, according to the relevant job description, the Tutor is expected to be available to the Tutor's students, each Tutor shall inform the Senior Tutor or the Tutor for Advanced Students and also the Head Porter by e-mail or in writing of the means whereby contact may be made when in Cambridge but not in the College. The Tutor shall similarly notify in advance any overnight absence from Cambridge. If, during the relevant period, the Tutor expects to be unavailable for a continuous period exceeding 24 hours, the Tutor is expected to ensure that another Tutor is able and willing to provide emergency cover, and to inform the Senior Tutor and the Head Porter by e-mail or in writing of the identity of the Tutor who has agreed to provide cover.
  - 1.5.6 It shall be the responsibility of the Senior Tutor to ensure, with the co-operation of the other Tutors, that throughout each College Period of Residence, and throughout vacations (except for the month of August and the first three weeks of September), provision is made and is made known, for tutorial assistance to be available to undergraduates in residence. The College Period of Residence for the Michaelmas Term is from the Saturday before Full Term until the second Sunday after Full Term. For the Lent Term it is from the Saturday before Full Term until the second Sunday after Full Term. For the Easter Term it is from the second Saturday before Full Term (i.e. ten days before the start of Full Term) until the second Sunday after Full Term. This period is ten weeks and is the period in which undergraduates can reside without Tutorial permission.
  - 1.5.7 It shall be the responsibility of the Tutor for Advanced Students, with the co-operation of the other Tutors, to ensure that provision is made, and is made known, for tutorial assistance to be available to advanced students throughout the year.
  - 1.5.8 Each Tutor shall be required to attend the annual meeting of the Tutorial Committee held to consider University examination results unless absent by prior permission of the Council or prevented by illness or other grave cause notified to the Senior Tutor.
  - 1.5.9 The Senior Tutor and the Tutor for Advanced Students shall report to the Council in the Michaelmas Term on the numbers of Undergraduate, Affiliated and Advanced Students admitted in the current academic year.
  - 1.5.10 The Senior Tutor shall report to the Council in the Michaelmas Term giving a review of the numbers of Undergraduate and Affiliated Students reading each subject.
  - 1.5.11 The Tutor for Advanced Students shall report to the Council in the Michaelmas Term giving a review of the numbers of Advanced Students reading each subject and category of course.
- 1.6. **The Dean** (*Statute XXIX; Ordinance XV*)
- 1.6.1 The Dean shall normally be available in College at stated times each week during Full Term and will be expected to be in College on occasions on which there is any likelihood of serious disturbance.
  - 1.6.2 The Council shall prepare and publish a job description for the Dean. The job description shall be published in the Appendices to these Regulations.
- 1.7 **The Teaching Staff**
- 1.7.1 **Direction of Studies**
    - 1.7.1.1 The Council shall, with the advice of the Directors of Studies Committee (or Committees), prepare and publish a job description for Directors of Studies. The job description shall be published in the Appendices to these Regulations.

- I.7.1.2 The Directors of Studies shall be appointed by the Council before the Division of the Easter Term. If there are reasonable grounds for uncertainty over the appointment or reappointment of a Director of Studies, then the Senior Tutor shall advise the Council accordingly, and the Council may establish a Committee to consider the matter. In each letter of appointment or reappointment the Council shall inform the Director of Studies of the job description relating to the appointment.
- I.7.1.3 A Director of Studies should consult with the Tutor on matters concerning a pupil's general welfare.
- I.7.1.4 The Senior Tutor shall convene regular meetings of the Directors of Studies Committee (or Committees).
- I.7.1.5 Each Undergraduate student shall after consultation with the Senior Tutor be allocated by the student's Tutor to a Director of Studies.
- I.7.1.6 Each Advanced Student who is attending a course attracting undergraduate fees or whose studies are not, in the opinion of the Senior Tutor, adequately directed by a person appointed by the University, shall after consultation with the Senior Tutor be allocated by the student's Tutor to a Director of Studies.
- I.7.1.7 Every Director of Studies shall ensure that each student for which that Director of Studies is responsible is provided with College teaching from College Senior Lecturers, College Lecturers, College Assistant Lecturers, Teaching By-Fellows, Lectors or Supervisors, unless in the Director of Studies' opinion the pupil is receiving adequate teaching from the University.

**I.7.2 Non-Stipendiary College Lecturers** (*Ordinance III,2*)

**Teaching duties**

- I.7.2.1 There shall be non-stipendiary College Lecturers. The Council shall prepare job descriptions for non-stipendiary College Lecturers. The job descriptions shall be published in the Appendices to these Regulations. Statements of Teaching Requirement and shall be recorded in these Regulations. A non-stipendiary College Lecturer shall be required to undertake 80 hours of supervision per annum, except as hereafter specified.
- I.7.2.2 In the first year after appointment of a non-stipendiary College Lecturer the College Council may agree to a reduction of hours of required supervision.
- I.7.2.3 A non-stipendiary College Lecturer who is a Director of Studies shall be entitled to reduction of one hour of required supervision per annum per student directed.
- I.7.2.4 A non-stipendiary College Lecturer who is an undergraduate or advanced student side Tutor shall be entitled to a reduction of 40 hours required supervision per annum. For the purpose of this calculation, a Tutor is presumed to have approximately 60 students in the Tutorial side. A non-stipendiary College Lecturer who is Senior Tutor or Tutor for Advanced Students shall be entitled to a reduction of 80 hours required supervision per annum; one who is an Admissions Tutor, a reduction of 40 hours per annum; one who is Vice-Master, a reduction of 40 hours per annum; one who is Dean, a reduction of 20 hours per annum. There shall be no reduction in virtue of offices other than those specified above (but see Regulation I.7.2.9).
- I.7.2.5 The reductions in required hours of supervision specified above are cumulative.
- I.7.2.6 The requirements for hours of supervision specified above are minima. Non-stipendiary College Lecturers may offer supervision in excess of the minimum requirement. Supervision done up to 120 hours per year attracts a premium payment.

1.7.2.7 The Council shall monitor annually the amount of supervision given by non-stipendiary College Lecturers. The quinquennial renewal by Council of non-stipendiary College Lecturers shall be dependent upon their fulfilling their teaching duties.

**Leave of Absence** (*Statute XX; Ordinance X; Regulation 1.17*)

1.7.2.8 A non-stipendiary College Senior Lecturer or College Lecturer who is given study or other leave of absence from a university post shall normally be awarded simultaneous leave of absence from College duties.

1.7.2.9 In addition, a College Lecturer may apply to Council for further leave, or partial remission of teaching, for a fixed period, in recognition of a temporary and unusually heavy burden of departmental or College duties. In granting leave or remission, Council shall state its reasons in open Minutes.

**Payment for Teaching and other Duties**

1.7.2.10 Supervision shall be undertaken by non-stipendiary College Lecturers, and paid for, as specified in Appendix IA. Payments shall be made only for supervisions undertaken.

1.7.2.11 Non-stipendiary College Lecturers shall, to the best of their ability, give priority to providing supervision for students of the College; where necessary they shall make up their teaching requirements by supervising students of other Colleges, seeking in so doing to enter into arrangements whereby supervision is made available to Churchill students preparing for examinations in which expertise and teaching experience is not to be found within the College.

1.7.2.12 Non-stipendiary College Lecturers shall report termly to the Senior Tutor all supervisions undertaken, for whichever college, and arrange for payment by other colleges to be made through Churchill College. Supervision claims to each college should be endorsed with an instruction to this effect, and copies of these claims should be submitted to Churchill College in order to permit the accounting staff of Churchill College to reconcile payments received from other Colleges with claims made to those Colleges.

1.7.2.13 Supervision provided for students of other colleges shall be counted toward the number of hours required and shall be paid for at the rate specified in Appendix IA.

1.7.2.14 Direction of Studies by non-stipendiary College Lecturers shall be pensionable and paid for at a rate to be determined annually by the College Council, published as Appendix IA to these Regulations.

1.7.2.15 Undergraduate admissions interviews done by non-stipendiary College Lecturers including Directors of Studies, shall be paid for at a rate to be determined annually by the College Council, published as Appendix IA to these Regulations. These payments shall not be pensionable.

**Appointment and re-appointment**

1.7.2.16 Each non-stipendiary College Lecturer shall be appointed or re-appointed by the Council; in doing so, the Council may seek the advice of an appropriate Appointment Committee, constituted as specified in the Appendices to these Regulations. In each letter of appointment or re-appointment the Council shall inform the non-stipendiary College Lecturer of the job description relating to the appointment.

**1.7.3 SCTOs: College Senior Lecturers (CSLs), College Lecturers (CLs), and College Assistant Lecturers (CALs)**

### **Principal duties and payment**

I.7.3.1 A CSL, CL or CAL whose main stipend is paid by the College will receive a pensionable stipend as laid down in Appendix IA. The main stipend will encompass all duties other than where specified below. Detailed job descriptions approved by Council will be published in the Appendices to these Regulations.

I.7.3.2 Performance will be appraised annually.

I.7.3.3 Full-time SCTOs will be required to complete 240 hours of supervision annually. Churchill students will have first call on supervision but SCTOs may, where necessary, make up their hours by supervising for other Colleges. In such cases, SCTOs will arrange for payment to be made to Churchill. Hours of supervision are minima. SCTOs may offer supervision in excess of this. SCTOs will perform all duties ordinarily associated with supervision.

I.7.3.4 SCTOs will direct studies, and perform all duties ordinarily associated with direction of studies.

I.7.3.5 An SCTO who holds a major College office will be entitled, by negotiation with the Senior Tutor and Council, *either* to an additional stipend as laid down in Appendix IA *or* to remission of supervision as follows:

- Tutor for Advanced Students: 100 hours;
- Admissions Tutor: 60 hours;
- Tutor: 60 hours;
- Advanced Student Tutor: 60 hours;
- Vice-Master: 60 hours;
- Dean: 20 hours.

The reductions in supervision specified above are cumulative.

I.7.3.6 SCTOs will receive additional payment at the standard rates specified for completing the following duties:

- Direction of Studies (at the *per capita* rate only);
- Setting and marking internal College examinations and progress tests;
- Admissions interviews.

I.7.3.7 SCTOs will conduct and publish research.

I.7.3.8 Council's permission must be sought before any major Faculty or Departmental (or other) duties may be undertaken.

