

# WOLFSON COLLEGE

## REGULATIONS

### REGULATION I: Election of the six elected members of the Governing Body

[Statute I, Section 4]

1. An election shall take place annually during the Hilary Term to elect six members to hold office for twelve months from the first of April next following. If at any time a vacancy shall occur, a by-election shall be held as soon as practicable, and in any event within two months, of a person to serve for the remainder of the period of office of the person creating the vacancy. In the event that any of the elected members fails to attend two Governing Body meetings in succession, or is known to be unable to attend Governing Body Meetings, or fails to answer letters, it shall be open to the Governing Body (or the General Purposes Committee during vacations) to declare a vacancy.
2. Whenever there is to be an election, the Secretary to the Governing Body shall fix a date for the election, and not less than three weeks before the date so fixed shall circulate a notice to all members of the College informing them of the date of the election, the number of persons to be elected and the categories of persons who are eligible and inviting nominations. Any member of the College may nominate himself or herself (if eligible) or any other eligible member of the College; nominations must be in writing and must contain a statement in writing that the person nominated is willing to serve. The closing date for nominations shall be not less than two weeks from the date of the notice, and not less than one week before the date of the election. In the event that not more than six eligible persons (including at least one Supernumerary Fellow or Research Fellow or Junior Research Fellow and at least four Students) are nominated, they shall be declared elected and shall serve as members of the Governing Body. If more than six persons are nominated, or if (though not more than six persons in all are nominated) more than two Supernumerary, Research or Junior Research Fellows or more than five Students are nominated, a ballot shall be held. Ballot papers and optionally an electronic voting option shall be made available to all those entitled to vote. The Secretary to the Governing Body (or in his or her absence some other Governing Body Fellow appointed for this purpose by the President) shall act as scrutineer and those persons declared by him or her to have been elected shall serve as members of the Governing Body. In the event of a tie the election shall be decided by lot. In the event that fewer than six persons in all are nominated, or less than one Supernumerary, Research or Junior Research Fellow or fewer than four Students are nominated, a further election shall be held as soon as practicable and in any event within two months.

3. Any eligible person may be nominated notwithstanding that he or she is or has been an elected member of the Governing Body, but no person shall serve for more than three consecutive years.
4. The provisions of Statute I, Section 4 and of this Regulation shall be explained to the first General Meeting in every academic year.

### **REGULATION II: Dates of Governing Body Meetings**

[Statute I, Section 7]

1. Statutory Governing Body Meetings shall be on Wednesday in the second or third week of each full Term.
2. Ordinary Governing Body Meetings shall normally be held on Wednesday in the seventh or eighth week of each full Term.
3. The Statutory and Ordinary Meetings so held are hereinafter referred to as Regular Governing Body Meetings.

### **REGULATION III: Proceedings of the Governing Body**

[Statutes I and II]

1. By virtue of Statute I, Sections 7 and 9, only such business shall be transacted at Governing Body Meetings as shall have been specified in the notice summoning the Meeting.
2. By virtue of Statute I, Section 14, except where otherwise provided by the Charter or Statutes, decisions of the Governing Body shall be made in accordance with the votes of the majority of those Trustees present and voting. When the votes cast for and against a motion are equal in number, the person presiding at the meeting shall have a casting vote save at a Special Governing Body Meeting held in accordance with the provisions of Statute II.
3. Only the Qualified Members of Governing Body may become Trustees. The Elected Members shall have a vote, subject to the limitations outlined in Statute 1, Sections 5 and 8, but such votes shall be for the purpose of informing debate and shall not be binding upon the decisions of Governing Body.
4. Subject to the provisions of Statutes I and II and of this Regulation, the procedure to be followed at Governing Body Meetings shall be determined by the Governing Body from time to time, provided that (subject to the provisions of Statutes I and II) the person presiding at the meeting may in his

or her absolute discretion allow departures from the provisions of any rules of procedure contained in these Regulations (other than the rules contained in Section 2 of this Regulation) or determined by the Governing Body. Subject to the above proviso, any rule of procedure determined by the Governing Body shall remain in force unless and until altered or revoked at a subsequent Governing Body Meeting.

5. No discussion shall be permitted unless a definite motion, duly proposed and seconded, is before the meeting. But recommendations of Committees and resolutions of the General Meeting as recorded in the minutes shall be treated for this purpose as motions duly proposed and seconded, and statements by Committee Chairmen shall not be required unless new considerations have come to light since the Committee met.
6. No one shall speak more than twice on the same motion except for the purpose of explanation, and excepting also that the mover shall have the right of reply.
7. No controversial or important business shall be taken after two hours from the beginning of the meeting.
8. Whenever possible information should be sought from Committee Chairmen before a Governing Body Meeting, rather than during it.
9. When any motion has been brought forward and rejected or withdrawn (other than a motion permitted by the Governing Body to be withdrawn for resubmission to the next Governing Body Meeting), it shall not in word or substance be brought forward again until the second Governing Body Meeting next following. Nothing in this Section shall apply to resolutions of the General Meeting.
10. Minutes of every Governing Body Meeting shall be taken by the Secretary to the Governing Body (or in his or her absence some other Fellow selected by the President), and with the exception of items relating to reserved business shall be available to all members of the College.
11. A report shall be made at the next ensuing Governing Body meeting of any motion passed at a General Meeting.
12. Subject to Section 13 below, the Governing Body shall observe the following rules of procedure:
  - (a) the Governing Body shall not discuss or decide a matter of importance which has not been the subject of a recommendation or report from a Committee or from the General Meeting;

- (b) the Governing Body shall not consider any important non-reserved business unless proper notice of such business shall have been given to the General Meeting, proper notice being understood to mean that the matter appears in the minutes of the appropriate Committee and that such minutes are placed in the Upper Common Room not later than noon on the day of the General Meeting.
- 13. The Governing Body may depart from the rules set out in Section 12 above if the Governing Body resolves that it is necessary in the interests of the College that the matter should be discussed or that a decision should be taken at the meeting. In the event that the rules are departed from, a special report shall be made at the next General Meeting, and whenever possible the matter shall again be discussed or the decision reconsidered in the light of any views expressed by the General Meeting.
- 14. Persons not members of the Governing Body shall not have the right to attend meetings of the Governing Body, but the person presiding may invite proposers and seconders of motions to the Governing Body. If proposers and seconders are invited to attend, they will not necessarily be allowed to remain for the whole of the discussion of their proposal.
- 15. All votes on proposals for elections to Honorary Fellowships shall be by secret ballot.

**REGULATION IV: General Meetings of the College; the Common Room**

[Statute I, Sections 17 and 18, Statute VIII]

- 1. Unless the Governing Body shall by Regulation otherwise determine, a General Meeting shall be held twice in each term, of which the first shall be held not later than the second week of full Term. In addition the President shall summon a special General Meeting if he or she receives a request in writing from the Chairman of the Social and Cultural Committee made pursuant to a resolution of that committee, or a request in writing from not less than forty members of the College or Common Room. Notice of all General Meetings (including special meetings) shall be given to all members of Common Room as well as to members of the College.
- 2. Subject to any Regulations made by the Governing Body pursuant to Statute I, Section 18 specifying procedures to be followed by the General Meeting in determining matters delegated to it, the General Meeting may determine its own procedure. Any rules of procedure made by a General Meeting shall remain in force unless and until altered or revoked by a subsequent General Meeting.

3. The General Meeting shall transact the business of the Common Room in accordance with Statute VIII, Section 3, and in particular shall from time to time make recommendations to the Governing Body as to the Common Room subscription. The General Meeting may delegate to the Social and Cultural Committee such of its powers and duties in relation to Common Room business as it thinks fit, and any such delegation shall be subject, with any necessary modifications, to the provisions of Statute I, Section 18.
4. As provided by Statute VIII, Section 4, the General Meeting may elect such Common Room officers as it shall determine.
5. Members of Common Room shall be entitled to vote on all matters falling within the two foregoing Sections, but not otherwise. It shall be the responsibility of the person acting as Chairman of the General Meeting to ensure that persons not members of the College shall not take part in the determination of matters delegated to the General Meeting pursuant to Statute I, Section 18.
6. At every General Meeting the Social and Cultural Committee shall present a report, and shall submit to the General Meeting resolutions relating to any Common Room matters on which a decision of the General Meeting is required.
7. The General Meeting may exercise such powers, and shall perform such duties, as the Governing Body shall delegate to it by Regulation.
8. The General Meeting may discuss and declare its views concerning any College business which is to be discussed or has been discussed by the Governing Body or by any Council, Committee or other body established pursuant to Statute I, Section 18, except for reserved business as defined by Statute I, Section 5, or concerning any matter which is referred to the General Meeting by the Governing Body. The agenda for meetings of the Governing Body and the minutes of meetings of the Governing Body and of any such Council, Committee or other Body, except those minutes and agenda which deal with reserved business, shall be available to all members of the College and Common Room. A report on any Governing Body Meeting held since the last General Meeting shall be made at every General Meeting by one of the elected members of the Governing Body.
9. The accounts of the funds of the Common Room, duly audited in accordance with Statute VIII, Section 6, shall be submitted to the Governing Body for approval at the second Regular Governing Body Meeting in Michaelmas Term.

10. Estimates of Common Room revenue and expenditure for the ensuing academic year will be submitted to the Governing Body for approval in Trinity Term. The General Meeting may incur expenditure within the estimates without reference to the Governing Body, but may not incur expenditure falling outside or exceeding the estimates without Governing Body approval. Subject to the foregoing, the General Meeting may by resolution delegate to the Social and Cultural Committee or to the Chairman or Vice-Chairman of that Committee or to any Common Room officer power to incur expenditure up to monetary limits stated in the resolution.
11. A Chairman of the General Meeting shall be elected annually by secret ballot and by single transferable vote at the second General Meeting each Hilary Term to serve for one year from 1 April following. Only members of the Governing Body shall be eligible. Nominations, in writing, containing a statement in writing that the person nominated is willing to serve, shall be sent to the Chairman of the General Meeting by 12 noon on the day of the meeting.

