

**KING'S COLLEGE
CAMBRIDGE**

THE ORDINANCES

As agreed by the Governing Body

Last updated on 18th June 2020

A.1 MEMBERSHIP OF THE COLLEGE

- GB 21.07.17
1. In accordance with Statute A.4, the Provost, Fellows, Scholars, College Research Associates 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;
- GB 21.07.17
3. A Provost, Fellow, Bye-Fellow, Chaplain, College Research Associate 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.
- GB 21.07.17
5. The Senior Members of the College shall be the Provost, the Fellows, the Chaplain, the Organist, the Master over the Choristers, College Research Associates 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.
- GB 21.07.17
9. Any former College Research Associate shall enjoy the rights and privileges of a Senior Non-Resident Member.
 10. 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. During the vacation the Provost may determine that a matter before Council should be decided by correspondence. Such a decision shall be made by an absolute majority of the votes of members, given individually in writing to the Provost. A report of any decision arrived at in this way shall be brought to the next meeting of the Council.
16. 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:

*Added GB
30.11.17*

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 Education 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.

Added GB 20.07.18

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.

Amended GB 14,7,2016 **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) Directors of Research,
 - c) Fellow Benefactors,
 - d) Fellow Commoners,
 - e) Emeritus Fellows,
 - f) Bye-Fellows,
 - g) Visiting Fellows,
 - h) Chaplains,
 - i) 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) Directors of Research are eminent retired Fellows who continue to have a full time position in the University as Directors of Research, and also agree to continue their contribution to the purposes of the College. They are elected by the Governing Body for a period of up to five years while they continue to hold their University office of Director of Research. Directors of Research may be re-elected under the same conditions.
 - (c) 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.
 - (d) 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.
 - (e) 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.
 - (f) Bye-Fellows are appointed to carry out academic roles 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.
 - (g) 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.
 - (h) 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.
 - (i) 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 AND ASSOCIATE FELLOWSHIPS

1. The total number of Fellows, excluding Life Fellows, shall not exceed one hundred.
2. The number of Ordinary Fellows and Professorial Fellows shall not exceed eighty.

3. There shall be no quota for the number of Life Fellows elected under Statute E.31.
The quota for Life Fellows elected under Statute E.32 shall be zero, without prejudice to the position of those Fellows already elected under the provisions of that Statute.

4. The number of Fellows in each class shall not exceed the following:

a) Ordinary and Professorial Fellows	80
b) Research Fellows	30
c) Extraordinary Fellows	4
d) Life Fellows	No quota.

5. The number of Associate Fellows in each class shall not exceed the following:

a) Honorary Fellows	25
b) Visiting Fellows	3
c) Bye-Fellows and Directors of Research	15
d) Chaplains, Emeritus Chaplains, Emeritus Fellows, Fellow Benefactors, Fellow Commoners	No quota.

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 with the exception of the Research Committee. Any Ordinary, Extraordinary, Professorial or Life Fellow may stand for election to the Research 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.

Amended GB
12.3.20

- 10 A Research Fellow may, with the permission of the Research Committee, intermit their Research Fellowship for up to two years to pursue academic teaching or a research project elsewhere. A Research Fellow who is intermitting their Research Fellowship shall have the privileges associated with a non-resident member, except in such cases as Council makes a grant of additional privileges.

E.5 AGE OF RETIREMENT FOR FELLOWS

Amended GB
18.6.20

1. A Fellow shall retire at the end of the academical year in which he or she reaches the University Retirement Age.

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.

Amended GB
18.6.20

F.1 THE OFFICERS

1. The Officers of the College will consist of the Vice-Provost, Dean, First Bursar and Senior Tutor, as specified in Statute F.1, together with the Second Bursar, the Director of Music, the Director of Development and the Fellow Librarian.
2. Requirements and Privileges of Fellows detailed in Ordinance E.4, shall apply to all Officers of the College.
3. The Retirement Age for Fellows specified in Ordinance E.5 shall apply to all Officers of the College, with the exception of the Vice-Provost and Senior Tutor.
4. The Vice-Provost and Senior Tutor must be below the Retirement Age specified in Ordinance E.5 on the date they assume office, or, if the post is renewed, on the date that they re-assume office.
5. Other offices for Fellows within the College will not be regarded as College Offices. Retirement from these positions will be governed by the College's Retirement Policy for Fellows.
6. If, in exceptional circumstances, it proves necessary to extend the duration of an existing Vice-Provost or Senior Tutor's term (in circumstances not amounting to a renewal), the age of the Vice Provost or the Senior Tutor shall not be a barrier to that extension.

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