

**REGULATION I: Election of the six elected members of the Governing Body  
[Statute I Article 4]**

1. An election shall take place annually during Hilary term to elect six members to hold office for twelve months from the Monday of Week 0 in the following Trinity term. 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 requesting their attendance or an explanation for their lack of attendance at meetings of Governing Body, it shall be open to the Governing Body (or the General Purposes Committee during vacations) to end the membership of the Elected Member and 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 themselves (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 if elected. 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 Research, Junior Research, or Supernumerary 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 Research, Junior Research, or Supernumerary Fellows, or more than five Students are nominated, a ballot shall be held. Ballot papers or an electronic voting option shall be made available to all those entitled to vote. The Secretary to the Governing Body (or in their absence some other Governing Body Fellow appointed for this purpose by the President) shall act as scrutineer and those persons declared by them 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 they are or have 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 Article 4 and of this Regulation shall be explained to the General Meeting in Michaelmas term each academic year.

**REGULATION II: Dates of Governing Body Meetings  
[Statute I Article 13]**

5. Statutory Governing Body Meetings shall normally be held on Wednesday in Weeks 2 or 3 of each full term.
6. Ordinary Governing Body Meetings shall normally be held on Wednesday in Weeks 7 or 8 of each full term.
7. 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]**

8. By virtue of Statute I Articles 13 and 15, only such business shall be transacted at Governing Body Meetings as shall have been specified in the notice summoning the Meeting.

9. By virtue of Statute I Article 20, 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.
10. 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 Articles 10 and 14, but such votes shall be for the purpose of informing debate and shall not be binding upon the decisions of Governing Body.
11. 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 their absolute discretion allow departures from the provisions of any rules of procedure contained in these Regulations (other than the rules contained in Regulation II Article 9) 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.
12. 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 Chairs shall not be required unless new considerations have come to light since the Committee met.
13. 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.
14. No controversial or important business shall be taken after two hours from the beginning of the meeting.
15. Whenever possible information should be sought from Committee Chairs before a Governing Body Meeting, rather than during it.
16. 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.
17. 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) who, with reference to best practice in minute taking, will ensure such minutes are of good quality. With the exception of items relating to reserved or sensitive unreserved business, such minutes shall be available to all members of the College.
18. A report shall be made at the next ensuing Governing Body meeting of any motion passed at a General Meeting.
19. Subject to Regulation III Article 21 the Governing Body shall observe the following rules of procedure:
  - (a) the Governing Body shall not normally 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 unless it is exceptional or urgent business and Governing Body resolves that it can be considered without such a recommendation or report;
  - (b) the Governing Body shall not normally consider any important unreserved 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 made available to members of College not later than noon on the day of the General Meeting.

20. 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.
21. 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 Articles 26 and 27, Statute VIII]**

22. Unless the Governing Body shall by Regulation otherwise determine, a General Meeting shall normally 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 Chairperson 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 College.
23. Subject to any Regulations made by the Governing Body pursuant to Statute I Article 27 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.
24. The General Meeting shall transact the business of the Common Room in accordance with Statute VIII Article 71, 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 Article 27.
25. As provided by Statute VIII Article 72, the General Meeting may elect such Common Room officers as it shall determine.
26. Members of Common Room shall be entitled to vote at General Meetings on all matters falling within the two foregoing Articles, but not otherwise. It shall be the responsibility of the person acting as Chairperson of the General Meeting to ensure that persons who are not members of the College shall not take part in the determination of matters delegated to the General Meeting pursuant to Statute I Article 27.
27. 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.
28. The General Meeting may exercise such powers, and shall perform such duties, as the Governing Body shall delegate to it by Regulation.
29. 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 Article 27, except for reserved business as defined by Statute I Article 10, or concerning any matter which is referred to the General Meeting by the Governing Body or items identified as sensitive unreserved business by the President in consultation with the Secretary of 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 or sensitive unreserved 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.
30. The accounts of the funds of the Common Room, duly audited in accordance with Statute VIII Article 75, shall be submitted to the Governing Body for approval at the second Regular Governing Body Meeting in Michaelmas Term.

31. 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 Chairperson or Vice-Chairperson of that Committee or to any Common Room officer power to incur expenditure up to monetary limits stated in the resolution.
32. A Chairperson of the General Meeting shall be elected annually by secret ballot by the second General Meeting each Hilary Term to serve for twelve months from the Monday of Week 0 in the following Trinity term. 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 Chairperson of the General Meeting by 12 noon on the day of the meeting.

## **REGULATION V: Committees [Statute I Article 27]**

### **The Nominating Committee**

33. There shall be a Nominating Committee composed as follows: the President (or in their absence the Vicegerent) *ex officio*, Chairperson; 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 Article 2.
34. In the event that fewer than six nominations are received from members in the above categories the President may, at their discretion and with reference to the intended balance between Fellows and other members, seek nominations from suitable members of Governing Body to form the Nominating Committee.
35. 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, and the Remuneration and Personnel Committee) for 12 months from the Monday of Week 0 in the following Trinity term. Nominations shall be invited from members of the College for all Committees. Nominations for the Fellowships and Membership Committee shall be invited only from qualified members of Governing Body. Members of the Audit Committee, the Conflict-of-Interest Committee, the Investment Committee and the Remuneration and Personnel Committee shall be appointed directly by the Governing Body via the Committee Chair.
36. The Nominating Committee shall meet to prepare its recommendations as to membership of Committees in Hilary term 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).
37. 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.
38. If the Governing Body accepts the recommendation or a new recommendation of the Nominating Committee, then subject to Regulation V Article 73, the persons recommended

shall (together with the *ex officio* members) constitute Committees for 12 months from the Monday of Week 0 in the following Trinity term for the purpose of Statute I Article 27.

39. In all cases where the President attends or takes the Chair, their position in the Committee may be assumed in their absence by the Vicegerent. The word 'supernumerary' after the Vicegerent means that they are not a full member of the Committee concerned, i.e. that they may vote only in the absence of the President and on the President's behalf.

