

October 2017

**KING'S COLLEGE,
CAMBRIDGE**

THE REGULATIONS

Changes made to 30th October 2017

A.1 SENIOR MEMBERS

1. The rights and privileges of Senior Members of the College, including Dining Rights, shall be as agreed by the Governing Body from time-to-time.

B.1 COMMITTEES OF THE GOVERNING BODY

1. Ordinance B.1.5 shall apply to all meetings of all Committees of the Governing Body.
2. The Secretary appointed by Council to any established Council or Governing Body Committee should, ex officio, be a full member of that committee.

B.2 RESEARCH COMMITTEE

1. The membership of the Research Committee is Provost, Vice-Provost, First Bursar, Senior Tutor, Two Research Managers, and Nine other Fellows.
2. The Managers are elected at an Annual Congregation, to serve for two years, with the possibility of being renewed once by a similar election.
3. The Fellows are elected to serve one year at an Annual Congregation.
4. Managers and Fellows elected at an Annual Congregation take up office on the immediately following 1 April.
5. Any casual vacancy in the position of Research Manager, whether through failure of election or other cause, may be filled by the Research Committee appointing a Fellow to the position until such time as it is filled by the normal process of annual election.

C.1 THE COUNCIL

1. Ordinance B.1.5 shall apply to all meetings of the Council.
2. The Council shall have power to authorize expenditure for any single purpose not exceeding £50,000.

C.2 COUNCIL COMMITTEES

1. Ordinance B.1.5 shall apply to all meetings of all Council Committees.

D.1 ELECTION OF THE PROVOST

1. Before the occurrence of a vacancy in the Provostship under Statute D.6, the Vice-Provost shall bring before the Council the names of two or more Fellows who would, in his or her opinion, be suitable for making such arrangements for informal discussions as the College shall deem necessary in the period before an election to the Provostship; the Council shall appoint one of them, or such other Fellow as it thinks fit, for this purpose.

2. The Council shall appoint a Committee to conduct any enquiries that the College deems necessary. The members of this Committee shall be the Fellow appointed by the Council to make arrangements for informal discussions, five other Fellows appointed by the Council, including three specifically chosen to represent the different age bands of the Fellowship. The Committee shall have power to co-opt.

E.1 PRIVILEGES AND BENEFITS OF FELLOWS

1. Free meals whenever they are available from the Served;
2. Free unlimited High Table meals whenever they are held;
3. Twenty free guests per year for High Table;
4. Residential space (if available) for single Fellows;
5. Office space (if available) for research and/or teaching for non-resident Fellows;
6. A rent allowance of £4,000 per annum to Fellows of University lecturer grade or below not residing in College accommodation: available for four years before reducing to £2,000 for a further four years;
7. A Shared Equity Scheme for house purchase: the College contributes up to £150k and then the property is owned jointly;
8. A research grant of up to £1,250 per annum for travel to conferences, computers, books, photocopying, etc.(Regulation E.3);
9. A contribution towards the cost of childcare for pre-school children (Regulation E.2);
10. Free parking on the Cobbles, at Garden Hostel and at Kingsfield;
11. Free telephone calls on College telephones: up to £5 per month;
12. A pension scheme (normally USS) for Fellows who are fully or substantially employed by the College;
13. Up to 40 days holiday per annum for Fellows who are fully employed by the College.

GB 20.6.16

E.2 CHILDCARE

1. The College will assist with the pre-school childcare costs of the children of Ordinary and Research Fellows.
2. Payments under the Scheme shall be calculated quarterly, and the maximum payment in any quarter to all recipients shall be one quarter of the annual budget allocation for childcare costs.
3. The payment for each child recipient shall be the full amount of the costs incurred on registered/approved childcare, certified by receipts or other documents, such as signed letters; subject to a cap equal to the quarterly allocation divided by the number of child recipients; and also provided that this amount should not be more than the cost of a full time nursery place at the Gonville and Caius nursery.

4. The payments are only available to Fellows with pre-school children. To be clear, they will not be made as part payment towards school fees, whatever the age of the child.
5. The payments are a taxable benefit.

E.3 RESEARCH AND COMPUTER GRANT

- GB 20.6.16*
1. Each Fellow may claim expenses up to a maximum of £1250 in any academical year. Expenses may include:
 - a) Attendance at conferences.
 - b) Visits to other academic institutions and field trips.
 - c) Editorial assistance with certain academic publications.
 - d) Purchase of books and periodicals required for teaching or research.
 - e) Photocopying expenses up to a maximum of £100 in any academical year.
 - f) Other expenses directly related to research and approved by the Research Committee.
 - g) Purchase of a computer and related hardware or software.
- GB 20.6.16*
2. Any unspent grant may be carried forward for one academical year.
 3. Applications for Research or Computer grants must be submitted to the First Bursar.

E.4 LEAVE OF ABSENCE

Sabbatical Leave

1. The Provost, and any Ordinary, Extraordinary or Professorial Fellow, shall be eligible for leave of absence under these Regulations.
- Ccl 21.2.17*
2. Applications under these Regulations shall be made to the Provost as early as possible, and in any case, not later than the division of the term preceding the beginning of the period for which leave is desired or, in the case of the Provost or those College Officers detailed in Statute F.1, not later than the division of the Easter Term preceding the beginning of the period for which leave is desired. An application for leave of absence from the Provost should be submitted to the Vice-Provost.
- Ccl 12.5.15*
3. The granting of leave shall always be conditional on satisfactory arrangements being possible for the performance of the applicant's work during his or her period of absence. The Council shall refuse consent to one or more applicants where the number of applications, if granted, is so large as to be likely to impair the proper working of the College, or if in the circumstances of the particular case serious inconvenience would be caused. **In addition, if the applicant is a University Officer, the granting of leave is conditional on the granting of Sabbatical Leave by the University for the same period.**
- Ccl 21.2.17*
4. Subject to the above, those eligible under these Regulations shall be entitled to apply for leave of absence during one term for every six terms of their service in any College office (exclusive of any term in respect of which they have received leave of absence under these Regulations or otherwise), save that terms of Academic Leave that are

counted as terms of service by the University may be counted as terms of service by the College.