#### **REGULATION V: Committees**

[Statute I, Section 18]

##### **The Nominating Committee**

1. There shall be a Nominating Committee composed as follows: the President (or in his or her absence the Vicegerent) *ex officio*, Chairman; and six elected members, of whom three shall be Ordinary, Professorial, Senior Research or Extraordinary Fellows, and three shall be members of the College not falling within the above categories. An election shall take place annually in Hilary Term at which the members of the College acting as a single constituency shall elect three from among the Ordinary, Professorial, Senior Research and Extraordinary Fellows and three members of the College not falling within the above categories, to serve on the Nominating Committee. The President shall chair the Committee. The President's role during the discussions of the NC should be non-voting except for when a casting vote is required. The procedure for the election shall, with any necessary modifications, be the same as that laid down in Regulation I, Section 2.
2. The duty of the Nominating Committee shall be to make recommendations to the Governing Body on the membership of all other Committees (except the Audit Committee, the Conflict of Interest Committee, the General Purposes Committee, the Investment Committee, the Remuneration and Personnel Committee) for twelve months from the first of April following. Nominations shall be invited from members of the College and Common Room for all Committees (except the Audit Committee, the Conflict of Interest Committee, the Disciplinary Committee, the Fellowships and Membership Committee,

the General Purposes Committee, the Investment Committee, the Nominating Committee and the Remuneration and Personnel Committee). Nominations for the Fellowships and Membership Committee shall be invited only from Ordinary, Professorial, Senior Research and Extraordinary Fellows. Members of the Audit Committee, the Conflict of Interest Committee, the Investment Committee and the Remuneration and Personnel Committee shall be appointed by the Governing Body.

3. The Nominating Committee shall meet to prepare its recommendations as to membership of Committees during February in each year. The Vicegerent and College Officers may attend the meeting and speak, but may not vote (save in the case of the Vicegerent when deputising for the President or when the President is called upon to provide a casting vote).
4. The recommendation of the Nominating Committee shall be regarded as a single recommendation which may be accepted or rejected *en bloc* by the Governing Body, but may not be amended or accepted in part only. If the Governing Body rejects the recommendation the Nominating Committee shall without delay reconvene and submit a new recommendation.
5. If the Governing Body accepts the recommendation or a new recommendation of the Nominating Committee, then subject to Section 39 below, the persons recommended shall (together with the *ex officio* members) constitute Committees for twelve months from the first of April next following for the purpose of Statute I, Section 18.
6. In all cases where the President attends or takes the Chair, his or her position in the Committee may be assumed in his or her absence by the Vicegerent. The word 'supernumerary' after the Vicegerent means that he or she is not a full member of the Committee concerned, i.e. that he or she may vote only in the absence of the President and on the President's behalf.

### **The General Purposes Committee**

7. There shall be a General Purposes Committee composed as follows: the President, the Vicegerent, the Bursar, the Senior Tutor, the Secretary to the Governing Body, the Development Director, the Chairman of the General Meeting, the Chairman of the Social and Cultural Committee (all *ex officio*) and ten elected members, of whom six shall be Ordinary, Professorial, Senior Research or Extraordinary Fellows, and four shall be members from among the Supernumerary Fellows, Research Fellows, Junior Research Fellows and Graduate Students. An election shall take place annually in Hilary Term at which the members of the College acting as a single constituency shall elect two from among the Ordinary, Professorial, Senior Research and Extraordinary Fellows to serve on the General Purposes Committee for three years from the first of April next following, and four from among the

Supernumerary Fellows, Research Fellows, Junior Research Fellows and Graduate Students, so that such four persons shall always include at least one Supernumerary, Research Fellow or Junior Research Fellow and at least two Graduate Students, to serve for one year from the first of April next following. The procedure for the election shall, with any necessary modifications, be the same as that laid down in Regulation I, Section 2.

8. In the event that fewer than the requisite number of persons of the appropriate categories are nominated, a further election shall be held as soon as practicable, and in any event within two months. If a vacancy occurs during the period of office, an election shall be held to fill the vacancy. In the event that any of the elected members fails to attend two meetings in succession, or is known to be unable to attend meetings, or fails to answer letters, it shall be open to the Committee to declare a vacancy.
9. Any eligible person may be nominated, notwithstanding that he or she is or has been a member of the General Purposes Committee, but no person shall serve as an elected member for more than three consecutive twelve month periods.
10. The functions of the General Purposes Committee are generally to promote and co-ordinate the affairs of the College and in particular to prepare the agenda for meetings of the Governing Body, and in this connection:
  - (a) to obtain and bring before the Governing Body information likely to be of concern to the College;
  - (b) to bring forward suggestions and recommendations for the consideration of the Governing Body, either on reference from the Governing Body or on its own initiative;
  - (c) to receive reports of other Committees for submission to the Governing Body, and, if it thinks desirable, to comment on them or to refer them back to the Committee in question for further consideration;
  - (d) to consider the annual estimates prepared by the Finance Committee, and to submit them with their comments (if any) to the Governing Body;
  - (e) to deal with any business which is not the concern of another Committee, and to co-ordinate business which concerns more than one Committee.



11. The Governing Body delegates to the General Purposes Committee the power to act on behalf of the College, either in Term or vacation:
  - (a) when specifically empowered to do so by the Governing Body;
  - (b) in matters of such urgency that the normal procedure could not be followed without prejudice to the College's interest, provided that the action taken is reported at the next meeting of the Governing Body, and provided that the concurrence of the Finance Committee is obtained to any action which would involve expenditure exceeding a figure to be decided by the Governing Body from time to time, which is not covered by the approved annual or supplementary estimates.
  - (c) in matters of minor importance, a note of the action taken being recorded in the minutes.

### **The Academic Committee**

12. There shall be an Academic Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Bursar, the Senior Tutor, the Research Fellows' Liaison Officer, the Visiting Scholars' Liaison Officer, the Fellow for Library and Archives, the Librarian, the College Secretary, the Assistant to the Archivist, the Chair of the General Meeting.
13. The functions of the Committee shall be:
  - (a) discussing and making recommendations to the Governing Body on any academic matters in which the College may have an interest (excepting those concerning individual appointments and elections);
  - (b) making recommendations on links with universities and other institutions;
  - (c) making recommendations for the allocation to be made to the Lectures and Seminars Fund and for the purposes to which it is to be applied;
  - (d) administration of the above fund in accordance with the decisions of the Governing Body;
  - (e) making proposals for lectures, seminars, conferences and publications which are to be sponsored by the College and conducted in the College's name;

- (f) arranging seminars, or other academic functions, within the College in consultation, when necessary, with the Social and Cultural Committee;
  - (g) making recommendations on major issues of College Library and College Archives policy;
  - (h) submitting proposals on Library and Archives expenditure to the Finance Committee for inclusion in the annual estimates;
  - (i) receiving reports on the acquisition of books and other materials, and other Library activities;
  - (j) receiving reports on academic and library IT development;
  - (k) making recommendations on major questions of admissions policy, including the numbers to be admitted annually and other issues affecting the general composition and balance of the student body;
  - (l) on the advice of the Senior Tutor, reporting annually, with the relevant figures, on the admissions policy for the previous year to the General Meeting (and so to the Governing Body).
14. The Governing Body delegates to the Academic Committee the power to make decisions as to:
- (a) arrangements to give effect to links which have been sanctioned under Section (b) above;
  - (b) the administration and disposition of the Lectures and Seminars Fund, in accordance with the decisions of the Governing Body;
  - (c) arrangements for lectures, seminars, conferences and publications which have been approved by the Governing Body under section (e) above;
15. The Governing Body delegates to the Academic Committee power to take all decisions relating to the Library other than:
- (a) decisions on major issues of College library policy;
  - (b) decisions involving expenditure not covered by the estimates.
16. The Governing Body delegates to the Committee power to take decisions concerning the Archives, other than major decisions of policy.

### **The Domestic and Premises Committee**

17. There shall be a Domestic and Premises Committee of which the following shall be *ex officio* members: the President, the Vicegerent (supernumerary), the Bursar, the Chairmen of all Sub-Committees of the Domestic and Premises Committee, the Chairman of the Bar Sub-Committee of the Social and Cultural Committee, the Wine Steward and the Chairman of the General Meeting. The Bursar shall be the chairman of the Domestic and Premises Committee.
18. The functions of the Committee shall be:
  - (a) overseeing all non-academic services provided by the College (other than those provided by the Common Room, or by administrative or secretarial staff);
  - (b) making recommendations to the Governing Body on major questions of policy relating to those services.
19. The Governing Body delegates to the Domestic and Premises Committee power to take all decisions relating to services other than:
  - (a) major questions of policy;
  - (b) matters involving expenditure not covered by the relevant estimates.

### **The Fellowships and Membership Committee**

20. There shall be a Fellowships and Membership Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Bursar, the Senior Tutor and the Secretary to the Governing Body.
21. The functions of the Fellowships and Membership Committee shall be:
  - (a) making recommendations on elections to Fellowships other than non-stipendiary Junior Research Fellowships;
  - (b) making recommendations on the number of non-stipendiary Junior Research Fellowships to be advertised annually, issuing the advertisements, and electing to these Junior Research Fellowships;
  - (c) electing suitable persons to membership of Common Room, within maxima for long term and temporary members laid down by the Governing Body.

22. The Governing Body delegates to the Fellowships and Membership Committee power:
- (a) to elect to non-stipendiary Junior Research Fellowships, and to elect to membership of Common Room within the maxima laid down by the Governing Body; and
  - (b) to elect a sub-committee of no fewer than three members of the Fellowships and Membership Committee to adjudicate on any proposal that a person should have membership of Common Room withdrawn if the conduct of that person is, in the opinion of the sub-committee, injurious to the reputation of the College or the interests of the members of College or Common Room or is objectionable in any respect. The person concerned has the right of appeal in writing to a full meeting of the Fellowships and Membership Committee chaired by the President or, in his or her absence, the Vicegerent or a member appointed to take the Chair. A majority decision by the Fellowships and Membership Committee will be final.
23. In view of the importance of confidentiality when applications or proposals for Fellowships or membership of Common Room have been rejected, this Committee is not obliged to report to the Governing Body that it has received applications or proposals other than those being recommended.

### **The Finance Committee**

24. There shall be a Finance Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Senior Tutor, the Bursar.
25. The functions of the Finance Committee shall be:
- (a) advising the Governing Body on all financial matters affecting the College, including proposals with financial implications being considered by other committees and not already approved under the estimates or otherwise;
  - (b) preparing annual estimates, in consultation with other Committees as appropriate, for submission to the General Purposes Committee and by them to the Governing Body;
  - (c) monitoring actual income and expenditure in relation to the estimates, and advising the Governing Body on variances as appropriate;
  - (d) authorising expenditure from the contingency sum provided in the estimates up to the limit for the time being authorised by the Governing Body;

- (e) preparing annual accounts for audit and for consideration by the Governing Body.