### **The General Purposes Committee**

40. 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 Communications Officer, the Chairperson of the General Meeting, the Chairperson of the Social and Cultural Committee (all *ex officio*) and ten elected members, of whom six shall be qualified members of Governing Body who will serve on the General Purposes Committee for three years from the Monday of Week 0 in the Trinity term following their election, and four shall be members from among the Research and Junior Research Fellows, Supernumerary Fellows, and Graduate Students (with at least one Research, Junior Research or Supernumerary Fellow and at least two Graduate Students) who will serve for 12 months from the Monday of Week 0 in the Trinity term following their election. An election shall take place annually in Hilary Term at which the members of the College acting as a single constituency shall elect new committee members to replace those who term has expired. The procedure for the election shall, with any necessary modifications, be the same as that laid down in Regulation I Article 2.
41. 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.
42. Any eligible person may be nominated, notwithstanding that they are or have been a member of the General Purposes Committee, but no person shall serve as an elected member for more than three consecutive 12 month periods.
43. The functions of the General Purposes Committee are generally to promote and coordinate 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 same or another Committee for further consideration;
  - (d) in particular to receive reports from the Audit Committee, the Conflict-of-Interest Committee, and the Remuneration and Personnel Committee at least once a year to coordinate effective scrutiny and review risk; to offer advice to the Governing Body on any issues which concern governance; and to take note of any Serious Incident Reporting to the Charity Commission
  - (e) to consider the annual estimates prepared by the Finance Committee, and to submit them with their comments (if any) to the Governing Body;
  - (f) to deal with any business which is not the concern of another Committee, and to coordinate business which concerns more than one Committee.

44. The Governing Body may delegate 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 accordance with Regulation V Articles 45a and 45b, to approve recommendations by the Fellowship and Membership Committee to elect members of College, such as Junior Research Fellows and Research Fellows.
  - (d) in matters of minor importance, a note of the action taken being recorded in the minutes.

### **The Academic Committee**

45. 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 College Secretary, the Chair of the General Meeting, the Fellow for Library and Archives, In addition, membership of the Academic Committee shall include four from among the Governing Body Fellows to represent each of the University's academic divisions, two from among the Research and Junior Research Fellows, two from among the Emeritus and Supernumerary Fellows, and two from among the Graduate Students who will ideally represent both Postgraduate Taught and Postgraduate Research courses.
46. The functions of the Academic 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 Academic Conference and Seminar Account 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).
47. The Governing Body may delegate to the Academic Committee the power to make decisions as to:
- (a) arrangements to give effect to links which have been sanctioned under Regulation V Article 47b;
  - (b) the administration and disposition of the Academic Conference and Seminar Account, 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 Regulation V Article 47e.
48. The Governing Body may delegate 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.
49. The Governing Body may delegate to the Committee power to take decisions concerning the Archives, other than major decisions of policy.

#### **The Audit Committee**

50. The Audit Committee shall consist of three persons. Two shall normally be selected from among the Governing Body Fellows (Ordinary, Professorial, Extraordinary or Senior Research Fellows) of the College. The third member may be, but need not be, a member of College. 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 Chairperson. 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 functions of the Audit Committee shall be:

- (a) ensuring that the annual accounts are audited by a professional, competent and independent external auditor;
- (a) reporting on the audit of the annual accounts to the Governing Body before the second Governing Body meeting of Michaelmas term;
- (b) receiving and report on the auditor's reports and management letters and meet directly as necessary with the auditor;
- (c) reviewing the effectiveness of the financial and other internal control systems of the College;
- (d) calling for any investigation of the financial and other internal control systems of the College that it considers necessary.

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

51. 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. The Bursar shall be Secretary to the Committee.

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

52. There shall be a Domestic and Premises Committee of which the following shall be *ex officio* members: the President, the Vicegerent (supernumerary), the Bursar (Chair), the Chairs of all Sub-Committees of the Domestic and Premises Committee, the Chair of the Bar Committee, the Chair of the General Meeting, the Environmental Representative, the Home Bursar and the Wine Steward.
53. The functions of the Domestic and Premises 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.
54. 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 Equality and Welfare Committee**

55. There shall be an Equality and Welfare Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Bursar, the Senior Tutor, the Academic Registrar, the Chair of the General Meeting (or a representative), the College GP, the College Nurse, the HR Manager, one from among the Student Welfare Officers, one from among the Student Peer Supporters, one from among the Diversity Representatives and a representative from the University Counselling Service and Disability Advisory Service.
56. The functions of the Equality and Welfare Committee shall be:
- (a) responsibility 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;
  - (b) responsibility for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the college welfare provision in relation to students;
  - (c) reporting annually to the Governing Body, in Michaelmas term, on the effectiveness of the College's equal opportunities policies and procedures.
57. The Equality and Welfare Committee will meet termly and will report to the General Purposes Committee and the General Meeting.

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

58. 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. The purpose of the Committee is to make recommendations to Governing Body but nothing in these regulations shall affect the discretion of Governing Body to grant or withdraw any Fellowship or membership of the Common Room if it sees fit to do so, provided that where applicable it has followed any procedure prescribed in the Statutes or in these regulations.
59. The functions of the Fellowships and Membership Committee shall be:
- (a) making recommendations on the granting and withdrawal of Fellowships other than non-stipendiary Research and 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) granting and withdrawing membership of Common Room to suitable persons, within maxima laid down by the Governing Body, on the basis of criteria agreed by the Fellowships and Memberships Committee.
60. The Governing Body delegates to the Fellowships and Membership Committee power to elect to non-stipendiary Research and Junior Research Fellowships, and to determine membership of Common Room within the maxima laid down by the Governing Body.
61. 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**

62. There shall be a Finance Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Bursar, the Senior Tutor, the College Accountant, the Development Director, and the Chair of the General Meeting.
63. 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) preparing annual accounts for audit and for consideration by the Governing Body.

### **The Investment Committee**

64. 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.
65. 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.
66. 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 Article 76, 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 Remuneration and Personnel Committee**

67. There shall be a Remuneration and Personnel Committee of which the following shall be members *ex officio*: The President, the Bursar and the Chair of the Conflict-of-Interest Committee. The HR Manager shall be in attendance. In addition, three Emeritus, Supernumerary or Honorary Fellows of the College shall be appointed to the Committee by the Governing Body. These members shall serve for three years and shall be eligible for reappointment.
68. The Chair of the Conflict-of-Interest Committee shall be the Chair of the Remuneration and Personnel Committee and the HR Manager shall be the Secretary. The Secretary shall prepare and distribute papers prior to the meetings and will minute the proceedings of the Committee's meetings. 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.
69. The functions of the Remuneration and Personnel Committee shall be:
- (a) to meet at least once per annum and otherwise as required to determine the remuneration, allowances and benefits of College employees and to answer any question put to it by Governing Body in relation to remuneration and benefits.
  - (b) to take decisions about the remuneration of College Officers which will be agreed by a majority of the Committee. Staff pay will be managed by the Bursar and HR Manager in accordance with the framework and policies in place at the time. Neither the President nor Bursar shall vote on each other's salary.
  - (c) to report annually in Trinity term to the Governing Body, via the Bursar, on any key decisions or recommendations made by the Remuneration and Personnel Committee.