- Ccl 21.2.17* 5. In calculating the number of terms of entitlement to leave no account will be taken of any period of service more than six years before the start of the proposed period of leave.
- Ccl 21.2.17* 6. Sabbatical leave will not normally be granted during the Fellow's last academic year before retirement, unless the University exceptionally grants leave during that period.
7. The Council shall require in general that a Fellow obtaining leave of absence under these Regulations shall effectively give up during the period all teaching and administrative duties in Cambridge.
- Ccl 21.2.17* 8. During any period of leave a Fellow who receives a stipend from the College shall be paid the pensionable element of his or her full stipend, which shall be charged on the same sources as usual.
9. The full amount of the College contribution to a Fellow's superannuation policy shall be paid out of the same sources as usual during any period of leave of absence.
10. A Fellow who has been granted leave of absence under these Regulations shall inform the Council of any remunerated work which he or she undertakes during the period of his or her absence, and the Council may thereupon modify the amount payable to him by the College for the period of leave.
11. In special circumstances the Council shall have power to grant periods of leave of absence under these Regulations although the usual conditions, as prescribed above, are not fulfilled.

Short Leave

- Ccl 10.10.17* 1. During Full Term, periods of leave of absence of less than three consecutive working days may be taken without explicit permission. The Provost may grant leave of absence for periods of between three and five consecutive working days; should the Provost decline to grant leave the matter will be decided by Council. All applications for leave involving absence of more than five consecutive working days shall be considered by the Council.

Ccl 12.5.15 ***Academic Leave***

1. Any Fellow who is granted Academic Leave by his or her Department or Faculty of the University shall be eligible to apply for leave of absence from the College for the same period as that granted by the University.
- Ccl 21.2.17* 2. A term of Academic leave will not count as a term of service in respect to entitlement to Sabbatical Leave unless the University and College both so decide.
3. Any Fellow on Academic Leave may continue to serve as a member of Council and any Governing Body or Council Committee, subject to the terms and conditions of his or her research award. He or she may attend and vote at Congregations of the Governing Body.

Maternity and other Non-Academic Leave

1. Research Fellows taking Maternity, Paternity, and Adoption leave for periods longer than three months thereby intermit their Fellowships for the period of leave.
2. In the interpretation of Statute E.25, the time counted as a Research Fellow shall not include any period of intermission of a Fellowship.
3. During any period of intermission, a person intermitting a Fellowship shall be similar to a Visiting Fellow in not being a member of the Governing Body, not counting as a Fellow for the purposes of Statutes and Ordinances, not being entitled to attend committees or other formal meetings of the Fellowship, and not being automatically entitled to the benefits of being a Fellow.

GB 17.7.15 **E.5 ASSOCIATE FELLOWS**

1. The Regulations below describe the election, rights and duties of Associate Fellows in accordance with Ordinance E.1.
2. All Associate Fellows are Senior Members of the College during the tenure of their Associate Fellowships. This entitles them to take meals in College; to use the Senior Combination Room; to walk across the College lawns; and to park in the College's car park.
3. Associate Fellows are not members of the Governing Body and are not Fellows.

E.5.1 *Honorary Fellows*

1. The procedure for the election of Honorary Fellows is set out below in Regulation E.6.

*Amended
GB 14.7.2016* **E.5.2 *Directors of Research***

1. An Ordinary Congregation may elect as a Director of Research a retired Fellow who is distinguished in research, holds the University Office of Director of Research, and undertakes to continue his or her contribution to the purposes of the College.
2. Elections are for no more than five years but may be renewed, contingent upon the Director of Research continuing to hold his or her University Directorship.
3. Following an election, or re-election, Council will prescribe in writing the rights that the Director of Research will enjoy. The rights should reflect the contribution being made to the purposes of the College.

E.5.3 *Fellow Benefactors*

1. An Ordinary Congregation may elect as a Fellow Benefactor any person who has helped the College in significant ways and has donated a sum of at least £1,000,000 to the College.

2. A Fellow Benefactor will not be entitled to College Accommodation, but will have the following rights and privileges:
 - To dine at High Table, free of charge, on up to twenty occasions in each academic year, excluding Mondays in Full Term, and to bring a guest against payment.
 - To lunch in College against payment.
 - To attend the Beves Dinner on any occasion when another Fellow Benefactor, or a Fellow whose Fellowship he or she has funded is being admitted.
 - To attend the Founder's Feast, the Founder's Obit Dinner and the Summer Supper Party, and to bring one guest to the Summer Supper Party without charge.
 - To apply for two tickets for the Advent Procession each year.
 - To apply for two tickets for the annual Festival of Nine Lessons and Carols.

E.5.4 *Fellow Commoners*

1. An Ordinary Congregation may elect as a Fellow Commoner any person who has helped the College in significant ways. This will normally include having donated an amount of at least £250,000 to the College.
2. A Fellow Commoner will not be entitled to College Accommodation, but will have the following rights and privileges:
 - To dine at High Table, free of charge, on up to ten occasions in each academic year, excluding Mondays in Full Term, and to bring a guest against payment.
 - To lunch in College against payment.
 - To attend the Beves Dinner on any occasion when another Fellow Commoner, or a Fellow whose Fellowship he or she has funded is being admitted.
 - To attend the Summer Supper Party, and to bring one guest without charge.
 - To apply for two tickets for either the Advent Procession or the Festival of Nine Lessons and Carols each year.

E.5.5 *Emeritus Fellows*

1. Council may elect as an Emeritus Fellow any person who has served as a Fellow of the College for at least 15 years. In exceptional circumstances, where a Fellow has not served for 15 years but Council considers that it is in the College's interest to elect as an Emeritus Fellow because of other, significant contributions to the College, Council may seek approval from the Governing Body to make an election.
2. An Emeritus Fellow is not entitled to College Accommodation, but has the following rights and privileges:
 - To dine at High Table, free of charge, on up to twenty occasions in each academic year, including Mondays in Full Term and to bring a guest against payment on evenings when guests are permitted.
 - To lunch in College once a week freely and otherwise against payment.
 - To attend one Beves Dinner per year, at the invitation of the Vice-Provost.

