

College Regulations

March 2025

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Section A: College Governance and Constitution

Regulation 1: College Council Business

1.1 The Preparation and Upkeep of Regulations

- 1.1.1 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.
- 1.1.2 Changes to Regulations in the light of Council decisions may be referred to the Statutes and Ordinances Committee where appropriate 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.
- 1.1.3 The Secretary to Council, normally the Bursar, shall be responsible for 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.
- 1.1.4 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.
- 1.1.5 Council Minutes shall record those decisions requiring amendment or creation of Regulations.
- 1.1.6 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.
- 1.1.7 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.

1.2 Committees and Working Parties (see Ordinance A.X)

- 1.2.1 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.
- 1.2.2 Each committee reporting to the Council shall have Terms of Reference, which shall be attached to these Regulations in appendices. The Terms of Reference shall include:
 - Which body the committee reports to and frequency of reporting;
 - Membership of the committee, including method of elections or appointments to the committee;
 - Meetings of the committee and quoracy for voting;
 - Functions of the committee.
- 1.2.3 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.
- 1.2.4 The Council shall ensure that, where possible, information about the existence and working of committees is made widely available and not unnecessarily restricted.

- 1.2.5 The Council shall ensure that the definition of reserved business and the restrictions concerning its conduct set out in Statute V for Governing Body and Statute VI for Council shall be observed in all committees listed in the Council's Register of Committees.

Regulation 2: Conflicts of Interest

- 2.1 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.
- 2.2 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.
- 2.3 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 authority for decision making.
- 2.4 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.
- 2.5 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 3: Freedom of Information and the College's Publication Scheme

- 3.1 Freedom of Information enquiries are handled by the College's Governance Manager (information@chu.cam.ac.uk). The Freedom of Information Act (2000) ('the Act') is intended to allow anyone in the community to obtain information they require from publicly funded bodies.
- 3.2 The College is covered by the legislation, and this places three basic requirements on it:
- That it routinely puts in the public domain as much information about the College and its activities as is reasonably possible;
 - That it ensures that, where an individual requires information that it holds but has not already published, it provides the enquirer with the relevant information (unless it is exempt); and
 - That it has in place a properly structured approach to managing records to ensure that essential records of its activities are maintained in appropriate detail and are readily available to the public.
- 3.3 The College already places a great deal of information in the public domain, including statistics relating to student numbers and the College Accounts. Information is generally published via the College website. As required by the Freedom of Information Act, all of the information that the College places in the public domain is listed in our Publication Scheme, which describes both the types of information available and where it can be located. The scheme is available from www.chu.cam.ac.uk/about/official-documents/freedominformation/
- 3.4 The right to request information under the Act extends to anyone who wishes to make an enquiry – they might be an employee or student of the College, an employee of some other organisation or

any other member of the public. There is no limitation on who may make an enquiry – the law gives the right to minors and adults alike, and foreign nationals (even those based abroad) are equally entitled to request information.

- 3.5 Enquirers do not need to explain why they require the information they seek. Enquirers need not quote (or even be aware of) their rights under the Act, to make a request for information. The only requirement the law places on an enquirer is that they must make their enquiry in writing for it to have the authority of a request made under the terms of the Freedom of Information Act.
- 3.6 Verbal enquiries (e.g., those made over the telephone) do not have the force of law. However, we must give advice and assistance to all enquirers and potential enquirers.
- 3.7 When an individual makes a written request for information (by email or in a letter), the College must provide them with that information, except in the cases where exemptions apply. In practice, in many cases this should mean supplying them with instructions about how to find the information, using the details provided in the College Publication Scheme. In all cases, the response must be provided within twenty working days of receiving a written enquiry.

Regulation 4: The College Crest and College Flag

4.1 The College Crest

- 4.1.1 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”.
- 4.1.2 The College Shield is “quarterly 1 & 4, sable a lion rampant argent, on a canton argent a cross gules; 2 & 3 quarterly argent, and gules a fret or, over all on a bend sable three escallops bendwise argent; over an open book argent”.
- 4.1.3 Permission to use the College Crest or Shield 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 or Shield on work produced as part of a University course. The Bursar shall report any such granting of permissions to the College Council.

4.2 The College Flag

- 4.2.1 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.
- 4.2.2 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
 - i. the day of the death or upon which the death becomes known to the Bursar or Head Porter;
 - ii. the day of the funeral.
- 4.2.3 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.
- 4.2.4 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 5: Use of College Facilities and Systems

5.1 Use of Facilities

- 5.1.1 The College Council may from time to time make Regulations about the use of College facilities by College members and their guests. Details of Regulations governing the use of different facilities in the College, by College members can be found in the appendices to these Regulations.
- 5.1.2 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.

5.2 Use of College Computing Facilities

- 5.2.1 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.
- 5.2.2 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 College's IT policies, which are appended to this Regulation. .
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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 another College officer/member of the Senior Leadership Team. Senior Members must ensure appropriate security measures are in place when holding data and are not permitted to hold College data on their own local devices.
- 5.2.6 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.
- 5.2.7 All users must comply with the College's Use of IT Facilities Policy. Other relevant policies, including the Data Security Policy and Use of AI Platforms Policy, are also appended to these Regulations.

5.3 Use of Social Media

- 5.3.1 Only authorised persons may use the College's social media channels. Fellows, staff and students should not represent themselves as speaking on behalf of the College on their personal social media accounts. Expectations of behaviour are outlined in the Social Media Policy, which is appended to these Regulations.

5.5 Monitoring

- 5.5.1 Subject to the constraints laid down by the Regulation of Investigatory Powers Act (2000), 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.

- 5.5.2 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 6: Corporate Social Responsibility

- 6.1 Corporate social responsibility is about how the College aligns its activities with the expectations of people who may be affected in relation to its economic, social and environmental impacts and in accordance with its charitable status. These people and organisations include the University and its colleges, as well as College members and employees, visitors, suppliers, and society as a whole.

To this end the College has set itself a series of objectives which are outlined in the Corporate Social Responsibility Policy (see appendices).

- 6.2 Appended to this Regulation, along with the Corporate Social Responsibility Policy is the College's Responsible Investment Policy, which governs the College's investment strategy, and is reviewed and implemented by the Investment Committee. Other documents of note include the College's Sustainability Strategy, Equal Opportunities Policy and Bullying and Harassment Policy.

Regulation 7: Whistleblowing

- 7.1 The College aims to always conduct its business with the highest standards of integrity and honesty. It expects all employees to maintain appropriate standards in everything they do. Employees are therefore encouraged to report any wrongdoing by the College or its employees that falls short of these business principles. Officially, this is known as 'Public Interest Disclosure' but is often referred to as 'whistleblowing'.
- 7.2 The College's Whistleblowing Policy shall govern disclosure by employees, wherein employees are protected from detriment under the Public Interest Disclosure Act (1998). The policy also covers whistleblowing by others, including Fellows of the College, for whom the legal protections are not applicable.