## **The Social and Cultural Committee**

70. There shall be a Social and Cultural Committee of which the following shall be members *ex officio*: the President, the Vicegerent, the Bursar, the College Accountant, the College Secretary, the Chair of the General Meeting, the Home Bursar and the Chair of such Sub-Committees, Clubs and Societies of the Social and Cultural Committee as the Governing Body shall from time to time decide.
71. The Social and Cultural Committee reports and is responsible to General Purposes Committee and the General Meeting.
72. The functions of the Social and Cultural Committee shall be:
- (a) to elect a Chair and Deputy Chair of the Social and Cultural Committee, usually from among the regular and *ex officio* members of the Committee.
  - (b) 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 Article 32;
  - (c) preparing and presenting to the General Meeting annual Common Room accounts, duly audited in accordance with Statute VIII Article 75, for approval and submission to the Governing Body pursuant to Regulation IV Article 32;
  - (d) arranging social events;
  - (e) 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;
  - (f) arranging for the election of Student representatives to serve on University and intercollegiate bodies;
  - (g) arranging cultural events, seminars and other academic functions within the College, in consultation, when necessary, with the Academic Committee;

- (h) drawing up the agenda for General Meetings;
- (i) exercising powers and performing duties duly delegated to it by the General Meeting;
- (j) considering and advising on any matter which arises at a General Meeting.

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

73. Membership of Committees is usually for three years for Governing Body Fellows and one year for all other members, unless otherwise agreed with the College Secretary.

### **Other Committees**

74. The Governing Body may from time to time set up other Committees, Councils or other bodies pursuant to Statute I Article 27.

### **General**

75. All Committees shall have the power to co-opt members of the Common Room for one year, with the agreement of the College Secretary. Members of the Common Room do not have an automatic right to Committee membership, and are entitled to attend General Meeting and vote on matters pertaining to the Common Room only in accordance with Regulation IV Article 27.
76. All Committees shall also have the power to co-opt other individuals, with the agreement of the College Secretary, 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.
77. A Secretary shall be appointed to every Committee who shall keep minutes which (save for those relating to reserved or sensitive unreserved 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.
78. 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 Regulation V Article 80. 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.
79. 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]**

80. By virtue of Statute I Article 10, all elections to College Offices are to be treated as reserved business.

**The Vicegerent**

81. 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 Article 10) 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 Regulation VI Article 82a, will) propose a name to the Governing Body; and that any qualified member of the Governing Body may express their views;
- (c) the Vicegerent and former Vicegerents shall meet accordingly and may propose a name. If no proposal is made under Regulation VI Article 82a 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 their 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 view of the President on the name proposed, though the President shall not have a veto;
- (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.

82. Functions and duties

In addition to the functions and powers referred to in Statute IV Article 54, 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 them. 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.

83. Method of election to College Offices listed below, other than that of the Vicegerent, the Bursar, the Senior Tutor, and the Development Director.

The following procedure shall be followed:

- (a) an enquiry will be sent to each Ordinary, Professorial, Extraordinary and Senior Research Fellow asking whether they wish either to become a candidate for the office in question or to suggest the name of a possible candidate; two weeks will be allowed for a response;
  - (b) after four weeks have elapsed, except when electing the Acting President or the Secretary to Governing Body, if no candidate in the above categories has come forward or been found, an enquiry will be extended to each Emeritus Fellow asking whether he or she wishes to become a candidate for the office in question. A further two weeks will be allowed for a response;
  - (c) once the deadline for a response under Regulation VI Article 84a (and if necessary, under Regulation VI Article 84b) has elapsed, those members of the General Purposes Committee who fall within the above categories will consider any candidates who have come forward, and may also propose additional candidates (and will in any case do so if no candidate has come forward). They will then put a name or names before the Governing Body, stating that it or they are put forward with the agreement of the person(s) concerned and of the President. In order to inform the discussion at GPC, the President shall seek the advice of the Chairs of other Committees whose functions are relevant to the office in question;
  - (d) at any point up to ten days before the relevant Governing Body meeting 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;
  - (e) 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.
84. 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**

85. There shall be a Bursar who 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.
86. 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.
87. 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.
88. 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.
89. 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;
  - (d) 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 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,
90. The Governing Body delegates to the Bursar:
- (a) all the powers necessary to enable them to carry out the above functions provided that:
    - (i) decisions involving questions of policy shall not be taken without the approval of the appropriate Committee and/or the Governing Body (or in a case covered by Regulation V Article 45b 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 Article 45b) 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**

91. 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 Registrar, 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 their disposal;
- (d) receiving Supervisors' reports and monitoring the academic progress of Students;
- (e) chairing the Academic Committee;

- (f) 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 Registrar;
- (g) planning a programme of Public Lectures;
- (h) adjudicating in cases of uncertainty or dispute over the content of the College's web pages;
- (i) acting as Dean of Welfare.

92. The Senior Tutor shall have such powers as are delegated to them by the Governing Body.

### **Secretary to the Governing Body**

93. There shall be a Secretary to the Governing Body, who shall be a qualified member of 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 they 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.

94. The duties of the Secretary of the Governing Body may be discharged by the College Secretary when necessary, in agreement with the Secretary to the Governing Body and the President.

### **Development Director**

95. There shall be a Development Director, whose function shall be to lead the College's development, external relations and fundraising efforts, including designing and implementing specific campaigns to secure large-scale funding.

In particular, the Development Director shall be responsible for:

- (a) ensuring that the College complies with the highest ethical, professional and governing standards in its fundraising.
- (b) overseeing due diligence of all donations.
- (c) monitoring the effectiveness of development operations and strategy.
- (d) ensuring that accurate and complete records are maintained of all donations to the College, in accordance with the requirements of national tax administrations.
- (e) ensuring that alumni and fundraising data is current, reliable and secure, in compliance with statutory, University and College requirements.
- (f) reporting regularly to the President and Governing Body on development activity and expenditure, and funds raised.

- (g) representing the Alumni and Development Office on College committees.
- (h) representing the interests of the College within the University's fundraising and external relations structures.
- (i) overseeing a variety of events for Wolfson alumni and friends within and beyond College.
- (j) such powers and responsibilities as are delegated to the Development Director by the Governing Body.