- To attend the Summer Supper Party and to bring one guest without charge.
- To apply for two tickets for either the Advent Procession or the Festival of Nine Lessons and Carols each year.

E.5.6 *Bye-Fellows*

1. Council may elect as a Bye-Fellow any person who undertakes to carry out academic duties for the College. Elections are for no more than 5 years but may be renewed.
2. At the time of election, or re-election, Council will prescribe in writing the duties of the Bye-Fellow and the rights the Bye-Fellow will enjoy. The rights should reflect the contribution being made to the purposes of the College.
3. Bye-Fellows may resign their positions at any point and Council may terminate the appointments if the prescribed duties are not completed.

E.5.7 *Visiting Fellows*

1. An Ordinary Congregation may elect a Visiting Fellow in accordance with Statute E.36. The Tenure of a Visiting Fellowship is limited by Ordinance E.4 so that it does not normally exceed one academic year.
2. No more than 3 Visiting Fellows may be elected during any academic year.
3. At the time of election, the Governing Body will agree the rights to be enjoyed by the Visiting Fellow.

E.5.8 *Chaplains*

1. Council may appoint as Chaplain any person authorized to conduct divine service in the Chapel according to Statute I. The appointment will be for a fixed period of up to 4 years. A Chaplain may be reappointed for further fixed periods in the same manner.
2. The Chaplain is an employee of the College and is subject to a contract of employment agreed with the College. The Dean of Chapel is responsible for managing the Chaplain.
3. The Chaplain's duties will include working with the Dean of Chapel to:
 - to provide pastoral support for members of the College;
 - to be fully engaged in the life of the Chapel, both liturgically and administratively;
 - and
 - to provide other such assistance as the Dean may reasonably request.
4. The College will provide, free of charge, accommodation for the Chaplain. This will normally be a College set, if the Chaplain is single, or a flat, otherwise. Where the Chaplain does not live in College, an office in College will normally be provided.
5. The Chaplain has the following rights and privileges:
 - To take meals in College on the same terms as Fellows.

- To apply for two tickets for the Advent Procession each year.
- To apply for two tickets for the annual Festival of Nine Lessons and Carols.

E.5.9 *Emeritus Chaplains*

1. An Ordinary Congregation may elect as an Emeritus Chaplain someone who has been a Chaplain at the College and has played a significant part in the College during that chaplaincy. This would be because of exceptional service beyond that normally expected of a Chaplain. The election takes place at the retirement of the Chaplain from the College chaplaincy. The appointment as an Emeritus Chaplain is for life or until resignation.
2. An Emeritus Chaplain is not entitled to College Accommodation, but has the following rights and privileges:
 - To dine at High Table, free of charge, on up to twenty occasions in each academic year, excluding Mondays in Full Term and to bring a guest against payment on evenings when guests are permitted.
 - To attend the Summer Supper Party and to bring one guest without charge.
 - To apply for two tickets for the Advent Procession or the Festival of Nine Lessons and Carols each year.

*Amended
GB 11.5 15*

E.6 ELECTION OF HONORARY FELLOWS

1. If, at the start of the Lent Term in any year, the number of Honorary Fellows is less than the quota in Ordinance E.3.4, then the Fellowship Committee shall solicit confidential suggestions from the Fellowship of the names of persons suitable for election. It shall consider these suggestions, together with other data, and report to the Council with a long list of no more than ten names by the end of the Lent Term.
2. Council shall send to the Governing Body a list, with supporting data, of possible candidates to be considered in confidence at the first Congregation of the Easter Term. Following discussion and informal voting, a short list containing no more names than the number of vacancies will be agreed. At or following that Congregation, one Fellow will be designated as the advocate for each person on the short list and will be responsible for putting together the case for that person but without seeking letters of support or contacting the person.
3. Each designated Fellow will present to the Governing Body, at the first Congregation of the Michaelmas Term, the full case for that person to be considered for an Honorary Fellowship. Following that discussion and any informal voting, the Provost will write to those persons on the short list who a priori appear to have a good prospect of election (the 'final list'), to ask if they consent to be considered at the Annual Congregation, and will obtain letters of support for those who agree.

4. Persons on the final list who have consented will be considered for election at the Annual Congregation according to Statute E.34. Voting shall be by secret ballot. The Provost shall convey notice of their election to successful candidates.
5. An Honorary Fellow is not entitled to College Accommodation, but has the following rights and privileges:
 - To take meals in College on the same terms as Fellows.
 - To apply for two tickets for the Advent Procession each year.
 - To apply for two tickets for the annual Festival of Nine Lessons and Carols.

Amended **E.7 ASSOCIATES OF THE SENIOR COMBINATION ROOM (ASCRs)**
Ccl 24.10.15

1. ASCRs are appointed by Council on the recommendation of the Vice Provost or the Senior Tutor.
2. The appointment of an ASCR normally would be expected to be for no more than one or two years, renewed annually, and is aimed primarily at those who will have an active role within the College through involvement with teaching or research.
3. ASCR recommendations would normally offered to individuals:
 - a. who teach substantially for the College, or whose teaching would be difficult to replace;
 - b. for whom it is not appropriate at that time to be considered for a Fellowship but for whom it might be at some future date;
 - c. who are visiting Cambridge and who have a connection either with the College or with a Fellow;
 - d. who are in Cambridge longer-term and working closely with a Fellow, e.g. as part of a research project run by the Fellow;
 - e. with whom the College or Fellows wish to promote good relations for the benefit of the College.
4. Council should agree, at the time of appointment, the conditions for each ASCR, such as the duration of the appointment and any entitlement to meals in the cafeteria or at High Table (and at whose expense).