### **Possible upgrading and joint appointment**

I.7.3.9 CALs and CLs who are eligible for possible new appointment to an upgraded SCTO position (CL or CSL) will be assessed for this new appointment according to the procedure outlined in Appendix ID.

I.7.3.10 The guidance of Council on terms will be sought if College wishes to appoint an SCTO jointly with another College, or a Faculty or Department.

## **I.7.4 Teaching By-Fellows (Ordinance XIII)**

I.7.4.1 Each Teaching By-Fellow shall be appointed by the Council; in doing so, the Council may seek the advice of an Appointment Committee, constituted as specified in the Appendices to these Regulations. In each letter of appointment the Council shall inform the Teaching By-Fellow of the job description relating

to the appointment; the entitlements and privileges offered by the Council shall be as laid down in Ordinance XIII.

1.7.4.2 The Council shall, with the advice of the Directors of Studies Committees, prepare and publish a job description for Teaching By-Fellows as an Appendix to these Regulations; this description shall contain statements of Teaching Requirement and of tenure, which latter shall be as laid down in Ordinances XIII and XIV. A Teaching By-Fellow shall be required to undertake 60 hours of supervision per annum. Supervision provided for students of other colleges shall not be counted toward the number of hours required.

1.7.5. **Lectors** (*Ordinance XIII*)

1.7.5.1 The Council may decide, when the appointment of a Lector is proposed, to obtain the advice of the relevant Directors of Studies Committee and shall prepare a job description for the appointment which shall be included in the Confidential Minutes in which the appointment is recorded; job descriptions may differ from one Lector to another. Statements of tenure in this description shall be as laid down in Ordinance XIII.

1.7.5.2 The Council shall, for each proposed appointment, obtain the advice of an Appointment Committee, constituted as specified in the Appendices to these Regulations. In each letter of appointment the Council shall inform the Lector of the job description relating to the appointment; the entitlements and privileges offered by the Council shall be as laid down in Ordinance XIII.

1.7.5.3 The Council may, as indicated in Ordinance XIII, 2, approve allowances to a Lector in respect of other meals in addition to dining in Hall free of charge.

1.8 **The Praelector**

1.8.1 The Praelector shall be appointed from among the Members of the College who are members of the University Regent House.

1.8.2 The Council shall prepare and publish a job description for the Praelector as an Appendix to these Regulations.

1.8.3 The Praelector shall be appointed by the Council before the division of the Easter Term to serve for the following academic year; re-appointment shall be permitted.

1.8.4 The Praelector shall be responsible to the Council for the observation of University regulations governing the taking of degrees.

1.9 **Wine Steward**

1.9.1 There shall be a Wine Steward.

1.9.2 The Wine Steward is appointed from amongst the Fellows and Senior Members by the Council. The procedure for the appointment is determined by the Governing Body and is published in the Appendices to these Regulations.

1.9.3 The Governing Body shall prepare and publish the Responsibilities of the Office for the Wine Steward. These shall be published in the Appendices to these Regulations.

1.9.4 The Wine Steward is responsible to the Council through the Wine Committee.

1.10 **President of the Senior Combination Room** (*Ordinance XXVII*)

1.11 **Fellows' Steward**

1.11.1 There shall be a Fellows' Steward.

1.11.2 The Fellows' Steward is appointed from amongst the Fellows and Senior Members by the Council. The procedure for the appointment is determined by the Governing Body and is published in the Appendices to these Regulations.

1.11.3 The Council shall prepare and publish the Responsibilities of the Office for the Fellows' Steward. These shall be published in the Appendices to these Regulations.

1.11.4 The Fellows' Steward is responsible to the Council through the SCR Committee.

#### 1.12 **Other Posts**

The following posts have job descriptions which are in the Appendices to these Regulations: Counsellors and Welfare Officers, Development Director, Director of the Archives Centre, Librarian and Registrar. Appointments are made by Council on the advice of the appropriate Appointments Committee:

## **REGULATION 2**

### **JUNIOR RESEARCH FELLOWS UNDER TITLE B**

#### 2.1 **Annual Election and Stipends**

In accordance with Statutes XVIII and XIX and Ordinance X:

(a) The Governing Body shall each year determine the maximum number of Junior Research Fellowships under Title B;

(b) The Council shall decide each year, within the numbers laid down by the Governing Body, and subject to the availability of funds, which Fellowships shall be offered for competition;

(c) The Council shall each year, after consultation with the Fellowship Electors, publish a notice giving details of the Fellowships to be offered and specifying which Fellowships are non-stipendiary;

(d) The Fellowship Electors shall decide procedures for election and shall fix the dates for submission of applications and for the election of Junior Research Fellows.

2.1.1 The Council shall maintain in an Appendix to these Regulations a list giving details of the named Junior Research Fellowships which may from time to time be offered for competition.

2.1.2 Cases of doubt concerning eligibility or interpretation of subject under these Regulations shall be referred to the Fellowship Electors, who may lay down precedents.

2.1.3 Queries and cases of doubt concerning all matters relating to the tenure, stipend and residence of Junior Research Fellows shall be considered and decided by the Council, who may lay down precedents.

2.1.4 The maximum stipends of stipendiary Junior Research Fellows, as determined by the Governing Body under Ordinance X.7, together with details of the allowances and of the right to and charges for accommodation for both stipendiary and non-stipendiary Junior Research Fellows shall be shown in Appendix 2A to these Regulations. Any University Composition Fee required from a Junior Research Fellow shall be paid by the College.

2.1.5 Stipendiary Junior Research Fellows who have not yet submitted their Ph.D. dissertation shall have 10% of their stipend deducted until the dissertation is submitted.

- 2.1.6 Stipendiary Junior Research Fellows shall be entitled to membership of the Universities Superannuation Scheme.
- 2.1.7 The term non-stipendiary Junior Research Fellow shall be taken to include those offered a stipendiary Junior Research Fellowship but having or subsequently acquiring an external stipend as well as those offered and accepting a non-stipendiary Fellowship.
- 2.1.8 The Secretary to the Fellowship Electors shall maintain for the use of the Fellowship Electors and of the Council an indexed record of decisions taken by the Electors under Regulation 2.1.2 and by the Council under Regulation 2.1.3.

2.2 **Conditions of Tenure** (*Ordinance X.5-8*)

- 2.2.1 Junior Research Fellows shall by the end of Easter Full Term provide to the Vice-Master a brief written report on the progress of their research.
- 2.2.2 A Junior Research Fellow may teach and examine for the College or for other Colleges or for the University provided that the total amount of this teaching and examining shall not exceed 120 hours in one year without the previously obtained consent of the Council. This consent will not normally be withheld if the Fellow is not in receipt of a full stipend, internal or external. Such teaching or examining shall first be offered to the College.
- 2.2.3 A Junior Research Fellow elected at an annual election shall normally take up the Fellowship on 1 October following and shall qualify for stipend each year by residing within the limit of residence laid down by the University for three quarters of each of the three University Terms.
- 2.2.4 A Junior Research Fellow who wishes to be absent from Cambridge for the purposes of research should apply to the Council for any stipend and allowances required. The amount to be paid will be decided by the Council in the light of the circumstances.

### REGULATION 3

#### OVERSEAS FELLOWS AND BY-FELLOWS

3.1 **Fellowships under Title F (Overseas Fellows)**

(*Statute XIX, Ordinance X.15-17, Regulations IV and VII*)

- 3.1.1 The Council shall maintain an Overseas Fellowship Fund for the payment of stipends, allowances and expenses of Overseas Fellows.
- 3.1.2 Council, in presenting its estimates and allocations to the Governing Body for approval, shall include a sum of money to be transferred to the Overseas Fellowship Fund.
- 3.1.3 The balance or deficit on the Overseas Fellowship Fund at the end of the financial year shall be carried over to the following year.
- 3.1.4 Past Overseas Fellows retain dining rights at High Table as stipulated in Regulation IV.

3.2 **By-Fellows** (*Ordinances XIII and XIV, Regulations IV and VII*)

- 3.2.1 All By-Fellows, apart from Research By-Fellows, are elected by the College Council.

- 3.2.2 Categories of By-Fellowship are set out in this Regulation. Descriptions of By-Fellowships are listed in Appendix 3A.
- 3.2.3 **Research By-Fellows**
- This category includes By-Fellowships sponsored by external organisations such as the Carlsberg Foundation and the French Government.
- 3.2.3.1 Candidates for Research By-Fellowships shall only be considered by the Fellowship Electors if they are supported by a Fellow and are working with the Fellow or within the same sphere of interest, or for named categories of Research By-Fellowships, on the recommendation of the appropriate Committee or body.
- 3.2.3.2 A person otherwise qualified for a Fellowship under Title F who has passed the age of tenure, or is unable to satisfy the residence requirements, may be elected to a Research By-Fellowship.
- 3.2.4 **Teaching By-Fellows**
- 3.2.4.1 Matters relating to Teaching By-Fellows are set out in Regulation 1.7.4.
- 3.2.5 **Schoolteacher By-Fellows**
- 3.2.5.1 The Council shall from time to time elect Schoolteacher By-Fellows on the recommendation of the Senior Tutor.
- 3.2.5.2 Schoolteacher By-Fellows shall during their term of residence have free accommodation, meals at College expense and a special allowance to cover out of pocket expenses.
- 3.2.6 **Archives By-Fellows**
- 3.2.6.1 Archives By-Fellowships are offered for periods of up to one year to persons wishing to undertake significant work in the Churchill Archives Centre. Archives By-Fellows are elected by the College Council on the nomination of the Archives Committee.
- 3.2.7 **Artist By-Fellows**
- 3.2.7.1 From time to time the College offers Artist By-Fellowships for a period of up to one year for visual artists, performing artists, persons engaged in dramatic production and musicians.
- 3.2.7.2 The College Council will take the advice of the Hanging Committee in drafting terms of reference for and in appointing an Artist By-Fellow who is a visual artist. Other categories of artists will be considered by the Electors only on the recommendation of the Senior Tutor and the College Director of Studies in the subject.
- 3.2.8 **Professional By-Fellows**
- 3.2.8.1 Professional By-Fellowships may be offered to enable persons employed in industry and the professions to spend three to twelve months at the College in association with a University Department.

3.2.8.2 Professional By-Fellows are required to undertake a specific project which will be of interest to the College and/or a University Department.

