

**KING'S COLLEGE  
CAMBRIDGE**

**STATUTES AND  
ORDINANCES**

**2007**

**but updated with changes in Ordinances  
made to 17<sup>th</sup> July 2015**



*At the Court at Buckingham Palace*

THE 25th DAY OF JULY 2007

PRESENT,

THE QUEEN'S MOST EXCELLENT MAJESTY

IN COUNCIL

The Governing Body of King's College, Cambridge has made a Statute revising the Statutes of the College, in accordance with the Universities of Oxford and Cambridge Act 1923, and in the form set out in the Schedule to this Order.

The Statute has been submitted to Her Majesty in Council, and the provisions of the Act relating to publication in the London Gazette and laying before both Houses of Parliament have been complied with.

No petition or address has been presented against the Statute.

Therefore, Her Majesty, having taken the Statute into consideration, is pleased, by and with the advice of Her Privy Council, to approve it.

*Judith Simpson*

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# **THE STATUTES**

**As agreed by the Governing Body on 12<sup>th</sup> March 2007**

**and**

**Approved by Order of Her Majesty in Council**

**On**

**25th July 2007**

## INDEX

	Page
<b>PREAMBLE TO THE STATUTES OF THE FOUNDER .....</b>	<b>5</b>
<b>THE STATUTES .....</b>	<b>6</b>
A. THE CONSTITUTION OF THE COLLEGE.....	6
B. THE GOVERNING BODY .....	6
C. THE COUNCIL .....	8
D. THE PROVOST.....	8
E. THE FELLOWS .....	11
F. THE OFFICERS .....	13
G. MEMBERS <i>IN STATU PUPILLARI</i> .....	14
H. SCHOLARSHIPS .....	15
I. DIVINE SERVICE .....	15
J. ENDOWMENTS .....	15
K. THE INVESTMENT AND APPLICATION OF CAPITAL.....	16
L. COLLEGE ACCOUNTS AND AUDIT .....	17
M. COLLEGE FEES AND CHARGES .....	17
N. CONTRIBUTION TO THE UNIVERSITY.....	18
O. THE COMMON SEAL.....	18
P. THE VISITOR .....	18
Q. DISCIPLINE OF MEMBERS <i>IN STATU PUPILLARI</i> .....	18
R. DISCIPLINE OF ACADEMIC STAFF.....	19
S. DATE OF NEW STATUTES AND REPEAL OF PREVIOUS STATUTES.....	30
T. CHANGES TO THE STATUTES.....	30
U. INTERPRETATION.....	30

## PREAMBLE TO THE STATUTES OF THE FOUNDER

In Nomine Sancte ac indiuidue Trinitatis Patris et filii et spiritus sancti, necnon beatissime Marie Virginis gloriose omniumque sanctorum dei, Nos Henricus dei gracia Anglie et Francie Rex ac dominus Hibernie, post conquestum sextus, de summi rerum opificis bonitate confisi qui vota cunctorum in eo fidencium cognoscit dirigit et disponit, de bonisque deus in hac vita nobis de sue plenitudinis gracia tribuit abundanter, duo perpetua Collegia, unum videlicet Collegium perpetuum pauperum et indigencium scolarium clericorum in studio uniuersitatis Cantebrigie, Eliensis diocesis, in diuersis scienciis et facultatibus studere ac proficere debencium, Collegium Regale beate Marie et sancti Nicholai Cantebrigie, vulgariter vero, The Kinges College of oure lady and seynt Nicholas in Cambridge, nuncupatum, Et quoddam aliud Collegium perpetuum aliorum pauperum et indigencium scolarium clericorum grammaticam addiscere debencium in villa nostra de Etona prope Windesoram, Lincolniensis diocesis, Collegium Regale beate Marie de Etona, vulgariter vero, The Kinges College of oure lady of Eton beside Windesore, similiter nuncupatum, ad laudem gloriam et honorem nominis Domini nostri Jhesu Christi ac gloriosissime semper virginis Marie matris eius, sustentacionem et exaltacionem christiane fidei, ecclesie sancte profectum diuini cultus liberaliumque arcium scienciarum et facultatum augmentum, apostolica et nostra regia autoritatibus ordinauimus, instituimus, fundauimus, et stabiliuimus, prout in bullis apostolicis et litteris nostris patentibus super ordinacionibus institucionibus et fundacionibus ipsorum Collegiorum confectum plenius continetur. Unde nos volentes aliqua quæ in præsentī nostræ occurrunt memoriæ facere, statuere, ac etiam ordinare, quæ dicto nostro Regali Collegio Cantebrigie, scholaribus clericis, et personis aliis, ac possessionibus et bonis ejusdem collegii nostri, necnon salubri regimini eorundem, necessaria et utilia reputauimus, et quæ doctrinam, incrementum, et profectum ipsorum respicere dignoscuntur, Christi nomine primitus invocato, ad futuram et perpetuam rei memoriam ad hæc procedimus in hunc modum.

*In the name of the Holy and Undivided Trinity, the Father and Son and Holy Ghost and The Most Blessed Virgin Mary, Glorious, and All the Saints of God, We, Henry, by the Grace of God King of England and France and Lord of Ireland, the Sixth since the Conquest, trusting fully in the Goodness of the Ultimate Creator of all things who knows, directs, and settles the prayers of all who trust in Him, from the goods which God in this life has assigned to Us in abundance out of the Grace of his Fullness, have ordained, instituted, founded, and established by apostolic and royal authority two Colleges in perpetuity, viz.:*

*(1) A College in perpetuity, of poor and needy scholar clerks, engaged in study within the University of Cambridge in the diocese of Ely, and bound to study and progress in the different departments of learning and skill:*

*The King's College of The Blessed Mary and Saint Nicholas in Cambridge, the same commonly referred to by the name of: "The Kinges College of oure lady and seynt Nicholas in Cambridge"*

*and*

*(2) A certain other College in perpetuity, of other poor and needy scholar clerks, bound to learning language skill, at Our estate at Eton near Windsor in the diocese of Lincoln:*

*The King's College of The Blessed Mary of Eton, the same commonly referred to by the similar name of: "The Kinges College of oure lady of Eton beside Windesore"*

*for the praise, glory, and honour of the name of Our Lord Jesus Christ and the Virgin Mary, His mother, forever most Glorious, to uphold and exalt the Christian Faith, to further the Holy Church, and to extend the liberal arts and departments of learning and skill: in accordance with the more fully drawn-up document contained in the apostolic bulls and Our letters patent on the ordinances, statutes, and foundations of the Colleges themselves.*

*Wherefore, wanting to create, set into Statutes and also into Ordinances, certain matters which present right now to Our memory, which We have considered necessary and useful for Our aforementioned King's College, Cambridge, for the scholar clerks, and for other persons, possessions and goods of the same college, and also for the healthy governance of these same, and which are discerned to have regard for the learning, increase, and progress of these same, after first calling upon the name of Christ, We do proceed to those matters, so as to further the memory of this for time to come and in perpetuity.*

# THE STATUTES

## A. THE CONSTITUTION OF THE COLLEGE

1. The College shall be called as heretofore, 'The King's College of our Lady and Saint Nicholas in Cambridge', or in Latin 'Collegium Regale beatae Mariae et Sancti Nicolai Cantebriegiae'.
2. The College shall in law act through its Provost and Fellows; and when so acting may in deeds and other instruments be described as 'The Provost and Scholars of the King's College of our Lady and Saint Nicholas in Cambridge'.
3. The Foundation of the College shall be the Provost, the Fellows, the Scholars and the stipendiary members mentioned in Statute I.
4. The members of the College shall be the Provost, the Fellows, the Scholars, those *in statu pupillari* who have been admitted under Statute G, and such other persons as the Governing Body shall determine.

## B. THE GOVERNING BODY

### *Composition*

1. The Governing Body of the College shall consist of:
  - (a) the Provost and all the Fellows, other than Visiting Fellows and Honorary Fellows (the "senior members of the Governing Body"); and
  - (b) four members of the College *in statu pupillari* who are in residence, at least one of whom shall be an undergraduate and one a graduate student (the "junior members of the Governing Body");
  - (c) notwithstanding Sections 1(a) and 1(b) of this Statute, no person disqualified by law from serving as a trustee of a Registered Charity shall be a member of the Governing Body.
2. The members of the College *in statu pupillari* who are in residence shall elect the junior members of the Governing Body by secret ballot. The procedure for the ballot shall be determined by Ordinance.

### *Congregations*

3. There shall be held in every academic year a meeting of the Governing Body, to be called the Annual Congregation. The date of the Annual Congregation shall be determined by Ordinance.
4. There shall be at least one meeting of the Governing Body in each Term, including the Long Vacation Term. These meetings shall be called Ordinary Congregations.
5. The Provost may summon an Ordinary Congregation whenever he or she shall deem it necessary for any purpose, and shall do so on receipt of a request signed by at least twelve members of the Governing Body. Not less than fourteen days' notice shall be given of the meeting.
6. At every Congregation the Provost, or in his or her absence the Vice-Provost, shall be Chairman, provided that in the absence of both the Chairman shall be the senior member of the Council present.
7. All questions put to the vote at a Congregation shall, except in cases where it is otherwise provided by Statute or Ordinance, be decided by a majority of those present at the time of the vote, and in the case of an equality of votes the Chairman shall have an additional or casting vote.

8. No business shall be transacted at the Annual Congregation unless one third of the senior members of the Governing Body are present, nor at any Ordinary Congregation unless one fifth of the senior members of the Governing Body are present.
9. Nothing in these Statutes shall be construed as preventing a Congregation from transacting business in the absence of the members *in statu pupillari* through failure of election or any other cause.
10. If from any cause the business of the Annual Congregation is not disposed of by that Congregation, or some adjourned meeting thereof, the Provost, or in his or her absence the Vice-Provost or his or her deputy, shall forthwith summon an Ordinary Congregation for the purpose of disposing of such business; and if from any cause such business is not disposed of by the Ordinary Congregation so summoned, or some adjourned meeting thereof, the Provost, or in his or her absence the Vice-Provost or his or her deputy, shall forthwith summon another Ordinary Congregation for the like purpose, and so on from time to time until the business of the Annual Congregation shall be disposed of.
11. An Ordinary Congregation summoned for the purpose of disposing of the business of the Annual Congregation shall have all the powers of the Annual Congregation, whether the one third of the members provided for in Section 8 of this Statute are present thereat or not.
12. Minutes shall be kept of the proceedings of Congregations, and the Minutes shall be accessible to members of the Governing Body at all reasonable times.

#### *Ordinances*

13. The Governing Body shall make as required by these Statutes and may make with regard to other matters, whether referred to in the Statutes or not, standing orders which shall be called Ordinances.
14. Any proposed recommendation or final vote under Section 15 of this Statute shall describe the proposed standing order as an "Ordinance".
15. A vote making or amending or rescinding an Ordinance shall be passed only by a Congregation, and in accordance with a recommendation of a previous Congregation that has been circulated to all members of the Governing Body at least eight days before the date of the second Congregation. If the second Congregation rejects the recommendation of the previous Congregation, the recommendation shall lapse.
16. An Ordinance, while in effect, shall be binding on the Governing Body and the College. No Ordinance may be inconsistent with the Statutes of the College or of the University.

#### *Delegation of Power*

17. The Governing Body may from time to time authorise the Council, or any other Committee, to exercise powers given by these Statutes to the Governing Body by name but shall not so authorise any acts that a Congregation is expressly required or empowered to perform.

#### *Junior Members of the Governing Body, the Council and Committees*

18. Where junior members are members of the Governing Body, the Council or any other Committee they shall not attend meetings or parts thereof during the transaction of business declared by the Chairman of the meeting, whose decision shall be final, to be reserved business; nor shall they receive papers dealing with such reserved business, although at the discretion of the Chairman they may receive minutes of the decisions taken. Reserved business shall include appointments, promotions, elections and matters affecting the personal position of the Provost, Fellows, junior members or staff of the College, the admission of individuals or their academic assessment, and any other matter at the discretion of the Chairman.