Amended **E.8 APPOINTMENT OF EXTRAORDINARY FELLOWS**
GB 8.3.16

1. A proposal for an election to an Extraordinary Fellowship should be made initially to the Fellowship Committee through the Vice-Provost at its regular meeting in the Easter Term.
2. Proposals should include a full CV of the candidate, together with a letter of support from the proposer incorporating a statement of how the candidate's election would benefit the College. Additional expressions of support are not required at this stage.
3. The Committee will assess the benefit to the College to be derived from an election and request expressions of support from the Fellowship.
4. Any proposals thought worthy of support will be recommended to the Governing Body for consideration at the Ordinary Congregation in the Michaelmas Term. If the Committee does not consider the proposal worthy of support it will lapse.

5. If after discussion and any informal voting at the Congregation there seems a likelihood of election, the proposer will be invited to present the case to the Annual Congregation for a formal vote.
6. Any proposal for the re-election of an Extraordinary Fellow should be made in a similar manner to the Fellowship Committee, who will if thought fit bring the proposal to the Governing Body.

Amended **E.9 ELECTION OF VISITING FELLOWS**
Ccl 26.4.16

1. The Vice-Provost shall inform Fellows of the number of vacancies in the number of Visiting Fellows and invite applications for new elections no later than the end of the Michaelmas Term in any year.
2. Proposals for an election to a Visiting Fellowship should be made through the Vice-Provost to be brought to the Fellowship Committee at its regular meeting in the Lent Term. A proposal should be made by at least two Fellows in subjects cognate to those of the proposed visitor. The proposers must undertake to be present in Cambridge during the period of the proposed visit.
3. The proposed period of the visit should begin no earlier than the Michaelmas Term following an election and no later than the following Michaelmas Term. The proposed period of the visit may be up to three consecutive Terms.
4. The criterion for a successful application should be that the election is in the interests of the College. Thus proposals should include, together with a full CV of the candidate, a letter of support from the proposers incorporating a detailed statement of how the candidate's election would benefit the College or its members, for instance through engagement in collaborative research, delivering seminars, or specific involvement with graduates and/or undergraduates.
5. Any proposals thought worthy of support should be recommended to the Council during the Lent Term. Council will in turn, if thought fit, recommend proposals to the Governing Body for its consideration ideally at the second Congregation in the Lent Term, otherwise at the first Congregation in the Easter Term. No recommendations may be made which if successful would lead to a breach of the quota for Visiting Fellowships.
6. No person may be elected who has held a Visiting Fellowship at any time during the previous five years, except in exceptional circumstances (for example, the truncation of a previous visit due to illness).
7. When forwarding applications to the Governing Body, the Council will recommend the financial arrangements to be applied during the visit. Resident Visitors will, if in receipt of a substantial salary from their own institution, normally be required as a minimum to pay the service charge applicable to resident Fellows.

Added
Ccl 7.11.17

E.10 COLLEGE RESEARCH ASSOCIATES (CRAs)

1. CRAs are appointed by Council on the recommendation of the Research Managers. Applications can be from individuals or from groups of up to three. Up to six new appointments will be made annually, groups counting as a single appointment.

2. CRAs must, at the time of appointment, be employed by the University of Cambridge in a post-doctoral research role, with at least a year of employment guaranteed from the date of appointment. Should their employment with the University cease prior to the end of their appointment by the College, the CRA position will also terminate. CRAs should not simultaneously be a member of another college.
3. CRAs are appointed for two years in the first instance, potentially renewable for further periods of 2 years, subject to demonstration of having made a substantial contribution to the College.
4. CRAs are expected to take an active role within the College in research, including the communication of research, interacting both with the Fellowship and graduate students.
5. CRAs have access to the SCR, the library and other College facilities. They have the right to lunch and dine in College with one High Table dinner and two lunches per week free of charge. Up to £500 per year of research expenses is available through the Research Committee.

F.1 COLLEGE APPOINTMENTS

Directors of Studies

1. Directors of Studies are appointed annually by Council, on the recommendation of the Senior Tutor.
2. The Senior Tutor's recommendations for appointment should be submitted to Council no later than the second meeting of Council in the Long Vacation.
3. Directors of Studies shall undertake such duties, and receive such stipends, privileges and allowances as shall be agreed by Council from time to time.

Lay Dean

1. The Lay Dean is appointed by Council. He or she shall be appointed for a period not exceeding five years, but Council may renew his or her appointment for further periods, each not exceeding five years.
2. The Lay Dean shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

Praelector

1. The Praelector is appointed by the Council. He or she shall be appointed for a period not exceeding five years, but Council may renew his or her appointment for further periods, each not exceeding five years.
2. The Praelector shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

Tutors

1. Tutors are appointed annually by Council from amongst the Fellows and the Chaplain of the College, on the recommendation of the Senior Tutor.
2. The Senior Tutor's recommendations for appointment should be submitted to Council no later than the second meeting of Council in the Long Vacation.
3. Tutors shall undertake such duties, and receive such stipends, privileges and allowances as shall be agreed by Council from time to time.

*Amended
GB 9.3.15*

F.7 ELECTION OF THE VICE PROVOST

1. The Vice-Provost will normally be elected at an Annual Congregation to take up office at the beginning of the following Easter Term.
2. The election process will be initiated by the senior Fellow member of the Council (other than a Life Fellow), who will run the election in consultation with the Caucus convenors.
3. At the beginning of Full Term in which the election takes place, the Fellow conducting the election, as defined in regulation F.7.2 above ('the responsible Fellow') will alert all Fellows to the date of the election and invite expressions of interest and nominations from the Fellowship.
4. Within two weeks of the initial announcement, the names of all Fellows who have expressed an interest or have been nominated and who have agreed to stand will be published to the Governing Body.
5. After the publication of the list, other nominations or expressions of interest will be accepted for a further week, after which the list will be closed.
6. Each candidate will be requested to prepare a brief written statement giving their case for election, which will be circulated to the Fellowship.
7. Meetings of the three Caucuses will be arranged by the responsible Fellow at which the candidates can present their cases.
8. The election will be conducted by secret ballot, normally at the Annual Congregation. If there are more than two candidates, the method of election (for example, a system of transferable votes so as to secure an absolute majority) will be settled by the responsible Fellow and the Caucus convenors and communicated to the Governing Body in advance of the election.
9. The Provost shall not vote. In the event of a tie, the responsible Fellow shall have a second and casting vote.

