



CHURCHILL COLLEGE

REGULATIONS

26th September 2023

Contents

REGULATION 1: COLLEGE OFFICERS AND HOLDERS OF COLLEGE AND SCR POSTS	6
1.1 Introduction.....	6
1.2 The Master (Statutes III, IV, V, and VI)	6
1.3 The Vice-Master (Statute VII, VIII, XII; Ordinance II I).....	6
1.4 The Bursar (Statute VII and IX; Ordinance IV).....	6
1.5 The Tutors (Statute VII and X; Ordinance V).....	6
1.6 The Dean (Statute XXIX; Ordinance XVI I)	7
1.7 The Teaching Staff	7
1.7.1 Direction of Studies	7
1.7.2 Non-Stipendiary College Lecturers (Ordinance V,2)	8
Teaching duties	8
Payment for Teaching and other Duties.....	9
1.7.2 Appointment and re-appointment.....	10
1.7.3 SCTOs: College Senior Lecturers (CSLs), College Lecturers (CLs), and College Assistant Lecturers (CALs).....	10
Possible upgrading and joint appointment.....	11
1.7.4 Teaching By-Fellows (Ordinance XV).....	11
1.7.5 Lectors (Ordinance XV)	11
1.8 The Praelector	11
1.9 Wine Steward	11
1.10 President of the Senior Combination Room (Ordinance XXIX)	12
1.11 Fellows' Steward.....	12
1.12 Other Posts	12
REGULATION 2: JUNIOR RESEARCH FELLOWS UNDER TITLE B.....	12
2.1 Annual Election and Stipends.....	12
2.2 Conditions of Tenure (Ordinance XII I.6-10)	13
REGULATION 3: OVERSEAS FELLOWS AND BY-FELLOWS.....	13
3.1 Fellowships under Title F (Overseas Fellows)	13
(Statute XIX, Ordinance XI I.16-18, Regulations IV and VII)	13
3.2 By-Fellows (Ordinances XV and XVI, Regulations IV and VII)	13
3.2.3 Research By-Fellows	14
3.2.4 Teaching By-Fellows.....	14
3.2.5 Schoolteacher By-Fellows.....	14
3.2.6 Archives By-Fellows.....	14
3.2.7 Artist By-Fellows	14
3.2.8 Professional By-Fellows.....	15
3.2.9 Local Professional By-Fellows	15
3.2.10 Møller By-Fellows	15
3.2.11 Staff By-Fellows	15
3.2.12 Postdoctoral By-Fellows	15
REGULATION 4: MEMBERSHIP OF THE COLLEGE AND DINING AND SOCIAL ENTITLEMENTS	15
4.1 Membership of the College (Statute XXV, Ordinance XIV).....	15
4.2 The Senior Combination Room Committee (SCR) and Special Members.....	16
4.3 Dining and Social Entitlements.....	16
4.3.2 Table of Dining and Social Entitlements	17
4.4 Reciprocal Arrangements with other Institutions	18
4.5 Special Occasions	19
REGULATION 5: THE ADMISSION OF STUDENT MEMBERS.....	19
5.1 Undergraduate Admissions (Statutes XXVI and XXVII, Ordinance XIV).....	19
5.2 Admission in certain Special Cases.....	19

5.3	The Consideration of Admissions Policy	19
REGULATION 6: THE ACCOMMODATION AND RESIDENCE OF STUDENT MEMBERS.....		19
6.1	The Provision and allocation of Accommodation	19
6.2	Terms and conditions for renting of College Accommodation.....	20
6.3	Private Accommodation.....	21
6.4	College Period of Residence and Quiet Period.....	22
REGULATION 7: THE ACCOMMODATION AND RESIDENCE OF SENIOR MEMBERS.....		22
7.1	Residence of Senior Members	22
7.2	Allocation of College Rooms	22
7.3	Entitlement to use of Rooms in College (as required by Ordinance X).....	23
7.4	Entitlement to Residential Accommodation in College	23
7.5	Guest Accommodation	23
7.6	Shared Equity Scheme	24
REGULATION 8: SCHOLARSHIPS, PRIZES, SIZARSHIPS, BURSARIES AND STUDENTSHIPS.		24
8.1	General Regulations concerning Awards	24
8.2.	Scholarships	24
8.3.	Entitlement to Rooms	25
8.4.	College Prizes.....	25
8.5.	Endowed Prizes.....	25
8.6	Sizarships and Instrumental Bursaries.....	26
8.6.1	Music Sizarships	26
8.6.2	Theatre Sizarships	26
8.6.3	Visual Arts Sizarships.....	27
8.6.4	Instrumental/Choral Bursaries.....	27
8.7	Studentships.....	27
REGULATION 9: FEES, DUES AND CHARGES AND THE COLLEGE ACCOUNTS OF STUDENT MEMBERS		28
9.2.	Student Charges	29
9.2.2	Catering and Accommodation Charges	29
9.2.3	Membership Bond	30
9.3	College Accounts	30
REGULATION 10: FINANCIAL REGULATIONS.....		31
10.2	Corporate Governance.....	31
10.2.2	Audit and Risk Management.....	31
10.2.3	Appointment of Auditors and Investment Advisers	32
10.2.4.	Banking and Cash Arrangements	32
10.2.5	Fraud and Bribery.....	32
10.2.6	College Companies.....	33
10.3.	Financial Management and Control	33
10.3.2	Accounting Arrangements.....	33
10.3.3	Financial Planning.....	34
10.3.4	Financial Monitoring.....	34
10.4.	Income, Commercial Activity and Debtors.....	34
10.4.2	Debtors	35
10.4.3	Fundraising and Gifts Received.....	35
10.4.4	Project Grants.....	36
10.4.5	New Business Ventures or Initiatives	36
10.5	Expenditure and Creditors.....	36
10.5.2	Utilities.....	37
10.5.3	Computer Software/Maintenance Contracts	37
10.5.4	Purchasing of Goods and Services	37
10.5.5	Entertaining.....	38
10.5.6	Clothing and other goods issued to staff in the course of their duties	38

10.5.7. Authority to Enter into Contracts	38
10.5.8. Obtaining Competitive Bids	39
10.5.9 Ordering Procedures.....	39
10.5.10 Receipt of Goods	39
10.5.11 Invoice Processing.....	40
10.5.12 Creditors.....	40
10.6 Taxations and Document Retention	40
10.6.2 Retention of Financial and Associated Legal Documents	40
10.7 Employment and Remuneration	40
10.7.2 Employment of Permanent Staff.....	41
10.7.3 Employment of Temporary Staff.....	41
10.7.4 Employment of Casual Staff.....	41
10.7.5 Employment of Fellows	42
Supervisors.....	42
Employment of Fellows in Other Roles.....	42
10.7.6 Reimbursement of Expenses and Subsistence.....	43
10.8 Banking and Treasury Management.....	43
10.8.2 Treasury Management and Reserve Funds	43
10.8.3 Borrowing	43
10.8.4 Banking Arrangements.....	43
10.9 Fixed Assets and Stocks.....	44
10.9.2 Recording and Disposal of Fixed Assets	44
10.9.3 The Use and Control of College Vehicles	44
10.9.4 Stocks and Stores	44
10.10 Investment and Application of Assets.....	45
10.10.2 Annual Dividends	45
10.11 College Funds.....	46
10.11.2 Trust Funds	47
10.11.3 Clubs and Societies.....	47
10.12 Miscellaneous.....	47
REGULATION 11: COLLEGE COUNCIL BUSINESS (Statutes XIII and XIV and	47
11.1 The Preparation and Upkeep of Regulations.....	47
11.2 Committees	48
11.3 Annual Update of Regulations	48
Change of Course	48
Consequence of Failure to be classed in an Examination, or to pass an Unclassed examination	49
Requirement to attend Supervisions	49
Failure to make sufficient Academic Progress.....	49
Establishment of a Teaching Need.....	49
12.6 Degrading	49
12.7 Employment of Students	49
12.8 Mentors for Postgraduate Students	49
REGULATION 13: POLICY ON USE OF COMPUTING FACILITIES, THE INTERNET AND ELECTRONIC MAIL.....	50
Use of Computing Facilities	50
Use of the internet.....	50
Use of College email	50
Monitoring.....	51
REGULATION 14: COLLEGE CREST AND FLAG.....	51
14.1 The College Crest.....	51
14.2 The College Flag.....	51
REGULATION 15: COLLEGE FACILITIES.....	52

REGULATION 16: EMPLOYMENT OF SUPPORT STAFF (NON-ACADEMIC AND NON-TEACHING STAFF).....	52
16.1 General.....	52
16.2 Staff Consultative Committee.....	52
16.3 Staff Handbook.....	53
REGULATION 17: CONFLICTS OF INTEREST.....	53
REGULATION 18: APPROPRIATE RELATIONSHIPS BETWEEN STAFF AND STUDENTS (INCLUDING PROSPECTIVE STUDENTS)	53
Academic Staff	53
Non-Academic Staff	54
REGULATION 19: COLLEGE EXCLUSION POLICY	54
REGULATION 20: DATA PROTECTION.....	55

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, Postgraduate Senior Tutor; (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 specified in Appendix I 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 are referred to in Appendix I to these Regulations.

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

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

I.4 The Bursar (Statute VII and IX; Ordinance IV)

- I.4.1 The Council shall prepare and publish a job description for the Bursar. The job description shall be published in Appendix I to these Regulations, along with a procedure for the appointment of the Bursar.

I.5 The Tutors (Statute VII and X; Ordinance V)

- I.5.1 The Tutors shall be the Senior Tutor, the Postgraduate Senior Tutor, 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 Appendix I to these Regulations a job description for each category of Tutor, together with statements of limits of tenure for each category. The appendices shall also contain a procedure for the appointment of the Senior Tutor and the Postgraduate Senior Tutor.
- 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.

- I.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 Postgraduate Senior Tutor, as appropriate.
 - I.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 Postgraduate Senior Tutor 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.
 - I.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.
 - I.5.7 It shall be the responsibility of the Postgraduate Senior Tutor, 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 Postgraduate Students throughout the year.
 - I.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.
 - I.5.9 The Senior Tutor and the Postgraduate Senior Tutor shall report to the Council in the Michaelmas Term on the numbers of Undergraduate, Affiliated and Postgraduate Students admitted in the current academic year.
 - I.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.
 - I.5.11 The Postgraduate Senior Tutor shall report to the Council in the Michaelmas Term giving a review of the numbers of Postgraduate Students reading each subject and category of course.
- I.6. The Dean (Statute XXIX; Ordinance XVII)**
- I.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.
 - I.6.2 The Council shall prepare and publish a job description for the Dean. The job description shall be published in Appendix I to these Regulations.
- I.7 The Teaching Staff**
- I.7.1 Direction of Studies**
- I.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 Appendix I 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 V,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 Where the number of undergraduate students in a subject in the College is insufficient to support a full Title A teaching load, the Senior Tutor may recommend to the Council that a non-stipendiary College Lecturer has no minimum number of supervisions per year. In the case of such "light load" Lecturers, Direction of Studies is a requirement, and any premium on supervision rates will only be paid on teaching carried out for Churchill students. In addition, a "light-load" Lectureship carries no entitlement to residential accommodation and, if accommodation is offered, rent will be payable. Such Lecturers will normally have the lowest priority for allocation of teaching rooms.
- I.7.2.4 A non-stipendiary College Lecturer who is a Director of Studies shall be entitled to a reduction of one hour of required supervision per annum per student directed.
- I.7.2.5 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 45 students in the Tutorial side. A non-stipendiary College Lecturer who is Senior Tutor or Postgraduate Senior Tutor shall be entitled to a reduction of 80 hours required supervision per annum; one who is an Admissions Tutor, a reduction of 60 hours per annum;

one who is Vice-Master, a reduction of 60 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 1.7.2.9).