## **C. THE COUNCIL**

1. The Council shall have such authority in relation to the general administration and management of the affairs of the College as shall from time to time be entrusted to it by the Governing Body, and such authority may be withdrawn or modified in like manner. The Council may, to the extent of the authority so entrusted to it, exercise all powers which by the Statutes are given to the Governing Body by name, but it shall not be authorised to perform any acts which by the Statutes a Congregation is expressly required or empowered to perform.
2. The Council shall exercise a general superintendence over the educational work of the College, and shall have the power of electing to scholarships, of awarding prizes, of appointing and of dismissing the staff of the College, and of performing such other acts as it is by the Statutes expressly required or empowered to perform.
3. The Council shall, to the extent of the authority entrusted to it, have power from time to time to make standing orders, which shall be called Regulations, for the good government of the College and for the promotion of its welfare as a place of education, religion, learning and research.
4. The composition of the Council shall be determined by Ordinance, provided that the Provost shall always be a member.
5. The procedure for the conduct of Council business shall be determined by Ordinance.

## **D. THE PROVOST**

### *Qualifications and Duties*

1. The Provost shall be distinguished for learning and shall be that person who, in the judgment of the Fellows of the College, is best qualified to secure the good government of the College as a place of education, religion, learning and research.
2. The Provost shall exercise a general superintendence over the affairs of the College, shall, if present, preside *ex officio* at all Congregations and meetings of the Council, and shall have the power, in all cases not provided for by these Statutes, by Ordinance or by Regulation, to make such provision for the good government and discipline of the College as he or she shall think fit.
3. The Provost shall ensure that the Statutes, Ordinances and Regulations of the College are adhered to in the government of the College.

### *Election*

4. The electors to the Provostship shall be the senior members of the Governing Body.
5. Any person may be nominated for election as Provost, provided that the nominee has given his or her consent and that the nomination is supported by a minimum of ten electors.
6. Where the date of the Provost's retirement is known, or when the Provost has announced the date of his or her resignation in advance, a successor may be pre-elected.
7. In such a case, the Vice-Provost, or in his or her absence the senior fellow in residence who is a member of Council, shall call a preliminary meeting of the electors, to be held on a date not more than sixteen calendar months before the date on which the present Provost will retire or resign, and of which at least fourteen days' notice shall be given. The purpose of the preliminary meeting shall be to fix the date and hour of the election. In order to achieve its purpose, the preliminary meeting may be adjourned to dates agreed by the electors as often as necessary, and the date of the election may be fixed at any adjourned session.
8. If the Provostship falls vacant at a time when the process of electing a successor has not yet begun, a preliminary meeting of the electors shall be held under the rules laid down in Section 7 of this Statute.



9. The date of the election shall be not less than fourteen days from the date of the meeting of the electors at which it is agreed. Notice of the election shall be given to all electors. The quorum required to make an election shall be two thirds of the electors, and no person shall be elected as Provost unless he or she secures the votes of two-thirds of the electors present.
10. At the time specified in the notice of the election meeting, the electors shall assemble in the College Chapel, where the Vice-Provost, or in his or her absence the senior Fellow present, and after him or her the other Fellows in their order, shall make the following declaration:

I, M. N., do solemnly declare that I will choose as Provost the person who is in my judgement best qualified, according to the Statutes, to secure the good government of this College as a place of education, religion, learning and research.
11. After this declaration has been made by all the electors present, the Vice-Provost and the two most senior Fellows present who are willing to act or, in the absence of the Vice-Provost, the three most senior Fellows who are willing to act, shall stand in scrutiny. They shall first write and sign their own votes on separate papers, and afterwards receive the votes, similarly written and signed, of all the other Fellows present. The scrutineers shall count the votes and announce the total number of votes cast for each candidate; and if any person shall obtain two thirds of the votes of the electors present, the scrutineers shall pronounce him or her duly elected Provost-elect. If at the first ballot no candidate secures sufficient votes to be elected, a second ballot shall follow immediately in the same manner as before, and the candidate, if any, who secures two thirds of the votes of the electors present shall be pronounced to be Provost-elect.
12. If, after the second ballot, no candidate secures sufficient votes to be elected, the meeting shall be adjourned, after fixing a date for a further meeting to be held not less than seven days later. The procedure followed at any adjourned meeting shall be the same as described in this Statute for the first meeting. Notice of the adjourned meeting shall be given to all electors.
13. If, after the office of Provost has been vacant for twelve months, no person has been elected, the power of the electors to fill that vacancy shall cease and the power to appoint a Provost shall devolve upon the Crown. But where an election is made and then becomes void under Section 16 of this Statute, the power to appoint shall not be transferred to the Crown until twelve months from when the election became void, if that is later.
14. The Vice-Provost shall inform the Provost-elect of his or her election, and if he or she accepts the office, notice of the election and acceptance shall forthwith be certified to the Visitor under the Common Seal of the College. The Visitor, failing whom the Vice-Provost or, in his or her absence, the senior Fellow in residence who is a member of Council, shall admit the Provost-elect to the office within the first fourteen days of Full Term following the election. In the case of a pre-election, the admission of the Provost-elect shall take place within the first fourteen days of Full Term following the date on which the previous Provost's retirement or resignation took effect. In both cases the admission of the Provost-elect shall take place in the College Chapel in accordance with Section 15 of this Statute.
15. A person elected or appointed to be Provost shall be admitted, after making the following declaration in the presence of the Fellows assembled in the College Chapel:

I, M. N., elected Provost of the King's College of Our Lady and Saint Nicholas in Cambridge, do solemnly declare that I will govern the College according to the Statutes thereof, and will endeavour to the utmost of my power to promote the interests of the College as a place of education, religion, learning and research.
16. The election of a Provost shall become void if, before admission, he or she declines the office, or retracts acceptance having accepted, or dies, or if, before he or she is admitted, the Visitor, acting at the request of two thirds of the electors, after making due enquiry, rules in his discretion that for some good reason the election shall be annulled. If an election becomes void a new election shall then be held. Sections 4 to 12 of this Statute shall apply to the conduct of this election, except that the minimum period of notice for any meeting of the electors shall then be reduced to seven days.

### *Residence*

17. The Provost shall reside in College (or in another residence approved by the Governing Body) during Full Term, unless absent on College business, or on account of illness, or other grave cause. Each absence must be approved by the Council, and if the Council disallow the reason for the Provost's absence he or she shall forthwith come into residence.

### *Emoluments*

18. The emoluments of the Provost shall be such stipend as the Governing Body shall from time to time determine, with the occupation of a house free of rent, rates, taxes, and the cost of external and structural repairs: provided that no reduction of the annual stipend shall take effect during the tenure of office by the Provost for the time being without his or her consent.

### *Tenure*

19. The Provost shall hold office for no more than ten years *in toto*, and for such initial period as the Governing Body shall determine at the time of election. A Provost shall be eligible for re-election by a two-thirds majority of those present and voting at a specially convened Congregation of the Governing Body, provided that no Provost shall continue in office beyond the retiring age as fixed by Ordinance.
20. The Provost shall not be present at any Congregation or at any meeting of the electors to the Provostship held under the provisions of this Statute.

### *On vacation of office*

21. The Provost, on vacating office either by voluntary retirement or under the provisions of this statute, shall thereupon become a Life Fellow, subject to the same conditions and with the same rights as other Life Fellows.

### *Removal and suspension from office*

22. The Provost may be removed from office as provided in Statute R.
23. The Provost may be suspended from office for temporary unfitness or incapacity by a resolution of the Governing Body passed by the votes of at least one half of its senior members. The Governing Body shall make known to the Provost the nature and substance of the grounds upon which it is proposed to suspend him or her from office, and shall afford him or her reasonable opportunity to make representation to the Governing Body. Following such a suspension the Governing Body shall, at appropriate intervals, review the suspension after again affording the Provost reasonable opportunity to make representations. The suspension shall automatically lapse if not renewed by a like vote within three months, and in any event shall lapse after twelve months.
24. The Provost may be suspended from office for suspected grave neglect of duty, or for suspected unfitness or incapacity, by a resolution of the Governing Body passed by the votes of at least one half of its senior members. Following such a suspension the Governing Body shall proceed as rapidly as reasonably practicable either to remove the Provost from office under Statute R, or to suspend the Provost under Section 23 of this statute, or to lift the suspension. The suspension shall in any event automatically lapse if not renewed by a like vote within three months.

## **E. THE FELLOWS**

### *Classes of Fellows*

1. There shall be the following classes of Fellows:
  - (a) Ordinary Fellows
  - (b) Professorial Fellows
  - (c) Research Fellows
  - (d) Extraordinary Fellows
  - (e) Life Fellows
  - (f) Honorary Fellows
  - (g) Visiting Fellows
2. No Fellow shall hold a Fellowship of the College in more than one class concurrently.
3. If a Fellow is admitted to the Headship or a Fellowship of any College in the University of Cambridge or the University of Oxford (other than an Honorary or Emeritus Fellowship, or their equivalent), he or she shall thereupon vacate his or her Fellowship.

### *Election and Admission of Fellows*

4. The senior members of the Governing Body shall be the Electors to Fellowships for Honorary Fellowships, Extraordinary Fellowships, Life Fellowships and Visiting Fellowships. The senior members of the Council shall be the Electors to Fellowships for Ordinary and Professorial Fellowships. The Electors to Fellowships for Research Fellowships shall be determined by Ordinance and shall always include the Provost.
5. The Electors to Fellowships shall observe such limits to the number of Fellows in any class as may be specified by Ordinance or Regulation.
6. Where the Electors to Fellowships are a committee or are the senior members of the Council, they shall not transact any business with a view to electing a Fellow unless at least one half of their number is present.
7. No candidate shall be elected a Fellow without the concurrence of at least one half of the Electors present at the election; the Provost, or in his or her absence the Vice-Provost, or, in the absence of both, the senior Fellow present, having a second or casting vote in case of an equality of votes.
8. When the Electors to Fellowships for Ordinary, Professorial or Research Fellowships meet to elect a Fellow, each member present who is entitled to vote shall make the following declaration before proceeding to make the election:

I do solemnly declare that I will vote for those candidates who are [that candidate who is] in my judgement the most fit to be Fellows [a Fellow] of the College as a place of education, religion, learning and research.
9. The date on which a Fellowship begins shall be the date of election or such other date as the Electors to Fellowships may determine at the time of the election.
10. Within a reasonable time after the election, the Provost or in his or her absence the Vice-Provost and at least ten of the Fellows shall meet in the College Chapel and shall call upon the several Fellows-elect to make the following declaration:

I, M.N., elected a Fellow of this College, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to the utmost of my power to promote the interests of the College as a place of education, religion, learning and research.
11. If any person elected into a Fellowship shall fail to make the declaration in Section 10 of this Statute as reasonably requested, the Council may declare his or her election void.

### *Requirements and Privileges of Fellows*

12. Subject to these Statutes, the tenure, rights, entitlements and duties of Fellows shall be fixed by Ordinance.
13. Subject to these Statutes and prevailing Ordinances, the privileges and duties of a Fellowship shall be specified by the Electors to Fellowships at the time of the election, and also on any renewal of the Fellowship.
14. All Fellows shall preserve their seniority in the order of Fellows according to priority of first election as Fellows.
15. A Fellow may resign his or her Fellowship at any time by notice in writing addressed to the Provost, giving due notice if required by the conditions of resignation from any office associated with the Fellowship.
16. Fellows may receive such stipends, allowances or other benefits as the Governing Body shall from time to time allow.
17. The Governing Body shall by Ordinance set a date for retirement from Fellowships, other than Honorary or Life Fellowships.

### *Ordinary Fellowships*

18. The Electors to Fellowships may elect into Ordinary Fellowships persons holding College Offices specified by Ordinances or persons having special duties of teaching or research or other service to the College as specified by the Council.
19. An Ordinary Fellow shall vacate his or her Ordinary Fellowship on the last day of the academical year in which he or she either attains the retirement age, as specified by Ordinance, or ceases to hold the office or perform the duty which forms the condition of his or her Fellowship.
20. The Governing Body may, by Ordinance, determine procedures for the termination of an Ordinary Fellowship. These procedures shall be without prejudice to the application of Statute R.

### *Professorial Fellowships*

21. The Electors to Fellowships may elect into Professorial Fellowships persons qualified under the Statutes of the University to hold such Fellowships.
22. A Professorial Fellow shall vacate his or her Fellowship on the last day of the academical year in which he or she attains the retirement age, as specified by Ordinance, or ceases to hold a Professorship or other qualifying office in the University, or ceases to hold the office or perform the duty which forms the condition of his or her Fellowship.
23. The Governing Body may, by Ordinance, determine procedures for the termination of a Professorial Fellowship. These procedures shall be without prejudice to the application of Statute R.