#### **Acting President**

96. 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 Article 54, the Governing Body may elect for an appropriate term an Acting President who shall be a qualified member of Governing Body and 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 Article 84.

#### **College Record Editor**

97. There shall be an Editor of the College Record who shall be responsible for editing submissions from the various departments, associations, clubs, societies and members of the Wolfson community in order to compile the College Record which documents what has happened during the preceding academic year.

#### **Dean of Degrees**

98. There shall be a Dean of Degrees, whose function shall be to present candidates for matriculation and for degrees. The Dean may appoint one or more Deputies to assist with their responsibilities.

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

99. There shall be a Fellow for Library and Archives, or a Fellow for Library and a Fellow for Archives, to be generally responsible, under the President and the Governing Body, for facilitating as appropriate the future development of the Archives and/or the Library and for making recommendations to the Academic Committee to this end.
100. The Fellow for Library and Archives or the Fellow for Library and the Fellow for Archives, shall have such powers as are delegated to them by the Governing Body.
101. The role may be split into a Library Fellow and an Archive Fellow, if the Governing Body decides.

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

102. 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.

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

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

#### **Wine Steward**

104. There shall be a Wine Steward who shall be responsible for building up and maintaining the Cellar stocks in order to provide fine wines and everyday wines for sale to members of

College and Common Room via the Hall list, and for special functions such as Guest Nights and other College functions.

**REGULATION VII: The Common Table**  
**[Statute V Article 59]**

105. The President and Fellows (other than Visiting Fellows) shall be entitled to partake without charge of the Common Table.
106. The right to partake of Common Table shall consist of the right of a Fellow to consume themselves in the Hall items totalling in value not more than the weekly limit imposed by the Governing Body by ordinary resolution from time to time.
107. The week for the purpose of this Regulation shall be as determined by the Governing Body from time to time.

**REGULATION VIII: Membership and Disciplinary Procedures**  
**[Statute VII, Statute VIII, Statute X]**

**Section A: Definitions**

108. 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 current Student of the College.
  - (g) "Governing Body Fellow" shall mean an Ordinary Fellow, a Professorial Fellow, an Extraordinary Fellow, or a Senior Research Fellow.
  - (h) "Member of the Academic Staff" of the College shall mean any Governing Body Fellow, Research Fellow, Junior Research Fellow or Supernumerary 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 to whom Membership of the Common Room of the College has been granted and 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.
  - (k) "The Common Room" shall comprise all current members of College and all current members of Common Room.

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

109. No member of the College or Common Room 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 their 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 any harassment in accordance with Regulation VIII Article 109e.
  - (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 their 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 Panel or Appeal Body as a witness,
  - (p) engage in any other conduct that is detrimental to the interests of the College.

## **Section C: Criminal Offences**

110. In the event that a Student has been convicted of a criminal offence 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 Section F of this Regulation to expel the Student or impose such lesser penalty as it shall see fit.
111. 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**

112. 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 Appeal Panel. 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 Appeal Panel shall be those contained in Regulation VIII Section F.
113. 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 Appeal Panel. 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 Appeal Panel shall be those contained in Regulation VIII Section F.

## **Section E: Disciplinary Panel**

114. 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 12 months from the Monday of Week 0 in the Trinity term 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 Research, Junior Research or Supernumerary Fellow. However, a Research, Junior Research or Supernumerary Fellow shall not participate in a panel to consider the discipline of an Ordinary Fellow, a Professorial Fellow, an Extraordinary Fellow, or a Senior Research Fellow.
- (a) The Disciplinary Panel shall consist of a Chairperson appointed by the President and the four Fellows or their alternates nominated in Regulation VIII Article 115. 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 and Regulation VIII Articles 143-146.
- (b) A person who has an actual or apparent interest in the outcome of a case before the Disciplinary Panel which includes but is not limited to, for example, that they were the complainant or they have participated in any decision against which an appeal is being brought, shall not be a member of the Disciplinary Panel considering the case. A person nominated to be a member of the Disciplinary Panel 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 Panel being formed, the President shall appoint substitutes.
- (c) Membership of the Disciplinary Panel shall be chosen with due regard to the public sector equality duty.

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

115. 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 an appropriate Governing Body Fellow. When the Vicegerent becomes available responsibility for the disciplinary matter shall revert to them. In the following paragraphs "Vicegerent" refers to the Vicegerent or other College Officer or Governing Body Fellow acting for the Vicegerent.

### **Complaint made to Vicegerent**

116. Any member of the College, Staff, or Common Room who has good reason to believe that a Student has breached the Disciplinary Code in Regulation VIII Section B 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.

## **Power of Vicegerent to Suspend**

117. The Vicegerent may suspend the Student from residence or from use of College facilities if they reasonably believe 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 Panel.

## **Criminal Offences and Referral to Police**

118. Where an alleged breach of the Disciplinary Code constitutes, in the reasonable opinion of the Vicegerent, a serious criminal offence, the Vicegerent shall refer the matter to the Police unless there are compelling reasons not to do so. Where the Student is subject to a criminal investigation arising out of the alleged breach of the Code, the Vicegerent shall not normally proceed with the case other than to suspend them from residence, or from use of College facilities if appropriate. The Student may appeal against such suspension as in Regulation VIII Article 118.
119. 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 Regulation VIII Section C.
120. 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.

## **Interview with Vicegerent**

121. 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.
122. At the interview the Vicegerent shall explain to the Student that the Student 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, carrying out such investigation as expeditiously as possible. Where an adjournment has taken place, the Vicegerent, once their investigation is complete, shall reconvene the interview and give notice to the Student in accordance with Regulation VIII Article 122.

- (c) at any stage of the interview or at its close, the Vicegerent may, if they consider it appropriate in all the circumstances, refer the matter to the Disciplinary Panel.
- (d) at the close of the interview process, 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 Regulation VIII Article 123e; 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 Regulation VIII Article 123e.
- (e) if the Vicegerent is satisfied that a Student is guilty of the breach with which they have been charged, the Vicegerent may impose one or more of the following penalties;
  - (i) a fine as may be determined from time to time by the Governing Body;
  - (ii) 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;
  - (iii) a written warning as to the Student's 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.
- (f) 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 their rights to appeal against the decisions taken.
- (g) if the Vicegerent considers in any case that their powers under Regulation VIII Article 123e 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 Panel.
- (h) the Student may appeal to the Disciplinary Panel against a finding of a breach and/or imposition of any of the penalties imposed under Regulation VIII Article 123e. The Student shall inform the Vicegerent of their intention to exercise the right of appeal within seven days of the receipt of the Vicegerent's determination.