Regulation 8: Data Protection

- 8.1 The College is committed to being transparent about how it collects and uses the personal data of its Members and staff 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. The policy is also appended to these Regulations.
- 8.2 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, to whom all questions and concerns about data protection should be directed in the first instance. They can be contacted at information@chu.cam.ac.uk.

- 8.3 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). Where this is the case, the College relies on individuals to help meet its data protection obligations:

- 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 can be found in the College's Data Security Policy which is appended to these Regulations.

- 8.4 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.
- 8.5 Further details of the obligations of individuals regarding data breach reporting are given in the College's Data Breach Reporting Procedure which is available on the College website and appended to these Regulations.

Regulation 9: Health and Safety

- 9.1 Churchill College regards the health and safety of its employees, residents and visitors as a high priority, while it acknowledges it cannot provide a risk-free environment it does aim to be accident-free.
- 9.2 The College Council has overall responsibility for the health and safety including fire of all those working in, visiting or resident on the site of Churchill College and its offsite student accommodation and has set up procedures and reporting lines to ensure safe working practices to monitor health & safety.
- 9.3 The College appoints a responsible person as Head of Safety and Compliance who reports via the Director of Estates and Operations to the Bursar.
- 9.4 All College staff have access to the Health and Safety Policy and will be taken through it at induction and must follow it. Mandatory training on health, safety and fire in the workplace is provided on an individual and Departmental basis and training needs are reviewed annually.
- 9.5 All staff and College Members have a duty to report to their Head of Department or to the Head of Safety and Compliance anything they believe may be hazardous and any accident or incident which they experience.

- 9.6 The College has a Health and Safety Committee to aid the checking and monitoring of risk assessments, policies and procedures.
- 9.7 The College strives to meet the highest standards in terms of the management of health and safety, and fire management having due regard to legal obligations and best practice.
- 9.8 The College acknowledges the good practice guidance contained in Managing Health & Safety in Colleges prepared by the Education Service Advisory Committee of the Health & Safety Commission.
- 9.9 The College will maintain a full Health and Safety Policy as an appendix to these Regulations together with relevant safety-related policies, cover all aspects of the College's operations, including those for working at heights, driving College vehicles, and managing risks associated with risk factors such as asbestos and legionella.

Regulation 10: Serious Incident Reporting

- 10.1 The College acknowledges its obligations to make reports of serious incidents to the Charity Commission where such incidents occur, including the obligation to report promptly and to confirm in the annual return to the Charity Commission that any serious incidents have been duly reported.
- 10.2 The College shall maintain a Serious Incident Reporting Policy as an appendix to these Regulations and make reports of serious incidents on a timely basis, having regard to the types of matters which are considered to constitute serious incidents as shown in guidance published by the Charity Commission from time to time.

Regulation 11: Freedom of Speech

- 11.1 The College, as a constituent College of the University of Cambridge is subject to The Higher Education (Freedom of Speech) Act 2023. If and when the Act comes into force, the College will have duties, under the Act, to both uphold and promote free speech and academic freedom.
- 11.2 The College's commitment to Freedom of Speech is encompassed in its Code of Practice for Freedom of Speech and shall be maintained as an appendix to these Regulations. Questions on Freedom of Speech should be directed to governance.mananager@chu.cam.ac.uk.

Section B: Members of the College and Staff

Regulation 12: College Officers and Holders of College and SCR Posts

12.1 Introduction

- 12.1.1 Statute X (College Offices) lists the main College Offices. Job descriptions for all College Offices and Posts shall be appended to these Regulations.
- 12.1.2 The Council shall determine the stipends of all holders of College posts with reference to the Remuneration Committee and report the amounts of such stipends to the Governing Body annually as an appendix to the Regulations.
- 12.1.3 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.

12.2 Tutors (Ordinance B.VI)

- 12.2.1 The Tutors shall be the Senior Tutor, the Senior Postgraduate Tutor, and such other Tutors as the Council shall determine. These shall form the Tutorial Committee.
- 12.2.2 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 Senior Postgraduate Tutor, as appropriate.
- 12.2.3 The Council shall, with the advice of the Tutorial Committee, prepare and publish in the appendices to these Regulations a job description for each category of Tutor, together with statements of limits of tenure for each category.
- 12.2.4 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 Senior Postgraduate Tutor and 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.
- 12.2.5 It shall be the responsibility of the Senior Tutor and Senior Postgraduate Tutor to ensure, with the co-operation of the other Tutors, that throughout vacations provision is made and is made known for tutorial assistance to be available to students.
- 12.2.6 The Senior Tutor and the Senior Postgraduate 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.

12.3 The Teaching Staff

Direction of Studies

- 12.3.1 The Council shall prepare and publish a job description for Directors of Studies. The job description shall be published in appendices to these Regulations.
- 12.3.2 The Directors of Studies shall be appointed by the Council before the Michaelmas Term in which they are to take up their post. Directors of Studies may be appointed for a two or three-year term, or annually, at the discretion of the Senior Tutor. 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.
- 12.3.3 A Director of Studies should consult with the Tutor on matters concerning a student's general welfare.
- 12.3.4 The Senior Tutor shall convene regular meetings of the Directors of Studies Committee (or Committees).
- 12.3.5 Each undergraduate student shall be allocated to a Director of Studies as appropriate for their trips.
- 12.3.6 Each postgraduate student who is attending a course attracting undergraduate fees or in cases where the Senior Tutor and Senior Postgraduate Tutor consider it appropriate, shall be allocated to a Director of Studies.
- 12.3.7 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,

Teaching By-Fellows, or supervisors, unless in the Director of Studies' opinion the student is receiving adequate teaching from the University.

Non-Stipendiary College Lecturers

12.3.8 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. A non-stipendiary College Lecturer shall be required to undertake 80 hours of supervision per annum, except as hereafter specified.

12.3.9 After the appointment of a non-stipendiary College Lecturer the College Council may agree to a reduction of hours of required supervision.

12.3.10 Where such deduction is agreed they will be deemed to hold a "light load" lectureship. In the case of such "light load" Lecturers, Direction of Studies shall normally be 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.

12.3.11 A non-stipendiary College Lecturer who holds any of the below posts may be entitled to a reduction in supervision hours as follows:

Director of Studies	1 hour per annum per student directed
Student Tutor (UG or PG)*	60 hours
Senior Tutor/Senior Postgraduate Tutor	80 hours
Admissions Tutor	60 hours
Vice-Master	60 hours
Dean	20 hours

*For the purposes of this calculation, an Undergraduate Tutor is presumed to have approximately 45 students in the Tutorial side, a Postgraduate Tutor 80)

12.3.12 There shall be no reduction in respect of offices other than those specified above.

12.3.13 The reductions in required hours of supervision specified above are cumulative.

12.3.14 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.

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

12.3.16 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 by College Council.

12.3.17 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.