### 3.2.9 Local Professional By-Fellows

3.2.9.1 From time to time the College Council may elect By-Fellows from locally based industrial and commercial firms on terms to be agreed at the time of election.

### 3.2.10 Møller By-Fellows

3.2.10.1 Candidates shall be considered by the College Council on nomination by the Board of Directors of the Møller Centre, the terms of the By-Fellowship to be agreed at the time of election.

### 3.2.11 Staff By-Fellows

3.2.11.1 The Council may elect senior members of the College staff to a Staff By-Fellowship in recognition of their service to the College or where it believes there to be a benefit in facilitating greater contact with the Fellowship.

3.2.11.2 The qualifying office for a Staff By-Fellowship will be the post occupied at the time of election and will be co-terminous with that post and employment by the College.

## REGULATION 4

### MEMBERSHIP OF THE COLLEGE AND DINING AND SOCIAL ENTITLEMENTS

#### 4.1 Membership of the College (*Statute XXV, Ordinances XII and XIII*)

By Statute XXV, Ordinance XIII.1, and Ordinance XII, the following are defined as members of the College:

The Master, Fellows, Honorary Fellows, Students, any person who has held any of these categories of membership, until resignation from such membership or until deprived of such membership in accordance with the Statutes and Ordinances, and

- (a) Lectors and By-Fellows
- (b) other persons elected to membership of the College by the Council who shall be either (i) University administrative and teaching officers, and other persons working in the University; or (ii) such other persons as the Council may decide *ad personam*.

The qualifying office for membership for those elected after 1 May 2007 under the categories (a) and (b) above, shall be stated at the time of election or re-election. Membership of the College shall cease when the qualifying office is no longer held.

- 4.1.1 When the Council makes an election to membership of the College, the Council shall specify the category of entitlement to dining and social facilities (from A, D or H as defined in the Table in para. 4.3.2). This may be changed from time to time.

4.1.2 The list of Members of the College elected by the Council under categories 4.1.1. (b) (i) and (ii) shall be published as an Appendix to these Regulations; with, in the case of each member, the specified category of entitlement to dining and social facilities.

## 4.2 **The Senior Combination Room Committee (SCR) and Special Members**

4.2.1 There shall be an SCR Committee appointed by the Governing Body.

4.2.2 In order to provide social facilities for people closely connected with the College who are not members of the College, the SCR Committee may appoint Special Members.

4.2.3 The SCR Committee shall publish as an Appendix to the Regulations: (a) the criteria normally used in making elections to Special Membership of the SCR, and (b) a list of Special Members.

## 4.3 **Dining and Social Entitlements**

4.3.1 All members of the College shall be entitled to make use of dining and social facilities in the College according to the Table set out in 4.3.2 of these Regulations. In addition, the following categories of person who are not members of the College shall be entitled to make use of those facilities according to arrangements set out in the table in 4.3.2:

4.3.1.1 Fellows-elect, Special Members or persons invited by the SCR Committee (SCR invitees) on the nomination of a Fellow of the College. In making such invitations, the SCR Committee shall specify the date on which the invitation should expire (which should be not more than five years after the date on which the invitation is issued) and the category of entitlement that should be associated with each invitee. The SCR Committee shall publish as an Appendix to the Regulations: (a) the criteria normally used in creating SCR invitees, and (b) a list of SCR invitees with their category of entitlement, the expiry date of their invited status, and a brief note explaining the reason for the invitation.

4.3.1.2 Persons nominated by the Senior Tutor or the Bursar and approved by the Council at the first meeting of the Michaelmas Term. The entitlement to use of facilities shall expire at the end of the calendar year following the year in which the nomination is made. In making such nominations, the Senior Tutor and the Bursar shall propose the category of entitlement that should be associated with each nominee. The Senior Tutor and Bursar shall publish as an Appendix to the Regulations: (a) the criteria normally used in making nominations in the category, and (b) a list of persons nominated in this category.

4.3.1.3 Associates of the SCR. These are persons introduced to College by a Fellow, approved by the SCR Committee, who shall, on payment of a termly subscription, gain entitlement to the dining and social facilities of the College for one year at a time. The SCR Committee shall publish as an Appendix to these Regulations a list of Associates of the SCR which shall include the name of the sponsoring Fellow.

4.3.1.4 Christina Kelly Associates. These are the widows or widowers of deceased Fellows. The SCR Committee shall publish as an Appendix to these Regulations a list of Christina Kelly Associates.

## 4.3.2 Table of Dining and Social Entitlements

(as at 27/04/11)

Category of Entitlement	Category	At College expense	At own expense	Invitations, SCR access, other facilities
A (Fellows)	Master, Fellows, Overseas Fellows, Honorary Fellows, Benefactor Fellows, Fellows-elect, SCR Special Members, Teaching and Schoolteacher By-Fellows Archives and Artist By-Fellows Christina Kelly Associates Council Invitees	All meals. Six guests per quarter	Guests exceeding six per quarter	1 – 9 Sports and computing Library facilities SCR access Provision of key fob or University Card on request
B (Chaplain)	Chaplain of the Chapel at Churchill College	All meals All guests		Same as A
C (By-Fellows)	All other By Fellows	4 meals per month. Six guests per quarter	Any available meal. Guests exceeding six per quarter	Same as A
D (Past Fellows)	Past Fellows SCR invitees allocated to this category	4 meals per month. Six guests per quarter	Any available meal. Guests exceeding six per quarter	SCR access Only 7, 8 and 9
E (Lists)	Senior Tutor's List, Bursar's List External members of College Committees, Members elected by Council under Ordinance XII allocated by Council to this category	4 meals per month. Six guests per quarter	Any available meal. Guests exceeding six per quarter	SCR access * Only 9 on payment of a £20 supplement and 7. External DoSs also invited to 1, 4 5 and 6
F (SCR Associates)	Associates of the SCR	Nil	Any available meals including High Table (no maximum)	Only 7 and 9. Sports Facilities Library Facilities SCR access £50 quarterly fee Guests allowed at discretion of SCR President.
G (Past Members)	Past students and past By-Fellows, and any other member of the College if not in any other entitlement category. In the case of former undergraduates, this entitlement shall begin after Graduation. In the case of former Advanced Students, this entitlement shall begin when the person shall cease to be an Advanced Student. Members elected by Council under Ordinance XII and allocated by Council to this category.	4 High Table meals per calendar year (with one guest per High Table visit)	Self-service meals (cash at till)	No special dinners SCR access* Additional High Table meals and guests may be booked at own expense subject to approval by SCR President (list held by Registrar).
H (Heads of Departments)	Those staff on Heads of Departments list	4 meals per month. Six guests per quarter	Any available meals. Guests exceeding six per quarter	1,2,4,5,7 and 9 only SCR access*
I (No Rights)	Staff/visitors without dining privs	Nil		

\* When exercising High Table rights

NB: Please note that guests at High Table are limited to a maximum of three on any occasion

Key to special dinners:

- |                             |                         |   |
|-----------------------------|-------------------------|---|
| 1. Freshers' Dinner         | 4. Scholars' Feast (MT) | 7. Fellows' Formal Desserts                 |
| 2. AS Matriculation Dinner  | 5. Founder's Feast (ET) | 8. Birthday Dinners (e.g.80 <sup>th</sup> ) |
| 3. Advanced Students Dinner | 6. Graduation Dinner    | 9. Fellows' Guest Nights                    |

#### **4.4 Reciprocal Arrangements with other Institutions**

- 4.4.1 The President and Fellows of Trinity College, Oxford, are entitled to dine (including at High Table) and lunch, to use the Senior Combination Room and to occupy a guest room or other room in College subject to availability and to the constraints in Regulation 7.5.2. Charges will be adjusted between Bursars.
- 4.4.2 The Council shall have the power to extend social facilities to members of other institutions, a list of which shall be published in an Appendix to these Regulations.

#### **4.5 Special Occasions**

- 4.5.1 The Fellows' Steward shall give notice to all Fellows and persons having dining rights of any occasion when it may be necessary to restrict attendance at, or the invitation of guests to, luncheon or dinner.

### **REGULATION 5**

#### **THE ADMISSION OF STUDENT MEMBERS**

##### **5.1 Undergraduate Admissions** (*Statutes XXVI and XXVII, Ordinance XII*)

- 5.1.1 Undergraduate Admissions Tutors will take decisions on offers and acceptances in close consultation with the relevant Director(s) of Studies. No undergraduate will be admitted without the consent of the Admissions Tutor concerned and the Director(s) of Studies concerned.

##### **5.2 Admission in certain Special Cases**

- 5.2.1 Candidates for admission as Undergraduate students who will not have attained the age of eighteen by 15 October in their first prospective term of residence, may not come into residence in that Michaelmas Term without the approval of the Senior Tutor, who will report such cases to the Council.
- 5.2.2 No-one may come into residence as an undergraduate member of the College at any time other than the beginning of the Michaelmas Term without the approval of the Council.
- 5.2.3 No person who is or has been an undergraduate member of another College in the University of Cambridge shall be admitted as an Undergraduate student at Churchill without the permission of the Council.
- 5.2.4 Candidates for admission as Affiliated Students are the responsibility of the appropriate Undergraduate Admissions Tutor.

##### **5.3 The Consideration of Admissions Policy**

- 5.3.1 The Senior Tutor and the Tutor for Advanced Students shall produce annual reports for the College Council. These reports should summarise the current policies on student admission and should contain statistics, by subject, which include the number of candidates in the previous year and the number of offers and acceptances.

## **REGULATION 6**

### **THE ACCOMMODATION AND RESIDENCE OF STUDENT MEMBERS**

#### **6.1 The Provision and allocation of Accommodation**

- 6.1.1 The College will endeavour, subject to financial constraints, to provide accommodation for those of its student members who wish it.
- 6.1.2 The allocation, pricing and split of accommodation between Undergraduates and Advanced Students is the concern and responsibility of the Council, acting on the advice of the House Committee and the Finance Committee.
- 6.1.3 The priority for allocation of available accommodation to Undergraduates and Advanced Students shall be the responsibility of the House Committee.
- 6.1.4 Lists of College accommodation, including facilities and pricing, shall be maintained by the Senior Tutor and shall be available to student members at all reasonable times.
- 6.1.5 An annual rooms ballot for the allocation of College accommodation shall be carried out under the direction of the House Committee. For Undergraduates the ballot will be processed by the Senior Tutor and, for Advanced Students, by the Tutor for Advanced Students.
- 6.1.6 Female students will not normally be allocated ground floor rooms without further consultation.
- 6.1.7 The allocation of rooms to Freshers shall be undertaken by the Senior Tutor and shall take into account the gender of the student, location of the rooms available and financial and any other needs raised by the student.
- 6.1.8 The Senior Tutor and/or the Tutor for Advanced Students (as appropriate) may agree to an exchange of accommodation between two students.