- I.7.2.6 The reductions in required hours of supervision specified above are cumulative.
- I.7.2.7 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.
- I.7.2.8 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*)

- I.7.2.9 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.
- I.7.2.10 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

- I.7.2.11 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. In the case of Lecturers in the “light-load” category outlined in 1.7.2.3, only supervisions of Churchill students will be paid for at the premium supervision rate.
- I.7.2.12 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.
- I.7.2.13 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.
- I.7.2.14 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.
- I.7.2.15 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.
- I.7.2.16 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.

1.7.2 Appointment and re-appointment

1.7.2.17 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

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

1.7.3.2 Performance will be appraised annually.

1.7.3.3 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.

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

1.7.3.5 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 specified in Appendix I to these Regulations *or* to remission of supervision as follows:

- Postgraduate Senior Tutor: 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 but may not be used for remission of more than half of an SCTO's total teaching hours in an academic year.

1.7.3.6 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.

1.7.3.7 Stipendiary College Lecturers shall be expected to be research active or, alternatively, to undertake significant additional College responsibilities in lieu of research.

1.7.3.8 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 Stipendiary College Lecturers shall have the opportunity for career progression. They shall undergo annual appraisals of objectives in teaching, research and scholarship (or in teaching and other contributions, as appropriate); including identifying professional training needs. Annual appraisals shall also be held with others that the Senior Tutor may deem appropriate.

I.7.3.10 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 specified in Appendix I to these Regulations.

I.7.3.11 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 XV)

I.7.4.1 Each Teaching By-Fellow shall be appointed by the Council.

I.7.4.2 The Council will agree a job description for Teaching By-Fellows as specified in Appendix I to these Regulations.

I.7.4.3 Teaching By-Fellows will be paid as specified in Appendix I to these Regulations.

I.7.5. Lectors (Ordinance XV)

I.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.

I.7.5.2 The Council shall, for each proposed appointment, obtain the advice of an Appointment Committee, constituted as specified in Appendix I 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.

I.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.

I.8 The Praelector

I.8.1 The Praelector shall be appointed from among the Members of the College who are members of the University Regent House.

I.8.2 The Council shall prepare and publish a job description for the Praelector as specified in Appendix I to these Regulations.

I.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.

I.8.4 The Praelector shall be responsible to the Council for the observation of University regulations governing the taking of degrees.

I.9 Wine Steward

I.9.1 There shall be a Wine Steward.

I.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 Appendix I to these Regulations.

I.9.3 The Governing Body shall prepare and publish the Responsibilities of the Office for the Wine Steward. These shall be published in Appendix I to these Regulations.

I.9.4 The Wine Steward is responsible to the Council through the Wine Committee.

1.10 President of the Senior Combination Room (Ordinance XXIX)

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 Appendix I 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 Appendix I 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 Appendix I to these Regulations: Counsellors and Welfare Officers, Development Director, Director of the Archives Centre and Librarian. 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 XI I:

- (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 Appendix 2 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 XI I.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 as specified in Appendix I 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 XII.6-10)

- 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 XI.16-18, 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 XV and XVI, 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.

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 I.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 The Fellowship Electors may elect Archives By-Fellows for a period of up to one year, who will be persons wishing to undertake significant work in the Churchill Archives Centre.

3.2.6.2 Candidates for Archives By-Fellowships shall only be considered by the Fellowship Electors if their application is supported by the Archives Committee.

3.2.7 Artist By-Fellows

3.2.7.1 The Fellowship Electors may elect Artist By-Fellows, who may be visual artists, performing artists, musicians, or persons engaged in creative writing or dramatic production. Where the By-Fellows are visitors, holding no College position, they may be elected for a period of up to one year.

3.2.7.2 Candidates for Artist By-Fellowships shall only be considered by the Fellowship Electors if their application is supported by a Fellow.

3.2.7.3 The Fellowship Electors 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 Fellow supporting the application, in consultation with the Senior Tutor and appropriate Directors of Studies within the College.

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.

3.2.12 Postdoctoral By-Fellows

3.2.12.1 The Fellowship Electors may elect up to ten Postdoctoral By-Fellows a year chosen from applicants seeking association with the College, who wish to be involved in mentoring members of the MCR and integrating into the College's academic community.

3.2.12.2 Candidates shall be considered by the Fellowship Electors on nomination by a panel of Fellows. The terms of the Postdoctoral By-Fellowships are specified in Appendix 3 to these Regulations.

REGULATION 4: MEMBERSHIP OF THE COLLEGE AND DINING AND SOCIAL ENTITLEMENTS

4.1 Membership of the College (Statute XXV, Ordinance XIV)

By Statute XXV and Ordinance XIV, 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.

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.

4.2 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 nominate Special Members for the approval of College Council.

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 list of those elected under these categories shall be maintained by the Fellows' Steward and reviewed by the SCR Committee on an annual basis.

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. The list of those elected under these categories shall be maintained by the Fellows' Steward and reviewed by the SCR Committee on an annual basis.

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 list of those elected under this category shall be maintained by the Fellows' Steward and reviewed by the SCR Committee on an annual basis.

4.3.1.4 Christina Kelly Associates. These are the widows or widowers of deceased Fellows. The list of Christina Kelly Associates shall be maintained by the Fellows' Steward and reviewed by the SCR Committee on an annual basis.

4.3.1.5 The SCR Committee will record in its minutes the criteria or criterion used in the determination of each election and, where appropriate, the name of the nominating Fellow.

4.3.2 Table of Dining and Social Entitlements

The Table below outlines dining and social entitlements by category. The list of Special Dinners is as follows:

a) *Feasts and Student-related dinners*: Scholars' Feast, Benefactors' Feast, Founder's Feast, Freshers' Dinner, Postgraduate Students' Matriculation Dinner, Postgraduate Students' Dinner, and Graduation Dinner.

(b) *Internal College dinners*: Christmas party, Birthday dinners, and formal desserts.

(c) *Guest Nights and Enhanced High Tables*.

Special dinners in category (a) are restricted to dining privilege holders in categories A and C. In addition, Heads of Department are invited to either the Benefactors' or Founder's Feast, External Directors of Studies are invited to the Freshers' Dinner and the Graduation Dinner.

Special dinners in category (b) are restricted to dining privilege holders in categories A, C, D, H, and K. In addition, External Directors of Studies are invited to the Christmas party.

Special dinners in category (c) are open for all dining privilege holders. Dining allowances can be used towards the cost of Enhanced High Tables, but not towards the cost of Guest Nights.

Category A (Fellows)	
Includes	Master, Fellows (in Titles A – G), Overseas Fellows, Honorary Fellows, Benefactor Fellows, Fellows-elect, SCR Special Members, Teaching By-Fellows, Artist By-Fellows, current French Government By-Fellows, Members of the College elected by the Council according to Regulation 4.1 (b.ii) if allocated in this category.
Entitlement	Seven meals a week and six guests per quarter at College expense Guests exceeding six per quarter at own expense
Facilities	Sports, Computing, Library, SCR Access and provision of key fob or University Card on request
Category C (By-Fellows)	
Includes	All other By-Fellows (not listed in Category A above), Chaplain of the Chapel at Churchill College.
Entitlement	Three meals a week and six guests per quarter at College expense. Any other available meal and guests exceeding six per quarter at own expense
Facilities	Same as Category A
Category D (Past Fellows)	
Includes	Past Fellows, SCR Invitees, Members of the College elected by the Council according to Regulation 4.1 (b.ii) if allocated in this category.
Entitlement	Four meals per month and six guests per quarter at College expense Any available meal and guests exceeding six per quarter at own expense

Facilities	SCR Access
Category E (Council Invitees)	
Includes	Council invitees.
Entitlement	Four meals per month and six guests per quarter at College expense Any available meal and guests exceeding six per quarter at own expense
Facilities	SCR access when exercising High Table rights.
Category F (SCR Associates)	
Includes	Associates of the SCR
Entitlement	Nil at College expense and any available meals including High Table (no maximum) at own expense
Facilities	Sports, Library and SCR Access. £50 quarterly fee. Guests allowed at discretion of Fellows' Steward or in their absence, President of the SCR
Category G (Past Members)	
Includes	Past students, Past By-Fellows, regardless of whether they were in category A or C before), Members of the College elected by the Council according to Regulation 4.1 (b.ii) if allocated in this category. In the case of former undergraduates, this entitlement shall begin admission to a Cambridge MA or higher Cambridge degree. In the case of former postgraduates, this entitlement shall begin when the person shall cease to be a postgraduate student.
Entitlement	Four High Table meals per calendar year - which may be taken by the past member with one guest - at College expense. Self-service meals (cash at till) at own expense. Former undergraduate and Postgraduate Students will be invited to one free formal hall function in the year following graduation. Additional High Table meals and guests may be booked at own expense subject to approval by the President of the SCR (list held by Bursar)
Facilities	SCR access when exercising High Table rights
Category H (Heads of Departments)	
Includes	Heads of Departments
Entitlement	Four meals per month and six guests per quarter at College expense Any available meals and guest exceeding six per quarter at own expense
Facilities	SCR access when exercising High Table rights
Category K (Christina Kelly Associates)	
Includes	Christina Kelly Associates
Entitlement	Seven meals a week and six guests per quarter at College expense Guests exceeding six per quarter at own expense
Facilities	SCR access

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. Charges will be adjusted between Bursars.

- 4.4.2 The Council shall have the power to extend social facilities to members of other institutions. The list of those elected under this category shall be maintained by the Fellows' Steward and reviewed by the SCR Committee on an annual basis.