G.1 ACADEMIC PERFORMANCE

1. An undergraduate will be required to withdraw from the College as a result of failure in a University examination. Any undergraduate who, notwithstanding failure in an examination, may still fulfil the requirements for an Honours degree of the University, if allowed to remain in residence by the College, shall have the right of appeal to the Council.

2. Appeals against being asked to withdraw from College shall be heard at the second meeting of Council in the Long Vacation.
3. Academic appeals shall be heard in accordance with the procedures for Academic Appeals, as amended by Council from time-to-time.
4. The Senior Tutor may request that Council consider requiring any member *in statu pupillari* who fails to apply him or herself to his or her studies as required under Statute Q.2(b) to withdraw from the College. When such a request is made, Council shall hear the case in accordance with the procedures for Academic Appeals referred to in Section 3 of this Regulation.

Added
Ccl 24.11.15

G.2 Student Societies

1. The members of the College *in statu pupillari* may belong to a students' union. Undergraduates belong to the King's College Student Union and graduates to the King's College Graduate Society. The constitutions of these Unions require approval by Council. These Unions elect officers including members of the Council and Governing Body as determined by Statute and Ordinance.
2. Any student society that is registered as a University society needs to comply with the University's rules on student societies. Any other society or organisation that uses the College name, or uses College equipment, facilities or funds for the benefit of students is a College Society and must comply with the rules given below.
3. Funding from the College will be for the Unions and College Societies jointly. King's College Student Union and King's College Graduate Society will agree between themselves how the funds will be divided between themselves and College Societies. Only if there is a dispute will the Senior Treasurer of the Student Unions be asked to arbitrate.
4. Any College Society must be affiliated with the Unions: King's College Student Union or King's College Graduate Society or both. The Unions will establish a Societies Funding Committee to oversee College Societies open to both undergraduates and graduates. These Unions may also establish subsidiary Societies specifically for undergraduates or graduates only, which will report to them directly. All other College Societies must be open to both undergraduates and graduates, and operate under the oversight of the joint Society Funding Committee.
5. Each College Society, except for subsidiary Societies of the Unions, must register with the Societies Funding Committee. Each Society must have and follow a constitution approved by the Societies Funding Committee or the appropriate Union. Each Society must also appoint a Fellow of the College as Senior Treasurer; and must maintain a list of officers of the Society, including, at least, a President, a Secretary and a Junior Treasurer, all of whom must be resident members of King's College.
6. Each year, at the start of the Lent Term, the Officers of every Society must submit to the Societies Funding Committee or the appropriate Union accounts and a full list of Society Officers. When a Society has its own endowment, it must also submit the terms of that endowment and details of how any income from the endowment has been spent.
7. Each year the Senior Treasurer of the Unions will submit to Council a report including:
Accounts for the Unions and all subsidiary Societies;
A list of the principal officers of the Unions;

A list of all College Societies registered with the Societies Funding Committee, noting if any have failed to supply the information required in 4 and 5 above.

H.1 SCHOLARSHIPS

1. Council shall elect to Scholarships those members of the College placed in the First Class in a Tripos examination. The term 'placed in the First Class in a Tripos examination' shall, in the case of a Tripos where the class list is undivided, mean 'obtain a distinction' and, in the case of a Tripos where candidates are classed in more than one section, mean 'placed in the First Class in each section'. Council may also elect to Scholarships members of the College who have been studying away from Cambridge and who have achieved a result which is equivalent to being placed in the First Class in a Tripos examination.
2. Scholars shall be paid £100 at the time of their election, whether or not awarded a named subject prize in the same year.
3. Scholars shall be admitted to their Scholarships, in accordance with Statute H.3, in the Michaelmas Term following their first election to a Scholarship provided that they are then still in residence.

H.2 STUDENTSHIPS

1. The Council may award or make grants from any of the Studentship Funds up to the limits of the income and unexpended balance in each Fund. Studentships may be Internal or External.
2. Internal Studentships are open to members of the College who (a) are Bachelors of the Arts of the University but who are not of standing to be Masters of Arts, or (b) are undergraduates who have passed an examination qualifying them for the degree of Bachelor of Arts and have kept at least eight terms of residence, or (c) have entered the College as Research Students and have kept at least two but no more than seven terms of residence.
3. Candidates must apply in writing to the Senior Tutor by 30 June, and enclose a statement of the proposed course of study or research.
4. The tenure of an Internal Studentship is for one year, from 1 October following the award, but a Studentship may be renewed annually up to a maximum total tenure of three years.
5. External Studentships are open to graduates of Universities other than Cambridge, who are not members of the College.
6. The tenure of an External Studentship is for one year, but a Studentship may be renewed annually up to a maximum total tenure of three years.
7. The value of each Studentship shall be fixed by the Council together with the value of any dependant's allowance. Holders of Studentships who are in receipt of other income of a similar nature must report it to the Tutor and the Council will normally make a

reduction in the value of the Studentship and dependants' allowance equivalent to the amount of such other income.

8. Students must pursue a course of study or research proposed by them and approved by the Council. Students must be or become members of the College and, except in the case of Internal Studentships, must pursue their course of study or research in Cambridge, but the Council may give leave to work elsewhere for part of the tenure of a Studentship.
9. The Council may require a student to submit a written progress report to the Provost by 30 June each year.
10. The Council may terminate a Studentship at any time if it is dissatisfied with the diligence or conduct of a student.
11. A Studentship is not tenable with a University post or a Fellowship at any College.