#### **6.2 Setting of Rents for College Rooms**

- 6.2.1 The Finance Committee, on the advice of the Bursar, shall recommend the required income from room rentals to the Council annually in the Michaelmas Term for the following year.
- 6.2.2 The House Committee shall be responsible to the Council for the spread and allocation of room rents to individual units of accommodation. The room rents will be agreed prior to the rooms ballots in the Lent Term.
- 6.2.3 The Bursar has the discretion, in consultation with the Senior Tutor, to give rebates of rent under exceptional circumstances. In instances of financial hardship, rent rebates will not be offered but the student may apply to the College's Endowment Grants Committee for assistance.
- 6.2.4 The Council will set annually under Regulation 9, the amount of the Advance Deposit to be paid by Freshers (Undergraduate and Advanced Students) against their College bills, on the recommendation of the Bursar.

#### **6.3 Private Accommodation**

6.3.1 The selection and all tenancy arrangements for private accommodation for those students who are unable or do not wish to live in College accommodation is their responsibility.

6.3.2 Students required to seek private accommodation may request financial assistance with rental payments from the Accommodation Fund. UK students must first seek assistance, if eligible, from the University Access to Learning Fund. The allocation to, and terms for grants from the Accommodation Fund will be determined annually by the Council and set down in an Appendix 6A to this Regulation.

#### **6.4 College Period of Residence and Quiet Period**

6.4.1 Undergraduate students are entitled to:

- (a) come into residence for the Michaelmas and Lent Terms on the Saturday preceding the first day of Full Term;
- (b) return into residence for the Easter Term on the Saturday before the Saturday preceding the first day of Full Term;
- (c) remain in residence after each Term until the Sunday after the Sunday following the last day of Full Term;
- (d) remain in residence after the Easter Term until the Sunday following the Sunday after the last day of Full Term.

6.4.2 Advanced students are entitled to remain in residence until the date stated in their room agreement, unless they have been allocated accommodation for the following year, in which case the date of their move must be agreed with the Graduate Student Administrator.

6.4.3 There shall be special conditions set by the Council for the Easter Term, which shall be designated the Quiet Period. The Council shall publish details of the restrictions on noise and activities in the College for the Quiet Period before the division of Lent Term.

### **REGULATION 7**

#### **THE ACCOMMODATION AND RESIDENCE OF SENIOR MEMBERS**

##### **7.1 Residence of Senior Members**

Statute V: The residence requirement for the Master is stated in Statute V.

Ordinance X: The requirements for residence for Fellows under Titles A, B, E, F and G are stated in Ordinance X.

##### **7.2 Allocation of College Rooms**

7.2.1 There shall be a Fellows' Rooms Committee that shall meet at least annually to determine the allocation of teaching room and residential accommodation in Fellows' sets and College rooms. The Fellows' Rooms Committee shall make its report to the College Council.

7.2.2 The Registrar (with the Housekeeping Department), on behalf of the Fellows' Rooms Committee, shall determine the allocation of guest rooms and Sheppard Flats to Fellows and visitors.

7.2.3 The policy for allocation of Fellows' rooms to individual Fellows shall be determined by Council and published in Appendix 7A.

### 7.3 **Entitlement to use of Rooms in College** *(as required by Ordinance X)*

7.3.1 Any College Fellow who is a College Lecturer or Director of Studies, or is a Junior Research Fellow, is entitled to the use of a College Room for teaching and research. This may be shared. Priority will be given to those non-residential Fellows in Title A and Title B (Junior) without Department facilities to carry out their research. Those Fellows resident in sets or flats in College will not normally be allocated additional rooms.

7.3.2 The following post-holders are entitled to individual offices: Master, Vice Master, Bursar, Senior Tutor and Tutor for Advanced Students. Tutors are entitled to an individual room to enable them to carry out their role as Tutors.

7.3.3 The following post-holders are also entitled to the use of a shared or individual room, subject to availability: Dean, Praelector, Development Director, Director of the Archives Centre, Industrial Liaison Adviser, Counsellor, and Chaplain.

7.3.4 Subject to availability there shall be a room set aside for the use of all Title D Fellows.

### 7.4 **Entitlement to Residential Accommodation in College**

7.4.1 Fellows under Title A and Title B (Junior) shall have the right to reside in College, subject to availability of residential accommodation.

7.4.2 Residential accommodation in the College shall be charged for at rates determined annually by the College Council and published in Appendix 7B to Regulations. The College Council may vary the terms charged for residential accommodation in individual circumstances.

7.4.3. No Fellow shall be permitted tenure of residence. Fellows shall be required to move to alternative residential accommodation during maintenance work, for example, or at the request of the Fellows' Rooms Committee.

7.4.4 Fellows under all other Titles are not entitled to residential accommodation in College but those in all Titles except Title D may be offered rooms subject to the payment of charges detailed in Appendix 7B.

### 7.5 **Guest Accommodation**

7.5.1 The charges for guest accommodation shall be determined annually by the Council and published in Appendix 7B.

7.5.2 The College shall provide four guest rooms for the use of Fellows. A Fellow of the College may, subject to availability, have the use of a College guest room free of charge for a visitor or visitors for up to ten nights per calendar year.

7.5.3 Past Fellows or Honorary Fellows may, subject to availability, stay in a single College guest room free of charge for a period or periods totalling not more than four nights in any academic year.

- 7.5.4 A member of the College not in residence may, if a room is available and with the permission of the Bursar, reside in College for a period or periods totalling not more than four nights in any academic year.

## **7.6 Shared Equity Scheme**

- 7.6.1 The College shall provide a shared equity scheme to assist Title A Fellows who teach a full load, to purchase a property in or near Cambridge.
- 7.6.2 The total capital available for this scheme, the amount per Fellow taking part in the scheme and the terms and conditions of the scheme are stated in Appendix 7C to this Regulation.

## **REGULATION 8**

### **SCHOLARSHIPS, PRIZES, SIZARSHIPS, BURSARIES AND STUDENTSHIPS**

*(Statute XXVIII. No Ordinances)*

#### **8.1. General Regulations concerning Emoluments**

- 8.1.1. Cash or credit payments for emoluments are normally made in arrears, either quarterly, termly or annually, so that the value of the emolument is available to the student when his/her College Account is presented; in certain cases however payment is made in advance. The payment arrangements for each type of emolument are specified as part of the Regulations for the emolument.
- 8.1.2 The holder of an emolument, unless given leave under section 8.1.3, is required to keep each University term (by residing for three-quarters of it) in order to qualify for continuing payment of the emolument.
- 8.1.3 The holder of an emolument who is engaged in research may apply to the Council through the Tutor for Advanced Students for permission to reside elsewhere than at Cambridge if it is in the interests of his/her research that he/she should do so.
- 8.1.4 The holder of an emolument is not allowed to undertake any educational or other paid work which may in the opinion of his/her Tutor impede his/her studies.
- 8.1.5 Tenure of a College emolument is subject to the Council being satisfied with the holder's diligence, course of study and conduct.

#### **8.2. Scholarships**

- 8.2.1 The value of Scholarships shall be determined by the Council, and shall be recorded in an Appendix to these regulations.
- 8.2.2 Scholarships will be awarded to undergraduates and Affiliated Students who are placed in the First Class in a University or College examination. A performance in an unclassified examination which is judged by the Tutorial Committee or the Council to be of comparable merit shall also result in the award of a scholarship. Scholarships shall not be awarded to Advanced Students.
- 8.2.3 Elections to Scholarships shall be normally made by the Tutorial Committee after consideration of recommendations from Directors of Studies; the Council shall have power to award Scholarships when such awards arise from examination results announced at a time other than at (or shortly after) the end of the Easter Term.

8.2.4 A Scholarship shall be tenable for twelve months from 1 October following the year of residence in which the University or College examination leading to the election was taken.

8.2.5 A resident undergraduate Scholar shall (a) be paid the emolument of the Scholarship immediately on election; (b) have the title of Scholar in the year of tenure, and (c) be invited to a Scholars' Feast.

### 8.3. Entitlement to Rooms

8.3.1 A Scholar who is in residence shall be entitled to occupy a room in College during both the term and the vacation, but the Dean may withdraw this privilege for disciplinary reasons.

8.3.2 A Scholar who is not in residence shall have the right to occupy a guest room, if one is available, free of rent for a maximum of four nights in the year of tenure.

8.3.3 A Music Sizar is entitled to occupy a room in College during both the term and the vacation and to have the use of a piano in this room at College expense.

### 8.4. College Prizes

8.4.1 The value of a College Prize shall be determined by the Council, shall be recorded in an Appendix to these regulations, and shall not exceed one half of the value of a Scholarship. College Prizes will be awarded by the Tutorial Committee to Undergraduates, Affiliated students, and Advanced Students who are nominated by their Director of Studies. The Council shall have power to award Prizes when such awards arise from examination results announced at a time other than at (or shortly after) the end of the Easter Term or when a Director of Studies makes a late recommendation.

8.4.2 Guidelines concerning the categories and numbers of students who may be nominated for College Prizes by Directors of Studies shall be laid down by the Council and published in an Appendix to these Regulations. The Senior Tutor shall report to the Council each year on the awards made.

8.4.3 A student elected to a Scholarship may not be awarded a College Prize on the result of the same examination as led to that election.

8.4.4 Scholarships will be awarded to Advanced Students whose performance in a University or College Examination results in their being placed in the First Class, or if their performance in an unclassified examination is judged by the Tutorial Committee or the Council to be of comparable merit.

### 8.5. Endowed Prizes

8.5.1 Proposals and offers to endow prizes for achievement in particular subjects, areas of study and/or activities shall be considered by the Tutorial Committee who shall report and make recommendations to the Council.