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 XIV)

- 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 Postgraduate Senior Tutor 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 Postgraduate Students is the concern and responsibility of the Council, acting on the advice of the Bursar, Senior Tutor and Senior Postgraduate Tutor, who shall consult and liaise with the JCR and MCR Executive
- 6.1.3 The priority for allocation of available accommodation to Undergraduates and Postgraduate Students shall be the responsibility of the Tutorial Office.
- 6.1.4 Lists of College accommodation, including facilities and pricing, shall be maintained by the Bursar 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 by the Tutorial office. For Undergraduates the ballot will be managed by the Senior Tutor and, for Postgraduate Students, by the Senior Postgraduate Tutor.
- 6.1.6 Undergraduates whose application to their studies is unsatisfactory may be deprived by the Tutorial Committee of the right to apply for College accommodation in the subsequent year.
- 6.1.7 The Senior Tutor and/or the Postgraduate Senior Tutor (as appropriate) may agree to an exchange of accommodation between two students.

6.2 Terms and conditions for renting of College Accommodation

- 6.2.1 The College shall provide every student residing in College Accommodation with an Accommodation Licence Agreement including the terms and conditions under which the licence is granted to the student. The College shall publish an Accommodation Handbook on the College website and update it annually.
- 6.2.2 Student residents may be asked to vacate their College room on a temporary basis because of essential maintenance or repairs. Alternative accommodation will be provided in this case.
- 6.2.3 Those undergraduate students resident in ensuite rooms may be required to vacate them at the end of term and not to return to them until the start of the new term. Alternative accommodation will be provided in this case, during the Period of Residence. Under these circumstances, the resident will be charged the lower standard room vacation rent rate from the date at which they are required to vacate an ensuite room until the end of the Period of Residence.
- 6.2.4. Accommodation is not normally available for undergraduate students during the vacation. Any undergraduate student may request to stay in College accommodation during the vacation and rooms may be allocated subject to availability and with the following terms and conditions:
 - 6.2.4.1 Priority will be given to undergraduate scholars and then to international students;
 - 6.2.4.2 The student's tutor must support the application and give grounds for doing so.
 - 6.2.4.3 If the student is staying in their term-time room, the rent for that room will continue to apply. If the student is required to move to a different standard room the standard vacation room rent set by the accommodation office will be charged.

6.2.4.4 The College does not guarantee to provide dining hall facilities throughout the vacation.

6.2.4.5 Tutorial and welfare support, including the College nurse and Counsellor may not be available during the vacation.

6.2.5 A student resident will be required to vacate his or her College accommodation when his or her tenancy has reached its normal end date. A student may be required to vacate his or her College accommodation in advance of the normal end date of his or her Accommodation Licence Agreement under the following circumstances:

6.2.5.1 The Bursar finds that the student has fallen seriously behind in the payment of accommodation charges or has otherwise seriously breached the terms of his or her Accommodation Licence Agreement. If the Bursar requires the student to vacate his or her room in these circumstances, the student will be notified in writing and informed of the right to appeal to the Tutorial Appeals Committee. An appeal will be considered only if it is made in writing within 5 days of the delivery of the notice of the Bursar's decision to the student. The appeal hearing should take place within 10 days of the receipt of the student's appeal. At the hearing, the student may be accompanied by his or her Tutor. If that Tutor is not available, the student may be accompanied by another Fellow of his or her choosing.

6.2.5.2 Outside a disciplinary context, the Senior Tutor determines that a student's remaining in College accommodation poses a serious risk to other students or to staff or to the student himself or herself. The student's right of appeal shall be as stated in 6.2.5.1.

6.2.5.3. The Dean determines that, in advance of a hearing by the Board of Discipline, a student's remaining in College accommodation would pose a serious risk to other students or to staff. The Dean's determination shall remain in effect until the hearing of the Board is held. The student's right of appeal shall be as stated in 6.2.4.1.

6.2.5.4. Under Ordinance XVII, the Board of Discipline concludes that a student should be required to vacate College accommodation as a sanction for his or her misconduct. The student's right of appeal shall be as specified in Ordinance XVII.

6.2.5.5. Under Ordinance XVIII, the Tutorial Committee concludes that a student should be required to vacate College accommodation because he or she has made insufficient academic progress. The student's right of appeal shall be as specified in Ordinance XVIII.

6.2.6 The Tutorial Appeals Committee will be made up of three Tutors who have not been involved in the situation which has led to the right to occupy College accommodation being withdrawn. Their decision shall be given to the student, in writing within 2 days of the appeal hearing.

6.2.7 Rent shall be charged by the day until the student signs out of College in the Porter's Lodge exeat book and deposits their room key with the Porters.

6.3 Private Accommodation

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.

6.4 College Period of Residence and Quiet Period

6.4.1 Undergraduate students are entitled to:

- (a) come into residence in College accommodation for the Michaelmas and Lent Terms on the Saturday preceding the first day of Full Term;
- (b) return into residence in College accommodation 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.

The minimum rental period for Undergraduate Students, within the Period of Residence, is 70 days in each term.

6.4.2 The minimum rental period for Postgraduate Students starting in the Michaelmas Term is 9 months. Postgraduate Students are entitled to remain in residence in College accommodation 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 Domestic Bursar, 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. Additionally, where agreement has been made with the Senior Tutor and College Council, Title D Fellows committed to supervising 40 hours in an academic year will be entitled to a shared teaching office.
- 7.3.2 The following post-holders are entitled to individual offices: Master, Vice Master, Bursar, Senior Tutor and Postgraduate Senior Tutor. 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, unless they are on a 'light load', i.e., have no minimum number of supervisions per year.
- 7.4.2 Residential accommodation in the College shall be charged for at rates determined annually by the College Council and published in Appendix 7C 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 7C.
- 7.4.5 The general conditions governing the use of residential accommodation by senior members are published 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 7C.
- 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 7D to this Regulation.

REGULATION 8: SCHOLARSHIPS, PRIZES, SIZARSHIPS, BURSARIES AND STUDENTSHIPS

(Statute XXVIII)

8.1 General Regulations concerning Awards

- 8.1.1 Payments for awards are normally made in arrears, and are included in the student's monthly College Account; 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 Postgraduates for permission to reside elsewhere than at Cambridge if it is in the interests of their research that they 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 their Tutor impede their 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 Appendix 8 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 Postgraduates.
- 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 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 of their scholarship, outside the normal period of residence.

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 Appendix 8 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 Postgraduates 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 Appendix 8 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 Postgraduates 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 Appendix 8 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 postgraduate student of the College who receives an 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 specified in Appendix 8 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 1st 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 1st 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 specified in Appendix 8 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 1st 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 1st 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 Sizarships 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 specified in Appendix 8 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 1st 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 1st 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 specified in Appendix 8 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 Bursaries (which will be specified in Appendix 8 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, composed of the Senior Tutor, Postgraduate Senior Tutor and one subject-specific Fellow. A subject-specific Fellow

shall be appointed to this committee for each subject in which a Studentship is offered. For instance, in the case of the three MPhils advertised through generous funding from the Bill Brown Trust, prospective candidates should supply a one- side A4 proposal that would be reviewed by a committee composing the Senior Tutor, Senior Postgraduate Tutor and the Director of the Bill Brown Creative Workshops.

- 8.7.2 Proposals and offers to support and/or initiate Studentships shall be considered by the Postgraduate Senior Tutor and the Postgraduate Tutors who shall report and make recommendations to the Council.
- 8.7.3 The Council shall approve administrative arrangements for Studentships and will record those arrangements in Appendix 8 to these Regulations.
- 8.7.4 The Council shall maintain in Appendix 8 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 Postgraduate Senior Tutor 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. Student Fees

- 9.1.1 Academic Fees for all Postgraduate Students and Home/EU publicly funded Undergraduate students are set by the University and the College's share of this fee is not determined by the College.
- 9.1.2 The College can set its own College fee for privately funded Undergraduates and those Postgraduates who are self-funded and are paying fees for their course at the Undergraduate rate. Council will approve these College fees, on the recommendation of the Finance Committee. The fee will remain fixed for the duration of the course.
- The Student Registry of the University of Cambridge shall inform Postgraduate Students, by publication on the University website of the level of fees payable. The College, through the Undergraduate Admissions Office, shall inform all new Undergraduates of the fees payable in advance of their coming into residence and subject to their provision of accurate information about their fee status.
- 9.1.3 The College collects both the College Fee and the University Composition Fee but is acting as an agent with regard to the University Fee. The University Fee must be paid over to the University in accordance with the timetable set by the University. The Finance Manager has responsibility to ensure that the correct fees are paid over to the University and no further authorisation is required.
- 9.1.4 The College shall normally issue fee bills to all students by the end of September annually. Those UK undergraduates in receipt of a student fee loan are not required to pay any fee bill in person as the College receives the money direct from the loan company. 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. Those Undergraduates who have not applied for a government-sponsored fee loan and all other Undergraduates and Postgraduate Students are required to pay one third of their annual fees termly, in advance, to the College at the start of each Full Term in which they are in residence.

Where a student is funded, either fully or partly, by a third party then the Finance Department will invoice and collect the amount due from the third party (the funding body).

- 9.1.5 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.
- 9.1.6 A Postgraduate who has already kept three terms in residence and whose fee account is outstanding after 21 days of Full Term shall have their name removed from the Register of Graduate Students unless there has been agreement between the Tutor for Postgraduates (after consultation with the Bursar) and the Student Registry as to why late payment should be permitted.
- 9.1.7 Students eligible for a reduction in the fee because of absence from Cambridge on an approved scheme must provide appropriate evidence to the Bursar before gaining partial or total exemption.

9.2. Student Charges

9.2.1 Room Rents

- 9.2.1.1 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 MCR and JCR.
- 9.2.1.2 The College Officers 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.
- 9.2.2.3 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 Financial Adversity Support Committee for assistance.

9.2.2 Catering and Accommodation Charges

- 9.2.2.1 The Council shall review the level of catering charges annually during the Easter Term in the light of the recommendation of the Finance Committee. The Council reserves the right to review charges during the year.
- 9.2.2.2 All Undergraduate students who are living in College accommodation under a 30-week room license are required to pay the rent for the 10 week period of residence termly in advance. Postgraduate or other students living in College accommodation under the terms of a Tenancy agreement are required to pay their monthly rent in advance and a deposit of 4 week's rent is held. All students, including those students who do not live in College accommodation, are required to pay a nominal membership subscription. The level of subscription is agreed annually by Council.
- 9.2.2.3 Student catering and accommodation charges are approved annually by College Council, on the recommendation of the Finance Committee.

9.2.2.4 Itemised bills for student fees, catering, accommodation and sundry charges will be emailed to students in a standard form using their University @cam email address. The due dates and methods of payment are set out in the student handbook.

9.2.2.5 Any refunds will be paid to the student's nominated UK bank account by bank transfer. Refunds may be made to overseas bank accounts at the discretion of the Finance Manager, subject to the student accepting all bank charges and exchange rate differences. No refund greater than £200 will be paid to any third party (ie not the student or the funding body) except with the written agreement of the Bursar.