I.1 CHORAL AND ORGAN SCHOLARS

Choral Scholars and Volunteers

1. The conditions as to academic standards and examination results applying to students generally in the College shall apply equally to Choral Scholars, and to Volunteers who are members of King's.
2. Choral Scholars and Volunteers are appointed by Council. The tenure of a Choral Scholarship shall be for three years but may in certain circumstances be extended for a fourth year. The tenure of a Volunteer shall be agreed with the Organist in advance. Choral Scholars, because they are admitted to the College on the basis of both academic and choral credentials, and Volunteers, are required to remain in the Choir for the duration of the agreed period of tenure unless the Council determines otherwise. In the case of a Choral Scholar following a four year course involving absence for the third year, e.g. MML, he will be a member of the Choir for years 1, 2, and 4.
3. Choral Scholars are required to reside in College (a Volunteer in King's or his own College) as follows:
 - (i) Michaelmas Term: from 1200 on the Friday before the first day of Full Term to the end of the Sung Eucharist on Christmas Day. (First year Choral Scholars will generally be asked to arrive on the Thursday evening);
 - (ii) Lent Term: for the whole of Full Term, and until the end of the Foundation Concert on the Saturday evening following the end of Full Term;
 - (iii) Easter (when wholly or partly out of Full Term): from 1200 on the Wednesday (or sometimes Tuesday) of Holy Week until the end of Evensong on Easter Day;
 - (iv) Easter Term: for the whole of Full Term, and until the end of the May Week Concert on the Monday evening following the end of Full Term;
 - (v) Period of Summer Residence: from 1600 on the Wednesday preceding General Admission until the end of Evensong on the third Sunday following General Admission;

- (vi) Non-residents' weekend (usually the last weekend of September): from 12 noon on the Saturday until the end of any concert (which may be held outside Cambridge) which may take place on the Sunday evening;
 - (vii) During other short periods, usually at the beginning or end of the Lent and Easter Terms or in September, for taking part in concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, subject to reasonable notice having been given by the Organist.
4. The duties of the Choral Scholars and Volunteers shall be:
- (i) To sing at all rehearsals and services during periods of residence; the normal weekly schedule is annexed;
 - (ii) To sing on certain College and University occasions and at the associated rehearsals, subject to reasonable notice having been given by the Organist; a list of those most commonly occurring is annexed;
 - (iii) To sing at all concerts, broadcasts and recordings, with or without the choristers, previously approved by the Use of Choirs Committee, and at the associated rehearsals, and subject to reasonable notice having been given by the Organist.

The Choir's calendar is published in a document 'Additions to and Changes from Routine' which is circulated termly in advance. The Choir's extra-liturgical commitments are agreed by the Use of Choirs Committee, of which the Senior Choral Scholar for the time being is a member.

5. Permission for absence is granted only in exceptional circumstances and must be sought in advance from the Organist.
6. In the event of illness, a Choral Scholar or Volunteer should contact the Organist immediately.
7. The Choir does not operate a deputy system, but in the event of absence arising in connection with 5 or 6 above, the Organist will discuss with a Choral Scholar where responsibility lies for finding a replacement singer, approved by the Organist, if such should be needed in the circumstances.
8. Each Choral Scholar shall be paid a Scholarship of £100 per annum for three years, to be paid by crediting his College bill for this amount in the Michaelmas Term. Volunteers shall be similarly remunerated.
9. Each Choral Scholar and Volunteer shall be reimbursed up to a total of £60 for the purchase of sheet music approved by the Organist.
10. A Choral Scholar or Volunteer required to reside in College outside the dates of the 29 week rental period shall have the cost of any College fees thereby incurred met by the College. The College shall in addition provide him with a grant towards the cost of maintenance, provided that on each such occasion the Organist shall have certified that the Choral Scholar or Volunteer is required to reside in College. The daily maintenance grant shall be calculated as the daily rate of the Long Vacation maintenance grant as certified by the Senior Tutor, and will be credited to the Choral Scholar's King's College EPOS account. The receipt by a Choral Scholar of fees for

recording or for any other service performed on behalf of the choir shall not be taken into account in calculating the maintenance grant.

11. The College will reimburse travelling expenses actually incurred (subject to their not exceeding return second-class rail travel between a Choral Scholar's or Volunteer's home and Cambridge at the cheapest available fare based on the use of a Student Railcard where possible) in respect of travel to and from Cambridge to enable him to come back into residence outside the 29 week rental period, when required to do so. (Taxi fares are not normally reimbursed.) Such periods might include:
 - (i) the Easter period, when this falls outside Term and does not immediately follow the Lent Term or precede the Easter Term;
 - (ii) attendance at the Non-residents' Dinner, and on certain other occasions outside Term by prior agreement with the Organist.

Arrangements for return to take part in tours will be announced in advance by the Organist.

12. The College will provide free of charge a piano or keyboard for each Choral Scholar's room, and for each Volunteer who is a member of King's.
13. The College will pay on receipt of invoices submitted through the Organist the cost of six singing lessons a term (currently £35 per lesson) and three Alexander lessons a term for each Choral Scholar and Volunteer, provided such lessons have been approved in advance by the Organist.
14. The terms of any contracts for the Choir to broadcast, to perform publicly, to go on tour, to make recordings, or to sing at weddings shall be decided by the College. Such contracts may include provision for the payment of a per capita fee to members of the Choir; alternatively there may be an all-inclusive fee payable to the College. The College will determine the aggregate performance fees to be paid to Choral Scholars and Volunteers (which will include any fees contractually due to members of the Choir) and will make payments to Choral Scholars monthly. The amount to be paid each month will be agreed by the Dean and the Organist, in consultation with the accounts department, and will be paid, via the College payroll.
15. Choral Scholars and Volunteers shall be deemed to have given their consent to the reproduction of performances for broadcasting or recording and the subsequent transmission or sale of the performance so reproduced and shall, upon request, put that consent in writing in respect of a particular broadcast or recording generally.
16. Each Choral Scholar and Volunteer undertakes to assign to the College his rights, if any, to all royalty payments that may become due to him as a result of the broadcast or other public performance of recordings in which he has taken part.
17. Each Choral Scholar and Volunteer shall on request sign a form of Consent and an Undertaking to the effect of paragraphs 14, 15 and 16 above.
18. The Choral Scholars for the time being may offer their services privately under the name "Collegium Regale" and in so doing may describe themselves as choral scholars of King's College. Work in this capacity may only be undertaken within limits approved by the Use of Choirs Committee. The Choral Scholars may not collectively engage in any other paid work.