8.5.2 The Council shall take note of the report and recommendations of the Tutorial Committee and shall decide whether to institute the proposed Prize, agreeing procedures for the offering and awarding of the Prize as necessary. Normal practice shall be that Endowed Prizes are awarded by the Tutorial Committee.

8.5.3 The Council shall maintain in an Appendix to these Regulations a list giving details of all Endowed Prizes and the procedures to be adopted for their award.

8.5.4 Queries and cases of doubt concerning all matters relating to Endowed Prizes shall be considered and decided by the Council.

### 8.6 Sizarships and Instrumental Bursaries

A Sizar is an undergraduate, affiliated student or advanced student of the College who receives in allowance from the College in return for the performance of certain duties.

### **8.6.1 Music Sizarships**

- 8.6.1.1 The Music Sizar is expected to foster the musical life of the College. In performing these duties, the Sizar will assist those teaching Music in the College and will be assisted by other members of the College.
- 8.6.1.2 The Music Sizar shall be appointed in November by the Music Sizarship Standing Committee.
- 8.6.1.3 The Music Sizarship Standing Committee shall consist of the Senior Tutor (Convenor) and the Director of Studies in Music; they may co-opt up to two additional persons to assist them in their work.
- 8.6.1.4 The Music Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of the Music Sizar (which will be published as an Appendix to these Regulations).
- 8.6.1.5 No person shall be admitted to a Music Sizarship who would not otherwise have been admitted to the College.
- 8.6.1.6 A Music Sizarship is tenable from 1<sup>st</sup> January for one year and the award is payable in three instalments at the end of each term, subject to the holder having kept the term and carried out the duties satisfactorily. The Council may allow payment of the award where the holder is prevented by grave cause from fulfilling these conditions. The holder of the Music Sizarship may be re-elected to a second or third year of tenure, subject to the proviso that there shall not be more than one Music Sizar in residence at any time.
- 8.6.1.7 After two terms of office (by 1<sup>st</sup> September), the Music Sizar shall submit to the College Council (via the Senior Tutor) a brief report of what has been achieved during those two terms and details of plans for the final term of office.

### **8.6.2 Theatre Sizarships**

- 8.6.2.1 The Theatre Sizar is expected to foster theatrical life in the College. In performing these duties, the Sizar will assist those teaching English in the College and will be assisted by other members of the College.
- 8.6.2.2 The Theatre Sizar shall be appointed in November by the Theatre Sizarship Standing Committee.
- 8.6.2.3 The Theatre Sizarship Standing Committee shall consist of the Senior Tutor (Convenor) and the Director of Studies in English; they may co-opt up to two additional persons to assist them in their work.
- 8.6.2.4 The Theatre Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of the Theatre Sizar (which will be published as an Appendix to these Regulations).
- 8.6.2.5 No person shall be admitted to a Theatre Sizarship who would not otherwise have been admitted to the College.
- 8.6.2.6 A Theatre Sizarship is tenable from 1<sup>st</sup> January for one year and the award is payable in three instalments at the end of each term, subject to the holder having kept the term and carried out the duties satisfactorily. The Council may allow payment of the award where the holder is prevented by grave cause from fulfilling these conditions. The holder of the Theatre Sizarship may be re-elected to a second or third year of tenure, subject to the proviso that there shall not be more than one Theatre Sizar in residence at any time.
- 8.6.2.7 After two terms of office (by 1<sup>st</sup> September), the Theatre Sizar shall submit to the College Council (via the Senior Tutor) a brief report of what has been achieved during those two terms and details of plans for the final term of office.

### **8.6.3 Visual Arts Sizarships**

- 8.6.3.1 The Visual Arts Sizar will liaise with the Executive Officer of the Hanging Committee to encourage the Visual Arts in the College.
- 8.6.3.2 The Visual Arts Sizar shall be appointed in November by the Visual Arts Sizarship Standing Committee.
- 8.6.3.3 The Visual Arts Sizarship Standing Committee shall consist of the Senior Tutor (Convenor) and the Chairman of the Hanging Committee; they may co-opt up to two additional persons to assist them in their work.
- 8.6.3.4 The Visual Arts Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of Visual Arts Sizarships (which will be published as an Appendix to these Regulations).
- 8.6.3.5 No person shall be admitted to a Visual Arts Sizarship who would not otherwise have been admitted to the College.
- 8.6.3.6 A Visual Arts Sizarship is tenable from 1<sup>st</sup> January for one year and the award is payable in three instalments at the end of each term, subject to the holder having kept the term and carried out the duties satisfactorily. The Council may allow payment of the award where the holder is prevented by grave cause from fulfilling these conditions. A holder of the Visual Arts Sizarship may be re-elected to a second or third year of tenure.
- 8.6.3.7 After two terms of office (by 1<sup>st</sup> September), a Visual Arts Sizar shall submit to the College Council (via the Senior Tutor) a brief report of what has been achieved during those two terms and details of plans for the final term of office.

### **8.6.4 Instrumental/Choral Bursaries**

- 8.6.4.1 Instrumental/Choral Bursaries shall be awarded to students of the College who are expected to foster the musical life of the College.
- 8.6.4.2 Instrumental/Choral Bursaries shall provide financial assistance towards the purchase of music, music lessons and related expenses. Candidates for Instrumental Bursaries should normally be of Grade VIII standard on their chosen instrument.
- 8.6.4.3 Instrumental/Choral Bursaries shall be awarded in November by the Music Sizarship Standing Committee. Candidates will apply using an application form, details of which are included in an Appendix to these Regulations.
- 8.6.4.4 The Music Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of Instrumental/Choral Bursars (which will be published as an Appendix to these Regulations).
- 8.6.4.5 An Instrumental/Choral Bursary shall be tenable from 1 January for one year. Payment of all or part of the award is made following presentation of appropriate receipts to the Senior Tutor. All requests for payment must be made by the end of December of the year for which the award is made.

### **8.7 Studentships**

- 8.7.1 Elections to Studentships shall be made by a Committee of Electors before the end of May. The Committee shall consist of the Master as Chairman, the Tutor for Advanced Students as Secretary, one Advanced Student Tutor, and six Fellows who shall be appointed by the Council at a meeting in the Lent Term.
- 8.7.2 Proposals and offers to support and/or initiate Studentships shall be considered by the Tutor for Advanced Students and the Advanced Students Tutors who shall report and make recommendations to the Council.

- 8.7.3 The Council shall take note of reports and recommendations from the Advanced Student Admissions Committee and shall decide on the Studentship matters under consideration. The Council shall approve administrative arrangements for Studentships, and will record those arrangements in an Appendix to the regulations.
- 8.7.4 The Council shall maintain in an Appendix to these Regulations a list giving details of all Studentships.
- 8.7.5 The Council shall decide each year which Studentships shall be offered for election and shall require the Tutor for Advanced Students to advertise the Studentships and to invite applications by 1 April following.
- 8.7.6 Queries and cases of doubt concerning all matters relating to Studentships, including the emoluments of the Studentship holders, shall be considered and decided by the Council.

## **REGULATION 9**

### **FEES, DUES AND CHARGES AND THE COLLEGE ACCOUNTS OF STUDENT MEMBERS**

#### **9.1 Fees**

- 9.1.1 The Council shall determine all fees, dues and charges and shall publish these Approved Fees annually as an Appendix 9A to this Regulation.
- 9.1.2 In determining fees the Council shall take notice of the fee structure agreed by the University of Cambridge with the Higher Education Funding Council for England.
- 9.1.3 The Bursar may, on consultation with appropriate Tutors, permit a student to defer payment of fees or College Accounts, on an exceptional basis.
- 9.1.4 Whereas the Board of Graduate Studies informs Advance Students in advance of the level of fees payable, the College, through the Bursar, shall inform all new Undergraduates of the fees payable in advance of their coming into residence.
- 9.1.5 The College shall normally issue fee bills to all students by the end of October annually. Those students without industrial or other sponsorship, or scholarships or studentships from organisations recognised by the College or government loan for their fees, shall pay their fees annually, in full, in advance, to the College at least 7 days before the start of Michaelmas Term or the term in which they come into residence. All other Undergraduates and Advanced Students are required to pay one third of their annual fees termly, in advance, to the College within 21 days after the start of each Full Term in which they are in residence.
- 9.1.6 Any Undergraduate student whose fee account is outstanding after 21 days of Full Term (excluding payment due from the University) may be required to go out of residence, unless the Bursar, after consultation with the Tutor when appropriate, agrees that payment may be postponed.
- 9.1.7 An Advanced Student who has already kept three terms in residence and whose fee account is outstanding after 21 days of Full Term shall have his/her name removed from the Register of Graduate Students unless there has been agreement between the Tutor

for Advanced Students (after consultation with the Bursar) and the Secretary of the Board of Graduate Studies as to why late payment should be permitted.

## 9.2 University Composition Fee

- 9.2.1 The College shall act for the University of Cambridge in the collection of the University Composition (“Tuition”) Fee. The amount of the fee shall be reported annually to the Council in an Appendix 9A to this Regulation and promulgated to the students.
- 9.2.2 UK Students eligible for a reduction in the fee due to the University as a result of the appropriate UK student finance body assessment or because of absence from Cambridge on an approved scheme, will be required to produce evidence of the assessment or appropriate evidence to the Bursar before gaining partial or total exemption.

## 9.3 College Fee

- 9.3.1 Unless the Council decides otherwise, in particular cases, every member of the College who is *in statu pupillari* or who has the status of an M.A. as an Advanced Student, or as a candidate for a diploma or certificate or is otherwise liable to pay a University Composition fee, shall pay a College fee.
- 9.3.2 Publicly-funded UK and EU Undergraduates are not required to pay a College Fee personally. The College will be reimbursed by the University at an agreed rate for such Undergraduates. The student must submit a copy of their appropriate UK student finance body assessment notice to the Student Finance Office at the start of the Michaelmas Term as evidence of their publicly-funded status.
- 9.3.3 Every Undergraduate student who is specified in the agreement with HEFCE as a “private” student or who comes from outside the UK or EU, shall pay a College Fee direct to the College.
- 9.3.4 There shall be three rates of College Fee; one for Advanced Students for whom a University Composition Fee is charged at Postgraduate rate, one for all other publicly-funded Junior Members and one for all other self-funded Junior Members. The Council shall determine the appropriate fraction of the College fee payable by those Junior Members on part-time degree courses.
- 9.3.5 Certain Advanced Students shall also be treated as undergraduates for the purpose of determination of College Fee: the categories of these students are published in Appendix 9B to this Regulation.
- 9.3.6 Advanced students shall be liable for a College Fee at the Advanced Student rate for every term in residence or allowed or during which the student has been in residence for more than 21 days.
- 9.3.7 The liability for College fees of an Advanced Student who has permission to work for a period of time away from Cambridge shall be assessed *ad personam*: the Bursar shall maintain a record of all such decisions.