9.2.3 Membership Bond

9.2.3.1 All Students are required to pay a Membership Bond when they first become a member (student) of Churchill College. The value will be approved annually by Council, following recommendation from the Finance Committee. Overseas students who wish to live in College accommodation are required to pay a room reservation fee, in advance of their arrival in Cambridge, to ensure that a room is held for them. The room reservation fee should have the same monetary value as the Membership Bond and will be converted from a room reservation fee to the Membership Bond once they arrive at College. Students in receipt of SLC support do not need to pay the Membership Bond until

9.2.3.2 The Membership Bond is held by the College until the student graduates or leaves College and will be refunded against the student's final College account. It will be used to settle any balance owed by the student. The student will not receive any interest whilst the Membership Bond is held by College.

9.3 College Accounts

9.3.1 Undergraduate students, and any other student who is residing in College accommodation on a 30 week contract are required to pay their rent for the 10 week period of residence termly in advance. Occupancy of student rooms outside of the period of residence will be billed monthly in arrears. College accounts of Junior Members for all monies owed to the, College other than fees, shall be prepared monthly.

Students are encouraged to pay their College Account by direct debit. This will usually be collected on 1st of each month. For students in receipt of funding from Student Finance, payment of termly rent will not be collected until the SLC have released payment at the start of each term. This will usually be 1st November, 1st February and 1st May but may vary due to the timing of Easter.

. 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.

9.3.2 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.

9.3.3 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.

9.3.4 A Postgraduate who enters the ballot for rooms in College properties shall be asked to specify the date defining the duration of their accommodation licence; the end date 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.

- 9.3.5 Every Junior Member whose College account is overdue shall pay interest on the sum outstanding at a rate to be determined by the Council unless excused by the Bursar. This could result in their being denied the opportunity of College accommodation in future years and the College reserves the right to withdraw credit facilities for the rest of their time as a student.
- 9.3.6 Junior Members will be required to leave College accommodation if their College account remains unpaid at the end of the term following the billing period, unless given specific permission by the Bursar. They shall be informed in writing and shall be given notice of their right of appeal under Regulation 6.2.
- 9.3.7 In every case, where action is taken, the Bursar shall inform and consult the appropriate Tutor and the Senior Tutor or Tutor for Postgraduates of the decisions taken and the reasons for so doing. The Bursar shall inform the Senior Tutor and Tutor for Postgraduates 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.
- 9.3.8 The College reserves the right to allocate payments from students against College Account charges first and then against University Composition fees unless instructed to the contrary by the student.

REGULATION 10: FINANCIAL REGULATIONS

10.1 General Provisions

- 10.1.1 The purpose of these regulations is to provide sound arrangements for internal financial management, accounting and control and to promote best value for money and compliance with the College's legal and financial obligations.
- 10.1.2 These regulations should be read in conjunction with the College's Financial Policies and Procedures. The Financial Regulations set down the principles that must be followed and the Financial Procedures detail the way in which the principles must be applied.
- 10.1.3 These Financial Regulations apply to all transactions of the College and of its subsidiary companies except for the Møller Institute Ltd (see regulation 12).

10.2 Corporate Governance

10.2.1 Responsibility for Financial Matters

- 10.2.1.1 Compliance with the Financial Regulations and Financial Policies is compulsory for anyone with a contractual relationship with the College, including all staff and Fellows. A member of staff who fails to comply with the Financial Regulations or Financial Procedures may be subject to disciplinary action under the College's Disciplinary Policy. It is the responsibility of Heads of Department to ensure that their staff continue to be made aware of the existence and content of the College's Financial Regulations.

10.2.2 Audit and Risk Management

- 10.2.2.1 The College's oversight for audit and risk management is provided by the Audit and Risk Committee.

10.2.2.2 The Committee's main responsibilities are to oversee the external audit function, review the annual accounts and to oversee and advise College Council on the current risk exposures of the College and future risk strategy.

10.2.2.3 In addition, the Audit and Risk Committee provides a channel for members of staff or others to report any concerns about financial malpractice and for preventing detecting and reporting fraud and bribery and for whistleblowing.

10.2.3 Appointment of Auditors and Investment Advisers

10.2.3.1 Auditors are appointed in accordance with the College's Statutes. The College's auditors will also be appointed as auditors or independent examiners for the College's subsidiary companies including the Møller Institute Ltd.

10.2.3.2 The Auditors will have unrestricted access to all records, assets, personnel and premises and they are authorised to obtain such information and explanations as are considered necessary by them. They will be invited to the meetings of the Audit and Risk Committee and may be invited to attend Finance Committee or Council meetings at which the annual reports and accounts are considered.

10.2.3.3 The Investment Committee has delegated authority from College Council to appoint and manage external investment managers and advisers.

10.2.4. Banking and Cash Arrangements

10.2.4.1 College income comprises all monies receivable by the College or subsidiary companies. All College income must be paid into a College bank account and be properly accounted for and all College expenditure must be paid from a College bank account.

10.2.4.2 College Council will approve the opening or closing of any bank accounts held by the College or its subsidiary companies. The Finance Manager shall maintain a list of approved signatories for all bank accounts.

10.2.4.3 Payment at the College tills (dining hall, buttery and porters lodge) will be taken using the members University Card if possible or by a College issued dining card or other debit/credit card. Cash payments will only be accepted in the Porters Lodge unless arrangements to accept cash elsewhere have been made in advance and have been approved by the Finance Manager. Fellows who are using their dining privileges to pay for meals must record their meal and that of any guests in accordance with the current procedures – which can be obtained from the Fellows Secretary.

10.2.4.4 Petty cash will usually be managed by the Finance department. However, a petty cash float may be made available to other departments with a float of up to £200 if approved by the Finance Manager. All petty cash expenditure must be supported by an appropriately authorised receipt. Under no circumstances must petty cash be used to make payments to individuals or external suppliers for services rendered. Petty cash floats must not be used for personal expenditure even if the intention is to reimburse the float later.

10.2.5 Fraud and Bribery

10.2.5.1 The College's management team and the College Council is responsible for the prevention and detection of fraud and other irregularities. Any suspicion of financial irregularity should be notified immediately to the Bursar, who will advise Council and/or the police as appropriate. Departments should not take action without the approval of the Bursar. In cases which involve or may involve persons in *statu pupillari* (i.e., persons who have the status of a student), the Senior Tutor will also be informed at an early stage.

10.2.5.2 Fellows and employees of the College must ensure that neither their conduct on College business nor the conduct of any person or organization entering into any contract or arrangement with the College contravenes the Bribery Act 2010.

10.2.5.3 There are four offences under the Bribery Act:

- Being bribed
- Bribing another person
- Bribing a foreign public official; and
- Failure to prevent bribery

10.2.5.4 No employee or Fellow of the College (or member of their family) should accept a gift or reward of any value from any organisation or individual with whom they have contact during the course of their work that could cause them to be in a position whereby they might be, or might be perceived by others to have been, influenced in making a business decision as a consequence of accepting such a gift or reward.

10.2.5.5 If in doubt as to whether to accept a gift or reward, as it may cause offence to refuse, the HR Manager should be consulted for advice. All gifts, rewards or hospitality offered should be recorded in the Gift Register maintained by the HR Manager. Minor gifts made primarily for the purposes of advertising and including a company logo (such as pens, notebooks, diaries) may be excluded for this purpose.

10.2.5.6 Similarly, no gift, reward or offer of hospitality may be offered to an organisation or individual which may be considered to be corrupt or the offering of a bribe.

10.2.5.7 Fellows and staff must follow the guidance set out in the College's Anti-Corruption and Bribery Policy.

10.2.6 College Companies

10.2.6.1 No College company may be set up for any purpose unless approved by College Council.

10.2.6.2 The College subsidiaries referred to in these regulations are Churchill Conferences Ltd, Churchill Residences II Ltd, and Churchill Management Services Ltd. These regulations do not cover the Møller Institute Ltd unless specifically referred to.

10.3. Financial Management and Control

10.3.1 Ethical Policy and Conduct

10.3.1.1 College Officers, staff and Fellows of the College have a general responsibility for the security of the College's property, for avoiding loss and for ensuring value for money i.e. for being effective, efficient and economical in the use of resources. They must comply with the College's approved systems of financial control.

10.3.1.2 Members of the College must not use their authority or office for personal gain and must always seek to uphold and enhance the standing of the College.

10.3.2 Accounting Arrangements

10.3.2.1 The accounting year for the College and its subsidiary companies, including the Møller Institute Ltd, commences on 1 July and finishes on the following 30 June.

10.3.2.2 The consolidated Financial Statements are prepared using the historical cost basis of accounting, in accordance with applicable accounting standards and in accordance with the Recommended Cambridge Colleges Accounts format and guidance. The annual consolidated Financial Statements are approved by Council, on the recommendation of

the Finance Committee, taking into account any advice, comments or reports from the College's external auditors.

10.3.2.3 College Council will also receive the approved Financial Statements of its subsidiary companies, including the Møller Institute Ltd, together with any reports from the external auditors or independent examiners.

10.3.2.4 The College's consolidated Financial Statements are available on the College's website. The accounts of the College's subsidiary companies are available on the Companies House website.

10.3.3 Financial Planning

10.3.3.1 A budget will be prepared and approved by Council according to a timetable agreed by College Council each Michaelmas Term. A forecast showing the expected outturn for the current accounting year will also be presented to College Council and is to be considered at the same time as the budget is approved.

10.3.3.2 Each budget-holder and Head of Department is required to participate in the budgeting and forecasting process. Each budget-holder is required to submit income and expenditure plans to the Finance Manager in accordance with the timetable set.

10.3.3.3 The Finance Manager and Bursar, using information provided by Heads of Department, are responsible for preparing draft budgets and forecasts for consideration by the Finance Committee.

10.3.3.4 The Finance Committee will recommend a budget to College Council for approval during Easter Term for the following accounting year. A forecast for the current year will be prepared if required by the Bursar. Once approved by College Council a forecast will have the same status as the budget when referenced in these regulations.

10.3.3.5 A 10-year capital expenditure plan and a 10-year rolling maintenance plan will be kept by the Bursar and will be updated regularly by the Bursar and the Head of Estates. Both 10-year plans will be considered by College Council at least annually.

10.3.3.6 A 10-year income and expenditure forecast will be prepared by the Finance Manager and Bursar and will be considered at least every 5 years by College Council.

10.3.3.7 Unspent budgets will not be carried forward to future years except by approval of the Bursar and College Council and amounts which are so approved will be included in the forecast.

10.3.4 Financial Monitoring

10.3.4.1 The Finance Manager is responsible for preparing monthly management accounts which record all income and expenditure, including that of restricted funds, and for ensuring that they are made available to all budget-holders/Heads of Department.

10.3.4.2 The Finance Manager is responsible for the preparation of quarterly management accounts which are made available to the Finance Committee in a format to be determined by the Finance Committee from time to time. Summary quarterly management accounts, including a capital expenditure statement, are to be presented to College Council.