### *Research Fellowships*

24. The Electors to Fellowships may elect into Research Fellowships persons whose primary duty shall be to engage in research.
25. A Research Fellow shall be elected for a term of up to four years with no possibility of re-election into a Research Fellowship.
26. The Electors may make it a condition of any Research Fellowship that the Fellow reside in Cambridge to a stated extent, and the Fellow shall vacate his or her Fellowship if he or she fails to comply with such a requirement within a reasonable period after being given notice of any breach by the Council.

### *Extraordinary Fellowships*

27. An Annual Congregation may, by the vote of three quarters of those present, elect into Extraordinary Fellowships persons whose election is deemed to be in the interests of the College.
28. An Extraordinary Fellow shall be elected in the first instance for a period of not more than five years.
29. The Governing Body may, by Ordinance, determine procedures for the termination of an Extraordinary Fellowship. These procedures shall be without prejudice to the application of Statute R.
30. An Extraordinary Fellow shall be eligible for re-election from time to time for periods of not more than five years, by a simple majority vote of an Annual Congregation.

### *Life Fellowships*

31. Any Fellow who shall have held a Fellowship of the College for not less than twenty-five years in total shall be entitled to be elected into a Life Fellowship.
32. The Governing Body may, by Ordinance, determine procedures for electing into Life Fellowships Fellows who do not qualify under Section 31 of this Statute.
33. A Life Fellow shall be entitled to hold his or her Fellowship for life but, that notwithstanding, the Governing Body may, by Ordinance, determine procedures by which an Annual Congregation may terminate the tenure of a Life Fellowship.

### *Honorary Fellowships*

34. An Annual Congregation may, by the vote of three quarters of those present, elect any person of eminence into an Honorary Fellowship. An Annual Congregation may, by a like vote, terminate the tenure of an Honorary Fellowship.
35. An Honorary Fellow shall not be a member of the Governing Body, nor be entitled to any stipend; but he or she shall enjoy such privileges as the Governing Body shall from time to time determine.

### *Visiting Fellowships*

36. An Ordinary Congregation may from time to time, by the vote of three quarters of those present, including the affirmative votes of at least one fifth of the senior members of the Governing Body, elect any person to a Visiting Fellowship, if it considers that he or she is suitable for election and that it will be in the interests of the College to elect that person. Any person so elected shall not be deemed to be a Fellow for the purpose of these Statutes, and shall not be a member of the Governing Body.

## **F. THE OFFICERS**

1. The Officers of the College shall be the Vice-Provost, the Dean, the First Bursar, the Senior Tutor, and the holders of such other offices (which may include further Bursars or Tutors) as may from time to time be created by Ordinance.
2. Subject to these Statutes, Ordinances may provide for the duties and residence requirements of College Officers.
3. Save as otherwise provided in these Statutes or in Ordinances, College Officers shall be appointed by the Governing Body with such duties, tenure, stipend and allowances as the Governing Body shall from time to time determine.
4. Where a Congregation appoints an Officer, and the office is associated with an Ordinary Fellowship, he or she shall be deemed to be elected into the Ordinary Fellowship on appointment to the office, without a requirement for further election by the Council.

5. The Council may grant leave of absence with or without stipend and allowances to any Officer on such terms as the Council may from time to time determine. The Council may appoint, on such terms as it deems fit, a deputy to discharge the duties of an Officer granted leave of absence during the currency of such leave.
6. An Officer shall retire from office when he or she reaches the retiring age, as specified by Ordinance.

#### *The Vice-Provost*

7. The Vice-Provost shall be elected by the Governing Body from among the Fellows who are members of the Governing Body.
8. It shall be the duty of the Vice-Provost to attend, under the Provost, to the good government of the College, according to the Statutes thereof, to act as the Provost's deputy in his or her absence or disablement, and to perform all such other acts as are prescribed by these Statutes or as may from time to time be prescribed by the Governing Body.
9. The Governing Body shall by Ordinance make regulations to provide for a deputy in case of the Vice-Provost's absence or disablement or of a vacancy of the office.
10. The Vice-Provost shall hold office for such period not exceeding five years as the Governing Body shall determine at the time of election, and may be removed from office by the vote of three quarters of those present at a Congregation, including the affirmative votes of at least one fifth of the senior members of the Governing Body. The Vice-Provost may be re-elected only by a two-thirds majority of a Congregation.

#### *The Dean*

11. It shall be the duty of the Dean, under the supervision of the Governing Body and the Council, to provide for Chapel services in accordance with statute I, to oversee the day to day operation of the Chapel, and to undertake such other duties as may be specified by Ordinance.

#### *The First Bursar*

12. It shall be the duty of the First Bursar, under the supervision of the Governing Body and the Council, to manage the finances and investments of the College, to raise loans and give financial undertakings on behalf of the College, and to undertake such other duties as are specified by Ordinance.

#### *The Senior Tutor*

13. It shall be the duty of the Senior Tutor, under the supervision of the Governing Body and the Council, to oversee the provision of education within the College, to keep under review the academic performance and welfare of all members *in statu pupillari*, and to make recommendations to the Council regarding the appointment of academic Officers.

#### *Suspension and Removal of Officers*

14. The Governing Body may, by Ordinance, determine procedures for the suspension or removal of an Officer from office. These procedures shall be without prejudice to the application of Statute R.

### **G. MEMBERS *IN STATU PUPILLARI***

1. The admission of members *in statu pupillari* for the purpose of education and research shall be under the supervision of the Council, which may delegate these responsibilities to such College Officers as it may determine.
2. No person shall be permitted to come into residence as a member *in statu pupillari* until he or she has satisfied such conditions of admission as are prescribed by the University and such other conditions as the College may think fit to impose.

3. The Council shall have power to make Regulations governing the studies of members *in statu pupillari*, their periods of residence, their behaviour whilst in residence, and the conditions (including conditions as to academic performance) upon which they are permitted to reside.
4. The enforcement of College Regulations concerning academic performance shall be a matter for the Council, whose decision shall, subject to Statute Q, be final.

## **H. SCHOLARSHIPS**

1. The Council, in accordance with such Regulations as may be applicable, may award Scholarships.
2. The tenure and emoluments of Scholarships shall be as determined by Regulations made from time to time.
3. Every person awarded a Scholarship shall be admitted a Scholar by the Provost, or in his or her absence by the Vice-Provost.
4. The Council may make such Regulations as it shall think proper with respect to the residence and studies of Scholars; and any Scholar who fails to conform to such Regulations or to make reasonable progress in his or her studies, may be deprived by the Council of his or her Scholarship, or of the whole or part of the emoluments of the same.

## **I. DIVINE SERVICE**

1. Divine Service in the Chapel shall be under the control of the Dean, subject to such Ordinances and Regulations as may be applicable. Daily Service shall be held in the Chapel during Full Term in a form permitted by the Church of England.
2. There shall be as stipendiary members of the College: an Organist, a Master over the Choristers, at least one Chaplain, Choristers, and Choral and Organ Scholars. The number of Choral and Organ Scholars shall be determined by Ordinance.
3. The stipendiary members referred to in Section 2 of this Statute shall be appointed, and shall also be removable, by the Council, and their duties shall be regulated by Regulation. They shall receive such stipends or other benefits as shall from time to time be fixed by the Council.
4. The arrangements for the education of the Choristers and the provision of accommodation for them shall be determined by Ordinance, and shall be under the supervision of the Council.

## **J. ENDOWMENTS**

1. The Governing Body alone shall, subject to the provisions of these Statutes and of Ordinances, have power to accept endowments for any purpose in furtherance of the interests of the College as a place of education, religion, learning and research.
2. The Governing Body may make Ordinances giving effect to the wishes or suggestions of donors recorded in writing (whether expressed so as to create a trust or not) regarding the application of such endowments and regarding any award or emolument to be supported thereby, provided always that no such Ordinance shall derogate from any obligation imposed on the College by the Statutes of the University.

## **K. THE INVESTMENT AND APPLICATION OF CAPITAL**

1. The powers conferred by this Statute shall apply to:
  - (a) all endowments, land, securities, property and funds of the College not held on any trust; and
  - (b) any endowment, benefaction or trust for purposes connected with the College of which the College is trustee which existed on the date of approval of these Statutes by Her Majesty in Council and, to the extent permitted by law, to any such fund created after that date, and in respect of which the College, as trustee, has consented to the provisions of this Statute.
2. The Governing Body shall have power to authorise the purchase, sale or transfer of property, real or personal, and securities (which term includes stocks, funds and shares) of any description on behalf of the College and to make any investment which it could make if it were the absolute owner of such an investment and whether the investment is income-producing or not.
3. In relation to the management, development, improvement, sale, lease, mortgage or other disposition of any land or any estate or interest therein, held by the College or to the acquisition of any land or any estate or interest therein the Governing Body may exercise any power and may carry out any transaction which an individual holding or acquiring such land, estate or interest for his or her own benefit could exercise or carry out.
4. In order to facilitate the management of investments under the control of the College, the Governing Body may at any time and from time to time resolve that all or any part of the endowment or other funds to which this Statute applies be treated as one amalgamated fund invested for the rateable benefit of the property comprised in it (hereinafter called the constituent funds) and to and upon any such resolution the following provisions shall apply:
  - (a) no investment shall be brought into an amalgamated fund upon its first constitution or upon any change of investment that is expressly disallowed as an authorised investment for any of the constituent funds;
  - (b) an amalgamated fund shall be held on behalf of the constituent funds in shares as nearly as may conveniently be proportionate to their respective capital values upon the first constitution of the amalgamated fund; such shares shall be fixed by resolution of the Governing Body;
  - (c) the Governing Body may at any time increase any amalgamated fund by adding thereto new constituent funds, and upon any such increase shall fix the share of such new constituent funds in the resulting amalgamated fund;
  - (d) the Governing Body may at any time wind up any amalgamated fund and divide the investments thereof between the constituent funds in proportion to their respective shares therein or may bring all or any of the shares into a new or other amalgamated fund, in accordance with the provisions of this Section.

The Governing Body may appropriate and distribute for expenditure as much of the fair value of any amalgamated fund as it in its absolute discretion considers prudent, having regard to the total return achieved and reasonably to be expected in the long term of the amalgamated fund, and shall distribute in proportion to the constituent funds at the time of the distribution.

5. Any surplus income of a trust to which this Statute applies may, at the discretion of the Governing Body, be applied as income for the purposes of the trust in any subsequent year, or may be applied for the general educational purposes of the College. For this purpose, 'surplus income' means income unexpended in any year after the purposes of the trust have been provided for in that year (whether wholly by income from the trust or partly by income from the trust and partly by other means) in so far (if at all) as in the opinion of the Governing Body it is possible to provide.



6. In this Statute:
  - (a) 'fair value' means the amount at which an asset could be exchanged in an arm's length transaction between informed and willing parties, other than in a forced or liquidation sale; and
  - (b) 'total return' means return in terms of both income, whether received or accrued, and capital appreciation, whether realised or unrealised; and
  - (c) 'income' of the College or of any trust shall include the total sums appropriated in accordance with Section 4 of this Statute.
7. Where under any instrument the College is the sole trustee of a fund and is directed to make payments from it for the benefit of persons holding a Fellowship, Studentship, Scholarship, Prize or other emolument in the College, the Council may, notwithstanding any term of the instrument, make Regulations:
  - (a) determining the qualifications of candidates for the emolument, the duration of its tenure and its titular value;
  - (b) making payments to the holder of the emolument additional to its titular value in cases of financial need;
- (c) making payments for expenses in connection with the operation of the trust.

## **L. COLLEGE ACCOUNTS AND AUDIT**

1. The College accounts shall be kept and audited in such manner as may be prescribed by the statutes of the University.
2. The College accounts shall be audited once every year. The Governing Body shall appoint for that purpose professionally qualified auditors who shall be independent of the College and shall make a report to the Governing Body concerning such matters regarding the financial and other affairs of the College as they consider appropriate. The Governing Body shall make arrangements for the payment of such remuneration of the auditors as it shall consider appropriate.
3. The accounts shall be submitted to the Inspectors of Accounts, who shall be not fewer than three Fellows, to be appointed every year by the Governing Body. The Inspectors shall make a report to the Annual Congregation each year concerning the conduct of the College's financial affairs, including the report thereon received from the external auditors under Section 2 of this Statute, along with such other matters as they think fit from time to time.
4. The First Bursar shall send annually a copy of the College accounts to the Provost and to every Fellow, and the accounts shall be considered at the Annual Congregation.
5. The First Bursar shall, on the application of any Fellow, submit for his or her inspection the full accounts of income and expenditure of the College.