### **Referral and Appeals to the Disciplinary Panel**

123. The Disciplinary Panel shall hear and determine:
- (a) references made to it by the Vicegerent under Regulation VIII Article 123c;
  - (b) cases remitted to it for decision as to penalty under Regulation VIII Article 123e;
  - (c) appeals made to it by Students under Regulation VIII Articles 118 and 123h;
  - (d) matters referred to the Disciplinary Panel under the College's Harassment Policy;
  - (e) cases relating to the deprivation from, or suspension of, scholarships or other financial assistance offered to a Student by the College.
124. The Vicegerent shall inform the Disciplinary Panel 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 Regulation VIII Articles 118 and 123h, particulars of the breach of the rules, the penalty imposed and the record prepared by the Vicegerent;
  - (c) where there is a reference under Regulation VIII Article 123g, of the penalty the Vicegerent considers appropriate together with reasons for that penalty.

## Hearing of the Disciplinary Panel

125. Within seven days of the reference or appeal, or as soon as possible thereafter, the Disciplinary Panel 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 48 hours' notice.
  - (a) In the case of a reference under Regulation VIII Article 123c, the notice shall state the details of the alleged breach of the Disciplinary Code.
  - (b) In the case of a reference under Regulation VIII Article 123g, 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 Regulation VIII Article 118, 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 Regulation VIII Article 123h, the notice shall state the details of the finding and/or the penalty imposed.
126. The Student may be accompanied 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 Panel shall have the right to call witnesses to the hearing and the right, through the Chair, to question witnesses. The Student and the Disciplinary Panel shall give 24 hours' notice of the names of any witnesses. The Student may make a statement to the Committee explaining their case.
127. The Secretary to the Governing Body act shall as clerk to the Disciplinary Panel. The duties of the clerk shall include sending out any notice referred to in Regulation VIII Article 126 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.
128. If any witness required to attend such a hearing before the Disciplinary Panel fails to appear, the Committee may, at its discretion, proceed. If the Student fails to appear, the Disciplinary Panel may deal with the case in their absence if satisfied that proper notice has been given.
129. The Chairperson shall explain to the Student the procedure to be followed at the hearing and shall read out,
  - (a) in the case of a reference Regulation VIII Article 123c, the complaint of the alleged breach of the Disciplinary Code against the Student;
  - (b) in the case of a reference Regulation VIII Article 123g, the penalty that the Vicegerent considers to be appropriate;
  - (c) in the case of an appeal Regulation VIII Article 123h, the finding of a breach and/or the penalty imposed against which the appeal is directed.
130. If, in the course of a hearing, the Disciplinary Panel becomes aware of other witnesses, whose evidence it considers may be relevant, it shall follow, so far as appropriate, the procedure referred to in Regulation VIII Article 126 in order to arrange their attendance.
131. At the conclusion of a hearing called Regulation VIII Article 123c, the Disciplinary Panel shall determine whether any breach of the Disciplinary Code has been established. If the Committee finds that a breach has occurred, the Disciplinary Panel may, separately or in any combination:
  - (a) impose a fine of such amount as it thinks fit;
  - (b) make an order banning the Student from access to specified premises or facilities for such period or on such terms as it thinks fit;

- (c) recommend to the Governing Body that the Student be rusticated or expelled for such time as it thinks fit, following the procedure set out in Statute VII and Regulation VIII Articles 143-146;
  - (d) give the Student a written warning as to their future conduct, a record of which 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.
132. At the conclusion of an appeal hearing called Regulation VIII Article 118, the Disciplinary Panel shall determine whether to uphold or to overrule the suspension from residence or from use of College facilities.
133. At the conclusion of an appeal hearing Regulation VIII Article 123h, the Disciplinary Panel shall determine whether to uphold or to dismiss the Vicegerent's finding of a breach and/or imposition of a penalty.
134. The clerk of the Disciplinary Panel shall inform the Student in writing, as soon as is practicable, of its determination and give notice to the Student of their right of appeal to as described below.

### **Appeal to Appeal Panel**

135. The Student shall have the right of appeal to the Appeal Panel against the finding of the Disciplinary Panel and/or any of the penalties imposed under Regulation VIII Article 123 in cases remitted to it under Regulation VIII Article 123c, or against any such penalty imposed in cases remitted under Regulation VIII Article 123g. The decision of the Disciplinary Panel shall be final in cases remitted to it under Regulation VIII Articles 118 and 123h.
136. The Student shall inform the clerk of the Disciplinary Panel in writing of their intention to exercise the right of appeal within seven days of receipt of the Disciplinary Panel's determination. The Appeal Panel shall be made up of the President acting as Chair and two members of Governing Body who are not also members of the Disciplinary Panel. 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 Appeal Panel.
137. At any appeal hearing to the Appeal Panel the record of the Disciplinary Panel 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 Appeal Panel. Any decision of the Appeal Panel may be appealed by the Student to the Conference of Colleges Appeal Tribunal.
138. If the Disciplinary Panel has recommended the penalty of expulsion or rustication the procedures outlined in Statute VII and Regulation VIII Articles 143-146 shall be followed. If the Governing Body endorses the recommendation of the Disciplinary Panel and passes a resolution in favour of expulsion or rustication, the Student member shall be informed by the President of their right of appeal to the College's Appeal Panel and subsequently to the Conference of Colleges Appeal Tribunal.
139. Any findings of a breach of the Disciplinary Code by the Vicegerent or a Disciplinary Panel or an Appeal Panel shall be based on the balance of probabilities.
140. The Student member may waive at any stage all or any of their rights under the foregoing procedure.
141. Any time limit contained in this disciplinary procedure may be extended at the discretion of the Vicegerent or the Disciplinary Panel as is appropriate.

### **Exclusion or Rustication**

142. The procedure for exclusion or rustication of a Student shall be as follows:
- (a) Subject to Regulation VIII Article 143f, no Student shall be deprived of membership of the College, or required to leave and remain away from the College premises,

otherwise than by a resolution to that effect proposed by the President and passed by the Governing Body.