### **The Investment Committee**

- 26. There shall be an Investment Committee of which the following shall be members *ex officio*: The President, the Vicegerent, the Bursar, the Senior Tutor and the Development Director.
- 27. The functions of the Investment Committee shall be:
  - (a) Managing, with the assistance of suitable professional advice, the College's investments held on trust or otherwise, and reporting to the Governing Body.
  - (b) Consulting the Finance Committee as appropriate to ensure the coherence of policy regarding income requirements within the annual estimates process and more generally.
- 28. The Governing Body delegates to the Investment Committee:
  - (a) The exercise of the powers conferred, and the performance of the duties imposed, on the Governing Body by Statute IX, Section 1, as the Investment Committee after obtaining suitable professional advice in its absolute discretion thinks fit, provided that any action taken pursuant to this delegation shall be reported to the Governing Body at its next meeting.
  - (b) The delegation of powers to vary the investments, where immediate action would be in the financial interest of the College and after receiving professional advice, to the President or the Bursar, up to a limit for the time being authorised by the Investment Committee.

### **The Audit Committee**

- 29. The Audit Committee shall consist of three persons. Two shall normally be selected from the Governing Body Fellows (Ordinary, Professorial, Senior Research or Extraordinary Fellows) of the College. The third member may be, but need not be, a member of College or the Common Room. The President, the Vicegerent, the Bursar and any other College Officers shall not be eligible for membership of the Audit Committee. The members of the Audit Committee shall be appointed by the Governing Body which shall also appoint one of them as Committee Chairman. Members shall serve for three years and shall be eligible for reappointment. Appointments shall normally be staggered so that only one member of the Audit Committee is appointed each year.

The Committee shall:

- (a) Review the effectiveness of the financial and other internal control systems of the College;
- (b) Submit a written report on the audit of the annual accounts to the Governing Body before the second Governing Body meeting of Michaelmas term;
- (c) Receive and report on the auditor's management letters and have direct access to the auditor;
- (d) Call for any investigation of the financial and other internal control systems of the College that it considers necessary;
- (e) Advise the Governing Body as appropriate on any of these matters;
- (f) Meet not less than twice a year.

**The Social and Cultural Committee**

- 30. There shall be a Social and Cultural Committee of which the following shall be members *ex officio*: the Vicegerent, the Bursar, the Accountant, the College Secretary, the Chairman of the General Meeting, the Chairman of the Music Society, the representatives of such Sub-Committees of the Social and Cultural Committee as the Governing Body shall from time to time decide.
- 31. The Social and Cultural Committee reports and is responsible to the General Meeting.
- 32. The functions of the Social and Cultural Committee shall be:
  - (a) preparing and presenting to the General Meeting annual estimates of Common Room revenue and expenditure for approval and submission to the Governing Body pursuant to Regulation IV, Section 10;
  - (b) preparing and presenting to the General Meeting annual Common Room accounts, duly audited in accordance with statute VIII, Section 6, for approval and submission to the Governing Body pursuant to Regulation IV, Section 9;
  - (c) arranging social events;

- (d) supervising the activities of the Social and Cultural Committee Sub-Committees and College clubs and societies, and providing Common Room newspapers and periodicals, sporting and other Common Room facilities;
- (e) arranging for the election of Student representatives to serve on University and intercollegiate bodies;
- (f) arranging cultural events, seminars and other academic functions within the College, in consultation, when necessary, with the Academic Committee;
- (g) drawing up the agenda for General Meetings;
- (h) exercising powers and performing duties duly delegated to it by the General Meeting;
- (i) giving consideration to and advice on any matter which arises at a General Meeting.

#### **The Equality and Welfare Committee**

- 33. There shall be an Equality and Welfare Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Senior Tutor, the Bursar, the Human Resources Officer, the President's PA, the Academic Administrator, the Chairman of the General Meeting (or a representative) and the Welfare Officer(s). The President shall be the chairman of the Equality and Welfare Committee.
- 34. The Equality and Welfare Committee is responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College Equal Opportunities Policy in relation to fellows, staff, students, visitors and others closely associated with the College.
- 35. The Equality and Welfare Committee is responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the college welfare provision in relation to students.
- 36. The Equality and Welfare Committee will meet termly and will report to the General Purposes Committee and the General Meeting. The Committee will report to the Governing Body annually in the Michaelmas term as to the effectiveness of the College's equal opportunities policies and procedures.

### **The Remuneration and Personnel Committee**

37. There shall be a Remuneration and Personnel Committee of which the following shall be members *ex officio*: The President, the Vicegerent, the Bursar, the Senior Tutor, the Secretary to the Governing Body and the Chair of the Conflict of Interest Committee. The Human Resources Officer shall be in attendance. In addition, three Governing Body Fellows (Ordinary, Professorial, Senior Research or Extraordinary Fellows) of the College shall be appointed to the Committee by the Governing Body; one of these should be a member of the Finance Committee. These members shall serve for three years and shall be eligible for reappointment. The President shall be the Chairman of the Remuneration and Personnel Committee.
- (a) The Committee shall meet at least once per annum to determine the remuneration, allowances, establishment and terms of employment where appropriate of College Officers, Fellows and Staff.
  - (b) Recommendations on remuneration will be made to the Committee by the Bursar after consultation with Department Heads.
  - (c) Decisions about remuneration will be agreed by a majority of the Committee.
  - (d) The Bursar will be Secretary to the Committee. The Secretary shall prepare and distribute papers prior to the meetings and will minute the proceedings of the Committee's meetings. In his/her absence, the Vicegerent will act as Secretary.
  - (e) Confidential minutes of the meetings of the Remuneration and Personnel Committee will be agreed by all members of the Committee and will be kept on file in the Bursar's Office.
  - (f) The Bursar shall report annually in Trinity term to the Governing Body on the broad decisions taken by the Remuneration and Personnel Committee. Decisions on the remuneration of individuals will normally be treated as confidential.
  - (g) No decisions about the remuneration of any College staff or College Officers shall be made without consultation with the Remuneration and Personnel Committee.

### **The Conflict of Interest Committee**

38. There shall be a Conflict of Interest Committee consisting of the Bursar and no fewer than three College members who are not Trustees. It shall meet at least once per annum and be responsible for upholding and developing the



College's Conflict of Interest Policy. It will also ensure that there are no conflicts of interest in the decisions taken by the Remuneration and Personnel Committee. The Bursar shall be Secretary to the Committee.

### **Duration of membership of Committees**

39. Membership of Committees extends to three years, except for elected members.

### **Other Committees**

40. The Governing Body may from time to time set up other Committees, Councils or other bodies pursuant to Statute I, Section 18.

### **General**

41. All Committees shall have power to co-opt, provided that at least three-quarters of the members of the Committee shall at all times be members of the College. If a member of a Committee resigns during the period of office, the Committee shall have discretion whether or not to co-opt a person to fill the vacancy.
42. A Secretary shall be appointed to every Committee who shall keep minutes which (save for those relating to reserved business) shall be available to all members of the College. The minutes shall record all decisions taken by the Committee and all recommendations should be highlighted: the General Purposes Committee will have the final decision as to which items should appear on the Governing Body agenda.
43. Any Committee whose members include one or more persons who are not members of the College may elect such a person to be Chairman of the Committee.
44. Any Committee may appoint a Sub-Committee, whose members shall be chosen by the Committee but who need not be members of the Committee, provided that in the case of any Sub-Committee to which powers are delegated at least three quarters of the members of the Sub-Committee shall be members of the College. A joint Sub-Committee may be appointed by two or more Committees. Sub-Committees shall have such of the powers of the Committee(s) appointing them as the Committee(s) shall delegate to them, but the delegation may be withdrawn at any time. Sub-Committees shall report and make recommendations only to the Committee(s) which appointed them. It shall be for the Committee(s) to decide whether minutes of Sub-Committee meetings should be taken, their form and circulation; whether or not the Sub-Committee shall have power to co-opt; and the policy to be followed in respect of permission to attend meetings of the Sub-Committee

under Section 44 below. The provisions of this and the next Section shall apply to working parties and to any other body appointed by a Committee under any name.

45. Persons not members of the Committee or Sub-Committee shall not have the right to attend meetings of Committees or Sub Committees, but Committees may allow members of the College to attend as observers, at the discretion of the Committee, except when confidential business is being discussed. In particular Committees may allow proposers and seconders of motions to put their case to the Committee or Sub-Committee, provided that in the Committee's judgement the attendance and speaking of proposers and seconders is compatible with the efficient and fair running of the business of the Committee or Sub-Committee. If such permission is given, it will be for the Committee to decide whether or not proposers and seconders should be allowed to remain for the whole of the discussion of their proposal.

#### **REGULATION VI: The College Officers**

[Statute IV]

1. By virtue of Statute I, Section 5, all elections to College Offices are to be treated as reserved business.

#### **The Vicegerent**

2. Method of election
  - (a) Not less than six months before the expiry of the Vicegerent's term of office, and on any other occasion when a vacancy occurs or is expected, a notice shall be sent by the Secretary to the Governing Body to all qualified members of the Governing Body (as defined in Statute I, Section 5) inviting them to propose the name of any eligible candidate for the Vicegerency, each candidate proposed being seconded in the usual way;
  - (b) the notice shall state that the Vicegerent and those members of the Governing Body who have held the office of Vicegerent (hereinafter called former Vicegerents) will meet; that they may (and, if no other name is proposed under (a), will) propose a name to the Governing Body; and that any qualified member of the Governing Body may give them his or her views;

- (c) the Vicegerent and former Vicegerents shall meet accordingly and may propose a name. If no proposal is made under (a) within four weeks of the notice, the Vicegerent and former Vicegerents shall propose a name;
- (d) any proposal shall be sent to the Secretary to the Governing Body and shall state that the person proposed has indicated his or her willingness to serve if elected. Before sending a proposal to the Secretary to the Governing Body, the proposer (and, in the case of a proposal from the Vicegerent and former Vicegerents, the Vicegerent) shall seek the agreement of the President to the name proposed;
- (e) in the event that no other proposals are made the name proposed by the Vicegerent and former Vicegerents shall be placed before the qualified members of the Governing Body for election. If another proposal or proposals are made, the Secretary to the Governing Body (or other Fellow appointed by the President to conduct the election) shall circulate ballot papers and act as scrutineer. The candidate receiving a majority of the votes cast shall be declared elected. In the event that no candidate receives a majority, a further ballot or ballots shall be held until one candidate receives a majority.

3. Functions and duties

In addition to the functions and powers referred to in Statute IV, Section 1, and elsewhere in these Regulations, the Vicegerent shall view all copy for *Romulus*, the College magazine, and no material shall be included in the magazine, unless approved by him or her. In the event of a difference of opinion between the Vicegerent and the Editors which cannot be resolved, the matter shall be referred to the General Purposes Committee, which shall have power to decide. The grounds on which the Vicegerent may exclude material from publication shall include, though they shall not be confined to, the following

- (a) that in the opinion of the Vicegerent the material is potentially libellous or otherwise contrary to law;
- (b) that the material may reasonably be considered to be offensive to any individual or body inside or outside the College;
- (c) that the material might bring the name of the College into disrepute.