## **M. COLLEGE FEES AND CHARGES**

1. The Council shall have power to determine, and from time to time to revise, the fees due from members of the College and the charges to be paid (by members of the College and others) for rents, meals and services.
2. It shall be the duty of all members of the College to pay such fees and charges as may be due from them. Any member of the College who fails to do so may be subject to disciplinary action.
3. The Council shall have power to refuse to present for any degree, diploma or certificate awarded by the University any member of the College who has failed to pay the fees and charges due under this Statute.

## **N. CONTRIBUTION TO THE UNIVERSITY**

1. The College shall pay each year to the University the sum authorised by the statutes of the University, made under the powers of the Universities of Oxford and Cambridge Act, 1923, to be levied from the College. For that purpose, the trust funds shall severally bear their proportionate share of the sum thus levied.

## **O. THE COMMON SEAL**

1. The Provost and the First Bursar shall be responsible for the safe custody of the Common Seal of the College.
2. The Common Seal shall not be affixed to any deed or other instrument except in the presence of two persons, one of whom shall be either the Provost or a College Officer, as specified by Ordinance, and the other of whom shall be one of the Fellows, and in pursuance of a resolution of the Governing Body or of the Council. Such resolution, in lieu of referring to a specific deed or instrument, may in general terms authorise the sealing and delivery of any class of deed or instrument.

## **P. THE VISITOR**

1. The Visitor of the College shall be, as heretofore, the Bishop of Lincoln.
2. The Visitor shall have full power to determine all questions as are by law generally exercisable by the Visitor of a College.
3. Any applicant to the Visitor shall be entitled to have his or her complaint or appeal considered unless the Visitor rules that the complaint or grounds of appeal are trivial, frivolous or vexatious.

## **Q. DISCIPLINE OF MEMBERS *IN STATU PUPILLARI***

1. This Statute and any Ordinance made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:
  - (a) to enable the College to operate efficiently and effectively as a place of education, religion, learning and research;
  - (b) to ensure that members *in statu pupillari* have freedom within the law to question received wisdom, and to put forward new ideas and controversial and unpopular opinions, without placing themselves in jeopardy of losing their membership of the College or privileges;
  - (c) to apply the principles of justice and fairness.
2. All persons *in statu pupillari* shall:
  - (a) observe the statutes, and obey all Ordinances and Regulations and all other orders, instructions, rules or regulations as may from time to time be issued by a duly authorised Officer;
  - (b) apply themselves diligently to their studies;
  - (c) show due respect and obedience to the Provost, Council, the College Officers and any person charged with directing their studies;
  - (d) pay the fees and charges due from them to the College when requested to do so; and
  - (e) conduct themselves in an orderly manner.

3. If any person *in statu pupillari* shall fail to behave in the manner prescribed in Section 2 of this Statute, or shall act in a manner which is prejudicial to good order, the good name or the good governance of the College, the Council, or any College Officer so authorised by the Council, may impose such proportionate penalty on that person as the offence may in their judgement deserve.
4. The Governing Body shall specify by Ordinance the procedures for regulating and reviewing disciplinary decisions of College Officers, and of the Council. Such procedures shall afford the person subject to a disciplinary decision the right to a fair hearing and shall make provision, where the reviewing body considers it appropriate, for the original disciplinary decision to be quashed or a lesser or a greater penalty substituted.

## **R. DISCIPLINE OF ACADEMIC STAFF**

### **CHAPTER I: CONSTRUCTION, APPLICATION AND INTERPRETATION**

1. This Statute and any Ordinance made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:
  - (a) to ensure that members of the academic staff of the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
  - (b) to enable the College to provide education, to promote religion and learning, and to engage in research efficiently and economically; and
  - (c) to apply the principles of justice and fairness.
2. No provision in Chapter II, Chapter III or Chapter IV of this Statute shall enable any member of the academic staff to be dismissed unless the reason for the dismissal may in the circumstances (including the size and administrative resources of the College) reasonably be treated as a sufficient reason for dismissal.
- 3.(i) This Statute shall apply to:
  - (a) any person holding a full-time office designated by the Governing Body as one to which this Statute applies;
  - (b) any person employed by the College in teaching or research save for those holding appointments which have been excluded by the Governing Body from the scope of this Statute on the ground that the person's duties in that regard are only of a limited nature;
  - (c) the Provost, to the extent and in the manner set out in Chapter VII of this Statute.
- (ii) In this Statute any reference to 'academic staff' is a reference to persons to whom this Statute applies.
4. For the purposes of this Statute the following terms have the meanings specified:
  - (a) 'dismiss' and 'dismissal' refer to dismissal of a member of the academic staff and
    - (i) include remove or, as the case may be, removal from office; and
    - (ii) in relation to employment under a contract, shall be construed in accordance with Section 55 of the Employment Protection (Consolidation) Act 1978

- (b) 'good cause' in relation to the dismissal or removal from office of a member of the academic staff of the College, being in any case a reason which is related to conduct or capability or qualifications for performing work of the kind which the member was appointed or employed to do, means:
  - (i) conviction for an offence which may be deemed by a Disciplinary Committee appointed under Chapter III to be such as to render the person convicted unfit for the execution of the duties of his or her office or for employment as a member of the academic staff of the College; or
  - (ii) conduct of an immoral, scandalous, or disgraceful nature incompatible with the duties of the office or employment; or
  - (iii) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment; or
  - (iv) wilful disruption of the activities of the College; or
  - (v) wilful disobedience to the Statutes of the College; or
  - (vi) physical or mental incapacity established under Chapter IV.

In this Section:

- (a) 'capability' means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality; and
  - (b) 'qualifications' means any degree, diploma, or other academic, technical, or professional qualification relevant to an office or position held.
5. For the purposes of this Statute dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:
- (a) the fact that the College has ceased, or intends to cease, to carry on the activity for the purposes of which the person concerned was appointed or employed or has ceased, or intends to cease, to carry on that activity in the place in which the person concerned worked; or
  - (b) the fact that the requirements for members of the academic staff of the College to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish.
- 6.(i) In any case of conflict, the provisions of this Statute shall prevail over those of any other Statute in force on the date on which the instrument making these modifications was approved under Subsection (a) of Section 204 of the Education Reform Act 1988, and over those of any Ordinance, and the provisions of any Ordinance made under this Statute shall prevail over those of any Ordinance made under such other Statutes:
- provided that Chapter III, Chapter IV and Chapter VII shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under Subsection (9) of Section 204 of the Education Reform Act 1988.
- provided also that disciplinary proceedings in relation to anything done or omitted to be done before that date may continue or be instituted after that date under the relevant Statutes in force before that date.
- (ii) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Statute concerning the dismissal of a member of the academic staff of the College by reason of redundancy or for good cause: provided that this shall not invalidate any waiver made under Section 142 of the Employment Protection (Consolidation) Act 1978.

- (iii) Nothing in any other Statute shall enable the Governing Body to delegate its power to reach a decision under Section 3(ii) of Chapter II.
  - (iv) For the avoidance of doubt it is hereby declared that nothing in Chapter III shall be construed as affecting the Statutes and Ordinances concerning re-election on the expiry of a fixed term of a Fellowship.
  - (v) In this Statute references to numbered Chapters and Sections and Subsections of Chapters are references to Chapters and Sections and Subsections of Chapters so numbered in this Statute.
- 7.(i) No one shall sit as a member of any of the bodies established under this Statute, and no one shall be present at a meeting of such a body when the body is considering its decision or discussing a point of procedure, except as provided by this Statute or by Ordinance.
- (ii) In any case where an Officer of the College or any person is designated to perform any duties or exercise any powers under this Statute, and that Officer or person is involved in the matter in question, the Governing Body shall appoint an alternate to act in his or her place under procedures prescribed by Ordinance.

## **CHAPTER II: REDUNDANCY**

1. This Chapter enables the Governing Body, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.
- 2.(i) Nothing in this Chapter shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless:
- (a) his or her appointment is made, or his or her contract of employment is entered into, on or after 20th November 1987; or
  - (b) he or she is promoted on or after that date.
- (ii) For the purposes of this Section in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with Subsections (3) to (6) of Section 204 of the Education Reform Act 1988.
- (i) The Governing Body shall be the appropriate body for the purposes of this Chapter.
- (ii) 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.
- 4.(i) Where the Governing Body has reached a decision under Section 3(ii) of this Chapter, 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 Section 1 of Chapter I, or it may appoint a Redundancy Committee to be constituted in accordance with Subsection (iii) of this Section to give effect to its decision by such date as it may specify and for that purpose
- (a) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
  - (b) to report its recommendations to the Governing Body.
- (ii) The Governing Body shall either approve any selection recommendation made under Subsection 4(i)(b), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.

- (iii) A Redundancy Committee appointed by the Governing Body shall comprise:
  - (a) A Chairman; and
  - (b) two members being Life Fellows or Professorial Fellows of the College; and
  - (c) two members of the academic staff who may be Fellows.
- (iv) A member of the academic staff shall not be selected for dismissal under this Section unless he or she has been afforded a reasonable opportunity to make representations to the Governing Body.
- 5.(i) Where the Governing Body has either itself made a selection or has approved a selection recommendation made by the Redundancy Committee under Section 4(i) of this Chapter it may authorise an Officer of the College as its delegate to dismiss any member of the academic staff so selected.
- (ii) Each member of the academic staff selected shall be given separate notice of the selection approved by the Governing Body.
- (iii) 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 Chapter;
  - (b) an account of the selection processes 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 Chapter V (Appeals); and
  - (d) a statement as to when the intended dismissal is to take effect.

### **CHAPTER III: DISCIPLINE AND REMOVAL FROM OFFICE**

- 1.(i) Minor faults shall be dealt with informally by the Vice-Provost or the Senior Tutor, as appropriate.
- (ii) Where the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used:
  - (a) If conduct or performance does not meet acceptable standards, the member of the academic staff shall normally be given a formal oral warning by the Provost, or, if the Provost is unable to act, by the Senior Member of the Council. The member shall be advised of the reason for the warning, that it is the first stage of the disciplinary procedure, and of the right of appeal under this Section. A written record of the oral warning shall be kept but it shall be spent after 6 months, subject to satisfactory conduct and performance.
  - (b) If the offence is a serious one, or if a further offence occurs, a written warning shall be given to the member of the academic staff by the Provost, or, if the Provost is unable to act, by the Senior Member of the Council. The written warning shall give details of the complaint, the improvement required and the timescale. It shall warn that a complaint may be made seeking the institution of charges to be heard by a Disciplinary Committee appointed under Section 4 of this Chapter if there is no satisfactory improvement, and shall advise of the right of appeal under that Section. A copy of this written warning shall be kept on the member of the academic staff's file, but it shall be disregarded for disciplinary purposes after nine months, subject to satisfactory conduct and performance.

- (c) A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Vice-Provost within two weeks of receiving the warning. The Vice-Provost shall appoint a member of the Disciplinary Panel established under Section 4 of this Statute to hear the appeal, and his or her decision shall be final. If the appeal is allowed, the warning shall be disregarded for the purposes of Section 2.
- 2.(i) If there has been no satisfactory improvement following a written warning given under Section 1(ii)(b) of this Chapter, or in any case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Disciplinary Committee appointed under Section 4 of this Chapter may be made to the Provost.
  - (ii) To enable the Provost to deal fairly with any complaint brought to his or her attention under Subsection (i) he or she shall institute such enquiries (if any) as appear to him or her to be necessary.
  - (iii) If it appears to the Provost (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a member of the academic staff of the College could constitute good cause for dismissal, he or she shall write to the person concerned inviting comment in writing and may suspend the person concerned from the performance of his or her duties without loss of emolument or stipend.
  - (iv) As soon as may be following the receipt of such comments (if any) the Provost shall consider the matter in the light of all the available material and may dismiss the matter summarily, or issue a formal warning to the person concerned, or direct that the matter be considered by a Disciplinary Committee appointed under Section 4 of this Chapter.
3. If the Provost has determined that the matter should be considered by a Disciplinary Committee, he or she shall request the Council to appoint such a Committee to hear the charge or charges and to determine whether the conduct or performance of the person concerned constitutes good cause for dismissal or otherwise constitutes serious misconduct relating to his or her appointment or employment, and to make recommendations concerning the action (if any) to be taken as a result of the Committee's findings. Pending the consideration of such recommendations, the Provost, after consulting the Governing Body, may suspend the person charged from the performance of his or her duties without loss of emolument or stipend.
  4. A Disciplinary Committee shall consist of three persons selected by the Council from a panel of seven persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College or other persons, being members of the Regent House of the University. In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the person charged, and any person who has been involved in or associated with the making of the complaint or any part of it, or who has been involved in any preliminary hearing or investigation.
  - 5.(i) When a Disciplinary Committee has been appointed, the Council shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Disciplinary Committee.
  - (ii) It shall be the duty of the person formulating the charge or charges:
    - (a) to forward the charge or charges to the Committee and to the person charged, together with the other documents therein specified and a list of all witnesses whom the College proposes to call, with statements containing the evidence they are expected to give; and
    - (b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Committee.