- (b) Before entertaining any such resolution, the case shall be considered by the Disciplinary Panel chaired by the President.
  - (c) If the President and the Disciplinary Panel (after hearing the Student if they wishes to be heard) decide, unanimously or by at least four affirmative votes, that they should be deprived of membership of the College or required to leave and remain away from the College premises, they shall inform the Student of the decision and of the reasons for it and of their right to appeal against it within seven days or such further time as is agreed by the President and the Disciplinary Panel.
  - (d) If within such period the Student gives notice of appeal, an Exclusion or Rustication Appeal Panel (comprised of the alternate members of the Disciplinary Panel, not being any of the four Fellows who considered the case under Regulation VIII Article 143c) shall hear the appeal in accordance with the next succeeding Regulation VIII Article 144. On such an appeal, the panel shall not substitute a more severe penalty for that decided on by the President and the Disciplinary Panel.
  - (e) If there is no appeal, or if after hearing an appeal the panel confirms the decision of the President and the Disciplinary Panel with or without variation, the President may propose and the Governing Body shall then proceed to consider and vote on a resolution to give effect to the decision of the President and the Disciplinary Panel or to such decision as varied by the Exclusion or Rustication Panel.
  - (f) The President and the Disciplinary Panel, if they consider it necessary, may by their decision require the Student to leave the College premises forthwith and remain away therefrom (save for the purpose of attending the hearing of any appeal) pending the resolution of the Governing Body.
143. At any panel convened for the purpose of dealing with an appeal under this Statute the Student concerned shall be given the opportunity of being heard by and of being represented before the panel convened to hear their appeal, of calling witnesses and of cross-examining witnesses called against them. The President and the Disciplinary Panel whose decision is appealed against shall not take part in the determination of the appeal by the Exclusion or Rustication Appeal Panel.
144. The procedure set out in in Regulation VIII Article 143 also applies to a determination as to whether to deprive or suspend a Student from any scholarship or other financial assistance that they receive from the College, except that a resolution of Governing Body shall not be required in such cases. In such cases and for clarity, any appeal panel would properly be known as a Financial Assistance Appeal Panel.
145. Notwithstanding the provisions of Statute I Article 10, the Elected Members may take part in relevant proceedings of the Governing Body in connection with the exclusion or rustication of a Student or deprivation or suspension of a Student's scholarship or other financial assistance (including the hearing of any appeal) if that Student so requests.

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

### **Construction Application and Interpretation (Part I of Statute X)**

146. Statute X applies to Academic Staff. The following Fellows of the College are designated Academic Staff in accordance with Statute X Article 81:

- Ordinary Fellows
- Professorial Fellows
- Extraordinary Fellows
- Senior Research Fellows
- Research Fellows
- Junior Research Fellows
- Supernumerary Fellows

## Redundancy (Part II of Statute X)

147. Part II of Statute X refers to Redundancy. It is not intended that this part should apply to the Fellows listed in Regulation VIII Article 147 except where they are paid a stipend by the College in which case the provisions and procedures of the Statute shall prevail.
148. This Section applies where the Governing Body has decided that there should be a reduction in the academic staff –
- (a) of the College as a whole; or
  - (b) of any area of academic work within the College
- by way of redundancy.
149. Where the Governing Body has reached a decision under Regulation VIII Article 154:
- (a) it may itself decide to select the requisite members of the academic staff for dismissal by reason of redundancy if such a course satisfies the guiding principles set out in Part 1 of Statute X and Regulation VIII Article 149; or
  - (b) it shall appoint a Redundancy Panel to be constituted in accordance with Regulation VIII Article 153 to give effect to its decision by such date as it may specify and for that purpose
    - i. to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
    - ii. to report their recommendations to the Governing Body.
150. Prior to any determination, members of the academic staff at risk of redundancy will be consulted by either Governing Body or the Redundancy Committee.
151. The Governing Body shall either approve any selection recommendation made under Regulation VIII Article 150bi or shall remit it to the Redundancy Panel for further consideration in accordance with its further directions.
152. A Redundancy Panel appointed by the Governing Body shall comprise –
- (a) a Chairperson;
  - (b) two Fellows, not being persons employed by the College; and
  - (c) two members of the academic staff.
153. A member of the academic staff shall not be selected for dismissal under this Section unless they have been afforded a reasonable opportunity to make representations to the Governing Body. This will take the form of a meeting with the President or another person appointed by them to discuss alternative options, unless the President agrees that the representations can be presented in an alternative form. The member of academic staff shall be entitled to be accompanied at that meeting by a work colleague or trade union representative.
154. Where the Governing Body has either itself selected or has approved a selection recommendation made by the Redundancy Panel under Regulation VIII Article 150 it may authorise an officer of the College as its delegate to dismiss any member of the academic staff so selected.
155. Each member of the academic staff selected shall be given separate notice of the selection approved by the Governing Body.
156. Each separate notice shall sufficiently identify the circumstances which have satisfied the Governing Body that the intended dismissal is reasonable and in particular shall include –
- (a) a summary of the action taken by the Governing Body under this Part;

- (b) an account of the selection processes it has used;
- (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and
- (d) a statement as to when the intended dismissal is to take effect.

### **Disciplinary Procedure (Part III of Statute X)**

157. The procedures relating to the discipline of Academic Staff are as follows.

(a) Informal Stage

- (i) If 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 their conduct or performance. The President may appoint a colleague (being a 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. If the President considers the situation to be sufficiently serious they may suspend the member of academic staff until the investigation and meeting have taken place and the outcome has been determined.
- (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 disregarded for disciplinary purposes 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 12-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. The President shall advise the member that if they wish to appeal against the warning under Part IV of Statute X they must do so within two weeks. The warning shall be dated and a copy shall be provided to the member as well as being kept in a personal file. A written warning shall be disregarded for disciplinary purposes after two years.
  - (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**
- (i) In any case before the President, whether on a complaint or otherwise, they shall consider all the circumstances of the case including the outcome of any enquiries instituted and disciplinary warnings given. Any complaint referred to the President shall include a description of the conduct or performance which is relied upon and an explanation of why it is alleged to constitute good cause for dismissal.
  - (ii) If, after such consideration, it appears to the President that there are grounds that constitute good cause for dismissal as defined in Statute X Article 82c, the President may refer the matter to the Disciplinary Panel to consider and report on the case in accordance with Regulation VIII Section E. The President may, if they consider that the College might otherwise suffer significant harm, suspend the member concerned from the performance of their duties without loss of pay or emoluments.
  - (iii) On referral of the matter to the Disciplinary Panel, the Governing Body shall ensure the exclusion from the Disciplinary Panel of the person charged, and any person who has been associated with complaints or preliminary hearings or investigations in relation to the matter. The Governing Body shall inform the member to be charged by written notice that the Disciplinary Panel has been asked to consider any charges to be brought. The written notice shall include the names of the members of the Disciplinary Panel 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.
  - (iv) Subject to the provisions of the Statute and any provision to the contrary in this Regulation, the Disciplinary Panel shall have power to regulate its own proceedings. The Disciplinary Panel shall be quorate at any time provided at least two members including the Chairperson are present, and in the event of any vote of the Disciplinary Panel which is tied, the Chairperson shall have a casting vote. The Disciplinary Panel 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, subject to the provisions of Regulation VIII Article 154.
  - (v) 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.
  - (vi) The member charged shall notify the prosecutor of any representative they have appointed to act on their behalf. Any fees or expenses payable to the representative shall be at the charge of the person accused.
  - (vii) The Chairperson 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 Chairperson's own motion. The Chairperson may also remit any matters to the President for further consideration and has power to join further parties to the case if the Chairperson considers it appropriate to do so upon notice to the parties of such joinder. The Chairperson shall set the date, time and place for the hearing and shall endeavour to achieve a timely conclusion. If the Chairperson considers it appropriate in all the circumstances of the case they may request the President to consider the suspension of the member charged. (see Regulation VIII Article 158cii).