- 12.3.18 Supervision shall be undertaken by non-stipendiary College Lecturers, and paid for, as specified in appendices. Payments shall be made only for supervisions undertaken.
- 12.3.19 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.
- 12.3.20 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.
- 12.3.21 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 appendices.
- 12.3.22 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 in appendices to these Regulations.
- 12.3.23 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 in appendices to these Regulations. These payments shall not be pensionable.
- 12.3.24 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.
- Stipendiary College Lecturers: College Senior Lecturers (CSLs), College Lecturers (CLs), and College Assistant Lecturers (CALs)*
- 12.3.25 Stipendiary College Lecturers will receive a pensionable stipend as specified in appendices to these Regulations. Performance will be appraised annually.
- 12.3.26 Full-time Stipendiary College Lecturers will be required to complete 240 hours of supervision annually. Churchill students will have first call on supervision but Stipendiary College Lecturers may, where necessary, make up their hours by supervising for other Colleges. In such cases, Stipendiary College Lecturers will arrange for payment to be made to Churchill. Hours of supervision are minima. Stipendiary College Lecturers may offer supervision in excess of this. Stipendiary College Lecturers will perform all duties ordinarily associated with supervision.
- 12.3.27 Stipendiary College Lecturers will direct studies, and perform all duties ordinarily associated with direction of studies.
- 12.3.28 A Stipendiary College Lecturer 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 the appendices to these Regulations *or* to remission of supervision as follows:

Student Tutor (UG or PG)	60 hours
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Senior Tutor/Senior Postgraduate Tutor	80 hours
Admissions Tutor	60 hours
Vice-Master	60 hours
Dean	20 hours

12.3.29 The reductions in supervision specified above are cumulative but may not be used for remission of more than half of a Stipendiary College Lecturer's total teaching hours in an academic year.

12.3.30 Stipendiary College Lecturers 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.

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

12.3.32 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.

12.3.33 The guidance of Council on terms will be sought if College wishes to appoint a Stipendiary College Lecturer jointly with another College, or a Faculty or Department.

12.4 Teaching By-Fellows

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

12.4.2 The Council will agree a job description for Teaching By-Fellows as specified in the appendices to these Regulations.

12.4.3 Teaching By-Fellows will be paid as specified in the appendices to these Regulations.

12.4.4 Teaching By-Fellows shall normally be appointed for a period of two years. Re-appointment shall be dependent upon teaching need.

12.5 SCR Posts

12.5.1 There shall be a Wine Steward and Fellows Steward. Both are appointed from amongst the Fellows by Governing Body. Notice of the vacancy shall be circulated to Governing Body and a deadline set by which time nominations should be sent to the Secretary of Governing Body.

12.5.2 The Governing Body shall prepare and publish, in appendices, the Responsibilities of the Office for the Wine Steward, the Fellows Steward.

12.5.3 The Wine Steward and Fellows Steward are responsible to the Governing Body through the SCR Committee.

Regulation 13: Early Career Research Fellows under Title B

13.1 Annual Election and Stipends

13.1.1 In accordance with Ordinance B.X:

- (a) The Council shall each year determine the maximum number of Early Career Research Fellowships under Title B;
- (b) The Council shall decide each year 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 Early Career Research Fellows.

13.1.2 The Council shall maintain in appendices to these Regulations a list giving details of the named Early Career Research Fellowships which may from time to time be offered for competition.

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

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

13.1.5 The maximum stipends of stipendiary Early Career Research Fellows together with details of the allowances and of the right to and charges for accommodation for both stipendiary and non-stipendiary Early Career Research Fellows shall be as specified in appendices to these Regulations. Any University Composition Fee required from an Early Career Research Fellow shall be paid by the College.

13.1.6 Stipendiary Early Career Research Fellows who have not yet submitted their Ph.D. dissertation shall be paid at a lower point on the payscale, as specified in appendices to these Regulations.

13.1.7 Stipendiary Early Career Research Fellows shall be entitled to membership of the Universities Superannuation Scheme.

13.1.8 The term non-stipendiary Early Career Research Fellow shall be taken to include those offered a stipendiary Early Career Research Fellowship but having or subsequently acquiring an external stipend as well as those offered and accepting a non-stipendiary Fellowship.

13.2 Conditions of Tenure

13.2.2 Early Career 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.

13.2.3 An Early Career 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.

- 13.2.4 An Early Career 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.
- 13.2.5 An Early Career 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 14: Overseas Fellows and By-Fellows

14.1 Fellowships under Title F (Overseas Fellows)

- 14.1.1 The Council shall maintain an Overseas Fellowship Fund for the payment of stipends, allowances and expenses of Overseas Fellows.
- 14.1.2 Past Overseas Fellows retain dining rights at High Table as stipulated in Regulation 15.21.

14.2 By-Fellows

- 14.2.1 Categories of By-Fellowship are set out in this Regulation.

Research By-Fellows

- 14.2.2 Candidates for 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.

Teaching By-Fellows

- 14.2.3 Matters relating to Teaching By-Fellows are set out in Regulation 12.4.

Schoolteacher By-Fellows

- 14.2.4 The Council shall from time-to-time elect Schoolteacher By-Fellows on the recommendation of the Senior Tutor. 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.

Archives By-Fellows

- 14.2.5 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.
- 14.2.6 Candidates for Archives By-Fellowships shall only be considered by the Fellowship Electors if their application is supported by the Archives Committee.

Artist By-Fellows

- 14.2.7 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.

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

14.2.9 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.

Professional By-Fellows

14.2.10 Professional By-Fellowships may be offered to enable persons employed in industry and the professions to be affiliated with the College in association with a University Department or position.

14.2.11 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.

Møller By-Fellows

14.2.12 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.

Staff By-Fellows

14.2.13 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.

14.2.14 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.

Postdoctoral By-Fellows

14.2.15 The Fellowship Electors may elect up to sixteen 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.

14.2.16 Candidates shall be elected via the annual Postdoctoral By-Fellowship Competition, and the final decision shall be made by the Fellowship Electors. The terms of the Postdoctoral By-Fellowships are specified in the appendices to these Regulations.

Regulation 15: Members of the College (Statute VIII)

15.1 The Senior Combination Room Committee (SCR) and Special Members

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

15.1.2 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 approval by College Council.

- 15.1.3 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 Regulation 12.4). This may be changed from time to time.

15.2 Dining and Social Entitlements

- 15.2.1 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 15.3 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:
- 15.2.2 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.
- 15.2.3 The list of Council Invitees shall be considered at a meeting during Michaelmas Term. This includes external supervisors and external committee members. 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.
- 15.2.4 Associates of the SCR 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 SCR Secretary and reviewed by the SCR Committee on an annual basis.
- 15.2.5 Christina Kelly Associates are the widows, widowers or partners of deceased Fellows. The list of Christina Kelly Associates shall be maintained by the SCR Secretary and reviewed by the SCR Committee on an annual basis.
- 15.2.6 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.

15.3 Table of Dining and Social Entitlements

- 15.3.1 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.*
- 15.3.2 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.

15.3.3 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.

15.3.4 Special dinners in category (c) are open for all dining privilege holders.

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 15.1.3 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 15.1.3 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 15.1.3 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

15.4 Reciprocal Arrangements with other Institutions

- 15.4.1 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.
- 15.4.2 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.

15.5 Special Occasions

- 15.5.1 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 16: Admission of Student Members

- 16.1.1 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. In cases of doubt, the Senior Tutor shall decide.