6. The procedure to be followed in respect of the preparation, hearing, and determination of a charge or charges by a Disciplinary Committee shall be prescribed by Ordinance. Such Ordinances shall ensure:
  - (a) that the person charged is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by a Disciplinary Committee;
  - (b) that a charge shall not be determined without an oral hearing at which the person charged and any person appointed to represent him or her is entitled to be present;
  - (c) that witnesses may be called, both on behalf of the person charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;
  - (d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence; and
  - (e) that any charge is heard and determined as expeditiously as is reasonably practicable.
- 7.(i) The Disciplinary Committee shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge, and its recommendations, if any, as to the appropriate penalty) to the Provost and to both parties to the proceedings under this Section.
  - (ii) The Disciplinary Committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Chapter V (Appeals) of this Statute accompanies each copy of its decision sent to a party to the proceedings under this Section.
- 8.(i) Where the charge or charges are upheld and the Disciplinary Committee finds that the conduct of the person charged constitutes good cause for dismissal and recommends dismissal or removal from office, but in no other case, the appropriate Officer, after consulting the Governing Body, may dismiss the person charged.
  - (ii) In any case where the charge or charges are upheld, other than where the appropriate Officer has dismissed the person charged under Subsection (i) of this Section, the action available to the appropriate Officer (not comprising a greater penalty than that recommended by the Disciplinary Committee) may be:
    - (a) to discuss the issues raised with the person charged; or
    - (b) to advise the person charged about his or her future conduct; or
    - (c) to warn the person charged; or
    - (d) to suspend the person charged for such period as the appropriate Officer shall think fair and reasonable, provided that the suspension shall not extend beyond three months after the date on which the appropriate Officer shall have considered the Disciplinary Committee's decision; or
    - (e) such further or other action under the contract of employment of the person charged or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
    - (f) any combination of the above.
- 9.(i) The Provost shall be the appropriate Officer to exercise the powers conferred by Section 8 of this Chapter and any reference to the appropriate Officer includes a reference to a delegate of that Officer.



- (ii) Any action taken by the Provost or his or her delegate shall be confirmed in writing to the member concerned.

#### **CHAPTER IV: REMOVAL FOR INCAPACITY ON MEDICAL GROUNDS**

- 1.(i) This Chapter makes separate provision for the assessment of incapacity on medical grounds as good cause for dismissal or removal from office.
  - (ii) In this Chapter references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.
  - (iii) In this Chapter references to the appropriate Officer are references to the Provost or an Officer acting as his delegate to perform the relevant act.
  - (iv) References to the member of the academic staff 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.
- 2.(i) Where it appears to the appropriate Officer that the removal of a member of the academic staff on medical grounds should be considered, the appropriate officer:
  - (a) shall inform the member accordingly;
  - (b) shall notify the member in writing that it is proposed to make an application to the member's doctor 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; and
  - (c) may suspend the member from the performance of his or her duties without loss of emolument or stipend.
- (ii) If the member agrees that his or her removal on those grounds should be considered the College shall meet the reasonable costs of any medical opinion required.
- (iii) If the member does not agree that his or her removal from office be considered or does not agree to be suspended from the performance of his or her duties, the appropriate Officer shall refer the case in confidence, with any supporting medical and other evidence (including any such evidence submitted by the member), to a Medical Board comprising one person nominated by the Council; one person nominated by the member concerned or, in default of the latter nomination, by the Provost; and a medically qualified chairman jointly agreed by the Council and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.
- (iv) The Medical Board may require the member concerned to undergo medical examination at the College's expense.
- (v) The procedure to be followed in respect of the preparation, hearing, and determination of a case by a Medical Board shall be prescribed by Ordinances made under this Section. Such Ordinances shall ensure:
  - (a) that the member concerned is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the Board;
  - (b) that a case shall not be determined without an oral hearing at which the member's representative, but not the member, is entitled to be present;
  - (c) that witnesses may be called and questioned concerning any relevant evidence; and
  - (d) that the case is heard and determined as expeditiously as is reasonably practicable.

3. If the Medical Board determines that the member should be required to retire on medical grounds, the appropriate officer, after consulting the Governing Body, may terminate the employment of, or remove from office, the member concerned on those medical grounds.

## **CHAPTER V: APPEALS**

1. This Chapter establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.
- 2.(i) This Chapter applies:
  - (a) to appeals against any decisions of the Governing Body as the appropriate body to dismiss in the exercise of its powers under Chapter II;
  - (b) to appeals arising in any proceedings, or out of any decision reached, under Chapter III other than appeals under Section 1 of Chapter III (Appeals against disciplinary warnings);
  - (c) to appeals against dismissal otherwise than in pursuance of Chapter II or Chapter III;
  - (d) to appeals against discipline otherwise than in pursuance of Chapter III;
  - (e) to appeals against decisions reached under Chapter IV; and
  - (f) to appeals arising in any proceedings, or out of any decision reached, under Chapter VII, including appeals against decisions reached in pursuance of Section 7 of that Chapter;and 'appeal' and 'appellant' shall be construed accordingly.
- (ii) No appeal shall however lie against:
  - (a) a decision of the Governing Body under Section 3(ii) of Chapter II;
  - (b) any findings of fact of a Disciplinary Committee under Section 7 of Chapter III, or of a Tribunal under Chapter VII, save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
  - (c) any medical finding by a Board set up under Section 2(iii) of Chapter IV save where, with the consent of the person or persons appointed, fresh evidence is called on behalf of the appellant at that hearing.
- (iii) In this Chapter references to "the person appointed" are references to the person appointed by the Governing Body under Section 5 of this Chapter to hear and determine the relevant appeal.
- (iv) The parties to an appeal shall be the appellant and the Vice-Provost and any other person added as a party at the direction of the person appointed.
3. A member of the academic staff shall institute an appeal by serving on the Vice-Provost, within the time allowed under Section 4 of this Chapter, notice in writing setting out the grounds of the appeal.
- 4.(i) A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision appealed against was sent to the appellant or such longer period, if any, as the person appointed may determine under Subsection (iii).
- (ii) The Vice-Provost shall bring any notice of appeal received (and the date when it was served) to the attention of the Governing Body and shall inform the appellant that he or she has done so.

- (iii) Where the notice of appeal was served on the Vice-Provost outside the twenty-eight day period the person appointed shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.
- 5.(i) Where an appeal is commenced under this Chapter the appeal shall, subject to the provisions of Section 4(iii) and Subsection (iii) of this Section, be heard and determined by a person appointed by the Governing Body in accordance with Ordinances made under this Section.
- (ii) A person appointed under Subsection (i) of this Section shall be a person who is not employed by the College and who holds or has held judicial office or who is a barrister or solicitor of at least ten years' standing.
  - (iii) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting with two other persons appointed in accordance with Ordinances made under this Section.
  - (iv) The other persons who may sit with the person appointed shall be:
    - (a) one member of the Regent House of the University of Cambridge not being a Fellow of the College; and
    - (b) one other member of the Regent House, being a Fellow of the College.
- 6.(i) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that prescribed by Ordinances made under this Section.
- (ii) Without prejudice to the generality of the foregoing such Ordinances shall ensure:
    - (a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal;
    - (b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by him or her to represent him or her, are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;
    - (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and
    - (d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable.
  - (iii) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:
    - (a) remit an appeal against a decision under Chapter II (or any issue arising in the course of such an appeal) to the Governing Body as the appropriate body for further consideration as the person or persons hearing the appeal may direct; or
    - (b) remit an appeal arising under Chapter III for re-hearing by a differently constituted Disciplinary Committee to be appointed under that Chapter; or
    - (c) remit an appeal from a decision of the appropriate Officer under Chapter IV for further consideration as the person or persons hearing the appeal may direct; or
    - (d) remit an appeal by the Provost arising under Chapter VII for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Chapter; or

- (e) in the case of appeals arising under Chapter III substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Disciplinary Committee which heard and pronounced upon the original charge or charges.
7. The person appointed shall send the reasoned decision, including any decision reached in exercise of his or her powers under Section 6(iii)(a), (b), (c) or (d) of this Chapter, on any appeal together with any findings of fact different from those come to by the Governing Body or the Redundancy Committee under Chapter II or by the Disciplinary Committee under Chapter III, as the case may be, to the Provost and to the parties to the appeal.

## **CHAPTER VI: GRIEVANCE PROCEDURES**

1. The aim of this Chapter is to settle or redress individual grievances promptly, fairly and by methods acceptable to all parties.
2. The grievances to which this Chapter applies are those raised by members of the academic staff concerning their appointment 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 staff of the College, not being matters for which express provision is made elsewhere in this Statute.
- 3.(i) If no other remedy has proved satisfactory, the member of the academic staff may raise the matter with the Provost.
  - (ii) If it appears to the Provost that the matter has been finally determined under Chapter III, IV or V or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Provost he or she shall inform the member and may inform the Governing Body accordingly.
  - (iii) If the Provost is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of) -
    - (a) a complaint under Chapter III;
    - (b) a determination under Chapter IV; or
    - (c) an appeal under Chapter Vhe or she shall defer action upon it under this Chapter until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member and may inform the Governing Body accordingly.
  - (iv) If the Provost does not reject the complaint under Subsection (ii) and does not defer action upon it under Subsection (iii) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If the Provost so decides he or she shall notify the member and proceed accordingly.
4. If the grievance has not been disposed of informally under Section 3(iv) of this Chapter, the Provost shall refer the matter to the Grievance Committee for consideration.
5. The Grievance Committee shall comprise three Fellows of the College appointed annually by the Governing Body.
6. The procedure in connection with the consideration and determination of grievances shall be prescribed in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

7. The Grievance Committee shall inform the Governing Body whether the grievance is or is not well-founded and if it is well-founded the Committee shall make such proposals for the redress of the grievance as it sees fit.

## **CHAPTER VII: REMOVAL OF THE PROVOST FROM OFFICE**

1. Any three members of the Governing Body may make a complaint to the Vice-Provost seeking the removal of the Provost from office for good cause.
2. The Vice-Provost shall refer such a complaint to the Governing Body, exclusive of the Provost and the members making the complaint. If it appears to the Governing Body that the complaint is not supported by sufficient evidence of good cause for the removal of the Provost from office, the Governing Body may determine that no further action shall be taken upon it.
3. If it appears to the Governing Body, on material presented, that the complaint raises a *prima facie* case which could, if proved, constitute good cause for the removal of the Provost from office, the Governing Body shall appoint a Tribunal to hear and determine the matter. A Tribunal appointed by the Governing Body shall consist of three persons who are not Fellows of the College and are not employed by the College, as follows:
  - (a) one person who holds or has held judicial office, or who is a barrister or solicitor of at least ten years' standing, who shall be Chairman;
  - (b) two other persons.
- 4.(i) A charge referred to the Tribunal shall be dealt with in accordance with the procedure prescribed in Sections 2 to 7 of Chapter III, provided that the Vice-Provost shall perform any duty and exercise any power there assigned to the Provost, and that for the purposes of this Chapter references in those Sections to a Disciplinary Committee shall be construed as referring to the Tribunal, and references to Chapter III in Sections 6 and 7 of Chapter V shall be construed as referring to this Chapter.
  - (ii) The Tribunal shall send its decision on the complaint, together with its findings of fact and the reasons for its decision, to the Provost and the Vice-Provost. The Tribunal shall draw attention to the period of time within which any appeal should be instituted by ensuring that a copy of Chapter V of this Statute accompanies the notification of its decision sent to the Provost.
  - (iii) If the Tribunal finds that the complaint constitutes good cause for dismissal, the Vice-Provost, after consulting the Governing Body, may dismiss the Provost.
5. The Provost may institute an appeal against dismissal by sending to Vice-Provost a notice in writing setting out the grounds of the appeal. A notice of appeal shall be served within twenty-eight days of the date on which the document recording the decision was sent to the Provost, provided that the person appointed to hear an appeal shall have power to hear an appeal submitted after that date if he or she considers that justice and fairness so require in the circumstances of the case.
6. An appeal commenced under Section 5 shall be heard in accordance with the provisions of Sections 5 to 7 of Chapter V of this Statute, provided that the Vice-Provost shall perform any duty and exercise any power there assigned to the Provost.
7. For the purpose of the removal of the Provost for incapacity on medical grounds, the provisions of Chapter IV shall have effect, provided that the Vice-Provost shall perform any duty and exercise any power there assigned to the Provost.
8. For the purposes of this Chapter, references to the Vice-Provost shall, if the Vice-Provost is not in residence, or is incapacitated by illness or otherwise, be construed as referring to the senior member of the Council.