- (viii) At least 14 days before the date set for the hearing, the prosecutor shall communicate the following to the Disciplinary Panel 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.
- (ix) 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 the member 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 Disciplinary Panel as soon as practicable.
- (x) The jurisdiction and authority of the Disciplinary Panel 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 Disciplinary Panel. The Disciplinary Panel may postpone or adjourn a hearing, if it considers it appropriate, to enable a correct prosecution to be undertaken.
- (xi) Subject to the consent of the Disciplinary Panel, 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 Panel consents, such consent not to be unreasonably withheld.
- (xii) The Disciplinary Panel 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.
- (xiii) Subject to the right of the member charged, their representative, and the prosecutor to be present throughout the hearing, the Disciplinary Panel may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.
- (xiv) 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.
- (xv) Without prejudice to the Disciplinary Panel'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 Disciplinary Panel has the power to adjourn the proceedings from time to time as it sees fit.

- (xvi) The Disciplinary Panel 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.
- (xvii) It is for the prosecutor to prove the charge or charges. In deciding whether any charge has been proved the Disciplinary Panel shall apply a civil standard of proof, namely the balance of probabilities.
- (xviii) If the Disciplinary Panel decides that a charge has been proved, it shall give each party an opportunity either orally or in writing to address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the President.
- (xix) The decision of the Disciplinary Panel shall be recorded in a document in which the Disciplinary Panel'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 Disciplinary Panel to the member charged and to their representative, in addition to any other parties who shall have been added as a party by the Disciplinary Panel. The member charged shall be notified of their right of appeal against the decision or against any recommendation of the Disciplinary Panel as to penalty.
- (xx) Where any charge has been upheld and the Disciplinary Panel has recommended dismissal, the President or their 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, but shall not have the right to be present at the meeting of Governing Body where the matter is decided if they would usually be entitled to attend meetings of Governing Body.
- (xxi) If, after consulting the Governing Body, the President decides to dismiss the person charged they 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 after consulting the Governing Body (not comprising a greater penalty than that recommended by the Disciplinary Panel) shall be:
  - (a) to discuss the issues raised with the person concerned; or
  - (b) to advise the person concerned about their future conduct; or
  - (c) to warn the person concerned including issuing an oral or written warning; or
  - (d) to suspend the person concerned for such period as the President shall think fair and reasonable, provided that the suspension shall not extend beyond six months after the date on which the Governing Body shall have considered the Disciplinary Panel's decision, provided that no suspension without pay may be ordered unless the terms of the contract of employment of the person concerned contains provisions expressly entitling the President to impose such a penalty; or
  - (e) to take such further or other action under the person's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
  - (f) any combination of any of the above.

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.

(xxii) No decision of dismissal or otherwise implementing recommendations of the Disciplinary Panel shall be implemented until after any appeal has been determined under Part V of the Statute.

(xxiii) The President may delegate any of their powers under Part III of Statute X to another member of Governing Body.

(xxiv) During any period of suspension, an individual who is a member of Governing Body shall not be a member of Governing Body or entitled to participate in any Governing Body meetings. Once any suspension is lifted the individual shall immediately be reappointed to Governing Body.

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

158. The procedures for relating to the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office are as follows in Statute X Part IV.

159. In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.

160. In this Part the President shall be the appropriate officer to perform any duties or exercise any powers, but they may appoint a delegate to act on their behalf.

161. In this Part references to the member of the academic staff for the purposes of notification, giving consent, agreement, nomination or providing evidence include, in cases where the nature of the alleged disability so requires, a responsible relative or friend or other person with authority to act on behalf of that member in addition to (or instead of) that member.

162. Where it appears to the President that the removal of a member of the academic staff on medical grounds should be considered, the President shall:

- (a) inform the member accordingly;
- (b) if the member agrees or if the President considers that the College might otherwise suffer significant harm, suspend the member from duty without loss of pay; and
- (c) notify the member in writing that it is proposed to make an application to the member's medical practitioner for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.

163. If the member elects to apply for early retirement on medical grounds they shall be allowed to do so and the College shall meet the reasonable costs of any medical opinion required.

164. If the member does not elect to apply for early retirement on medical grounds the President may refer the case in confidence, with any medical and other evidence (including any such evidence submitted by the member), to a Medical Board comprising one person nominated by the Governing Body; one person nominated by the member concerned or, in default of the latter nomination, by the President; and a medically qualified Chairperson jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.

165. The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Medical Board shall be as follows:

- (a) the member concerned shall be entitled to be accompanied by a work colleague or trade union representative, in connection with and at any hearing by the Medical Board, and a case shall not be determined without an oral hearing at which the member concerned and any person appointed to represent them are entitled to be present;

- (b) that witnesses may be called and may be questioned concerning any relevant evidence; and
  - (c) that the case is heard and determined
166. The Medical Board may require the member concerned to undergo medical examination at the College's expense.
167. If the Medical Board determines that the member should be required to retire on medical grounds, the President shall consult the Governing Body, and may terminate the employment of the member concerned on those medical grounds.
168. Any action taken by the President shall be confirmed in writing and notified to the Governing Body.
169. 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.