- 16.1.2 Any student transfers to or from another College shall require the permission of the Senior Tutor.
- 16.1.3 The Senior Tutor and the Senior Postgraduate 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 17: Accommodation and Residence of Student Members

17.1 The Provision and Allocation of Accommodation

- 17.1.1 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 prior approval of the Senior Tutor.
- 17.1.2 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 Senior Tutor.
- 17.1.3 College facilities may not be available during the vacation. This includes the Tutorial Office and welfare provision and dining hall facilities.
- 17.1.4 The College will endeavour, subject to financial constraints, to provide accommodation for those of its undergraduate student members who wish it and all first-year postgraduate students who wish to live in College accommodation.
- 17.1.5 The allocation, pricing and split of accommodation between Undergraduates and Postgraduates 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.
- 17.1.6 The priority for allocation of available accommodation to Undergraduates and postgraduate Students shall be the responsibility of the Tutorial Offices.
- 17.1.7 Lists of College accommodation, including facilities and pricing, shall be maintained by the Tutorial Offices and shall be available to student members at all reasonable times.
- 17.1.8 An annual rooms ballot for the allocation of College accommodation shall be carried out by the Tutorial Offices. For Undergraduates the ballot will be managed by the Senior Tutor and, for Postgraduates, by the Senior Postgraduate Tutor.

17.2 Terms and Conditions for Student College Accommodation

- 17.2.1 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.
- 17.2.2 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.
- 17.2.3 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:

- i. Priority will be given to international students;
- ii. The student's Tutor must support the application and give grounds for doing so;
- iii. Vacation rent charges will apply and students may be asked to move to a different room during the vacation.

17.2.4 A student resident will be required to vacate their College accommodation when their licence has reached its normal end date. A student may be required to vacate their College accommodation in advance of the normal end date of their Accommodation Licence Agreement under the following circumstances:

- (i) Under Ordinance C.XIII, the Board of Discipline concludes that a student should be required to vacate College accommodation as a sanction for their misconduct. The student's right of appeal shall be as specified in Ordinance C.XIV.
- (ii) Under Ordinance C. XIII the Tutorial Appeals 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 C.XIV.
- (iii) 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 below.
- (iv) The Bursar finds that the student has fallen seriously behind in the payment of accommodation charges or has otherwise seriously breached the terms of their Accommodation Licence Agreement. If the Bursar requires the student to vacate their 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 their Tutor. If that Tutor is not available, the student may be accompanied by another available Tutor.
- (v) 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 themselves. The student's right of appeal shall be as stated above.
- (vi) The Tutorial Appeals Committee shall 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.
- (vii) Rent shall be charged by the day until the student signs out of College in the Porter's Lodge exit book and deposits their room key with the Porters.

17.3 Private Accommodation

17.3.1 Undergraduates who wish to live in private accommodation must have agreement from the Senior Tutor. No first-year Undergraduate shall normally be allowed to live outside of College accommodation.

- 17.3.2 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.

17.4 College Period of Residence and Quiet Period

- 17.4.1 Undergraduate students are entitled to:

- (i) come into residence in College accommodation for the Michaelmas and Lent Terms on the Saturday preceding the first day of Full Term;
- (ii) return into residence in College accommodation for the Easter Term on the Saturday before the Saturday preceding the first day of Full Term;
- (iii) remain in residence after each Term until the Sunday after the Sunday following the last day of each Full Term.

- 17.4.2 The minimum rental period for undergraduate students, within the Period of Residence, is 70 days in each term.

- 17.4.3 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 Postgraduate Office.

- 17.4.4 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 18: Accommodation and Residence of Senior Members

18.1 Residence of Senior Members

- 18.1.1 The residence requirement for the Master is stated in Ordinance B.I.18(a).

- 18.1.2 Fellows under Titles A, B, C, F and G are normally required to reside in the University during Full Term save where permission has been given by Council under Ordinance B.X. Fellows under Title D may be so required if Council decides. The phrase is defined in detail in the University's *General Regulations* (Chapter 6, 'Residence of University Officers').

18.2 Allocation of College Rooms

- 18.2.1 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.

- 18.2.2 The Vice-Master and Senior Tutor, on behalf of the Fellows' Rooms Committee, shall determine the allocation of rooms and Sheppard Flats to Fellows and visitors.

- 18.2.3 The policy for allocation of Fellows' rooms to individual Fellows shall be determined by Council and published in the appendices to these Regulations.

18.3 Entitlement to use of Rooms in College

- 18.3.1 The following post-holders are entitled to individual offices: Master, Vice Master, Bursar, Senior Tutor and Senior Postgraduate Tutor. Undergraduate and Postgraduate Tutors are entitled to an

individual room to enable them to carry out their role as Tutors.

18.3.2 Any College Fellow who is a College Lecturer or Director of Studies or is an Early Career Research Fellow, is entitled to the use of a College Room for teaching and research. This may be shared. 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.

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

18.4 Entitlement to Residential Accommodation in College

18.4.1 Fellows under Title B (ECRF) shall also have the right to reside in College, subject to availability of residential accommodation.

18.4.2 Fellows under Title A shall have the right to reside in College, subject to availability of residential accommodation, unless they are on a 'light load', i.e., have an agreed reduction in supervision hours in place. As outlined in Ordinance B.X.12, a Fellow under Title A who has a full teaching load or equivalent duties shall be entitled to the use of a room in College for teaching purposes free of rent and other charges. They shall be entitled to College residential accommodation, if available, either free of rent or with a rent subsidy, according to circumstances, as determined by the Council in each particular case, such that those living singly and those not living singly shall be treated equitably.

18.4.3 Residential accommodation in the College shall be charged at rates determined annually by the College Council and published in the appendices to these Regulations. The College Council may vary the terms charged for residential accommodation in individual circumstances.

18.4.4 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.

18.4.5 Fellows under all other Titles than those stated above 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 appendices.

18.4.6 The general conditions governing the use of residential accommodation by senior members are also published in appendices.

18.5 Guest Accommodation

18.5.1 The charges for guest accommodation shall be determined annually by the Council and published in appendices.

18.5.2 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 up to ten nights per calendar year.

18.5.3 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.

- 18.5.4 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.

18.6 Shared Equity Scheme

- 18.6.1 The College shall provide a shared equity scheme to assist Title A Fellows who are not on “light load” duties, to purchase a property in or near Cambridge.
- 18.6.2 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 the appendices to these Regulations.

Regulation 19: Academic Provision for Students

19.1 Change of Course

- 19.1.1 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.

19.2 Consequence of Failure to be classed in an Examination, or to pass an Unclassed Examination

- 19.2.1 The Code of Practice on Examination Failures shall be reviewed by the Council each year in the Michaelmas Term and shall be published in the appendices to these Regulations.
- 19.2.2 The requirements for the academic progress of students are set out in Statute XXIX and Ordinance C.XII.

19.3 Requirement to attend Supervisions

- 19.3.1 All Undergraduates and those 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 the appendices to these Regulations.