## **S. DATE OF NEW STATUTES AND REPEAL OF PREVIOUS STATUTES**

1. These Statutes shall take effect on the Effective Date and shall apply to the Provost and Fellows from that date.
2. On the Effective Date all the Statutes of the College in force before that date shall be repealed but nothing in this revocation shall affect the legality or validity of any act, deed or thing lawfully done or executed under the provisions thereof. All Ordinances and Regulations passed under such Statutes and in force immediately before that date shall remain in force but so that any new Ordinance and any change to any Ordinance or to any Regulation duly passed under such Statutes and expressed to come into effect on the Effective Date shall then be effective.
3. The repeal of such former Statutes shall not be taken to revive any provision repealed by such former statutes.
4. The Governing Body shall prescribe how Fellows under the former classes of Fellowship become Fellows under the new classes.

## **T. CHANGES TO THE STATUTES**

1. These Statutes may be changed under the procedures laid down by the Universities of Oxford and Cambridge Act 1923, and in accordance with the process outlined for doing so laid down in the Statutes and Ordinances of the University of Cambridge in force at the time of the proposed change.

## **U. INTERPRETATION**

1. In these Statutes, in Ordinances and in Regulations, unless the contrary be provided or the context so requires:
  - (a) ‘academical year’ shall have the meaning prescribed from time to time in the statutes and Ordinances of the University;
  - (b) ‘College’ means The King’s College of our Lady and Saint Nicholas in Cambridge;
  - (c) ‘Electors to Fellowships’ has the meaning attributed in Section E.4;
  - (d) ‘Effective Date’ means the date of the approval of these Statutes by Her Majesty in Council;
  - (e) ‘Fellow’ means a Fellow of the College elected or appointed pursuant to Statute E or predecessor statutes;
  - (f) ‘final removal from the College’ means expulsion from the College and from all property belonging to the College and withdrawal from candidature for a course of study leading to any degree, diploma or certificate conferred by the University;
  - (g) ‘Full Term’ shall have the meaning prescribed from time to time in the Statutes and Ordinances of the University;
  - (h) ‘junior member’ means a member of the College *in statu pupillari*;
  - (i) ‘membership of the College’ means membership conferred on a person by these Statutes, by matriculation as a member of the College or pursuant to Statute A;
  - (j) ‘Officer’ has the meaning attributed in Statute F;
  - (k) ‘Ordinance’ has the meaning attributed in Section B.13;
  - (l) ‘Regulation’ has the meaning attributed in Section C.3;
  - (m) ‘residence’, ‘reside’ and cognate terms shall bear such meanings as may from time to time be determined by Ordinance. Different meanings may be determined for different purposes or for different classes of member of the College;

- (n) 'Section' means a Section of these Statutes;
- (o) 'senior member of the Governing Body' has the meaning attributed in paragraph (a) of Section B.1;
- (p) 'senior members of the Council' means the Provost and Fellows of the College who are members of the Council;
- (q) 'seniority' when referring to Fellows shall have the meaning attributed in Section E.14;
- (r) 'a person *in statu pupillari*' means a matriculated member of the College who is neither a Fellow nor an Officer and who, with the permission and under the supervision of the Council is actively pursuing a course of study leading to a degree, diploma or certificate conferred by the University;
- (s) 'suspend' means to suspend on full pay;
- (t) 'Term' shall have the meaning prescribed from time to time in the Statutes and Ordinances of the University;
- (u) 'University' means the University of Cambridge.

2. Any question which may arise as to the construction of these Statutes shall be decided by a resolution of a Congregation passed after not less than seven days' notice and expressly referring to this statute, subject to an appeal to the Visitor by the Provost, or any three Fellows, under the provisions of Statute P.

**END OF THE STATUTES**

# **THE ORDINANCES**

**As agreed by the Governing Body**

**November 2007**



## A.1 MEMBERSHIP OF THE COLLEGE

1. In accordance with Statute A.4, the Provost, Fellows, Scholars and those *in statu pupillari* will be members of the College.
2. In addition, the following will be members of the College while they hold the offices specified:
  - a) the Organist, the Master over the Choristers, the Choristers, the Choral and Organ Scholars;
  - b) Associate Fellows of the College, as specified in Ordinance E.1;
  - c) College Research Associates
3. A Provost, Fellow, Bye-Fellow, Chaplain or Graduate of the College will remain a member of the College for life unless that membership is revoked for good cause following the appropriate disciplinary procedures.
4. There shall be no right of appeal against a decision of the Council terminating membership of the College.
5. The Senior Members of the College shall be the Provost, the Fellows, the Chaplain, the Organist, the Master over the Choristers and all Members of the College who:
  - a) have been admitted to the degree of Doctor of Philosophy by the University; or
  - b) have been admitted to the degree of Master of Arts by the University, provided that a period of at least six years and a term has elapsed since their matriculation; or
  - c) have been admitted to the degree of Master of Science, Master of Letters or Master of Philosophy by the University, provided that a period of at least two years and a term has elapsed since admission to that degree.
6. Notwithstanding Section 4 of this Ordinance, no person who is *in statu pupillari* shall be a Senior Member of the College unless he or she has been elected to a Fellowship or appointed Chaplain, Master over the Choristers or College Organist.
7. All Members of the College agree, by virtue of their membership, to be bound by the Statutes and Ordinances of the College.
8. Any Senior Member of the College not in residence shall be referred to as, and shall enjoy the rights and privileges of a Non-Resident Member.
9. The College is a charity subject to the oversight of the Charity Commission. All members of Council are Trustees of the College and are bound by the laws and regulations governing Charity Trustees.

## **B.1 CONGREGATIONS OF THE GOVERNING BODY**

1. The Provost shall ensure that all members of the Governing Body are informed of their duties and responsibilities as charitable trustees.
2. Details of all business to be transacted at a Congregation of the Governing Body, along with all principal papers, must be circulated to all members of the Governing Body at least seven days before the date of the meeting.
3. Notwithstanding Section 2 of this Ordinance, a Congregation may, with the agreement of a majority of those present, consider any business of which less than seven days notice has been given.
4. The Annual Congregation shall be held on the last Thursday of Michaelmas Full Term, or on such other occasion as decided by a vote of an Ordinary Congregation.
5. The College shall maintain a register of interests where all members of the Governing Body will be required to declare any financial or personal interests that may conflict with their responsibilities as a member of the Governing Body and as a trustee of the College. This register will be open to inspection by any member of the Governing Body at all reasonable times.
6. At the beginning of any Congregation or any meeting of a College committee, the chair will ask if any member present has a conflict of interest arising over any of the matters to be discussed. Any such declarations will be recorded in the minutes.
7. If a Congregation or any meeting of a College committee is discussing a matter in which any person present has
  - a) a particular financial interest, or
  - b) any other personal interest which, in the opinion of the Chairman makes his or her presence undesirable,he or she shall declare this to the chair and withdraw until after the decision is taken; but he or she shall be entitled to make representation to the meeting, either in writing, or in person before withdrawing.
8. The Council will promulgate a policy advising how conflicts of interest will be considered and dealt with. This policy will be considered each year by the Council and circulated to all members of the Governing Body.
9. All business transacted at any Congregation shall be deemed to be confidential to the Governing Body.

## **B.2 ELECTION OF JUNIOR MEMBERS TO THE GOVERNING BODY AND COUNCIL**

1. This Ordinance specifies the procedures to be used for the election of Junior Members to both Governing Body and Council.
2. Two graduate students and two undergraduate students shall be elected annually to serve as members of the Governing Body.
3. The number and composition of Junior Members elected annually to serve as members of Council shall be as declared in Ordinance C.1.

4. The electorate for election of undergraduates shall be the undergraduate members of the College in residence and the electorate for election of graduates shall be the graduate members of the College in residence who are *in statu pupillari*.
5. An election shall not be valid if the total number of votes cast does not exceed one-fifth of the number of the relevant electorate.
6. Where a specific number, or at least a specific number, of a particular category is required to be elected, those candidates with the most votes up to the required number shall be elected.
7. Where an election is required in addition to those already elected of a Junior Member who could be either a graduate or an undergraduate according to a weighted voting system, then the candidate shall be elected who has received the highest proportion of votes cast in their election and not already been elected.
8. The Chaplain shall be the Returning Officer responsible for the conduct of the elections, failing whom the Council shall appoint a Returning Officer.
9. As well as ensuring that the election is carried out in accordance with this Ordinance, the Returning Officer is responsible for ensuring that the election is adequately publicised to all Junior Members including the date of the election and the closing date for nominations, giving in each case at least ten days notice.
10. Save in exceptional circumstances, the annual election of Junior Members to the Governing Body and Council shall take place before the end of each Michaelmas Full Term.
11. In the event of a non-valid election, a further election shall be held at the earliest possible date.
12. Junior Members elected to serve on Governing Body and Council in accordance with this Ordinance shall take up their membership on the first day of the Lent Full Term following the election and serve for a calendar year.
13. A casual vacancy in the Junior Membership of Governing Body or Council shall be filled by a bye-election conducted on the same basis as was used for election of the member being replaced.
14. Junior Members elected to membership of the Governing Body shall swear the following oath, in the presence of the Provost, or in his or her absence the Vice-Provost, or in the absence of both, the senior Fellow who is a member of Council, before becoming full members of the Governing Body:

I, *M. N.*, elected a member of the Governing Body of this College, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to promote the interests of the College as a place of education, religion, learning and research.

### **B.3 COMMITTEES OF THE GOVERNING BODY**

1. The Governing Body Committees established under the provisions of Statute B.17 shall be: the Development Committee; the Fellowship Committee; the Fellows' Remuneration Committee; the Investment Committee; the Research Committee; the Wine Committee; and such other committees as it may determine from time to time, including the appointments committees for such Officers of the College as are specified in Statute F.

2. Governing Body Committees shall report both to the Governing Body and to the Council. They shall be accountable to the Governing Body. The Minutes of all Governing Body Committees shall be accessible to members of the Governing Body.
3. The Terms of Reference for all Governing Body Committees, or any amendment to the same, must be agreed by a vote of a Congregation before being adopted.
4. Notwithstanding Section 3 of this Ordinance, the Terms of Reference of all Governing Body Committees in place on the date these Ordinances come into force shall remain effective until amended by a Congregation.
5. Except where the Governing Body expressly decides otherwise, the Provost shall be an *ex officio* member of, and if present shall chair, all Governing Body Committees. Should the Governing Body decide that the Provost may not be a member of one of its Committees, it shall either appoint a chair or stipulate the process by which the chair is to be appointed.
6. The Governing Body shall elect Fellows to serve on its Committees at the Annual Congregation. A casual vacancy may be filled by an election held at a Congregation.
7. There shall be one undergraduate and one graduate student on all Governing Body Committees with the exception of the Fellowship Committee; the Fellow's Remuneration Committee; the Research Committee; the Wine Committee, and such other committees as the Governing Body may determine from time to time, including the appointments committees for such Officers of the College as are specified in Statute F.
8. The Junior Members of Governing Body Committees shall be appointed using procedures agreed by the members of the College *in statu pupillari* and approved by Council.
9. Members of any Governing Body Committee who fail to attend three consecutive meetings of that Committee without good cause shall cease to be a member of the committee. This section shall not apply in respect of non-attendance by undergraduate members during vacations.
10. Subject to Ordinance B.1.5, any Member of the Governing Body may, with the prior agreement of the Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow who is a member of Council, attend meetings of all Governing Body Committees, but without the right to speak or vote.
11. Within seven days of a meeting of a Governing Body Committee any twelve Senior Members of the Governing Body may request the Provost to place on the agenda of the next Congregation of the Governing Body any matter decided by the Committee at that meeting, other than a matter relating to the appointment or stipend of any Fellow or member of the College staff. All such requests must be made in writing and be signed by each Fellow making the request. When such a request has been made, the decision of the Committee shall not be binding on the College until the Governing Body has agreed the matter. If the Committee concerned believes that to defer the matter to the next Congregation would cause undue delay in deciding the matter, Committee may require the Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow who is a member of Council and available, to summon a Congregation. Any such matter put to a Congregation shall be decided in accordance with Statute B.7.