10.4. Income, Commercial Activity and Debtors

10.4.1 Invoicing and Collection of Non-Student Income

10.4.1.1 All sales invoices/requests for payment must be raised by the Finance department or via the College's conference management software (Kinetics) unless alternative arrangements have been approved by the Finance Manager. Any Head of Department

requesting that an invoice be raised must provide the necessary information to the Finance Department, including the nominal code that should be used to account for the income.

- 10.4.1.2 Conference prices for external customers, including bed and breakfast visitors, are set annually and are approved by the Bursar. These prices can be discounted as long as they are never lower than the full economic cost of providing the service (including both direct and indirect costs).
10. 4.1.3 A credit check must be carried out by the Finance Department before new conference clients are accepted. Deposits must be charged in accordance with the agreed terms and conditions established from time to time by the Conference Department and in consultation with the Finance Manager.
- 10.4.1.4 The rates for all catering and accommodation charges to members (Fellows, staff and alumni) are approved annually by College Council. All staff and those Fellows and By-Fellows who are in receipt of a stipend or other payment from College will receive a deduction from their net monthly payment in respect of their College Bill – unless payment by direct debit has been agreed.
- 10.4.1.5 Sales of goods and services to staff, Fellows and other members of College must be at a rate that covers the full cost to the College. If, exceptionally, this is not the case then approval must be given by the Bursar in writing.
- 10.4.1.6 In particular, catering and conference prices for staff and Fellows of the College are set at the minimum level needed to cover the full cost to College and avoid any direct or indirect subsidy from student fees and charges or public funds. These prices may not be discounted in any circumstances.
- 10.4.1.7 All income, cash, or cheques, must be passed immediately to the Finance Department for banking. If the income was unsolicited then the nature, source and purpose of the income must be made clear to the Finance Department team so that it can be properly accounted for.
- 10.4.2 Debtors**
- 10.4.2.1 The Bursar is responsible for ensuring that the level of debt owed to the College is minimised and that debts are recovered where possible.
- 10.4.2.2 Letters from the Bursar will be sent to students or Fellows whose debt is overdue and where the Finance Department have been unable to recover the sums owed. A solicitor's letter will be sent to commercial customers or College members if the Bursar considers this to be appropriate and a debt collection agency will be employed if appropriate.
- 10.4.2.3 The Bursar shall report annually to College Council the names and overdue amounts in excess of £200 owed by Fellows of the College. Any debts in excess of £1,000 which are believed to be unrecoverable from commercial clients shall be reported annually to Council.
- 10.4.3 Fundraising and Gifts Received**
- 10.4.3.1 The Development Office is responsible for assessing the risks associated with the acceptance of any donation and where necessary in carrying out due diligence on a prospective donor. Scrutiny will be carried out by the Development Director and the results reported to College Council as follows:

- All gifts over £1 million;

- Any gift likely to draw significant unwelcome public attention;
- Any significant gift (over £50,000) whose purpose is not related to the core mission or agreed fundraising objectives of the College;
- Any gift where the Development Director considers scrutiny to be necessary.

10.4.3.2 Donations on which the donor has placed a restriction as to its use may be accepted. In accepting such donations the Development Director and Bursar shall be mindful of the administrative burden incurred and the long term viability of the objective.

10.4.3.3 If a donation is accepted for a new purpose, a regulation must be enacted for its operation. The regulation setting out how the fund will be operated must be in accordance with the **Restricted Fund Regulation procedure**.

10.4.3.4 The Development Office shall maintain a record of all donations to the College, including non-monetary gifts.

10.4.3.5 All donations over £1,000 will be reported to College Council and recorded in open minutes, with the donor's name where anonymity has not been requested.

10.4.3.6 The Development Director shall report at least annually to College Council on the fundraising activity undertaken for the College.

10.4.4 Project Grants

10.4.4.1 If a research or similar project is to be funded by a third party contribution of £5,000 or more then College Council approval must be obtained. Applications for funding must be in the name of the College.

10.4.4.2 Council will need to be satisfied that the project is in accordance with the College's charitable objectives, the source of the funds is not likely to be controversial and that the reporting/compliance rules associated with the project grant can be met and are not overly burdensome. In addition, Council must be satisfied that the financial risk to the College is acceptable in the event that the conditions of the funding are not met and that the full economic cost of supporting the research is covered by the grant.

10.4.5 New Business Ventures or Initiatives

10.4.5.1 Any new sources of income or a new income generating activity should be discussed with the Bursar and Finance Manager beforehand in order to consider the vat and tax implications, particularly if the income will come from outside the UK. If the activity is considered to be trading then the Finance Manager or Bursar may direct that the income be channeled through a subsidiary company.

10.5 Expenditure and Creditors

10.5.1 Authorisation of Expenditure

10.5.1.1 There shall be a matrix of approval levels for authorisation of expenditure by College budget-holders, approved named staff and certain post-holders as specified in Appendix 10B to these Regulations.

10.5.1.2 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 specified in Appendix 10B to these Regulations.

10.5.1.3 Limited out of budget expenditure limits as specified in Appendix 10B may be approved by the Bursar, if there is sufficient contingency remaining in the Budget.

- 10.5.1.4 Out of budget expenditure above approval limits may be approved by the College Council on the recommendation of the appropriate committee of the College.
- 10.5.1.5 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.
- 10.5.1.6 Expenditure from restricted funds (Appendix 10A) and the approval process to be followed is set out in the regulation for each individual fund. It is the Finance Manager's responsibility to ensure that the correct authorisation process has been followed, prior to making the requested payments.
- 10.5.1.7 The Financial Adversity and Support Committee will determine whether a student should receive College finance and will decide whether a loan or grant is appropriate. The Finance Manager will ensure that the loan agreements prepared by the Finance Tutor are correct before issuing them to students. The Finance Manager will ensure that the loans are repaid and report any concerns to the Bursar.
- 10.5.1.8 The Finance Manager will ensure that adequate procedures and staff training are in place to ensure that all payments have been properly authorised in accordance with the authorisation levels set out in Appendix 10B.
- 10.5.2 Utilities**
- 10.5.2.1 The College is part of a consortium with other Cambridge Colleges for the purchase of gas and electricity. The Finance Manager will authorise all gas and electricity invoices which are purchased as part of the consortium agreement.
- 10.5.2.2 Water contracts are reviewed at least every 3 years.
- 10.5.3 Computer Software/Maintenance Contracts**
- 10.5.3.1 New contracts should be procured in accordance with the policies set out below. . Maintenance contracts includes contracts for equipment such as lifts and fire equipment as well as computers and software.
- 10.5.3.2 Where alternative maintenance support is available the contract with the existing supplier should be reviewed at least every three years. If only one maintenance provider is available then the suitability of the software/goods/services as the most appropriate should be reviewed at least every three years. The review should be recorded and will form part of the College's accounting records. Where the review indicates a new supplier/supply may be appropriate then the standard procurement procedures should be followed.
- 10.5.4 Purchasing of Goods and Services**
- 10.5.4.1 All expenditure must be incurred solely in support of the College objectives as specified in its Charter and Statutes. Purchases may only be made if the goods or services are not already available elsewhere within College.
- 10.5.4.2 Heads of Department are responsible for purchases within their department and are authorised to incur expenditure as set out in Appendix 10B for the purposes laid out in their approved budget.
- 10.5.4.3 It is the responsibility of Heads of Departments to approve expenditure and to ensure that budgets are not overspent. A Head of Department may devolve authority for ordering goods/services up to limits set out in their approved delegated authority schedule and the Head of Department must approve all invoices unless other

arrangements have been included in the Authorisation Matrix or have been agreed in writing by the Bursar.

10.5.4.4 Where special offers are available, e.g. two for one offers, it is expected that these will only be taken up where there is a clear benefit to the College and where the whole benefit is retained by the College and not transferred to the individual making the purchase.

10.5.4.5 Where loyalty incentives are available it is expected that these will be used for the benefit of the College and not the for the benefit of the individual making the purchase.

10.5.5 Entertaining

10.5.5.1 Entertaining should wherever possible and appropriate be carried out in College and catering should be done by the College Catering Department. The Catering Department will raise appropriate internal charges in accordance with the pricing policy approved by Council. The Department or College Officer booking the entertainment is responsible for approving the budget and ensuring that adequate funds exist to cover the internal charge.

10.5.5.2 Entertainment expenditure must be an appropriate use of College money and in accordance with relevant Statutes and Ordinances. Claims must include details of those entertained, and the purpose of the entertainment.

10.5.5.3 Entertainment allowances for specific College Offices are as approved from time to time by Council. The Finance Manager will send claim forms annually to the holders of those College Offices. Claims must be supported by appropriate documentation.

10.5.5.4 Expense claims for other entertaining, which must be supported by vouchers and include the names of people entertained and the purpose of the meeting, must be authorised by a College Officer, after consultation with the Bursar in the case of larger and/or extraordinary claims. Authorisation and submission of a claim for payment for entertaining is a declaration that the cost was incurred wholly, necessarily, and exclusively for College purposes.

10.5.5.5 In authorising entertainment expenditure, College Officers are also undertaking that, if in any case tax is subsequently levied, any cost which is not recoverable from the individual beneficiaries will fall on the budget of the department concerned. Advice on such payments may be obtained from the Finance Manager.

10.5.6 Clothing and other goods issued to staff in the course of their duties

10.5.6.1 Goods such as items of clothing which may be worn normally outside of the College premises and which are issued to staff or bought on their behalf or for which they are reimbursed through the payroll will normally be deemed to be taxable by HMRC. Heads of Department must discuss such purchases or reimbursements in advance with the Finance Manager. This will not normally apply to uniforms or protective clothing displaying the name or crest of Churchill College which are not worn outside of the College premises.

10.5.7. Authority to Enter into Contracts

10.5.7.1 Subjects to limits of authority set out in Appendix 10B, Heads of Department have authority to enter into contracts in the course of ordinary business of their department in accordance with their departmental budget. They do not have authority to enter into any contract which is illegal or which does not comply with obligations laid down by HM Revenue and Customs and other Government authorities or existing contracts for supply of goods and services.

- 10.5.7.2 No lease, hire purchase or lease purchase contracts may be entered into without the approval of the Bursar and must be notified to the Finance Manager.
- 10.5.7.3 The Bursar is authorised to enter into property related contracts on behalf of the College.
- 10.5.7.4 No contracts for extended warranties or other insurance cover may be entered into in respect of purchased goods without the authority of the Bursar.

10.5.8. Obtaining Competitive Bids

10.5.8.1 It is essential that the College can demonstrate value for money when making purchases and this is usually achieved by obtaining competitive quotes. The College must be able to demonstrate robust, effective and auditable procurement processes.

10.5.8.2 Catering purchases are usually made in accordance with the TUCO agreements and using the Colleges e-procurement system – currently ProcureWizard. These orders may be placed without further approval, subject to budgetary limits.