4. Method of election to College Offices - other than the Vicegerency, the Bursarship, the Senior Tutorship and the Development Directorship

The following procedure shall be followed:

- (a) an enquiry will be sent to each Ordinary, Professorial, Senior Research and Extraordinary Fellow asking whether he or she wishes either to become a candidate for the office in question or to suggest the name of a possible candidate;
  - (b) those members of the General Purposes Committee who fall within the above categories, after seeking the advice of the members in those categories of other Committees whose functions are relevant to the office in question, will put a name or names before the Governing Body, stating that it or they are put forward with the agreement of the President;
  - (c) any two qualified members of the Governing Body may, as proposer and seconder, put forward another name, provided that they have the agreement of the person named and of the President;
  - (d) if there is more than one candidate, votes of the qualified members of the Governing Body will be cast in writing. The candidate receiving a majority of the votes cast shall be declared elected. In the event that no candidate receives a majority, a further ballot or ballots shall be held until one candidate receives a majority.
5. Unless the Governing Body in a particular case decides otherwise, elections to College Offices shall be for three years and shall be renewable.

**The Bursar**

6. The Bursar shall be generally responsible under the President and the Governing Body for the financial affairs of the College, and in particular for:
- (a) the receiving of all rents and moneys due to the College, the making of such payments as may be due from the College, and the keeping of such moneys as are received in a bank or banks approved by the Governing Body;
  - (b) the investment of the College's moneys in accordance with the directions of the Investment Committee and subject to the provision of the Statutes;
  - (c) preparing the annual estimates and accounts of the College;

- (d) arranging for the audit of the accounts of the College and of the Common Room.
7. The Bursar shall be generally responsible under the President and the Governing Body for the administration of College property, and in particular for:
- (a) additions, extensions or alterations and structural repairs to the College buildings and all other property in use by the College;
  - (b) the upkeep and maintenance of the College buildings and upkeep of the grounds, and of all other property in use by the College;
  - (c) the external, legal and financial affairs of the College in relation to any of its property;
  - (d) all matters concerning Health & Safety and Risk Management;
  - (e) ensuring that the College is properly insured.
8. The Bursar shall be generally responsible under the President and the Governing Body for the domestic administration of the College, and in particular for:
- (a) the management of catering services, housekeeping services, IT services, the Lodge and the Day Nursery;
  - (b) the allocation and use of residential and other accommodation;
  - (c) all matters concerning the sale of alcoholic drinks.
9. The Bursar shall be responsible for the custody of the Common Seal of the College and the keeping in a book of a record of every use of the seal.
10. The Bursar shall be responsible under the general supervision of the President:
- (a) for the supervision and welfare of the administrative, accounting, clerical, domestic, maintenance and gardening staff of the College;
  - (b) within the sums provided in the annual estimates, for the appointment and dismissal of all members of the administrative, accounting, clerical, domestic, maintenance and gardening staff of the College, and for drawing up their conditions of service in accordance with the Employment Acts pertaining at the time provided that:

- (i) in any case of dismissal an appeal may be made to the President who, in considering it, will consult those members of the General Purposes Committee who are qualified members of the Governing Body and who do not hold College offices; any such matters to be treated as reserved business;
- (ii) no appointment to which the Governing Body intends to attach a Fellowship of the College may be advertised or otherwise indicated without the consent of the Governing Body,

11. The Governing Body delegates to the Bursar:

- (a) all the powers necessary to enable him or her to carry out the above functions provided that:
  - (i) decisions involving questions of policy shall not be taken without the approval of the Finance Committee, or the Investment Committee, or the Domestic and Premises Committee, or the Governing Body or (in a case covered by Regulation V, Section 11 (b)) the General Purposes Committee, as appropriate;
  - (ii) decisions involving expenditure not covered by the estimates (including the contingency sum) shall not be taken without the approval of the Governing Body or (in a case covered by Regulation V, Section 11 (b)) the General Purposes Committee.
- (b) the power to authorise expenditure from the contingency sum provided in the annual estimates up to the limit for the time being authorised by the Governing Body.

**The Senior Tutor**

12. There shall be a Senior Tutor who shall be generally responsible, under the President and the Governing Body, for the development and promotion of all aspects of the academic life of the College and, in association with the Academic Administrator, for the administration of student affairs in relation to the College and the University.

In particular, the Senior Tutor shall be responsible for:

- (a) the admission of Students to the College.

- (b) advising Students on academic, financial and personal problems;
  - (c) administration of the Senior Tutor's Fund, together with any other moneys put at his or her disposal;
  - (d) receiving Supervisors' reports and monitoring the academic progress of Students;
  - (e) making recommendations to the Academic Committee as to fee remissions and loans to Students;
  - (f) chairing the Academic Committee;
  - (g) the preparation and execution of the business of the Academic Committee, in association with the Fellow for Library and Archives, the Librarian and the Academic Administrator;
  - (h) welcoming and integrating Visiting Scholars into College and University life;
  - (i) planning a programme of Pre-Governing Body and Public Lectures;
  - (j) adjudicating in cases of uncertainty or dispute over the content of the College's web pages.
13. The Senior Tutor shall have such powers as are delegated to him or her by the Governing Body.

**Secretary to the Governing Body**

14. There shall be a Secretary to the Governing Body whose duties shall be:
- (a) to prepare the agenda, and any associated papers, for meetings of the Governing Body;
  - (b) to keep the minutes at meetings of the Governing Body;
  - (c) to prepare the agenda, and any associated papers, for meetings of the General Purposes Committee, to which he or she shall act as Secretary;
  - (d) to keep the minutes of meetings of the General Purposes Committee;
  - (e) to act as Secretary to the Nominating Committee, and to prepare the agenda and associated papers for meetings of the Nominating Committee and to take minutes;

- (f) to ensure the execution of decisions of the Governing Body, the General Purposes Committee and the Nominating Committee;
- (g) such duties as are imposed on the Secretary to the Governing Body by other Regulations.

#### **Dean of Degrees**

- 15. There shall be a Dean of Degrees, whose function shall be to present candidates for matriculation and for degrees.

#### **The Fellow for Library and Archives**

- 16. There shall be a Fellow for Library and Archives to be generally responsible, under the President and the Governing Body, for facilitating as appropriate the future development of the Archives and the Library and for making recommendations to the Academic Committee to this end.
- 17. The Fellow for Library and Archives shall have such powers as are delegated to him or her by the Governing Body.

#### **Development Director**

- 18. There shall be a Development Director, whose function shall be to co-ordinate fund-raising, develop alumni relations, and run the Development Office.

#### **The Research Fellows' Liaison Officer**

- 19. There shall be a Research Fellows' Liaison Officer, whose role shall be to oversee and promote the welfare of Research Fellows and Junior Research Fellows and to represent their interests on the Governing Body.

#### **The Visiting Scholars' Liaison Officer**

- 20. There shall be a Visiting Scholars' Liaison Officer, whose role shall be to support these scholars during their time in Oxford.'

#### **Acting President**

- 21. When the office of President is vacant, or when the President is on sabbatical leave or incapacitated, if the Vicegerent is unable or unwilling to assume the full range of functions and duties of the President in accordance with Statute IV.1, the Governing Body may elect for an appropriate term an Acting President who shall exercise the functions and powers and discharge the responsibilities and duties of the President. The method of election shall be as set down in Regulation VI.4.



## **REGULATION VII: The Common Table**

[Statute V, Section 1]

1. The President and Fellows (other than Visiting Fellows) shall be entitled to partake without charge of the Common Table.
2. The right to partake of Common Table shall consist of the right of a Fellow to purchase for consumption by himself or herself in the Hall (or in the case of picnic items outside the Hall) items totalling in value not more than the weekly limit imposed by the Governing Body by ordinary resolution from time to time.
3. The week for the purpose of this Regulation shall be as determined by the Governing Body from time to time.

## **REGULATION VIII: Discipline of Students**

[Statute VII, Statute X]

### **Section A: Definitions**

1. For the purposes of these Regulations, the following definitions should be applied:
  - (a) “Expulsion” by the College shall mean the permanent loss of the Membership of the College and the University. “Dismissal” shall have the same meaning when applied under Statute X or “Exclusion” when applied under Statute VII.
  - (b) “Banning” by the College shall mean a withdrawal of the right of access to specified premises or facilities for a fixed period or pending the fulfilment of certain conditions.
  - (c) “Rustication” by the College shall mean the withdrawal of the right of access to all of the premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions.
  - (d) “Suspension” by the College shall mean a withdrawal of the right of access as above where action is taken as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Such withdrawal may be for a limited period pending the fulfilment of certain conditions or may be indefinite.
  - (e) “Harassment” shall mean a course of unwarranted behaviour such as to cause or as may be expected to cause such distress or annoyance as

seriously to disrupt the work or substantially to reduce the quality of life of another person. For a fuller definition of Harassment refer to the College Policy on Harassment.

- (f) “Member of College” shall mean the President, or any Fellow of the College, or any Student of the College.
- (g) “Governing Body Fellow” shall mean an Ordinary Fellow, a Professorial Fellow, a Senior Research Fellow, or an Extraordinary Fellow.
- (h) “Member of the Academic Staff” of the College shall mean any Governing Body Fellow, Supernumerary Fellow, Research Fellow or Junior Research Fellow of the College stipendiary or non-stipendiary. They are so designated in accordance with Statute X.
- (i) “Member of Common Room” shall mean any person elected to Membership of the Common Room of the College who is not a Member of College.
- (j) “Member of Staff” shall mean a paid employee in the administrative staff of the College other than Academic Staff.

#### **Section B: Disciplinary Code: Misconduct**

- 1. No Member of the College or Common Room or of the Staff of the College shall intentionally or recklessly:
  - (a) Disrupt or attempt to disrupt teaching or study or research or the administrative, social or other activities of the College.
  - (b) Disrupt or attempt to disrupt the lawful exercise of the freedom of speech by Members of College, Staff, or the Common Room, or by visiting speakers.
  - (c) Obstruct any employee or agent of the College in the performance of his or her duties.
  - (d) Damage or deface any property of the College or of any Member of the College, Staff, or Common Room, or knowingly misappropriate such property.
  - (e) Occupy or use or attempt to occupy any property or facilities of the College except as may be authorised by the College authorities concerned.