## **C.1 THE COUNCIL**

1. The Council shall comprise:
  - a) the Provost ex officio;
  - b) ten Senior Members of the Governing Body, elected by the Senior Members of the Governing Body;
  - c) one undergraduate student and one graduate student, elected by those members of the College in statu pupillari who are in residence, using the procedures set down in Ordinance B.2.
2. The members of the Council identified in Section 1(a) and 1(b) shall be collectively referred to as the 'Senior Members of Council' and those identified in Section 1(c) as the 'Junior Members of Council'.
3. Attendance at Council is also required of the following officers: the Vice-Provost; the First Bursar, the Senior Tutor; the President of KCGS; the President of KCSU. All these required attendees have the right to speak and present business, but not the right to vote.
4. Members of the Council shall be eligible for re-election, provided that no elected member shall serve for more than four consecutive years.
5. The Senior Members of Council are elected annually at the Annual Congregation, except that casual vacancies may be filled by an election at an Ordinary Congregation.
6. The Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow present, shall act as Chairman of the Council.
7. No business shall be transacted at any meeting of the Council unless at least five Senior Members are present.
8. Nothing in these Ordinances shall be construed as preventing the Council from transacting business in the absence of the Junior Members through failure of election or any other cause.
9. All questions put to the vote at a meeting of the Council shall be decided by a majority of those members who are present.
10. The Council shall hold ordinary meetings at such stated intervals as it shall from time to time determine. The Provost may call a special meeting of the Council, and shall do so on receipt of a request signed by at least four members of the Council.
11. Notice of all business to be transacted at meetings of the Council shall be made available to all Members of the Governing Body in advance of the meeting.
12. The Minutes of all Council meetings shall be circulated to members of the Governing Body (whether in draft or final form) within seven days of the meeting to which they refer.
13. Subject to Ordinance B.1.5, any Member of the Governing Body may, with the prior agreement of the Provost, attend meetings of the Council, but without the right to speak or vote.
14. Within twelve days of a meeting of the Council, any twelve Senior Members of the Governing Body may request the Provost to place on the agenda of the next

Congregation of the Governing Body any matter decided by the Council at that meeting, other than a matter relating to the appointment or stipend of any Fellow or member of the College staff. All such requests must be made in writing and be signed by each Fellow making the request. When such a request has been made, the decision of the Council shall not be binding on the College until the Governing Body has agreed the matter.

15. Junior Members elected to the Council who are not already Members of the Governing Body shall swear the following oath in the presence of the Provost before becoming full members of Council:

I, *M. N.*, elected a member of the College Council, do solemnly declare that I will observe all the Statutes of the College, and will endeavour to promote the interests of the College as a place of education, religion, learning and research.

## **C.2 COUNCIL COMMITTEES**

1. The Council may from time to time establish Council Committees to deal with specific matters of business, provided that no Committee shall be authorised to dispose of any matter of business that the Council is expressly required or empowered to perform by the Statutes of the College.
2. The Council Committees shall include the Adornment Committee; the Buildings and Safety Committee; the Catering Committee; the Church Patronage Committee; the Finance Committee; the Gardens Committee; the Library Committee; the Personnel Committee; the Studentship Electors and the Use of Choirs Committee.
3. Council Committees shall report, and be accountable to the Council. The Minutes of all Council Committees shall be accessible to all Members of the Governing Body.
4. The Terms of Reference for all Council Committees, or any amendment to the same, are set by the Council with the following limitation. The Provost is not an *ex officio* member of any Council Committee and the Chair is appointed by Council, preferably from the elected members of the committee, except that any Council Committee, with the Provost's consent, may co-opt the Provost to act as its Chair.
5. Notwithstanding Section 4 of this Ordinance, the Terms of Reference of all Council Committees in place on the date these Ordinances come into force shall remain effective until amended by the Council.
6. Apart from *ex officio* members, all Fellows serving on Council Committees shall be elected by the Governing Body at the Annual Congregation. A casual vacancy may be filled by appointment by the Council.
7. There shall be one graduate and one undergraduate student member on all Council Committees with the exception of appointments committees; the Church Patronage Committee; the Personnel Committee; the School Governors; the Studentship Electors and the Use of Choirs Committee, and such other committees as the Governing Body may determine from time to time.
8. The Junior Members of Council Committees shall be appointed using procedures agreed by the members of the College *in statu pupillari* and approved by Council.
9. Members of any Council Committee who fail to attend three consecutive meetings of that Committee without good cause shall cease to be a member of the committee. This section shall not apply in respect of non-attendance by undergraduate members during vacations.

10. Subject to Ordinance B.1.5, any Member of the Governing Body may, with the prior agreement of the Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow who is a member of Council, attend meetings of any Council Committee, but without the right to speak or vote.
11. Within five days of a meeting of a Council Committee any six Senior Members of the Council may request the Provost to place on the agenda of the next meeting of the Council any matter decided by the Committee at that meeting, other than a matter relating to the appointment or stipend of any Fellow or member of the College staff. All such requests must be made in writing and be signed by each Fellow making the request. When such a request has been made, the decision of the Committee shall not be binding on the College until the Council has agreed the matter.

#### **D.1 AGE OF RETIREMENT FOR THE PROVOST**

1. There is no fixed retirement age for the Provost.

#### **E.1 ASSOCIATE FELLOWS**

1. Associate Fellows are Senior Members of the College who are not Fellows and so are not members of the Governing Body. These include Honorary Fellows and Visiting Fellows described in Statutes E.1, E.34, E.35, and E.36.
2. The classes of Associate Fellows are:
  - a) Honorary Fellows,
  - b) Fellow Benefactors,
  - c) Fellow Commoners,
  - d) Emeritus Fellows,
  - e) Bye-Fellows,
  - f) Visiting Fellows,
  - g) Chaplains,
  - h) Emeritus Chaplains.
3. Each Associate Fellow is a Senior Member of the College for the duration of their Associate Fellowship but is not a member of the Governing Body.
4. The purposes of the various classes of Associate Fellows are described below. The terms and conditions relating to each class shall be fixed by Regulation of the Governing Body.
  - (a) Honorary Fellows are persons of eminence elected by the Governing Body in accordance with Statute E.34 and E.35. An Honorary Fellow is elected for life or until resignation.
  - (b) Fellow Benefactors are persons who have contributed in a very significant way to the College. They are elected by the Governing Body for life or until resignation.
  - (c) Fellow Commoners are persons who have contributed in a very significant way to the College. They are elected by the Governing Body for life or until they resign or are elected as a Fellow Benefactor.

- (d) Emeritus Fellows are those who have been Fellows of the College and played a significant part in the College during their Fellowship. This is an honorary position to which people are elected by Council. They are elected for life or until resignation.
- (e) Bye-Fellows are appointed to carry out academic rôles within the College. They are appointed by Council for a fixed period of up to five years and with prescribed rights and duties. Bye-Fellowships may be renewed.
- (f) Visiting Fellows are elected by the Governing Body in accordance with Statute E.36. Visiting Fellowships are for those visiting Cambridge and are for a fixed period of no longer than one year.
- (g) Chaplains are Clerks in Holy Orders appointed by Council to serve as a priest in the Chapel. They are appointed for a fixed period and are Associate Fellows while they serve as a chaplain at the College.
- (h) Emeritus Chaplains are those who have been chaplains at the College and have played a significant part in the College during their chaplaincy. They are elected, on retirement from office, by the Governing Body for life or until resignation.

## **E.2 ELECTORS TO RESEARCH FELLOWSHIPS**

1. The Electors to Fellowships for Research Fellowships shall be the members of the Research Committee.

## **E.3 NUMBER OF FELLOWSHIPS**

1. The total number of Fellows, excluding Life Fellows and Honorary Fellows and Visiting Fellows shall not exceed one hundred.
2. The number of Professorial Fellows who were not Fellows at the time of election to a Professorial Fellowship shall not exceed ten.
3. There shall be no quota for the number of Life Fellows elected under Statute E.31, but the number of Life Fellows elected under Statute E.32 shall not exceed five.
4. The number of Fellows in each class shall not exceed the following:
 

a) Ordinary Fellows	70
b) Professorial Fellows	35
c) Research Fellows	30
d) Extraordinary Fellows	8
e) Life Fellows (Statute E.31)	No quota
f) Life Fellows (Statute E.32)	5
g) Honorary Fellows	25
h) Visiting Fellows	3

## **E.4 REQUIREMENTS AND PRIVILEGES OF FELLOWS**

1. The first appointment of a Fellow to a Fellowship in any class other than Life, Honorary and Visiting Fellowships shall be for a period not exceeding five years. The Electors to Fellowships may re-elect a Fellow for further periods, each not exceeding five years, into the categories of Fellowship for which they are responsible.



2. The tenure of a Visiting Fellowship shall not normally exceed one academical year.
3. Subject to Statute E, the privileges and benefits of Fellows are determined from time to time by the Governing Body and are set out in Regulation E.1.
4. Any Fellow shall have the right to stand for election to Council and any Governing Body or Council Committee.
5. A Fellow shall not attend meetings of any Committee whilst on sabbatical leave, but he or she may attend and vote at Congregations of the Governing Body.
6. Each Fellow shall be required to fulfil the duties of his or her Fellowship, as specified by the Electors to Fellowships at the time of his or her election or on the occasion of any subsequent renewal of the Fellowship and to perform such other duties as they are reasonably requested to undertake by the Governing Body or the Council.
7. Any Fellow who fails, without good cause, to fulfil the duties of his or her Fellowship, or to perform such other duties as he or she is reasonably requested to undertake by the Governing Body or the Council, shall be subject to the disciplinary procedures detailed in Statute R, Chapter III.
8. All Ordinary, Professorial and Research Fellows are required to be in residence in Cambridge during Full Term unless granted leave by the Council. For the purposes of this Ordinance, a Fellow will be deemed to be in residence in Cambridge if he or she complies with the residency requirements for University Officers as defined in the Statutes and Ordinances of the University of Cambridge currently in force.
9. The Governing Body, in accordance with Statute B.17, delegates to the Remuneration Committee the duty to consider the stipends, allowances or other benefits that Fellows may receive and to report their general recommendations to the Governing Body and their specific salary proposals for individual Fellows to the Council.

#### **E.5 AGE OF RETIREMENT FOR FELLOWS**

1. A Fellow shall retire at the end of the academical year in which he or she reaches the age of 67 years.

#### **E.6 LIFE FELLOWSHIPS**

1. The Governing Body may elect to a Life Fellowship any Fellow who has completed more than twenty-one consecutive years as an Ordinary or Professorial Fellow, provided that the total number of Life Fellows so elected shall not exceed that stated in Ordinance E.3.3.
2. The provisions of Statute R, Chapters III and IV shall apply to all Life Fellows.

#### **F.1 THE OFFICERS**

1. The Requirements and Privileges of Fellows detailed in Ordinance E.4, and the Retirement Age for Fellows specified in Ordinance E.5 shall apply to all Officers of the College.

## **F.2 THE VICE-PROVOST'S DEPUTY**

1. During any period in which the Vice-Provost is absent from the College for more than two nights the senior Fellow in residence who is a member of Council shall act as his or her deputy.
2. Should the Vice-Provost be absent from the College for a prolonged period as a result of illness, or because he or she is on leave, the Provost may nominate a Fellow to perform the duties of the Vice-Provost under such conditions as he or she shall think fit.
3. If at any time the offices of Provost and Vice-Provost are both vacant, the senior Fellow in residence who is a member of Council shall assume the position of Vice-Provost until a Vice-Provost has been elected.

## **I.1 THE CHORISTERS, CHORAL AND ORGAN SCHOLARS**

1. There shall be no more than sixteen Choristers, fifteen Choral Scholars, and two Organ Scholars in any one academical year.
2. The Choristers shall be accommodated and educated at the College School unless otherwise decided by the Council. The arrangements for the governance of the School shall be fixed by Regulation of the Council.

## **O.1 THE COMMON SEAL**

1. The College Officers empowered to affix the Common Seal to any deed or instrument shall be the Vice-Provost, the Dean, the First Bursar, the Second Bursar and the Senior Tutor.