## 9.4 Advance Deposit

- 9.4.1 Every person who has been approved for admission to the College *in statu pupillari* shall be required on coming into residence to deposit with the Bursar an Advance Deposit against payment of their College Account. The rate of Advance Deposit will be determined annually by the Council and published in Appendix 9A to this Regulation.

- 9.4.2 The Advance Deposit shall be payable within 21 days of the start of the first Full Term of residence. Unless the Bursar has granted a deferral of the payment date, through the Student Finance Office, a student who has not paid the Advance deposit by the due date shall be required to go out of residence.
- 9.4.3 When a member of the College either has their name removed from the College list or goes out of residence, the Advance Deposit shall be credited to their College Account. If they subsequently return into residence *in statu pupillari* the student shall be required to pay the Advance Deposit again at the then current rate.
- 9.4.4 When a student moves out of College accommodation but remains in residence, the Bursar shall authorise a partial refund of their Advance Deposit. If they subsequently return into College accommodation they shall be required to reinstate the Advance Deposit at the then current rate.
- 9.4.5 Candidates accepted for admission who have not paid the Advance Deposit but who wish to be entered for examinations before coming into residence shall pay the fees for such examinations in advance.
- 9.4.6 Undergraduates shall deposit with the Student Finance Office earlier than three weeks before the General Admissions at which they intend to graduate, a sum estimated by the Student Finance Office to cover the amount of their final bill up to graduation, less the Advance Deposit. The Bursar shall inform the Praelector of the names of all Undergraduates whose estimated account has not been paid.

## 9.5 College Accounts

- 9.5.1 College accounts of Junior Members for all monies owed to the College other than fees, shall be prepared quarterly. Payment to the College shall be due by the division of the following term or three weeks after presentation of the account whichever is the longer period. Accounts for the quarter ending 30 June shall be payable immediately by Junior Members not returning into residence. Junior Members shall be issued with an account card to which catering charges can be accrued. This card and any expenses incurred using the card is the responsibility of the holder and the loss of a card must be reported immediately to the Student Finance Office.
- 9.5.2 Partners officially resident on the College site may be issued with an account card by the Student Finance Office, accruing payment to their student partner's account, subject to the completion of a form by the student account holder, accepting responsibility for the charges incurred.
- 9.5.3 An Undergraduate who enters the ballot for rooms in College properties or in College shall be required to pay the room rent for three terms each of ten weeks for the next academic year, as a minimum. The Bursar shall have the discretion to exempt any Undergraduate from payment of room rent under this Regulation.
- 9.5.4 An Advanced Student who enters the ballot for rooms in College properties shall be asked to specify the date defining the duration of their accommodation licence; this shall normally be between 30 June and 31 August. The student will then be required to pay the rent for the duration of the accommodation licence, unless exempted by the Bursar.
- 9.5.5 Every Junior Member whose College account is overdue shall pay interest on the sum outstanding at a rate to be determined by the Council and published annually as an Appendix to these Regulations, unless excused by the Bursar.

- 9.5.6 Undergraduates will be required to go out of residence if their College account remains unpaid at the end of the term following the billing period, unless given specific permission by the Bursar.
- 9.5.7 Any Advanced Student whose College account remains unpaid at the end of the quarter in which it is due shall be required to vacate College accommodation and shall have College credit facilities withdrawn, until payment is received in full. If the account is still unpaid one month after the end of the quarter, the Council shall require Advanced Students to go out of residence and shall request the Board of Graduate Studies to remove their name from the Register of Graduate students.
- 9.5.8 In every case, the Bursar shall inform and consult the appropriate Tutor and the Senior Tutor or Tutor for Advanced Students of the decisions taken and the reasons for so doing. The Bursar shall inform the Senior Tutor and Tutor for Advanced Students a week before the start and end of term of all students whose College accounts remain overdue and this information shall be passed to the appropriate Tutors.
- 9.5.9 A Junior Member who has been required by the Bursar to go out of residence under Regulations 9.5.5 and 9.5.6 is entitled to appeal to the College Council, which shall hear the case as soon as practicable. The Junior Member is entitled to appear before the Council and to be accompanied by the Tutor or, in the absence of the Tutor, another Fellow nominated by the Junior Member.
- 9.5.10 A Junior Member whose College account has not been paid, or who has not paid the College the amount stated under Regulation 9.4.6, shall not proceed to a degree without the approval of Council.

#### **Room Rents**

- 9.5.11 The Council shall determine the level of income required from room rents annually in the Lent Term, on the recommendation of the Finance Committee, and following consultation with the House Committee.
- 9.5.12 The House Committee shall determine the rents of individual rooms, on the advice of the JCR and MCR and in the light of the decision of the Council on the level of income required by the College.

#### **9.6 Catering Charges**

- 9.6.1 The Council shall set the level of the Catering Fixed Charge annually in the Lent Term for the following academic year, in the light of the recommendation of the Finance Committee and following consultation in the House Committee.
- 9.6.2 The Council shall set the level of charges for meals annually and publish them to Members of the College in the Easter Term. The Council reserves the right to review charges during the year.

#### **9.7 Audit Requirements**

The College Council and the Governing Body shall be informed annually at the Audit meetings of the level of debt.

## REGULATION 10

### FINANCIAL REGULATIONS

#### 10.1. College Funds

10.1.1 There shall be a Register of College Funds which shall be maintained by the Bursar as Appendix 10A to Regulations.

#### 10.1.2 College Restricted Funds

10.1.2.1 The College Council may accept requests from donors to establish Funds with particular objectives from time to time. In accepting such donations the Council shall be mindful of the administrative burden incurred and the long-term viability of the objective. In setting up such a Restricted Fund the Council shall enact Regulations for its operation.

10.1.2.2 For each Restricted Fund the Council shall specify:

- (a) the name and objective of the Fund;
- (b) the Committee responsible for the operation of the Fund;
- (c) such other details of the operation of the Fund as the Council judges to require statement in Regulations;
- (d) where the Capital should be invested;
- (e) whether the Capital is expendable (may be spent on the stated objective of the Fund) or permanent;
- (f) how unspent income will be treated;
- (g) how the objectives of the Fund may be revised in the event of changed circumstances;
- (h) Audit or financial inspection requirements.

10.1.2.3 A statement of account for each Restricted Fund shall be presented to the Trustees and to the audit meeting of the Council annually.

#### 10.1.3 College Reserve (Designated) Funds

10.1.3.1 The College Council may allocate money to Reserve Funds set up to meet longer term maintenance and renewal needs of the College infrastructure. In setting up such a Fund the Council shall enact Regulations for its operation.

10.1.3.2 For each Fund the Council shall specify:

- (a) the name and objective of the Fund;
- (b) the person or Committee responsible for the operation of the Fund;
- (c) the expected lifetime of the Fund if not indefinite;
- (d) such other details of the operation of the Fund as the Council judges to require statement in Regulations;
- (e) where the Capital should be invested;
- (f) how unspent income will be treated.

10.1.3.3 The annual allocation to such Funds will be recommended by the Finance Committee to Council after it has received the draft Annual Accounts.

10.1.3.4 A statement of account for each Reserve Fund shall be presented to the audit meeting of the Council annually.

10.1.3.5 If the Finance Committee and the College Council agree that the purpose for which a Reserve Fund was established is no longer appropriate, a proposal should be made to the Governing Body at the time, for the release of the income and capital for a stated alternative purpose.

10.1.3.6 All such Funds are part of General Capital and not permanent endowment. As such, capital may be expended to meet the objectives of the Fund.

#### **10.1.4 College Designated Funds**

10.1.4.1 The College Council may allocate money to Funds designated for purposes where the withdrawals from such Funds will vary from year to year. In setting up such a Fund the Council shall enact Regulations for its operation.

10.1.4.2 For each Fund the Council shall specify:

- (a) the name and objective of the Fund;
- (b) the person or Committee responsible for the operation of the Fund;
- (c) the expected lifetime of the Fund if not indefinite;
- (d) such other details of the operation of the Fund as the Council judges to require statement in Regulations;
- (e) the level of unspent income to be retained in the Fund.

10.1.4.3 The annual allocation to such Funds will be recommended to Council, in advance of the start of the financial year by the Finance Committee after it has received the draft Budget for the following year.

10.1.4.4 A statement of account for each Designated Fund shall be presented to the audit meeting of the Council annually.

10.1.4.5 In setting the level of allocation to such Funds, the Council shall take note of anticipated demand within a five year horizon and shall not permit the undue accumulation of unspent allocations.

#### **10.2 Trust Funds**

10.2.1 The College Council may agree, on behalf of the College, to administer a Fund for the Trustees of that Fund where the interests of the College are, in their judgement, supported by the activity of the Trust.

10.2.2 There shall be at least one Fellow of the College serving as a Trustee of such Trusts.

10.2.3 The Trustees shall determine where capital sums are invested and are responsible for the accounts and administration of the Trust under the law.

#### **10.3 Reporting and Recording of Donations**

10.3.1 The Development Director shall maintain a record of all donations to the College, including both financial and tangible assets.

10.3.2 The record of Donations shall include the name of the donor and the purpose of the donation, any conditions attached to the donation and shall state whether anonymity is required.

10.3.3 The College Council shall report all donations over £1,000 in open minutes with the donor's name, where anonymity has not been requested.

10.3.4 The Development Director shall report annually to the Governing Body on the fund-raising activity undertaken for the College.

#### **10.4 Authorisation of Expenditure**

10.4.1 There shall be a matrix of approval levels for authorisation of expenditure by College budget-holders, approved named staff and certain post-holders as an Appendix 10B to this regulation.

10.4.2 After the Budget for a financial year is agreed by the College Council, budget holders and other approved named staff and post-holders shall be authorised to approve expenditure within budget, up to a specified level for an individual invoice, as laid down in Appendix 10B.