19.4 Failure to make Sufficient Academic Progress

- 19.4.1 There shall be a Code of Practice for Dealing with Students Making Insufficient Academic Progress. The definition of insufficient academic progress is outlined in Ordinance C.XII.2. The code 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 the appendices to these Regulations.

19.5 Establishment of a Teaching Need

- 19.5.1 There shall be a Code of Practice for the establishment of a teaching need. This code shall be published in the appendices to these Regulations.

19.6 Employment of Students

- 19.6.1 Undergraduate 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. In accordance with the University of Cambridge's own recommendations, Postgraduates should not exceed 6-10 hours of paid employment per week. In exceptional circumstances, and only with the agreement of the student's supervisor, this may be extended to up to 20.

19.7 Mentors for Postgraduate Students

- 19.7.1 The Senior Postgraduate Tutor shall ensure that each fee-paying postgraduate student is assigned a Mentor.
- 19.7.2 The purpose of the mentor scheme is to foster informal intellectual interactions between the MCR and the SCR. Mentors have no formal academic duties; the expectation is that they invite their mentees to Common Table dinners twice a year, the cost of which will be borne by the College, to engage in conversation and intellectual exchange.
- 19.7.3 Mentors should not seek to provide tutorial support to a mentee; any matters that may be of tutorial concern that may arise should be referred to the student's Tutor or to the Senior Postgraduate Tutor.

Regulation 20: Employment of Non-Academic Staff

20.1 General

- 20.1.1 Any new posts for non-academic will be agreed by the College Council before such a post is advertised. Such posts will generally be advertised internally and externally. Council shall make its decision on the basis of a recommendation from the Management Advisory Committee.
- 20.1.2 Management Advisory Committee has delegated authority to approve cases relating to existing, individual members of staff (including performance awards).
- 20.1.3 The terms and conditions of employment of non-academic employees shall be explicitly determined within their individual Contract of Employment. Specific terms and conditions for non-academic employees are set out in identified sections of the Staff Handbook. If there is conflict between the terms of the Contract of Employment and the Staff Handbook, the Contract of Employment shall prevail.
- 20.1.4 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.

20.2 Staff Consultative Committee

- 20.2.1 There shall be a Staff Consultative Committee to represent the views and staff interests of College Staff. The Committee shall report to the Council.
- 20.2.2 The Staff Consultative Committee shall comprise nine elected representatives of members of the non-academic staff and two Fellows. The Committee will elect two staff representatives from amongst its number as representatives to attend the College Council.

- 20.2.3 The terms of reference for this Committee should be included in the appendices to these Regulations.

20.3 Staff Handbook

- 20.3.1 There shall be a Staff Handbook which includes employment policies, procedures and other relevant information for staff about their employment. Specific identified sections form part of the terms and conditions of employment of non-academic employees.

Section C: Conduct, Discipline and Procedures

Regulation 21: Appropriate Relationships between Staff and Students (including Prospective Students)

21.1 Academic Staff

- 21.1.1 Professional relationships between academic staff (i.e. Fellows, By-Fellows, mentors for postgraduate students and supervisors) and students are critical to the College's mission, and academic staff have an ethical as well as professional responsibility towards students.
- 21.1.2 Professional relationships normally involve teaching, learning, research, assessment, selection, academic guidance, and mentoring, writing references, administrative oversight and pastoral, welfare, and financial support.
- 21.1.3 Academic staff should be aware that maintaining appropriate boundaries between professional and personal (i.e., intimate friendship, romantic, sexual, or family) relationships is difficult.
- 21.1.4 To this end, the College prohibits academic staff from embarking upon romantic or sexual relationships with students.
- 21.1.5 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.
- 21.1.6 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.

21.2 Non-Academic Staff

- 21.2.1 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.
- 21.2.2 Professional relationships normally involve practical support, administrative oversight and teamwork with students. They can also involve welfare support.
- 21.2.3 Staff should be aware that maintaining appropriate boundaries between professional and personal (i.e., intimate friendship, romantic, sexual or family) relationships is difficult.
- 21.2.4 To this end, the College prohibits staff from embarking upon romantic or sexual relationships with students.

- 21.2.5 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.
- 21.2.6 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 22: College Exclusion Policy

- 22.1 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.
- 22.2 Such exclusion may be time-delimited or permanent.
- 22.3 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.
- 22.4 Any excluded person may appeal to the Council to repeal the exclusion, by writing to the Bursar as Secretary to the Council.

Regulation 23: Promotion Procedure

- 23.1 Progression for College Lecturers to Senior College Lecturers follows the University's Teaching and Scholarship promotion pathway, with criteria as set out in the University's Assessment Criteria Scheme A (service, teaching and scholarship).
- 23.2 College Lecturers shall put forward a three-year history of their service, teaching and scholarship to the College (via the Senior Tutor or in their absence the Vice-Master). Submissions are formally evaluated by a panel of four College fellows and one external member appointed by College Council. Candidates should indicate they wish to put themselves forward to the Senior Tutor by the division of Lent term, with applications due by the end of the Lent Term.
- 23.3 The Senior Tutor shall assemble a list of potential panel members for Council to consider and with Council's approval a promotion application should be assessed by the end of Easter Term. Candidates are expected to start on their new grade from 1 October of the next academic year. The Senior Tutor will not normally form a part of the panel and will act, instead, to assemble information required to make an informed decision and aid in any queries that might arise. The panel shall decide on each case by a simple majority vote.
- 23.4 With regards to the promotion criteria specified by the University, these are amended for the College context:
- (i) Service, within the College, includes committee work and other involvement in College life except work linked to a post for which a candidate receives a stipend or honorarium (for example, the post of President of the SCR). Service might encompass committee attendance, aiding in recruitment to Collegiate posts, taking on extra responsibility such as chairing College committees, engaging in Admissions, mentoring of colleagues/staff.

- (ii) Teaching shall be primarily assessed from detailed records of the candidate's supervision hours in the three previous years as well as informal feedback gathered from students on supervision and teaching engagement. Candidates shall be asked to put forward information on their contributions to teaching and learning in the College and to demonstrate effectiveness of their teaching practice.
- (iii) To assess research, candidates shall be asked to supply information on their research contributions over the preceding five-year period, indicating 3-5 pieces of work that demonstrate their commitment to research and the names of two referees capable of evaluating both their teaching and research records.

Regulation 24: Equality, Diversity and Inclusion

- 24.1 The College aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is opportunity for all. The College values the diversity of its community and recognises that people have complex identities made up of many strands.
- 24.2 The College's Equal Opportunities Policy is appended to these Regulations, outlining both the College's commitment to creating an inclusive community and its adherence to the Equality Act (2010).
- 24.3 The equality, diversity, and inclusion (EDI) work within the College is overseen by the College's EDI Committee, which reports to the College Council. Terms of reference for the EDI Committee can be found within the compendium of terms of reference which is appended to these Regulations.