- (f) Forge or falsify expressly or impliedly any College or University certificate or document, or knowingly make false statements concerning standing or results obtained in examinations.
- (g) Engage in any activity likely to cause injury or to impair safety within the context of College activity.
- (h) Engage in violent, indecent, disorderly or threatening or offensive behaviour or language towards another member or in such a way as to bring the College into disrepute.
- (i) Engage in the harassment of any Member of the College or Common Room or a Member of Staff or of any visitor.
- (j) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any office in the College or Common Room.
- (k) Refuse to disclose his or her name or any other relevant details to an officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given
- (l) Use, offer or sell or give to any person drugs, the possession or use of which is illegal, either on College premises or in the course of external College activity or in any way which will affect Members of College or Common Room or Staff or where such actions may bring the College into disrepute.
- (m) Engage in conduct in breach of the Statutes and Regulations of the University or College or of rules published from time to time including those which govern the library or computing facilities.
- (n) Fail to pay, by the due date, fees and/or charges legally imposed by the College or the University.
- (o) Fail to attend when summoned to appear before a Disciplinary Committee as a witness,
- (p) Engage in any other conduct that is detrimental to the interests of the College.

### **Section C: Criminal Offences**

1. In the event that a Student has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment could have been imposed (and whether or not such a sentence was in fact imposed) the Governing Body

shall have the power, after hearing any representation that the Student may wish to make in accordance with Statute VII and the procedures in this Regulation Section F to expel the Member or impose such lesser penalty as it shall see fit.

2. In the event that a Fellow has been similarly convicted of a criminal offence then the matter will be dealt with in accordance with Statute X.

#### **Section D: University Offences**

1. In the event that a Student is expelled by the University, such expulsion shall apply to the College also, subject to a Right of Appeal to the Governing Body. The grounds of appeal shall be limited to the application of that penalty to the Student's use of College premises and facilities and the procedures for appeal to the Governing Body shall be those contained in Section F below.
2. In the event that a Student is disciplined by the University for conduct in breach of College and/or University Statutes or Regulations, a penalty of suspension or rustication imposed by the University shall apply also to College premises and facilities, subject to a Right of Appeal to the Governing Body. The grounds of appeal shall be limited to the application of that penalty to the Student's use of College premises and facilities and the procedures for appeal to the Governing Body shall be those contained in Section F below.

#### **Section E : Disciplinary Committee**

1. In each Hilary Term, the Governing Body, having received recommendations from the Nominating Committee, shall appoint four Fellows to act in the exercise of powers under Statute X Part III for Fellows, and under Statute VII for Students in respect of any case arising during the twelve months from 1 April next following. In addition an alternate shall be appointed for each such Fellow with power to act in any case where that Fellow is unable or unwilling to act. Three of such Fellows (and three alternates) shall be Governing Body Fellows, and one such Fellow (and one alternate) shall be a Supernumerary, Research or Junior Research Fellow.
2.
  - (a) The Disciplinary Committee shall consist of a Chairman appointed by the President and the four Fellows or their alternates nominated in para 1 above. Where it seems to be possible that expulsion or rustication may be an outcome once a breach is established then the President should take the Chair in accordance with Statute VII paras 5&6.
  - (b) A person who has an actual or apparent interest in the outcome of a

case before the Disciplinary Committee which includes but is not limited to, for example, that he or she was the complainant or he or she has participated in any decision against which an appeal is being brought, shall not be a member of the Disciplinary Committee considering the case. A person nominated to be a member of the Disciplinary Committee who has an actual or apparent interest shall declare it to the President. The President shall decide any issue as to whether the person has an actual or apparent interest. In the event that this requirement prevents a Disciplinary Committee being formed, the President shall appoint substitutes.

- (c) Membership of the Disciplinary Committee shall be chosen so that there is at least one member of each sex.

### **Section F: The Discipline of Students (Statute VII)**

1. The Vicegerent will normally deal with matters concerning the Discipline of Students. If the Vicegerent is not available then the matter may be dealt with by the Senior Tutor or by a Governing Body Fellow (in order of seniority). When the Vicegerent becomes available responsibility for the disciplinary matter shall revert to him or her. In the following paragraphs "Vicegerent" refers to the Vicegerent or other College Officer or Governing Body Fellow acting for the Vicegerent.
2. Any Member of the College, Staff, or Common Room who has good reason to believe that a Student has breached the Disciplinary Code in Section B of these Regulations may make a complaint to the Vicegerent. A complaint should be made as soon as reasonably possible after the occurrence of the alleged breach, naming the Student concerned and giving details in writing of the alleged breach. Any complaint made should be treated with complete confidentiality by all parties involved.
3. The Vicegerent may suspend the Student from residence or from use of College facilities if he or she reasonably believes the seriousness of the alleged breach justifies suspension. Suspension may take place at once and shall continue until the Disciplinary Procedure is completed. Where the suspension exceeds seven days, the Student by giving notice to the Vicegerent may appeal against this suspension to the Disciplinary Committee.
4. Where an alleged breach of the Disciplinary Code constitutes, in the reasonable opinion of the Vicegerent, a serious criminal offence, the Vicegerent shall immediately refer the matter to the Police. Where the Student is subject to criminal investigation arising out of the alleged breach of the Code, the Vicegerent shall not normally proceed with the case other than to suspend him or her from residence, or from use of College facilities if

appropriate. The Student may appeal against such suspension as in clause 3 above.

5. If the alleged breach is not proceeded with as a criminal matter, the Vicegerent shall then deal with the matter as if it had not been referred to the Police. In the event of a criminal conviction the matter should be dealt with under Section C.
6. If the Vicegerent considers that the complaint relates to an activity that falls within the College's Code of Practice on Harassment, the Vicegerent shall decide whether the complaint should be dealt with more appropriately under the informal procedures set out in that Code. If the Vicegerent decides that the complaint should not be so dealt with, it shall be dealt with under the following procedure.
7. Within 24 hours of receiving the complaint (or as soon as possible thereafter), the Vicegerent shall give written notice requiring the Student to attend for interview at a time and place stipulated. This notice to attend shall give particulars of the alleged breach of the Disciplinary Code. The Student shall normally be given at least 24 hours' notice of the interview. The Student may be assisted at the interview by a third person who may be another member of the College or a member of Congregation.
8. At the interview, the Vicegerent, shall explain to the Student that he or she may:
  - (a) admit the alleged breach and continue with the interview;
  - (b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Vicegerent or the Student reasonably requires evidence in relation to the alleged breach to be provided by other persons.

If the Student opts for (a) the Vicegerent shall elicit all information about the breach relevant to penalty.

If the Student opts for (b) the Vicegerent shall investigate whether the alleged breach is established. Where an adjournment has taken place, the Vicegerent, once his investigation is complete, shall reconvene the interview and give notice to the Student in accordance with paragraph 7.

9. (a) At any stage of the interview or at its close, the Vicegerent may, if he or she considers it appropriate in all the circumstances, refer the matter to the Disciplinary Committee.

- (b) At the close of the interview, the Vicegerent may either:
- (i) dismiss the complaint;
- or
- (ii) if the breach has been admitted, after hearing any mitigation, impose a penalty from among those listed in 9 (c) below;
- or
- (iii) if the breach has not been admitted, determine that a breach has been committed and, after hearing any mitigation, impose a penalty from among those listed in 9 (c) below;
- (c) If the Vicegerent is satisfied that a Student is guilty of the breach with which he or she is charged, the Vicegerent may impose one or more of the following penalties;
- (i) impose a fine not exceeding £100 or such other amount as may be determined from time to time by the Governing Body;
  - (ii) order the Student to pay to any person suffering injury, damage or loss as a result of the Student's conduct compensation not exceeding £100 or such other amount as may be determined from time to time by the Governing Body;
  - (iii) impose an order banning the Student from access to specified College premises or facilities for such period or on such terms as the Vicegerent reasonably thinks fit, such ban not to exceed one Full Term;
  - (iv) give the Student a written warning as to his or her future conduct. The Vicegerent shall keep a record of the warning. Subject to good conduct, the warning will be spent after one year and removed from the Student's record.
- (d) Where a breach has been established and a penalty imposed, the Vicegerent shall make a record of the findings of fact and the penalty to be imposed. The record shall be signed by the Vicegerent and the Student. One copy of the record shall be retained by the Vicegerent and one given to the Student who shall also be advised as to his or her rights to appeal against the decisions taken.
- (e) If the Vicegerent considers in any case that his or her powers under clause 9 (c) above are insufficient to meet the gravity of the breach,

the Vicegerent shall, with a reasoned opinion as to what penalty would be appropriate, refer the case to the Disciplinary Committee.

- (f) The Student may appeal to the Disciplinary Committee against a finding of a breach and/or imposition of any of the penalties (i) to (v) imposed under clause (c) above. The Student shall inform the Vicegerent of his or her intention to exercise the right of appeal within seven days of the receipt of the Vicegerent's determination.

10. The Disciplinary Committee shall hear and determine:

- (a) references made to it by the Vicegerent under clause 9 (a) above,
- (b) cases remitted to it for decision as to penalty under clause 9 (e) above,
- (c) appeals made it to by Students under clause 3 and 9 (f) above.
- (d) matters referred to the Disciplinary Committee under clause 23 in the Harassment Policy of the College.

11. The Vicegerent shall inform the Disciplinary Committee in writing:

- (a) of the name or names of the Students involved, and of any known witnesses, and of the alleged breach of the rules;
- (b) where there is an appeal under clause 3 and 9(f) above, particulars of the breach of the rules, the penalty imposed and the record prepared by the Vicegerent;
- (c) where there is a reference under clause 9 (e) above, of the penalty the Vicegerent considers appropriate together with reasons for that penalty.

12. Within seven days of the reference or appeal, or as soon as possible thereafter, the Disciplinary Committee shall in writing give notice requiring that the Student concerned and witnesses attend for a hearing at a time and place stipulated, normally with at least two full days' notice.

- (a) In the case of a reference under 9 (a), the notice shall state the details of the alleged breach of the Disciplinary Code.
- (b) In the case of a reference under 9 (e), the notice shall state the details of the finding and the penalty proposed by the Vicegerent.