10.4.3 The finance department shall pay any invoice where authorised by the approved budget holder. The members of the staff of the finance department shall be expected to raise any concerns they may have about an invoice with the Bursar.

10.4.4 Out of budget expenditure up to £500 may be approved by the Bursar, if there is sufficient contingency remaining in the Budget.

10.4.5 Out of budget expenditure above £500 may be approved by the College Council on the recommendation of the appropriate committee of the College.

#### **10.5 Bank Accounts**

10.5.1 The College Council shall approve the opening or closing of any bank account held by the College.

10.5.2 All such accounts shall be presented annually for audit by the College's external auditors.

10.5.3 The Bursar shall maintain a list of approved signatories for College bank and other cash accounts.

#### **10.6 Appointment of Auditors, Bankers, Financial and Investment Advisers**

10.6.1 The Finance Committee shall review the banking arrangements for the College every five years, or more frequently on the recommendation of the Bursar, and report to the Council.

10.6.2 The Governing Body shall approve the appointment of the College auditors annually at its audit meeting.

10.6.3 The Finance Committee may recommend to the College Council the appointment of financial advisers for a fixed sum to undertake the project.

10.6.4 The Investment Advisory Committee shall recommend to the Governing Body the appointment of Investment Advisers and shall review these appointments every five years, or more frequently if appropriate.

## 10.7 **Cash Holdings**

- 10.7.1 On the advice of its insurers and the Bursar, the College Council shall set limits for the amount and location of cash to be held on the College premises at any time.
- 10.7.2 Cash shall be banked by College staff in accordance with guidelines issued by the Bursar.
- 10.7.3 No cash shall be issued to a member of staff without authorisation on the appropriate form from a Head of Department.

## 10.8 **Expense Claims**

- 10.8.1 The College shall reimburse authorised expenses submitted by any member of the College, or member of staff, within fourteen days.
- 10.8.2 Expense claims must be submitted on the designated form and with supporting documentation.
- 10.8.3 Expense claims will be reimbursed in full provided that the expenditure has been approved by the appropriate authoriser (normally Head of Department or appropriate College Officer).
- 10.8.4 Authorisers are normally required to ensure that personal expenditure is approved in advance, is within budget, and in all cases the correct level of reimbursement is claimed.
- 10.8.5 The Council shall review levels for reimbursement of personal expenses annually and shall publish these as an Appendix 10C to these Regulations.
- 10.8.6 The Finance Department shall submit details of personal expenditure to the Inland Revenue, as required in law.

## 10.9 **College Debtors** (*Regulation IX.5*)

- 10.9.1 The Bursar shall be responsible for ensuring that the level of debt owed to the College is minimised and that debts are recovered where possible.
- 10.9.2 Those Fellows and By-Fellows in receipt of a stipend or other payment from the College shall receive a deduction from their net monthly payment in respect of their College bill.
- 10.9.3 The Bursar shall report annually to the College Council the names and overdue amounts owed by members of the Fellowship to the College.
- 10.9.4 The Bursar shall report termly to the College Council the names of any students who have been required to go out of residence in accordance with Regulation IX.5.5 and IX.5.6, having taken due notice of information supplied through the Tutor or Senior Tutor of such a student.
- 10.9.5 The Bursar shall report annually to the College Council at the audit meeting the level of commercial, individual and other debts to the College.

## 10.10 **Gifts to Individuals or Departments**

- 10.10.1 No employee or Fellow of the College should accept a cash gift of any amount, or any gift or other benefit in kind of more than nominal value (£10 or more) from any person

or firm having business relations, or prospective business relations with the College, unless specifically authorised to do so by the Bursar of the College.

10.10.2 No employee or member of the College may sell any item belonging to the College without the permission of the Bursar.

10.10.3 Acceptance of a gift or cash or benefit without the prior authorisation of the Bursar, may lead to disciplinary action.

## **REGULATION 11**

### **COLLEGE COUNCIL BUSINESS**

*Statutes XIII, XIV. Ordinance V, VI*

#### **11.1 The Preparation and Upkeep of Regulations**

11.1.1 The Bursar shall be responsible to the Council for the upkeep of Regulations and the appendices to Regulations and shall maintain a schedule of changes to the Regulations through the Registrar.

11.1.2 Changes to Regulations in the light of Council decisions shall be referred to the Statutes and Ordinances Committee for approval of the drafting before final approval by the Council. The Council may determine to take action on the basis of the draft Regulation.

11.1.3 The Council shall appoint one of its members, normally the Bursar, to the duty of comparing its discussions and actions on any matter with the appropriate Regulations and of bringing to the Council's attention any discrepancy between proposed decisions and existing Regulations.

11.1.4 In making or amending Regulations, the Council shall state the date from which such Regulations come into force and, if necessary, the expected date for next review.

11.1.5 Council Minutes shall record those decisions requiring amendment or creation of Regulations.

#### **11.2 Committees**

11.2.1 The Registrar shall maintain a Register of Committees which shall be approved by the Council and published annually in the Lent Term to the Fellowship and made available to all staff and students.

11.2.2 Each committee reporting to the Council shall have Terms of Reference, which shall be attached to these Regulations as an Appendix. The Terms of Reference shall include:

- (a) Which body the committee reports to and frequency of reporting;
- (b) Membership of the committee, including method of elections or appointments to the committee;
- (c) Meetings of the committee and quoracy for voting;
- (d) Functions of the committee.

- 11.2.3 The Vice-Master shall advertise for and recruit new members to fill the vacancies on College committees and shall consult widely to ensure a cross-section of College views is represented.
- 11.2.4 The Council shall ensure that, where possible, information about the existence and working of committees is made widely available and not unnecessarily restricted.
- 11.2.5 The Council shall ensure that the definition of reserved business and the restrictions concerning its conduct set out in Statute XIII for Council business shall be observed in all committees listed in the Council's Register of Committees.
- 11.2.6 The Chairmen of College committees are responsible for ensuring that the conduct of their committee follows the guidelines laid down in Appendix IIA to these Regulations (CC/79/99 revised 11/02/03), where appropriate. In addition, when a paper originating in another committee is presented to the Council, at least one member of that committee shall be invited to attend the Council discussion.

### 11.3 **Annual Update of Regulations**

- 11.3.1 The Registrar shall maintain a list of those items for which the College Council is committed, in Regulations, to publish an annual update and shall ensure that this list is readily accessible to all members of the College and of the College staff.
- 11.3.2 The list of annually updated items shall be presented to the Council at the penultimate meeting of the Easter Term so that the Council may determine the responsibility and timetable for revisions.

## **REGULATION 12**

### **ACADEMIC PROVISIONS FOR STUDENTS**

*(Statute XXIX; Ordinances XVI AND XVII)*

#### **Change of Course**

- 12.1 Undergraduates wishing to change their course of study shall consult with and obtain the written agreement of the Director of Studies in the subject to which they transfer, the Director of Studies in the subject from which they wish to transfer, and their Tutor.

#### **Consequence of Failure to be classed in an Examination, or to pass an Unclassed examination**

- 12.2 The Code of Practice on Examination Failures (Ordinance XVI, 4) shall be reviewed by the Council each year in the Michaelmas Term and shall be published as an Appendix to these Regulations.

#### **Requirement to attend Supervisions**

- 12.3 All undergraduates and Advanced Students for whom supervisions are arranged must attend all such supervisions, unless excused by their Director of Studies. In the case of ill-health or other emergency, the student must make every attempt to contact the supervisor, in advance if possible, explaining the reasons for the absence. The Code of Practice for Dealing with Persistent Failure to Attend Supervisions is published as an Appendix to these Regulations.

### **Failure to make sufficient Academic Progress**

- 12.4 There shall be a Code of Practice for Dealing with Students Making Insufficient Academic Progress. It shall be applied in cases when a Director of Studies considers that students are not making satisfactory use of teaching and learning facilities provided by the University and/or the College, such that in the opinion of the Director of Studies, the students would be in some danger of failing their examinations if academic progress did not improve. This Code shall be published as an Appendix to these Regulations.

### **Establishment of a Teaching Need**

- 12.5 There shall be a Code of Practice for the establishment of a teaching need. This Code shall be published as an Appendix to these Regulations.

### **12.6 Degrading**

Tutors may seek permission from the University for undergraduate students of the College to degrade. In doing so, Tutors should have regard to the College's Code of Practice on degrading which is published as an Appendix to these Regulations.

### **12.7 Employment of Students**

Students should not work in paid employment for more than six hours a week. If they wish to do so they must seek permission from their Tutor. If academic performance suffers, permission may be withdrawn.

### **12.8 Mentors for Advanced Students**

12.8.1 The Tutor for Advanced Students shall ensure that each fee-paying Advanced Student is assigned to a Fellow of the College who shall act as his or her Mentor.

12.8.2 All Mentors shall receive, during the first four weeks of the Michaelmas Term, a list of all students to whom they will act as Mentors. Supplementary information will be issued as needed in subsequent terms when new students arrive.

12.8.3 Mentors will have no formal duties. They are expected to make an effort to befriend the students to whom they have been assigned and shall, in particular, seek to dine with them at Common Table twice a year. The cost of such entertainment will be borne by the College.

12.8.4 Any Mentor who learns of an issue involving a student which would appear to need tutorial support shall normally inform the Tutor for Advanced Students.

## **REGULATION 13**

### **COLLEGE COMPUTING FACILITIES AND NETWORK**

- 13.1 Computing facilities are provided for Academic use (Fellows and students), for Administrative use (members of staff) and for very limited Conference use. In general, separate facilities are provided for each of the three categories of user above, and users in one category may not use facilities designated for use by users in another category without explicit permission from the Bursar.

- 13.2 The use of computing facilities by Academic users and by Conference users, is governed by separate sets of Rules issued by the College Computer Office, and further by all relevant rules issued by the University IT Syndicate and the University Computing Service. The use of computing facilities by College staff is governed by Regulations 13.3 - 13.14, and further by all relevant rules issued by the University IT Syndicate and the Bursar.