Regulation 25: Bullying and Harassment

- 25.1 The College is committed to creating and maintaining a safe, welcoming and inclusive community. There is no place for any form of bullying, harassment, discrimination, or sexual misconduct or victimisation in the College community and each member is responsible for the way we interact with and treat others. The College expects all members of the College community to treat each other with courtesy and consideration at all times.
- 25.2 The College's full Bullying and Harassment Policy, covering all staff and Fellows is appended to these Regulations, as well as its counterpart policy for students.

Regulation 26: Election of the Master

- 26.1 The College shall utilise the Tristram-Dixon Method for the final stage of the election of its Master. The Tristram-Dixon Method is appended to these Regulations.

Section D: Financial Regulations

Regulation 27: Scholarships, Prizes, Sizarships, Studentships and Bursaries

27.1 General Regulations concerning Awards

- 27.1.1 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.

- 27.1.2 The holder of an emolument, unless given leave under the clause below, is required to keep each University term (by residing for three-quarters of it) in order to qualify for continuing payment of the emolument.
- 27.1.3 The holder of an emolument who is engaged in research may apply to the Council through the Senior Postgraduate Tutor for permission to reside elsewhere than at Cambridge if it is in the interests of their research that they should do so.
- 27.1.4 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.
- 27.1.5 Tenure of a College emolument is subject to the Council being satisfied with the holder's diligence, course of study and conduct.

27.2 Scholarships

- 27.2.1 The value of Scholarships shall be determined by the Council and shall be recorded in the appendices to these Regulations and updated annually.
- 27.2.2 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.
- 27.2.3 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.
- 27.2.4 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.
- 27.2.5 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.

27.3 Entitlement to Rooms

- 27.3.1 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.
- 27.3.2 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.
- 27.3.3 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.

27.4 College Prizes

- 27.4.1 The value of a College Prize shall be determined by the Council, shall be recorded the appendices

to these Regulations and updated annually. The value 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.

27.4.2 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 the appendices these Regulations. The Senior Tutor shall report to the Council each year on the awards made.

27.4.3 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.

27.4.4 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.

27.5 Endowed Prizes

27.5.1 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.

27.5.2 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.

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

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

27.6 Sizarships and Instrumental Bursaries

27.6.1 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.

27.7 Music Sizarships

27.7.1 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.

27.7.2 The Music Sizar shall be appointed in November by the Music Sizarship Standing Committee.

27.7.3 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.

27.7.4 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 the appendices to these Regulations).

- 27.7.5 No person shall be admitted to a Music Sizarship who would not otherwise have been admitted to the College.
- 27.7.6 A Music Sizarship is tenable from 1 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.
- 27.7.7 After two terms of office (by 1 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.

27.8 Theatre Sizarships

- 27.8.1 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.
- 27.8.2 The Theatre Sizar shall be appointed in November by the Theatre Sizarship Standing Committee.
- 27.8.3 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.
- 27.8.4 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 the appendices to these Regulations).
- 27.8.5 No person shall be admitted to a Theatre Sizarship who would not otherwise have been admitted to the College.
- 27.8.6 A Theatre Sizarship is tenable from 1 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.
- 27.8.7 After two terms of office (by 1 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.

27.9 Visual Arts Sizarships

- 27.9.1 The Visual Arts Sizar will liaise with the Chair of the Hanging Committee to encourage the Visual Arts in the College.
- 27.9.2 The Visual Arts Sizar shall be appointed in November by the Visual Arts Sizarship Standing Committee.
- 27.9.3 The Visual Arts Sizarship Standing Committee shall consist of the Senior Tutor (Convenor) and the Chair of the Hanging Committee; they may co-opt up to two additional persons to assist them in

their work.

- 27.9.4 The Visual Arts Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of Visual Arts Sizars (which will be specified in the appendices to these Regulations).
- 27.9.5 No person shall be admitted to a Visual Arts Sizarship who would not otherwise have been admitted to the College.
- 27.9.6 A Visual Arts Sizarship is tenable from 1 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.
- 27.9.7 After two terms of office (by 1 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.

27.10 The Bill Brown Sizarship

- 27.10.1 There shall be one Bill Brown Creative Workshops Sizar, who will liaise with the Director of the Workshops to encourage the use of the workshop space by students and the development of projects using the Workshops' facilities. The Sizar shall also sit on the Bill Brown Creative Workshops Steering Committee.
- 27.10.2 The Bill Brown Creative Workshops Sizar shall be appointed in November, and may be an Undergraduate or Postgraduate. Students will be invited to apply and the appointment made by a committee consisting of the Senior Tutor, Postgraduate Senior Tutor and the Director of the Bill Brown Creative Workshops.
- 27.10.3 No person shall be admitted to the Bill Brown Creative Workshops Sizarship who would not otherwise have been admitted to the College.
- 27.10.4 The Bill Brown Creative Workshops Sizarship is tenable from 1 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 Bill Brown Creative Workshops Sizarship may be re-elected to a second or third year of tenure.
- 27.10.5 After two terms of office (by 1 September), a Bill Brown Creative Workshops Sizar shall submit to the College Council (via the Senior Tutor) and to the Director of the Bill Brown Creative Workshops a brief report of what has been achieved during those two terms and details of plans for the final term of office.

27.11 Instrumental/Choral Bursaries

- 27.11.1 Instrumental/Choral Bursaries shall be awarded to students of the College who are expected to foster the musical life of the College.
- 27.11.2 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.

- 27.11.3 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 the appendices to these Regulations.
- 27.11.4 The Music Sizarship Standing Committee shall lay down, with the approval of the Council, the duties, responsibilities and privileges of Instrumental/Choral Bursars (which will be specified in the appendices to these Regulations).
- 27.11.5 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.

27.12 Studentships

- 27.12.1 Elections to Studentships shall be made by a committee, composed of the Senior Tutor, Senior Postgraduate 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.
- 27.12.2 Proposals and offers to support and/or initiate Studentships shall be considered by the Senior Postgraduate Tutor and the Postgraduate Tutors who shall report and make recommendations to the Council.
- 27.12.3 The Council shall approve administrative arrangements for Studentships and will record those arrangements in appendices to these Regulations.
- 27.12.4 The Council shall maintain in appendices to these Regulations a list giving details of all Studentships.
- 27.12.5 The Council shall decide each year which Studentships shall be offered for election and shall require the Senior Postgraduate Tutor to advertise the Studentships and to invite applications by 1 April following.
- 27.12.6 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 28: Fees, Dues, Charges, and the College Accounts of Student Members

28.1 Student Fees

- 28.1.1 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.
- 28.1.2 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.
- 28.1.3 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.

- 28.1.4 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. Finance Director has responsibility to ensure that the correct fees are paid over to the University and no further authorisation is required.
- 28.1.5 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.
- 28.1.6 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).
- 28.1.7 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 student's Tutor/Senior Tutor where appropriate, agrees that payment may be postponed.
- 28.1.8 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 Senior Postgraduate Tutor (after consultation with the Bursar) and the Student Registry as to why late payment should be permitted.
- 28.1.9 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.

28.2 Student Charges

Room Rents

- 28.2.2 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.
- 28.2.3 The Bursar, Senior Tutor and Senior Postgraduate Tutor 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.
- 28.2.4 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

(FASC) for assistance.