- (c) In the case of an appeal against a suspension under 3, the notice shall state the details of the alleged breach of the Disciplinary Code and of the suspension imposed by the Vicegerent.
  - (d) In the case of an appeal against the finding of a breach and/or a penalty imposed under 9 (f), the notice shall state the details of the finding and/or the penalty imposed.
13. The Student may be assisted at the hearing by a third person who may be another member of the College or a member of Congregation. Both the Student and the Disciplinary Committee shall have the right to call witnesses to the hearing and the right, through the Chair, to question witnesses. The Student and the Disciplinary Committee shall give 24 hours notice of the names of any witnesses. The Student may make a statement to the Committee explaining his or her case.
  14. The President shall appoint a Governing Body Fellow other than the Vicegerent to act as clerk to the Disciplinary Committee. The duties of the clerk shall include sending out any notice referred to in paragraph 12, making any administrative arrangements for such matters as the summoning of witnesses and the production of documents, and keeping a full and accurate record of the hearing including all evidence considered and of the determination made. The clerk will have no part in the Committee's decision.
  15. If any witness required to attend such a hearing before the Disciplinary Committee fails to appear, the Committee may, at its discretion, adjourn the proceedings. If the Student fails to appear, the Disciplinary Committee may deal with the case in his or her absence, if satisfied that proper notice has been given.
  16. The Chairman shall explain to the Student the procedure to be followed at the hearing and shall read out,
    - (a) in the case of a reference under 9 (a) , the complaint of the alleged breach of the Disciplinary Code against the Student;
    - (b) in the case of a reference under 9 (e), the penalty that the Vicegerent considers to be appropriate;
    - (c) in the case of an appeal under 9 (f), the finding of a breach and/or the penalty imposed against which the appeal is directed.
  17. If, in the course of a hearing, the Disciplinary Committee becomes aware of other witnesses, whose evidence it considers may be relevant, it shall follow, so far as appropriate, the procedure referred to in paragraph 12 above in order to arrange their attendance.

18. At the conclusion of a hearing called under 9 (a), the Disciplinary Committee shall determine whether any breach of the Disciplinary Code has been established. If the Committee finds that a breach has occurred, the Disciplinary Committee may, separately or in any combination:
  - (a) impose a fine of such amount as it thinks fit;
  - (b) order the Student to pay compensation to any person or body suffering injury, damage or loss as a result of the Student member's conduct;
  - (c) make an order banning the Student from access to specified premises or facilities for such period or on such terms as it thinks fit;
  - (d) recommend to the Governing Body that the Student be rusticated for such time as it thinks fit;
  - (e) recommend to the Governing Body that the Student be expelled;
  - (f) give the Student a written warning as to his or her future conduct and a record of the warning shall be lodged with the Vicegerent. Subject to good conduct, the warning will be spent after one year and removed from the Student's record.
19. At the conclusion of an appeal hearing called under 3, the Disciplinary Committee shall determine whether to uphold or to overrule the suspension from residence or from use of College facilities.
20. At the conclusion of an appeal hearing under 9 (f), the Disciplinary Committee shall determine whether to uphold or to dismiss the Vicegerent's finding of a breach and/or imposition of a penalty.
21. The clerk of the Disciplinary Committee shall inform the Student in writing, as soon as is practicable, of its determination and give notice to the Student of his or her right of appeal as described below
22. The Student shall have the right of appeal to the Governing Body against the finding of the Disciplinary Committee and/or any of the penalties (a) to (f) imposed under clause 18 above in cases remitted to it under clause 9 (a) above, or against any such penalty imposed in cases remitted under clause 9 (e) above. The decision of the Disciplinary Committee shall be final in cases remitted to it under clauses 3 and 9 (f) above.

The Student shall inform the clerk of the Disciplinary Committee in writing of his or her intention to exercise the right of appeal within seven days of receipt of the Disciplinary Committee's determination. The appeal shall be made to a Panel appointed by the Governing Body. The Panel shall be

chaired by the President or where he or she has been the Chairman of the Disciplinary Committee by a former Vicegerent. If no former Vicegerent is available then the Panel shall be chaired by the Senior Tutor or by a Governing Body Fellow (in order of seniority). The Panel will also include one other member of the Governing Body and one legally qualified member of Congregation.

Anyone who has previously been involved in the investigation into or the hearing of the case shall not be a party to an appeal to the Panel appointed by the Governing Body.

23. At any appeal hearing to the Panel the record of the Disciplinary Committee kept by the clerk will be considered. In addition, the Student may make a further statement and any new evidence may be considered at the request of the Student or the Panel.
24. If the Disciplinary Committee has recommended the penalty of expulsion or rustication the procedures outlined in Statute VII Sections 5 and 6 shall be followed. If the Governing Body endorses the recommendation of the Disciplinary Committee and passes a resolution in favour of expulsion or rustication, the Student member shall be informed by the President of his or her right of appeal to the Conference of Colleges Appeal Tribunal.
25. Any findings of a breach of the Disciplinary Code by the Vicegerent or a Disciplinary Committee or an Appeal Panel or the Governing Body shall be based on the balance of probabilities.
26. The Student member may waive at any stage all or any of his or her rights under the foregoing procedure.
27. Any time limit contained in this disciplinary procedure may be extended at the discretion of the Vicegerent or the Disciplinary Committee or the Governing Body as is appropriate.

#### **Section G: The Discipline of Fellows and Grievance Procedures (Statute X)**

1. Statute X applies to Academic Staff. The following Fellows of the College are designated Academic Staff in accordance with Part 1 clause 3 of the Statute:

Ordinary Fellows  
Professorial Fellows  
Senior Research Fellows  
Extraordinary Fellows  
Supernumerary Fellows  
Research Fellows

## Junior Research Fellows

2. Part II of Statute X refers to Redundancy. It is not intended that this part should apply to the above Fellows except where they are paid a stipend by the College in which case the provisions and procedures of the Statute shall prevail.
3. **Disciplinary Procedure** (Part III of Statute X)
  - (a) **Informal Stage**
    - (i) Where it appears to the President that there are grounds for believing that the conduct or performance of a member of Academic Staff is unsatisfactory, the President may arrange to meet with that member on an informal basis to explore the situation and to consider what action can be taken to improve his conduct or performance. The President may appoint a colleague (being a Fellow or Emeritus or Honorary Fellow of the College) to conduct the informal discussions with the person concerned either with the President or alone. The informal discussion shall not be viewed as a disciplinary act but as an opportunity to explore together any problems that appear to have arisen and consider solutions that may be available. A record of this initial meeting may be kept, provided the member of academic staff agrees.
  - (b) **Disciplinary Warnings**
    - (i) In any case where it seems to the President that there are grounds to believe that the performance and/or conduct of a member of academic staff is unsatisfactory but where the circumstances do not appear to raise *prima facie* grounds for dismissal (for example, after investigation of a complaint submitted to the President), the President may convene a meeting with the member for the purpose of considering the matter and any appropriate sanction. No disciplinary sanction shall be imposed unless the person concerned has had reasonable notification of the allegations made against him or her and an opportunity to respond and until the matter has been properly investigated by or on behalf of the President.
    - (ii) Prior to the meeting, the member concerned shall be provided with written notification of the date and nature of the meeting and the matters to be considered, together with copies of any relevant statements. The member may be accompanied or represented by a colleague or representative from any

professional body or trade union. The individual shall not normally be permitted legal representation at this stage.

(iii) If it appears to the President that the member's conduct and/or performance has fallen below acceptable standards, and depending on the gravity of the situation and all the circumstances of the case, the President may issue an oral or written warning.

(iv) **Oral Warning**

The oral warning is the first stage of the disciplinary procedure. It shall normally be issued in front of a witness and shall state clearly that it comprises the first stage of the disciplinary process. The reasons for the warning shall be specified, together with any agreed plan of action for improvement, where applicable. The oral warning shall be recorded by the President in a dated written note, a copy of which shall be provided to the individual. The note shall be kept in the member's personal file and shall be regarded and marked as spent after one year.

(v) **Written Warning**

If the member's conduct and/or performance does not improve, or gives further cause for concern whether of a similar nature or not, within the twelve month period during which the oral warning remains live, and in any case where the seriousness of the matter so merits, the President may issue a written warning. The written warning shall specify the reasons and state the improvement required and the time for achieving it. It shall be dated and a copy shall be provided to the member as well as being kept in a personal file.

(vi) In the event that either an oral or a written warning is issued, the member concerned shall be notified of his or her right of appeal.

c) **Dismissal**

In any case before the President, whether on a complaint or otherwise, he or she shall consider all the circumstances of the case including the outcome of any enquiries instituted. If, after such consideration, it appears to the President that there are grounds that constitute good cause for dismissal as defined in Clause 5 of the Statute, the President may ask the Governing Body to appoint a Disciplinary Committee to

consider and report on the case in accordance with the Statute. The President may suspend the member concerned at this stage.

- (i) Upon receipt of a request under the Statute from the President, the Governing Body shall appoint the Disciplinary Committee (the “Committee”, see section E above) as soon as reasonably practicable and shall inform the member to be charged by written notice that the Disciplinary Committee has been appointed to consider any charges to be brought. The written notice shall include the names of the members of the Disciplinary Committee and shall enclose a copy of this Regulation. At the same time the Governing Body shall appoint a suitable person to formulate the charge(s) and to conduct or arrange for the conduct of the hearing.
- (ii) Subject to the provisions of the Statute and any provision to the contrary in this Regulation, the Committee shall have power to regulate its own proceedings. The Committee shall be quorate at any time provided at least two members including the Chairman are present, and in the event of any vote of the Committee which is tied, the Chairman shall have a casting vote. The Committee shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.
- (iii) The person appointed to formulate the charge (“the prosecutor”) shall notify the member charged of the date and time set for the hearing of the charge.
- (iv) The member charged shall notify the prosecutor of any representative he or she has appointed to act for him/her. Any fees or expenses payable to the representative shall be at the charge of the person accused.
- (v) The Chairman may make any preliminary directions considered necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of the Chairman’s own motion. The Chairman may also remit any matters to the President for further consideration and has power to join further parties to the case if the Chairman considers it appropriate to do so upon notice to the parties of such joinder. The Chairman shall set the date, time and place for the hearing and shall endeavour to achieve a timely conclusion. If the Chairman considers it appropriate in all the circumstances of the case he or she may request the President

to consider the suspension of the member charged. (see statute 10 part III 14 (3))

- (vi) As least 14 days before the date set for the hearing, the prosecutor shall forward the following to the Committee and the member charged and any other parties to the hearing:
  - (a) the charge;
  - (b) copies of any documents specified or referred to in the charge;
  - (c) a list of witnesses to be called by the prosecutor;
  - (d) copies of statements containing the witnesses' evidence.
- (vii) At least 7 days before the date set for the hearing, the member charged shall forward to the prosecutor copies of any documents on which he or she wishes to rely, a list of witnesses and copies of their statements of evidence. The prosecutor shall ensure that copies of all these are prepared and forwarded to the Committee as soon as practicable.
- (viii) The jurisdiction and authority of the Committee shall not be restricted by the fact that the member charged has been or is liable to be prosecuted in a court of law in respect of any act or conduct which is the subject of proceedings before the Committee. The Committee may postpone or adjourn a hearing, if it considers it appropriate, to enable a correct prosecution to be undertaken.
- (ix) Subject to the consent of the Committee, both the prosecutor and the member charged may introduce new evidence at the hearing, in the case of the prosecutor, such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted by one party the other party shall have the right to an adjournment to allow time to consider the evidence and its effect on the case. Further evidence may then be submitted in response, provided that the Committee consents, such consent not to be unreasonably withheld.
- (x) The Committee may proceed with the hearing in the absence of any party but shall not do so in the absence of the member charged unless it is satisfied that it is reasonable to do so in all

the circumstances of the case or unless the member charged agrees or so requests.