10.5.8.3 All other purchases are subject to the Procurement Procedures in Appendix 10D and the following thresholds (excluding VAT):

Low Value	Medium Value	High Value
Less than £2,500	£2,500 - £50,000	Higher than £50,000
Written price confirmation	2 or 3 written quotations or 3 written proposals	Sealed tenders

10.5.9 Ordering Procedures

10.5.9.1 The approval of the Finance Manager is required before any account is opened with a new supplier. This is to ensure that credit checks and application forms can be completed if necessary. Heads of Department ordering goods or services from a new supplier should complete [a New Supplier Form](#) which is available on the College website.

10.5.9.2 Completion of the New Supplier Form also enables the early identification of Personal Service Companies, also known as off-payroll workers. These usually arise when services are provided by a limited company that would otherwise have been provided by an employee. In these circumstances the service element must be paid through the payroll, with any relevant tax deduction.

10.5.9.3 As this affects both the amount of money paid to the supplier and the timing of the payment it is important that the supplier is aware as soon as possible that the off-payroll rules will be applied. The Finance Manager will assist in the identification of off-payroll workers if required.

10.5.9.4 Where a Head of Department obtains the Bursar’s permission for non-budgeted expenditure or for expenditure in excess of their signing limit, the Head of Department must obtain the Bursars written approval. This written approval must be attached to the invoice when it is sent to the Finance Department for processing. The approval could be a signature on the purchase order form or some other written evidence.

10.5.10 Receipt of Goods

10.5.10.1 All goods must be checked immediately, or if this is not possible, as soon as practicable on receipt at College to ensure that they accord with the order requirements. Unless

the goods have been fully checked, any Goods Received Note must be endorsed "Received Unchecked" before it is signed by the receiver and must be retained as part of the College's accounting records.

10.5.10.2 Where goods are received by the Porters Lodge, Lodge staff are responsible for their safekeeping until they are collected by the department that ordered them. The department should arrange collection of the items as soon as possible.

10.5.11 Invoice Processing

10.5.11.1 Procedures must be in place to ensure that goods and services are properly ordered, received and inspected as acceptable before invoices are authorised for payment. Invoices must be checked, coded and approved for payment by authorised signatories in accordance with Appendix 10B

10.5.11.2 Payments in respect of employment must be made through the payroll and not by any other means. The HR Manager and Finance Manager can provide advice if required.

10.5.12 Creditors

10.5.12.1 The Finance Manager is responsible for ensuring that all supplier payments are made, as far as is possible, in accordance with the credit terms agreed with the supplier. In order to achieve this it is essential that appropriately authorised and coded purchase invoices are passed to the Finance Department at least 7 working days before the payment due date.

10.6 Taxations and Document Retention

10.6.1 Administration of all Taxes

10.6.1.1 The Bursar is responsible for the management of the College's tax affairs and compliance with relevant legislation. Only the nominated staff in the Finance Department are authorised to communicate with tax authorities on behalf of the College.

10.6.1.2 This includes but is not limited to income tax, national insurance, VAT, corporation tax, the construction industry scheme, gift aid and overseas taxes where applicable.

10.6.1.3 The Finance Manager is authorised to make all payments of income tax, national insurance VAT and corporation tax without further approval.

10.6.2 Retention of Financial and Associated Legal Documents

10.6.2.1 The College has a legal requirement to retain certain documentation. The College's detailed policies relating to the retention of financial documents are set out in the College's Retention Schedule.

10.7 Employment and Remuneration

10.7.1 General

10.7.1.1 The HR Manager is responsible for the maintenance of human resources records and for determining the contractual arrangements relating to the payment of salaries, wages and other emoluments.

10.7.1.2 Payments to individuals for work carried out for the College or its subsidiary companies will be made through the College payroll unless it can be established that they have self-employed status for the work undertaken. Self-employed status must be approved by the Finance Manager and will be reviewed periodically, having regard to the circumstances of the situation.

- 10.7.1.3 The HR Manager will be responsible for the advertising of all permanent and temporary posts.
- 10.7.1.4 The HR Manager will follow up references for all permanent and temporary posts. The HR Manager will carry out all pre-employment checks for all staff including casuals to ensure that the member of staff can legally be employed in the role to which they are to be appointed.
- 10.7.1.5 The HR Manager is responsible for ensuring that all information concerning salaries, start/end dates and any contract changes which affect the amount of salary to be paid is communicated in a timely fashion to the Finance Department to facilitate payment through the payroll.
- 10.7 The Payroll Manager is responsible for processing the monthly payroll in accordance with the information provided by the HR Manager, Bursar and Fellows Secretary. The Finance Manager will review the monthly payroll and quarterly supervision payments, prepared by the payroll manger, before processing the BACS payments.
- 10.7.1.6 Any requests by the Finance Manager in relation to taxation, National Insurance or pension matters must be complied with to ensure that the requirements of HM Revenue and Customs and the Department of Work and Pensions are met.
- 10.7.2 Employment of Permanent Staff**
- 10.7.2.1 All new posts must be graded by the HR Manager and the need for the post must be approved by the Management Advisory Committee or Remuneration Committee and College Council.
- 10.7.2.2 On occasion it may be appropriate to make payments to members of staff which are in addition to those specified in their contract of employment. Payments for overtime within the Porters Lodge and Catering departments may be authorised by the Head of Department, assuming that there is sufficient budget to cover the payment. Any other additional payments to staff must be approved by the Bursar and communicated to the Finance Department by the HR Manager.
- 10.7.2.3 The training budget is managed by the HR Manager. All mandatory training must be carried out at the appropriate time and is to be organized by the HR Manager in conjunction with the relevant Head(s) of Department.
- 10.7.2.4 Other training is subject to approval by the HR Manager and should have been included in the budget prepared by the Head of Department. Any training not budgeted for can be approved at the discretion of the HR Manager or, if appropriate, the Bursar.
- 10.7.3 Employment of Temporary Staff**
- 10.7.3.1 Temporary staff should only be employed for temporary purposes and should not be used to cover tasks of permanent duration.
- 10.7.3.2 Where the need to appoint a temporary member of staff has been included in the budget, the appointment can proceed when required.
- 10.7.3.3 Where the requirement for a temporary post was not foreseen when the budget was prepared, the Bursar must approve the budget for the appointment. If the temporary post is to carry out a new/expanded activity then approval must be obtained from Council if the total cost is expected to exceed £5,000.
- 10.7.4 Employment of Casual Staff**
- 10.7.4.1 The employment of casual staff is a regular activity in the catering and housekeeping departments. The estimated cost of casual staff is included in the annual budgets. The

Head of Department may exceed the budget if there is sufficient income to cover the additional cost.

10.7.4.2 Other departments may employ casual staff on an ad hoc basis. The approval of the Bursar must be obtained if the cost is not included in the budget and the approval of College Council will be required if the total unbudgeted cost is likely to exceed £5,000.

10.7.4.3 The Head of Department will usually be responsible for recruiting casual staff. HR must be informed at the earliest opportunity so that they can carry out right to work checks.

10.7.5 Employment of Fellows

Fellows whose Main Employment is with the College

10.7.5.1 The Fellows Secretary will prepare standard contracts for roles such as Junior Research Fellows' and College Teaching Officers. Other contracts will be prepared by the Fellows' Secretary in accordance with the Terms agreed by Council, the Remuneration Committee or other Senior Officers of the College. The HR Manager will review all contracts before they are issued.

Supervisors

10.7.5.2 College Lecturers and other supervisors, whether employed by Churchill College or not, are required to record all supervisions given to Churchill College students via the CamCORS system.

10.7.5.3 The authority of the relevant Director(s) of Study, provided through the CamCORS system, is required before any payment can be made to supervisors.

10.7.5.4 The Senior Tutor is required to authorise payment for supervisions, via the CamCORS system, given by Directors of Study.

10.7.5.5 The Senior Tutor is responsible for monitoring the level of supervisions in total, by subject and by supervisor to ensure that they are at an appropriate level.

10.7.5.6 The standard supervision rates are set by the University. College Council has approved additional premium payments to be paid to Churchill College fellows and the level of premium and conditions under which it is paid is set annually by College Council.

10.7.5.6 The HR Manager will ensure that legislation that affects the right to work or other employment issues is complied with e.g. Students at College on a Tier 4 visa carrying out supervisions cannot be self-employed.

Employment of Fellows in Other Roles

10.7.5.7 There are a number of other roles for which Fellows receive remuneration. These roles include, but are not limited to, Tutors, Directors of Study, Director of Music, Curator of Art Works, Director of the Bill Brown Creatives Workshops.

10.7.5.8 The level of remuneration will be approved by Council and is set out in Appendix 1A to College Regulation 1. Council must approve any new role and the job description.

10.7.5.9 The Fellows Secretary will issue contracts or letters of appointment as relevant. The HR Manager will issue advice concerning the terms to be included in such contracts/letters of appointment as appropriate in accordance with current legislation concerning workers, employees, self—employment status or other relevant factors.

10.7.6 Reimbursement of Expenses and Subsistence

10.7.6.1. Guidance and procedures relating to the reimbursement of expenses necessarily incurred in the performance of duties on behalf of the College can be found in the Staff Handbook. This complies with the requirements of HM Revenue and Customs on payment of expenses and benefits in kind.

10.7.6.2 The procedure also covers other staff/Fellows related expenditure, no matter how paid, hospitality on/off the College site, travel and subsistence and the use of College Credit cards.

10.8 Banking and Treasury Management

10.8.1 Investment Portfolio

10.8.1.1 The College holds the majority of its investments in the Amalgamated Investment Fund. The various restricted and unrestricted funds of the College hold units in the Amalgamated Investment Fund. The management of the Amalgamated Investment Fund is set out in the College's Ordinances.

10.8.1.2 The College may hold other investments which are not held as part of the Amalgamated Investment Fund. These are usually shares which have been donated to the College and the sale of the shares is restricted in some way by the donor.

10.8.1.3 The College Investments are managed by the Investment Committee and its activities and decisions are reported to College Council. The Finance Manager may carry out the instructions of the Investment Committee without further approval.

10.8.1.4 The Investment Committee recommends an Investment Policy for approval by College Council. The Investment Policy is available at <https://www.chu.cam.ac.uk/about/official-documents/college-policies/>

10.8.1.5 In addition to the investments held above, the College also has investments in its subsidiary companies. The performance and management of the subsidiary companies is the responsibility of Council, with recommendations from the Finance Committee.

10.8.2 Treasury Management and Reserve Funds

10.8.2.1 The Finance Manager is responsible for managing the working capital of the College in accordance with the approved Treasury Management and Reserves Policies. The Finance Manager and employees in the finance department may transfer money between College bank accounts without additional authorization.

10.8.2.2 The Finance Manager or Bursar will inform the Investment Committee if sales or purchases of general fund investments held in the Amalgamated Investment Fund are required.