## **Q.1 DISCIPLINE OF MEMBERS IN STATU PUPILLARI**

1. The Lay Dean, in conjunction with the Senior Tutor, shall be the officer responsible for all matters of discipline relating to Junior Members. In the absence of the Lay Dean, the Senior Tutor shall appoint a Fellow to act as his or her deputy.
2. Where Junior Members have broken College regulations or otherwise misbehaved, the Lay Dean shall have the power to impose such penalties on Junior Members as he or she thinks fit, provided always that the maximum fine that can be imposed by the Lay Dean shall not exceed the figure agreed by Council for any one offence, and that only a Board of Discipline shall have the power to remove a Junior Member from College, either temporarily or permanently, for non-academic reasons.
3. Any Junior Member who wishes to appeal against disciplinary sanctions imposed upon him or her by the Lay Dean, or his or her deputy, shall have the right to appeal within fourteen days to the Provost, or in his or her absence the Vice-Provost, or in the absence of both the senior Fellow who is a member of Council. The appeal may be against a finding of guilt, the level of fine, or other punishment imposed.
4. The Provost will normally consult the Lay Dean and the Tutor of Junior Member concerned, and may also consult the Senior Tutor and any other person he or she thinks fit, before deciding whether there is a *prima facie* case for the appeal to be heard. Should the Provost decide that there is no *prima facie* case for the appeal to proceed, there will be no right of appeal to any other authority. In the event of it being decided that there is a case for the appeal to be taken further, it will be heard by an Appeals Panel. The Appeals Panel shall report its findings to the Provost.

5. The procedures for determining the composition of the Appeals Panel will follow those for a Board of Discipline outlined in Ordinance Q.2.3. The Junior Member shall have the right to be represented at the Appeals Panel by his or her Tutor or by another Fellow of his or her choice.
6. An Appeals Panel shall have the authority to find the Junior Member not guilty and to increase, as well as reduce, any fine or other form of punishment.
7. If, having exhausted the College appeals procedure, a Junior Member is not content with the process, he or she may appeal to the Office of the Independent Adjudicator.

## **Q.2 THE BOARD OF DISCIPLINE**

1. The Lay Dean may refer any serious breach of discipline that has allegedly occurred among Junior Members to the Provost for consideration by a Board of Discipline.
2. Complaints alleging behaviour of a criminal nature (including allegations involving drugs or assaults) will be referred directly to the police and will, therefore, not be subject to a Board of Discipline at any time. In such cases the Council reserves the right to take any action it deems necessary to safeguard other members of the College.
3. A Board of Discipline shall consist of three Fellows, appointed by the Provost. The senior Fellow who is a member of the Board shall act as chairman.
4. The members of a Board of Discipline shall not include the Lay Dean, the Tutor of the Junior Member concerned, or any person who has agreed to assist a Junior Member in preparing or presenting his or her defence. These persons may speak at the hearing, but they must withdraw when the Board is considering the case.
5. A Junior Member whose behaviour has been referred to a Board of Discipline shall be informed of the nature and substance of the case against him or her. He or she shall be given a reasonable opportunity to explain himself or herself to the Board in person. He or she shall be entitled, if he or she so desires, to be represented or accompanied by a person of his or her choice.
6. A Board of Discipline may fine a Junior Member, or remove him or her from College, either temporarily or permanently.
7. A Junior Member who has appeared before a Board of Discipline shall have fourteen days within which he or she may appeal the Board's decision to the College Council, before which he or she shall have the right to be heard, and to be represented by his or her Tutor, or by another Fellow of his or her choice.
8. When hearing appeals against the decision of a Board of Discipline, the Council shall have the power to confirm, vary or reverse the decision of the Board.
9. A Junior Member whose appeal to the Council is unsuccessful retains the right of appeal to the Office of the Independent Adjudicator.

## **R.1 DISCIPLINE OF ACADEMIC STAFF**

1. Statute R shall apply to all full-time College Officers.

2. In any case where an officer of the College or any other Fellow is designated to perform any duties or exercise any powers under Statute R and that officer or Fellow is involved in the matter in question, the Council shall have the authority to appoint an alternate to act in his or her place.

## **R.2 THE DISCIPLINARY COMMITTEE**

1. A Disciplinary Committee appointed by the Council under Statute R, Chapter III, Section 3 shall be chaired by the senior Fellow who is a member of the Committee.
2. Once a Disciplinary Committee has been appointed, the Council shall appoint a suitable person to act as secretary to the Committee.
3. The parties to a hearing by a Disciplinary Committee shall be the person charged and the person appointed to present the charges under Statute R, Chapter III Section 5(i).
4. The person charged shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by the Committee. Any individual appointed to represent the person charged shall be entitled to receive all papers or notices in connection with the case, in addition to the person charged.
5. A Disciplinary Committee shall not determine any charge without an oral hearing at which the person charged, and his or her appointed representative, is entitled to be present and to speak.
6. The Chairman of the Committee shall fix the date, time and place of the Hearing, and he or she shall have the power, should circumstances require it, to cancel a hearing so arranged at any time before the commencement of the Hearing, and to appoint a different date, time, and place, provided always that the Hearing must take place no more than four weeks after the appointment of the Disciplinary Committee has been agreed by the Council.
7. Witnesses may be called, both on behalf of the person charged and on behalf of the person presenting the charge, to give evidence at the Hearing. All witnesses may be questioned concerning any relevant evidence.
8. Notwithstanding Ordinance B.3.10, all Disciplinary Committees shall sit *in camera*.
9. The person formulating the charge or charges shall, not later than fourteen days before the date of the Hearing, send to each party:
  - a) a notice of the Hearing, which shall contain information and guidance concerning
    - i. attendance at the hearing;
    - ii. the calling of witnesses;
    - iii. the production of documents;
    - iv. representation by another person;
    - v. the use of written statements.
  - b) a copy of the charges, together with a copy of all relevant documents, and the list of all witnesses the College proposes to call, as required by Statute R, Chapter III, Section 5(ii)(a).
  - c) A copy of Statute R, Chapter III.

10. No new witness or documentary evidence may be introduced by the person presenting the charge, without the Committee's consent, once notice of a Hearing has been issued. The Committee shall not give such consent without good reason and, if late introduction is allowed, the person charged shall be allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence.
11. In any case where the person 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 the proceedings before the Committee, the Hearing shall not be held until that prosecution has been concluded. In such cases the Disciplinary Committee may recommend to the Provost that the person charged be suspended from the performance of his or her duties in accordance with the provisions of Statute R, Chapter III, Section 3.
12. Evidence that the person charged has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which he or she was charged proved, shall be admissible at a Hearing of the Disciplinary Committee for the purpose of proving that he or she was guilty of any act or conduct which is the subject of the proceedings before the Committee.
13. The College shall meet the proper costs of the person formulating, and the person presenting the charge, along with those of the members of the Committee, its legal adviser and its secretary, if any.

### **R.3 THE MEDICAL BOARD**

1. Where it appears to the Provost, or any other officer acting as his delegate under Statute R, Chapter IV that it is necessary to refer a case concerning the removal from office of a member of the academic staff on medical grounds to a Medical Board he or she shall arrange for such a Board to be appointed, in accordance with Statute R, Chapter IV, Section 2(iii).
2. Once a Medical Board has been appointed, the Council shall appoint a secretary to the Board, on the nomination of the Chairman.
3. A member of the academic staff whose case has been referred to a Medical Board shall be entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing by the Board. Any individual appointed to represent the person charged shall be entitled to receive all papers or notices in connection with the case, in addition to the member concerned.
4. No case referred to a Medical Board shall be determined without an oral hearing at which the representative of the member, but not the member himself or herself, is entitled to be present.
5. The Chairman of the Medical Board shall appoint the date, time and place of the Hearing, and he or she shall have the power, should circumstances require it, to cancel a Hearing so arranged at any time before the commencement of the Hearing, and to appoint a different date, time, and place, provided always that the Hearing must take place no more than six weeks after the Medical Board has been appointed.
6. Witnesses may be called, both on behalf of the College and on behalf of the member of the academic staff whose case is being considered. All witnesses may be questioned concerning any relevant evidence.
7. Notwithstanding Ordinance B.3.10, all Medical Boards shall sit *in camera*.

8. The Chairman of the Medical Board shall, not later than fourteen days before the date of the Hearing, send to each party:
  - a) a notice of the Hearing, which shall contain information and guidance concerning
    - i. attendance at the hearing;
    - ii. the calling of witnesses;
    - iii. the production of documents;
    - iv. representation by another person;
    - v. the use of written statements.
  - b) a statement of the case, together with a copy of all relevant documents.
9. A copy of Statute R, Chapter IV.
10. The College shall meet the proper costs of members of the Medical Board, and of its secretary and legal adviser, if any.

#### **R.4 APPEALS**

1. The Governing Body shall appoint annually a panel of six people who may be called to hear and determine any appeal commenced under the provisions of Statute R, Chapter V. The members of the panel shall be:
  - a) two persons who are not employed by the College and who hold or have held judicial office, or who are barristers or solicitors of at least ten year's standing;
  - b) two members of the Regent House of the University not being Fellows of the College; and
  - c) two Fellows of the College.
2. When an appeal is lodged under Statute R, Chapter V, the College Council shall select one person appointed under Section 1(a) of this Ordinance to hear the appeal. The Council shall appoint two further people to sit with the person appointed, in accordance with Chapter V, Sections 5(ii) and (iii), if requested to do so.
3. The Vice-Provost shall inform the appellant of the name of the person appointed to hear the appeal and, in addition, the names of those who will sit with him or her, should any have been appointed.
4. Any person submitting an appeal under the provisions of Statute R, Chapter V shall be entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal. Any person appointed to represent the appellant shall be entitled to receive all papers or notices in connection with the appeal, in addition to the appellant.
5. No appeal shall be determined without an oral hearing at which the appellant, and any person appointed to represent him or her, are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses.
6. The Vice-Provost shall send to the person appointed to hear the appeal, the appellant and his or her appointed representative, if any:

- a) a copy of the record of the decision appealed against;
  - b) copies of the papers received by the body that earlier heard or considered the matter; and
  - c) a copy of the document recording the determinations of that body.
7. The person appointed to hear the appeal shall determine:
- a) the date, time and place of the hearing of the appeal;
  - b) whether witness are to be heard and the extent of the matters, if any, on which oral evidence is to be permitted;
  - c) whether he or she will sit alone to hear the appeal or will sit as chairman of a Board of Appeal in accordance with Statute R, Chapter V, Section 5(iii);
- and he or she shall inform the parties accordingly.
8. Not later than fourteen days before the date set for the Hearing, the appellant and the respondent shall send to the person hearing the appeal, and to each other, a copy of any documents to be submitted to the Hearing and a list of any witnesses to be called along with statements of the evidence they are expected to give.
9. Notwithstanding Ordinance B.3.10, all appeals shall be heard *in camera*.
10. Subject to the provisions of Statute R and of these Ordinances, the person hearing the appeal shall regulate his or her own procedure. He or she may set limits for each stage of the proceedings (including the Hearing itself), may postpone or adjourn any meeting at his or her discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that it is heard and disposed of as expeditiously as is reasonably practicable.
11. The person hearing the appeal (or the Chairman in the case of a Board of Appeal) shall have the power, by certificate under his or her hand, to correct in documents recording decisions concerning the appeal any clerical errors arising from accidental mistakes or omissions.
12. The College shall meet all proper costs of the person or persons hearing the appeal, and of the legal advisor, if any.

## **R.5 THE GRIEVANCE COMMITTEE**

1. Whenever the Provost refers a matter to the Grievance Committee under the provisions of Statute R, Chapter VI, Section 4, the senior Fellow who is a member of the Grievance Committee shall act as chairman of the Committee.
2. The Grievance Committee shall regulate its own procedure, but, that notwithstanding, no grievance shall be disposed of without an oral hearing at which the aggrieved person, and any person against whom the grievance lies, shall have the right to be heard and to be accompanied by a friend or representative.
3. It shall be the duty of the Grievance Committee to consider and determine the grievance as expeditiously as is reasonably practicable.
4. In any case where the Grievance Committee finds that the grievance was well-founded, it may recommend to the Provost that appropriate disciplinary action be taken in respect of the person against whom the grievance lay.

5. In any case where the Grievance Committee finds that the grievance was malicious or to have been in bad faith, it may recommend to the Provost that disciplinary action be taken against the person concerned.

#### **R.6 THE TRIBUNAL**

1. The provisions of Ordinance R.2 relating to the Disciplinary Committee shall apply to any Tribunal appointed under Statute R, Chapter VII, provided that references in those ordinances to a Disciplinary Committee and to a person charged shall be construed as referring to the Tribunal and to the Provost respectively.

**END OF THE ORDINANCES**