- (xi) Subject to the right of the member charged, his or her representative, and the prosecutor to be present throughout the hearing, the Committee may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.
- (xii) Each party to the proceedings shall be entitled to give evidence at the hearing to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the prosecutor first and then any other parties, with the member accused being given the opportunity to speak last.
- (xiii) Without prejudice to the Committee's general power to regulate its own conduct, it shall have the specific power to set time and other limits on the evidence to be called for each side, consistent with providing a fair opportunity for each party to present its relevant evidence, whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Committee has the power to adjourn the proceedings from time to time as it sees fit.
- (xiv) The Committee shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.
- (xv) It is for the prosecutor to prove the charge or charges. In deciding whether any charge has been proved the Committee shall apply a civil standard of proof, namely the balance of probabilities.
- (xvi) If the Committee decides that a charge has been proved, it shall give each party an opportunity either orally or in writing at the option of the Committee to address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the President.
- (xvii) The decision of the Committee shall be recorded in a document in which the Committee's findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be sent directly by the secretary of the Committee to the member charged and to his or her representative, in addition to the other parties specified in the Statute. The member charged shall be notified



of his or her right of appeal against the decision or against any recommendation of the Committee as to penalty.

- (xviii) Where any charge has been upheld and the Committee has recommended dismissal, the President or his or her delegate shall inform and consult the Governing Body prior to making any decision as to penalty. The President shall arrange for a special meeting of the Governing Body for this purpose and shall keep the member charged informed of the process. The member charged shall have the right to make further representations to the President at this stage.
- (xix) If, after consulting the Governing Body, the President decides to dismiss the person charged he or she may do so forthwith or upon such terms as the President considers fit. If the President decides not to dismiss, the actions that may be taken are as set out in the Statute in article 20 (2). Any warning given shall be recorded in writing and shall remain live for two years. In all cases, the President's decision shall be communicated to the member charged in writing as well as to the Governing Body.
- (xx) No decision of dismissal or otherwise implementing recommendations of the Committee shall be implemented until after any appeal has been determined under Part V of the Statute.

4. **Removal for Incapacity on Medical Grounds** (Part IV of Statute X)

The Guidelines of the Conference of Colleges on the Commissioners' Statute (Statute X) are appropriate to be used with the Statute, should the President conclude that a member of the Academic Staff should be removed on medical grounds.

5. **Appeals Procedure** (Part V of Statute X)

- (a) A Notice of Appeal against the decision under Parts II, III (see article 26) or IV of the Statute must be served on the President within 28 days of the decision. The President shall bring the fact that an appeal has been made to the attention of the Governing Body and inform the member that he or she has done so. The President shall consider any appropriate action, including suspension, that may be required in relation to the member and/or his or her position in the College pending the outcome of the appeal.

- (b) The Governing Body shall appoint a person to hear the appeal in accordance with the Statute, who shall be called the Chairman, and the two further persons in accordance with the Statute who shall sit with the Chairman if the Chairman so decides.
- (c) In the event that the notice of appeal is not served in time in accordance with the Statute, the Chairman shall consider the circumstances of the case including the length and the reason for the delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.
- (d) The Chairman shall consider whether to sit alone or with two other persons. In the event that he or she decides to sit with two other persons, they shall be the persons appointed by the Governing Body and the body so constituted shall be referred to as the Appeal Body, which term shall also refer to the Chairman in the event that the Chairman sits alone.
- (e) The Chairman shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear to him or her appropriate, including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.
- (f) Notice of the date, time and place and any directions made by the Chairman shall be served on all parties to the appeal at least 14 days before the date appointed and the member shall be notified of his or her right at his or her own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.
- (g) Any hearing of the appeal may be adjourned or postponed at the discretion of the Chairman. The Appeal Body may dismiss the appeal for want of prosecution. However no decision to dismiss in such circumstances shall be made without first having provided the member with an opportunity to make representations whether orally or in writing.
- (h) Except as provided in clause (vii) above no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by him or her to represent him or her.
- (i) Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent

of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall be given only if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice and equity.

- (j) Subject to the provisions of the Statute and of this Regulation, the Appeal Body shall determine its own procedure. The Chairman may at his or her discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.
- (k) In accordance with the provisions of the Statute, the Appeal Body may allow or dismiss an appeal in whole or in part with the provisions of the Statute. In the event that the Appeal Body remits the appeal, the Chairman may set such time limits for further consideration as he or she considers appropriate.
- (l) The reasoned decision of the Appeal Body shall give reasons for its decision which shall be recorded in writing and are to be sent to the President and to the parties to the appeal.
- (m) The Chairman may correct, by an appropriate certificate in writing, any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

## 6. **Grievance Procedures** (Part VI of Statute X)

- (a) **Informal Stage**

In any case where the President receives notice of a grievance from a member of academic staff (“the complainant”), in accordance with Statute X article 32/33, the President shall arrange to meet the complainant on an informal basis to consider the grievance and to determine whether it can be resolved informally. A record of this initial meeting shall be kept, provided the complainant agrees. The President may appoint an Ordinary, Professorial, Senior Research, or Extraordinary Fellow to conduct the informal discussions with the complainant either with the President or alone.
- (b) If the matter cannot be resolved informally then the President shall refer the matter to a Grievance Committee (“the Committee”) established in accordance with the provisions of Statute X and drawn from the panel of Fellows elected annually under Section E above. The Committee shall appoint one of its members to act as Chairman. The President shall notify the Committee of the nature of the grievance and provide it with copies of any statements or other

relevant documents which the President considers will assist in the fair and accurate disposal of the matter.

- (c) The President shall notify the complainant that the matter has been referred to the Committee and shall provide the complainant with copies of the documents referred to in (b) above.
- (d) The Committee shall meet as soon as is reasonably practical to consider the matter on a preliminary basis. The Committee may appoint someone to act as secretary or clerk to assist in all aspects of the grievance hearing and the preparatory steps. The Committee may call for written statements from the complainant or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The Committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chairman to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.
- (e) The matter shall not be disposed of without an oral hearing at which the complainant, and any person against whom the grievance lies, shall be entitled to be heard and to be accompanied by a friend or representative other than a lawyer. The hearing may proceed in the absence of the complainant or any other party who fails to attend without reasonable cause.
- (f) Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the complainant (or the person or persons against whom the complaint is made) and whether and what time limits shall be set for the proceedings.
- (g) The reasoned decision of the Committee as to whether the complaint is well-founded shall be notified in writing to the complainant and any person against whom any complaint is made, as well as to the Governing Body. In the event that any part of the grievance is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the complainant and any other recommendations as it sees fit.

- (h) The complainant and any person against whom any complaint is made shall have the right to appeal against the findings of the Committee or any part of them (herein referred to as the appellant). The President shall notify these persons of this right and of the time limits within which it must be exercised. The appeal shall be conducted according to the procedures provided in clause 7.

## **7. Grievance Procedures: Appeals Process**

- (a) A Notice of Appeal against the findings of the Committee under Part VI of Statute X must be served on the President within 10 days of the meeting of the Governing Body at which the report of the Committee is considered. The appellant shall notify the President, in writing, of the grounds for the appeal. The President shall inform the Governing Body that notice of appeal has been received.
- (b) The Governing Body shall appoint, or delegate to the President to appoint, an Appeal Body to hear the appeal. This panel shall be composed of three Ordinary, Professorial, Senior Research, Extraordinary, Supernumerary or Emeritus Fellows. The Appeal Body shall appoint one of its members to act as Chairman.
- (c) In the event that the notice of appeal is not served in time in accordance with 7(a), the Chairman shall consider the circumstances of the case including the length and the reason for the delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.
- (d) The other party or parties shall be notified of the appeal and the grounds of the appeal. Such parties shall have the right to reply in writing to the grounds of appeal and shall do so within 14 days of receiving notice.
- (e) The Appeal Body will have the record of the proceedings of all documents considered by, and the reasoned decision of, the Grievance Committee. It will have the appellant's written grounds for the appeal and any reply submitted as outlined above in (d).
- (f) The Appeal Body shall determine its own procedure. The Chairman may at his or her discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.
- (g) The Appeal Body shall decide whether in the interests of accuracy and fairness in deciding the appeal an oral hearing should be held. If it so

decides, the Chairman shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear appropriate. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.

- (h) If the Appeal Body decides to hold an oral hearing, it shall give notice of the date, time and place to the appellant and the other party or parites, at least 14 days before the date appointed. All such parties shall have the right to be heard by the Appeal Body and to present written statements to it, in such manner as shall be decided by the Appeal Body, provided that cross-examination by one party of another shall not be permitted. All such parties shall be notified of their right to be accompanied by a friend or representative other than a lawyer.
- (i) Any hearing of the appeal may be adjourned or postponed at the discretion of the Chairman.
- (j) The Appeal Body may allow or dismiss an appeal in whole or in part. The Appeal Body shall give written reasons for its decision which shall be sent to the President, to the parties to the appeal, as well as to the Governing Body.
- (k) The Chairman may correct, by an appropriate certificate in writing, any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

## **Section H: The Discipline of Members of Common Room**

(Rules for MCR are contained in FMC99.2/d, GB 99.9 as amended from time to time)

1. The Vicegerent will normally deal with matters concerning the Discipline of Members of Common Room. If the Vicegerent is not available then the matter may be dealt with by the Senior Tutor or by a Governing Body Fellow (in order of Seniority). When the Vicegerent becomes available responsibility for the disciplinary matter shall revert to him or her. In the following paragraphs "Vicegerent" refers to the Vicegerent or other College Officers or Governing Body Fellows acting for the Vicegerent.
2. Any Member of the College, Staff, or Common Room who has good reason to believe that a Member of Common Room has breached the Disciplinary Code in Section B of these Regulations may initiate a disciplinary procedure by complaint to the Vicegerent. A complaint should be made as soon as reasonably possible after the occurrence of the alleged breach, naming the Member of Common Room concerned and giving details in writing of the alleged breach.