10.8.3 Borrowing

10.8.3.1 The College does not have an overdraft facility.

10.8.3.2 No borrowing or loans can be taken out without the permission of College Council. This refers to all subsidiary companies as well as the College.

10.8.3.3 The payment of interest due on the bonds issued by College is the responsibility of the Finance Manager.

10.8.4 Banking Arrangements

10.8.4.1 The Finance Manager is responsible for all of the College's banking arrangements.

10.8.4.2 This includes direct payments to/from the College's bank accounts, direct debits (payment and collection), payment arrangements on the College site by card (debit or

credit, College Dining and University), petty cash, payments received through the College's website and payments collected from students through third parties (currently Transfermate).

10.8.4.3 Cheques cannot be issued by the College or its subsidiary companies.

10.8.4.4 Approval levels for bank payments shall be set out in Appendix 10C

10.9 Fixed Assets and Stocks

10.9.1 Fixed Assets – Lands and Buildings and Equipment

10.9.1.1 The Bursar and Head of Estates are responsible for the management and maintenance of all land and buildings, and for the preparation and implementation of a plan for the acquisition, refurbishment and disposal of land and buildings in the context of the College strategy.

10.9.1.1 College Council must approve the plans, maintenance and construction programmes, taking into account the recommendations of the Estates Committee.

10.9.1.2 The Bursar and Head of Estates are expected to include sufficient funds in the budget/forecast to meet the cost of annual repairs. If an unplanned repair of more than £50k is required or if it is anticipated that the overall repairs budget will be exceeded by more than £50k then Council must be informed.

10.9.2 Recording and Disposal of Fixed Assets

10.9.2.1 All purchases of equipment (excluding vehicles) costing less than £10,000 per item or group of items (including irrecoverable vat) are written off fully as expenditure in the year in which they are purchased. As such they do not need to be recorded in the Fixed Asset Register maintained by the College. Individual Heads of Department need to ensure procedures are in place to keep a record of these items and to record their location.

10.9.2.1 Items of equipment costing £10,000 or more individually or as a group of items will be recorded in the Colleges Fixed Asset Register. Heads of Department are required to inform the Finance Manager if these assets are relocated or disposed of. Heads of Department will also be required to certify that the list of Fixed Assets is correct and complete as part of the year end accounts preparation, when requested to do so by the Finance Manager.

10.9.3 The Use and Control of College Vehicles

10.9.3.1 The Head of Estates is responsible for the security of the College vehicles and will ensure that they are appropriately stored, maintained, insured, and taxed.

10.9.3.2 In order to comply with insurance requirements, a list will be kept of staff who are authorised to drive the vehicles. The Head of Estates will ensure that appropriate training is given to all members of staff who are authorised to drive College Vehicles.

10.9.4 Stocks and Stores

10.9.4.1 Heads of Department are required to establish and maintain adequate arrangements for the safe custody of stocks and stores within their department.

10.9.4.2 Those Heads of Department whose stocks require valuation in the College's statutory accounts or management accounts must ensure that stock checks are carried out as required.

10.9.4.3 The Wine Steward is responsible for the safekeeping of the Fellows Wine Stock and for providing a valuation at the year end (30 June) in a form that can be audited by the

College's external auditors. The Finance Manager will provide assistance and advice if required. The College's external auditors would usually expect to observe the stock take and do their own stock checks on or around 30 June of each year.

10.10 Investment and Application of Assets

10.10.1 Amalgamated funds

10.10.1.1 Upon first being constituted, an amalgamated fund shall be held on behalf of its constituent funds in whole units allocated to each fund. The Council shall fix the initial total number of units held by the amalgamated fund, and shall allocate an appropriate number of units to each constituent fund as nearly as possible in proportion to the respective capital investments of each constituent fund in the amalgamated fund.

10.10.1.2 The Council may at any time increase or decrease the size of an amalgamated fund:

- (a) by adding or withdrawing a constituent fund; or
- (b) by increasing or decreasing the investment made in it by a constituent fund.

10.10.1.3 Where a new constituent fund is added to an amalgamated fund or the investment made by a constituent fund is increased:

- (a) the total number of units in the amalgamated fund shall be increased by such number of units which as nearly as possible represents the value of the new investment based on the market value of the existing units; and
- (b) the constituent fund shall be allocated that number of new units;

always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the issue of such further units.

10.10.1.4. Where a constituent fund is withdrawn from an amalgamated fund or the investment made by a constituent fund is decreased:

- (a) the total number of units in the amalgamated fund shall be decreased by such number of units which as nearly as possible represents the value of the investment withdrawn based on the market value of the existing units; and
- (b) the constituent fund shall give up that number of units, and the units shall be cancelled;

always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the cancellation of such units.

10.10.1.5 The Council may at any time wind up an amalgamated fund and divide the investments between the constituent funds in proportion to the number of units held by each fund at that time.

10.10.2 Annual Dividends

10.10.2.1 For each amalgamated fund, a dividend per unit shall be declared annually and paid out of the fund to all its unit holders for their expenditure, which may include re-investment in the fund.

- 10.10.2.2 The annual dividend declared by each amalgamated fund shall be included in the annual report of the Investment Committee which is prepared for College Council.
- 10.10.2.3 The College has adopted a total return approach to management of investments and the distribution of income from the AIF. The Investment committee and College Council will monitor the appropriateness of the total return policy and rate of drawdown at least annually – through the annual report of the investment committee.
- 10.11 College Funds**
- 10.11.1 General**
- 10.11.1.1 The College's funds are managed by the Finance Manager, in accordance with the relevant regulations. Funds which are given for a specific purpose must be managed in such a way that the income, expenditure and fund balances can be clearly identified. There shall be a Register of College Funds which shall be maintained by the Bursar in Appendix 10 to these Regulations.
- 10.11.1.2 Funds must be categorised in accordance with accounting standards and Charity Commission requirements and must specify:
- (a) the name and objective of the Fund;
 - (b) the Committee responsible for the operation of the Fund;
 - (c) where the Capital should be invested;
 - (d) 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;
 - (i) such other details of the operation of the Fund as the Council judges to require statement in Regulations
- 10.11.1.3 Restricted funds are those funds which have a restriction as to their use placed on them by the donor or through a specific fundraising activity. Unrestricted funds can be used for any general purposes of the College.
- 10.11.1.4 Those funds which cannot be spent are known as permanent funds and comprise both unrestricted and restricted funds. This is usually the capital given to establish a particular long-term fund or to build the general endowment of the College. The income from permanent funds can be spent, though there may be restrictions concerning the expenditure. The permanent funds of the College may be referred to as the College's Endowment and will usually be invested in the Amalgamated Investment Fund.
- 10.11.1.5 Those funds which can be spent are Expendable Funds which means that both the original sum and any income earned by the fund can be spent. Expendable funds may be for general or restricted purposes.
- 10.11.1.6 The statutory accounts require that capital funds are shown separately. These are funds which are given for a particular capital project, often a building, and they are accumulated until the project is complete. Once completed, the donations received are usually transferred to general unrestricted funds.
- 10.11.1.7 A statement of account for each Restricted Fund shall be presented to the Trustees and to the audit meeting of the Council annually.

10.11.2 Trust Funds

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

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

10.11.2.3 The Trustees shall determine where capital sums are invested and are responsible for the account and administration of the Trust, by law. These responsibilities cannot be passed to the College or College Council. It is not permissible to invest funds belonging to such Trusts in the College's amalgamated investment fund.

10.11.3 Clubs and Societies

10.11.3.1 College student clubs and societies should open a bank account and manage their finances in accordance with the "Guidance for Clubs and Societies" document issued by College. They may request a current account with the College as an alternative to a bank account if required. In such circumstances the Finance Manager will make arrangements with the club or society officers to receive income into and make payments from a College bank account on behalf of the club or society.

10.11.3.2 Each student club or society must have a Fellow of the College as its Senior Treasurer. The role of the Senior Treasurer is to control the bookkeeping and to gather reasonable evidence that the society is open to all members of the College and that the officers are not self-appointing but elected as stated in the constitution.

10.12 Miscellaneous

10.12.1 Insurance

10.12.1.1 The Bursar is responsible for ensuring that the assets of the College and its subsidiary companies are adequately insured.

REGULATION 11: COLLEGE COUNCIL BUSINESS (Statutes XIII and XIV and Ordinances VII and VIII)

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 Governance Manager.

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 Bursar 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 in Appendix 11. 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 specified in Appendix 11 to these Regulations, 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.

11.2.7 Members of College committees who fail to attend three successive meetings will be deemed to have stood down.

11.3 Annual Update of Regulations

11.3.1 The Governance Manager 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 and Ordinances XVII and XVIII*)

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 XVIII,4) shall be reviewed by the Council each year in the Michaelmas Term and shall be published in Appendix 12 to these Regulations.

Requirement to attend Supervisions

- 12.3 All undergraduates and Postgraduate 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 in Appendix 12 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 in Appendix 12 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 in Appendix 12 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 in Appendix 12 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 Postgraduate Students

12.8.1 The Postgraduate Senior Tutor 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 Postgraduate Senior Tutor.

REGULATION 13: POLICY ON USE OF COMPUTING FACILITIES, THE INTERNET AND ELECTRONIC MAIL

- 13.1 This policy applies to all users of the College's computer and electronic mail systems. It aims to set out appropriate use of computing facilities for College business.
- 13.2 Although the internet and electronic mail provide numerous benefits, there are potential risks and problems, and there are therefore College rules that must be followed. If a Senior Member does not comply with these rules disciplinary action may be taken under the relevant Ordinances. To minimise the risk to the College, use of College computing facilities, electronic mail and the internet, and compliance with this policy, is monitored.

Use of Computing Facilities

- 13.3 College computing facilities are provided for a variety of uses including academic use (Fellows and students), administrative use (employees) and for very limited Conference use. Appropriate facilities are provided for each of category of user.
- 13.4 The use of computing facilities is governed by separate sets of rules issued by the College and further by all relevant rules issued by the University IT Syndicate and the University Information Service. The use of College computing facilities by College employees is governed by College Regulations, and further by all relevant rules issued by the University IT Syndicate and the Bursar.
- 13.5 The administrative computing facilities are provided for College business only, not personal use. Personal files, photographs and documents should not be stored on the College's systems.
- 13.6 All users of the administrative computer facilities must use these in accordance with the College's Data Protection Policy, and Data Security Policy and related procedures. When using these facilities employees should follow the College's guidelines on data hygiene.
- 13.7 The College retains the right to access any electronic files held on equipment owned by the College and provided for College purposes. This will be authorised by the Bursar or their deputy. Senior Members must ensure appropriate security measures are in place when holding are not permitted to hold College data on their own local devices.
- 13.8 All users of the administrative computer facilities shall be expected to treat any information which may become available to them through the use of these facilities with appropriate confidentiality.