### **Administrative Computing Facilities**

- 13.3 The facilities are provided to expedite College business, and as such must not be used for spreading gossip, for personal gain or in breach of any of the College's standard employment policies.
- 13.4 Users of the facilities will be provided with a personal UserID and a personal password. For reasons of security, Data Protection and personal privacy, this password must not be divulged to anyone else, and no member of the College has the authority, in any capacity, to insist that a user must divulge their personal password. If one user requires access to data held in another user's account, advice must be sought from both the College Computer Office and the Data Protection Officer. Facilities are provided to enable users to co-operatively to share information without the need to know additional passwords.
- 13.5 No user of the facilities may make use of a computer which is logged on in the name of another user, except where permission has been obtained from the latter user.
- 13.6 Users of the facilities may not install any software on the computers provided for their use, without explicit permission from the College Computer Office.
- 13.7 Although the Internet and electronic mail provide numerous benefits, there are potential risks and problems, and therefore there are College rules (set out in Regulation 13.9 - 13.15) which members of staff must follow. If a member of staff does not comply with these rules, disciplinary action may be taken or the member of staff may be liable to prosecution.
- 13.8 For security reasons, no user should visit a web site if there is any reason for suspicion about its content. (For example, many virus-generated emails and "spam" emails encourage their readers to visit specific websites either without reasonable justification or with clearly false justification. Web sites advertised in this way must be avoided.)
- 13.9 Use of the Internet or electronic mail for personal purposes is not permitted during working hours. However, such use may be made of the facilities outside working hours so long as there are legitimate reasons for doing so.
- 13.10 The computers available to members of staff are set up to access the web in such a way as to minimise the cost to the University and to the College. This configuration must not be altered, except by the College Computer Office.
- 13.11 Employees must take great care not to record any defamatory comments about other organisations or individuals on electronic mail. This can be used as evidence if a libel case comes to court. The same applies to messages that are abusive, sexist, racist or defamatory. It is safest to assume that electronic mail messages may be read by others.
- 13.12 Messages of a strictly confidential nature must not be sent out of the College by electronic mail for security reasons.

- 13.13 Subject to statutory constraints, the College may monitor web pages accessed by an individual, email messages sent and received by an individual and any other activities of an individual on the network.
- 13.14 All users of the facilities shall be expected to treat as privileged any information which may become available to them through the use of these facilities, and which is obviously not intended for unrestricted dissemination.

## **REGULATION 14**

### **COLLEGE CREST AND FLAG**

#### **14.1 The College Crest**

- 14.1.1 The College crest is “On a wreath of the colours, a lion couchant guardant argent supporting with the dexter forepaw a staff or, flying therefrom a banner gules charged with an open book also argent”.
- 14.1.2 Permission to use the College Crest in publications or in other forms of reproduction shall be granted in writing only by the Bursar, who shall refer any matters of doubt to the College Council. This requirement includes the use of the College Crest on work produced as part of a University course. The Bursar shall report any such granting of permissions to the College Council.

#### **14.2 The College Flag**

- 14.2.1 The College flag shall be flown on all occasions of which notice is given in the Cambridge University Reporter, and on such other occasions as are determined by the College Council.
- 14.2.2 In the event of the death of a Master, a Fellow, a former Fellow, a student, a member or former member of the College staff, the College flag shall be flown at half-mast only on (1) the day of the death or upon which the death becomes known to the Bursar or Head Porter; (2) the day of the funeral.

## **REGULATION 15**

### **COLLEGE FACILITIES**

- 15.1 The College Council may from time to time make Regulations about the use of College facilities by College members and their guests. Details of Regulations governing the use of different facilities in the College by College members can be found in the Appendices to this Regulation.
- 15.2 The extent of use of the facilities by external visitors and customers shall be determined by the College Council, and administered through the Conference Office.

## REGULATION 16

### EMPLOYMENT OF SUPPORT STAFF (NON-ACADEMIC AND NON-TEACHING STAFF)

#### 16.1 General

- 16.1.1 Any new posts for non-academic or non-teaching staff will be agreed by the College Council before such a post is advertised.
- 16.1.2 Such posts will generally be advertised internally and externally.
- 16.1.3 The terms and conditions of staff appointments will normally be agreed by the Council in principle before the appointment is made, if new, or if they exceed those for the previous holder of a post.
- 16.1.4 The general terms and conditions of employment will be specified in the *Staff Handbook*. These may be over-ridden by the individual's Contract of Employment and job description.
- 16.1.5 At all times, the College will endeavour to meet best practice and any legal requirements in employing staff, and to take note of the payment policies and employment practices of the University of Cambridge.

#### 16.2 Staff Consultative Committee

- 16.2.1 There shall be a Staff Consultative Committee to represent the views and staff interests of College Staff. The Committee shall report to the Council.
- 16.2.2 The Staff Consultative Committee shall comprise six elected representatives of members of the non-academic staff and three Fellows. The Committee will elect two staff representatives among its number as Staff Members of the Council, in accordance with Statute XIII, Ordinance V.
- 16.2.3 The terms of reference for this Committee can be found at Appendix IID to these Regulations.

#### 16.3 Staff Handbook

There will be a Staff Handbook which includes all relevant information for staff about their terms and conditions of employment.

## REGULATION 17

### CODE OF PRACTICE FOR MANAGING CONFLICTS OF INTEREST

- 17.1 This code of practice applies to members of all decision-making bodies of the College and, in particular, the College Council, the Governing Body, the Fellowship Electors, the Investment Advisory Committee and the Estates Committee (to which many detailed spending decisions for large sums, are delegated). Wherever the word "Council" is used below, it should be taken to refer to each of the aforementioned bodies.
- 17.2 Any member of the Council who has a material interest, not being an excluded interest, in any matter of business before the Council, except where that item is reported to the Council and

not discussed, shall declare that fact on each occasion that that business is under consideration when the Agenda for the meeting is confirmed.

- 17.3 If the material interest in question is a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter.
- 17.4 If the material interest is not a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter, unless the Council shall have resolved to the contrary.
- 17.5 Where a member withdraws from a meeting in accordance with paragraph (b) or (c) above, that fact shall be recorded in the Minutes of the meeting. Any resolution of the Council under paragraph (c) above shall be recorded in the Minutes of the meeting at which it is made.
- 17.6 An interest is an excluded interest in the context of this policy if
- (a) it is an interest which arises from the holding of an office or position in the College, where the other persons holding such an office or position in the College have a similar interest; or
  - (b) it is an interest arising from membership of a Faculty or Department in the University, or the holding of an office or position in the University, where other members of Faculties or Departments or other persons holding such offices or positions in the University, as the case may be, each have a similar interest.
- 17.7 In particular, an interest which arises from a general review of College stipends is excluded, but shall only be so in the case of the Master, Senior Tutor and Bursar in relation to an increase in their respective stipends in accordance with a general percentage stipend increase.
- 17.8 A Fellow's interest in his or her election or re-election to a Fellowship or appointment or re-appointment to any paid office or position in the College is not excluded, but matters concerning appointment or re-appointment to any unpaid position in the College are excluded.
- 17.9 Members of the Council, on election or re-election to the Council, shall register their material interests with the Bursar, who shall record that information in a register kept for the purpose. Members of the Council shall notify the Bursar of any new material interest occurring during the course of their membership whenever such new material interest occurs. The register shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University, any Directorships held in subsidiary companies owned by the College and any trusteeships of charities. The register of interests shall be available for inspection in the Bursary by any Fellow and any member of the public, under a Freedom of Information Act request.
- 17.10 Subject to paragraph (j) below, a material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be exercised wholly and exclusively in the interests of the College.
- 17.11 An interest shall not be a material interest unless the person having that interest either knew about it or should reasonably have been aware of it. Any position as a company director or charity trustee shall not constitute a material interest unless there is a reasonable possibility that the company or charity, as the case may be, may be engaged in any business, appeal, or transaction involving the College.

17.12 If the Master considers that any member or members of the Council may have an interest which should be treated as a material interest for the purposes of paragraphs (a) to (d) above, then the Master may ask the Council to determine the matter. The Council shall then determine it in the absence of the member or members concerned, after hearing his, her or their views, and the Council's decision shall be binding on the member or members concerned. For the purpose of this paragraph, the Council may set aside the rules above relating to excluded interests.

17.13 The above rules, with the exception of those contained in paragraphs (h) and (k) above, shall apply with necessary modifications to committees, working parties and other bodies constituted by the Council, as they apply to the Council, except in so far as they may be specifically disappplied by decision of the Council.

17.14 **Notes**

(a) "Material interest" is defined in paragraphs (i) and (j). "Excluded interest" is defined in paragraphs (e) to (g).

(d) It follows that all declarations of material interests (not being excluded interests) should be minuted. Minuting provides good evidence that the Council and the members of the Council have addressed their minds to the importance of avoiding conflict of interest. The reasons for any relaxation granted need not be minuted but the fact that a relaxation has been granted must be.

(e) The principle behind the category of excluded interests is that they may be taken to be well-known and of common occurrence within the College. An interest may be excluded notwithstanding that it is a pecuniary interest.

(f) This would cover the approval of an ordinary annual increase in stipends. It would also cover a general review of stipends, including their relativities. But in the latter case a judgment has to be made by each member of the Council - is he or she so affected as an individual that it would be best to declare the interest as material notwithstanding its excluded status? The Master, Senior Tutor and Bursar are not given that choice because of the influence that those three officers-holders are likely to be able to exert over the Council.

(g) Election or re-election and appointment or re-appointment are always a personal matter representing a material interest. However it is not considered necessary to apply that rule in relation to unremunerated positions.

(h) This provides for a register of interests and defines the public availability of that register.

It is recommended that either (i) shareholdings in excess of £25,000 nominal value or 1% of the total issued share capital should be declared. This is in line with the local authority model code of conduct (see SI 2001/3535) or (ii) since the material interest (if such there be) is in the company in which the shares are held and not in the amount of the shareholding, it would suffice to register a shareholding in that company without recording the number or value of the shares held.

(i) The test for deciding whether or not an interest is material is an objective one. It also depends on appearances—the test is not simply whether the interested person might be influenced, but whether the possibility of influence might reasonably seem to arise.

(k) The basic principle is that it is for each member of the Council, having conscientious regard to the management of conflict, to judge for him or herself when a material

interest (not being an excepted interest) arises and to act according to the code. But this paragraph provides for an objective external control of the matter by the College.

- (l) The extension of the provisions to committees, etc. represents good practice. But members of committees will not, by such membership alone, be charity trustees of the College.