3. The Vicegerent may suspend the Member of Common Room from residence or from use of College facilities if he or she reasonably believes the seriousness of the alleged breach justifies suspension. Suspension may take place at once and shall continue until the Fellowships and Membership Committee is able to consider the matter (as outlined in paragraph 7 below).
4. Within 24 hours of receiving the complaint (or as soon as possible thereafter), the Vicegerent shall give written notice requiring the Member of Common Room to attend for interview at a time and place stipulated. The notice to attend shall give particulars of the alleged breach of the Disciplinary Code. The Member of Common Room shall normally be given at least 24 hours' notice of the interview. The Member of Common Room may be assisted at the interview by a third person who may be a member of the College, a member of Common Room or a member of Congregation.
5. At the interview, the Vicegerent, shall explain to the Member of Common Room that he or she can:
  - (a) admit the alleged breach and continue with the interview;
  - (b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Vicegerent or the Member of Common Room reasonably requires evidence in relation to the alleged breach to be provided by other persons.

If the Member of Common Room opts for (a) the Vicegerent shall elicit all information about the breach relevant to penalty.

If the Member of Common Room opts for (b) the Vicegerent shall investigate whether the alleged breach is established. Where an adjournment has taken place, the Vicegerent, once his or her investigation is complete, shall reconvene the interview and give notice to the Member of Common Room in accordance with paragraph 4.

6. At the close of the interview, the Vicegerent may, dependent on its outcome, either:
  - (i) dismiss the complaint;or
  - (ii) after hearing any mitigation, refer the matter to the Fellowships and Membership Committee (as outlined in paragraph 7 below).

7. In the case of a reference under 6 (ii) the Fellowships and Membership Committee (FMC) shall elect a sub-committee to hear the case and to determine if a breach of the Disciplinary Code has been committed. The provisions of Section B above shall apply.
8. Within five days of the reference, or as soon as possible thereafter, the sub-committee of the FMC shall require in writing that the Member of Common Room concerned and witnesses attend for a hearing at a time and place stipulated, normally with two full weeks' notice. Such notice shall state the details of the alleged breach of the Disciplinary Code. At the hearing, the Member of Common Room may be assisted by a third person who may be another member of the College, a member of Common Room or a member of Congregation. The Member of Common Room may make a statement to the sub-committee explaining his or her case. Both the Member of Common Room and the sub-committee of the FMC shall have the right to call witnesses to the hearing and the right, through the Chair, to question witnesses. The Member of Common Room and the sub-committee of the FMC shall give 24 hours notice of the names of any witnesses.
9. The President shall appoint a College Officer other than the Vicegerent to act as clerk to the sub-Committee for the purposes of formulating the charges, making any administrative arrangements for such matters as the summoning of witnesses and the production of documents, and keeping a record of the hearing. The appointed clerk will have no part in the Committee's decision.
10. If any person required to attend such a hearing before the sub-committee of the FMC fails to appear, the Committee may, at its discretion, adjourn the proceedings. If the Member of Common Room concerned fails to appear, the sub-committee of the FMC may deal with the case in his or her absence, if satisfied that proper notice has been given.
11. The Chairman shall explain the procedure to be followed at the hearing and shall read out the complaint of alleged breach of the Disciplinary Code against the Member of Common Room.
12. At the hearing, the sub-committee of the FMC shall ensure that a full and accurate record is compiled of all evidence considered and of the determination made.
13. If, in the course of such a hearing, the sub-committee of the FMC becomes aware of other potential witnesses, whose evidence it considers may be relevant, it shall follow, so far as appropriate, the procedure referred to in paragraph 8 above in order to arrange their attendance.
14. At the conclusion of the hearing, the sub-committee of the FMC shall determine whether any breach of the Disciplinary Code has been established.



If the Committee is satisfied that a Member of Common Room is guilty of the breach with which he or she is charged, the sub-committee of the FMC may, separately or in any combination:

- (a) order the Member of Common Room to pay compensation to any person or body suffering injury, damage or loss as a result of the Member of Common Room's conduct;
  - (b) suspend membership of Common Room for a specified period;
  - (c) permanently withdraw membership of Common Room.
15. The Committee shall inform the Member of Common Room in writing, as soon as is practicable, of its determination and remind the Member of Common Room of his or her right of appeal as described below.
  16. The Member of Common Room has the right of appeal in writing to a full meeting of the FMC chaired by the President, or in his or her absence, the Vicegerent or a member appointed to take the Chair. Any member of the FMC who has previously been involved in the investigation into or the hearing of the case shall not be a party to deliberation or decision in the appeal procedure. A majority decision by the FMC will be final. Procedures in this hearing will follow similar lines as for the sub-committee of the FMC above.
  17. The Member of Common Room shall inform the Vicegerent in writing of his or her intention to exercise the right of appeal within seven days of receipt of the sub-committee of the FMC's determination.
  18. Any findings of a breach of the Disciplinary Code by the Vicegerent or a sub-committee of the FMC or the full FMC shall be based on the balance of probabilities.
  19. The Member of Common Room may waive at any stage all or any of his or her rights under the foregoing procedure.
  20. Any time limit contained in this disciplinary procedure may be extended at the discretion of the Vicegerent or the FMC as is appropriate.

#### **Section I: The Discipline of Members of Staff who are not Academic Members**

1. The provisions of Section B apply equally to Staff. Disciplinary procedures are contained in a Staff Handbook which is amended from time to time in accordance with employment law and best practice.

2. An employee who wishes to appeal against any disciplinary decision must express the intention to do so to the Human Resources Officer in writing within 2 working days of the decision having been made. The appeal will be heard at one of two levels:
  - (a) Where the appeal is against dismissal then the President shall hear the appeal and may consult those members of the GPC who are qualified members of the Governing Body and who do not hold College offices; any such matters to be treated as reserved business.
  - (b) Where the appeal is against a lesser disciplinary decision it will normally be heard by the Bursar except where he or she has already been involved in hearing or investigating the case, in which case the Vicegerent, or if he or she is not able or willing to do so, a senior Fellow of the College appointed by the Vicegerent shall form a Panel to include at least one other Fellow to hear the appeal. The decision of this Panel shall be final.
3. The member of staff should be informed as soon as possible who will hear the appeal. The case shall be presented to the President or the Chair of the Panel within 2 weeks of the disciplinary decision by the College Officer who has made the disciplinary decision and by the member of staff. The member of staff has the right to be heard and if the President or the Panel deem it to be necessary or appropriate witnesses may be called. The member of staff has the right to be represented by a union official or a “friend” who should not be legally qualified. The appeal hearing shall be arranged giving the member of staff formal notice of at least two working days as to the time and place.
4. The President or Panel having heard the appeal may:
  - (a) Dismiss the appeal;
  - (b) Uphold the appeal against finding or sentence;
  - (c) If the appeal against finding is upheld then the case shall be dismissed;
  - (d) If the appeal against finding is dismissed but that against sentence is upheld then the President or Panel may impose a lesser penalty as he or she thinks fit.
5. The Human Resources Officer, or if he or she is unable to attend a person appointed by the Bursar, shall administer the hearing and be present to take notes. He or she shall not take part in decision making. A written record of the findings and decisions of the President or Panel shall be made and provided to the member of staff. If the appeal is dismissed then the record shall be placed on the member of staff’s personal file.

6. Any finding of a breach of the disciplinary code shall be based on the balance of probabilities. Any time limit contained in this procedure may be extended at the discretion of the Bursar, or of the Vicegerent or of the President as is appropriate.

#### **REGULATION IX: Accounts**

[Statute IX, Section 7]

The Governing Body meeting at which the audited Statement of the Accounts of the College shall be considered shall be the second Regular Governing Body Meeting in Michaelmas Term.

#### **REGULATION X: Pensions**

[Statute 1, Section 19]

1. The College shall become a participating institution in the Universities Superannuation Scheme and the Universities Supplementary Dependents Pension Scheme and shall enter into a Deed of Covenant with the Trustee Company to abide by and comply with the Schemes and the Rules of the Schemes so far as they relate to the College and to its Employees who become Members.
2. The President and each Officer, Fellow and member of the administrative staff of the College in receipt of a stipend shall, whenever required to do so, become a member and subject to the provisions of the Universities Superannuation Scheme and the Universities Supplementary Dependents Scheme; the Governing Body shall cause to be deducted from that stipend such sums, and in addition shall provide from corporate revenue such further sums, as are required by and under the said Scheme.
3. Employees of the College who are not covered by Regulation X, 2 shall, when required to do so, become a member and subject to the provisions of the Oxford University Staff Pension Scheme; the Governing Body shall cause to be deducted from the stipend of any member of the Scheme such sums, and in addition shall provide from corporate revenue such further sums as are required by and under the Scheme.

#### **REGULATION XI: Domus Entertainment**

1. Entertainment by College Officers and Chairmen of Committees

- (a) College Officers and Chairmen of Committees, and any other person generally authorised by the Governing Body or authorised by the Bursar for a specific occasion, are empowered, if the College is likely to benefit, to invite guests to meals in College at the College's expense; such meals to be taken in Hall whenever appropriate;
- (b) the authorised persons are empowered to incur such expenditure at their own discretion of up to the lower of two limits which shall be fixed by the Governing Body from time to time for a single occasion. For expenditure in excess of the lower limit but below the upper limit, the approval of the Chairman of the Finance Committee should be obtained; for expenditure exceeding the upper limit, the approval of the Finance Committee should be obtained.

2. Entertainment by Governing Body Fellows

Ordinary, Professorial, Senior Research and Extraordinary Fellows, in the course of their duties or in furtherance of the interests of the College, may invite guests to meals in Hall at the College's expense up to a maximum *per annum* fixed by the Governing Body from time to time.

3. Operation of Scheme

The scheme will normally be operated by informing the check-out point in Hall of the presence and name(s) of the Domus guest(s).

4. Entertainment out of College or not in Hall

When entertainment of guests in Hall is not possible, expenditure on entertainment of guests at the College's expense either elsewhere in College or out of College may be incurred in furtherance of the interests of the College by College Officers, Chairmen of Committees and the Fellows mentioned in Section 2 above. Expenditure under this Section must be included within the financial limits set out under Section 1 (a) and (b) above. Individual claims should be submitted to the Bursar with names of guests and details of expenditure.

5. Entertainment of Supervisors by Students of the College

A Student may entertain his or her Supervisor in Hall at the College's expense up to a limit *per annum* fixed by the Governing Body from time to time.

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