Catering and Accommodation Charges

- 28.2.5 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.
- 28.2.6 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 licence 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.
- 28.2.7 Student catering and accommodation charges are approved annually by College Council, on the recommendation of the Finance Committee.
- 28.2.8 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.
- 28.2.9 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 Director, subject to the student accepting all bank charges and exchange rate differences. No refund greater than £200 will be paid to any third party (i.e. not the student or the funding body) except with the written agreement of the Bursar.

Membership Bond

- 28.2.10 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 this is received.
- 28.2.11 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.

28.3 College Accounts

- 28.3.2 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.
- 28.3.3 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.

- 28.3.4 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.
- 28.3.5 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.
- 28.3.6 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.
- 28.3.7 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.
- 28.3.8 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.
- 28.3.9 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 16.
- 28.3.10 In every case, where action is taken, the Bursar shall inform and consult the appropriate Tutor and the Senior Tutor or Senior Postgraduate Tutor of the decisions taken and the reasons for so doing. The Bursar shall inform the Senior Tutor and Senior Postgraduate Tutor 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.
- 28.3.11 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 29: Financial Regulations

29.1 General Provisions

- 29.1.1 The purpose of the financial regulations contained within Regulation 28 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.
- 29.1.2 These regulations should be read in conjunction with the College's Financial Policies and Procedures. This Regulation sets down the principles that must be followed and the Financial Procedures detail the way in which the principles must be applied.
- 29.1.3 This Regulation applies to all transactions of the College and of its subsidiary companies except for the Møller Institute Ltd .

29.2 Corporate Governance

Responsibility for Financial Matters

- 29.2.1 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.

Audit and Risk Management

- 29.2.2 The College's oversight for audit and risk management is provided by the Audit and Risk Committee.
- 29.2.3 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.
- 29.2.4 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.

Appointment of Auditors and Investment Advisers

- 29.2.5 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.
- 29.2.6 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.
- 29.2.7 The Investment Committee has delegated authority from College Council to appoint and manage external investment managers and advisers.

Banking and Cash Arrangements

- 29.2.8 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.
- 29.2.9 College Council will approve the opening or closing of any bank accounts held by the College or its subsidiary companies. Finance Director shall maintain a list of approved signatories for all bank accounts.
- 29.2.10 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 Director. 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.

29.2.11 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 and Business Process Director. 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.

Fraud and Bribery

29.2.12 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.

29.2.13 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.

29.2.14 There are four offences under the Bribery Act:

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

29.2.15 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.

29.2.16 If in doubt as to whether to accept a gift or reward, as it may cause offence to refuse, the HR and Governance Director should be consulted for advice. All gifts, rewards or hospitality offered should be recorded in the Gift Register maintained by the HR and Governance Director. 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.

29.2.17 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.

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

College Companies

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

29.2.20 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.

29.3 Financial Management and Control

Ethical Policy and Conduct

- 29.3.1 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.
- 29.3.2 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.

Accounting Arrangements

- 29.3.3 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.
- 29.3.4 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.
- 29.3.5 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.
- 29.3.6 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.

Financial Planning

- 29.3.7 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.
- 29.3.8 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 Finance Director in accordance with the timetable set.
- 29.3.9 Finance Director and Bursar, using information provided by Heads of Department, are responsible for preparing draft budgets and forecasts for consideration by the Finance Committee.
- 29.3.10 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.
- 29.3.11 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 Director of Estates and Operations. Both 10-year plans will be considered by College Council at least annually.
- 29.3.12 A 10-year income and expenditure forecast will be prepared by Finance Director and Bursar and

will be considered at least every 5 years by College Council.

- 29.3.13 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.

Financial Monitoring

- 29.3.14 Finance Director 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.
- 29.3.15 Finance Director 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.

29.4 Income, Commercial Activity and Debtors

Invoicing and Collection of Non-Student Income

- 29.4.1 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 Director. 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.
- 29.4.2 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).
- 29.4.3 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 Director.
- 29.4.4 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.
- 29.4.5 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.
- 29.4.6 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.
- 29.4.7 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.

Debtors

- 29.4.8 The Bursar is responsible for ensuring that the level of debt owed to the College is minimised and that debts are recovered where possible.
- 29.4.9 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.
- 29.4.10 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.

Fundraising and Gifts Received

- 29.4.11 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.
- 29.4.12 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.
- 29.4.13 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**.
- 29.4.14 The Development Office shall maintain a record of all donations to the College, including non-monetary gifts.
- 29.4.15 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.
- 29.4.16 The Development Director shall report at least annually to College Council on the fundraising activity undertaken for the College.

Project Grants

- 29.4.17 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.
- 29.4.18 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.

New Business Ventures or Initiatives

29.4.19 Any new sources of income or a new income generating activity should be discussed with the Bursar and Finance and Business Process Director 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 Finance Director or Bursar may direct that the income be channelled through a subsidiary company.

29.5 Expenditure and Creditors

Authorisation of Expenditure

- 29.5.1 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 the appendices the appendices to these Regulations.
- 29.5.2 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 the appendices to these Regulations.
- 29.5.3 Limited out of budget expenditure limits as specified in the appendices may be approved by the Bursar, if there is sufficient contingency remaining in the Budget.
- 29.5.4 Out of budget expenditure above approval limits may be approved by the College Council on the recommendation of the appropriate committee of the College.
- 29.5.5 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.
- 29.5.6 Expenditure from restricted funds (see appendices for the list of College restricted funds) and the approval process to be followed is set out in the regulation for each individual fund. It is the Finance Director's responsibility to ensure that the correct authorisation process has been followed, prior to making the requested payments.
- 29.5.7 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. Finance Director will ensure that the loan agreements prepared by the Finance Tutor are correct before issuing them to students. Finance Director will ensure that the loans are repaid and report any concerns to the Bursar.
- 29.5.8 Finance Director 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 the appendices.

Utilities

- 29.5.9 The College is part of a consortium with other Cambridge Colleges for the purchase of gas and electricity. Finance Director will authorise all gas and electricity invoices which are purchased as part of the consortium agreement.
- 29.5.10 Water contracts are reviewed at least every 3 years.

Computer Software/Maintenance Contracts

29.5.11 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.

29.5.12 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.

Purchasing of Goods and Services

29.5.13 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.

29.5.14 Heads of Department are responsible for purchases within their department and are authorised to incur expenditure as set out in the appendices for the purposes laid out in their approved budget.

29.5.15 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.

29.5.16 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.

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

Entertaining

29.5.18 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 post holder booking the entertainment is responsible for approving the budget and ensuring that adequate funds exist to cover the internal charge.

29.5.19 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.

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

29.5.21 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.

29.5.22 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 Director.

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

29.5.23 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 Director. 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.

Authority to Enter into Contracts

29.5.24 Subjects to limits of authority set out in The appendices, 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.

29.5.25 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 and Business Process Director.

29.5.26 The Bursar is authorised to enter into property related contracts on behalf of the College.

29.5.27 No contracts for extended warranties or other insurance cover may be entered into in respect of purchased goods without the authority of the Bursar.