19. Any question as to the meaning or application of these regulations should be put to the Organist.

Organ Scholars

1. The conditions as to academic standards and examination results applying to students generally in the College shall apply equally to Organ Scholars.
2. Organ Scholars are appointed by Council. The tenure of an Organ Scholarship shall be for three years, but may in certain circumstances be extended for a fourth year. An Organ Scholar may be designated a Mann Organ Student. Organ Scholars, because they are admitted to the College on the basis of both academic and organ credentials are required to carry out the duties of an Organ Scholar for the duration of the agreed period of tenure unless the Council determines otherwise.
3. It is College policy to elect an Organ Scholar in two of out of every three years.
4. Organ Students are required to reside in College as follows:
 - (i) Michaelmas Term: from 1200 on the Friday before the first day of Full Term to the end of the Sung Eucharist on Christmas Day. First year Organ Scholars will generally be asked to arrive on the Thursday evening);
 - (ii) Lent Term: for the whole of Full Term, and until the end of the Foundation Concert on the Saturday evening following the end of Full Term;
 - (iii) Easter (when wholly or partly out of Full Term): from 1200 on the Wednesday (or sometimes Tuesday) of Holy Week until the end of Evensong on Easter Day;
 - (iv) Easter Term: for the whole of Full Term, and until the end of the May Week Concert on the Monday evening following the end of Full Term;
 - (v) Period of Summer Residence: from 1600 on the Wednesday preceding General Admission until the end of Evensong on the third Sunday following General Admission;
 - (vi) Period of the annual organ and choral trials (usually late September);
 - (vii) Non-residents' weekend: (usually the last weekend of September) from 12 noon on the Saturday until the end of any concert (which may be held outside Cambridge) which may take place on the Sunday evening;
 - (viii) During other short periods, usually at the beginning or end of the Lent and Easter Terms or in September, for taking part in concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, and for taking rehearsals of the choristers and probationers at the College School, subject to reasonable notice having been given by the Organist.
5. The duties of Organ Scholars shall be:
 - (i) To attend and to participate by active observation, playing and conducting as required by the Organist, all rehearsals and services in College and Chapel during periods of residence. The normal weekly schedule is annexed;
 - (ii) To take rehearsals of the choristers and probationers at the College School as required by the Organist. (This will normally involve four mornings a

- week and one or two afternoon practices a week during periods of residence, and occasional rehearsals outside the periods of residence, subject to reasonable notice having been given by the Organist.);
- (iii) To attend and to participate by active observation, playing and conducting as required by the Organist on certain College and University occasions and at the associated rehearsals, subject to reasonable notice having been given by the Organist; a list of those most commonly occurring is annexed;
 - (iv) To attend and to participate by active observation, playing and conducting as required by the Organist at all concerts, broadcasts and recordings previously approved by the Use of Choirs Committee, subject to reasonable notice having been given by the Organist;
 - (v) To assist the Organist in practical arrangements relating to visiting organ recitalists.

The Choir's calendar is published in a document 'Additions to and Changes from Routine' which is circulated termly in advance. The Choir's extra-liturgical commitments are agreed by the Use of Choirs Committee, of which the Senior Choral Scholar for the time being is a member.

6. Permission for absence is granted only in exceptional circumstances and must be sought in advance from the Organist.
7. In the event of illness, the Organ Scholar should contact the Organist immediately.
8. There is no deputy system, but in the event of absence arising in connection with 5 or 6 above, the Organist will discuss with an Organ Scholar where responsibility lies for finding a replacement Organist, approved by the Organist, if such should be needed in the circumstances.
9. An Organ Scholar shall be entitled to a Scholarship of £250 per annum for three years, to be paid by crediting his College Bill at the rate of £75 in each of the Michaelmas and Lent Terms and £100 in the Easter Term.
10. Each Organ Scholar shall be reimbursed up to a total of £120 for the purchase of sheet music approved by the Organist.
11. An Organ Scholar required to reside in College outside the dates of the 29 week rental period shall have the cost of any College fees thereby incurred met by the College. The College shall in addition provide the Organ Scholar with a grant towards the cost of maintenance, provided that on each such occasion the Organist shall have certified that the Organ Scholar is required to reside in College. The daily maintenance grant shall be calculated as the daily rate of the Long Vacation maintenance grant as certified by the Senior Tutor, and will be credited to the Organ Scholar's King's College EPOS account. The receipt by an Organ Scholar of fees for recording or for any other service performed on behalf of the choir shall not be taken into account in calculating the maintenance grant.
12. The College will reimburse travelling expenses actually incurred (subject to their not exceeding return second-class rail travel between an Organ Scholar's home and Cambridge at the cheapest available fare based on the use of a Student Railcard where possible) in respect of travel to and from Cambridge to enable him to come back into residence outside the 29 week rental period when required to do so. Taxi fares are not normally reimbursed.) Such periods might include:

- (i) the Easter period, when this falls outside Term and does not immediately follow the Lent Term or precede the Easter Term;
- (ii) attendance at the Non-residents' Dinner and on certain other occasions outside Term by prior agreement with the Organist.

Arrangements for return to take part in tours will be announced in advance by the Organist.

Reasonable expenses incurred on College business, e.g., travelling early to a concert venue to rehearse, will also be reimbursed. Taxi fares will not be reimbursed when public transport is easily available.

13. The College will provide free of charge a piano or keyboard for the Organ Scholar's Room.
14. The College will pay the cost of lessons in organ, piano, singing, conducting, or Alexander Technique up to a maximum of £300 per term, approved in advance by the Organist.
15. The terms of any contracts for the Organ Scholars to broadcast, to perform publicly, to go on tour, or to make recordings, or to play and/or organise the music at weddings, are decided by the College. Such contracts may include provision for the payment of a fee to the Organ Scholar; alternatively there may be an all-inclusive fee payable to the College. The College will determine the aggregate performance fees to be paid to Organ Scholars (which will include any fees contractually due) and will make payments monthly. The amount to be paid each month will be agreed by the Dean and the Organist, in consultation with the accounts department, and will be paid, via the College payroll.
16. An Organ Scholar shall be deemed to have given his consent to the reproduction of performances for broadcasting or recording and the subsequent transmission or sale of the performance so reproduced and shall, upon request, put that consent in writing in respect of a particular broadcast or recording or generally.
17. Each Organ Scholar undertakes to assign to the College his rights, if any, to all royalty payments that may become due to him as a result of the broadcast or other public performance of recordings in which he has taken part.
18. Each Organ Scholar shall on request sign a form of Consent and an Undertaking to the effect of paragraphs 15, 16 and 17 above.
19. Any question as to the meaning or application of these regulations should be put to the Organist.