### **Appeals Procedure (Part V of Statute X)**

170. The procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice or dismissal or who are otherwise disciplined are as follows in Statute X Part V.
- (a) A Notice of Appeal against the decision under Parts II, III (see Article 98) or IV of Statute X must be served on the Vicegerent within 28 days of the decision. The Vicegerent shall notify the Governing Body that an appeal has been made and inform the member that they have done so. The Vicegerent shall consider any appropriate action, including suspension, that may be required in relation to the member and/or their position in the College pending the outcome of the appeal. The parties to an appeal shall be the appellant, the Vicegerent, and any other person added as a party at the direction of the Chairperson.
  - (b) The Governing Body shall appoint a person to hear the appeal who shall be called the Chairperson, and the two further persons in accordance with the Statute who shall sit with the Chairperson if the Chairperson so decides. The Chairperson shall not be employed by the College holding and shall be suitably experienced and impartial. The other persons who may sit with the Chairperson shall include one Fellow who is not a member of the academic staff, and one other Fellow who may be a member of the academic staff.
  - (c) In the event that the notice of appeal is not served in time in accordance with the Statute, the Chairperson 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 Chairperson shall consider whether to sit alone or with two other persons. In the event that they decide 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 Chairperson in the event that the Chairperson sits alone.
  - (e) The Chairperson 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 them 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 Chairperson shall be served on all parties to the appeal at least 14 days before the date appointed and the member shall be notified of their right at their 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 Chairperson. 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 Regulation VIII Article 158cix, no appeal may be determined without an oral hearing of which due notice has been served on the appellant and any persons appointed by the appellant to represent them.
- (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 Chairperson may at their 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) The Chairperson may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:
  - (a) remit an appeal from a decision under Part II (or any issue arising in the course of such an appeal) to the Governing Body for further consideration as the person or persons hearing the appeal may direct; or
  - (b) remit an appeal arising under Part III for rehearing or reconsideration by the same or by a differently constituted Disciplinary Panel to be appointed under that Part; or
  - (c) remit an appeal from a decision under Part IV for further consideration as the person or persons hearing the appeal may direct; or
  - (d) remit an appeal by the President arising under Part VII for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Part; or
  - (e) substitute any lesser alternative penalty that would have been open to the President following the finding by the Disciplinary Panel which heard and determined the original charge or charges.
- (l) In accordance with the provisions above, 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 Chairperson may set such time limits for further consideration as they consider appropriate.
- (m) The reasoned decision of the Appeal Body shall include the reasons for its decision which shall be recorded in writing and sent by the Chairperson to the President and to the parties to the appeal along with a statement of any findings of fact different from those of the Governing Body under Part II or of the Panel under Part III or of the Medical Board under Part IV or of the Tribunal appointed under Part VII, as the case may be.
- (n) The Chairperson may correct, by an appropriate certificate in writing, any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

## Grievance Procedures (Part VI of Statute X)

171. The procedures relating settling or redressing individual grievances shall apply to all academic staff and the President, and to grievances concerning their appointments or employment where those grievances relate:

- (a) to matters affecting themselves as individuals; or
- (b) to matters affecting their personal dealings or relationships with other academic staff of the College

not being matters for which express provision is made elsewhere in this Statute.

172. If other remedies within the relevant area have been exhausted the member of the academic staff may raise the matter with the President and where the President wishes to raise a matter, they may raise it with the Vicegerent who will fulfil the President's role for the purpose of carrying out a grievance procedure for the President.

173. If the President is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):

- (i) a complaint under Part III; or
- (ii) a determination under Part IV; or
- (iii) an appeal under Part V

they shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and they shall notify the member accordingly.

174. If it appears to the President that the matter has been finally determined under Part III, IV or V, they may dismiss it summarily, or take no action upon it. If it so appears to the President they shall inform the member and may inform the Governing Body.

175. The procedures for grievances which are not considered by the President to be suitable for deferral or already determined shall be as follows:

(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 Regulation VIII Article 172, and this is not either rejected or deferred for the reasons set out above, the President shall appoint the Vicegerent to carry out an investigation following which the Vicegerent shall arrange to meet the complainant. After receiving the Vicegerent's report on the complaint, the President may consider whether it can be resolved informally. A record of this investigation and 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) Grievance Committee

If the matter cannot be resolved informally then the President shall refer the matter to a Grievance Committee ("the Committee") which shall comprise three Fellows of the College appointed by the Governing Body. The Committee shall appoint one of its members to act as Chairperson. 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 (a) 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 Chairperson 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 colleague or trade union representative. 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 Statute X Part V..

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

- 176. 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.
- 177. In cases where a member of Staff is also a member of Common Room, the appropriate disciplinary procedures to apply will be those relating to Staff.

#### **Section I: The withdrawal of membership of the Common Room**

If there is cause to believe that a member of the Common Room has breached the rules of the Common Room or has otherwise acted in a way that risks bringing the College or the Common Room into disrepute, then the following provisions shall apply:

##### **Stage 1**

- 178. Matters pertaining to the discipline of members of Common Room should be referred to the Vicegerent in the first instance. The Vicegerent will conduct an initial investigation and may impose one, or more, of the following sanctions:
  - (a) a warning (which will remain in place for 12 months);
  - (b) a fine (up to a maximum set by Governing Body from time to time);
  - (c) a temporary suspension of membership and access to the College and resources for up to 12 months;

(d) referral to an MCR Case Panel.

179. If the member of Common Room is unhappy with the outcome of (a), (b) or (c) of Stage 1 they may request the case is referred onto Stage 2 where the decision of the MCR Case Panel will be final and there will be no further appeal to Stage 3.

### **Stage 2**

180. A disciplinary or appellate MCR Case Panel appointed by the President, and chaired by the Vicegerent, will be formed of three Governing Body Fellows from the Fellowship and Memberships Committee who have not been involved with the case and do not have a direct relationship with the member of Common Room. The MCR Case Panel will review the evidence and any recommendation made by the Vicegerent and may either uphold that recommendation, revise or remove that recommendation or impose the following sanctions:

(a) a suspension of Common Room membership and access to the College and resources for 12 months or more after which the member of Common Room may reapply for membership if they wish to re-join the Common Room;

(b) A termination of membership with no right to reapply.

### **Stage 3**

181. If a member of Common Room is dissatisfied with the outcome of the MCR Case Panel they can request the President of the College (or in cases of a conflict of interest the most recent former Vicegerent) review the decision on a limited number of grounds:

(a) there was a procedural irregularity or error in the previous investigation; or

(b) they have material evidence which has not been seen by the MCR Case Panel which they have valid reasons for not having provided earlier.

182. The President of the College or most recent former Vicegerent may either uphold the decision of the MCR Case Panel, withdraw the original sanction imposed and close the matter or impose their own sanction.