Use of the internet

- 13.9 For security reasons, no user should visit a website 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 misleading justification. Websites advertised in this way must be avoided. (If you have any concerns about an email or website, please seek advice from the Computing Department.)
- 13.10 The College internet facilities must not be used to access offensive or illegal material, such as pornographic material, or material that promotes racism or other forms of hatred, or terrorist or extremist materials.

Use of College email

- 13.11 Use of the College email facilities and accounts for personal purposes is not permitted. This includes named college mailboxes (eg Joe.Bloggs@chu.cam.ac.uk) as well as shared (eg. Porters@chu.cam.ac.uk) and role (eg. H.R.Manager@chu.cam.ac.uk) mailboxes.
- 13.12 Those members with a College email account (an @chu email address), whether named or role, should not consider this to be private. College e-mail addresses should not be set to auto-forward to a non-College email address. The College may when necessary access any account or auto-forward emails to an alternative account.
- 13.13 Senior Members must never use College email accounts to send or forward messages that are defamatory, obscene, abusive, or otherwise inappropriate. Any Senior Member doing so could face disciplinary action. Senior Members are reminded that if an individual makes a Data Subject Access request to the College, anything they have written concerning an individual will have to be revealed.
- 13.14 Senior Members should exercise care not to copy emails automatically to all those copied in to the original message to which they are replying. Doing so may result in disclosure of confidential information to the wrong person. Care should be taken when sending emails to ensure these are sent to the correct intended recipient. Sending personal data to an incorrect recipient may constitute a data breach. If employees believe this has occurred they should report this via the College's Data Breach reporting procedure.

Monitoring

- 13.15 Subject to the constraints laid down by the Regulation of Investigatory Powers Act, 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 and/or using the College's computing facilities.
- 13.16 Monitoring of an employee's email and/or internet use will be conducted in accordance with a privacy impact assessment that the College has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the College's legitimate interests and is to ensure that this policy on email and internet use is being complied with.

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 gardant 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.

14.2.3 The Union flag shall be flown at half-mast on the death of key members of the Royal Family or on the death of a serving Prime Minister, and in line with guidance from the University and Office of Intercollegiate Services.

14.2.4 Other flags may be flown only with approval by the College Council. This list of approved flags and events/dates on which they may be flown is included in the College Flag Flying Policy as an Appendix to these regulations.

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 Appendix 15 to these Regulations.

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 VII.

16.2.3 The terms of reference for this Committee can be found in Appendix II 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: CONFLICTS OF INTEREST

- 17.1 The College has a duty to manage conflicts of interest, both as an organisation and as a charity. Managing these conflicts protects the integrity of the College's decision-making processes and provides transparency and accountability.
- 17.2 The College shall maintain a Conflict of Interest Policy, which shall be stored within the College's central register of policies and be made available on the website.
- 17.3 The Conflict of Interest Policy shall govern the conduct of decision making committees, including the College Council, the Governing Body, the Fellowship Electors, and all committees with delegated authority for decision making.
- 17.4 All College committees shall, as standard, note the importance of managing conflicts of interest at the beginning of meeting agendas, and members of committees are expected to adhere to the policy throughout their tenure.
- 17.5 Registers of Interest shall be compiled for the College Council and updated whenever necessary. Fellows, as members of the Governing Body, shall on joining the College, register their interests via the requisite form and keep the Governance Manager updated on any changes to these interests.

REGULATION 18: APPROPRIATE RELATIONSHIPS BETWEEN STAFF AND STUDENTS (INCLUDING PROSPECTIVE STUDENTS)

Academic Staff

- 18.1 Professional relationships between academic staff (i.e. Fellows, By-Fellows and supervisors) and students are critical to the College's mission, and academic staff have an ethical as well as professional responsibility towards students.
- 18.2 Professional relationships normally involve teaching, learning, research, assessment, selection, academic guidance and mentoring, writing references, administrative oversight and pastoral, welfare and financial support.
- 18.3 Academic staff should be aware that maintaining appropriate boundaries between professional and personal (i.e. intimate friendship, romantic, sexual or family) relationships is difficult.
- 18.4 To this end, the College prohibits academic staff from embarking upon romantic or sexual relationships with students.
- 18.5 Where a personal relationship exists prior to appointment or application, the academic staff member has a responsibility to inform the Senior Tutor, in confidence, when offered a position or

at the point of application to become a student and agree steps to ensure there is no professional relationship between the two parties. An academic staff member who has or has had a personal relationship with a student must not be involved with that student professionally, e.g. they should not teach, assess, guide, select or write references for them.'

- 18.6 The development of a personal relationship between an academic staff member and a student will be a disciplinary matter as will failure promptly to inform the College of a pre-existing relationship.

Non-Academic Staff

- 18.7 Professional relationships between non-academic staff and students are critical to the College's mission, and staff have an ethical as well as professional responsibility towards students.
- 18.8 Professional relationships normally involve practical support, administrative oversight and teamwork with students. They can also involve welfare support.
- 18.9 Staff should be aware that maintaining appropriate boundaries between professional and personal (i.e., intimate friendship, romantic, sexual or family) relationships is difficult.
- 18.10 To this end, the College prohibits staff from embarking upon romantic or sexual relationships with students.
- 18.11 Where a personal relationship exists prior to appointment or matriculation, the staff member has a responsibility to inform the Bursar, in confidence, when offered a position or at the point of application to become a student who will need in turn to inform the Senior Tutor. The professional relationship between the two parties will be minimised. This might involve the re-organisation of work.
- 18.12 The development of a personal relationship between a staff member and a student is a disciplinary matter as is failure promptly to inform the College of a pre-existing relationship.

REGULATION 19: COLLEGE EXCLUSION POLICY

- 19.1 The Council of Churchill College may, from time to time, exclude any person or persons from the premises and precincts of the College if it believes that their presence would threaten bringing the College's name into disrepute, or might potentially undermine the maintenance of good order within or around the College, or for other good cause.
- 19.2 Such exclusion may be time-delimited or permanent.
- 19.3 In an emergency situation, the Council's power may be exercised by one or more of the College Officers as its delegates, though any exclusion imposed by the Officers should be submitted to Council for approval and confirmation as soon as possible after its implementation, if necessary by circulation.
- 19.4 Any excluded person may appeal to the Council to repeal the exclusion, by writing to the Bursar as Secretary to the Council.

REGULATION 20: DATA PROTECTION

20.1. The College is committed to being transparent about how it collects and uses the personal data of its Senior Members, and to meeting its data protection obligations. The College's Data Protection policy sets out the College's data protection obligations, and individual rights and obligations in relation to personal data and is available on the College website <https://www.chu.cam.ac.uk/about/official-documents/policies/>.

20.2. The College has appointed a statutory Data Protection Officer. This role sits within the Office of Intercollegiate Services. Their role is to inform and advise the College on its data protection obligations. They can be contacted at college.dpo@ois.cam.ac.uk The College has appointed a Data Protection Lead within the College, currently Mrs Hannah James. Questions about the College's Data Protection Policy should be directed to the Data Protection Lead in the first instance.

20.3. Definitions

"Personal data" is any information that relates to an individual who can be identified from that information. Processing is any use that is made of data, including collecting, storing, amending, disclosing or destroying it

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation, genetic and biometric data.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

20.4. Data Protection Principles

The College processes personal data in accordance with the following data protection principles:

- The College processes personal data lawfully, fairly and in a transparent manner.
- The College collects personal data only for specified, explicit and legitimate purposes.
- The College processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- The College keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- The College keeps personal data only for as long as necessary.
- The College adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

The College tells individuals the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy statements. It will not process personal data of individuals for other reasons. The relevant privacy statement is available on the College website [Give URL for Staff and Members Privacy statement]

The College will update personal data promptly if an individual advises that their information has changed or is inaccurate.

Personal data gathered during the course of Senior Membership is held in the individual's personnel file (in hard copy or electronic format, or both), and on HR systems. The Finance Manager and Payroll Manager hold records of stipends and other payments and other personal information. The periods for which the College holds Senior Members' personal data are contained in the relevant retention schedule and in relevant privacy notices.

The College keeps a record of its processing activities in respect of HR-related personal data in accordance with the requirements of relevant data protection legislation.

20.5. Individual Rights

As a data subject, individuals have a number of rights in relation to their personal data.

Data Subject Access Requests

Individuals have the right to make a subject access request. If an individual makes a subject access request, the College will tell him/her:

- whether or not their data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from the individual;
- to whom their data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long their personal data is stored (or how that period is decided);
- their rights to rectification or erasure of data, or to restrict or object to processing;
- their right to complain to the Information Commissioner if they think the College has failed to comply with their data protection rights; and
- whether or not the College carries out automated decision-making and the logic involved in any such decision-making.

The College will also provide the individual with a copy of the personal data undergoing processing. This will normally be in electronic form if the individual has made a request electronically, unless they agree otherwise.

If the individual wants additional copies, the College will charge a fee, which will be based on the administrative cost to the College of providing the additional copies.

To make a subject access request, Senior Members should follow the College's Data Subject Access Request procedure, which is available on the College website [give URL]

Other Rights

Individuals have a number of other rights in relation to their personal data. They can require the College to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if the individual's interests override the College's legitimate grounds for processing data (where the College relies on its legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not the individual's interests override the College's legitimate grounds for processing data.

To ask the College to take any of these steps, the individual should send the request to information@chu.cam.ac.uk. Please note that not all of the above rights will apply in all contexts. The College Data Protection Lead will advise on this.

20.6. Data Security

The College takes the security of personal data seriously. The College has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees or post-holders in the proper performance of their duties. Further details are available in the Data Security Policy.

20.7. Data Breaches

If the College discovers that there has been a breach of personal data that poses a risk to the rights and freedoms of individuals, it will report it to the Information Commissioner within 72 hours of discovery. The College will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its

likely consequences and the mitigation measures it has taken.

Further details of the obligations of Senior Members regarding data breach reporting are given in the College's Data Breach Reporting Procedure which is available on the College website.

20.8. International data transfers

The College does not generally transfer Senior Members' personal data to countries outside the EEA.

20.9. Individual responsibilities

Individuals are responsible for helping the College keep their personal data up to date. Individuals should let the College know if data provided to the College changes, for example if an individual moves house or changes their bank details.

Individuals may have access to the personal data of other individuals (including that of employees, Senior Members, students, applicants, alumni and commercial customers) in the course of their Senior Membership. Where this is the case, the College relies on individuals to help meet its data protection obligations.

Individuals who have access to personal data are required:

- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the College) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not to remove personal data, or devices containing or that can be used to access personal data, from the College's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.

Further details about the College's data security procedures are available from the Computing Department.

Failing to observe these requirements may be dealt with where relevant under Ordinances.

20.10. Training

The College will provide opportunities to Fellows to undertake training about their data protection responsibilities where relevant.