1.2 STIPENDIARY MEMBERS

Chaplain

1. It shall be the duty of the Chaplain to assist the Dean with the provision of Chapel services and in the pastoral care of the whole College community, and to undertake such other duties as may be required by the Council. In relation to pastoral care, the Chaplain shall have special concern for the welfare of the Junior Members.
2. The Chaplain shall normally be appointed for a maximum term of up to four years.
3. The Chaplain shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

Master over the Choristers

1. It shall be the duty of the Master over the Choristers to ensure the educational and pastoral well being of the Choristers, and to liaise with the Dean and the Organist on all matters pertaining thereto.
2. The Headmaster of the College School may, but need not necessarily, be appointed Master over the Choristers.
3. The Master over the Choristers shall receive such stipend, privileges and allowances as shall be agreed by Council from time to time.

1.3 THE GOVERNANCE OF KING'S COLLEGE SCHOOL

1. The Council of King's College is ultimately responsible for the operation of the School, which is an integral part of the College. Council exercises this responsibility through the Governors who are a committee of Council.
2. The Chair of the Governors shall be either the Provost or a Fellow. The Deputy Chair shall be a Fellow. The Organist and First Bursar shall be Governors ex officio. There shall be in addition: three other Fellows, a Parent Governor on the recommendation of the Headmaster, and up to five other persons with the appropriate experience to enhance the strengths of the Governors. The appointment to all the positions shall be made by Council.
3. Subject to the agreement of Council, the Governors have the power to co-opt up to two other Governors to balance the interests of the School and the expertise available to them, but a majority of College Fellows must be maintained at all times.
4. The primary responsibilities of the Governors shall be the well-being of the children in the School, and the pursuit of high quality education within the framework of all relevant legislation and the Statutes, Ordinances and Regulations of the College.
5. The Governors must inform the College of any matters arising which might impact on the College in any way and the Council must inform the Governors of any matters arising within the College which may impact upon the School.

6. Governors, other than those who are *ex officio*, shall be appointed for a period of four years and shall be eligible for reappointment for a further four years. Normally no further reappointments will be possible, but Council may reappoint a Governor for a third term of office, if it feels this would be in the best interests of the School and the College.
7. Any Governor who is appointed as a Fellow or Parent Governor shall resign if he or she ceases to be a Fellow of the College or to have a child at the School.
8. The Headmaster, the School Bursar (who will act as Secretary), and not more than three other teachers selected by the Headmaster after consultation with the teaching staff, shall be in attendance at all full meetings of the Governors.
9. There shall be at least one meeting of the Governors every School term.
10. All Governors attending meetings shall have voting rights; those persons only in attendance under Section 8 of this Regulation will not.
11. In the event of a tied vote, the Chairman of the Governors or, in the absence of the Chairman, the Deputy Chairman, shall have a casting vote.
12. The Chairman shall be responsible for ensuring that the Governors meet in accordance with this regulation.
13. The Deputy Chairman shall be responsible for liaising with the Headmaster on all matters relating to the interests of the College and the well-being of the School's pupils and staff.
14. The Organist shall be responsible for bringing to the attention of the Governors all matters relating to the Choristers that may affect the School or the College.
15. The Secretary shall be responsible for drawing up meeting schedules, the preparation of agenda (in consultation with the Headmaster and the Chairman or, in his or her absence, the Deputy Chairman), and the taking and circulation of minutes.
16. Without prejudice to the provisions of the School's policies and to any specific obligations or responsibilities set out therein, the Headmaster shall be responsible for bringing to the attention of the Governors all matters of policy relating to the education of the School's pupils, their well-being and that of the Staff, as well as any issue that may impinge on the financial security of the School and its relationship with the College.
17. The minutes of all meetings of the Governors must be submitted to Council immediately after the meeting to which they refer. In addition, the Governors are to submit an annual written report to Council in the Lent Term, or more often if required to do so. Reports to Council must provide sufficient information for Council to be able effectively fulfil its responsibilities for overseeing the running of the School.
18. The Council may ask the Headmaster or any Governor(s) to attend meetings of Council when any business relating to the School is to be discussed. The Headmaster and the Deputy Chairman may request permission to attend any such meeting, should they not have been asked to do so.

19. The Governors are responsible to Council for the secure management of the finances of the School, in accordance with the budgetary principles and financial policies set by Council from time to time.
20. Any proposed expenditure over £10,000 not included in the annual budget must first be approved by Council and, in certain circumstances, may require the approval of a Congregation of the Governing Body of the College.
21. It is the responsibility of the Governors to bring to the attention of Council any major changes in the financial status of the School and to liaise with it over any long-term plans relating to the School.
22. The business of the Governors is to be carried out at full meetings, and through sub-committees. There are four standing sub-committees:
 - a) *Education:*
Responsible for all matters relating to education, including the z of academic policy and the practical delivery of teaching and pastoral care.
 - b) *Estates and Finance:*
Responsible for the annual budget of the School, the management of expenditure and income, and other matters relating to the School's finances.
 - c) *Legal and General Purposes:*
Responsible for advising the Governors on matters relating to compliance with all relevant legislation, the production, review and implementation of School policy documents, and all other matters referred to it by the Governors.
 - d) *Remuneration*
Responsible for recommending the salaries of the senior staff (Headmaster, Deputy Heads and School Bursar).
23. The Governors shall appoint members to the sub-committees as appropriate, those appointed need not necessarily be Governors.
24. All sub-committees must submit a report to each full meeting of the Governors.
25. The Governors have the power to establish *ad hoc* sub-committees as and when necessary.

END OF THE REGULATIONS