Obtaining Competitive Bids

29.5.28 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.

29.5.29 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.

29.5.30 All other purchases are subject to the Procurement Procedures in the appendices to these Regulations 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

Ordering Procedures

29.5.31 The approval of Finance Director 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.

29.5.32 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.

29.5.33 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. Finance Director will assist in the identification of off-payroll workers if required.

29.5.34 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 Bursar's 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.

Receipt of Goods

29.5.35 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.

29.5.36 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.

Invoice Processing

29.5.37 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 the appendices.

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

Creditors

29.5.39 Finance Director 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.

29.6 Taxations and Document Retention

Administration of all Taxes

29.6.1 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.

- 29.6.2 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.
- 29.6.3 Finance Director is authorised to make all payments of income tax, national insurance VAT and corporation tax without further approval.

Retention of Financial and Associated Legal Documents

- 29.6.4 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.

29.7 Employment and Remuneration

General

- 29.7.1 The HR and Governance Director 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.
- 29.7.2 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 Finance Director and will be reviewed periodically, having regard to the circumstances of the situation.
- 29.7.3 The HR and Governance Director will be responsible for the advertising of all permanent and temporary posts.
- 29.7.4 The HR and Governance Director will follow up references for all permanent and temporary posts. The HR and Governance Director 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.
- 29.7.5 The HR and Governance Director 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.
- 29.7.6 The Payroll Manager is responsible for processing the monthly payroll in accordance with the information provided by the HR and Governance Director, Bursar and Fellows Secretary. Finance Director will review the monthly payroll and quarterly supervision payments, prepared by the payroll manager, before processing the BACS payments.
- 29.7.7 Any requests by Finance Director 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.

Employment of Permanent Staff

- 29.7.8 All new posts must be graded by the HR and Governance Director and the need for the post must be approved by the Management Advisory Committee or Remuneration Committee and College Council.
- 29.7.9 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 and Governance Director.

29.7.10 The training budget is managed by the HR and Governance Director. All mandatory training must be carried out at the appropriate time and is to be organized by the HR and Governance Director in conjunction with the relevant Head(s) of Department.

29.7.11 Other training is subject to approval by the HR and Governance Director 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 and Governance Director or, if appropriate, the Bursar.

Employment of Temporary Staff

29.7.12 Temporary staff should only be employed for temporary purposes and should not be used to cover tasks of permanent duration.

29.7.13 Where the need to appoint a temporary member of staff has been included in the budget, the appointment can proceed when required.

29.7.14 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.

Employment of Casual Staff

29.7.15 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.

29.7.16 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.

29.7.17 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.

Employment of Fellows: Fellows whose Main Employment is with the College

29.7.18 The Fellowship Administrator will prepare standard contracts for roles such as Early Career 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 and Governance Director will review all contracts before they are issued.

Employment of Supervisors

29.7.20 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.

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

29.7.22 The Senior Tutor is required to authorise payment for supervisions, via the CamCORS system,

given by Directors of Study.

29.7.23 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.

29.7.24 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.

29.7.25 The HR and Governance Director 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

29.7.26 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.

29.7.27 The level of remuneration will be approved by Council and is set out in the appendices to the College Regulations (see Section B). Council must approve any new role and the job description.

29.7.28 The Fellowship Administrator will issue contracts or letters of appointment as relevant. The HR and Governance Director 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.

Reimbursement of Expenses and Subsistence

29.7.29 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.

29.7.30 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.

29.8 Banking and Treasury Management

Investment Portfolio

29.8.1 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.

29.8.2 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.

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

29.8.4 The Investment Committee recommends a Responsible Investment Policy for approval by College Council. This is available on the College's website and in the appendices to these Regulations.

- 29.8.5 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.

Treasury Management and Reserve Funds

- 29.8.6 Finance Director is responsible for managing the working capital of the College in accordance with the approved Treasury Management and Reserves Policies. Finance Director and employees in the finance department may transfer money between College bank accounts without additional authorization.
- 29.8.7 Finance Director or Bursar will inform the Investment Committee if sales or purchases of general fund investments held in the Amalgamated Investment Fund are required.

Borrowing

- 29.8.8 The College does not have an overdraft facility.
- 29.8.9 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.
- 29.8.10 The payment of interest due on the bonds issued by College is the responsibility of the Finance Director.

Banking Arrangements

- 29.8.11 Finance Director is responsible for all of the College's banking arrangements.
- 29.8.12 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).
- 29.8.13 Cheques cannot be issued by the College or its subsidiary companies.
- 29.8.14 Approval levels for bank payments shall be set out in appendices.

29.9 Fixed Assets and Stocks

Fixed Assets – Lands and Buildings and Equipment

- 29.9.1 The Bursar and Director of Estates and Operations 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.
- 29.9.2 College Council must approve the plans, maintenance and construction programmes, taking into account the recommendations of the Estates Committee.
- 29.9.3 The Bursar and Director of Estates and Operations 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.

Recording and Disposal of Fixed Assets

- 29.9.4 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.

- 29.9.5 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 Finance Director 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 Director.

The Use and Control of College Vehicles

- 29.9.6 The Director of Estates and Operations is responsible for the security of the College vehicles and will ensure that they are appropriately stored, maintained, insured, and taxed.

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

Stocks and Stores

- 29.9.8 Heads of Department are required to establish and maintain adequate arrangements for the safe custody of stocks and stores within their department.
- 29.9.9 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.
- 29.9.10 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. Finance Director 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.

29.10 Investment and Application of Assets

Amalgamated funds

- 29.10.1 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.
- 29.10.2 The Council may at any time increase or decrease the size of an amalgamated fund:
- by adding or withdrawing a constituent fund; or
 - by increasing or decreasing the investment made in it by a constituent fund.
- 28.10.3 Where a new constituent fund is added to an amalgamated fund or the investment made by a constituent fund is increased:
- 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
 - 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.

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

- 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
- 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.

28.10.4 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.

Annual Dividends

28.10.5 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.

28.10.6 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.

28.10.7 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.

29.11 College Funds

General

29.11. The College's funds are managed by the Finance Director, 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 the appendices to these Regulations.

29.11.2 Funds must be categorised in accordance with accounting standards and Charity Commission requirements and must specify:

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

- 29.11.3 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.
- 29.11.4 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.
- 29.11.5 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.
- 29.11.6 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.
- 29.11.7 A statement of account for each Restricted Fund shall be presented to the Trustees and to the audit meeting of the Council annually.

Trust Funds

- 29.11.8 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. There shall be at least one Fellow of the College serving as a Trustee of such Trusts.
- 29.11.9 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.

29.12 Clubs and Societies

- 29.12.1 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 Finance Director 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.
- 29.12.2 Each student club or society must have a Fellow of the College as its Senior Treasurer.
- 29.12.3 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.

29.13 Miscellaneous

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

Regulation 30: Scheme of Delegation

- 30.1 To record where authority rests within the College for types of decision made in the name of or on behalf of Churchill College, as well as where this authority can and has been delegated, the College has a Scheme of Delegation.
- 30.2 The Scheme of Delegation is appended to these Regulations.